

TS-16015/1/2019 (C-29501)  
Government of India  
Ministry of Textiles

Udyog Bhawan, New Delhi  
Date: 11<sup>th</sup> January, 2022

To,

The Textile Commissioner,  
Office of the Textile Commissioner  
48, New Marine Lines,  
New CGO Building,  
Mumbai- 400020

**Subject – Revised Standard Operating Procedure (SOP) for one time correction in UID under ATUFS -reg.**

Madam,

I am directed to refer to the O/o Textile Commissioner's letter No. 12(8)/79/Rep./A-TUFS/2020/TUFS Cell/86 dated 13.12.2021 on the subject mentioned above and to convey the approval of the Competent Authority for revised Standard Operating Procedure (SOP) as in annexure for one time correction in basic details of UID under ATUFS. The revised SOP is in supersession to the earlier SOP approved vide letter No. 16011/04/2019 dated 22.10.20219.

Encl: as above

Yours faithfully,



(Anil Kumar K.C)

Under Secretary to the Govt. of India

## Annexure

### Revised Standard Operating Procedure (SOP) for One Time Correction in UID

Details of one time corrections permitted to be carried out in the UID application of the unit under ATUFS till completion of subsidy disbursal process along with reasons of corrections and acceptable documents thereon are given below:

S. No	Basic Details	Justification for change of details	Acceptable supporting documents *
1.	Unit Name	Change of Management to Private Limited / Limited Company, spelling mistake in Unit name while entering in UID application, change of Unit name due to other reasons etc.	PAN, Certificate of Registration (UAM/ IEM/ DIC/ LLP) / Certificate of RoC, certificate of lending agency.
2.	Plant Address	Unit inadvertently mentioned registered Office Address as Plant Address in UID application, changed their plant location from One place to another place, changed their plant location from One state to another state etc.	Certificate of Reg. (UAM/ IEM/ DIC/ LLP) / Certificate of RoC, Certificate of lending agency.
3.	E-mail ID	Unit has changed their e-mail ID.	Certificate of lending agency
4.	Mobile No.	Unit has changed their Mobile No.	Certificate of lending agency
5.	Term loan account No.	Unit / Bank has inadvertently mentioned incorrect account No.	Certificate of lending agency
6.	PAN.	Unit has inadvertently mentioned wrong PAN. (Typographical mistake only may be allowed after due verification of PAN on online portal (TRACE/NSDL) for matching with the unit name as per UID and confirmation report from software vendor for non breaching of ceiling CAP of entity)	Certificate of lending agency & PAN.

*\*-All documents duly attested by the concerned lending agency sanctioned the term loan under ATUFS, not below the rank of head of branch communicating the sanction of term loan / head of TUFs Cell along with the stamp and designation of the signatory.*

2. Office of Textile Commissioner will exercise due diligence while correcting such errors. A trail of these changes will remain in the system for post audit.

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