

Dated : 19.06.2009

OFFICE MEMORANDUM


Sub : Scheme for implementation of HACCP / ISO22000, ISO14000 / GHP / GMP quality / safety management systems.

The undersigned is directed to convey the approval of the competent authority for the amendment of the "Guidelines for the Scheme for implementation of HACCP / ISO22000, ISO14000 / GHP / GMP quality / safety management systems during 11th plan period", of the Ministry of Food Processing Industries issued on 16.07.2008.

The amendments have been carried out in para 1, para 5(viii), para 5(ix), para 7.1(v), para 7.1(vii) of the guidelines. New conditions at para 5(xiv), and para 5(xv) have been added in the guidelines.

The amended guidelines of the scheme are enclosed.

This issues with the concurrence of IFW vide their diary No. 99/IFW/2009 dated 21.05.2009.


(Capt. Sanjay Gahlot)
Director

Tel: 26497635, Fax: 26493228

To,

1. Addl. Secretary & Financial Advisor, Ministry of Food Processing Industries, Krishi Bhavan, New Delhi.
2. Shri Chaman Kumar, AS&FA, Ministry of Food Processing Industries, Krishi Bhavan, New Delhi.
3. Ms Jyotsana Verma Ray, Director (PF-II), department of Expenditure, Ministry of Finance, North Block, New Delhi.
4. Director (Finance), Ministry of Food Processing Industries, Panchsheel Bhavan, New Delhi- 49.
5. All Divisions of Ministry of Food Processing Industries, Panchsheel Bhavan, New Delhi-49

Amendments to the

GUIDELINES

for the Scheme of

IMPLEMENTATION OF HACCP / ISO22000, ISO14000 / GHP / GMP QUALITY/
SAFETY MANAGEMENT SYSTEMS

DURING 11TH PLAN PERIOD

Operational Guidelines for Total Quality Management System

1. Proposals for financial assistance for Total Quality Management System (TQM) have to be submitted directly to the Ministry of Food Processing Industries during 11th Plan for implementation of ISO14000, ISO22000, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) Certification.

5. Documents Required:

(viii). Complete details of plant & machinery (item-wise & cost-wise) along with quotations duly certified by approved Chartered Engineer (Mech.) and their relevance to HACCP/ISO22000, ISO14000/GHP/GMP with full justification in support of cost claimed. The certification body and the consultant are also required to certify the requirement and cost of plant and machinery.

(ix). Complete details of Technical Civil Works indicating item wise/cost wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil). The certification body and the consultant are also required to certify the cost of civil works.

(xiv). The consultant for implementing ISO 14000 / ISO22000/ HACCP/GMP/GHP should be registered either with National Accreditation Board for Education & Training (NABET) or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc.

(xv). The applicant organization is required to give an undertaking that the training of their employees on implementation of ISO 14000 / ISO22000/ HACCP/GMP/GHP will be obtained from the consultant.

7. Procedure for Reimbursement of expenditure:

7.1(v). Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance (also countersigned by the Certification body) as per following format:

(a) **Project cost:**

(Rs. in lakhs)

Head of Cost	Proposed	Actual cost
Consultant fee		
Fee charged by Certification agency		
Plant & Machinery		
Technical Civil works		
Other exp.		
Total		

(b) **Means of Finance**

(Rs.in lakhs)

	Proposed	Actual
Promoters capital		
Bank Term Loan		
Grant from MFPI		
Unsecured loan		
Others		
Total		

7.1(vii). Completion report along with certificates for implementation of ISO14000, ISO22000, HACCP, GMP and GHP and copy of the Manuals. The certificate issued by the certification body should bear the logo of NABCB or FSSAI.

Guidelines for Implementation of HACCP/ ISO 22000, ISO 14000/GHP/GMP quality/ safety management system

Operational Guidelines for Total Quality Management System

2. Proposals for financial assistance for Total Quality Management System (TQM) have to be submitted directly to the Ministry of Food Processing Industries during 11th Plan for implementation of ISO14000, ISO22000, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) Certification.
3. The grant would be reimbursement of expenditure incurred on acquiring ISO14000, ISO22000, HACCP, GMP and GHP Certification.
4. The reimbursement of expenditure will be released by the Ministry in one instalment after obtaining necessary certification and submission of requisite documents.

4. About the scheme:

(a). Objectives:

- To motivate the food processing industries for adoption of food safety and quality assurance mechanisms such as TQM including ISO 14000, ISO 22000, HACCP, GMP, GHP.
- To prepare them to face global competition in post WTO Regime.
- To enable adherence to stringent quality and hygiene norms.
- To enhance product acceptance by overseas buyers.
- To keep Indian industry technologically abreast of international best practices.

(b). Pattern of Assistance:

All Implementing Agencies i.e. Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of 50% of cost of consultant fee, fee charged by Certification Agency, plant and machinery, technical civil works, and other expenditure towards implementation of Total Quality Management System including ISO14000, ISO22000, HACCP, GMP and GHP in general areas subject to maximum limit of Rs. 15 lakh and 75% in difficult areas subject to a maximum of Rs. 20 lakh.

(c) Eligibility Criteria

- (i) Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of expenditure towards implementation of Total Quality Management.
- (ii) The scheme provides one time reimbursement only against an Industrial Entrepreneur Memoranda (IEM)/ Permanent SSI Registration/ Industrial License.
- (iii) The applicant should not have obtained/applied for grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for purpose of adoption of Total Quality Management System.
- (iv) Application is to be submitted in the prescribed format along with documents required.
- (v) **Expenditure incurred on the project after in-principle approval of the proposal by the Ministry for Total Quality Management System will be considered for re-imburement.**

5. Documents Required:

- (i) Application in the MFPI prescribed format (Annexure-I). Application Format is also available on MFPI website: www.mofpi.nic.in
- (ii) Detailed project report indicating promoters of the organization along with the activities/ background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with process flow chart etc.
- (iii) Income tax returns of the proprietor for previous three years.
- (iv) A copy of permanent SSI Registration or Industrial Entrepreneur Memoranda (IEM) or Industrial Licence, whichever is applicable.
- (v) Bio- Data / experience and Quotations of consultant.
- (vi) Quotation from certification body
- (vii) Confirmation that certification agency is accredited by the Quality Council of India or Food Safety & Standard Authority of India (FSSAI), as applicable.

- (viii) Details of proposed plant & machinery (item-wise & cost-wise) along with quotations duly certified by approved Chartered Engineer (Mech.) and their relevance to HACCP/ISO22000, ISO14000/GHP/GMP with full justification in support of cost claimed. The certification body and the consultant are also required to certify the requirement and cost of plant and machinery.
- (ix) Complete details of Technical Civil Works indicating item wise/cost wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil). The certification body and the consultant are also required to certify the cost of civil works.
- (x) **An affidavit duly executed on non-judicial stamp paper of Rs.10/- or more duly notarized, affirming**
 - (a) that company has not obtained any financial assistance for implementation of HACCP/ISO12000, ISO14000/GHP/GMP in the past from MFPI.
 - (b) that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.
- (xi) Detailed implementation schedule for implementation of the HACCP/ISO 14000/ISO 22000/ GMP/ GHP system.
- (xii) Date of commencement of commercial production.
- (xiii) Expenditure proposed to be incurred on the project indicating consultant fee, fee charged by the certification agency, cost of plant and machinery, cost of technical civil expenses and other expenses related to the proposal along with corresponding sources of finance.
- (xiv) The consultant for implementing ISO 14000 / ISO22000/ HACCP/GMP/GHP should be registered either with National Accreditation Board for Education & Training (NABET) or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc.

- (xv) The applicant organization is required to give an undertaking that the training of their employees on implementation of ISO 14000 / ISO22000/ HACCP/GMP/GHP will be obtained from the consultant.

6. Grant of in-principle approval

The application received in the Ministry in the prescribed format will be examined and in case of complete proposals with all relevant documents/ information, the letter for in-principle approval with a validity period of twelve months will be issued with the approval of competent authority to the applicant organisation.

7. Procedure for reimbursement of expenditure

7.1 The applicant is required to submit the following documents to the Ministry of Food Processing Industries requesting for reimbursement of expenditure incurred on implementation of Total Quality Management System including ISO14000, ISO22000, HACCP, GMP and GHP:-

- (i) Copy of in-principle approval letter and/or extension letter issued by the Ministry.
- (ii) Surety Bond in the prescribed format (Annexure-II)
- (iii) Self verified list of equipments purchased along with copy of invoices/ bills.
- (iv) Detailed process flow chart.
- (v) Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance (also countersigned by the Certification body) as per following format:

(a) Project cost:

(Rs. in lakhs)		
Head of Cost	Proposed	Actual cost
Consultant fee		
Fee charged by Certification agency		
Plant & Machinery		
Technical Civil works		
Other exp.		
Total		

(b) Means of Finance

(Rs.in lakhs)

	Proposed	Actual
Promoters capital		
Bank Term Loan		
Grant from MFPI		
Unsecured loan		
Others		
Total		

- (vi) Copies of invoices of consultant fee, fee charged by Certification Agency, technical civil works and other expenditure.
- (vii) Completion report along with certificates for implementation of ISO14000, ISO22000, HACCP, GMP and GHP and copy of the Manuals. The certificate issued by the certification body should bear the logo of NABCB or FSSAI.
- (viii) Benefits accrued to the Organisation on implementation of Total Quality Management System.

7.2 The requisite documents/information duly certified by the Promoter/Director/ Partner in case of Private Bodies and through the Director or Head of the Institution in case of Govt. Institutions shall be submitted directly to the Ministry. After satisfactory scrutiny of the documents/information thereof the MFPI will reimburse the expenses to the implementation agency in terms of the approved scheme through the Designated Bank.

7.3 An evaluation shall be conducted by MFPI at the end of the year by an independent agency on the implementation of the scheme.

**Application form for Implementation of Total Quality Management System(TQM)
including ISO14000, ISO22000, HACCP, GMP and GHP etc.**

S.No.	Particulars	Details
A	Organisation/ Promoter	
1.	Name & Address (Telephone, Fax, E-mail)	
2.	Background/Experience	
3.	Financial Status i) Audited profit and loss account & balance sheet for last three years ii) Turnover during last three years iii) Banker's name and address	
4.	Existing activities	
5.	List of existing Plant & Machinery and Quality Control facilities with cost.	
B	Project Description	
1.	Name of the Project: (Implementation of HACCP, GMP, GHP, ISO14000, ISO22000)	
2.	Location/ Area	
3.	Details of Industrial Entrepreneur Memoranda (IEM)/ SSI Registration / Industrial License (IL) i) IEM/ SSI registration / IL No. : ii) Date of issue : iii) Issuing authority : (Enclose an attested copy)	
4.	Name of the Products/ by-products (specifications & use)	

5.	Process of manufacture (with flow chart)	
6.	Processing technology being used : (indigenous/imported)	
7.	Installed capacity of Plant/ Manufacturing unit (per day/ per year)	
8.	Capacity utilisation in last completed year (figures in %)	
C.	Project cost	(Rs. in Lakh)
a)	Consultant Fees	
b)	Fees charged by certifying body	
c)	Pre-operative expenses	
d)	Technical civil works (if any)	
e)	Plant & Machinery (This include the equipments required for upgradation of Hygiene, Quality Control testing facilities such as in-house Food Testing laboratory etc.)	
f)	Any other expenses as per the requirement of GMP, GHP, ISO14000, ISO22000, HACCP etc.	
D	Means of Finance	(Rs. in Lakh)
a)	Equity (Promoter/Foreign/Other)	
b)	Loan (Term/working Capital)	
c)	Fund requirement from Ministry (MFPI)	
d)	Others	
	Total	
E	Marketing	
a)	Size of existing Market in terms of cost benefit ratio	
b)	Increase in Future Demand (Expected size of market in the first year after implementation of food safety/quality management systems)	
F	Implementation Schedule	
	i) Items of work ii) Date of implementation (Bar charts/Milestone charts may be enclosed)	

G	Details and experience of the consultant, if any			
H	Details and experience of certifying body			
I	Details of Accreditation Body :			
J	Assistance already availed from MFPI (Give name of the scheme) i) ii)	Component/ Activity for which assistance was taken Activity for which assistance was taken	Amount	Year
K	List of Enclosures			

Place:

Date:

Authorized Signatory

Name (block letters)

Designation

(with special seal of organization/individual)

List of documents attached