

F. No. MFPI/4-5/2008-FPTC(Misc)  
Government of India  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg  
New Delhi-110049

Dated : 17.06.2009

## OFFICE MEMORANDUM

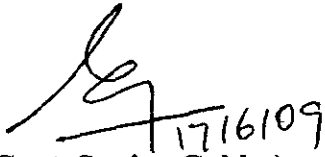
**Sub : Setting up of Food Processing Training Centers under the scheme of Human Resource Development.**

The undersigned is directed to convey the approval of the competent authority for the amendment of the "Guidelines for Setting up of Food Processing Training Centers under the scheme of Human Resource Development during 11<sup>th</sup> plan period", of the Ministry of Food Processing Industries.

The amendments have been carried out in para 3 of the guidelines by including the details of recurring expenditure, recommendations by the State Nodal Agency (SNA) in the Check List, details of release of funds, submission of half yearly status report.

The amended guidelines of the scheme are enclosed.

This issues with the concurrence of IFW vide their diary No. 84/IFW/2009 dated 18.05.2009.

  
(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

## **Food Processing Training Centre (FPTC)**

### **Objective**

Development of Rural Entrepreneurship and transfer of technology for processing of food products by utilizing locally grown raw material and providing "Hand-on" experience at such production cum training centres, while according priority to SC/ST/OBC and women minorities candidates.

### **Eligibility**

Central or State Government Organizations, Educational & Training Institutions, Schools and Colleges, ITIs, NGO's, Co-operatives will be eligible for grant to set up FPTC.

FPTCs will preferably be sanctioned in those clusters, which have been selected for EDPs.

### **Pattern of Assistance (As grants-in-aid)**

Grants-in-aid would be available to the FPTCs only to the following extent:

Single Product Line Centre (for any one group of processing activities)	Rs. 4.00 lakhs for Fixed capital costs and Rs. 2.00 lakh as revolving seed capital
Multi Product Line Centre (for more than one group of processing activities)	Rs. 11.00 lakhs for Fixed capital costs and Rs. 4.00 lakh as revolving seed capital

The grantee organization will be required to run the FPTC for a minimum period of ten years and run "hands-on" training course for EDP trainees/ workers etc. without charging any fees. All other expenses shall be the responsibility of the grantee organization.

### **Recurring Expenditure**

Further recurring expenditure needed for the revolving seed capital on raw materials and consumables (preservatives/additives/packaging etc.) is expected to be recouped from sale proceeds of products processed at the center and the processing fees paid by the growers of the raw materials.

### **How to apply:-**

The applicant has to apply in the proper format (**Annexure-VI**) with complete details of the project indicating cost of land, building, equipments and recurring

expenditure, copy of quotation for equipments and duly forwarded by the respective State Nodal Agency (SNA). SNA may process and forward their recommendation to the Ministry alongwith duly filled in **Check List (Annexure-VIII)**. In the case of Central / State Govt. Organizations / Departments / Universities / Autonomous Bodies, the proposal can be submitted directly to the Ministry with a copy to SNA.

While submitting applications the following points may be kept in view:

- (i) Organizations can seek assistance for single or multi product line FPTC.
- (ii) The promoters must have the basic infrastructure of building to the satisfaction of State Nodal Agency keeping in view the number of trainees and the requirements of production activity.
- (iii) Annual Reports and audited statement of accounts for last 3 years are enclosed.
- (iv) A committee to select the trainees have been constituted by the organization.
- (v) Bank account statement for last 3 years and a certificate from the Bank showing cash balance (as on date) is enclosed.
- (vi) In case of rented premises, the rent agreement should be for a period of minimum 10 years.
- (vii) Confirmation letter from the concerned civic authorities to the effect that infrastructure facilities like drainage, power, water etc. are available
- (viii) An affidavit / undertaking on non-judicial stamp paper (Rs. 10/-or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run "hands on" training course for EDP trainees / workers etc. without charging any fee.
- (ix) The organization shall have to procure furniture, teaching material and other items required for training from their own resources.
- (x) The expenditure on account of salary of the Staff will have to borne by the promoters.
- (xi) The organization should have a minimum income / revenue (other than grants / donations) of Rs. 2.50 lakh in case of multi line and Rs. 1 lakh for single line centre from its activities in the preceding year.
- (xii) An affidavit (in original) on non-judicial stamp paper (Rs. 10/-or above) duly notarized about grants received from other Ministries / Departments / Organizations of the Central government and whether the grant has been utilized properly for the purpose for it was given. It may also be indicated whether utilization certificates for the same have been furnished to the concerned Ministry / Department / Organization. The copies of utilization certificate may also be furnished to this Ministry.
- (xiii) An affidavit (in original) on a non-judicial stamp paper (Rs. 10/-or above) duly notarized to effect that the organization / company has not applied or obtained / will not obtain any subsidy / grant from any Ministry or Department of Government of India or State Government for the same purpose / activities. The format is at **Annexure – IX**.
- (xiv) Copy of quotations from reputed machinery supplier for the proposed equipments is enclosed
- (xv) The organization shall have to impart training to at least 50 trainees per year with minimum of 2 batches per year.

- (xvi) The organization shall have to obtain an FPO licence for FPTC for Fruit and Vegetables processing activity after installation of plant & machinery and before applying for seed capital.
- (xvii) The organization shall have to make arrangements for sale of their products to the Cooperatives / Departmental Stores / Marketing Association / Food Processing Industries / local markets.
- (xviii) The organization shall have professional trainer for the FPTC.
- (xix) The organization while selecting trainees would accord priority to the people belonging to SC/ST/OBC and Women. Atleast 35% of the trainees shall belong to SC/ST/OBC and Women categories.
- (xx) The organization may also like to have an arrangement with nearby Agricultural University/College/Govt. Training Centre for providing technical support and guidance to the center, as and when required.

### **Processing of Applications:-**

Proposal will be examined in the Ministry and the case will be placed before PAC for consideration for approval, if required.

### **Release of funds:-**

Fund will be released in two installments as follows:-

- (i) Fixed capital cost on submission of surety bond and acceptance of terms and conditions of the Scheme.
- (ii) Seed capital will be released on submission of the following documents
  - a) Utilization certificate in Form 19-A duly signed by Chartered Accountant.
  - b) Details of equipment procured alongwith their cost (copies of vouchers to be attached).
  - c) Copy of FPO licence in the case of FPTC for Fruit and Vegetables Processing (F&VP).
  - d) Recommendation of State Nodal Agency/directly as applicable, indicating that FPTC is ready for commencement of training.

### **MONITORING**

A half yearly status report (ending 30<sup>th</sup> June & 31<sup>st</sup> December) in the **Annexure –X** is required to be furnished by the organization and it should be submitted to this Ministry latest by 30<sup>th</sup> July and 30<sup>th</sup> January every year.

## CHECK LIST

(To be filled by State Nodal Agency)

			Explanations/Remarks, if any
i)	Whether the application is in prescribed form	Y/N	
ii)	Whether the proposed FPTC is in rural or semi-urban area	Y/N	
iii)	Whether the Registration certificate, Memorandum Constitution, Bye-laws etc. of the organization is enclosed	Y/N	
iv)	Whether the Annual Reports and Audited Statement of Account of the organization for last three years is enclosed	Y/N	
v)	Whether the organization have constituted a Committee to select the trainees	Y/N	
vi)	Whether the organization have the building with covered area necessary for running the FPTC	Y/N	
vii)	Whether the copy of Bank Account for the last three years with certificate from the bank showing cash balance (as on date in the bank) is enclosed	Y/N	
viii)	Whether the organization has submitted an affidavit regarding any assistance received from any Government Department or organization along with status of submission UCs.	Y/N	
ix)	Whether the organization has submitted an affidavit / undertaking on non-judicial stamp paper (Rs.10/- or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run "hands on" training course for EDP trainees / workers etc. without charging any fee.	Y/N	
x)	Whether the organization has submitted an affidavit (in original) on a non-judicial stamp paper (Rs.10/- or above) duly notarized to effect that the organization / company has not applied or obtained / will not obtain any subsidy / grant from any Ministry or Department of Government of India or State Government for the same purpose / activities.	Y/N	

			Explanations/Remarks, if any
xi)	Whether the proposed FPTC is to be run from a rented building. If so, whether the copy of the rent agreement duly executed with the landlord duly notarized, for a minimum period of 10 years has been submitted	Y/N	
xii)	Whether confirmation letter from the concerned civic authorities to the effect that other infrastructure facilities like drainage system, power, water etc. are available	Y/N	
xiii)	Whether the details of professional training has been furnished.	Y/N	
xiv)	Whether any arrangement with nearby Agricultural University / College or Government Training Centre for technical support and guidance is made as and when required.	Y/N	
xv)	Whether items wise cost of plant & machinery and equipments alongwith their capacity and specifications required for setting up the proposed FPTC alongwith quotations of the equipments, has been furnished	Y/N	
xvi)	Whether arrangements are made with various marketing agencies like co-operatives/ departmental stores/ Marketing Association / Food Processing Industries / local markets.	Y/N	
xvii)	Whether details of project cost, Means of finance has been submitted.	Y/N	
xviii)	Whether a training centre has already been assisted in the same Block. If so, whether the proposed FPTC is justified keeping the requirement and availability of raw materials in the area in view	Y/N	
xix)	Whether having regard to all factors in view the project is recommended by the SNA.	Y/N	

Signature (with rubber stamp of the  
Officer of the State Nodal Agency)

**Half yearly Status Report**

(To be submitted for the six month period ending 30<sup>th</sup> June / 31<sup>st</sup> December)

1. Name of the organization
2. Location of the project
3. Year in which assistance was released
  - (a) 1<sup>st</sup> Installment
  - (b) 2<sup>nd</sup> Installment
4. Status of the project
5. Date when the 1<sup>st</sup> batch of training commenced
6. Number of training batches conducted during the year
7. How many persons have completed the training courses during the year
8. Out of 7 above, how many belong to the following categories:-
  - (a) SC (b) ST (c) OBC (d) Women
9. How many of the trainees have been self employed and have set up tiny/cottage FP units (Category wise)
10. How many trainees have been employed in FP unit (Category wise)