

## **Guidelines for HRD Schemes**

### **INTRODUCTION:**

The Food Processing Industry is critical to India's development as it establishes a vital linkage and synergy between the two pillars of the economy – Industry and Agriculture. Food Processing sector employs about 13 million people directly and about 35 million indirectly. Due to trained work force available wastages get reduced by 2% to 3%, which will be a huge gain to the sector. Demand for trained manpower including entrepreneurs, managers, technologists, skilled workers to cater to the growing needs of the food processing industry will surge. Besides latest technology & diversification and new ways of managing and marketing is required by the existing food processing industry to face global competition.

This Ministry has implemented a Scheme for Human Resource Development which has been operational from the 9<sup>th</sup> Plan period onwards to augment the supply of trained manpower/personnel at all levels such as entrepreneurs, managers, sales persons, floor workers etc.

During 11<sup>th</sup> Five Year Plan the Ministry is planning to provide assistance for setting up of about 270 FPTCs, organise 750 EDPs and facilitating need based professional development training programmes. In addition about 55 Universities/Colleges/Institutions would be assisted for creating infrastructure facilities for degree/diploma courses in food processing. During current financial year of 2008-09 Ministry has fixed the following targets including earmarking 10% of funds related to NE region:

There are four components in the HRD Schemes, which are as follows:

1. Creation of infrastructure facilities for running Degree/ Diploma courses in Food Processing Technology.
2. Entrepreneurship Development Programme (EDP).
3. Food Processing Training Centre FPTC).
4. Training at Recognised National/State level Institutes etc sponsored by MFPI/ other training programmes.

Component-wise details of the guidelines of the Scheme as proposed are as follows:

### **1. Assistance for creation of Infrastructure facilities for running Degree / Diploma Course in food processing technology:**

#### **(i) Eligibility-**

All recognized Universities / Institutions /Colleges, whether in Govt. Sector or private sector, will be eligible for grant-in-aid.

**(ii) Purpose-**

Duly recognized B. Tech / M. Tech Degree in Food Technology or Food Science / 3years B.Sc. / 2 years M Sc. Food Technology or Food Processing or Food Science / 1 year post graduate diploma or 1 year Diploma course in Food Technology / Food Processing/ Food Science will be eligible for financial assistance for starting the course as well as for upgradation.

**(iii) Quantum of Assistance-**

Quantum of assistance will be maximum Rs. 75 lakh for creation of infrastructure; like technical / academic books/journals including online publications, laboratory equipments, pilot plant etc. To make Universities / Institutions more accountable, share of these institutes is the creation of infrastructure, will be in form of Land, Building and Manpower & all other recurring costs. Amount of assistance for technical / academic books and subscriptions for journals including e-journals / magazines on related subjects will not exceed 10% of equipment cost.

Applicants will submit affidavit on non-judicial stamp paper of minimum value of Rs. 10/-, duly notarized, indicating that they have not applied to any other Central Govt. / State Govt. Ministry/ Department for funding of components of the project.

**(iv) Pattern of Assistance-**

Maximum eligible amount of Rs. 75 Lakh will be released in two equal installments.

**(v) How to Apply-**

The applicant has to apply in proper format (**Annexure-I**) with complete details of project indicating cost of land, building, equipments and recurring expenditure, copy of quotation for equipments and duly forwarded by Vice Chancellor/Registrar of University or Director of Institutions in case of Govt. Institutions and SNA in case of Private College/ Private University / other Private Institutions.

Applications should clearly state equipments required and what equipments are already with them and the remaining equipment will be funded under the project. They should also give a clear commitment that any non-recurring cost over & above the MOFPI funding & total recurring cost of manpower, consumables etc will be borne by them. Ministry will finance only those equipments, which are directly related for testing of food items or processing of food products, which are useful for proposed course. Items like computer / laptop etc. will not be considered for funding.

**(vi) Processing of the Applications-**

Proposal will be examined in the Ministry and placed before Project Scrutiny Committee (a technical committee) for approval from technical angle. Applicant institutions may be required to make a presentation before committee with all technical details of the proposal. After approval by PSC the proposal would be placed before Project Approval Committee (PAC) for consideration for approval. Any amendment in list of equipments/books & journals after approval of project requires approval by Project Scrutiny Committee and Project Approval Committee.

**(vii) Release of Funds -**

First instalment will be released after approval by PAC and fulfillment of conditions of sanction and receipt of notarised Surety Bond in case of private organizations. Before release of fund College / Institute will have to furnish proof that course has been recognized by AICTE / University/ Deemed University as applicable. In case the course is not recognized by AICTE, University / Institute has to give an undertaking, on non judicial stamp paper of minimum value of Rs. 10/-, duly notarised, indicating that standards and norms laid down by AICTE for purpose of ensuring co-ordinated and integrated development of technical education and standards will be maintained. Private Institute are also required to give an undertaking on non judicial stamp paper of minimum value of Rs. 10/-, duly notarised, confirming that the institute will run the course for a minimum period of 10 years.

Second instalment will be released only after receipt of certificate duly attested by Vice Chancellor/ Registrar / Director/ Head of Institute that equipments have been purchased and installed and on receipt of UC for first installment. Ministry has may also undertake inspection of the institution after release of first installment or at any time after sanction of project.

In the case of Govt. Institutes, grant will be released directly in favour of Registrar/Vice Chancellor/ Director/ Head of the Institute. In case of private college/ university/ institute, grant will be released through their bank.

**(viii) Conditions of funding and monitoring of the projects-**

The Institute is required to give an yearly progress report on utilization of equipments, course, students etc.

Funded Institutions will be required to work as business incubation centres for food industry / take up training programme on behalf of the Ministry. The project will be subjected to periodical evaluations. The institute, if required by Ministry, may undertake field evaluation studies related to food processing sector.

## **2. Entrepreneurship Development Programmes (EDPs).**

Since the Ministry is emphasizing the processing of agro product into value added products with a view to reduce the wastage of agricultural produce and increase in the income of farmers, it requires to train the farmers and prospective entrepreneurs / unemployed youth in an intensive manner so as to sensitise them to the idea of value addition, food processing and encourage them to establish food processing industries. To achieve these objectives, the integrated frame work of EDP in the 11<sup>th</sup> plan will have the following activities:-

- (a) The trainees would be selected on the basis of the interest shown by them for a regular six week EDP to be conducted at the block / sub divisional/ district head quarters. This six week EDP would have the following three components:
  - (i) Six weeks EDP programme.
  - (ii) One year follow up programme.
  - (iii) Higher level of sector specific training in reputed institutions e.g. CFTRI / IITs / Universities, Colleges etc based on requirement.

### **OBJECTIVES**

The objectives of the Entrepreneurship Development programme is to enable trainees to establish commercially viable enterprises in food and agri-processing by:-

- (i) Providing basic knowledge of project formulation and management including technology, marketing, and profitability.
- (ii) Motivating the trainees and instilling confidence in them to start and manage a business venture.
- (iii) Educating them on the opportunities & financial assistance available for food processing units.
- (iv) Providing escort services to enable them to avail credit facilities from banks/financial institutions and other support services from the developmental organizations/ to source equipments, raw material etc/ to guide them in establishing marketing linkage to their products and possible risk factors in running the units.

### **ELIGIBLE ORGANISATIONS:-**

- (i) Central/State Govt./organizations, R&D Institutes, Universities.
- (ii) National level Institute like EDII, Ahmedabad etc.

- (iii) Professional Institutes for Entrepreneurship Development.
- (iv) State Level Consultancy Organizations formed by State Govt. / financial institutions.
- (v) Industry Organizations/ Associations
- (vi) State Nodal Agencies for Food Processing Industries
- (vii) Reputed Non Government Organizations with professional competency & experience in organising EDPs.
  - Proposals from categories iii, v and vii to submit applications in **Annexure -II** through State nodal Agencies/ PIA.
  - Proposals from Private Universities / Colleges/ R&D Institutions will also have to be submitted through the SNA.

### **DURATION OF EDP**

6 weeks including field visit, project formulation, works related to financial assistance, assessment of need for higher training plus follow-up phase of 12 months

### **NO.OF TRAINEES**

25 to 35. Proper representation to be given to SC / ST / Women and minorities candidates.

### **COURSE CONTENTS**

The course content for EDP would include the following:

- (i) Motivation training / soft skills required for entrepreneurs.
- (ii) Business Opportunities available for starting enterprises.
- (iii) Imparting knowledge about supporting organization & including financial Institutions and their schemes.
- (iv) Market surveys, identification of project in food processing.
- (v) Preparation of Project Report for Bank Financing.
- (vi) Management of resources viz. men, materials and money
- (vii) Rules/ Regulations of Local bodies
- (viii) Food Laws such as FPO/PFA/ECA/BIS etc.
- (ix) Appropriate and latest Machinery including information on manufacturers
- X) Factory visits, meetings with successful / not successful entrepreneurs

- xi) Market Survey Tools, market perception, market intelligence and marketing, particularly in respect of the areas from which trainees are drawn.
- xii) Book keeping & Accounts (Preliminary Idea)
- xiii) Presentation by Industry Associations regarding (a) possible areas for setting up units considering the local comparative advantage and (b) difficulties generally faced by entrepreneurs.
- xiv) Costing and pricing of products.
- xv) Various Govt. Schemes where financial assistance i.e. subsidy/ grants / loans are available for entrepreneurs / self-employed.
- xvi) Approach & planning small scale units.
- xvii) Assessing financial viability of the project
- xviii) Presentation / Discussion of case studies of successful and not-so successful entrepreneurs.

The training module of EDP is enclosed at **Annexure- III** as a model. In case any training institution wants to adopt a different syllabus the prior approval of MFPI shall be obtained.

#### **CRITERIA FOR SELECTION OF TRAINEES:**

- i) Minimum Qualifications should be 10+2, however candidates having higher qualifications may be given priority.
- ii) The educational and economic background of trainees should be such that they are able to set up food processing industrial units.

#### **COMPOSITION OF SELECTION COMMITTEE FOR SELECTION OF TRAINEES**

It will comprise representatives of the training agency, financial institutions/ lead banks, and independent experts from food processing discipline.

#### **SELECTION PROCEDURE**

The selection of trainees would be done in a transparent manner by calling applications through open advertisement in newspaper followed by evaluation and recommendation by the selection committee.

## **FINANCIAL ASSISTANCE**

Financial assistance for EDP upto Rs. 2 lakhs per EDP will be provided by the Ministry of Food Processing Industries as follows: -

	<b>(In Rs.)</b>
	<b>Maximum Limits of Expenditure</b>
a) Pre-training and promotional expenses, surveys, advertisement & Publicity/ selection of candidates	15,000/-
b) Inauguration/ valediction	10,000/-
c) Printing cost of course material banners/ certificate etc.	15,000/-
d) TA/Honorarium to guest faculties/ speakers/resource persons	30,000/-
e) Traveling cost of visits to factories successful enterprises	25,000/-
f) Light refreshment	25,000/-
g) Rent of Hall including audio-visual & Manpower expenses	20,000/-
h) Follow-up expenses	60,000/-

No fees /Charges of any kind will be taken from the candidates at any stage

## **RELEASE OF FUNDS**

The financial assistance from the Ministry will be released in 3 installments as under: -

- i) 50% as advance on approval of the proposal and on submission of Surety Bond by Non-Govt. agencies.
- ii) 25% on completion of EDP, submission of Income-expenditure statement, UC of 1<sup>st</sup> instalment, submission of EDP report, and feed back form in **(Annexure- IV)**.
- iii) 25% on completion of follow-up action and on submission of UC for the entire amount of the grant-in-aid as per GFR 19-A and statement of actual expenditure in respect of follow-up expenses duly certified by a Chartered Accountant and progress of EDP as well as list of the units established by the trainees in **(Annexure-V)**.

## **FOLLOW-UP PHASE**

The training agencies will:

- i) Help trainees in identification of viable project based on locally available raw material or market and preparation of project report
- ii) Conduct the follow-up meetings to help the trainees in filling up the application form for financial assistance from various agencies including financial institutions and State Govt.
- iii) Pursue their application with the concerned agencies to get the finance sanctioned.
- iv) Help the trainees in the allocation of land/building/electricity and water for starting new enterprises.
- v) To help trainees in identifying suitable machinery and machinery suppliers and sourcing of raw materials.
- vi) The follow-up phase should continue for a period of 12 months and about 50% of trainees should set up their processing units.

## **MONITORING**

An annual independent evaluation of completed EDPs would be done by an independent professional organisation selected by the Ministry for this purpose. They will submit their report to the MFPI directly.

During Monitoring the concerned agencies should specifically look into following aspects:

- i) The effect of motivation and training – whether it has enabled the trained hands to take a decision on risk-taking and start their own enterprises.
- ii) How many of the trained people decided to set up units – products, places and employment generated directly or indirectly to be indicated.
- iii) The agencies should document its monitoring Experiences & see whether records have been maintained to (i) Indicate the number of trained hands who have started and are running the units successfully (ii) started units but failed due to reasons to be specified & (iii) did not start the unit at all with reasons therefore. The documentation should also indicate the change/ refinements/ reforms that may be needed to improve the system of training and follow-up to make the programme more successful.

## **DOCUMENTS TO BE SUBMITTED:**

1. Application in the MFPI prescribed format (Format available on website: <http://mofpi.nic.in>).
2. Registration certificate of NGO and its objective.
3. Annual report of the organization for last three years.
4. Details of the faculties (Resource persons).
5. Past experience in conducting such courses.
6. An affidavit on a non judicial stamp paper of Rs. 10 or more indicating details of grant received from this Ministry or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted may be furnished.
7. An affidavit on a non judicial stamp paper of Rs. 10 or more duly attested by notary that organisation has not applied for or will not apply for financial assistance for the same purpose or activity from any other Ministry or other Departments of Government of India or State Government.
8. If MFPI assistance under any scheme received earlier, whether Utilisation Certificate in Form 19-A duly countersigned by Chartered Accountant furnished. If not, the same may be furnished alongwith this Application.

### **3. 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.

### **4.(i) Training at recognised institutes such as CFTRI / DFRL/ any other reputed State / National level training institute / college of GOI/ State Govt.**

#### **Purpose**

- (i) To impart specialized training to new EDP trainees who are in advanced stage of setting up their own food processing units including higher levels of training after periodical intervals.
- (ii) To upgrade the knowledge / skill level of entrepreneurs who are already running their Food Processing units but are desirous to expand / modernize their unit.

#### **Eligibility**

Grant will be provided to the institutions eligible for EDP grant or other institutions selected by SNA for such training programme.

#### **Quantum Of Assistance**

The quantum of assistance will vary with the number of trainees and duration of training subject to a maximum of Rs. 1,00,000/- per training programme for 20 trainees for 10 working days.

#### **How to Apply**

Application in prescribed format (**Annexure –VII**) may be submitted to the Ministry through SNA.

#### **Processing of Application**

Proposals will be examined in the Ministry and approval of Grant –in-aid will be considered if applicant fulfills the criteria.

#### **Release of Funds**

Fund will be released in two installments of 70% and 30% respectively. First instalment will be released on selection of trainees and second instalment of 30% will be released on completion of training.

#### 4.(ii) A one day sensitization cum awareness programme

##### **PURPOSE**

Sensitizing progressive farmers / prospective entrepreneurs about the benefits of food processing at farm gate level itself at Block/District level in food cluster areas only, wherein about 100 progressive farmers / prospective entrepreneurs will be sensitized / made aware of the concept of value addition, food processing, opportunities, potentiality and its benefits.

The trainees will be motivated to establish food processing units and to attend courses in EDP and specialized trainings. The location of the training site would be decided by a Pre EDP screening of the area to be done by the organisation conducting the EDP to know about the cluster of production of various commodities etc. The organisation, sanctioned for conduct of EDP, will make an assessment of the need and submit the proposal accordingly.

The trainees would be selected by a transparent procedure of inviting applications based on newspaper advertisement.

##### **FINANCIAL ASSISTANCE**

Financial assistance of upto Rs. 20,000/- per batch based on need / demand, will be provided by the Ministry of Food processing Industries as follows:-

	<b>(In Rs.)</b>
	<b>Maximum Limits of Expenditure</b>
a) Advertisement & Publicity / Selection of candidates	3,000/-
b) Inauguration / rent of hall	2,500/-
c) Reading/reference material, Stationery etc	7,500/-
d) TA/ Honorarium to guest faculties	4,000/-
e) Light refreshment	3,000/-

The financial assistance from the Ministry will be released in 2 instalments as under:-

- i) 50% as advance on approval of the proposal and on submission of Surety Bond by Non-Govt. Agencies.
- ii) 50% on completion of sensitization cum awareness training

## **Implementation procedures for all HRD Schemes**

Ministry will process the applications for the following components:

- i) Creation of infrastructure facilities for running Degree/ Diploma courses in Food Processing Technology.
- ii) Food Processing Training Centre (FPTC).
- iii) Training of Trainers at Recognised Institute such as CFTRI/DFRL etc.

In case of EDP, awareness programmes by the implementing agencies at different places in the state for progressive farmers and prospective entrepreneurs may be required, so as to bring awareness amongst the participants and encourage to undergo training in the EDP programmes. To manage activities related to HRD, manpower dealing with HRD Schemes in the Ministry is not adequate and following initiative would be adopted, for better implementation of the scheme.

- (i) The Ministry would request state nodal agency to identify 1 or 2 Project Implementation Agency (PIA) who will be responsible for conducting EDPs in their state. The PIA will be institutions set up by Central Govt/ State Govt./Financial Institutions / Banks or any reputed professional body having experience in entrepreneurship development in the state.
- (ii) The Ministry may also implement- FPTC plus EDP schemes through Govt. organization / NGOs in various districts / regions of the state.

## Application form for Assistance for Creation of Infrastructural Facilities under the Scheme for Human Resource Development

	Name and address of the Institute/College / University	
	Status of college / University- whether Government or Private	
	Name of the University with which affiliated.	
	Brief of the past activity	[Give details at <b>Enclosure-I</b> ]
	Disciplines covered /proposed to be covered & objectives of the project.	[Give details at <b>Enclosure-II</b> ]
	Details of Degree /diploma to be awarded and whether recognized by University/AICTE etc.	<ul style="list-style-type: none"> <li>- Give details here.</li> <li>- [Enclose copy of recognition at <b>Enclosure-III</b>]</li> </ul>
	Course content and duration of the course.	<ul style="list-style-type: none"> <li>- Give details here.</li> <li>- [Enclose copy of Syllabus at <b>Enclosure-IV</b>]</li> </ul>
	Details of Laboratory/ Pilot plants proposed to be set up	[Give details at <b>Enclosure-V</b> ]
	Details of equipments  <div style="text-align: right; margin-right: 20px;">a. Existing</div>  <div style="text-align: right; margin-right: 20px;">b. Proposed</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">[Give details of existing equipments in a tabulated format at <b>Enclosure-VI</b> indicating name, no., cost]</div> <div style="border: 1px solid black; padding: 5px;">[Give details of proposed equipments in a tabulated format at <b>Enclosure-VII</b> indicating Name of the equipment, make, specifications, justification, number, cost]</div>
	Details of infrastructure including space available/proposed.	[Give details of classrooms, laboratories, pilot plant, library etc in numbers for the proposed courses with area of each at <b>Enclosure-VIII</b> ]

	Details of faculties available	[Give details of existing and proposed faculties in a tabulated format at <b>Enclosure-IX</b> indicating name of the faculty, qualification, experience]
	<p>Total Project Cost ( in Rupees lakh)</p> <p>a. Recurring</p> <ul style="list-style-type: none"> <li>• Salaries &amp; wages</li> <li>• Utilities</li> <li>• Consumables</li> <li>• Others (Pl. specify)</li> </ul> <p>b. Non-recurring</p> <ul style="list-style-type: none"> <li>• Land</li> <li>• Building</li> <li>• Machinery <ul style="list-style-type: none"> <li>○ Indigenous</li> <li>○ Imported</li> </ul> </li> <li>• Pilot Plant</li> <li>• Books &amp; Journals</li> </ul> <p style="text-align: center;">TOTAL</p>	
	<p>Means of finance( in Rupees lakh)</p> <ul style="list-style-type: none"> <li>• MFPI grant</li> <li>• Own contribution</li> <li>• Other organization (please specify)</li> </ul> <p style="text-align: center;">TOTAL</p>	
	Affidavit as per GFR 209(1)	[Attach Affidavit on a non-judicial stamp paper of minimum value of Rs. 10/-, duly notarized at <b>Enclosure-X</b> as per format at Annexure-XII of the guidelines]
	Implementation schedule.	[Attach detailed implementation schedule in bar chart indicating various milestones to be achieved for completion of the project at <b>Enclosure-XI</b> ]

**[Note: All documents to be attached in portrait format on A4 paper]**

**Application Form**  
For Financial assistance to conduct  
Entrepreneurship Development Programmes (EDPs)

1. Name of the Organisation:  
Address:  
Tel. No. Fax No:  
E-mail:  
(Please attach Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws & Audited Annual Report / Accounts for the last three years)
2. Main activities of the Organisation:
3. No of EDP Proposed with places.
4. No. of Participants ( not less than 30)  
(Their qualification, economic background etc., proposed to be prescribed)
5. Number of SC/ST/Women candidates proposed to be selected for the Course.  
(Not less than 35% of the total)
6. Duration of the course (not less than 6 weeks)  
(Should include follow-up phase for a period of 12 months)
7. Selection procedure and completion of the selection committee.
8. Course content in brief. A copy of the course material may be enclosed.
9. Expenditure with detailed break-up (including follow-up phase).
10. Source of Funding:
  - a. Grants from other sources
  - b. Participants fee to be charged from trainees
  - c. Organizers own contribution
  - d. Grant sought from MFPI Total.....
11. Details of the faculties (Resource persons)
12. Past experience in conducting such courses.
13. An affidavit on a non judicial stamp paper of Rs. 10 or more indicating details of grant received from this Ministry or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted may be furnished.
14. An affidavit on a non judicial stamp paper of Rs. 10 or more duly attested by notary that organisation has not applied for or will not apply for financial assistance for the same purpose or activity from any other Ministry or other Departments of Government of India or State Government.
15. If MFPI assistance under any scheme received earlier, whether Utilisation Certificate in Form 19-A duly countersigned by Chartered Accountant furnished. If not, the same may be furnished alongwith this Application.
16. If the Organisation has been provided financial assistance for conducting EDP courses by this Ministry earlier, the following information may be furnished.
  - a. Number of EDPs supported by MFPI
  - b. Places
  - c. Date of completion
  - d. Number of participation trained & declared successful
  - e. How many of them has set up their own units – indicate places, products, and employment generated directed and indirectly.

**COURSE CONTENTS**

The course content for EDP should include the following

1. Motivation training
2. Opportunities available
3. Imparting knowledge about supporting Organization including financial Institutions and their schemes
4. Market surveys, identification of project in food processing.
5. Preparation of Project Report for Bank Financing.
6. Management of resources viz.men, materials and money
7. Rules/ Regulations of Local bodies
8. Food Laws such as FPO/PFA/ECA/BIS etc.
9. Appropriate and latest Machinery including information on manufacturers
10. Factory visits, meeting with entrepreneurs
11. Market perception, market intelligence and Marketing itself particularly in respect of the areas from which trainees are drawn.
12. Book keeping & Accounts
13. Presentation by Industry Associations (a) possible areas for setting up units considering the local comparative advantage and (b) difficulties generally faced by entrepreneurs.

**PROFORMA FOR SUBMISSION OF EDP REPORT ON COMPLETION OF THE COURSE**

1. Name of the EDP Agency with address, Tel/ Fax /E-mail No.
2. Place of EDP conducted
3. No. of Trainees
  - (a) General
  - (b) SC / ST
  - (c) Women
  - (d) Minorities
4. Name, addresses, qualifications, etc. of trainees
5. Duration & period of EDP (From) (To)
6. Name & address of faculties both in-house and outside faculties
7. Details of factory visits
  - (a) Name of the factories visited
  - (b) No. of meetings held
8. Details of meetings held with machinery manufacturers
9. Feed back reports from trainees
10. No. of trainees declared successful
11. Assessment of training agency about the success of the programme

**PROFORMA FOR FEED BACK FORM**

1. All the relevant aspects pertaining to the following areas were covered during the programme.

Fully / Generally/ not satisfactorily

  - a) Information about industrial / Dev. Organisation
  - b) Identification of Project.
  - c) Selection of industry
  - d) Financing of industry
  - e) How to manage you unit
2. The sequencing of the topic was good/ average/ inappropriate.
3. How do you rate the faculty in general considering their knowledge, methodology, presentation etc.

Excellent / Good / Fair/ Satisfactory/ Poor
4. Name at least five faculty members whom you liked most
  - a)
  - b)
  - c)
  - d)
  - e)
5. Name the faculty members who you think not adequate for the job undertaken by them
  - a)
  - b)
  - c)
  - d)
  - e)
6. How do you rate the background material / information provided to you.

Very good / good/ average/ poor
7. Do you think background materials were adequate. Yes/ No
8. What are the topics which you think were quite relevant to you and were presented properly.
  - a)
  - b)
  - c)
  - d)
  - e)

9. Which were the topics which you think were neither relevant to you not presented in a satisfactory manner:
- a)
  - b)
  - c)
  - d)
  - e)
10. The session timings were Convenient / appropriate / not appropriate
11. The course duration was adequate / not adequate / too long
12. The achievement motivation training was very useful / satisfactory
13. The factory visit was very useful / not useful
14. Which were the sessions you liked most? Why
- a)
  - b)
  - c)
  - d)
  - e)
15. Which were the sessions you did not like
- a)
  - b)
  - c)
  - d)
  - e)
16. The Group /personal counseling by the Consultants was excellent / Good / Satisfactory
17. The role played by the trainers / help and assistance rendered by them was  
Excellent / good / satisfactory
18. The Programme was  
Very good / good / satisfactory
19. How is the training imparted during the programme is likely t benefit you in future  
In a very big way / in a big way / not at all
20. Your suggestions for improving the programme
- a)
  - b)
  - c)
21. Anything you wish to bring to our notice by way of improvement in the programme

**REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD**

1. Name of the Training Agency with address, Tel / Fax / E-mail No.
2. Period and place of EDP conducted
3. No. of Trainees
4. No. of trainees who have set up their Food Processing Units, indicating
  - (a) Name
  - (b) Place where the unit has been set up.
  - (c) Products
  - (d) Employment generated (directly & indirectly to be indicated separately)
5. No. of trainees who made efforts to set up their units but failed, with reasons therefore.
6. No. of drop outs, i.e. who have made no efforts to set up their FP units and reasons therefore
7. Suggestions for improvement to increase the success rate in future EDPs.

**Application form**  
For Food Processing & Training Centres

**A: Organisation**

1. Organisation / Promoter  
(Name / Address / Tel / & Fax No.)
2. Type of Organisation  
(NGO / Cooperative / Institution /  
Govt. Body etc. (enclose copy of Registration Certificate)
3. Objective of the Organisation  
(Enclose a copy of bye Laws, Memorandum of Association)
4. Background of Activities during the  
last three years supported by Documents.
5. Details of development projects  
Implemented and financial aid received from  
any Govt. Department / Institutions etc.
6. Financial status  
(Enclose a copy of bank account  
of last three years.)

**B: Project Details of the Proposed FPTC.**

1. Production activities  
(Single line / Multi line)
2. Location (certificate from concerned  
authority to be attached)
3. Details of building with covered area  
(Documents to be attached)
4. Details of infrastructure facilities available  
(water, power, pollution free drainage etc. ) (enclose certificate)
5. Details of Plant & Machinery to be installed  
and their cost (item –wise details)
6. Cost / Quantity of raw materials /  
preservative / packaging etc.
7. Details of other training infrastructure required.  
Also specify (a) non-recurring cost (b) Recurring cost

8. Total Project Cost.
9. Means of Finance  
(both non-recurring and recurring)
10. Share of the organization in total project cost.
11. Implementation shedule.

**C: Training**

1. Details of Trainees  
(Names, qualifications &  
experience-certificates to be attached)
2. Annual training schedule of the  
proposed training centre  
(subject of training, number of batches /  
persons per batch) (at least 9% should belong to SC/ST)
3. Details of agreement with Agriculture university or  
Institutions of Govt. Training  
Centre for technical support and guidance  
(Copy to be attached)

**D: Marketing**

1. Tie up/ Buy-back arrangements with  
marketing agencies / departmental stores / Cooperative  
FPO Units / Govt. Organizations  
(copy to be attached)

**E: Employment**

1. Details of employment likely to be generated as a result of setting up of  
the centre:
  - a) Direct
  - b) Indirect.

Place:

Date:

Signature and designation

**Application form**

For assistance under the Training Programmes Sponsored by  
Ministry of Food Processing Industries

1. Name of the Institute / Organisation
2. Duration of Training.
3. Number of Trainees  
(at least 15% should belong to SC/ST/OBC/Women)
4. Objective of the training.
5. Subject to be covered
6. Details of assistance sought form MFPI
7. Details of requirements  
(e.g. follow up needs etc.)  
may be stated.

**CHECK LIST FOR FPTC**

(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)

## SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s \_\_\_\_\_, a \_\_\_\_\_(Type of organization) incorporated / registered under the \_\_\_\_\_(Name of the Act) and having its registered office at \_\_\_\_\_ (hereinafter called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand \_\_\_\_\_.

WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries's Sanction Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for the purpose of \_\_\_\_\_(description of the project) at \_\_\_\_\_ out of which the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by \_\_\_\_\_ for and on behalf of the president on the date appearing below:-

\_\_\_\_\_  
Signature of the AUTHORISED SIGNATORY  
Signed for and on behalf of  
(Name of the Obliger in block letters)  
(Seal / Stamp of Organization)

1. Signature of witness  
Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Signature of witness  
Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING INDUSTRIES

(ACCEPTED)

For and on behalf of the President of India

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated: \_\_\_\_\_

Notary Seal &  
Signature

**PROFORMA AS PER GFR 19-A**

(See Government of India's Decision (1) below rules 150) form of Utilization Certificate.

for	S. No.	Letter No. & Date	Amount	
				Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/ Department letter No. given in the margin and Rs. _____ on account of

unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned, that the balance of Rs. \_\_\_\_\_ remaining un-utilized at the end of the year \_\_\_\_\_ has been surrendered to Government (vide No. \_\_\_\_\_ dated \_\_\_\_\_) will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_.

2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature \_\_ (CA) \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_

Counter signature of promoter of company with Seal
--

Counter signature of Branch Manager with Seal
---

**AFFIDAVIT**

I ----- S/o ----- Resident of -----  
director/proprietor of M/s -----do here by solemnly affirms and  
state as follows:

z

That I am the deponent herein and I am fully acquainted with the information  
given below.

1. That the unit/organisation has not obtained or applied for or will not apply for  
grant/subsidy for the same purpose or activity from any other Ministry or  
Department of Govt. of India or State Govt.
2. That all the papers documents submitted to Ministry of Food processing Industry  
are true and correct and nothing is concealed.

Deponent

All the above information at 1 & 2 are true and correct.

Deponent

Solemnly affirmed and signed before me on this day -----

(Notary)