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भारत सरकार

Government of India

खाद्य प्रसंस्करण उद्योग मंत्रालय

Ministry of Food Processing Industries

पंचशील भवन, अगस्त क्रांति मार्ग

Panchsheel Bhawan, August Kranti Marg

नई दिल्ली/ New Delhi - 110049

Dated: 14.07.2017

Subject: Guidelines for the Scheme for Creation of Backward and Forward Linkages under KISAN SAMPADA YOJANA (KSY) – reg.

Government of India has approved a new Central Sector Scheme – KISAN SAMPADA YOJANA (KSY) for the period upto 2019-20 to be implemented by Ministry of Food Processing Industries (MoFPI). Under KSY, a new Scheme for Creation of Backward and Forward Linkages has been approved. After detailed interactions with the stakeholders, the guidelines for implementation of the Scheme for Creation of Backward and Forward Linkages has been formulated.

The guidelines for implementation of the Scheme for Creation of Backward and Forward Linkages are attached for the information of all the stakeholders and public at large. These guidelines will be applicable to the proposals to be invited by this Ministry in future under this Scheme.

Encl : as above

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MINISTRY OF FOOD PROCESSING INDUSTRIES

GUIDELINES FOR THE SCHEME FOR CREATION OF BACKWARD AND FORWARD LINKAGES

1. Background

During 9th plan the Ministry of Food Processing Industries operated, inter-alia, the scheme for creation of backward linkages with the objective of increasing capacity utilization of food processing units including fruit based wine industry by ensuring regular supply of raw materials through contract farming. The scheme was continued to be implemented during 10th plan with the addition of component Forward Integration. In order to plug the gaps in the backward and forward integration and to optimize the capacity utilization of food processing units the Ministry proposes to launch the revamped scheme for creation of backward and forward linkages for processed food industry by assisting in setting up of primary processing centers/collection centers at farm gate and modern retail outlets at the front end along with connectivity through insulated/refrigerated transport. The Scheme is applicable to perishable horticulture and non-horticulture produce such as, fruits, vegetables, dairy products, meat, poultry, fish, etc.

2. Objective

The objective of the scheme is to provide effective and seamless backward and forward integration for processed food industry by plugging the gaps in supply chain in terms of availability of raw material and linkages with the market. The scheme will enable linking of farmers to processors and the market thereby ensuring remunerative prices for their produce.

3. Eligible Sectors

Following food processing sectors are eligible to avail the assistance under the scheme:-

- a) Horticulture
- b) Milk & Milk products
- c) Meat, Poultry, Fishery, Marine, Piggery
- d) Ready to Eat/ Ready to Cook Food Products
- e) Honey, Coconut, Spices, Mushroom
- f) Retail Shops for Perishable Food Products

4. Eligible Components:-

4.1 Following are the eligible components and facilities linked to food processing for which assistance may be availed:-

- (a) Backward Linkage:-**

- i. Integrated Pack-house(s) (with mechanized sorting & grading line/ packing line/ waxing line/ staging cold rooms/cold storage, etc.)
- ii. Milk Chilling Centre(s) /Bulk Milk Cooler(s)
- iii. Pre Cooling Unit(s)/ Chillers
- iv. Reefer boats
- v. Machinery & equipment for minimal processing and/or value addition such as cutting, dicing, slicing, pickling, drying, pulping, canning, waxing, etc.
- vi. Machinery & equipment for packing/ packaging.

(b) Forward Linkage: -

- i. Retail chain of outlets to be set up by processors and/or organizations with farm level infrastructure under component at **(a)** above for perishable food products. These would have facilities such as frozen storage/ deep freezers/ refrigerated display cabinets/cold room/ chillers/ packing/ packaging, etc.
- ii. Distribution center associated with the retail chain of outlets as above with facilities like cold room/ cold storage/ ripening chamber.

Note: The retail outlets can also be set up in rural areas or near the farm gate as well.

(c) Transport:-

- i. Refrigerated/ Insulated transport / Reefer Vans in conjunction with components at **(a)** and/or **(b)** above.

4.2 The exact nature of infrastructure to be supported under the scheme will be decided on the basis of agriculture/horticulture produce in the catchment area of the project. Food Processing Industry is fast growing industry and several innovative storage, preservation and minimal processing technologies are being developed day by day which will also be considered under this scheme with the recommendations of Technical Committee.

4.3 To avail financial assistance under this scheme, the applicant may set up any one or more of the aforementioned facilities on a viable project basis. Standalone activities like temperature controlled transportation/ storage facilities etc. will not be considered under this scheme.

4.4 Considering the functional nature of the facilities and with a view to plug in the gaps in the supply chain and to enhance the capacity utilization and viability of the project, the applicant may avail the assistance under this scheme in conjunction with other schemes being implemented by other Central Ministries/ Departments/ Organizations or State Government. However, no assistance will be provided for the components/facilities for which grant-in-aid has already been approved/availed.

5. Ineligible items:

5.1 The following items will be considered ineligible for grant purposes:-

- (a)** Compound Wall
- (b)** Approach Road
- (c)** Cost of Land and site development

- (d) Administrative Office Building
- (e) Canteen
- (f) Security/ Guard Room or enclosure
- (g) Consultancy fee, insurance etc.
- (h) Margin money, working capital and contingencies
- (i) Fuel, consumables, spares and stores
- (j) Computers and allied office furniture
- (k) Transport vehicles other than the reefer trucks/vans/refrigerated carrier/insulated vans/milk tankers
- (l) Pre-operative expenses
- (m) Second hand/ old/ refurbished/reconditioned machines
- (n) All types of service charges etc.
- (o) Expenditure on painting of machinery
- (p) Closed Circuit TV Camera and security system related equipment
- (q) Stationery items
- (r) Plant & machinery not directly related to the proposed project.

Note: The above list is only illustrative and not exhaustive.

6. Eligible organizations/entities

6.1 Following would be eligible for financial assistance under the scheme:-

- (a) Promoters of food processing units.
- (b) Entrepreneurs desirous of entering into food processing supply chain.
- (c) Groups of producers such as Co-operatives, Farmer Producer Organizations (FPOs), Farmer Producer Companies (FPCs), Self Help Groups (SHGs) etc. linked to food processing units or desirous of setting up minimal processing/ value addition centers.
- (d) Retailers having linkages with farm level and/or with processors.

6.2 The applicants in the above categories maybe organizations such as Central and State PSUs / Joint Ventures /Farmer Producer Organization (FPOs)/ NGOs / Cooperatives / SHGs / Public & Private Companies / Limited Liability Partnerships, Corporate Entity / Proprietorship Firms / Partnership Firms, etc.

7. Eligible Project Cost:-

Includes the cost of Plant & Machinery and Technical Civil Work except for ineligible items as mentioned in Para 5.1above.

8. Pattern of assistance: -

The maximum admissible grant for each project would be @ 35% of the eligible project cost for general areas and @ 50% for North East States, Himalayan States, ITDP Areas and Islands respectively, subject to maximum of Rs. 5.00 crore per project.

Note: (i) The grant will be provided only in respect of technical civil work and eligible plant & machinery.

(ii) Cost norms of Mission for Integrated Development of Horticulture (MIDH) issued by Department of Agriculture, Cooperation and Farmers Welfare will be followed wherever available. For facilities not covered under MIDH guidelines, cost norms as determined by the Ministry will be followed. Details of cost norms determined by the Ministry are available at http://mofpi.nic.in/sites/default/files/cost_norms_3.pdf

9. Pattern of release of grant:

The grant-in-aid will be released in three installments of 25%, 40% and 35% as per following schedule:-

- (a) **1st installment of 25%** of the approved grant under the scheme will be released after ensuring that 25% of the promoter's contribution and 25% of the term loan have been spent on the eligible project cost and after site inspection conducted to ascertain the commensurate physical progress of the project. The promoter shall submit the documents along with the request for 1st installment within 8 months (10 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of the approval letter.
- (b) **2nd installment of 40%** of the approved grant under the scheme will be released after ensuring the (i) utilization of first installment of grant released, (ii) 65% of promoter's contribution and 65% of term loan have been spent on the eligible project cost and (iii) after conduct of site inspection to ascertain commensurate physical progress of the project. The promoter shall submit the documents along with the request for 2nd installment within 14 months (16 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of the approval letter.
- (c) **3rd and final installment of remaining 35%** of the approved grant under the scheme will be released after ensuring the (i) utilization of the second installment of grant released, (ii) 100% of promoter's contribution and 100% of term loan has been invested in the eligible project cost, (iii) the project has achieved completion and commercial operation has started and (iv) after joint inspection by a team consisting of the representatives of MoFPI, NHB or APEDA or DADF, the Bank (which has sanctioned the Term Loan) & PMA to ascertain the completion of the project and start of commercial operation /production. The promoter shall submit the documents along with the request for 3rd installment within 18 months (20 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of the approval letter.
- (d) The documents to be submitted by the promoter for the release of 1st, 2nd and 3rd installment of the grant are at **Appendix-I**.
- (e) As an incentive to those projects where criteria for release of 2nd and 3rd installments have been fulfilled by the promoter, both 2nd and 3rd installments can be released together as one installment. In such cases, the promoter shall submit all the required documents along with statement of accounts showing the expenditure/ utilization of the 1st installment - in a single application - for release of balance 75% of the

approved grant. All the formalities and due diligence as stated above for release of 2nd and 3rd installments shall be carried out before releasing the grant.

10. Implementation Schedule and Penalty:

- 10.1** The implementation schedule for the project would be 18 months in general areas and 20 months in North East States, Himalayan States, ITDP Areas and Islands from the date of issue of the approval letter for the financial assistance. No extension of time for implementation of the project will be given. In exceptional circumstances, for the reasons beyond the control of the promoter(s), the implementation period may be extended with the approval of the Inter Ministerial Approval Committee (IMAC).
- 10.2** In case of non-implementation of the project as per the approval letter, the Ministry would have the discretion to cancel the approval granted to the project and to recall the grant, if any, released, with interest @ 10% per annum.
- 10.3** In case of failure to operate the project for at least three years after commencement of commercial operation, the promoter shall return the entire grant-in-aid with interest @ 10% per annum.
- 10.4** In case of the failure of the promoter(s) to refund the grant-in-aid amount with interest, in the event of non-implementation of the project as approved and / or utilization of the grant for purposes other than on the approved components, the due amount shall be recovered as an arrear of land revenue as per the relevant law in force.
- 10.5** In case of any dispute arising out of interpretation of any of the terms and conditions as contained in the Scheme Guidelines and/or Approval Letter, the interpretation and decision there on of Ministry of Food Processing Industries shall be final and binding.
- 10.6** The Ministry may seek any clarification and/ or any document/ information at any stage of the project. The Ministry reserves the right to modify the Scheme Guidelines or any other terms and conditions as contained herein.
- 10.7** If at any point of time, it comes to the notice of the Ministry that the grant has been availed by manipulation/ concealment of information/ facts, the same shall be withdrawn immediately and the amount, if any, released shall be refunded along with interest at the rate of 10% per annum.
- 10.8** The assets created wholly or substantially out of the Government Grant shall not be disposed-off or encumbered or utilized for purposes other than those for which the grant has been sanctioned, without obtaining the prior approval of the Ministry. In case of non-compliance of this condition, the promoter(s) will be liable to refund the grant with interest @ 10% per annum. In case of the failure of the promoter(s) to refund the grant-in-aid amount with interest, the due amount shall be recovered as an arrear of land revenue as per the relevant law in force.
- 10.9** The promoter(s) of the completed projects will submit the following documents every year to the Ministry for next five years from the date of release of the final installment

of the approved grant:-

- (a) Audited Annual Financial Statement of the entity showing balance sheet, profit & loss account, schedule and notes to accounts of the project.
- (b) Percentage capacity utilization of the project.

10.10 The promoter shall make all possible efforts to complete the project as per the stipulated timelines mentioned in the approval letter. In case of non-adherence to stipulated timelines, except in case of *force de majeure* or reasons beyond the control of promoter, the IMAC may consider imposing penalty in terms of reducing the grant amount, on case to case basis as per following:

- (a) The timeline for each installment of the scheme guidelines and /or as approved by IMAC at the time of according approval shall be applicable for this purpose. Only, *force de majeure*, reason will be accepted as genuine reasons for delay in cases where promoter fails to adhere to the timeline and request the Ministry for relaxation of penal action.
- (b) In case of non-adherence to the timeline of a particular installment due to the project, a penalty amounting to 1% of the quantum of installment due for release will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 5% of the installment to be released.
- (c) The penalty will be imposed for such delay till the date of submission of the complete documents to the Ministry for release of installment of the grant.
- (d) The decision of the IMAC shall be final and binding on imposition of the penalty, quantum of the penalty and the period for which the penalty is to be imposed.

11. Expression of Interest (EOI):

11.1 Applications under the scheme will be invited through EOI. Ministry of Food Processing Industries has introduced a system for online filing of applications on its website www.mofpi.nic.in. The homepage of the website provides a link "Apply Online and Track Status here". After filing online application, applicant should take print out of the online application form and submit the same along with requisite fees.

11.2 Eligibility Criteria:

The proposals have to meet the following eligibility criteria under the scheme:

- (a) Final term loan sanction from the bank/financial institution for availing term loan for an amount not less than 20% of the project cost. The date of sanction of term loan should not be earlier than the date of issue of EOI.
- (b) A detailed appraisal note from the bank/financial institution specific to the proposal. Detailed Project Report /Techno Economic Viability Report merely stamped or endorsed by the Bank/ FI without detailed appraisal note shall not be considered as valid appraisal note and such proposals will not be considered for

- financial assistance.
- (c) Infusion of equity of at least **20%** of the total project cost for projects in general areas and 10% for projects in North East States, Himalayan States, and ITDP Areas & Islands.
 - (d) Grant in aid to any eligible organization, including its subsidiary company/ related company/ Group Company/Organization as well as the promoters of such companies/organizations would be limited to one project at a time only under the Scheme.
 - (e) Any entity/ organization which has availed grant from Ministry of Food Processing Industries for any project under another scheme of the Ministry shall not be considered eligible for another grant until completion of earlier project.
 - (f) Same applicant/ organization shall not be entitled for more than two grants in five years.
 - (g) Applicants/ Promoters who have availed assistance under any other scheme of the Ministry and apply again under this scheme, then in such cases the previous project (s) should have achieved completion and commenced commercial operation/ production and successfully completed at least one year before the date of advertisement of EoI of this scheme.
 - (h) Proposals envisaging modernization/ Upgradation of technology and plant & machinery would be considered for financial assistance. However, the grant in such cases will be restricted only to the components created subsequent to the issue of Expression of Interest. Annual Reports and Audited Statement of Accounts of last three years would also be required to be submitted by the applicant. In such cases, a pre-approval inspection may be carried out by the Ministry.
 - (i) The grant will be restricted only to the plant & machinery and technical civil work created subsequent to the submission of the proposal.
 - (j) Expansion projects would be considered for financial assistance provided separate technical civil work and plant & machinery are envisaged, distinct from the existing facility.

12. DOCUMENTS AND FEE REQUIRED:

12.1 Following documents are required to be uploaded on-line:

- (a) Detailed Project Report (DPR) in the prescribed template as at **Appendix-II**.
- (b) CA/Statutory Auditor certificate as per **Appendix-III**.
- (c) CE (Civil) certificate [**Appendix-IV**] and CE (Mech.) certificate [**Appendix-V**].
- (d) Proof of Infusion of equity of at least **20%** and **10%** of the total project cost respectively for projects in general areas and for projects in North East States, Himalayan States, and ITDP Areas & Islands duly certified by the lending bank/FI.
- (e) Final term loan sanction from the Bank/ Financial Institution for availing term loan for an amount not less than 20% of the project cost.
- (f) A detailed appraisal note from the Bank / Financial Institution.

- (g) Certificate of incorporation/ registration of the applicant firm, Memorandum and Articles of Association in case of Company/ Bye laws of the Society, Co-operative, Self Help Group/ Registered partnership deed, etc.
- (h) Bio-data/background/ experience of the project promoter(s).
- (i) Annual reports and Audited Financial Statement of Accounts of the applicant firm/company/cooperative/ Partnership/ Co-operatives, Farmer Producer Organizations (FPOs), Farmer Producer Companies (FPCs), Self Help Groups (SHGs), etc. for last two years.
- (j) Self-attested English/ Hindi version of land documents for the project in support of land title in the name of the applicant or land lease, duly registered with the competent authority for not less than the period of 15years.
- (k) Change in Land Use (CLU) permission for the project for the said land from the competent authority.
- (l) Certificate from lending Bank/ FI that the facility has not commenced commercial operations as on the date of issue of EOI or the date of bank certificate, whichever is later.
- (m) An undertaking to be furnished by the applicant as per **Appendix-VI**.
- (n) MoU/ Agreement for Backward Linkages and Forward Linkages duly authenticated by concerned District Authority pertaining to respective sectors.
- (o) Annual Reports and Audited Statement of Accounts of last three years, in case modernization/ upgradation of technology and plant & machinery is proposed. This will not be applicable for new entrepreneur.
- (p) Proof of submission of requisite fee.
- (q) Mandate form as per **Annexure-I** in respect of the applicant firm.
- (r) Self attested copy of a PAN card of applicant firm.
- (s) **PFMS (CGA) Registration** – Controller General of Accounts (CGA) registration on pfms.nic.in of firm under agency type “private sector companies” and under the scheme name “National Mission on Food Processing (SAMPDA) CS (9535)”.

12.2 Fee

The applicants are required to submit through RTGS/NEFT, Rs. 50,000 (Rupees Fifty Thousand only) as refundable security deposit and Rs. 5,000 (Rupees Five Thousand only) as non-refundable cost of EOI document in favor of “Pay and Accounts Officer Ministry of Food Processing Industries New Delhi”.

13. Selection of Proposals for Financial Assistance:

- 13.1** All proposals received against EoI will be scrutinized by the Technical Committee (TC) to ascertain prima-facie eligibility and further appraisal/ evaluation of proposals found prima facie eligible. The recommendation(s) of the TC on each proposal (eligible or otherwise) will be placed before Inter-Ministerial Approval Committee (IMAC) for consideration and approval.

The proposals found prima facie eligible based on the eligibility criteria mentioned in para 11.2 above will be evaluated as per the assessment criteria at **Appendix-VII** of these guidelines.

13.2 Technical Committee (TC):

The TC will have the following composition:-

- (a) Additional Secretary/ Joint Secretary, MOFPI, In-charge of the Cold Chain Scheme – Chairperson.
- (b) Managing Director, National Horticulture Board (NHB) or his nominee- Member
- (c) Economic Advisor, MoFPI-Member.
- (d) Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries or his nominee-Member.
- (e) Joint Secretary, Ministry of MSME or his nominee – Member
- (f) Joint Secretary, Ministry of Rural Development or his nominee - Member
- (g) Director, SFAC or his nominee - Member
- (h) Joint Secretary/Director (Finance), MoFPI-Member.
- (i) Chairman, Agricultural & Processed Food Products Export Development Authority (APEDA) or his nominee-Member.
- (j) State Representative from the concerned State Food Processing Department/Mission Directorate (NMFP)-Member.
- (k) Two technical experts [(a)-Domain Expert and (b) Finance Expert – representative of NABARD/ Financial Institution] to be nominated by Secretary, FPI- Members.
- (l) Deputy Secretary/ Director, MoFPI-Member Secretary.

13.3 Inter-Ministerial Approval Committee (IMAC):

The IMAC will have following composition:-

- (a) Hon'ble Minister for Food Processing Industries- Chairperson.
- (b) Hon'ble Minister of State for Food Processing Industries – Vice Chairperson.
- (c) Secretary, MoFPI-Member.
- (d) Financial Adviser, MoFPI-Member.
- (e) Joint Secretary, In-charge Cold Chain Scheme, MoFPI– Convener& Member.
- (f) Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries - Member.
- (g) Joint Secretary, In-charge, MIDH, Ministry of Agriculture, Cooperation & Farmers Welfare-Member.
- (h) Joint Secretary, Ministry of MSME – Member
- (i) Joint Secretary, Ministry of Rural Development – Member
- (j) Managing Director, SFAC or his nominee - Member
- (k) Principal Secretary, Industries/FPI of the concerned State-Member.

(I) Representative of NABARD as Financial Expert-Member.

- 13.4 The proposal(s) from FPOs/FPCs/SHGs/Women SHGs found eligible based on the eligibility criteria will be given priority.
- 14 **The Ministry shall have the final say regarding eligibility or otherwise of the proposals and selection of proposals for grant-in-aid.**
- 15 **Programme Management Agency (PMA):** The Ministry will implement the scheme with the assistance of Programme Management Agency (PMA). The role and responsibilities of the PMA are defined at **Appendix-VIII.**
- 16 **Technical Agency (TA):**The Ministry of Food Processing Industries may appoint Technical Agency(ies) to assist FPOs/ FPCs/ SHGs/ Women SHGs to participate in this scheme as well as other schemes of the Ministry. The consultancy fee as admissible to such Technical Agency(ies) would be borne by the Ministry as per terms & conditions of the assignment. The role and responsibilities of TA thus appointed are defined at **Appendix-IX.**
- 17 **Ministry's decision final: The decision of the Ministry in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, grant approved and imposition of penalty will be final and binding on the applicants.**
- 18 **Court's Jurisdiction:** Any dispute arising out of selection of proposals and implementation of approved project under this scheme guideline will be subject to Courts/ Tribunals having jurisdiction over Delhi.

Appendix-I
Terms and conditions for release of grant-in-aid to the project
[Refer Para 9 (d)]

- 1) The promoter shall submit to the Ministry the Acceptance Letter, confirming the capacities as detailed in the approval letter that would be created, within 30 days of issue of approval letter.
- 2) The promoter shall submit following documents within 60 days from the date of issue of approval letter: -
 - (a) Self-attested English/Hindi version of the land documents of project location, in support of land title in the name of the promoter or land lease, duly registered with the competent authority for not less than the period of 15 years.
 - (b) Change in land use (CLU) permission for the project land from the competent authority, wherever applicable.
 - (c) Latitudes and Longitudes Co-ordinates of the project facility.
 - (d) Revised implementation schedule, if any, of the project, detailing the specific dates/year for the completion of each stage of the implementation of the project duly certified by the concerned lending bank and countersigned by the promoter(s).
 - (e) The promoter needs to create three separate bank account(s) consisting of two separate current accounts with respect to the promoter(s) contribution and grant-in-aid, and a term loan account. Details of the bank account pertaining to grant-in-aid are to be provided in the ECS mandate form as provided in **Annexure-I**.
 - (f) The promoter is required to fill up the data relating to his project online on <http://sampada-mofpi.gov.in/login.aspx>. The promoter is also required to submit the claim for release of 1st, 2nd and 3rd instalment of grant-in-aid (as the case may be) online on the aforementioned portal as per the enclosed Check List. The online submitted documents will be scrutinized by the Programme Management Agency (PMA) and the Ministry. Final version of online submitted and accepted documents after complying with the requirements of the scheme guidelines, will also have to be furnished to the Ministry in hard copies, duly ink signed and stamped by the authorised signatory.

3) Release of Grant-in-aid

- (a) The promoter shall upload the following documents online on Kisan SAMPADA Yojna portal for 1st installment within 8 months (10 months in case of North East States, Himalayan States, ITDP Areas & Islands) from the date of issue of the approval letter:-
 - i. **Surety Bond as per Annexure-II** – To be executed by the beneficiary/applicant on a Non-Judicial stamp paper of not less than Rs.100, duly notarized and signed by two independent witnesses (other than promoters) along with Board resolution/certificate from Board of Directors/promoters (as applicable) authorizing one of the directors/partners as authorized signatory of documents.

- ii. **CA certificate-** Latest certificate of actual expenditure along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should establish that at least 25% of the promoter's contribution and at least 25% of the term loan has been utilized on the eligible project cost as per **Annexure-III**.
Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the promoter are to be given as per **Annexure-III**.
 - iii. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-IV**.
 - iv. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-V**.
 - v. **Certificate** from the concerned bank/ financial institution which has sanctioned term loan for the project, as per **Annexure-VI**, certifying that:-
 - a. It has disbursed 25% of the term loan of the total sanctioned term loan; and
 - b. Has no objection for disbursement of 25% of the grant-in-aid being released by the Ministry.
 Bank Statement(s) –Certified bank statements of all accounts from where payments are received and made till date of expenditure of 25% of promoter's contribution and 25% of term loan on the eligible project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.
 - vi. **Major invoices/receipts** from suppliers/ vendors (on eligible project expenditure incurred so far).
 - vii. The Building plan of the Facility, approved (NOC Certificate) by the Municipal Corporation / Town & Country Planning Department or a competent authority, for locations within a city/town or from the Village Panchayat for locations outside a city/town.
 - viii. Submission of Valid Consent to Establish from the Central/ State Pollution Control Board, wherever applicable.
 - ix. Any other condition which may be specified from time-to-time.
- (b) The promoter shall upload the following documents online on Kisan SAMPADA Yojna portal for 2nd installment of grant within 14 months (16 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of approval letter:-
- i. **CA certificate-** Latest certificate of actual expenditure on the project along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should ensure that 65% of the promoter's contribution and 65% of the

term loan along with grant-in-aid released has been utilized on the eligible project cost as per **Annexure-III**.

Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the promoter are to be given as per **Annexure-III**.

- ii. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-IV**.
- iii. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-V**.
Certificate from the concerned **bank/ financial institution** which has sanctioned term loan for the project, as per **Annexure-VI**, certifying that:-

- a. It has disbursed 65% of the term loan of the total sanctioned term loan and has also released 1st installment of grant-in-aid; and
- b. Has no objection for disbursement of 40% of the grant-in-aid being released by the Ministry.

Bank Statement(s) –Certified bank statements of all accounts from where payments are received and made till date of expenditure of 65% of promoter’s contribution and 65% of term loan on the eligible project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.

- iv. **Major invoices/receipts** from suppliers/vendors (on eligible project expenditure incurred so far).
- v. A statement of accounts showing the expenditure/ utilization of the funds released, to be signed by the promoter and counter signed by the Chartered Accountant, as per **Annexure-VII**.
- vi. Valid Consent to Establish/ Operate, as the case may be, from the Central/ State Pollution Control Board, wherever applicable.

- (c) The promoter shall upload the following documents online on Kisan SAMPADA Yozna portal for 3rd and final installment of grant within 18 months (20 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of approval letter:-

- i. **CA certificate**- Latest certificate of actual expenditure on the project along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should ensure that 100% of the promoter’s contribution, 100% of the term loan and 2nd installment of grant-in-aid has been utilized on the eligible project cost as per **Annexure-III**.

Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the promoter are to be given as per **Annexure-III**.

- ii. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity,

manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-IV**.

iii. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the promoter as per **Annexure-V**.

iv. **Certificate** from the concerned **bank/ financial institution** which has sanctioned term loan for the project, as per **Annexure-VI**, certifying that:-

c. It has disbursed 100% of the term loan of the total sanctioned term loan and has also released 2nd installment of grant-in-aid; and

d. Has no objection for disbursement of 35% of the grant-in-aid being released by the Ministry.

Bank Statement(s) –Certified bank statements of all accounts from where payments are received and made till date of expenditure of 100% of promoter's contribution and 100% of term loan on the eligible project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.

v. **Major invoices/receipts** from suppliers/vendors (on eligible project expenditure incurred so far).

vi. A statement of accounts showing the expenditure/ utilization of the funds released, to be signed by the promoter and counter signed by the Chartered Accountant, as per **Annexure-VII**.

vii. Valid Consent to Establish/ Operate, as the case may be, from the Central/ State Pollution Control Board, wherever applicable.

viii. Declaration of completion of the project and start of commercial operation, duly certified by the Bank.

ix. Display of information prominently on the front of the project building/ vehicles stating that the **“Project is assisted by the Ministry of Food Processing Industries, Government of India”**.

x. Statutory Clearance(s) / Approval(s) for power & water connections.

xi. License under Food Safety and Standards Act, 2006.

xii. Registration certificate of reefer vans and insulated vehicles.

xiii. Any other condition which may be specified from time-to-time.

[Refer Para 12.1 (a)]

Template of DPR

1. Name of the applicant/ company / firm with details of registration no. of company / firm along with names of the directors/promoters in the prescribed format:

S No.	Particulars	Details
i.	Name of Applicant	
ii.	Legal Status of Applicant (Govt. Institution / organisation, NGO, Co-operative/ Company/ partnership firm/ proprietorship firm/ Farmer Producer Organizations (FPOs)/ Farmer Producer Company/ Self Help Groups (SHGs)/ Joint Ventures, etc.)	
iii.	Registration No. of Applicant/CIN	
iv.	PAN of Applicant	
v.	Is the applicant registered with SFAC/ NABARD/ NDDDB/ other Government Agency ¹	

2. Contact details of the Promoter(s)/Partner(s) including addresses, telephone, mobile, fax, e-mail, website, PAN etc.

S No.	Name of Promoter(s)/ Partner(s)	Address	Telephone No.	Mobile No.	E-mail Id	PAN No.	Any other details
Please add additional rows, if needed.							

3. Experience of the lead Promoter(s)/Partner(s)/ Applicant Entity in Food Processing (and) / Cold Chain (and) / Agri-produce logistics (Pl. enclose documentary evidence regarding experience and turnover)

S No.	Name of lead Promoter(s)/Partner(s)/ Applicant Entity	Details of Experience	Details of Turnover (year-wise)	Supporting Document attached, if any (Yes/No)

¹Pl. enclose documentary evidence regarding the existing registration / association with any Government agency.

4. Project Details:

a. Components under the scheme as applicable to the project:

S No.	Type of Components	Details of the components	Numbers Proposed
i.	Forward Linkage : Distribution Hub / Retail outlets / Meat Shops etc.		
ii.	Backward Linkage : Farm Level Infrastructure / Collection centre / BMCs etc.		
iii.	Transport : Reefer/ Insulated Vehicles		

b. Sector of Project (Fruits & Vegetables/Dairy/Marine/Poultry/Fishery/Ready to Eat/Ready to Cook/ Mixed etc.):

c. Type of Operating Model (Rental, Rental+ Captive, Captive Use etc.).....

5. Land Details.

(i) Proposed Locations of Land for all project facilities and status of their acquisition along with longitude & latitude coordinates

Location of Land	Facility (Forward Linkage/ Backward Linkage)	Type of Components	Area (Sqm)	Status of possession (Owned/ leased**) (Document Submitted (Yes/No)	In case of lease (Period of lease in years**) (Documents Submitted (Yes/No)	Status of Land Use Conversion (CLU) (Document Submitted Yes/No)	Connectivity Details. Distance (in kms) from: a. National Highway b. State Highway c. Freight corridor d. Golden Quadrilateral	Distance from Catchment Area (kms) (Please furnish details of both primary & secondary catchment area (as applicable)	Coordinate Details (Longitude & Latitude)	Ref Pg. no. in DPR*
Land1	Forward Linkage									
Land2	Backward Linkage									
Please add additional rows in case of multiple locations										

*DPR should have a detailed chapter on proposed land, raw material production and supply statics for the catchment area.

** In case of leased land, period of lease should be not less than 15 years.

6. Proposed facilities [Refer para 4 of Scheme Guidelines]

S. No.	Type of facilities proposed to be created (Pl. modify as per your business plan)	No. of Units	Total Capacity [MT, Ltrs, MT/Hr., where ever applicable]	Location		No. of Days of operation of each facility in a year
				Forward Linkage	Backward Linkage	
i.	Integrated Pack-house(s) (with mechanized sorting & grading line/ packing line/ waxing line/ staging cold rooms, etc.)					
ii.	Mechanized sorting & grading line/ packing line/ waxing line/ staging cold rooms, etc.)					
iii.	Milk Chilling Centres					
iv.	Bulk Milk Coolers (BMCs)					
v.	Pre-cooling Chambers					
vi.	Chillers					
vii.	Reefer boats					
viii.	Ripening Chamber(s)					
ix.	Retail chain of outlets for perishables					
x.	Frozen store					
xi.	Deep Freezers					
xii.	Normal cold store					
xiii.	Machinery & equipment for minimal processing and/or value addition					
xiv.	Machinery & equipment for packing/ packaging					
xv.	Refrigerated cabinets / display cabinets					
xvi.	Transport:- Refrigerated/ Insulated transport / Reefer Vans					
Add other components not listed above						

7. In case modernization/ upgradation of technology/ plant & machinery of existing facilities is proposed, please furnish details of technology, upgradation/modernization of plant & machinery along with details of existing capacity and proposed capacity after induction of new technology and plant & machinery in the following format:

S. No.	Details of existing facilities	Details of existing capacities	Type of facilities proposed to be modernized/upgraded	Proposed capacities after modernization/upgradation	Location of the facility	Whether covered under Backward Linkages or Forward Linkages

8. Annual Reports and Audited Statement of Accounts for last three years. This will not be applicable for new entrepreneur.

9. Proposed Project Financials

a. Estimated Project cost details

Item	Amount (In Rs. Lakh)
Land (Including FLIs / CCs / value added centre / distribution centre)	
Site Development	
Technical Civil Work (TCW)	
Other Civil Works	
Plant & Machinery (P&M)	
Common Utilities like Water/ETP/ STP, etc.	
Pre-operative Expenses	
Interest During Construction	
Margin Money for Working Capital	
Contingencies	
Add other items not listed above	
Total Project Cost	

b. Means of finance

Item	Amount (In Rs. lakh)
Promoter's Equity	
Term loan	
Eligible grant	
Unsecured loan	
Total	

c. Basic Revenue Projections

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Turnover					
Cost of Operations					
Gross Profit					
Earnings Before Interest, Tax, Depreciation and Amortization (EBITDA)					
Profit before taxation					
Profit after taxation					

d. Financial Parameters (as per Bank Appraisal Note)

S No.	Particulars	Details (Ratio/%)	Ref Page No. in DPR*
i.	Internal Rate of Return (IRR) [(a) With and (b) without grant]		
ii.	Avg. Debt Service Coverage Ratio (DSCR)		
iii.	Break Even Point (BEP)		
iv.	Debt-Equity Ratio		

*To be provided for section under the bank appraisal note highlighting the aforementioned detail.

10. Availability of Raw Material in the Catchment Area - provide details such as Adequate Volume, Wider Mix of Raw Materials, Days of Operation in a Year along with supporting data along with authentic source.

11. Details of the catchment area of the project.

S.No.	Location of the Catchment (Primary/secondary)	Name Village/Dist./AP MC	Commodities to be sourced	Quantities to be sourced [MT/KLD- in case of milk] (per annum)	Ref. Pg. no. in DPR*

*DPR should comprise of detailed chapter on proposed catchment (production and supply statistics).

10. Details of the Forward / Market Linkage:

a) Details of the existing market linkage / Proposed market Linkage

- b) MoUs/Contract documents/Undertaking/LoA
- c) Target consumption centres / key domestic markets
- d) Export targets/ plans, if any
- e) In case of export, details of volume to be exported /export destination/ statutory norms of export destination should be provided in the DPR

11. Employment Generation projections

Direct Employment:

Contractual Employment with no. of days:

Indirect Employment (specify):

13. List of Manufacturers/ Suppliers of P&M (enclose quotations)

Date: _____

Signature of the Applicant/Lead Promoter

Place: _____

**CA Certificate Format
(Letter Head of the CA)
[Refer Para 12.1 (b)]**

CA certificate (With membership No. and firm registration No. of CA) in the following format:-

i. Project Cost:

Sl. No.	Name of the Component/Item	Amount (Rs. in lakh)
1.	Land/development charges	
2.	Civil works — Technical civil works — Other civil works	
3.	Plant & Machinery	
4.	Misc. Fixed Assets	
5.	Others	
	TOTAL	

ii. Means of Finance:

Sl. No.	Item	Amount (Rs. in lakh)
1	Promoter's Equity	
2	Term Loan	
3	Grant from MFPI	
4	Unsecured loan*	
5	Others	

*Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

Signature and Seal of C.A (Statutory Auditor in case of company)

Date: _____

Counter signature of promoter/ authorized signatory of company with Seal

**CE Certificate (Civil) Format for Technical Civil Work:
(Letter Head of the CE)
[Refer Para 12.1 (c)]**

CE certificate (With membership/registration No. of CE) in the following format:

Name of Project:

Location with address:

Date of site Visit by Chartered Engineer:

Project Progress: (If project has multiple locations, the location wise details should be submitted in below format for each location)

Sl. No.	Name of Component	Proposed Area (sq.m)	Proposed Cost (Lakh Rs)	Rate/ Unit(Rs/Sqm)
	Total			

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

**CE Certificate (Mechanical) Format for Plant & Machinery:
(Letter Head of the CE)
[Refer Para 12.1 (c)]**

CE Certificate (With membership/registration No. of CE) in the following format:-

Name of project:

Location with address:

Date of Visit by Chartered Engineer:

Project Progress (If project has multiple locations, the location wise details should be submitted in below format for each location)

Sl. No.	Name of Component	Proposed Quantity	Proposed Cost (Lakh Rs)		Supplier/ Manufacturer (Supported by quotations)
			Basic Cost	Taxes, Freight, installation, insurance	
	Component -1				
	Component -2				
	Component -3				
	TOTAL				

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

**UNDERTAKING
[Refer Para 12.1 (m)]**

I (Name of the Lead Promoter/Director/ Partner/ Proprietor etc.) Son of Mr..... (Father's name) resident of (Residential address) do hereby solemnly affirm and declare/undertake as under:

1. That I am promoter/ director/ partner/ proprietor of M/s..... (name of applicant) having its Registration no.and Registered Office at (office address of applicant).
2. I hereby make application and I am duly authorized in my own right/by management vide its resolution no.dated.....to apply and sign all required documents including this undertaking on behalf of company/partnership firm/cooperative society etc. named as; and am fully aware of the facts relating to the setting up of project at Survey/ Plot No....., Village....., Tehsil....., District....., State....., PIN code(location of the main facility) for.....(activities to be undertaken by project) and application is being made to the Ministry of Food Processing Industries (MoFPI) under the Central Sector Scheme for Creation of Backward and Forward Linkages.
3. That the term and conditions of the above scheme of the MoFPI under which an application is made by the applicant have been properly read and understood by me and I affirm that the project/ proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines.
4. That the proposed activities to be undertaken by the project/proposal are covered under the above scheme of MoFPI and no part of the scheme/infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
5. It is certified that (name of applicant) has not obtained or applied for grants for the same project, component, purpose or activity from any other Ministry or Department of the Government of India or State Government or their agencies.
6. It is certified that applicant's sister concern (s)/ related company / group company/firms as well as the applicant itself has not availed any financial assistance for a food processing project in the past from MFPI [if availed, the details shall be furnished separately].
7. I also solemnly affirm/undertake that the proposed project components in the application are a completely new activity and not a pre-existing activity or any component thereof.
8. In case of concealment of any facts in this regard, the MoFPI would have right to reject/ cancel my application/project out right at any stage.

9. I will meet any shortfall in means of finance due to less admissibility of grant or any future reduction in grant-in-aid or any escalation caused in the cost of the project.
10. I shall not dispose-off or encumber or utilize the assets created wholly or substantially out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in- aid.
11. In case of non-implementation/ delayed implementation of the project the Ministry will have absolute right in cancelling the approval granted and also recall the grant released, if any, along with interest as per the scheme guidelines.
12. In case of failure to operate the project for at least three years after commencement of commercial operation, I shall return the entire grant-in-aid with interest @ 10% per annum.
13. User charges/hiring rates of the facilities created under the project will be disseminated to the public including uploading of the same on the website of the project/ organization. A copy of the same will also be made available to the Ministry.
14. I undertake that all the information furnished in the application and the DPR with respect to the eligibility conditions, etc. are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.
15. I also undertake that in the event of any information or facts furnished by me are found to be incorrect or material information concealed, during the course of implementation of the project or subsequent to implementation, the Ministry of Food Processing Industries may take action as per the provisions of scheme guidelines and/or as per the law of the land, as deemed fit and appropriate in the circumstances.

Date: _____ **Signature of the Lead Promoter**

Place: _____

[Refer Para 13.1]

S.No.	Criteria for Evaluation of Proposals to Establish Forward and Backward Linkages	Max Marks
1	Raw Material Availability, Adequate Volume and Wider Mix of Raw Materials/Days of Operation in a Year	10
	(a) Availability of raw materials , (Higher marks shall be given to the projects which provide the details of raw material in the catchment area supported by latest authentic data). (i) 5 marks for raw material availability backed by latest data with government source. (ii) 5 marks for availability of raw material if data is based on self-conducted survey, duly authenticated by block/district authority. (iii) 3 marks for availability of raw material data based on government source which is not the latest one but also not older than 3 years. (iv) 2 marks if the applicant has provided data for raw material availability, but has not provided the credible source (as above) for the furnished data.	5
	(b) No. of days of operation More than 250 – 3 Marks 180 – 250 Days – 2 Marks Less than 180 – 1 Mark	3
	(c) Product Mix	2
2	Agreement / Arrangements for Raw Material Procurement & Marketing of Products	15
	(a) 1 mark for each MoU/ Agreement for Backward Linkages with FPOs/ FPCs/ SHGs/ Producer Groups – max.10 marks (b) 0.5 mark for each MoU/Agreement for Backward Linkages other than FPOs/ FPCs/SHGs/Producer Groups – max.5 marks (c) 0.5 mark MoU/Agreement for Forward Linkages – max. 10 marks MOU/Agreement should be duly authenticated by concerned District Authority pertaining to respective sectors.	
3	Status of project land (a) Land in possession of the Applicant with approval for industrial use: 5 marks (b) Land in possession of the Applicant without approval for industrial use: 3 marks (c) Land not in possession of the Applicant but Agreement to sale executed: 2 marks	5
4	Details of existing business operations	30
	(a) (i) Food processing business including minimal processing having annual turnover of Rs. 1 Crore and above during a year:- 8 marks (ii) Food processing/ minimal processing business having annual turnover of less than Rs. 1Crore and above Rs. 50 lakh during a year:- 4 marks	8
	(b) If the Applicant is an FPO/FPC/SHG registered with SFAC/ State Government/ NABARD/ other Government Agency.	20
	(c) If the Applicant is Women SHG	2

5	Economic Viability of the proposal	10
	<p>Economic Viability of Project Based on Bank Appraisal (Key financial parameters viz. IRR, DSCR etc.)</p> <p><u>Max marks shall be given for IRR = 5</u></p> <p>(a) 5 marks shall be given if IRR>20%</p> <p>(b) 4 marks shall be given if IRR is between17%-20%</p> <p>(c) 3 marks shall be given if IRR is between14%-16.9%</p> <p>(d) 2 marks shall be given if IRR is between10%-13.9%</p> <p>(e) Nil marks shall be given if IRR is less than10%</p> <p><u>Max marks shall be given for DSCR = 5</u></p> <p>(a) 5 marks shall be given if DSCR>=3.0</p> <p>(b) 4 marks shall be given if DSCR is between 2.5 and2.9</p> <p>(c) 3 marks shall be given if DSCR is between2.0-2.4</p> <p>(d) 2 marks shall be given if DSCR is between1.5-1.9</p> <p>(e) Nil marks shall be given if DSCR<1.5)</p>	10
6	Processing and Value Addition	10
	(a) Project proposing processing and value addition	
7	Creation of Backward & Forward Linkages	20
	<p>(a) Project proposing creation of Backward Linkages, Forward Linkages and Transport: 20 marks</p> <p>(b) Project proposing creation of Backward Linkages and Transport: 15 marks</p> <p>(c) Project proposing creation of Forward Linkages and Transport: 15 marks</p> <p>(d) Project proposing creation of Backward Linkages and Forward Linkages: 15 marks</p> <p>(e) Project proposing creation of Backward Linkages only: 10 marks</p> <p>(f) Project proposing creation of Forward Linkages only: 10 marks</p>	
	Total	100

ROLE AND RESPONSIBILITIES OF PROGRAMME MANAGEMENT AGENCY (PMA)

[Refer Para15]

- (i)** Scrutiny of the Proposals received against the EOI/advertisement and assist the Ministry in selection of eligible proposals.
- (ii)** Appraisal of the DPR/projects indicating financial viability, commercial sustainability and socio-economic impact and presentation of the appraisal to the Ministry for approval.
- (iii)** Assist the Ministry in issue of approval letters to the selected projects.
- (iv)** Assist/advise the Ministry in release of the grant to the approved projects. Scrutiny of the proposals for release of grant as per the scheme guidelines. Undertake site inspections to assess the actual physical progress and verify the claims/documents submitted by the applicant for release of grant and make recommendations to the Ministry. In addition to carrying out mandatory site inspections before release of 1st and 2nd installment of grant, the PMA will also carry out additional site inspections as and when requested by the Ministry to ascertain the status of implementation of a particular project.
- (v)** Monitoring and reporting the progress of the projects to the Ministry periodically on the basis of defined milestones or as directed by the Ministry.
- (vi)** Updating the data regularly in the online dashboard monitoring system for monitoring the progress of the assisted projects. The portal will have to be kept updated at all times.
- (vii)** Development and implementation of suitable Operation & Management (O&M) plan for the assisted projects.
- (viii)** Assist in formulating, analysis and evaluation of the scheme guidelines.
- (ix)** Provide inputs for preparing reports, templates, forms and check lists related to the effective implementation of the scheme.
- (x)** Provide inputs for preparation of the agenda notes and minutes of the Review meeting, Technical Committee, Inter-Ministerial Approval Committee etc.
- (xi)** Checking the authenticity of the documents submitted by the applicants.
- (xii)** Any other duty and responsibility assigned by the Ministry from time to time.

ROLE AND RESPONSIBILITIES OF TECHNICAL AGENCY (TA)

[Refer Para 16]

- (i)** Sensitization and awareness creation about the scheme amongst the FPOs/FPCs/SHGs/WSHGs.
- (ii)** Assist the FPOs/FPCs/SHGs/WSHGs in conceptualizing projects and preparing comprehensive proposals/DPRs including business plan for onward submission to the Ministry of Food Processing Industries.
- (iii)** Organizing capacity building workshops, training for BoDs and other key members of the Farmer Groups on entrepreneurship, business planning and management.
- (iv)** Assist the identified Farmer Groups on meeting minimum compliance requirement as per scheme guidelines.
- (v)** Assist the Farmer Group for sanction of term loan from Bank and to secure approval of financial assistance from MoFPI.
- (vi)** Representing the interest of Farmer Groups along with their representatives in the Ministry.
- (vii)** Handholding the approved proposals during implementation phase by providing all assistance relating to documentation for release of grant, liaison with the bank, securing various statutory approvals from central/state govt. authorities/agencies.
- (viii)** Constant review and monitor the post implementation phase of the project till it achieves financial stability and commercial viability.
- (ix)** Submission of quarterly progress report during implementation phase and also for three years during post implementation phase.
- (x)** Developing market linkages for these FPO's by involving end users [Exporters, Processors, Retailers].
- (xi)** Any other duty and responsibility assigned by the Ministry from time to time.

Mandate Form

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) /REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS TELEPHONE NUMBER AND EMAIL	
BRANCH'S IFSC CODE	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the Ministry of Food Processing Industries responsible.

Date

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

(Signature and Seal of Bank)

(Note: Please attach a self-attested photocopy of cheque along with the verification obtained from the bank)

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' Sanction Order No. _____ Dated _____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids 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 and conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aid 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 up to 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 Obligers.

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 of whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of AUTHORIZED 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

**CA Certificate Format
(Letter Head of the CA)**

CA certificate (With membership No. and firm registration No. of CA) in the following format:-

iii. Project Cost: (Rs. in lakh)

Sl. No.	Name of the Component/Item	Cost approved by the Ministry	Actual expenditure incurred as on -----
1.	Land/development charges		
2.	Civil works — Technical civil works — Other civil works		
3.	Plant & Machinery		
4.	Misc. Fixed Assets		
5.	Others		
	TOTAL		

iv. Means of Finance: (Rs. in lakh)

Sl. No.	Item	Means of finance approved by the Ministry	Actual expenditure incurred as on -----
1	Promoter's Equity		
2	Term Loan		
3	Grant from MFPI		
4	Unsecured loan*		
5	Others		

*Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

Signature and Seal of C.A (Statutory Auditor in case of company)

Date: _____

(The certification by CA should be based on the verification of books of accounts, bills, invoices, work orders, bank statements, etc. related to the project.)

Counter signature of promoter/ authorized signatory of company with Seal

**CE Certificate (Civil) Format for Technical Civil Work:
(Letter Head of the CE)**

CE certificate (With membership/registration No. of CE) in the following format:

Name of Project:

Location with address:

Date of site Visit by Chartered Engineer:

Project Progress: (If project has multiple locations, the location wise details should be submitted in below format for each location)

Sl. No.	Name of Component	Proposed/ appraised Area (sqm)	Proposed/ appraised Cost (Lakh Rs)	Actual Area(sqm)	Actual Cost(Lakh Rs)	Rate/ Unit(Rs/Sqm)	Remarks about the status of implementation	Comments on quality, construction standards, market rates
	Total							

It is certified that the material/ components used in the Technical Civil Work are new.

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

**CE Certificate (Mechanical) Format for Plant & Machinery:
(Letter Head of the CE)**

CE Certificate (With membership/registration No. of CE) in the following format:-

Name of project:

Location with address:

Date of Visit by Chartered Engineer:

Project Progress (If project has multiple locations, the location wise details should be submitted in below format for each location)

Sl. No.	Name of Component	Proposed/ appraised Quantity	Proposed/ appraised Cost (Lakh Rs)	Actual Quantity	Actual Cost (Lakh Rs)		Supplier/ Manufacturer	Status of implementation	Comments on quality, specifications, etc.
					Basic Cost	Taxes, Freight, installation, insurance			
	Component -1							Such as: <ul style="list-style-type: none">•Ordered•Received at site•Installation in progress•Installed•Commissioned	
	Component -2								
	Component -3								
	TOTAL								

It is certified that all the plant and machinery for which grant has been approved are new.

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

(Letter Head of the Bank)

Certificate

1. Certified that this bank has appraised the project of M/s.....(Name and Address of the project) for grant as per scheme guidelines of the Ministry of Food Processing Industries and also sanctioned term Loan of Rs.lakh.
2. It is further certified that we have released Rs.lakh (---% of sanctioned term loan) and Rs.....lakh (1stinstallment/ 2nd installment of grant-in-aid) to M/s (Name and Address of the project).
3. We have no objection in releasing 1st/ 2nd/ 3rd (delete whichever not applicable) installment of grant.

Signature with seal
(Name of authorised signatory)
(Branch Name)

Counter Signature of promoter/ Authorized
Signatory of company with seal

Statement of expenditure/ utilization of the funds released

Certified that Rs. _____ of grant-in-aid sanctioned by the Ministry of Food Processing Industries towards first/second instalment of grant in favour of _____ has been utilized for the purpose for which it was sanctioned. A statement of accounts showing the expenditure/utilization of funds released duly signed by the undersigned and counter signed by the Chartered Accountant is enclosed as per **Annexure VIII**

Signature of Promoter/ Authorized signatory of Company with seal _____

Date _____

Counter signature
of Chartered
Accountant with
CA Registration
No.

