

## **Format for requisition of first installment of approved grant**

Director,  
Ministry of Food Processing Industries,  
Government of India

Date:

Sub: Request letter for requisition of first installment of approved grant for the Integrated Cold Chain Project of \_\_\_\_\_ at \_\_\_\_\_.

Dear Sir,

We are pleased to inform you that we have commenced implementation of the approved Integrated Cold Change project and \_\_\_% of promoters' contribution and \_\_\_% of bank term loan have been utilized towards implementation of the project making us eligible for receipt of the first installment of the approved grant from the Ministry (25% of total approved grant).

We are hereby submitting the following documents as required.

<b>Sl. No.</b>	<b>Documents</b>	<b>Enclosed (Yes/No)</b>
1	Controller General of Accounts (CGA) registration of firm under agency type "private sector companies" and under the scheme name "scheme for infrastructure development FPI (0386)"	
2	An affidavit from the applicant company / firm confirming that the proposed project had not started commercial production / operation prior to the date of submission of application.	
3	A surety bond, in the format provided in the approval letter, executed on non-judicial stamp paper of Rs.100/- or more duly notarized and signed by two independent witnesses (other than promoters of the company) along with resolution certificate (Annexure-II of surety bond) from board of directors authorizing one of the director / partner as signatory of documents.	
4	Consent letter from Bank which has sanctioned the term loan, mentioning that it recommends disbursement of financial assistance to the unit to be routed through loan account.	
5	Certificate from bank that it has disbursed 25% of the term loan out of the total sanctioned term loan.	

6	a. Latest certificate of actual expenditure along with means of finance duly certified (in the format provided in the approval letter) by Chartered Accountant (CA) and countersigned by the promoter to the effect that 25% of promoter's contribution and 25% of bank term loan have been utilized for the approved project components.	
	b. Certificate from Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality.	
	c. Certificate from Chartered Engineer (Mechanical) for plant & machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality.	
7	Details of unsecured loan, if any, duly certified by Chartered Accountant.	
8	Other documents as required in the approval letter. (Provide list of documents below)	
	a.	
	b.	
	c.	
	d.	

We would request you to release the first installment of the approved grant amount. We further confirm that project would be implemented in the manner and time period given in the approval letter.

Yours sincerely,

Signature  
Name and Designation  
Seal of the organization