

Revised Guidelines
For
The Scheme of
Setting – up/Up-gradation of Food Testing
Laboratories
with effect from 01.01.2017

Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan
August Kranti Marg
New Delhi - 110 049

Revised Guidelines for Grant-in-Aid for Setting-up/Up-gradation of Food Testing Laboratories w.e.f. 01.01.2017.

(1) Objectives:

Setting up / up-gradation of Food Testing Laboratories would benefit all stakeholders in ensuring safety and quality of food products. The objectives are:

- To analyse the samples received from food processing industry and other stakeholders.
- To reduce the time taken for analysis of samples by reducing transportation time of samples.
- To ensure compliance of domestic/international standards on food.
- To establish a surveillance system for monitoring the quality and composition of food.

(2) Pattern of Assistance:

- (i) Central/State Government and its organizations /universities (including Govt. owned deemed universities) are eligible for grant-in-aid of entire cost of laboratory equipment and 25% of the cost of technical civil work to house the equipment and furniture and fixtures associated with the equipment for general areas and 33% for difficult areas. In addition, they are also eligible for 80% of the monthly emoluments of two technical staff for two years from the date of completion of the laboratory i.e. on procurement and installation of all the equipment and completion of civil work of Food Testing Laboratory, provided this does not exceed the emoluments prescribed for Junior Research Fellow (JRF) under ICAR.

Note: In case of any dispute regarding issues related to service/emoluments of the staff to be employed, MoFPI will not be a party and this will be purely between the respective lab and the employed staff.

- (ii) All other implementing agencies/private sector organizations/ universities including deemed universities will be eligible for grant-in-aid of 50% of cost of laboratory equipment and 25% of the cost of technical civil work to house the Equipment and furniture and fixtures associated with the equipment for general areas and 70% of cost of lab equipment and 33% of technical civil work and furniture and fixtures for difficult areas.
- (iii) When the Ministry establishes / sponsors such food testing laboratories, there would be no ceiling to financial assistance and the amount to be approved will be decided on case to case basis with the approval of Competent Authority.

- (iv) The food testing facilities so created will be accessible to public and will be made available to the food processing units for testing their products.

Difficult areas include J&K, Himachal Pradesh, Uttarakhand, Sikkim, North-Eastern States, Andaman & Nicobar Islands, Lakshadweep and Integrated Tribal Development Project (ITDP) areas.

(3) Documents Required:

- (i) Application in the prescribed format as given in **Annexure- I** (Format available on website: <http://mofpi.nic.in>).
- (ii) Detailed Project Report clearly indicating the total project cost (with item-wise and cost - wise break-up), Means of Finance to meet the project cost, recurring expenditure, information on availability of land and building, qualified manpower available and proposed to be hired, implementation schedule, list of lab equipment available and proposed (their cost, purpose/parameters being tested/to be tested), Technical Civil Work (TCW) and the Furniture& Fixtures required etc.
- (iii) Sanction letter of term loan from bank / financial institution, if any.
- (iv) Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and bye laws of the society (if applicable)/ partnership deed (notarized) etc.
- (v) Bio-data/background of the office bearers and promoters of the organization including details such as PAN/ Voter card / Aadhar card etc.
- (vi) Annual reports and Audited Statement of Accounts of last two years, in case of up gradation proposals with Service Tax Registration Number.
- (vii) Blue Print of the laboratory building Plan.
- (viii) For private organizations/universities, notarized copy of land document of owned land / building or rent / lease agreement with a validity period of minimum of 15 years, preferably with an extension clause (notarized English version, in case document is in regional language). For Government organizations/Universities, certificate regarding availability of land is required.
- (ix) Item wise and cost wise details of Technical Civil Work (TCW) proposed, duly certified by Chartered Engineer (Civil).

- (x) Item wise and cost wise details of lab equipment proposed duly supported by quotations and duly certified by Chartered Engineer (Mechanical). Each proposal with list of the commodities and equipment is to be given with parameters to be tested with equipment. In case of up-gradation of lab, list of existing lab equipment with complete details are also required to be furnished.
- (xi) ***A self-attested confirmation as per the following format (Annexure-II):***
- “That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./Government organization/agencies and State Govt. for the same purpose/activity /same component.”
- (xii) ***A confirmation in the letter head of the organization/ Institute stating that the grant will be utilized for the purpose for which it is sanctioned (Annexure-III).***
- (xiii) Surety Bond (duly notarized) on non-judicial stamp paper of Rs.100/- by the applicants of private sector organizations, implementing agencies other than central/state government organizations/ universities. **(Annexure-IV).**
- (xiv) If the applicant is a Govt. organization / University / Public Sector institution and applies for assistance for 80% of cost of emoluments of two technical staff under the project, an undertaking on official letter head duly issued by the Head of the Department confirming that 20% of the monthly emolument of the technical staff to be employed under the project will be met by the applicant organization from its own resources.

(4) The Applicant Organization has also to confirm the following:

- (i) If the applicant is a Govt. organization / University / Public sector institution, the organization's share of expenditure is borne from their self-generated funds and not from other grants received from Govt. departments/bodies.
- (ii) The facility created out of financial assistance from MoFPI will be availed of by the food processing units for getting their products tested. The organization shall create awareness through wide publicity of such facility among the food processing units in and around the area.
- (iii) The gap in the means of finance between grant amount sought and approved by MoFPI shall be borne by the organization.
- (iv) The organization has adequate funds/ source of funds to meet recurring expenditure and maintain/upgrade testing facilities.

- (v) The organization has availability of qualified manpower available vis-à-vis the facility created or would recruit such manpower.
- (vi) *The organization would implement the schedule of the proposed laboratory within a period of 18 months from the date of issue of approval letter.*
- (vii) *The documents for claiming the 1st installment of Grant-in-Aid will be submitted within a time period of 8 months after issue of approval letter, failing which, the approval granted will automatically stand cancelled.*
- (viii) *The documents for claiming the 2nd installment of Grant-in-Aid will be submitted within a time period of 14 months after issue of approval letter.*
- (ix) The time period by which NABL accreditation would be obtained for the parameters to be tested after setting up/up-gradation of lab with MFPI assistance. For proposals pertaining to up-gradation of an existing laboratory, it has to be confirmed that NABL accreditation has been obtained for existing parameters being tested.
- (x) *The confirmation that the laboratory will strive to obtain Food Safety and Standards Authority (FSSAI) recognition / notification for carrying out the analysis of food samples under Section 45 of FSS Act, 2006.*

(5) Procedure for Approval and release of grant:

- (a) Proposals for financial assistance for setting up / up-gradation of Food Testing Laboratories will be received by **Director / Deputy Secretary, Ministry of Food Processing Industries, Panchsheel Bhavan, August Kranti Marg, New Delhi – 49.**
- (b) All proposals received for financial assistance will be placed before Techno Scrutiny Committee (TSC) constituted by **MoFPI** for examining such proposals from technical angle. Applicant organizations will make presentations before the TSC. The organizations will have to furnish information / documents as sought by the TSC.
- (c) Thereafter, the proposals recommended by TSC and complete in all respects will be placed before Project Approval Committee (PAC) constituted by **MoFPI** for consideration and approval.

- (d) The following schedule will be adopted for release of grant assistance for Central/State Government and its organizations /universities (including Govt. owned deemed universities):-
- (i) 1st installment of 40% of the total grant will be released after receiving requisite documents / confirmations prescribed in para 3 and 4 above. ***The organization shall submit the documents along with the request for 1st Installment within 8 months from the date of issue of the approval letter.***
 - (ii) 2nd installment of 40% of the total grant will be released only after ensuring full utilization of 1st installment of grant towards purchase of lab equipment, expenditure on Technical Civil Work (TCW) and fixing of Furniture & Fixtures for housing the equipment, as the case may be. ***The organization shall submit the documents along with the request for 2nd Installment within 14 months from the date of issue of the approval letter.***
 - (iii) 3rd installment of 20% of the total grant will be released only after ensuring full utilization of 2nd installment of grant towards purchase of lab equipment, completion of Technical Civil Works (TCW) and fixing of Furniture & Fixtures for housing the equipment, as the case may be.
 - (iv) The emoluments at the rate of 80 percent for the two technical staff for 2 years will be released as 4th and final installment after all the PAC approved equipment has been purchased, installed and the organisation has submitted the utilization certificate for 3rd installment along with the status of NABL accreditation.

(Note: 2nd and 3rd installment would be released on submission of utilization certificate (**Annexure -V**) and certificate from Competent Authority relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VII, along with copies of invoices, receipts, delivery challans etc.**)

- (e) The following schedule will be adopted for release of grant assistance for all other implementing agencies/private sector organizations/ universities including deemed universities:-
- (i) 1st installment of 40% of the total grant will be released after ensuring that 40% of the promoter's contribution and 40% of the term loan has been spent on the project. ***The promoter shall submit the documents along with the request for 1st Installment within 8 months from the date of issue of the approval letter.***

- (ii) 2nd installment of another 40% of the total grant will be released after ensuring utilization of first installment of grant and that 80% of promoter's contribution and 80% of term loan have been spent on the project. Utilization certificate (**Annexure-V**) of the first installment shall be submitted by the promoter at the time of making claim for the second installment. ***The promoter shall submit the documents along with the request for 2nd Installment within 14 months from the date of issue of the approval letter.***
- (iii) 3rd and final installment of remaining 20% of the grant will be released after ensuring that the second installment has been utilized fully and 100% of promoter's contribution and 100% of term loan has been spent in the project. It will be ensured that all the equipment that are approved by PAC have been procured, the project has achieved completion and commercial operation has started. Utilization Certificate (**Annexure-V**) of the second installment alongwith the status of NABL Accreditation shall be submitted by the promoter at the time of making claim for the 3rd and final installment.

(Note: 1st, 2nd and 3rd installment would be released on submission of certificates from Chartered Accountant relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VII**, along with copies of invoices, receipts, delivery challans etc.)

- (f) ***The implementation schedule for the project would be 18 months as detailed below from the date of issue of approval letter, unless extended by Project Approval Committee (PAC) for reasons to be recorded:***

Sl.No	Particulars	Time Period
1	Date of issue of approval letter to 1 st installment	8 months
2	1 st installment to release of 2 nd installment	6 months
3	2 nd installment to release of 3 rd installment	4 months
	Total	18 months

The applicant organisation / promoter(s) shall make all possible efforts to complete the project as per the stipulated timelines. In case of non-adherence to stipulated timelines, except in case of force de majeure or reasons beyond the control of applicant organisation / promoter(s), the PAC may consider imposing appropriate penalty in terms of reducing the grant, on case to case basis.

- (g) The laboratory assisted under the scheme will submit the information in the prescribed format regarding procurement and installation of all the equipment and

completion of civil work of Food Testing Laboratory [**Annexure-VI(a)(b)(c)**]. This must be submitted along with the claim for release of 3rd installment (in case of private organization) and claim for emoluments of technical personnel (in case of government organization).

- (h) *Inspection to verify the progress before release of the final installment of grant may be carried out. Format for inspection report is at Annexure-VIII.*
- (i) Invariably, all the documents to be submitted at each step shall be countersigned by the applicant.

Note: The organization submitting the application as per above guidelines may ensure that the details/ documents are as per checklist (**Annexure-IX**).

Application Form for Setting up/ up-gradation of Food Testing Laboratory

S.No	Particulars	Details
1.	Name and Address of promoter(s) including Telephone, fax, email, Name of the laboratory with contact details etc.	
2.	Type of Organization like Government, Private, Industry Association, Public sector, Co-operative etc.	
3.	Background of the organization	
4.	Objectives of the Laboratory	
5.	In case of up-gradation of existing lab, details of lab equipment available and their utilization with products and parameters being tested.	
6.	In case of up-gradation of existing lab performance of the last three years indicating type of food products tested, parameters, with number of samples tested, revenue earned and any other relevant information.	
7.	Justification for the proposed equipment with reference to products and parameters to be tested as per Appendix-A	

8.	<p>Number of Food Processing Industries situated in the region/ nearby area and other potential users who may avail testing facilities. Attach list of giving names & address of units along with their products.</p>	
9.	<p>Total Project cost :</p> <p>a. Land- not eligible for grant</p> <p>b. Building</p> <p>(i) Technical civil work which includes only the constructed area required for housing the lab equipment, storage of samples/ chemicals/ consumables.</p> <p>(ii) Non-technical civil work such as office area, library, roads, boundary wall, canteen, guest house etc.</p> <p>c. Laboratory Equipment</p> <p>Indigenous</p> <p>Imported</p> <p>d. Recurring Expenditure</p> <p>(i) Consumables</p> <p>(ii) Salaries & Wages</p> <p>(iii) Any other expenses</p> <p>Furniture & Fixtures</p> <p>Any other items</p> <p style="text-align: center;">Total</p>	
10.	<p>Means of Finance</p> <p>(a) Promoters Contribution</p> <p>(b) Grant from MFPI</p> <p>(c) Term Loan from bank</p> <p>(d) Any other Source (please Specify)</p> <p><i>*Unsecured loans will not be considered</i></p> <p>Total</p>	

11.	Details of Equipment proposed to be installed in the laboratory indicating specifications, make, quantity, cost (Please furnish technical literature and quotations for each proposed equipment)	
12.	Total no. of manpower available and to be employed (with their qualifications and experience)	
13.	Implementation Schedule- Bar chart/ Mile Stone Chart	
14.	Recurring expenditure & how this will be met. Cash flow for the next five years	
15.	Details of NABL accreditation for existing parameters being tested (In case of up-gradation). In case of setting up of laboratory, time frame by which the NABL accreditation will be obtained may be furnished.	
16.	Any other relevant details	

Encl: List of documents attached

Signature

**Name and Designation
Seal of the Organization**

Undertaking

(Rule 209(1) of GFR 2005)

(As undertaking on Official Letter Head)

ISon of ..., aged years, working asofhereby affirm and declare as under-:

1. That the organization has not obtained/applied for /will not obtain any grant/subsidy from any Ministry/Department of Central Govt / Govt organization/Agencies and State Government for the same purpose / activity / same component.

Place :

Signature of the Authorized Signatory

Date :

Name of the Institution

Annexure III

UNDERTAKING

I,, aged, resident of do hereby solemnly affirm that the grant will be utilized for the purpose it is sanctioned.

Hence this undertaking

Place :

Signature of the Authorized Signatory

Date :

Name of the Institution

Annexure IV**(To be prepared on Non-Judicial Stamp paper of Rs. 100/-)****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 "Obligiers") 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 Obligiers' 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 a copy whereof is annexed hereto and marked as Annexure-I,
 agreed to make in favour of _____ the Obligiers 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 Obligiers (the receipt of which the Obligiers do hereby admit and
 acknowledge) on condition of the Obligiers executing a bond in the terms and manner
 contained hereinafter which the Obligiers have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligiers 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 Obligiers will abide by the terms & conditions of the
 grants-in-aid by the target dates, if any specified therein.

THAT the Obligers 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 Obligers 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 Obligers individually and jointly will be liable to refund to the President of India, the entire amount of the grant-in-aid with interest of 10% per annum thereon. If a part of the grant-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 Obligers 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 grant-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 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: _____



PROFORMA OF UTILIZATION CERTIFICATE AS PER GFR 19-A

[Rule 212 (1)]

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 applicant with Seal

Counter signature of Branch Manager with Seal

* Competent Authority / comptroller of Accounts in case of Government organization/institution/universities.

ANNEXURE-VI(a)**DETAILS OF PROCUREMENT AND INSTALLATION OF ALL THE EQUIPMENT, FURNITURE & FIXTURE AND COMPLETION OF CIVIL WORK BY UTILIZATION OF GRANT-IN-AID AS RELEASED BY MoFPI.**

(Rs. in Lakh)				
Head of Expenditure	Proposed Cost	Eligible Grant	MoFPI approved Grant	Promoters Contribution
Equipment				
Technical Civil Works				
Non-Technical Civil Works				
Furniture & Fixture				
Total				

Signature with Seal of the authorized person(s)
of the grantee organization

Counter-signed by Chartered Engineer (Civil.)

ANNEXURE-VI(b)**DETAILS OF EQUIPMENT PURCHASED AND INSTALLED UNDER GRANT-IN-AID
RELEASED BY MINISTRY OF FOOD PROCESSING INDUSTRIES IN THE FOOD
TESTING LABORATORY.**

Sl. No	Name of the PAC approved equipment	Price in US \$/EURO, etc. + Custom Duty/Service Tax, etc. (if applicable). (In the case of imported equipment)	Exchange Rate as on (Date)	Price/Value in Rupees VAT/Service Tax etc., (if applicable)	Make / Model	Date of Purchase as per invoices	Date of installation of the equipment in the laboratory	Purpose of the equipment	Whether functional or not	Amount utilized out of grant-in-aid released by MoFPI for purchase of equipment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Signature with Seal of the authorized person(s)
of the grantee organization

Counter-signed by Chartered Engineer (Mech.)

ANNEXURE-VI(c)**DETAILS OF TECHNICAL CIVIL WORK AND FURNITURE AND FIXTURE PURCHASED/DONE IN THE FOOD TESTING LABORATORY UNDER GRANT-IN-AID RELEASED BY MINISTRY OF FOOD PROCESSING INDUSTRIES.**

Sl. No.	Name of the TCW and Furniture & Fixture as approved by PAC	Purpose	Whether completed/ installed or not	Expenditure incurred	Amount utilized out of grant-in-aid released by MFPI
1.	2.	3.	4.	5.	6.

Signature with Seal of the authorized person(s)
of the grantee organization

Counter-signed by Chartered Engineer (Civil.)

Annexure.VII

CA Certificate/Statement of Expenditure (With membership No. of CA) in the following format:

					Rs. in Lakh
S. No.	Name of the Component	Proposed Project Cost	Eligible Cost considered by MoFPI for calculation of Grant-in-aid	Grant Approved	Actual /Expenditure Incurred as on date
1	Equipment				
2	Technical Civil Work				
3	Furniture & Fixtures				
4	Recurring Cost				
5	Other Expenditure (Please specify)				
Total					

Means of Finance:

					Rs. in Lakh
Sr. No.	Name of the component / Item	Proposed Means of Finance	Approved Means of Finance	Actual Expenditure as on date	Remark
1.	Promoters equity				
2.	Grant from MoFPI				
3.	Bank loan				
4.	Total				

Signature and Seal of C.A.*

Counter Signature by the Applicant with Seal

Counter Signature of Bank Branch Manager with seal (in case of bank loan).

* Competent Authority / comptroller of Accounts in case of Government organization/institution/universities.

*

FORMAT FOR INSPECTION OF FOOD TESTING LABORATORIES
ASSISTED BY MFPI

1. Name & Address of food testing laboratory (along with Tel./Fax/E-mail):
2. Name & designation of officer-in-charge:
3. Status of the laboratory i.e. Govt./Private/Autonomous/:
(Mention the administrative authority under which it operates)
4. Status of Building infrastructure for housing the laboratory:
 - a. Technical civil works
 - b. Non-technical civil works
5. (a) List of Instruments/Equipment as approved by PAC, their cost, the details of purchase/installation, make/specification, function, accuracy (qualitative/quantitative) supported with a copy of invoice. The details pertaining to deviation from PAC approval (if any) in respect of equipment cost should be clearly indicated.
(b) List of TCW approved by PAC with cost and against that TCW Carried out with cost, bringing out deviation, if any.
(c) Furniture & Fixtures (F&F): list of items approved by PAC with cost and against that F&F carried out with cost, bringing out deviation, if any.
6. List of scientists and technical staff with their qualifications and experience, staff structure and management.
7. Services provided / to be provided by the lab (such as analytical, training, certification etc.)
8. Available Analytical facilities:
Food quality parameters & Food Safety parameters in the following format

S.No	Test Parameters	Yes/No
1.	Physical Characteristics	
2.	Chemical Analysis (a) Proximate Analysis (b) Metal contaminants (c) Water analysis (d) Residue (Pesticides, Veterinary drugs, antibiotics etc.,)	

S.No	Test Parameters	Yes/No
	(e) Adulterants (f) Food Additives (Sweetners, flavouring material, colouring matter etc.,) (g) Fatty acid & amino acid profile (h) Vitamins (i) Allergens	
3.	Microbiological Analysis (a) Toxins (Aflatoxin, mycotoxins etc.,) (b) Pathogens (c) TPC, Y & M, Coliform, E.Coli	
4.	Genetically modified components	
5.	Any other	

9. Brief description of participation in proficiency testing programme, if participated:
10. Performance of the lab for the last three years (if applicable):
 - No. of samples tested year wise (indicating parameters):
 - No. of clients served year wise
 - Total revenue earned
11. Whether laboratory has specified rates for testing of the products. If so, details thereof. If not, reasons therefor.
12. Are all standard test methods available in the laboratory?
13. Are all standard reference materials available in the laboratory?
14. In case of existing lab, status of NABL accreditation. If not, steps taken in this regard.
15. Details of manpower employed for the project.
6. Details of Annual Maintenance Contract (AMC).
7. Whether commercial operation has started and the date thereof.
8. Recommendations of inspection team clearly indicating installation & functioning of lab equipment, status of building for housing the lab and the date of start of commercial operation.

(Signature, Name and designation of members of inspection team)

* Supporting documents are required to be enclosed with inspection report.

Annexure-IX**Check list for the Scheme of Setting –up/ Up gradation of food testing laboratories**

1	Application in the MFPI prescribed format
2	Total project cost (item-wise and cost – wise break-up)
3	Means of finance to meet the project cost
4	Details of recurring expenditure,
5	Availability of land and building,
6	Details of existing /required qualified manpower
7	Implementation schedule
8	List of lab equipment duly supported by attested quotations with their specifications, cost, purpose/parameters along with the certificate by C.E (Mechanical).
9	Sanction letter of term loan from bank / financial institution
10	Certificate of incorporation/registration of the organization
11	Memorandum and Articles of Association and Bye laws of the Society
12	Bio-data/background of the office bearers/promoters of the organization
13	Annual Reports and Audited Statement of Accounts of last two years
14	Blue Print of the laboratory building Plan
15	Notarized land document of owned land/ building or rent/ lease agreement with a validity period minimum 15 years (notarized English version if the land document is in regional language).
16	Item wise and cost wise details of technical civil work envisaged duly certified by Chartered Engineer (Civil)
17	List of existing lab equipment with complete details along with products and parameters being tested
18	<i>An undertaking as per Annexure – II duly signed.</i>
19	<i>An undertaking as per Annexure –III , duly signed.</i>
20	Status of NABL accreditation

Details of the proposed equipment with reference to products and parameters to be tested

Sl.No	Name of the equipment	Specification(s)	Quantity	Cost in Foreign currency(in case of Import)	Cost in Rupees	Purpose	Products to be tested	Parameters to be tested