



NATIONAL
DAIRY
DEVELOPMENT
BOARD

*Compendium of Documents
on
Dairy Development & Animal Husbandry
Schemes being implemented by different
departments of Government of India*



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Brief of the components related to Animal Husbandry & Dairying being funded under schemes of Government of India

| No. | Scheme |
|------------|--|
| 1. | Dairy Processing and Infrastructure Development Fund (DIDF) |
| 2. | National Programme for Dairy Development (NPDD) |
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| 4. | Livestock Health and Disease Control (LH&DC) |
| 5. | Rashtriya Gokul Mission (RGM) |
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1. Dairy Processing and Infrastructure Development Fund (DIDF)

Eligible Institutions:

Milk Unions/ Multi-state Milk Cooperatives/ State Dairy Federations/ Milk Producer Companies/ NDDDB's subsidiaries

Components being funded:

- i. Modernisation and creation of new milk processing facilities
- ii. Manufacturing facilities for Value Added Products
- iii. Milk Chilling Infrastructure
- iv. Setting up electronic milk testing equipment
- v. Project Management and Learning
- vi. Any other activity related to the dairy sector targeted to contribute to the objectives of DIDF and decided by Government of India in consultation with the stakeholders.

Funding Pattern: Loan - maximum 80% and End Borrower's contribution - minimum 20% of project cost.

Lending Term: The loan under the scheme is available @ 6.5% per annum with repayment period of 10 years (Maximum), including moratorium period of maximum 2 years on repayment of principal.

2. National Programme for Dairy Development (NPDD)

Eligible Institutions:

- A. State Implementing Agencies (SIAs):** State Dairy Federations (of enlisted states), MUs of other states and UT's
- B. End Implementing Agencies (EIAs):** District Milk Unions, Producer Companies (functional for 1 full FY), DRDA, Zila Parishad, District Mission Management Units
- C. Participating Implementing Agencies (PIAs):** Other agencies associated or affiliated to above SIAs, EIAs (NGOs, SHGs, Universities, Colleges, ICAR institutes)

Components being funded:

- i. Milk Chilling facilities at village, block, district level
- ii. Civil works
- iii. Equipment for BMC, chilling Centres
- iv. Milk processing and marketing
- v. Milk procurement
- vi. Cattle shed
- vii. Cattle induction
- viii. Construction/Establishment of Milk & milk product
- ix. Testing laboratories (at DCS level, BMC Centres, Dist. Level, State level etc.)
- x. Clean Milk Production kit (for beneficiaries)
- xi. Technical Input Services (FMD & other vaccines, FA box,
- xii. AH & Breeding camps, Fodder development, Cattle feed
- xiii. development)
- xiv. Information and Communication Technology networking
- xv. Manpower and skill development
- xvi. Working capital
- xvii. Rehabilitation of defunct/sick milk unions/federations
- xviii. Planning & monitoring
- xix. Centralized MIS facility for DADF

3. National Livestock Mission (NLM)

Eligible Institutions:

State/ Union Territory Governments, Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, State Livestock Development Board/Agency, KVKs, Dairy Cooperatives, ICAR Institutions and Research & Development, Private Entrepreneurs, NGOs.

Sub Mission and components being funded:

- 1. Sub-Mission on Livestock Development** – The Sub-Mission on Livestock Development includes activities to address the concerns for development of livestock species, other than cattle and buffalo, with a holistic approach covering poultry as well.

Risk Management (Livestock Insurance) component of the Sub-Mission covers the indigenous/ crossbred milch animals, pack animals (Horses, Donkey, Mules, Camels, Ponies and Cattle and Buffalo males) and other livestock (Goat, sheep, Pigs, Rabbit, Yak and Mithun). The objective of the scheme is to management of risk and uncertainties by providing protection mechanism to the farmers against any eventual loss of their animals due to death and to demonstrate the benefit of the insurance of livestock to the people. Benefit of subsidy is to be restricted to 5 animals per beneficiary per household for the milch animals.

- 2. Sub-Mission on Pig Development in North-Eastern Region** - There has been persistent demand from the North Eastern States seeking support for all round development of piggery in the region. The Sub-Mission will stride to forge synergies of research and development organisations through appropriate interventions.

- 3. Sub-Mission on Feed and Fodder Development** – The Sub Mission focusses on increasing both production and productivity through adoption of improved and appropriate technologies best suited to specific agro-climatic region in both arable and non-arable land. Funding may be availed for following components of the Sub Mission:

- i. Fodder production from Non-forest wasteland /rangeland/ non-arable land
- ii. Fodder Seed Production/ Procurement & Distribution
- iii. Assistance for distribution of hand driven chaff cutters
- iv. Assistance for Introduction of Power Driven Chaff Cutter
- v. Establishment of high capacity Fodder Block Making units

- vi. Distribution of low capacity, tractor mountable Fodder Block Making units, hay baling machines/reapers/ forage harvesters
- vii. Establishment of Silage making units
- viii. Establishment of Bypass protein making units
- ix. Establishment of Area Specific Mineral Mixture/ Feed Pelleting/ Feed Manufacturing Unit
- x. Establishment/ modernisation of Feed testing laboratories
- xi. Operating specific Training and Capacity Building Interventions related to Feed and Fodder Development.

4. Sub-Mission on Skill Development, Technology Transfer and Extension – The Sub Mission provides a platform to develop or adapt the knowledge in collaboration with farmers, researchers and extension workers. The implementing agencies for the Sub Mission will be Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through the concerned State Governments. Following components may be taken under this mission:

- i. IEC Support for Livestock Extension
- ii. Training and capacity Building
- iii. Livestock Farmers Groups/Breeder's Association
- iv. Organization of Livestock Mela/ Show
- v. Regional Livestock fair
- vi. Operationalization of Farmers Field Schools
- vii. Exposure Visit for livestock Extension facilitators
- viii. Exposure Visit of farmer
- ix. Staff component of livestock Extension

4. Livestock Health and Disease Control (LH&DC)

Components being funded:

1. Assistance to states for Control of Animal diseases (ASCAD)
 - i. Immunization against economically important diseases of livestock and poultry.
 - ii. Strengthening/ modernising of Biological production units/ Disease diagnostic laboratories.
 - iii. Training Programme Seminars/ Workshop
2. National Project on Rinderpest Surveillance and Monitoring (NPRSM)
3. National Animal Disease Reporting System (NADRS)
4. Foot and Mouth Disease Control Programme (in existing States/ UTs and proposed expansion in States/ UTs)
5. 'Peste des Petits Ruminants – Control Programme' (PPR-CP)
6. Brucellosis Control Programme (Brucellosis-CP)
7. Establishment and Strengthening of existing Veterinary Hospitals and Dispensaries (ESVHD)
8. Professional Efficiency Development (PED)
9. Classical Swine Fever Control Programme (CFP-CP)

5. Rashtriya Gokul Mission (RGM)

Eligible Institutions:

- A. State Implementing Agencies (SIAs):** State Livestock Development Boards
- B. End Implementing Agencies (EIAs):** State Livestock Development Boards, State Animal Husbandry Department and State Milk Federations, CFSP&TI, CCBFs
- C. Participating Implementing Agencies (PIAs):** ICAR, Universities, Colleges, Institutions

Components being funded:

- i. Establishment of bull mother farms for conservation of HGM indigenous bovine breeds.
- ii. Assistance to institutions/institutes which are repositories of best germplasm.
- iii. Implementation of PS programme for indigenous breeds with large population.
- iv. Induction of disease free HGM bulls of Indigenous breeds for natural service.
- v. Establishment of Breeder's Societies (Gopalan Sangh).
- vi. Heifer rearing programme.
- vii. Establishment of Field Performance Recording (FPR) in the breeding tract.
- viii. Incentives to farmers maintaining elite animals of indigenous bovine breeds.
- ix. Organization of milk yield competitions.
- x. Award to Breeders societies (Kamdhenu).
- xi. Establishment of a village level integrated indigenous cattle Centres viz., "Gokul Gram" will be covered under the component "any other activity" related to cattle and buffalo development.
- xii. Organization of training programme for technical and non-technical personnel working at the institutions engaged in cattle development.

6. Nationwide Artificial Insemination Programme – phase II (NAIP II)

The sub scheme will be covered under the scheme RGM under the component of development and conservation of indigenous breeds. The sub scheme will be implemented in districts with less than 50% A.I coverage.

Components being funded:

- i. AI services will be delivered at farmers free of cost.
- ii. Cost of semen doses including consumables, transportation and storage
- iii. Incentive to AI technician for AI done and after the birth of each calf including data uploading on INAPH
- iv. Parentage Testing
- v. Awareness Programme

7. National Animal Disease Control Programme for Foot And Mouth Disease (FMD) And Brucellosis (NADCP)

Implementing Agencies:

The programme shall be implemented in all States and Union Territories with 100% central assistance through the Central Implementing Agency/ State Implementing Agencies/ Livestock Development Boards of the respective State/ UT Governments. The State/ UT Governments shall provide the requisite infrastructure for vaccine cold chain maintenance etc. and manpower to carry out vaccination and other related activities. Administrative support shall be provided by the Commissioners/ Directors, Department of Animal Husbandry and district authorities of the States/ UTs concerned to ensure smooth implementation of the programme.

Activities under NADCP for FMD and Brucellosis:

A. Control of Foot & Mouth Disease: Major activities of this programme include:

- i. Vaccinating the entire susceptible population of bovines, small ruminants (sheep and goats) and pigs at six-monthly intervals (mass vaccination against FMD).
- ii. Primary vaccination of bovine calves (4-5 months of age).
- iii. Deworming one month prior to vaccination.
- iv. Publicity and mass awareness campaigns at national, state, block and village level including orientation of the state functionaries for implementation of the programme.
- v. Identification of target animals by ear-tagging, registration and uploading the data in the animal health module of Information Network for Animal Productivity and Health (INAPH).
- vi. Maintaining record of vaccination through Animal Health cards.
- vii. Serosurveillance/seromonitoring of animal population.
- viii. Procurement of cold cabinets (ice liners, refrigerators, etc.) and FMD vaccine.
- ix. Investigation and virus isolation and typing in case of outbreak.
- x. Recording/regulation of animal movement through temporary quarantine/ check-posts.
- xi. Testing of pre-vaccination and post-vaccination samples.
- xii. Generation of data and regular monitoring including evaluation of impact of the programme.

- xiii. Providing remuneration to vaccinator which should not be less than Rs.3/- per vaccination dose and Rs.2/- per animal for ear-tagging including animal data entry.

B. Control of Brucellosis:

The major activities of this component include mass screening of cattle and buffaloes to know exact incidence of the disease in an area / villages / block / district of state, once in lifetime vaccination of all female calves between 4-8 months using *B. abortus* S-19 strain vaccine (*any alternative vaccine may replace the existing one in future*), one time grant to strengthen one ELISA laboratory in a State/UT, consumables for ELISA Laboratories, remuneration to privately engaged vaccinators in absence of sufficient manpower, publicity and awareness campaigns at national, state and block level, including orientation of the state functionaries for implementation of the programme and online monitoring & data management at HQ.

8. Supporting Dairy Cooperatives and Farmer Producer Organizations engaged in dairy activities (SDC&FPO) - Interest Subvention on Working Capital Loan

A corpus in perpetuity with NDDB to be used for providing soft loans for working capital to enable Cooperative Societies and Farmer Producer Organisations engaged in dairy activities to provide a stable market to farmers.

Eligible Institutions:

Cooperative Societies and Farmer Producer Organizations (FPOs) engaged in dairy activities.

Components being funded:

Providing soft loans for working capital to enable Cooperatives Societies and Farmer Producer Organizations (FPOs) engaged in dairy activities to provide a stable market to farmers.

9. Animal Husbandry Infrastructure Development Fund (AHIDF)

Eligible Entities (EEs):

- i. Farmer Producer Organisation (FPO)
- ii. Private Companies
- iii. Individual Entrepreneurs
- iv. Section 8 companies
- v. Micro Small and Medium Enterprises

Components being funded:

- i. **Dairy Processing:** Establishment of new units and strengthening of existing dairy processing units with quality and hygienic milk processing facilities, packaging facilities or any other activities related to dairy processing.
- ii. **Value added dairy product manufacturing:**
Establishment of new units and strengthening of existing manufacturing units for value addition of the following milk products:
 - a. Ice Cream unit
 - b. Cheese manufacturing unit
 - c. Ultra High Temperature (UHT) Milk processing unit with tetra packaging facilities
 - d. Flavoured Milk manufacturing unit
 - e. Milk Powder manufacturing unit
 - f. Whey powder manufacturing unit
 - g. Any other milk products and value addition manufacturing unit
- iii. **Meat processing and Value addition of facilities:**
 - a. Establishment of new meat processing unit and strengthening of existing meat processing facilities for sheep/goat /poultry /pig / buffalo in rural, semi-urban and urban areas.
 - b. Large scale integrated meat processing facilities/ plant/ unit.
 - c. Value Added Products: Establishment of new or strengthening of existing value addition facilities for meat products like Sausage, nuggets, ham, salami, bacon or any other meat products. These facilities could either be integral part of meat processing units or standalone meat value addition unit.
 - d. The project cost of each meat processing plant should compulsorily include Effluent Treatment Plant (ETP), meat

microbiological testing laboratory, residue testing laboratory, cold storage for holding the offals, skin/ hide processing areas and their preservation and refrigeration facilities for holding the chilled products and value added products for minimum of 24 hours.

iv. Animal Feed Manufacturing and strengthening of existing units/ plants:

- a. Establishment of mini, medium and large animal feed plant
- b. Total Mixed Ration Blocking Making Unit
- c. By Pass Protein Unit
- d. Mineral Mixture Plant
- e. Enrich Silage Making Unit
- f. Animal Feeding Testing Laboratory

10. Rashtriya Krishi Vikas Yojana (RKVY - RAFTAAR)

An illustrative list of dairying related components being funded:

- i. Semen collection and Artificial Insemination Units/ Production centre
- ii. Breeding Farms
- iii. Dispensaries/ Hospitals for treatment of animals
- iv. Vaccine Production Unit
- v. Diagnosis Labs, including Mobile Units
- vi. Animal Ambulance
- vii. Cold Chain for storing and transportation of frozen Semen
- viii. Tractor fitted with Fodder Block Machine
- ix. Carcass rendering Plant to collect the fallen animals for processing/utilization in scientific manner
- x. Modernization of animal slaughter houses and markets for Livestock/ Livestock products
- xi. Establishment/ Strengthening of cold chain infrastructure for storage of veterinary biological.
- xii. Establishment/ Strengthening of Check post/ Quarantine camps for restriction of animal movement, strengthening of animal disease reporting system.
- xiii. Vermi-compost
- xiv. Milk Collection Centres and Infrastructure:
- xv. Purchase of milking machines (single/double bucket)
- xvi. Setting up of milk chilling/bulk milk cooling centres (BMC) along with automatic milk collection units (AMC)
- xvii. Setting up/modernization/strengthening of milk processing units
Strengthening /expansion of cold storage facility for milk and milk products
- xviii. Purchase of insulated/refrigerated transport vehicles
- xix. Setting up of milk parlor/milk booth
- xx. Strengthening of lab facility in milk chilling/milk processing unit
- xxi. Establishment of cattle feed storage godown
- xxii. Establishment/strengthening of cattle feed plant
- xxiii. Establishment of cattle shed for milch animals
- xxiv. Setting/strengthening of ETP at milk chilling/ milk processing unit

11. Formation and Promotion of Farmer Producer Organizations (FPOs)

Implementing Agencies:

Small Farmers Agribusiness Consortium (SFAC), National Cooperative Development Corporation (NCDC) and National Bank for Agricultural and Rural Development (NABARD) will serve as Implementing Agencies. In addition, to afore-stated three implementing agencies, if any State/ Union Territory is desirous to have its own implementing agency, they may approach DAC&FW with details about the State/UT, its agency, activities and experience of the agency etc., and DAC & FW will consider the proposal on experiences and existing manpower required for formation and promotion of FPOs in the region. DAC&FW may, in due course, identify and assign other additional Implementing Agencies to cover various sectors and geographical locations to form 10,000 FPOs as per the need of the programme.

Activities to be undertaken:

- i. Formation of 10,000 FPOs, out of which at least 15% (i.e. 1,500 FPOs) in aspirational districts and at least one FPO in each block of aspirational districts in next 5 years.
- ii. Formation and promotion of FPO is based on Produce Cluster Area with focus on “One District One Product” approach for development of product specialization.
- iii. Financial support for FPO Formation & Incubation Cost including CBBOs Cost and Cost of Monitoring & Data Management/MIS Portal along with management cost.
- iv. Equity Grant from Government to strengthen financial base of FPOs and help them to get credit from financial institutions for their projects and working capital requirements for business development.
- v. Credit Guarantee Cover by NABARD to Eligible Lending Institution (ELI) to enable them to provide collateral free credit to FPOs by minimising their lending risks in respect of loans by NABARD.

12. Kisan Credit Card (KCC)

Eligible Institutions:

Special drive to cover 1.5 crore dairy farmers belonging to Milk Unions and Milk Producing Companies within two months in pursuance of Atma Nirbhar Bharat Abhiyan stimulus package to cover 2.5 crore new farmers involved in activities related to Animal Husbandry and Fisheries.

Funding Details:

It is expected to provide an additional liquidity of Rs. 5 lakh crore in the hands of the farmers. Under the scheme, it has been decided to provide interest subvention of 2% per annum and prompt payment additional interest subvention of 3% to farmers. In the present campaign, in the first phase the target is to cover all farmers who are members of dairy cooperative societies and are associated with different Milk Unions and who do not have KCC. If these farmers already have KCC based on their land ownership, they can get their KCC credit limit enhanced, however interest subvention shall be available only to the extent of Rs. 3 lakhs. Although the general limit for KCC credit without collateral remains Rs. 1.6 lakh, but the case of farmers whose milk is procured by Milk Unions falls under tie up arrangements between the producers and processing units without any intermediaries and hence the credit limits without collateral can be upto Rs. 3 lakh.

13. Pradhan Mantri Kisan SAMPADA Yojana Scheme for Agro - Marine Processing and Development of Agro - Processing Clusters

SAMPADA is an umbrella scheme incorporating following schemes:

1. Mega Food Parks
2. Integrated Cold Chain and Value Addition Infrastructure
3. Creation/Expansion of Food Processing & Preservation Capacities
4. Infrastructure for Agro-processing Clusters
5. Creation of Backward and Forward Linkages
6. Food Safety and Quality Assurance Infrastructure
7. Human Resources and Institutions

Eligible institutions and an illustrative list of components being funded under these schemes:

| No. | Schemes | Implementing Agency | Components funded |
|-----|---|---|---|
| 1. | Mega Food Parks | Special Purpose Vehicle (SPV) registered under the Companies Act. However, State Govt & its entities and Cooperatives are not required to form a separate SPV. | Establishment of food processing industry backed by an efficient supply chain, which includes Collection Centres, Primary Processing Centres, Central Processing Centre & Cold Chain infrastructure. |
| 2. | Integrated Cold Chain and Value Addition Infrastructure | Partnership/Proprietorship Firms, Companies, Corporations, Cooperatives, Self Help Groups (SHGs), Farmer Producer Organizations (FPOs), NGOs, Central/State PSUs, etc. | A. Farm level infrastructure - Processing centre situated in the catchment area of the targeted produce. B. Distribution hub - This shall have a modern multi-product, multi-temperature cold storage C. Refrigerated vans/ refrigerated trucks/ insulated vans/mobile insulated tankers. D. Irradiation facility. |
| 3. | Creation/ Expansion of Food Processing & Preservation Capacities | Central & State PSUs/ Joint Ventures/ FPOs/ NGOs/ Cooperatives/ SHG's/ Pvt. Ltd. Companies/ Limited Liability Partnerships, Corporate Entity, Proprietorship Firms, Partnership Firms | Creation/ expansion and/ or modernization of processing / preservation capacities along with transport and storage facilities etc. |

| No. | Schemes | Implementing Agency | Components funded |
|-----|---|---|--|
| 4. | Infrastructure for Agro-processing Clusters | Govt./ PSUs/ Joint Ventures /NGOs/ Cooperatives /SHGs/FPOs/ Private Sector/Partnership Firms/ individuals etc. | Basic enabling infrastructure like boundary wall, roads, water supply etc. Core infrastructure like testing laboratory, grading, sorting and packing facilities, cold storage, pre-cooling chambers, specialized packaging etc. |
| 5. | Creation of Backward and Forward Linkages | Govt./ PSUs/ Joint Ventures/NGOs/ Cooperatives/SHGs/FPOs/ Public & Private Sector/Limited Liability Partnerships/Corporate entity/Proprietorship Firms/ Partnership Firms/ Entrepreneurs etc. | i. Processing Facilities at the farm level: facilities for weighing, cleaning, sorting, grading, packing, precooling, Cold Storage etc. ii. Distribution hub and retail outlets. iii. Mobile Pre-cooling trucks and reefer trucks. |
| 6. | Food Safety and Quality Assurance Infrastructure | Central/State Govt & their organizations/ Govt universities (including deemed universities) private sector organizations/ universities. | i. Setting up or Up gradation of Food Testing Laboratory |
| | | Central/State Govt. Undertakings/Organizations and Private Sector Firms | ii. Implementation of Food Safety and Quality Management System through HACCP/ISO 22000/ FSSC 22000/ BRC/ SQF or any other Global Food Safety Initiative (GFSI) approved certification scheme/ standard (w.e.f. 12.11.2018) |
| 7. | Human Resources and Institutions | All Universities, IITs, Central/ State Government Institutions, Government Funded Organizations, R&D laboratories and CSIR recognized R&D Units in private sector. | i. Research & Development in Food Processing Sector |
| | | Apex Industry Bodies like CII, FICCI, ASSOCHAM, PHDCCI, ICC, AIFPA etc., Central/State Governments, Autonomous Bodies and Public Sector Undertakings | ii. Seminar/ Workshops, Studies/ surveys, Exhibitions/ Fairs, Advertisements and Publicity. |

14. Deendayal Antyodaya Yojana - National Rural Livelihood Mission (DAY-NRLM)

Aajeevika - National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India in June 2011. NRLM was renamed as DAY-NRLM (Deendayal Antyodaya Yojana - National Rural Livelihoods Mission) w.e.f. March 29, 2016. The DAY-NRLM is the flagship program of Govt. of India for promoting poverty reduction through building strong institutions of the poor, particularly women, and enabling these institutions to access a range of financial services and livelihoods. DAY-NRLM adopts a demand driven approach, enabling the States to formulate their own State specific poverty reduction action plans. The blocks and districts in which all the components of DAY-NRLM would be implemented, either through the SRLMs or partner institutions or NGOs, would be the intensive blocks and districts, whereas remaining would be non-intensive blocks and districts.

A broad list of components being funded under the mission is given below:

- i. Institution Building & Capacity Building
- ii. Financial Inclusion
- iii. Livelihood Promotion
- iv. Social Inclusion & Development
- v. Systems
- vi. Convergence with other programmes of the Ministry of Rural Development and other Central Ministries and programmes of state governments for developing synergies directly and through the institutions of the poor.

The details of the components being funded under the mission may be accessed from the NRLM Website: <http://www.aajeevika.gov.in/>.

15. New National Biogas and Organic Manure Programme (NNBOMP)

Implementation Agencies:

The programme will be implemented by the designated State Nodal Departments i.e. the State Rural Development departments of the States and State Offices of Khadi and Village Industries Commission (KVIC), Mumbai and Biogas Development and Training Centres (BDTC). All the Programme Implementing Agencies (PIAs) that is State Rural Development Departments of the States/UTs within a State/UT would work in complete coordination and share all the information with each other. KVIC and State Rural Development Departments may identify its functionaries in the field and take help of Panchayati Raj Institutions/ Gram Panchayats, Urban Local Bodies and Block/ Taluka Development Officers/ District Agriculture Offices, Kissan Vikas Kendras etc. in identification of feasible biogas plant sites and selection of the potential beneficiaries and their applications for biogas plants. SRDDs and KVIC may also involve them in post installation monitoring of the biogas plants.

Components being funded:

- i. Central Subsidy for Biogas Plants (size 01 to 25 cubic metre biogas per day).
- ii. Additional Subsidy for cattle dung based Biogas Plants, if linked with sanitary toilets, only for individual households.
- iii. Turn-Key Job Fee for construction, supervision, commissioning, and free O&M warranty for five years trouble free operations of plant including quality control at all levels.
- iv. Administrative Charges – for physical target achievement range of biogas plants.
- v. Support for Training courses including Skill Development Programme for Biogas Mitras.
- vi. Biogas Development and Training centres - Financial support for set functions and roles of BDTCs would be provided towards staff, conducting training courses, skill development courses, pilot plant demonstration, TA/ DA, consumables and contingencies as per allocated targets.
- vii. Support for Communication and Publicity as per the physical achievement range of Biogas Plants.
- viii. Incentive for saving fossil fuels (diesel, petrol, kerosene, electricity etc.) to farmers by using biogas in 100% Biogas engines.

16. Biogas Power Generation (Off Grid) and Thermal Energy application Programme (BPGTP)

Implementing Agencies:

The Programme will be implemented by Agriculture and Rural Development Departments of the States and Dairy Co-operatives. However, the Programme can also be implemented through the State Renewable Energy Agencies (SNAs), Biogas Development and Training Centers (BDTCs), Khadi and Village Industries Commission (KVIC) and National Dairy Development Board (NDDB) in States where Agriculture and State Rural Development Departments are not in a position to implement the above mentioned scheme as designated Programme Implementing Agencies (PIAs) of the States, involving reputed Biogas Developers/ Promoters/ Manufactures, who are selected on a transparent manner by the above mentioned PIAs. The PIAs may take help of Panchayati Raj Institutions/ Local Bodies (LBs) as an overarching Institutions allowing need based interventions under the community development programme in rural areas as well as to cover North Eastern Areas, Forest Fringe Villages, in large population concentration of SC/ ST communities including in tribal areas.

Components being funded:

Central Financial Assistance (CFA) will be provided under the Programme for the following activities:

- i. Setting up of Biogas based Power Generation (Off-grid) and Thermal application projects provided in three slabs of sizes of Biogas Plants and corresponding Power generation/ Thermal Energy generation capacity.
- ii. Training & Awareness Promotion – Financial Support for organizing & conducting special designed workshops, seminars, training programmes for the PIAs and Biogas Plant Users/ farmers by the MNRE approved BDTCs/ Skill Development Council etc. Also, for establishing a trained pool of manpower/ Skilled Biogas Plant Operators for post-commissioning operation & maintenance mechanism, training of required manpower, capacity building, and business meets for the perspective industries etc.
- iii. Administrative Charges to the designated PIAs for preparing site feasibility report, DPRs, project implementation, supervision, monitoring and evaluation of plant performance after the project completion and commissioning including third party evaluation inspection and verification after the successful commissioning of the project.

F.No. M-02023/2/2017-CDD
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
(Dairy Division)

Krishi Bhawan, New Delhi-110001
Dated the 09th April, 2020

To

Principal Accounts Officer,
Ministry of Agriculture and Farmers Welfare,
Department of Animal Husbandry and Dairying
16, Akbar Road Hutments,
New Delhi- 110011.

Subject: Administrative Approval for implementation of Central Sector Scheme "Dairy Processing and Infrastructure Development Fund (DIDF)" during 2020-21.

Sir,

The undersigned is directed to refer to this Department's OM No 02023/2/2017-CDD dated 21st December, 2017 conveying first administrative approval for Central Sector Scheme – **Dairy Processing and Infrastructure Development Fund (DIDF)** implementation during 2017-18 and No.02023/2/2017-CDD for DIDF scheme for the financial year 2019-20 dated 02.03.2020, **and to convey administrative approval for DIDF during 2020-21** with a total outlay of Rs 11184 Crore, of which Rs 8004 crore shall be loan from National Bank for Agriculture and Rural Development (NABARD) to National Dairy Development Board (NDDB) and National Cooperative Development Cooperation (NCDC) for End borrowers, Rs 2001 crore shall be end borrowers contribution, Rs 12 crore would be NDDB/NCDC's share during 3 years 2018-19 to 2022-23 and Rs 1167 crore shall be contributed by DAHD towards interest subvention on repayment for 10 years (2018-19 to 2030-31 with spill over to first quarter of 2031-32).

2. Objectives of the DIDF:

- i. To modernize the milk processing plants and machinery and to create additional infrastructure for processing more milk.
- ii. To create additional milk processing capacity for increased value addition by producing more dairy products.
- iii. To bring efficiency in dairy processing plants/producer owned and controlled dairy institutions, thereby enabling optimum value of milk to milk producer farmers and supply of quality milk to consumers.

Page 1 of 4


DEEPAK SETHI
Under Secretary
DAHD

- iv. To help the producer owned and controlled institutions to increase their share of milk, thereby providing greater opportunities of ownership, management and market access to rural milk producers in the organized milk market.
- v. To help the producer owned and controlled institutions to consolidate their position as dominant player in the organized liquid milk market and to make increased price realization to milk producers.

3. Components of DIDF

The broad investment activities eligible under DIDF are:

- i. Modernization & creation of new milk processing facilities
- ii. Manufacturing facilities for Value added Products
- iii. Milk Chilling infrastructure
- iv. Setting up electronic milk testing equipment
- v. Project Management and Learning
- vi. Any other activity related to the dairy sector targeted to contribute to the objectives of DIDF and decided by Government of India in consultation with the stakeholders.

4. Eligible institutions

(i) NDDDB and NCDC using the loans from the DIDF will lend to the following institutions

- Co-operative Milk Unions
- State Cooperative Dairy Federations
- Multi State Milk Cooperatives
- Milk Producer Companies
- NDDDB subsidiaries

(ii) Financial assistance under DIDF will be given to the end borrowers which are financially viable and willing to avail funds and also fulfill the eligibility criteria, as per Operation guidelines of DIDF.

5. Source of fund

NABARD shall raise fund from the financial markets in compliance with SEBI guidelines. The instrument appropriate for borrowing shall be decided by NABARD depending on the demand.

6. Cost of Fund to NABARD

The cost of fund to NABARD shall be the actual cost of borrowing by NABARD inclusive of interest, taxes, fees, charges, etc., plus fund management cost of 0.60% per annum.

DEEPA SETHI
Under Secretary
DAHD

The interest rate on borrowings from market by NABARD shall vary from time to time depending upon rates prevailing at the time of raising funds.

7. Interest rates on loans by NABARD to NDDB/NCDC and to End Borrower

NABARD shall extend loan to NDDB and NCDC at a rate of interest of 6% per annum repayable at quarterly rests. The interest rate to end borrower shall be upto 6.5 % per annum (to be charged by NDDB/NCDC) subject to the condition that difference between cost of borrowing funds from market (by NABARD) and the rate at which NABARD passes loan on to NDDB/NCDC is not more than 2.5% p.a. In case of any further increase in cost of borrowing of fund by NABARD, the additional cost of fund will be borne by the End Borrowers.

8. Budget for interest subvention:

DAHD shall provide Budgetary support annually towards interest subvention.

9. Revision of interest subvention rate from 2% to 2.5% has been approved on dated 21.02.2020 by competent authority.

10. This administrative approval is issued vide Dy No. JS/DAHD-1 dated 09/04/2020

Yours Sincerely



(Deepak Sethi)

Under Secretary to the Govt. of India

DEEPAK SETHI

Under Secretary

DAHD

Distribution:

1. The Pay & Accounts Officer, PAO(Sectt)-I, Ministry of Agriculture and Farmers Welfare, Department of Animal Husbandry and Dairying, Room No.35, Krishi Bhawan, New Delhi
2. The Accountant General, Commerce, Works and Miscellaneous, AGCR Building, Near ITO, New Delhi-110002.
3. Chief Controller of Accounts, Department of Agriculture and Cooperation, Krishi Bhavan, New Delhi.
4. Advisor (Agriculture), NITI AAYOG, New Delhi.
5. Additional Secretary & Financial Advisor, Department of Animal Husbandry and Dairying, Krishi Bhavan, New Delhi.
6. Joint Secretary (PF-II), Ministry of Finance, Department of Expenditure, North Block, New Delhi.

7. Joint Secretary, Ministry of Finance, Department of Economic Affairs, Banking Operation and Administration Division, Room No.6, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi.
8. Chairman, NDDDB, P.B.No.40, Anand 388001.
9. Chairman, NABARD, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
10. Managing Director, NCDC, 4 Siri Institutional Area, Hauz Khas, New Delhi 110016.
11. Chief General Manager, Business Initiatives Department, NABARD, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
12. All State Governments, Department of Animal Husbandry and Dairying
13. All MD, Milk Federation, States/ UTs
14. Technical Director, NIC (With a request to Include the Administrative approval in website of the Department)

Copy for information to:

15. PS to Hon'ble Fisheries, Animal Husbandry and Dairying
16. PS to Hon'ble Minister of State for Fisheries, Animal Husbandry and Dairying
17. PPS to Secretary (AHD)
18. PPS to AS & FA
19. PPS to AHC
20. PS to JS (C&DD)/ PS to JS(NLM)/PS to JS(LH)/JS(Fy)
21. Dir (DD)/Dir (Budget)/DC(DD)/US (Fin)/ AC (DD)/ AO(Budget)

Yours Sincerely



(Deepak Sethi)

Under Secretary to the Govt. of India

DEEPAK SETHI
Under Secretary
DAHD

F.No. M. 02023/2/2017-CDD
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying
(Dairy Division)

Krishi Bhawan, New Delhi
Dated: 1st May 2020

ADDENDUM

To

Principal Accounts Officer,
Ministry of Fisheries, Animal husbandry and Dairying
Department of Animal Husbandry and Dairying
3rd Floor, Jeevan Tara Building,
Parliament Street, New Delhi-110001

Subject: Revised Operational Guidelines of Central Sector Scheme "Dairy Processing and infrastructure Development Fund (DIDF)" for 2020-2021-reg.

In continuation to the Administrative Approval and Operational Guidelines issued by this Department vide letter of even number dated 9th April 2020 for implementation of Dairy Processing and Infrastructure Development Fund (DIDF) during 2020-21 for ongoing approved projects in view of Covid-19, the undersigned is directed to enclose herewith the revised Operational Guidelines for the DIDF scheme.

As per the decision of 4th Central Project Sanctioning Committee (CPSC) meeting held on 6th March 2020 and reference to NABARD letter No. NB.BID.HO/33/DISF-74/2020-2021 dated 27th April 2020, the Para 4 (iii) Para 3.2 (iv) and Para 1 (xiii) of Annexure II of the operational guidelines has been revised and to be read as follows:

| Reference | Existing Paragraph | To be read as |
|--|--|---|
| Para 4 (iii) of page 3 of operational Guidelines | Financial assistance under DIDF will be given to those EEBs who are financially viable (Net worth positive and with accumulated profit etc.) and willing to avail funds as also fulfill the Eligibility Criteria at Annexure II. | <i>Financial assistance under DIDF will be given to those EEBs who are making profit and is having positive net worth and willing to avail funds and also fulfil the Eligibility Criteria at Annexure II</i> |
| Para 3.2 (iv) of Annexure II | The borrower should have positive net worth. | <i>The Department will start the project initially with 39 profit making milk unions. However, the proposal will enable assistance to other Milk Cooperatives also which become eligible on the basis of their net worth and profit levels, in subsequent years, to apply</i> |


DEEPAK SETHI
Under Secretary
DAHD

DEEPAK SETHI

| | | |
|------------------------------|--|---|
| | | for loan under DIDF. The list of eligible beneficiaries under the corpus should be revised every year after proper scrutiny. (As recommended by EFC in its meeting dated 09.05.2017) |
| Para 1 (xiii) of Annexure II | In case of project proposals of milk unions operating in multiple states and of registered Multi-State Cooperative Societies, Producer Companies and NDDB Subsidiaries, routing through concerned State SPSRCs may be relaxed subject to following conditions: | <p>In case of project proposals of milk unions operating in multiple states and of registered Multi-State Cooperative Societies, Producer Companies and NDDB Subsidiaries, routing through concerned State SPSRCs may be relaxed subject to following conditions:</p> <p>i. For all such cases NDDB/NCDC shall process loan applications/proposals and make assessment of collateral security in consultation with NABARD on case to case basis.</p> <p>ii. All such proposals may be considered by Project Sanctioning Committee of NDDB/NCDC for appraisal and sanction. Thereafter, such proposals shall be referred to NABARD for sanction of loan component.</p> <p>iii. NDDB/NCDC shall take collateral security from concerned End Borrower as per satisfaction of NABARD.</p> |

This is issued vide dairy No 5422 JS(CDD) dated 01.05.2020.


(Deepak Sethi)

Under Secretary to Government of India

DEEPAK SETHI
Under Secretary

Distribution:

1. The Pay & Accounts Officer, PAO(Sectt)-I, Ministry of Agriculture and Farmers Welfare, Department of Animal Husbandry and Dairying, Room No.35, Krishi Bhawan, New Delhi
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4. Advisor (Agriculture), NITI AAYOG, New Delhi.
5. Additional Secretary & Financial Advisor, Department of Animal Husbandry and Dairying, Krishi Bhavan, New Delhi.
6. Joint Secretary (PF-II), Ministry of Finance, Department of Expenditure, North Block, New Delhi.
7. Joint Secretary, Ministry of Finance, Department of Economic Affairs, Banking Operation and Administration Division, Room No.6, 3rd Floor, Jeevan Deep Building, Parliament Street, New Delhi.
8. Chairman, NDDDB, P.B.No.40, Anand 388001.
9. Chairman, NABARD, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
10. Managing Director, NCDC, 4 Siri Institutional Area, HauzKhas, New Delhi 110016.
11. Chief General Manager, Business Initiatives Department, NABARD, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051
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DEEPAK SETHI
 Under Secretary
 DAHD

Government of India
Department of Animal Husbandry and Dairying
(Ministry of Fisheries, Animal Husbandry and Dairying)

Operational Guidelines

Of

Dairy Processing and Infrastructure Development Fund (DIDF)

April, 2020

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DEEPAK SETHI
30der Secretary
DAHD

Operational Guidelines

1. Union Budget announcement

The Union Finance Minister made the following announcement in the Union Budget for 2017-18:

"Dairy is an important source of additional income for the farmers. Availability of milk processing facility and other infrastructure will benefit the farmers through value addition. A large number of milk processing units set up under the Operation Flood Programme have since become old and obsolete. A Dairy Processing and Infrastructure Development Fund would be set up in NABARD with a corpus of Rs 8000 crores over 3 years.

The Union Cabinet on 12.09.2017 accordingly approved setting up the fund of Rs. 8004 crore titled 'DIDF' in NABARD with total financial outlay of Rs. 10881 crore for the project comprising (i) Rs. 8004 crore to be raised by NABARD from market, (ii) Rs. 2001 crore to be contributed by Eligible End Borrowers (EEBs) towards margin (iii) Rs. 12 crore to be contributed by NDDDB / NCDC on pro rata basis towards Project Management and Learning and (iv) Interest Subvention of Rs. 864 crore to be provided to NABARD by Department of Animal Husbandry and Dairying (DAHD), Ministry of Fisheries, animal Husbandry and Dairying Government of India, through budgetary support from Government of India.

Government of India on 19.02.2020 has approved revision of interest subvention from "upto 2% p.a." to "upto 2.5% p.a." (a maximum of Rs. 1167 crore), resultantly the total financial outlay amounts to a maximum of Rs. 11184 crore.

These Operational Guidelines are framed to operationalize the Dairy Processing and Infrastructure Development Fund (DIDF) setup in NABARD. The five annexures appended to these Operational Guidelines shall be read as part and parcel of these Operational Guidelines.

2. Objectives of the DIDF

- i. To modernize the milk processing plants and machinery and to create additional infrastructure for processing more milk.
- ii. To create additional milk processing capacity for increased value addition by producing more dairy products.
- iii. To bring efficiency in dairy processing plants/producer owned and controlled dairy institutions, thereby enabling optimum value of milk to milk producer farmers and supply of quality milk to consumers.
- iv. To help the producer owned and controlled institutions to increase their share of milk, thereby providing greater opportunities of ownership, management and market access to rural milk producers in the organized milk market.

DEEPAK SETHI
Under Secretary
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- v. To help the producer owned and controlled institutions to consolidate their position as dominant player in the organised liquid milk market and to make increased price realization to milk producers.

3. Components of DIDF

The broad investment activities eligible under DIDF are:

- i. Modernization & creation of new milk processing facilities
- ii. Manufacturing facilities for Value added Products
- iii. Milk Chilling infrastructure
- iv. Setting up electronic milk testing equipment
- v. Project Management and Learning
- vi. Any other activity related to the dairy sector targeted to contribute to the objectives of DIDF and decided by Government of India in consultation with the stakeholders.

4. Eligible End Borrower (EEB)

(i) The following institutions will be eligible for loans as Eligible End Borrower under DIDF by NDDDB/NCDC:

- Co-operative Milk Unions
- State Cooperative Dairy Federations
- Multi State Milk Cooperatives
- Milk Producer Companies
- NDDDB subsidiaries

(ii) These eligible institutions will be the Eligible End Borrowers.

(iii) Financial assistance under DIDF will be given to those EEBs who are financially viable and willing to avail funds as also fulfill the Eligibility Criteria at Annexure II.

5. Source of fund

NABARD shall raise fund from the financial markets in compliance with SEBI guidelines during the period from 2018-19 to 2022-23. NABARD may use pooled fund sourced through previous borrowings to keep the cost of borrowing to the minimum. However, cost of such pooled borrowings shall be benchmarked with the average cost of funds raised earlier. Method of calculation of such average cost of funds (previously borrowed fund) may be furnished to this Department. The instrument appropriate for borrowing shall be decided by NABARD depending on the demand.#

As per corrigendum no. 02023/2/2017-CDD dated 14.02.2019



DEEPAK SETHI
Under Secretary

6. Cost of Fund to NABARD

The cost of fund to NABARD shall be the actual cost of borrowing by NABARD inclusive of interest, taxes, fees, charges, etc., plus fund management cost of 0.60% per annum. The interest rate on borrowings from market by NABARD shall vary from time to time depending upon rates prevailing at the time of raising funds. NABARD shall endeavor to keep the cost of borrowing to the minimum and ensure that interest subvention does not exceed 2.5% in order that the loan is provided to the eligible end borrower at 6.5% per annum. However, in future, in case there is any increase in the costs of funds for NABARD, it shall be borne by the end borrowers. (Para 9.1 of CCEA Note dated 27th January 2020).

7. Interest rates on loans by NABARD to NDDB/NCDC and to Eligible End Borrower

NABARD shall extend loans to NDDB and NCDC at rate of interest of 6% per annum repayable at quarterly rests. The interest rate to the Eligible End Borrower shall be at rate of interest of 6.5 % per annum to be charged by NDDB/NCDC.

8. Payment of Interest subvention to NABARD

- i. The GOI shall pay the interest subvention amount to NABARD till due outstanding loan and interest are fully paid off. The interest subvention shall be the difference between (a) costs of borrowing by NABARD (inclusive of interest, taxes, fees, charges, etc.) plus fund management cost of 0.6% per annum, and (b) the rate of interest charged on loans to NDDB/NCDC by NABARD.
- ii. GOI shall make adequate annual Budget provision for interest subvention to NABARD for 12 years covering the entire repayment period of loan by the eligible end borrowers under DIDF i.e. from 2018-19 to 2030-31 spill over to first qtr of 2031-32 based on annual plan submitted by NABARD. In case, the repayment is extended beyond 2030-31, budgetary support shall be provided for the extended period also. #
- iii. NABARD will submit claim of interest subvention requirement every quarter based on drawal applications submitted by NDDB/ NCDC. The DAHD will release the interest subvention amount within 30 days of receipt of claim from NABARD.
- iv. In the event of delayed release of interest subvention by DAHD, it shall suitably compensate NABARD as per the cost of borrowings by NABARD.

As per corrigendum no. 02023/2/2017-CDD dated 14.02.2019



9. Security for NABARD

- i. All securities including state government guarantee, book debts and receivables etc., taken by NDDDB/ NCDC from eligible end borrowers under DIDF shall be held in trust by NDDDB/ NCDC on behalf of NABARD and shall be assigned to NABARD as and when demanded by NABARD. NDDDB/NCDC shall obtain consent from eligible end borrower and the state government for assigning securities in favour NABARD.
- ii. The book debts and receivables of NDDDB/NCDC under DIDF shall be held in trust by NDDDB/NCDC on behalf of NABARD and shall be assigned to NABARD as and when demanded by NABARD.
- iii. NDDDB/NCDC may maintain Debt Service reserve Account (DSRA) with minimum balance equal to two quarters dues towards interest and principal installments. NDDDB/NCDC may maintain minimum balance in DSRA in the form of fixed deposits or bank guarantee.
- iv. NDDDB/NCDC shall execute a Demand Promissory Note in favour of NABARD for each loan disbursement separately.

10. Repayment of principal and interest by NDDDB/NCDC to NABARD

- i. Each loan drawal will be treated as separate loan with a maximum tenure of 10 years including two year moratorium period on repayment of principal. Interest accrued on outstanding loan amount will be serviced during the moratorium period also.
- ii. Interest /principal installment shall be paid to NABARD at quarterly rest.
- iii. Other terms and conditions of repayment have been specified in Annexure III.

11. Default in repayment by NDDDB/NCDC to NABARD

- i. If NDDDB/NCDC fails to pay interest installment of principal on the respective due date(s), it shall be liable to pay 1% penal interest on the amount due in addition to applicable rate of interest for the period of delay. Period of delay shall be counted from the due date. Interest shall accrue and will be payable until the actual receipt of the amount by NABARD.
- ii. Other terms and conditions governing penalty in case of default have been specified in Annexure III.

12. Prepayment Charges

NDDDB/NCDC shall be liable to pay pre-payment charges to NABARD in the event of advance repayment of loan i.e. before due date in a manner as specified in Annexure III.



DEEPAK SETHI
Under Secretary
DAHD

Page 5 of 20

13. Monitoring of Projects

- i. The projects under the scheme will be approved and monitored by the Committees at various levels as detailed in Annexure I.
- ii. NABARD, at its own discretion, shall have the right to undertake/ cause to undertake monitoring of projects.

14. NABARD shall undertake independent appraisal and

- i. NABARD shall have the right to seek any project related information from NDDDB/ NCDC.
- ii. NABARD may demand NDDDB/NCDC to make a presentation of project proposal before the appropriate committee.
- iii. NABARD may advise NDDDB/ NCDC to arrange for additional security from eligible end borrower.

15. These operational guidelines and Annexures form part of the Memorandum of Agreement.

End of Operational Guidelines



DEEPAK SETHI
Under Secretary
DAHD

Implementation and Monitoring Mechanism

Projects under the scheme will be approved and monitored by the committees, to be set up as indicated below:

1. **Central Project Steering Committee (CPSC):** CPSC will be headed by Secretary, DAHD, Government of India and will provide policy and strategic support.

- 1.1 **Constitution of CPSC**

Members of CPSC will be:

- i. Secretary, DAHD, GoI - Chairperson of the Committee
- ii. Chairperson, NABARD or his nominee not below the rank of Deputy Managing Director
- iii. Chairperson, NDDB or his nominee not below the rank of Executive Director
- iv. Managing Director/Deputy Managing Director, NCDC
- v. Additional Secretary & Financial Advisor, DAHD, GoI
- vi. Joint Secretary (Dairy Development), DAHD, Government of India
- vii. Managing Director/ Executive Director, NDDB
- viii. Executive Director, NCDC
- ix. Group Head (FPS), NDDB/ Financial Advisor, NCDC
- x. Director, DAHD, GoI – Member Convener

- 1.2 **Functions of CPSC:**

- i. CPSC will be responsible for approval / modification of operational guidelines of the D IDF scheme.
- ii. Annual Action Plans, as finalized by NDDB and NCDC will be approved by CPSC. Final annual fund drawal plan shall be approved by CPSC.
- iii. CPSC shall be empowered to decide the composition of CPSC & Project Sanctioning Committee (PSC) of NDDB/NCDC.
- iv. CPSC will be empowered to invite external experts from the field of animal husbandry and dairy sector as a member of CPSC.
- v. The CPSC will be fully empowered to make any changes and delegate powers that may be necessary for smooth implementation of the scheme and its sub-projects.



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Under Secretary
DAHD

- vi. CPSC would meet twice a year, or as frequently as may be required, and provide policy and strategic support to the project.
- vii. Overall monitoring of the scheme will be done by DAHD at central level whereas at individual project level NDDB and NCDC will implement & monitor their respective projects centrally.

2. State Project Screening and Review Committee (SPSRC):

State Government will constitute a SPSRC headed by Chief Secretary or an Officer not below the rank of Principal Secretary / Secretary (Department of Animal Husbandry) to the State Government nominated by the State Government for screening of the projects.

2.1 Constitution of SPSRC:

Members of SPSRC would be:

- i. Chief Secretary or an Officer not below the rank of Principal Secretary / Secretary (Department of Animal Husbandry) to State Government nominated by the State Government – Chairperson of the Committee
- ii. The CGM/ Officer In charge of the State Regional office of NABARD or his nominee
- iii. Representative from Department of Finance of the State Government
- iv. Managing Director, State Dairy Federation
- v. Representative from NDDB / NCDC – Member Convener
- vi. Representative from DAHD, Gol
- vii. Representative from Animal husbandry / Dairy Development Department of the State Government

2.2 Functions of SPSRC

Functions of SPSRC shall be as under:

- i. SPSRC shall screen the proposals presented before itself by NDDB/NCDC and recommend to NDDB/NCDC for sanction. NDDB/NCDC shall apprise SPSRC of every project proposal which they have received along with the findings.
- ii. If NDDB/NCDC in order to secure its loan recommends guarantee from state government on behalf of eligible end borrower, SPSRC shall arrange commitment letter from state government for providing the guarantee on behalf of eligible end borrower. SPSRC shall ensure that state government waives the guarantee fee, if any.

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Under Secy
DAHD

- iii. If NDDDB/ NCDC recommends margin contribution by state government on behalf of eligible end borrowers who do not possess adequate capacity to contribute towards the margin, SPSRC shall ensure issuance of commitment letter from state government for offering necessary grant components to cover the eligible end borrowers contribution.
- iv. SPSRC shall facilitate the statutory clearance from state government, if any.
- v. SPSRC shall ensure that there is no duplication of activities, efforts and resources.
- vi. SPSRC will review the progress of the DIFD supported projects at the state level and monitor as well as review repayment of loans, etc., taken by eligible end borrowers in a timely manner. Necessary guidance and directions shall also be issued by CPSC from time to time in this regard.
- vii. SPSRC shall ensure that sufficient budgetary allocation is made under the State Plan Budget annually and at the time of formulation of sub-project proposals, in order to meet margin contribution and exigencies in case of default by eligible end borrower for repayment of outstanding loan amount to NDDDB/NCDC.

3. **Project Sanctioning Committee (PSC):**

Two PSCs will be set up. One by NDDDB and another by NCDC.

3.1. **PSC of NDDDB:** PSC of NDDDB will be headed by Managing Director/Executive Director of the implementing agencies NDDDB with the following members:

- i. Managing Director / Executive Director, NDDDB -Chairperson of the Committee
- ii. Representative from DAHD, GoI
- iii. Group Head (FPS), NDDDB– Member Convener
- iv. Representative from the concerned State Government and the State Dairy Federation would be an invitee while discussing the proposals pertaining to that particular state.

3.2. **PSC of NCDC:** PSC of NCDC will be headed by Managing Director/Deputy Managing Director of the implementing agency (NCDC) with the following members:

- i. Managing Director /Deputy Managing Director, NCDC –Chairperson of the Committee
- ii. Representative from DAHD, GoI
- iii. Executive Director, NCDC

- iv. Financial Advisor, NCDC– Member Convener
- v. Representative from the concerned State Government and the State Dairy Federation would be an invitee while discussing the proposals pertaining to that particular state.

3.3 Functions of Project Sanctioning Committee (PSC):

- i. The PSCs will have the authority to firstly approve and then recommend to NABARD projects recommended by respective State Project Screening and Review Committee (SPSRC).
- ii. PSC will be responsible for consideration of proposals received from eligible end borrowers and recommended by SPSRC.
- iii. The PSC will meet quarterly or as frequently as necessary to ensure that proposals received from eligible end borrowers are considered expeditiously.
- iv. PSC will have the power to authorize re-appropriation of funds within project components for the same eligible end borrower, and to change norms/unit cost of component/items of the project as per guidelines issued by Government from time to time.
- v. PSC shall approve projects and recommend them to NABARD for consideration of sanction by NABARD. NDDB/ NCDC shall issue sanction letters only to those projects which have been cleared by NABARD. In case of non approval by NABARD, PSC shall be apprised of the decision along with reasons thereof, in the next meeting.
- vi. In case of project being rejected by PSC, NDDB/NCDC shall apprise SPSRC about it along with the reasons.

4. Appraisal by NDDB/ NCDC

- i. Eligible end borrower shall approach NDDB/NCDC with project proposal. NDDB/NCDC shall assist eligible end borrower in preparation of detailed project report (DPR) if required.
- ii. NDDB/NCDC shall undertake the detailed appraisal including the financial analysis of the borrower.
- iii. During appraisal process NDDB/NCDC shall examine the security/collaterals offered by eligible end borrower.
- iv. NDDB/ NCDC shall lend against state government guarantee as per

Annexure II.

DEEPAK SETHI
Under Secretary
DAHD

- v. During appraisal NDDB/ NCDC shall also look into margin contribution to be provided by eligible end borrower, as stipulated in Annexure II.
- vi. After the appraisal process is complete, NDDB/ NCDC shall convene SPSRC.

5. NDDB and NCDC being implementing agencies shall constitute Implementation and Monitoring Cell (IMC) for the purpose of implementation of dairy projects sanctioned by the respective agencies. IMC will be supported by various Technical Groups within NDDB/NCDC during implementation of the project. IMC will do financial appraisal of the eligible end borrowers' proposals received through State Government based on technical feasibility carried out by respective technical groups of NDDB / NCDC.

NDDB/NCDC shall consult eligible end borrowers to generate Detailed Project Report (DPRs), to appraise and to get it recommended by State Project Steering and Review Committee.

End of Annexure I



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Terms and conditions for Lending by NDDB/NCDC and repayment by Eligible End Borrower

1 Lending Terms by NDDB/NCDC to Eligible End Borrower

The terms of lending to Eligible End Borrowers based on the following broad terms:

- i. The selection of projects shall be decided by the NDDB/NCDC keeping in overall objectives, eligible activities and eligible beneficiaries approved under the fund.
- ii. NDDB/NCDC shall lend against state government guarantee except as mentioned at para 1 of sub para (xii) and (xiii) of annexure II. SPSRC shall secure the commitment letter from State Government for providing guarantee on behalf of eligible end borrower.*
- iii. NDDB/NCDC shall lend against margin contribution from eligible end borrower. Eligible end borrower shall contribute minimum 20% of project cost. In case eligible end borrower does not possess adequate capacity to contribute towards the margin, SPSRC shall secure commitment letter from state government for providing margin contribution on behalf of eligible end borrower.
- iv. The interest rate to eligible end borrower shall be 6.5% per annum to be charged by NDDB/NCDC. Interest/Principal shall be payable monthly by eligible end borrower to NDDB/NCDC.
- v. NDDB/NCDC shall ensure DSRA is created immediately after the fund is disbursed from NDDB/NCDC to eligible end borrower. Eligible end borrower shall maintain Debt Service Reserve Account (DSRA) covering minimum of 2 quarter interest and principal installment.
- vi. The implementing agency, i.e. NDDB/NCDC will prescribe the targets in efficiency and output parameters, to each of the borrower, which they have to achieve with the loan provided.

*as per addendum no. 02023/2/2017-CDD dated 14.03.2018.

- vii. The tenor of the loan to the eligible end borrower under the fund shall be maximum 10 years including two years moratorium. However, NDDB/NCDC may decide upon the actual repayment based on the type of investment and projected cash flows and securities thereof.
- viii. A bilateral agreement shall be signed between NDDB/NCDC, and Eligible End Borrower.
- ix. NDDB/ NCDC shall have a clause in its loan agreement with eligible end borrower that "Eligible end Borrower gives consent /causes to give consent for assigning the securities, which were offered by it to NDDB/NCDC under DDF, in favour of NABARD."
- x. NDDB/ NCDC shall ensure incorporation of a provision in the State Government guarantee to the effect that the state government shall have no objection for assignment of the guarantee to third party by NDDB/NCDC.
- xi. NDDB/NCDC shall ensure that borrower compulsorily signs transparency covenant for all suppliers/contractors.
- xii. **Relaxation of State Government Guarantee in the cases where the eligible End Borrower has sufficient collateral securities.** The condition of requirement of State guarantee is relaxed for project where Eligible End Borrower's have sufficient collateral security, subject to the condition that such proposal of NDDB/NCDC shall be examined in consultation with NABARD for approval on case to case basis.*
- xiii. **Routing the project proposal of Producer Companies, Multi State Milk Cooperatives and NDDB Subsidiaries directly through NDDB (not through SPSRC), since, they are registered under Central Act. In this case, the loan will be secured only through the collateral securities.**

[-----section revised-----]#

In case of project proposals of milk unions operating in multiple states and of registered Multi-State Cooperative Societies, Producer Companies and NDDB Subsidiaries, routing through concerned State SPSRCs may be relaxed subject to following conditions:

*as per addendum number 02023/2/2017-CDD dated 14.03.2018

As per corrigendum no. 02023/2/2017-CDD dated 14.02.2019



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- i. For all such cases NDDB/NCDC shall process loan applications/proposals and make assessment of collateral security in consultation with NABARD on case to case basis.
 - ii. All such proposals may be considered by Project Sanctioning Committee of NDDB/NCDC for appraisal and sanction. Thereafter, such proposals shall be referred to NABARD for sanction of loan component.
 - iii. NDDB/NCDC shall take collateral security from concerned End Borrower as per satisfaction of NABARD. #
- 2. Repayment of principal and interest by Eligible End Borrower to NDDB/NCDC**
- iv. The tenor of the loan to the eligible end borrower under the fund shall be maximum 10 years including two years moratorium. However, NDDB/NCDC may decide upon the actual repayment period/ revision of previously approved repayment period based on the type of investment and projected cash flows and securities thereof. The total repayment period including extension if any shall not exceed 10 years inclusive of moratorium.
 - v. Interest shall be payable at monthly intervals. Interest shall be calculated on daily product basis without compounding and interest amount so calculated shall be payable on 1st day of the subsequent month.
 - vi. Principal is to be repaid in monthly installments after completion of moratorium period, if any, within the loan tenure. Moratorium period shall be calculated from the date of the first disbursement of loan.
 - vii. In case of delay in the repayment of principal/interest, additional interest at the rate of 3% over and above normal interest shall be payable.

3. Eligibility Criteria for eligible end borrower to avail funds under DDF

Technical, Institutional/ Governance Criteria for eligible end borrower is as follows:

*** 3.1 Technical Criteria:**

- i. The borrower should have required environmental/ statutory clearances for setting up of plants.
- ii. The borrower should have its own land/ long term lease, free from encumbrances, in case of setting up of new plant or expansion of existing

#as per corrigendum no. 02023/2/2017-CDD dated 14.02.2019

plant. In case of lease, requisite No Objection Certificate from the concerned authority for mortgage to NDDDB/NCDC would have to be obtained.

3.2 Financial Criteria:

- i. Audit of accounts should be up-to-date and the auditor's observations should not contain any adverse opinion or disclaimer.
- ii. The borrower should not be in a default to any bank/financial institution on the date of applying for loan.
- iii. All outstanding dues to producer members should not exceed four payment periods.
- iv. The Department will start the project initially with 39 profit making milk unions. However, the proposal will enable assistance to other Milk Cooperatives also which become eligible on the basis of their net worth and profit levels, in subsequent years, to apply for loan under DIFD. The list of eligible beneficiaries under the corpus should be revised every year after proper scrutiny. (As recommended by EFC in its meeting dated 09.05.2017).
- v. The borrower shall provide its consent for assignment, in favour of NABARD, of all securities taken by NDDDB/NCDC for securing its loan. In case of reassignment, cost involved shall be recovered from eligible end borrower.
- vi. The financial returns of the project should meet the requirements decided by NDDDB/NCDC from time-to-time.
- vii. The borrower should not have any receivable over one year from the state government.

3.3 Institutional/ Governance Criteria:

- i. Should have a duly constituted Governing Body such as Board of Directors/Management Committee as applicable to the legal form of the eligible end borrower.
- ii. Should have a full time Chief Executive/Managing Director (or equivalent) and adequate number of qualified technical and managerial personnel at key positions.
- iii. Should not have any Director on the board who has defaulted to any bank/ financial institution.

3.4 Loan Swapping:



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Loan available from other financial institutions for the projects under execution may be considered for loan swapping under DIDF scheme subject to fulfilling the following pre-conditions:

- i. Eligible end borrower should obtain no objection certificate (NOC) from concerned financial institution/ funding agencies.
- ii. Eligible end borrower will have to qualify for all eligibility criteria defined under the DIDF scheme.
- iii. No cases / disputes should be pending in the court of law in relation to the project under consideration.
- iv. Reassessment of project cost estimated, procurement (purchase) procedures and viability as per the terms and conditions of the DIDF scheme.
- v. Assessment of capability of eligible end borrower to provide adequate security including State Government guarantee.

End of Annexure II



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ANNEXURE III

Terms and Conditions for lending by NABARD to NDDB/NCDC

1. Release of Loan

- i. NDDB/ NCDC shall communicate its own sanction to eligible end borrower only after the project is sanctioned by NABARD.
- ii. NDDB/NCDC shall approach NABARD for drawals, only after NDDB/NCDC executes all the loan documents with the eligible end borrower.
- iii. NABARD shall allow one drawal during the quarter with minimum size of Rs. 500 crore for one or more number of projects. NABARD at its own discretion may relax this condition. NABARD shall release funds within 30 days from the date of receipt of drawal application completed in all respects.
- iv. In the event NDDB/NCDC, after giving notice, does not avail funds so raised by NABARD for some reason, it shall be liable to pay commitment charges to NABARD to compensate for financial loss suffered in the process. This charge will be the difference between cost of borrowings of NABARD and the prevailing reverse repo rate for the period such borrowings remain unutilized under this scheme.
- v. NDDB/NCDC along with the drawal application shall also submit the utilization certificate for previous disbursement. NABARD shall have the right to withhold further disbursements to NDDB/NCDC in case the previous disbursement is not utilized to the extent of 90%. Utilization Certificate format shall be given by NABARD.
- vi. The default risk from the eligible end borrower shall be with NDDB/ NCDC and NDDB/NCDC shall repay the principal installment and interest to NABARD on due date(s), irrespective of the actual recovery from its borrowers.
- vii. Format for drawal application, Demand Promissory Note (DPN), Debt Service Reserve Account (DSRA) and assignment of securities shall be provided by NABARD.

2. Interest rates on loans by NABARD to NDDB/NCDC

NABARD shall extend loans to NDDB and NCDC at ~~fixed~~ rate of interest of 6% per annum payable at quarterly rests.



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3. Repayment of principal and interest by NDDB/NCDC to NABARD

- i. Each loan drawal will be treated as separate loan with fixed tenor of 10 years including two year moratorium period on repayment of principal. Interest accrued on outstanding loan amount will be serviced during the moratorium period also.
- ii. Interest shall be paid to NABARD on quarterly basis. Interest for the quarter shall be payable on 1st day of subsequent quarter.
- iii. Principal shall be repaid to NABARD in quarterly instalments. Principal instalment shall be payable on last day of the same quarter.
- iv. If due date for payment of principal installment falls on Saturday, Sunday and Holiday(s) at NABARD Head Office, the due date shall be deemed to be the preceding business day.
- v. If due date for payment of interest falls on Saturday, Sunday and Holiday(s) at NABARD Head Office, the due date shall be deemed to be the next business day.
- vi. NDDB/NCDC shall be free to pay interest/principal relating to quarter anytime during the quarter before the due date. However, if NDDB/ NCDC pays interest/ principal instalments for subsequent quarter(s), it shall be liable to pay pre-payment charges as specified below at Para 6.
- vii. NABARD shall not issue any notice to NDDB/NCDC for repayment of principal or payment of interest. NDDB/NCDC themselves, on a continuous basis, shall maintain the schedule of interest payment/ principal repayment to NABARD.

4. Prepayment Charges

NABARD may accept advance repayment of loan subject to the condition that NDDB/NCDC gives three days clear notice (excluding Saturdays, Sundays and Bank Holidays) to NABARD for such advance payment, provided that if NDDB/NCDC fails to give aforesaid advance notice of three days, the repayment shall be deemed to have been made after three days (excluding Saturdays, Sundays and Bank Holidays) from the actual date of realization of payment and interest will be levied accordingly. However, irrespective of three days' notice given to NABARD by NDDB/NCDC, it shall be liable to pay pre-payment charge on the prepaid amount. Prepayment charge shall be equivalent to difference between cost of borrowing of NABARD inclusive of interest, fee, charges, taxes if any and the prevailing yield on


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10 year G-Sec for the period for which amount was prepaid. NABARD at its discretion may waive the prepayment charges in following circumstances:

- i. Where eligible end borrower prepays entire outstanding to NDDDB/NCDC out of its genuine business revenue and in turn NDDDB/ NCDC prepays to NABARD.
- ii. Where eligible end borrower defaults to NDDDB/NCDC and the latter makes the prepayment to NABARD for closure of loan account out of the proceeds received by invoking state government guarantee and/or out of proceeds received by liquidating the secured assets of the eligible end borrower.

5. Default in repayment by NDDDB/NCDC to NABARD

- i. If NDDDB/NCDC fails to pay interest on due date, it shall be liable to pay 1 % penal interest in addition to applicable rate of interest on interest due for the period of delay.
- ii. If NDDDB/NCDC fails to pay the principal instalment on due date, it shall be liable to pay additional interest (over and above the lending rate) at the rate of 1% per annum on the defaulted amount for the period of default.
- iii. If any principal instalment interest remains unpaid on due date, NABARD shall have the right to issue notice to NDDDB/NCDC for the payment of the same. If it is still not paid to NABARD within 15 days, NABARD shall be entitled to approach concerned State Government/ Gol for recovery of the dues.
- iv. In the event of NDDDB/NCDC receiving any amount through invocation of state government guarantee and if NDDDB/NCDC is in default to NABARD then NDDDB/NCDC shall pass on such proceeds to NABARD till all its dues are cleared.

6. Stoppage of further disbursements

- i. Without prejudice to NABARD's rights and any other legal remedies as may be available to it upon breach of any or all of the terms and conditions herein, NABARD at its sole discretion shall stop further disbursement of the loans and advances to NDDDB/NCDC.
- ii. Notwithstanding what is contained in para (i) above, on the occurrence of default in repayment of any installment of the principal or payment of any installment of the interest, it shall be open to NABARD to stop further disbursal of loans until such amounts in default are paid in full by



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NDDB/NCDC. In such an event, NABARD shall not be liable for any loss, damage or expenses that may be caused in the completion of the projects.

- iii. NABARD shall also have the right to withhold further disbursements to NDDB/NCDC in case the previous disbursement is not utilized to the extent of 90% at the time of submitting the drawal application to NABARD. This is without any prejudice to NABARD's right to recall the unutilized portion.

7. Appropriation of Payments

- i. All amounts paid by NDDB/NCDC to NABARD shall be appropriated towards interest accrued on the overdue interest, overdue interest, overdue loan amount if any in that order. Regular repayments will be first adjusted towards interest due followed by principal.
- ii. If the amount repaid by NDDB/NCDC is in excess of instalment of principal /interest, such excess amount shall be paid back to NDDB/NCDC by NABARD within 10 days.

End of Annexure III

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Under Secretary
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F. No.1-1/2012-DP
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan New Delhi
Dated: 1st May, 2020

Subject: Administrative approval for continuation of implementation of Central Sector Scheme "National Programme for Dairy Development" during 2020-21.

The undersigned is directed to convey the Administrative Approval for continuation of Central Sector Scheme "National Programme for Dairy Development (NPDD)" with a budgetary provision of Rs 300 crore as per its existing operational guidelines during 2020-21 or till the time the restructured sub-scheme under the title White Revolution has been approved during 2020-21. Post revision of NPDD scheme, the revised targets and objectives will be communicated in due course.

2. It is requested that fund release proposal under dairy development projects may be submitted as per Administrative Approval of the approved projects to this Department. Priority is to be given for completion of projects approved for "Quality Milk Programme" of NPDD by the end of current financial year. The release proposal submitted through State Government will be scrutinized by the Department of Animal Husbandry & Dairying and sanctions will be issued with the approval of the competent authority.

4. Participating States/State Implementing Agency will supply information in form of farmer members inducted as members/pourers belonging to **Schedule Castes, Scheduled Tribes and Women** benefited from the scheme on quarterly basis. It may be ensured that 16.6% and 8.6% of the funds are targeted for SC and ST farmers/beneficiaries respectively under Scheduled Castes Special Plan (SCSP) and Tribal Sub Plan (TSP) as per directives of NITI Ayog.

5. Participating States/State Implementing Agencies will submit quarterly progress reports (QPR), annual report, audit reports etc along with utilization certificate duly signed by State Government Official in the prescribed formats. In case of release of last installement under the project, consolidated utilization certificate, Quarterly progress Report, audit expenditure statement may be submitted. Technical Monitoring Committee (TMC) meetings shall be held regularly to review the progress of project under intimation to this Department. The funds released under the project will be subjected to AG Audit of the concerned State.



Contd.../..

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Under Secretary
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6. The project completion report shall be submitted supported by UC, QPR and audited expenditure statement through State Government.
7. The projects in which procurement process got affected due to Covid 19, the Force Majeure Clause of DoE's OM No.F/18/4/2020-PPD dated 19.02.2020 issued by Procurement Policy Division will be applicable for enforcement and the project implementing agencies need not have to terminate their procurement process. A copy of the referred OM is enclosed.
8. This issues with the approval of Joint Secretary(C&DD) vide diary No. E-746 dated 28.04.2020.

Yours faithfully,
DEEPAK SETHI
Under Secretary
DAHD

(Deepak Sethi)

Under Secretary to the Government of India

Distribution:

1. Principal Secretary/Secretary, Department of Animal Husbandry/Dairy Development, All States and UT's (Speed post)
2. Advisor (PAMD, Niti Ayog, Agriculture Division, Yojana Bhawan, New Delhi
3. Principal Accounts Officer, Ministry of Agriculture, Department of Animal Husbandry Dairying and Fisheries, 16-A, Akbar Road Hutments, New Delhi-110011.
4. Accountant General, AGCR Building, New Delhi-110002.
5. Chief Controller of Accounts, DAC, Krishi Bhawan New Delhi.
6. Managing Director, Milk Federation, All States (Speed post)
7. Chairman, National Dairy Development Board, Anand, Gujarat

Copy for kind information to:

PPS to Secretary (AHD), PPS to AHC, PPS to SS &FA, PPS to JS(C&DD)/DC (DD)/ AC(Budget)/ Guard File.

No.F.18/4/2020-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

Room No.512, Lok Nayak Bhavan,
New Delhi dated the 19th February, 2020.


OFFICE MEMORANDUM

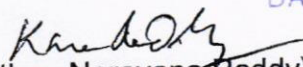
Subject: Force Majeure Clause (FMC)

Attention is invited to para 9.7.7 of the "Manual for Procurement of Goods, 2017" issued by this Department, which is reproduced as under:

*A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like **anatural calamity**) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/ seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organisation only. In such a situation, the purchase organisation is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.*

2. A doubt has arisen if the disruption of the supply chains due to spread of corona virus in China or any other country will be covered in the Force Majeure Clause (FMC). In this regard it is clarified that it should be considered as a case of natural calamity and FMC may be invoked, wherever considered appropriate, following the due procedure as above.


DEEPAK SETHI
Under Secretary
DAHD


(Kotluru Narayana Reddy)
Deputy Secretary to the Govt. of India
Tel.No.24621305
Email: kn.reddy@gov.in

To,

Secretaries of all Central Government Ministries/ Departments

OPERATIONAL GUIDELINES FOR IMPLEMENTATION OF NATIONAL PROGRAMME FOR DAIRY DEVELOPMENT (NPDD)

1. OBJECTIVES :

- to create and strengthen infrastructure for production of quality milk including cold chain infrastructure linking the farmer to the consumer;
- to create and strengthen infrastructure for procurement, processing and marketing of milk;
- to create training infrastructure for training of dairy farmers;
- to strengthen dairy cooperative societies/Producers Companies at village level;
- to increase milk production by providing technical input services like cattle-feed, and mineral mixture etc;
- to assist in rehabilitation of potentially viable milk federations/unions;

2. DURATION OF THE PROJECT:

National Programme for Dairy Development (NPDD) will be implemented throughout the country during 12th Five Year Plan (2013-2017) and will continue till 2019-20.

3. AREA OF OPERATION:

3.1 NPDD will be implemented throughout the country.

3.2 NPDD will finance all components in those States where National Dairy Plan, Phase I is not being implemented i.e in the following States and regions:

Delhi, Goa, Puducherry, Himachal Pradesh, Arunachal Pradesh, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Jammu & Kashmir, UT of Chandigarh, Daman & Diu, Lakshadweep, Andaman and Nicobar.

3.3 In the case of States covered by National Dairy Plan Phase-I (NDP-I) (i.e, Andhra Pradesh, Bihar, Chhattisgarh, Gujarat, Haryana, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, Telangana, Uttrakhand, Uttar Pradesh, West Bengal), NPDD will cover those components that are not covered by NDP.

4. FUNDING PATTERN:

• NPDD Funding Pattern:

NPDD will be implemented on 100 % grant-in-aid basis for all components, except for the following activities:

- installation of bulk milk coolers;
- milk processing plants;
- milk powder plants; and,
- rehabilitation Milk Unions/ federations

- For the first three components, viz.- installation of bulk milk coolers, milk processing plants and milk powder plants,- the funding pattern will be as under:
 - In NDP States -50% grant in aid.
 - For Milk Unions/Federations of North Eastern States and of hilly areas (more than 1000 meter above sea level) in hilly States of Jammu & Kashmir, Uttarakhand and Himachal Pradesh, central assistance would be 90%
 - For other non-NDP States:
 - For profit making EIAs-i.e. EIAs with accumulated profit of Rs One crore or more in the previous financial year - 75 % grant in aid
 - For other EIAs-i.e. loss making EIAs and EIAs with accumulated profit of less than Rs One crore in the previous year- 90%
 - For the component “Rehabilitation Plan” for assisting Milk Unions/ federations to become more viable- 50 % grant in aid.

5. PROJECT FINANCIAL CEILINGS AND OTHER LIMITATIONS - UNDER NPDD COMPONENT:

Central assistance ceilings under NPDD component will be as under:

- Central assistance for the project shall be restricted to Rs 15.00 crores per District.
- For milk powder plant, central grant per district shall be limited to Rs.5 crores per district.

NOTE:

(i) For establishing /upgrading milk powder plant of 30 metric tonnes capacity, surplus milk from a milk shed covering a cluster of districts may be pooled to ensure economic viability of the powder plant.

(ii) Central grant for establishing milk powder plant shall be limited to dairy cooperatives only.

- Assistance for “technical input services” shall be subject to a ceiling of 15% of the project cost.
- Assistance for cattle induction shall be allowed only for Scheduled Castes, Scheduled Tribes and BPL families.
- Cattle Induction shall be subjected to a maximum ceiling of 10% of the total project cost.

NOTE: The Cost for this purpose of calculating subsidy shall include: i) cost of cattle, ii) animal insurance and iii) transportation cost.

- The subsidy for Cattle Induction shall be restricted to 50% in all cases except for women farmers.

NOTE: In the case of for women milk producers the subsidy element for cattle induction shall have a maximum ceiling of 75% cost.

- Assistance for manpower and skill development shall be provided for setting up and/or upgrading a Training Centre for skill development in the areas listed at “J” – **Annexure B**. The total assistance under this component shall not be more than Rs.75 lakh or 5% of the total project cost, whichever is lower.
- Assistance for Information and Communication Technology networking shall be subject to a maximum ceiling of 10% of the project cost.
- Rehabilitation assistance as central grant shall be restricted to a ceiling of Rs.5 Crores.
- Assistance for Working Capital shall be restricted to the total value of “21 days- milk procurement”, as projected in the terminal year of the Project, by the End Implementing Agency.
- Planning and Monitoring - limited to 5% of the project cost.

6. **IMPLEMENTING AGENCIES:**

- **State Implementing Agencies SIAs –** State Dairy Federations for States viz Andhra Pradesh, Bihar, Chhattisgarh, Gujarat, Haryana, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra Nagaland, Orissa, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal; and, Milk Unions in remaining States and UTs
- **End Implementing Agencies EIAs -** District Milk Unions, New Generation Milk Producer Companies (which are functional for at least one full financial year ending on 31st March of the previous financial year –in respect of projects on PPP model), District Rural Development Authority/Zila Parishad/District Mission Management Units (in respect of projects where there is no District Dairy Cooperative Unions).
- **Participating Agencies PIAs -** Other agencies associated or affiliated to above SIAs or EIAs like NGOs, SHGs,

7. INSTITUTIONAL SET UP FOR IMPLEMENTATION UNDER NPDD:

- Funds will be released for the NPDD component to all State Milk Federations/Milk Unions, being the State Implementing Agencies.
- Districts where there is no State Milk Federation or District Milk Union, DRDA/Zilla Parishad shall be the end implementing agency. For such districts, DRDA shall take up projects covering backward linking activities, while forward linking activities (i.e, setting up of milk processing plants) shall be on PPP model.
- New Generation Milk Producer Companies shall take up projects on PPP model through SIAs.
- Creation of a District level Implementation and Monitoring Committee under the Chairmanship of the Collector/District Magistrate/District Collector to meet on a regular basis.

8. SUPPLEMENTATION OF FUND-FLOW FROM SOURCES OTHER THAN NPDD:

- The States may continue to augment fund flow from their own resources towards recurring and maintenance costs.
- States can also augment fund flow from other sources like RKVY/other schemes having livestock component as well as multidisciplinary schemes of Ministry of Rural Development, Department of Agriculture & Cooperation, Department of Women & Child Development, Department of Biotechnology etc. This aspect is to be kept in view while formulating the proposals for NPDD..

9. INSTITUTIONAL MECHANISM FOR REVIEW AND MONITORING:

- **Central Level monitoring by DAHDF, GoI**
- **NPDD:** Central Management Information System (CMIS) shall be established. After CMIS is operational, all SIAs and EIAs (wherever applicable) need to obtain their USERID and PASSWORD from the Department. All QPRs and Audited Annual reports shall be submitted to this Department as per formats within the prescribed time frame. Such reports would be evaluated under third party and peer group review/monitoring mechanism.
- **State Level Monitoring by Technical Management Committee:**
- **NPDD:** Technical Management Committee under the Chairmanship of Secretary in charge of dairy development of the State, shall be constituted with membership from the Departments of planning, finance, Veterinary, dairy development, State Dairy federation/ District Milk Union, Project Director of DRDA of the respective State Govt. There shall be one member from DADF, GoI representing the scheme in TMC. Minimum of five members from the

above shall constitute the quorum of TMC. TMC shall be organized after every six months (September and March) to review progress of technical, physical and financial parameters and remove bottlenecks quickly.

- **Annual Workshop for Monitoring** Audit Report and the same shall be discussed in Annual Workshop involving participating agencies and experts.
- Assistance is available under NPDD for installation of computers at strategic locations to facilitate close monitoring of the project. The governing body of the EIAs shall keep a close watch on the activities and will ensure that there is no duplication. The EIA shall give an undertaking to this effect while submitting the Project.
- EIA'S shall put in place an effective mechanism to reduce the gestation period of the projects to the barest minimum. This mechanism will be outlined in the Project Proposal.
- All EIA's shall follow the State Procurement Procedures and Guidelines. EIAs should attempt to streamline the process of procurement to develop synergies and cut down delays.
- Audited Annual Progress Report in the prescribed format shall be published by the EIAs within the prescribed time frame and circulated to all concerned.
- **Central Monitoring Units** and State Monitoring Teams will be constituted by the DADF and the SIA's respectively, for continuous monitoring and evaluation of the subprojects being implemented by the EIAs in the State.
- State Implementing Agencies/ End Implementing Agencies of the scheme shall comply with the Statutory guidelines vide Lok Sabha Secretariat's (Committee Branch II) Office Memorandum no. 18/1/2012-2013/CII/CLP dated 19.03.2013, to furnish audited accounts/ annual reports to enable this Department to lay their annual reports as per prescribed procedure for implementation of dairy development projects.

10. **ACTIVITY COMPONENTS TO BE FUNDED**

- **The list of the activities which will be funded under NPDD are as follows:**
 - **Milk Chilling facilities at village, block, district level.**
 - **Civil works**
 - **Equipment for bulk milk coolers, chilling centres.**
 - **Milk Processing & Marketing**
 - Processing and Marketing facilities [civil works and equipments for milk processing plants (including boiler and refrigeration system etc), milk powder plants, Milk product plants, transportation tankers, including refrigerated tankers, cold storage etc]

- Establishment of dairy marketing outlet/parlour (not limited to establishment within the state)
- Marketing infrastructure for preserving/ maintaining quality of milk i.e, insulated/refrigerated tanks/vans, deep freezer, Visi-coolers, refrigerators etc.
- Assistance for campaigning to increase awareness about advantages of clean milk production/ consumption of pasteurized milk to milk producers/consumers.
- Can/Crate Washing facility/system.
- Effluent Treatment plant (ETP) including civil works.
- **Milk Procurement**
 - Capital Investment for DCS (including DCS - Building construction, Power supply/DG set, water supply system etc.)
 - Collection of Milk through road milk tankers/ truck/van and/ or cans
 - Management grant to DCS (on tapering basis- for 3-years only)
 - Management grant to Union (for federations/unions, which do not have accumulated profit)
 - Transport subsidy on milk transport/ head load charges
 - Transport subsidy on cattle feed transport
 - Incentive for better quality milk
- **Cattle Shed**
 - Cattle Shed Construction (new shed construction/ strengthening for old sheds) (Civil works, fodder block storage godowns, Cattle feed godowns, Water supply system, Power supply system, Vermi-compost unit)
 - Cattle farm mechanization (equipment, mechanization systems, tractor, D.G set)
- **Cattle Induction**
 - Purchase of animals
 - Purchase of Heifer
 - Cattle/heifer insurance
 - Transportation cost of animals
- **Construction/Establishment of Milk and Milk Product Testing Laboratories**
 - At DCS/village level laboratories/ at Bulk Milk Cooler (BMC) centers/At District level laboratories/At State level laboratories including purchase of laboratory equipments as per FSS Act/Codex
 - Purchase of laboratory equipments (for chemical/ microbial (only for union/state level) analysis of milk and milk products)
 - Purchase of laboratory furniture
 - Purchase of vehicle/van/motorcycles for mobile testing laboratory for sample collection/spot testing of milk and milk products)
 - System for quality assurance (HACCP/ISO) including equipment/computer hardware and software etc
 - Accreditation and certification of dairy establishments under HACCP/ISO
- **Clean Milk Production Kit (for beneficiaries)**

- Detergent and sanitizer kit/ accessories
- Stainless Steel utensil kit/ accessories
- Milking machine & other equipments for hygienic milk handling at village/farmer level.
- **Technical Input Services**
 - Fodder Development
 - Pasture Development
 - Fodder Seeds/Mini Kits Distribution
 - Chaff cutter
 - Fodder Storage Go downs
 - Fodder Block making unit
 - Tractor with trolley
 - Cattle Feed Development
 - Cattle Feed Storage
 - Cattle Feed Plant (compounding/ mixing & grinding plant)
 - Vehicle for feed transport (Trucks)
- **Information and Communication Technology Networking**
 - Purchase of Computers/handheld terminals with accessories
 - Purchase of Server System
 - Purchase/installation of Software systems (milk collection/distribution/billing, quality assurance, employee payroll, operating systems, antivirus etc)
 - Facilities for registration with RFID tag (including equipments/hand held devices for animal identification and data recording for Bolus tagging) for animals inducted under the programme
- **Manpower and Skill Development**
 - Co-operative Development Programme
 - Farmer Induction Programme/Training of farmers
 - Training of DCS staff/BMC/chilling centre
 - Training of farmers in good hygienic practices/ good manufacturing practices.
 - Training of farmers for animal rearing/husbandry practices
 - Training of Dairy Personnel/milk tester (including Plant and Marketing staff)
 - Training of Management Committee Members & Board of Directors of Union
 - Institutional skill development (by implementing agencies)
 - A.H/ Dairy Extension activities (including ration balancing programme, use of area specific mineral mixture, Azolla cultivation).
- **Working Capital (including purchase of milk powder, packaging material, cattle feed and fodder) - Limited to not more than procurement price for 21 days of the targeted milk procurement.**
- **Rehabilitation of defunct/sick milk unions/federations**
 - Outstanding milk bill payments.

- Working capital for purchase of milk, cattle feed and packaging material - Equivalent to not more than cost of 21 days of targeted milk procurement
- Strengthening of plant building and plant & machinery.
- **Planning and Monitoring**
- **Pre-project Baseline survey** (by independent agency) and preparation of **project report**
- **Concurrent evaluation** and in-depth independent evaluation of the project and **Post-project impact assessment survey**
- **Centralised MIS facility for DADF**, Government of India for improved monitoring and control in implementation of projects under the scheme.
[Note – All or some of the above Major components as per actual needs of the project areas shall be considered for funding under the project under NPDD. This list provides for major components along with their sub-components.]
- **Maximum project cost will be:**
 - Rs. 25.00 Crore for projects with processing capacity of 1.00 Lakh Litre Per Day, and
 - Rs 15.00 Crores for projects with processing capacity upto 50 Thousand Litre Per Day.
 - Rs. 10 .00 Crore for projects with processing capacity upto 20 Thousand Litre Per Day.
{All above in SN 13.2}

11. PROJECT PREPARATION AND SUBMISSION OF PROPOSAL

- A Situation Analysis shall be undertaken and shall include: a) Pre project Base line Survey by an independent Agency; b)funding under earlier programmes, c) role and capabilities of different players ; and d)area of operation etc.
- The Project/subproject Proposals under NPDD shall ensure optimal resource utilization and shall discourage avoidable expenditure and duplication/ overlap of activities.
- Special efforts must be made to re-commission idle equipment and equipment that is damaged but repairable. Proposal for fresh procurement shall be made only after making a realistic need assessment.
- The proposal may be prepared by furnishing requisite information as per prescribed Factsheet and Annexure I to Annexure XVII of the guideline. Guideline/ procedure for preparing of a new project proposal along with prescribed annexure I to XVII may be obtained from the DADF website.
- The SIA's shall formulate a single comprehensive proposal for the State covering the requirement of the State and including the Projects/ Sub-Projects of the EIAs .

- Six copies of the Detailed Project Report should be submitted to DAHDF timely, for appraisal and approval by the Project Sanctioning Committee.

F.No.99-6/2018-NLM/Admn. Approval
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Krishi Bhawan, New Delhi

Dated: April 10, 2020

To,

The Pay and Account Office,
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying
Room No. 320,
Third Floor Jeevan Tara Building, New Delhi-110001

**Subject: Administrative approval for the implementation of Centrally Sponsored Scheme-
“National Livestock Mission” a sub scheme of White Revolution- Rashtriya
Pashudhan Vikas Yojana during 2020-21 - reg.**

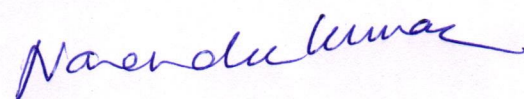
Madam/Sir,

I am directed to convey Administrative Approval of Government of India for implementation of Centrally Sponsored Scheme-“**National Livestock Mission**”, a sub scheme of White Revolution-Rashtriya Pashudhan Vikas Yojana with an outlay of **Rs.370 crores (Rupees Three Hundred Seventy Crores Only)** during the financial year 2020-21 with immediate effect without changing the scope, nature and coverage of the components.

2. This sub-scheme of White Revolution aims at sustainable and continuous growth of livestock sector across species and regions. It broadly covers all the activities required to ensure quantitative and qualitative improvement in livestock production systems and capacity building of all stakeholders. The major outcomes of the Mission is to reduce the gap in demand and availability of feed and fodder, higher productivity and production in a sustainable and environment friendly manner, enhanced livelihood opportunities, especially in rainfed areas and for landless, small and marginal farmers, increased awareness, improved risk coverage and better availability of quality animal products to consumers thus leading to overall socio-economic upliftment of livestock rearers.

3. The sub scheme National Livestock Mission is being implemented on a cost sharing ratio of 60:40 between the Central & the State Government except North Eastern States and three Himalayan States where the ratio is 90:10. For Union territories, the Centrally Sponsored Schemes will be funded 100 percent by the Central Government. The component Entrepreneurship Development & Employment Generation (EDEG) will be implemented on 100% Central Assistance. The EDEG is a beneficiary oriented scheme wherein the entire subsidy portion to eligible beneficiary is provided by Central Government through NABARD.

4. Department of Animal Husbandry, and Dairying (AHD) reserves the right to modify, add, delete any term/ conditions without assigning any reason and its interpretation of various terms will be final. AHD reserves the right to recall any amount given under the scheme without assigning any reason thereof. Due to budget constraints, the prioritization of components to be covered may be done.



5. The State Government may ensure that, 16.6% and 8.6% of the funds are targeted for SC and ST farmers/beneficiaries respectively under Scheduled Castes Special Plan (SCSP) and Tribal Sub Plan (TSP) is being regularly monitored by M/o Social Justice and Empowerment. Where separate funds for women beneficiaries and for physically challenged/ differently-abled persons have not been provided, efforts may be made to cover 30% and 3% of the budget allocation respectively, as far as possible. Further, landless farmers, small and marginal farmers may be given preference in selection of beneficiaries. The Participating States need to supply information on number of people belonging to Schedule Castes/ Schedule Tribes / Women Benefitted from the Scheme on quarterly basis.
6. It has been decided to integrate under Direct Benefit Transfer (DBT) all transactions and benefits transferred, whether cash, infrastructure, goods and services under various components of National Livestock Mission (NLM). This is done to enable transparency and traceability of all benefits provided to the end beneficiary. Kindly integrate the Public Financial Management System (PFMS) and DBT, where applicable, for infrastructure development and for beneficiary-oriented components where cash, goods or services is transferred/ provided respectively. In case of beneficiary oriented components, the UID numbers of individual beneficiaries should be recorded and included in all project related documents. Similarly, for funds channelized through NABARD for bankable projects under Entrepreneurship Development and Employment Generation (EDEG) component of NLM, DBT/ linkage to AADHAR is essential.
7. National/ State environmental & pollution control laws/ Rules/ Regulations should be complied with. The signboard at implementation site must also display - "Assisted by Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India".
8. Proposals, Utilization Certificate as per GFR, 2017, Physical Progress Report and other relevant correspondences complete in all respects may please be forwarded to Joint Secretary/Mission Director (NLM), Ministry of Fisheries, Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying, Room No. 246 -A, Krishi Bhawan, New Delhi-110001.
9. The Participating States /State Implementing Agencies will submit Monthly Progress Reports (MPR), annual report, audit reports etc. alongwith Utilization Certificate as per GFR, 2017. The funds released under the scheme will be subjected to AG audit of the Concerned States.
10. This Administrative Approval is being issued subject to the following-
- Pending appraisal/approval of the scheme for continuation beyond 12th Plan, an interim extension has been granted subject to the condition that there shall be no change in nature, scope and coverage of the scheme as approved for the 12th Plan.
 - Provisions of General Financial Rules, 2017 shall be applicable henceforth
 - Release of funds shall be as per Cash Management System guidelines issued by Budget Division, Department of Economic Affairs, Ministry of Finance vide OM No.15(39)-B(R)/2016, dated 21.8.2017
 - The flow of funds is to be ensured through PFMS/DBT platforms

Narender Kumar

- The UCs shall be submitted through PFMS in accordance with guidelines issued in this regard by Chief Controller of Accounts, Ministry of Fisheries, Animal Husbandry and Dairying

11. The Head wise Budget Allocation under National Livestock Mission during 2020-21 is furnished below:

(Rs in Lakhs)

| Head | BE 2020-21 |
|-----------------------|-----------------|
| 2403 | |
| OE | 80.00 |
| A&P | 1000.00 |
| Professional Services | 200.00 |
| Grants-in-Aid General | 3420.00 |
| OC | 200.00 |
| 2403 (SCSP) | 1100.00 |
| 2403(TSP) | 600.00 |
| 2552 (General) | 4200.00 |
| 2552(SCSP) | 1000.00 |
| 2552(TSP) | 500.00 |
| 3601(General) | 11700.00 |
| 3601(SCSP) | 5900.00 |
| 3601(TSP) | 3400.00 |
| 3602(General) | 2590.00 |
| 3602(SCSP) | 740.00 |
| 3602(TSP) | 370.00 |
| Total | 37000.00 |

12. This issues with the approval of Chairman, EC (NLM) and Secretary (AHD) vide Dairy No.P-5700 dated 09.04.2020.

Narender Kumar

(Narender Kumar)

Under Secretary to the Govt. of India

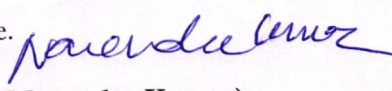
NARENDER KUMAR

Under Secretary
Government of India

M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

Copy forwarded for information and necessary action to:

- Principal Secretary / Secretary, Animal Husbandry -All States & UTs.
- Principal Secretary / Commissioner / Secretary, Dairy Development- All States & UTs
- APC / Principal Secretary / Secretary, Department of Agriculture- All States & UTs.
- Principal Secretary / Commissioner / Secretary, Ministry of Finance, All States & UTs.
- Principal Secretary / Secretary, Panchayati Raj, All States & UTs.
- Principal Secretary / Secretary, Department of Forests, All States & UTs.
- Commissioner/Director of Animal Husbandry & Veterinary Services of all States & UTs.
- Chief Executive Officer, Livestock Development Board/ Agencies-All States & UTs.
- Commissioner/Managing Director of Dairy Development/Milk Federation All States & UTs.
- Principal Chief Conservator of Forest All States / UTs.
- Advisor (Agriculture), Niti Aayog, New Delhi.
- Secretary, Ministry of Environment and Forests, Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
- Chief General Manager, Animal Husbandry / Technical Services Department, National Bank for Agriculture & Rural Development (NABARD), C-24,"G"-Block, Bandra-Kurla Complex, Bandra East Mumbai 400 051.
- Chairman, NDDB, Anand, Gujarat.
- Secretary, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi.
- Secretary, Deptt. Of Agricultural Research and Education, and DG, ICAR, Krishi Bhawan, New Delhi.
- Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi.
- Secretary, Ministry of Women and Child Development, Shastri Bhawan, A Wing, Dr. Rajendra Prasad Road, New Delhi-110001.
- Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110011.
- Secretary , Department of Food and Public Distribution, Krishi Bhawan, New Delhi.
- Secretary , Ministry of Rural Department, Krishi Bhawan, New Delhi.
- Secretary, Ministry of Tribal Affairs, Shastri Bhawan, A - Wing, Dr. Rajendra Prasad Road, New Delhi, 110001.
- Secretary, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, New Delhi-110003.
- Chairman cum Secretary, Agricultural & Processed Food Products Export Development Authority, NCUI Building 3, Siri Institutional Area, August Kranti Marg, New Delhi - 110016, India.
- Principal Pay & Accounts Office, Jeevan Tara New Delhi.
- Directors- All central Organizations-RFS, CPDOs and CSBF
- PAOs of concerned Central Organizations - RFS, CPDOs and CSBF
- Sr.PPS to Secretary (AHD), Krishi Bhawan, New Delhi.
- PPS to AS&FA, DAHD, Krishi Bhawan, New Delhi.
- PSs to AHC / JS(NLM) & Mission Director / JS(CDD) /JS (LH)/JS(Admin)
- Director (Budget)/ DS (Finance) Department of Animal Husbandry & Dairying, Krishi Bhawan, New Delhi
- Director (NLM)/Deputy Commissioner (Poultry/SR & MP)/Guard File.


(Narender Kumar)

Under Secretary to the Govt. of India

NATIONAL LIVESTOCK MISSION

OPERATIONAL GUIDELINES

(REVISED AS ON 27.04.2016)



**Government of India
Ministry of Agriculture and Farmers Welfare
Department of Animal Husbandry, Dairying & Fisheries
Krishi Bhavan, New Delhi.**

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Foreword

Preface

Abbreviations Used

| | |
|--|---|
| AHD- Animal Husbandry Department | DoAC- Department of Agriculture and Cooperation and Farmers Welfare |
| AI- Artificial Insemination | |
| APEDA- Agricultural and Processed Food Products Export Development Authority | DRDA- District Rural Development Agency |
| ARTs- Assisted Reproduction Technologies | EC- Executive Committee |
| ATMA- Agricultural Technology Management Agency | EDEG- Entrepreneurship Development and Employment Generation |
| AV- Audio-Visual | FMD- Foot and Mouth Disease |
| BDO- Block Development Office | FO- Farmers Organizations |
| BPL- Below Poverty Line | FPO- farmers' Producers Organization |
| CAFÉ- Capacity Building of Farmers in Agriculture for Farmer-Led Extension | GC- General Council |
| CEO- Chief Executive Officer | GFR- General Financial Rules |
| CFSPF- Central Fodder Seed Production Farm | GoI- Government of India |
| CGU- Central Grower Unit | HoD- Head of Department |
| CLRI- Central Leather Research Institute | ICAR- Indian Council of Agriculture Research |
| CPR- Common Property Resources | ICT- Information and Communications Technology |
| CS- Central Sector Scheme | ID- Identification Number |
| CSF- Classical Swine Fever | IDSRR Integrated Development of Small Ruminants and Rabbits |
| CSS- Centrally Sponsored Scheme | IEC- Information, Education and Communication |
| DAHDF/ DADF- Department of Animal Husbandry, Dairying & Fisheries | JFM Committee- Joint Forest Management Committee |
| DIL- Disease Investigation Laboratory | JLG- Joint Liability Group |
| DLMC- District Livestock Mission Committee | KVK- Krishi Vigyan Kendra |
| | LEF- Livestock Extension Facilitator |
| | LFG- Livestock Farmers Groups |

| | |
|--|---|
| LWE States- Left-Wing Extremism States | SAU/ SVU- State Agriculture University/ State Veterinary University |
| MIS- Management Information System | SC- Scheduled Caste |
| MNREGA- Mahatma Gandhi National Rural Employment Guarantee Act | SC/EMC- Sub Committee/ Empowered Committee |
| MoEF- Ministry of Environment and Forests | SCPSC- Special Component Plan for Scheduled Castes |
| MoU- Memorandum of Understanding | SFCI- State Farms Corporation of India Limited |
| MT- Metric Tonnes | SHG- Self-help group |
| NABARD- National Bank for Agriculture and Rural Development | SIAs- State Implementing Agencies |
| NADRS- National Animal Disease Reporting System | SLBC- State Level Bankers' Committee |
| NBAGR- National Bureau of Animal Genetic Resources | SLEC- State Level Executive Committee |
| NDDB- National Dairy Development Board | SLM- State Livestock Mission |
| NGO-Non-governmental organization | SMBC - Salvaging of Male Buffalo Calves |
| NLM- National; Livestock Mission | SMS- Subject Matter Specialist |
| NMPS- National Mission for Protein Supplements | ST- Scheduled Tribe |
| PigD- Pig Development | TDN- Total digestible nutrients |
| PLP- Potential Linked Credit Plan | TSG- Technical Support Group |
| PRI- Panchayati Raj Institutions | TSP- Tribal Sub-Plan |
| PVCF- Poultry Venture Capital Fund | UC- Utilization Certificate |
| RBI- Reserve Bank of India | UID- Unique Identification Number |
| RSFPD- may be read as Regional Fodder Stations (RFS) | UT- Union Territory |
| | VCI- Veterinary Council of India |

NATIONAL LIVESTOCK MISSION

1. Introduction

1.1 The National Livestock Mission (NLM) has been formulated by subsuming and modifying 7 Centrally Sponsored and 7 Central Sector Schemes of Government of India, given under table-1.

Table 1. List of XI Plan Schemes included under the National Livestock Mission

| S. No | Name of the Central Sector Schemes |
|--------------|---|
| 1 | Central Fodder Development Organisations |
| 2 | Central Sheep Breeding Farm |
| 3 | Central Poultry Development Organisations |
| 4 | Integrated Development of Small Ruminants and Rabbits |
| 5 | Piggery Development |
| 6 | Poultry Venture Capital Fund |
| 7 | Salvaging and rearing of male buffalo calves |
| | Name of the Centrally sponsored Scheme |
| 1 | Centrally Sponsored Fodder and Feed Development Scheme |
| 2 | Conservation of Threatened Breeds of Livestock |
| 3 | Poultry Development |
| 4 | Utilisation of Fallen Animals |
| 5 | Livestock Insurance |
| 6 | Establishment / modernization of Rural Slaughterhouses, including mobile slaughter Plants |
| 7 | Livestock extension and delivery services |

1.2 The NLM will be implemented throughout India in accordance with guidelines described hereunder.

2. Mission Objectives

2.1 The NLM intends to achieve the following objectives:

1. Sustainable growth and development of livestock sector, including poultry
2. Increasing availability of fodder and feed to substantially reduce the demand – supply gap through measures which include more area coverage under quality fodder seeds, technology promotion, extension, post-harvest management and processing in consonance with diverse agro-climatic condition.
3. Accelerating production of quality fodder and fodder seeds through effective seed production chain (Nucleus-Breeder-Foundation-Certified- Truthfully labelled, etc.) with active involvement of farmers and in collaboration with the dairy / farmers cooperatives, seed corporations, and private sector enterprises.
4. Establishing convergence and synergy among ongoing Plan programmes and stakeholders for sustainable livestock development.
5. Promoting applied research in prioritized areas of concern in animal nutrition and livestock production.
6. Capacity building of state functionaries and livestock owners through strengthened extension machinery to provide quality extension service to farmers.
7. Promoting skill based training and dissemination of technologies for reducing cost of production, and improving production of livestock sector
8. Promoting initiatives for conservation and genetic upgradation of indigenous breeds of livestock (except bovines which are being covered under another scheme of the Ministry) in collaboration with farmers / farmers' groups / cooperatives, etc.
9. Encouraging formation of groups of farmers and cooperatives / producers' companies of small and marginal farmers / livestock owners.
10. Promoting innovative pilot projects and mainstreaming of successful pilots relating to livestock sector.
11. Providing infrastructure and linkage for marketing, processing and value addition, as forward linkage for the farmer's enterprises.
12. Promoting risk management measures including livestock insurance for farmers.
13. Promoting activities to control and prevent animal diseases, environmental pollution, promoting efforts towards food safety and quality, and supply of quality hides and skins through timely recovery of carcasses.
14. Encouraging community participation on sustainable practices related to animal husbandry, involvement of community in breed conservation and creation of resource map for the states.

3. Mission Design

3.1 The Mission is designed to cover all the activities required to ensure quantitative and qualitative improvement in livestock production systems and capacity building of all stakeholder. The Mission will cover everything germane to improvement of livestock productivity and support projects and initiatives required for that purpose subject to condition that such initiatives which cannot be funded under other Centrally Sponsored Schemes under the Department.

3.2 The mission is organised into the following four Sub-Missions:

3.2.1 Sub-Mission on Livestock Development

3.2.1.1 The sub-mission on Livestock Development includes activities to address the concerns for overall development of livestock species including poultry, other than cattle and buffalo, with a holistic approach. Risk Management component of the sub-mission will, however, also cover cattle and buffalo along with other major and minor livestock.

3.2.2 Sub-Mission on Pig Development in North-Eastern Region

3.2.2.1 There has been persistent demand from the North Eastern States seeking support for all round development of pigs in the region. Therefore, pig development in the North Eastern Region is being taken up as a sub- mission of NLM. The sub-mission will strive to forge synergies of research and development organizations through appropriate interventions, as may be required for holistic development of pigs in the North Eastern Region including genetic improvement, health cover and post harvest operations.

3.2.3 Sub-Mission on Feed and Fodder Development

3.2.3.1 The Sub-Mission is designed to address the problems of scarcity of animal feed and fodder resources, to give a push to the livestock sector making it a competitive enterprise for India, and also to harness its export potential. The sub-mission will especially focus on increasing both production and productivity of fodder and feed through adoption of improved and appropriate technologies best suited to specific agro-climatic region in both arable and non-arable areas.

3.2.4 Sub-Mission on Skill Development, Technology Transfer and Extension

3.2.4.1 The extension machinery at field level for livestock activities is not adequately strengthened. As a result, farmers are not able to adopt the technologies developed by research institutions. The adoption of new technologies and practices requires linkages between stakeholders. The sub-mission will provide a platform to develop, adopt or adapt the technologies including frontline field demonstrations in collaboration with farmers, researchers and extension workers, etc. wherever it is not possible to achieve this through existing arrangements.

4. Institutional Structure

4.1 National Level

4.1.1 The General Council

4.1.1.1 The Mission will have a General Council (GC) at National level under the Chairmanship of Union Agriculture Minister. Composition of GC will be as follows:

| | | |
|---|---|-------------------------|
| Minister of Agriculture | : | Chairperson |
| Ministers of:- Food Processing Industries; Environment & Forests; Finance; Panchayati Raj; Rural Development. | : | Members |
| Secretaries of Departments / Ministries of:- Animal Husbandry, Dairying & Fisheries; Agriculture and Cooperation; Agricultural Research and Education; Food Processing Industries; Expenditure; Financial Services; Health & Family Welfare; Environment & Forests; Panchayati Raj; Rural Development; Medium, Small and Microenterprise; Development of North Eastern Region; Biotechnology. | : | Members |
| Representatives of:- Animal Rearers' Associations; Poultry Associations; Federations of Dairy Co-operatives; Food Processing Industry; Compounded Feed Industry (Maximum 5, to be nominated by the Chairperson). | : | Members |
| Joint Secretary (APF) & Mission Director (NLM). | : | Member Secretary |

4.1.1.2 GC will be the policy formulation body giving overall direction and guidance to Mission and will monitor and review its progress and performance. GC will be empowered to lay down and amend operational guidelines, other than those affecting financing pattern. Tenure of non-official members of GC will be for 3 years from date of

nomination and that for official members, till they hold the post. GC will meet minimum twice a year.

4.1.2 Executive Committee:

4.1.2.1 Executive Committee (EC), headed by Secretary, Department of Animal Husbandry, Dairying and Fisheries (DADF) will oversee activities of the Mission and approve Action Plans of various states. The EC will comprise of the following:

| | | |
|---|---|-------------------------|
| Secretary , Department of Animal Husbandry, Dairying and Fisheries (DADF). | : | Chairperson |
| Joint Secretaries of Departments / Ministries of:- Agriculture and Cooperation; Food Processing Industries; Environment & Forests; Panchayati Raj; Rural Development; Medium, small and microenterprise; Development of North Eastern Region; Health & Family Welfare; Expenditure; Financial Services; Biotechnology, Women & Child Development | : | Members |
| Financial, Planning and Technical Experts:- Financial Advisor, DADF; Advisor (Agriculture), Planning Commission; Animal Husbandry Commissioner, DADF; Deputy Director General (AS), Department of Agricultural Research and Education; Two Vice-Chancellors of Veterinary/ Animal Sciences Universities to be nominated by Chairperson. | : | Members |
| Institutions: - CMD, NABARD; MD, NDDB; Chairman, APEDA; CEO, FSSAI; MD, SFAC | : | Members |
| Principal Secretaries / Secretaries of the Department of Animal Husbandry of 5 States on rotation basis from all regions for two years each, to be nominated by the Chairperson. | : | Members |
| Three Experts (Livestock Production, Poultry and Animal Nutrition) to be nominated by the Chairperson. | : | Members |
| Joint Secretary (APF) & Mission Director (NLM). | : | Member Secretary |

4.1.2.2 EC will formulate guidelines, and will be empowered to reallocate resources across States and components, and will approve projects in conformity with the guidelines. EC will consider and approve components of a project and include new components, if required. EC will also be empowered to approve special interventions for tackling emergent / unforeseen requirements. EC can also constitute Sub-Committee (SC) / Empowered Committee (EMC) and delegate powers to SC / EMC, as well as to State

Governments / State Animal Husbandry Department / State Livestock Mission for approving projects. Tenure of Non-official members will be for 2 years from the date of nomination; and that of official members till they hold the post, or as specified in the above table. EC will ensure smooth functional linkages among different agencies. EC shall meet as frequently, as required, minimum once in a quarter.

4.1.3 Mission Directorate

4.1.3.1 The Mission Directorate will be headed by the Joint Secretary to Government of India, in-charge of Animal Production, Poultry, and Fodder. The Mission Directorate will provide the necessary support to EC and the GC and will administer the Mission. The Mission Directorate will draw human resource from the Department in general, and if required will outsource manpower on need / task basis. Because of the enormity of the tasks involved, the Mission Directorate will require separate housing and dedicated manpower. For separate housing, Directorate of Estates will be approached failing which appropriate accommodation will be rented as per existing norms. The Mission Directorate will appraise projects received from the States, and get the approval of EC. The Chairman of EC will have powers to approve projects in anticipation of approval of EC in case the next meeting of EC is delayed.

4.2 State Level

4.2.1 State Level Executive Committee:

4.2.1.1 Respective State Governments/UTs are required to notify the State Level Executive Committee (SLEC) under Chairmanship of Chief Secretary, having representatives from other concerned Departments of State Government, the State Agricultural Universities (SAU), Institute under Indian Council of Agricultural Research (ICAR), Dairy cooperatives, Farmers' / Animal Rearers' / Poultry Associations, etc., will oversee implementation of the Mission in respective States. Central Government will nominate its representative who will be a member in the SLEC. At operational level, State Governments shall constitute and notify a State Livestock Mission (SLM) which would be an empowered body for implementing the Mission programmes at State and district levels. Principal Secretary / Secretary, Animal Husbandry will be the State Mission Director. He will also function as the Member Secretary of SLEC. The Directorate of Animal Husbandry will service the SLEC and the SLM. Panchayati Raj Institutions (PRI) existing in the State will be fully involved in implementation of the Mission.

4.2.1.2 State and sub-state level structures will be evolved keeping in view the need for getting adequate returns for livestock farmers and eliminating middlemen to the extent possible.

4.2.1.3 State Livestock Mission will have the following functions:

1. Prepare Strategic, Perspective, and Annual Action Plan in consonance with Mission's goals and objectives and in close co-ordination with Technical Support Groups, SAUs and ICAR institutes; and oversee its implementation;
2. Organize base-line survey and feasibility studies in different parts (District, sub-District, or a cluster of Districts) to determine status of fodder / livestock production, potential and demand, and tailor assistance accordingly.
3. Receive funds from National Mission Authority, State Government and other sources, pool financial resources for carrying on mission's activities, maintain proper accounts thereof and submit utilization certificate to National Mission Authority.
4. Release funds to implementing organizations and oversee, monitor & review implementation of the programmes.
5. Assist and oversee Mission's programmes being implemented through Farmers' Societies, NGOs, growers associations, cooperatives, self help groups, Farmers' Producer Organisations (FPOs), and other similar entities;
6. Organize Workshops, Seminars and training programmes for sensitization of all interest groups / associations at State / District / Sub-district level to provisions of NLM, as also for technology transfer and skill development, with the help of SAUs, ICAR Institutes, ATMAs / KVKs, Civil Society Organisations, and other institutions having technical expertise.
7. Furnish monthly progress reports to DADF and also upload same by 5th of each month, on the website of the Department / Mission.
8. Operationalise Information Communication Technology (ICT) enabled Management Information System (MIS) up to grass root level and, if need be, develop and host its own web site.
9. Supervision and monitoring of the implementing agencies.

4.3 District Level

4.3.1 At District level, District Livestock Mission Committee (DLMC) will be responsible for carrying forward the objectives of the Mission for project formulation, implementation and monitoring. Accordingly, State Government/ UT are required to issue necessary notification for constitution of DLMC which will be headed by the District Collector, having as members the Chief Executive officer (CEO) of ZilaParishad or Zila Panchayat / Chief Development Officer / District Development Officer / PD of District Rural Development Agency (DRDA), representatives from concerned line Departments, Dairy Cooperatives, Farmers' / Animal Rearers' / Poultry Associations, Marketing Boards,

local Banks, Self Help Groups and other Non-Governmental organizations. District Planning Committee and PRIs will be involved in implementing the programme depending on their expertise and available infrastructure. District Animal Husbandry Officer / Veterinary Officer will be Member Secretary of DLMC.

4.4 Technical Support Group (TSG)

4.4.1 The Mission will have a strong technical component and domain experts will be central to management of the Mission. Technical Support Group (TSG) will provide inputs to the Mission Directorate, and similarly in States at State / District level. TSGs will have flexible norms for recruiting professionals, on contract. Service providers could also be engaged for providing technical services in accordance with terms of reference laid for the purpose and approved by EC. TSG would comprise of personnel at different levels, who will provide technical services and their honorarium will be fixed on the basis of their qualifications, experience, and last pay drawn, if retired from Government. Fresh graduates having knowledge in Livestock / Poultry production, Feed and Fodder development, Computer professionals, MBA graduates, young professionals could also be a part of TSG.

4.4.2 TSG will have the following role and functions:

1. Assisting the Mission Directorate in implementation of the mission, including providing technical assistance in appraising the projects
2. Visit the project areas frequently to provide guidance in organizational and technical matters
3. Compile materials for conduct of regional workshops in respect of the project components. They will also prepare Annual Calendar for capacity building, promotional events, workshops / seminars on different aspects of livestock development in consultation with State Livestock Missions (SLMs).
4. Supervision & Evaluation of Mission.
5. Conduct studies on different aspects of livestock management.
6. Document and disseminate case studies of success stories.
7. Assist States in capacity building programmes.
8. Undertake publicity / information campaign to promote Mission's objective.
9. Provide monthly feed-back reports to Mission Director.
10. Manage the website of the Mission

5. Procedure for approvals and implementation

5.1 Preparation and Submission of Proposals

5.1.1 The implementing agencies will submit the proposals, in prescribed formats, as given under the Mission components, to the State Department of Animal Husbandry, after technical sanctions of their Competent Authorities. Nodal officer should be identified by State Government, who may be delegated sufficient financial and administrative powers to effectively implement this scheme and will coordinate with this Department, NABARD and other agencies wherever required. Central as well as State Level Technical Monitoring Committees will be constituted to monitor the progress of scheme from time to time. While preparing the proposals, in addition to specific guidelines provided in Mission component, following guidelines may be taken into consideration:

- (i) The State Government shall confirm the provision of availability of matching funds in their State Budget to meet State share for the scheme. The State Government should make an express statement in the proposal and also in the recommendation letter, regarding the provisioning of State share and the budget position.
- (ii) Further, in case of State share or beneficiary share involved, State may bear the beneficiaries' share or *vice versa*. Alternatively, State may also decide upon the proportionate share between State and beneficiary.
- (iii) The project proposal should be accompanied with a certificate that the land where the scheme is proposed to be implemented is in possession of the beneficiary or the implementing agency, as the case may be. In cases if the beneficiary or implementing agency does not own the land, a copy of lease agreement for the project period is required. or any other relevant document as per RBI norms or deemed necessary by the financing bank. If assets are created the lease agreement period should be atleast 10 years or for the loan/interest repayment interest, whichever is longer.
- (iv) In general, the civil construction cost may be kept at minimum and it should be incidental to the installation of machinery and equipment, except in cases where it is essential, like; silage making, biosecurity, strengthening of livestock and poultry farms, etc.
- (v) Proposals will be considered as per the merit of the proposal and availability of funds, in a manner to ensure balanced implementation of the Mission across various regions in the country.
- (vi) State Governments must furnish quarterly progress report (Financial and Physical) in prescribed format for each component. Fund Utilization Certificate (GFR-19A) [Under Rule 212(1)], Physical Progress Report, and Audited Statements should be submitted through administrative head of the State Department responsible for Animal Husbandry / Dairying, duly approved by the State level Executive Committee (SLEC) / the Mission Director, State Livestock Mission.
- (vii) Inspection of sites / units would be undertaken by any National or State level committee / sub-committee / Technical Support Group constituted under NLM to verify the physical and financial progress as and when required.

(viii) A budget provision , not exceeding 5% of total cost of the project, has been kept, as administrative cost for the Mission Directorate to accommodate the following:

- a. Workshops/ Conferences/ Seminars,
- b. Training and Human Resource Development,
- c. Technical services germane to the objective of the Mission, like project Preparation, etc.
- d. Publicity including AV, documentaries, etc., and celebration of National or World Days, like World Egg Day, etc.,
- e. Impact/ Evaluation/ Monitoring studies,
- f. Innovation/ Research activities,
- g. Other unforeseen and contingency requirement.

(ix) Social Audit: The Mission envisages concurrent, continuous system of social auditing through the Panchayati Raj Institutions/ similar recognized bodies, like Urban Local Bodies, etc, where PRI is not there. The Gram Sabha may be the body for primary level social auditing at village level. Panchayat level social audit committees may be constituted. The committees may conduct the audit at regular intervals, and may present the report in the Gram Sabha or appropriate authority like BDO etc. in cases where PRI is not present.

(x) State Government may also avail additional subsidy from other sources in case of credit-linked components provided that:

- a. Name and basic structure of the scheme will remain same and Mission component will be implemented strictly as per the guidelines of NLM, without diluting the norms.
- b. The accounts of bank-ended subsidy amount, and additional subsidy will be maintained separately.
- c. State Government will give an undertaking/ certificate that they will not avail or stop the additional subsidy without intimation to GoI.
- d. If the State Government desires to give additional or top-up subsidy through the State Budget, it should not be more than Beneficiary Share / Margin Money.

(xi) Generally, atleast 16.2% of the funds are released for SC beneficiaries. Further, It may be ensured by the respective State Governments that, where sanctions have been made under the Special Component Plan for SCs (SCPSC), the funds must be used only for the SC beneficiaries. However, State Governments may also strive, as far as possible, to cover physically 8%, 30% and 3% Scheduled Tribe, Women and physically challenged/ differently-abled persons/ farmers / beneficiaries, respectively from the General component until specific budget Heads are created.

- (xii) In case of beneficiary oriented components, the UID numbers of individual beneficiaries may be recorded and included in all project related documents. However, beneficiaries who have not yet received the UIDs may not be subjected to any disadvantage, and in such cases other acceptable ID criteria like BPL register, etc., may be used.
- (xiii) National/ State environmental & pollution control laws/ Rules/ Regulations should be complied with wherever applicable.
- (xiv) Signboards, of appropriate size (Around 3x2 feet to 5x4 feet) will be installed at implementation sites. The signboards must also display - “Assisted by Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture, Government of India”

5.1.2 The State Animal Husbandry Department will consolidate all proposals, including the proposals prepared by the Department itself. A comprehensive proposal including all the permissible activities under the Mission will be prepared by the State Animal Husbandry Department, and the same will be recommended to the Mission Director in the beginning of every Financial Year. As far as possible, piecemeal proposals and untimely submission of proposals may be avoided.

5.2 Approval of Proposals

5.2.1 Approval of Proposals: The Mission Director will appraise the proposals with the assistance of the Technical Support Group. The proposals within the guidelines / norms may be approved by Mission Director upto the level specified in the financial powers. The proposals which go beyond the approved guidelines, special cases, innovative projects or for which cost norms are not fixed etc. will be appraised by the Mission Director and will be submitted to the Executive Committee for approval.

5.2.2 In case of Entrepreneurship Development and Employment Generation (EDEG) credit-linked proposals, the same will be appraised and approved by banks as done earlier for ‘Poultry Venture Capital Fund’ etc. However, in some cases of technology upgradation which come for the first time or is new, the same may be appraised by bank and forwarded with views/ comments of NABARD to Mission Director for approval.

5.3 Fund Flow Mechanism

5.3.1 The funds will be released to the Department of Animal Husbandry of concerned State / UT Government. It has been decided from 2014-15 onwards, all plan schemes under which central assistance is provided to the States shall be classified and budgeted as Central Assistance to State Plans. That is, funds would now be transferred to States/ UTs through consolidated funds of the States concerned (treasury route) using major heads 3601 and 3602 and there should be shift from current practice of transfer of funds directly

to implementing agencies/ societies (direct transfer route/ society mode) using the functional Heads, as per the current practice.

However, for the Central Sector components like Central Farms (Central Poultry Development Organizations, Central Sheep Breeding Farm, Central Fodder Development Organizations) and Entrepreneurship Development and Employment Generation [EDEG] component under Sub-Mission on Livestock Development may be released as per earlier mode i.e. to the Organizations and fund-channelizing agency (NABARD) directly respectively.

5.3.2: Funds to the tune of 1.5% of the sanctioned amount may be given towards administrative charges or operational expenses in case of operating Entrepreneurship Development and Employment Generation [EDEG] Cell of the State Government or any such agency. Similarly in case of credit-linked components where there is a separate fund channelizing agent like NABARD, 1% of the total subsidy disbursed annually may be given as fund channelizing charges including costs for data compilation and reports to be submitted to the GoI.

5.3.3: Flexi-funds: The introduction of a flexi – fund component within the Centrally Sponsored Schemes (CSS) has been made to achieve the following objectives:

- (i) To provide flexibility to States to meet local needs and requirements within the overall objective of each programme or scheme;
- (ii) To pilot innovations and improved efficiency within the overall objective of the scheme and its expected outcomes;
- (iii) To undertake mitigation / restoration activities in case of natural calamities in the sector covered by the CSS .

Flexi- funds will be a part of the CSS (10%) and the name of NLM will precede the word ‘flexi- funds’ in the communication to States. There will be no separate budget and account head for this purpose.

As flexi- funds are a part of the concerned CSS, the same States share (including beneficiary contribution, if any) would be applicable for the flexi –fund component as well, However, States may provide additional share (including beneficiary contribution, if any) over and above the required State s hare for the flexi- funds component of the allocation for the CSS.

States may use the flexi-funds for the CSS to meet the objectives mentioned above in accordance with the broad objectives of the main Scheme. The flexi- funds may also be utilized for mitigation/restoration activities in the event of natural calamities in accordance with the broad objectives in the event of natural calamities in accordance with the broad objectives of the CSS. However, the specific guidelines of the CSS, applicable for 90% of the CSS allocation, will not be essential for the Flexi – funds component of the CSS, except for State’s share requirements.

The flexi-funds of a CSS for NLM, however, shall not be diverted to fund activities / schemes in any other sector. But it would be permissible to converge flexi-funds of different schemes to improve efficiency and effectiveness of outcomes.

The purpose of providing flexi-funds is to enable States to undertake new innovative schemes in the particular area covered by the CSS. Flexi-funds shall not be used to substitute State's own non-plan or Plan schemes/expenditure. It shall also not be used for construction/repairs of offices residences for Government officials, general publicity, and purchase of vehicles /furniture for offices, distribution of consumer durables / non durables, incentives/rewards for staff and other unproductive expenditure.

Schemes taken up with Flexi-funds shall invariably carry the name of concerned CSS. States wishing to use flexi funds as part of the normal 90% component are free to do so.

5.3.4: Variations in fund flow mechanism under specific components are explained under relevant components.

6. Monitoring and Evaluation

6.1 As already stated, the Mission will have a General Council under the Chairmanship of the Agriculture Minister; a Central Executive Committee under the Chairmanship of Secretary, DADF; State Executive Committees, and District Mission Committees. Besides, Technical Support Groups will be central to management of the Mission. The Technical Monitoring Committee (TMC) for all the State Farms (on the lines of State Poultry Farms) will continue to function. All these institutions under the Mission will undertake concurrent monitoring and periodic evaluation of activities under the Mission.

7. Mission Interventions

7.1 SUB-MISSION ON LIVESTOCK DEVELOPMENT

7.1.1 COMPONENT (I) - ENTREPRENEURSHIP DEVELOPMENT AND EMPLOYMENT GENERATION (EDEG)

7.1.1.1 This component includes all credit cum subsidy linked activities earlier implemented through NABARD, viz., Poultry Venture Capital Fund (PVCF), Integrated Development of Small Ruminants and Rabbits (IDSRR), and Pig Development. Since these schemes have been popularized with great efforts during XI Plan, the names of the credit linked activity will not be changed to avoid confusion among beneficiaries and bankers. However, the suffix EDEG will be added to indicate that these are part of the XII Plan Scheme.

7.1.1.2 The Sub-Mission will function under the institutional structure of the National Livestock Mission. In addition, for operation of the EDEG component, the State Government will constitute the State Level Sanctioning and Monitoring Committee (SLSMC) under the Chairmanship of State Principal Secretary / Secretary of Animal Husbandry Department and DGM / AGM of Regional NABARD as Member Secretary. The members may be State Officials of Animal Husbandry Department, Lead Bank, Commercial Banks, NGOs, representative of DADF, GOI. The SLSMC will approve projects based on the merit of the projects and on the budget allocated to the States/UTs. The SLSMC will also maintain close liaison with State Level Bankers' Committee (SLBC) and be updated on Potential Linked Credit Plan (PLP) of the districts. The respective SLSMCs are also required to review the unit costs every year and get the revised unit costs ratified by Department of Animal Husbandry, Dairying & Fisheries. The SLSMCs will also take a call on the smallest unit size suitable to the local situation of the beneficiaries in the State so that multiples of the smallest modules can be approved according to resources and capacity of the beneficiaries.

7.1.1.3 For margin money and collateral securities, extant RBI guidelines will be applicable. However, the State Governments may choose to make provision for payment of margin money on behalf of the beneficiaries, which will be admissible. One time grant for possible credit guarantee fund for micro and small industries is also proposed for such cases where the beneficiary is not able to provide collateral security. This is proposed in the form of one time contribution from NLM in consultation with NABARD. An amount of Rs 100 crore is proposed to be kept for this purpose, to be used as credit guarantee only in respect of loans given by banks for micro and small livestock based ventures without collateral security.

7.1.1.4 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-I, A-I(A), A-I(B) and A-I(C)**.

7.1.2 COMPONENT (II) - (Modernisation and Development of Breeding Infrastructure)

7.1.2.1 This component covers all subordinate offices of the Department concerned with poultry, sheep and goat, namely the Central Poultry Development Organisations (CPDOs) and the Central Sheep Breeding Farm (CSBF). Programmes of strengthening / modernization of State Poultry, Sheep, Goat and Pig Farms covered under XI Plan Schemes, viz., 'Poultry Development', 'Integrated Development of Small Ruminants and Rabbits', and, 'Pig Development' are also covered under this component.

7.1.2.2 The Central Organisations will prepare an infrastructure development plan on the basis of which case to case approval and expenditure sanction will be provided by

the Department. The infrastructure plan would focus on biosecurity, infusion of high-end technology and automation so as to develop these organizations as showcase for demonstration of technology and skill development. Similarly the technical programme adopted at these farms will also be reviewed and revised keeping in view variety of breeding stock required by the States / beneficiaries and skills necessary for rearing these animals on scientific lines.

7.1.2.3 The States will be required to make a thorough assessment of all farms / breeding infrastructure with respect to their potential and performance, and select the farms with high potential. These farms picked up for strengthening will also be mandated to train State officials/ entrepreneurs/farmers.

7.1.2.4 So far as infusion of technology is concerned, there is a gulf of difference between commercial breeding farms in the private sector and the breeding farms in the public sector particularly in case of poultry and pigs. In order to bridge this gap, 4-6 farms for each species will be selected for developing into state-of-the-art farms (model farms) with infusion of high-end technology and automation with focus on biosecurity and maintenance of disease free stock.

7.1.2.5 One time operational/ Revolving Fund may be provided to these farms for smooth operations and maintenance to ensure long term sustainability. In case of poultry farms, it is necessary that not only the operational cost of chick, feed, etc., is covered but also the operational biosecurity plan hitherto not included should be implemented to sustain the operations. This may include purchase of hatching eggs, parent stock, feed ingredients, transportation, medicine, vaccines, etc., following Standard Operating Procedure (SOPs) for cleaning and disinfection with approved disinfectants.

7.1.2.6 In case of Government of India farms, the same pattern of funding as was done in the erstwhile Central Sector Scheme for subordinate/ attached offices in Plan and Non Plan heads would continue.

7.1.2.7 For breeding improved varieties of animals across these species, assisted reproduction technologies (ARTs), as applicable, will be propagated. This will include establishment of sperm stations, development of AI network, oestrous synchronization, embryo transfer, etc.

7.1.2.8 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure–A-II** and **A-II(A)**.

7.1.3 COMPONENT (III) - (Interventions towards productivity enhancement)

7.1.3.1 This activity component will include the Rural Backyard Poultry Development component of the XI Plan scheme on Poultry Development, but will cover beneficiaries from BPL families only. Operational credit-cum-subsidy may be availed

under Central Grower Unit component of Poultry Venture Capital Fund. Only low input technology birds will be propagated under this component, the varieties of which are placed at **Annexure-F**. This list will be updated as and when required, and will be uploaded on the website www.dadf.gov.in

7.1.3.2 This component also includes the following activities of the XI Plan schemes, viz., ‘Integrated Development of Small Ruminants and Rabbits’ and, and ‘Pig development’.

1. Interventions in the breeding tracts of high fecundity breeds;
2. Sponsoring need based research / studies and linkages with professional bodies;
3. Propagation of Artificial Insemination (AI);
4. Biotechnology centres for fecundity breeds;
5. Training and orientation of functionaries;
6. Ram / buck / boar shows;
7. Community led breed improvement programmes;
8. Innovative projects

7.1.3.3 During the XII Plan, propagation of Artificial Insemination in small ruminants will be given special focus by establishment of semen banks/collection centres. In addition, organizing camps for mass de-worming / vaccination, supply of area specific mineral mixtures, etc., will also be funded under the programme.

7.1.3.4 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-III** and **A-III(A)**.

7.1.4 COMPONENT (IV) - (Risk Management & Insurance)

7.1.4.1 The ‘Risk Management’ as a component of sub-mission on livestock development of NLM is to be implemented in all the Districts of the Country including those carved out in future, if any. This component aims towards management of risk and uncertainties by providing protection mechanism to the farmers against any eventual loss of their animals due to death; and to demonstrate the benefit of insurance of livestock to the people. The indigenous / crossbred milch animals, pack animals (Horses, Donkey, Mules, Camels, Ponies and Cattle/ Buffalo Male), and Other Livestock (Goat, Sheep, Pigs, Rabbit, Yak and Mithun etc.) will be under the purview of this component. Benefit of subsidy is to be restricted to 5 animals per beneficiary per household for all animals except for sheep, goat, pig and rabbit, where the benefit will be restricted to 5 cattle units (1 cattle unit = 10 sheep/goat/pig/rabbit). Therefore the benefit of subsidy to sheep, goat, pig and rabbit is to be restricted to 5 ‘Cattle Unit’ per beneficiary per house hold.

However, if a beneficiary has less than 5 animals / 1 Cattle Unit can also avail the benefit of subsidy.

7.1.4.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-IV & A-IV(A)**.

7.1.5 COMPONENT (V) - (Conservation of Livestock Breeds)

7.1.5.1 Under this component, annual grant for nucleus breeding farms will be provided. The States will be encouraged to undertake a structured programme of identification and registration of new breeds. The universities will also be involved under this programme so that new varieties proposed to be registered are first studied at the State University level, then at the level of NBAGR before they are finally registered as breeds. These activities will be monitored by a State Level Committee on Animal Genetic Resources which will also take stock of population dynamics of the existing breeds whose native tracts lie in the State. Annual seminars, workshops, etc., will also be organized to enhance awareness of all stakeholders. Establishment of farmers / breeders organizations with the objective of registration of two specimens of the breed and maintenance of breed registry will also be supported under this component.

7.1.5.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-V & A-V(A)**.

7.1.6 COMPONENT (VI) - (Development of Minor Livestock Species)

7.1.6.1 The XI Plan schemes of the Department did not cover development of equines and yaks. It is proposed to keep a window open for consideration of proposals for development of these species. Proposals for this activity will be received through the State Governments, and non-government organizations (NGOs) will be eligible to submit proposals. It will be the responsibility of the State Government to verify the credentials of the NGO before forwarding their proposal.

7.1.6.2 Brief guidelines and proforma for submitting proposals under this component are placed at **Annexure-A-VI & A-VI(A)**.

7.1.7 COMPONENT (VII) - (Utilization of Fallen Animals)

7.1.7.1 Under this component establishment of carcass utilization centres, bone crushing units, renovation / modernization of existing carcass utilization centres, training and insurance of flayers will be supported. The programme will be implemented through

Panchayati Raj Institutions. There will be three models of carcass utilization centres with processing capacities of 5-6 animals per day, 7-19 animals per day and 20-25 animals per day for which subsidy ceiling of Rs.110 lakh, Rs.165.00 lakhs and Rs.220.00 lakh will be allowed, respectively, at 75% of project cost whichever is less. Priority will be given to locations identified by Air Force Headquarters. Training of flayers will be undertaken at CLRI, Chennai or other existing training centres. A cost of Rs.5000 per trainee will be allowed.

7.1.7.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-VII & A-VII(A)**.

7.1.8 COMPONENT (VIII) - (Establishment of Rural Slaughter Houses)

7.1.8.1 Establishment / Modernization of Large slaughter houses by commercial business interest as well as municipal corporations are being supported by Ministry of Food Processing Industries. However, there is a tendency to concentrate such large slaughter houses in the peri-urban areas which has its own complications. The department's effort to initiate rural slaughter houses with support of a mix of credit-cum-subsidy has not met with success. Therefore, it is proposed to implement a programme of Rural Slaughter Houses (establishment/ modernization/ expansion) through Panchayati Raj Institutions. Therefore, this component will support slaughter houses in rural areas, with grant-in-aid under the scheme. The funding pattern for this component will be 75% Central Share and 25% State share subject to a limit of central share of Rs1.50 crore.

7.1.8.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-A-VIII & A-VIII(A)**.

7.2 SUB-MISSION ON PIG DEVELOPMENT IN THE NER

7.2.1 COMPONENT (I) - (Strengthening of State Pig Breeding Farms)

7.2.1.1 There are 60 Pig Breeding Farms in the North Eastern States in the Government sector. During a review made in the Department 2011-12, it was learnt that not only these farms are poor in infrastructure in terms of pig sheds and related facilities, their rearing capacity is also quite low and the breeding stock old and deteriorated. Therefore, it is proposed to make a thorough assessment of the pig breeding infrastructure in the Government sector and strengthen their infrastructure so as to enable each one of them to rear a minimum strength of 100 breeding sows. These farms will act as multiplication centres and receive their breeding stocks from large farms running a scientific breeding programme, e.g., University Pig Farms, and National Research Centre for Pigs, etc. These farms will also conduct training for Pig farmers so that scientific pig management practices can be inculcated into progressive farmers.

7.2.1.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-B-I & B-I(A)**.

7.2.2 COMPONENT (II) - (Import of Germplasm)

7.2.2.1 Average carcass weight of pigs in the North Eastern Region varies widely from 41 kilos in Assam to 137 kilos in Mizoram. This wide variation reflects the need for genetic upgradation. Since the population which is to be upgraded is large (above 4 million) and the breeding stock in State Pig Breeding Farms old and deteriorated, import of germplasm has become unavoidable. However, import of live animals poses relatively higher risk of ingress of diseases. Therefore, it will be prudent to have a mix of semen, embryos and live animals while importing germplasm. A committee of experts will be constituted to assess the requirement of germplasm and to what proportion each form of germplasm, i.e., semen, embryos and live animals are to be imported. For requirement of a single State, the State would follow the advice of the expert committee and import the stock. If more than one State are importing, the Mission Directorate will guide the import process so as to harmonize the requirement and ensure delivery of quality product.

7.2.2.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-B-II & B-II-(A)**.

7.2.3 COMPONENT (III) - (Support to Breeding Programmes)

7.2.3.1 As has been the experience in the past, import of germplasm with high potential is no guarantee to higher performance unless a proper breeding programme is implemented. Therefore, the sub-mission will support breeding programmes to be implemented by selected organizations both in Government and Semi-government sector that will provide breeding materials for the multiplication herds either in the Government sector or private entrepreneurs supported under NMPS. Performance of the animals in such breeding programmes will be analysed scientifically for constant improvement in performance and a proper animal identification and performance recording system will be followed. The operational cost of running the breeding programmes will be supported under the sub-mission. The idea is to create an institutional structure with three tiers where the farmer produces piglets and sells the same, the State Breeding Farms produce and supply the breeding stock for the farmers and specialized breeding farms with scientific programmes produce and supply breeding material for the multiplication farms. Once this structure is firmly established, this will create room for further specialized pig breeding operations in the country in which participation of private sector may be expected.

7.2.3.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-B-III & B-III(A)**.

7.2.4 COMPONENT (IV) - (Propagation of Reproductive Technologies)

7.2.4.1 There is an acute shortage in the country of quality breeding boars. In the North Eastern Region, because of difficult terrain, it is cumbersome and expensive to adopt natural mating with boars of improved quality. Improvement of stock in such circumstances can happen if artificial insemination is adopted as a mainstream programme. Therefore, this component of the sub-mission will support training of functionaries in artificial insemination technology; and will assist State Government and other multiplication farms in setting up artificial insemination centres. This component will also support import of embryos and setting up embryo transfer facilities in organizations implementing a scientific breeding programme to supply breeding stock to the multiplication farms.

7.2.4.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-B-IV & B-IV(A)**.

7.2.5 COMPONENT (V) - (Health Cover)

7.2.5.1 Under this programme, the State Government will be encouraged to take vaccination programmes to protect the stock against Classical Swine Fever (CSF) and Foot and Mouth Diseases (FMD). Control of parasites of the neonates (Ascaris) will also be covered under the programme. For remaining diseases, the State will be encouraged to avail of the assistance available under mainstream schemes of Livestock Health.

7.2.5.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-B-V & B-V(A)**.

7.2.5.3 States can avail assistance for Pig Slaughter House under Component “Establishment of Rural Slaughter Houses” of National Livestock Mission implemented by DADF or “Setting / Modernization / Expansion of Abattoirs” of National Mission on Food Processing” (NMFP) of implemented by Ministry of Food Processing Industries.

7.3 SUB-MISSION ON FODDER AND FEED DEVELOPMENT

7.3.1 Component (I) - Fodder production from Non-forest wasteland / rangeland / grassland / non-arable land

7.3.1.1 Following activities are proposed under this component:

1. Production / procurement and distribution of seed / planting material of improved varieties of suitable crops
2. Soil and Moisture conservation works on the planting / sowing site
3. All ancillary planting, tending, protection and maintenance works up to 5th year of planting / sowing
4. Rangeland Improvement
5. Harvesting and densification of fodder

7.3.1.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-C-I, C-I(A) & C-I(B)**,

7.3.2 Component (II) - Fodder production from Forest land

7.3.2.1 This component shall be operated by the Forest Department, preferably through the Joint Forest Management Committees. The following activities are proposed under this component:

1. Rehabilitation of Degraded forests with predominantly fodder species
2. Production / procurement and distribution of seed / planting material of improved varieties of suitable crops
3. Soil and Moisture conservation work in forest areas
4. Silvi-pastoral plantations
5. All ancillary planting, tending, protection and maintenance works up to 5th year of planting / sowing
6. Rangeland Improvement
7. Harvesting and densification of fodder

7.3.2.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure- C-II, C-II(A) & C-II(B)**.

7.3.3 Component (III) - Cultivation of coarse grains and dual purpose crops

7.3.3.1 The activities under this component will be taken under the National Food Security Mission (NFSM). The State Governments, for coarse grains and dual purpose crops, would approach the Department of Agriculture and Cooperation with their project proposals as per the guidelines of NFSM. The following activities are proposed under this component:

1. Seed production under contract farming with buy back arrangement with the State Government / seed supplying agency
2. Buy back of the seed by the State Government / seed supplying agencies
3. Distribution of the seeds to the farmers free of cost or at subsidized rates
4. Support for land leveling, irrigation, etc.

7.3.4 Component (IV) - Fodder seed production / procurement and distribution

7.3.4.1 This component provides for multiplication of seeds of high yielding fodder varieties. The following activities are proposed under this component:

1. Seed and planting material production at farmer's field, by seed supplying agencies, cooperatives etc., under a buy back arrangement with the State Government / seed supplying agencies
2. Seed storage /processing
3. Buy back of the seed by the State Government / seed supplying agencies
4. Distribution of the seeds to the farmers free of cost or at subsidized rates

7.3.4.2 Brief guidelines and proforma for submitting the proposal under this component are placed at **Annexure-C-III& C-III(A)**,

7.3.5 Component (V) - Conservation of fodder through post-harvest technologies

7.3.5.1 This component includes the following activities:

1. Value Addition - Making of Hay/Silage
2. Infrastructure development to store hay/silage at village level.
3. Establishment of Fodder banks at Panchayat / block / Primary Milk Cooperative level
4. Conservation technology adoption at individual/ Panchayat / Primary Milk Cooperative level
5. Demonstration of value added forage produce at block level.
6. Post harvest technologies for Landless, Marginal & small farmers and Intensive dairy production
7. Financial support for post harvest operations, like providing chaff cutters to the farmers, establishment of fodder densification units, feed enrichment units, and area-specific mineral mixture units, etc.

7.3.5.2 Following sub components are included for above activities:

- (i) Distribution of hand driven chaff cutters
- (ii) Distribution of power driven chaff cutters
- (iii) Establishment of high capacity Fodder Block Making units

- (iv) Distribution of low capacity, tractor mountable Fodder Block Making units/ Hey Baling Machine/ Reaper/Forage Harvester
 - (v) Establishment of Silage making units
 - (vi) Establishment of Bypass protein/ fat making units
 - (vii) Establishment of area specific mineral mixture / feed processing units
 - (viii) Establishment / modernisation of Feed testing laboratories
- 7.3.5.3 Brief guidelines and proforma for submitting the proposals under above sub-components are placed from **Annexure-C-IV(i) to Annexure-C-IV(viii)(A)**

7.3.6 Component (VI) - Regional Fodder Stations

7.3.6.1 This component provides for the administrative expenses for the 8 Regional Fodder Stations (subordinate offices of this Department), building these institutions, and strengthening their manpower and infrastructure in the process.

7.3.7 Component (VII) - Strengthening of research

7.3.7.1 Activities under this component will be taken up by the ICAR. Research in Fodder development will include the following:

1. Germplasm conservation, collection and evaluation with special reference to climate change
2. Varietal improvement with high biomass, high nutritional parameters, biotic and abiotic stress tolerance,
3. Cropping systems for rain fed and irrigated systems
4. Silvi-horti pasture systems
5. Grassland / rangeland management and improvement
6. Animal nutrition and metabolism aspects
7. Rumen manipulation and developing feeding regime to reduce methane emission
8. Forage farm machinery and post harvest technologies
9. Enhancing seed production and protection
10. Any innovation useful for improving animal nutrition

7.3.8 Component (VIII) - Training and Human Resource Development

7.3.8.1 This component provides for capacity building of all stakeholders in fodder and feed development. This will include:

1. Training to trainers
2. Training to farmers
3. Training to researchers / academicians / officials

Brief guidelines for submitting the proposals under above sub- component is placed from **Annexure-C-V**.

7.3.9 Component (IX) - Institutional strengthening and support

7.3.9.1 Apart from meeting administrative support, this component aims at the following interventions:-

1. To establish Public Private Partnership for efficient marketing,
2. To establish linkages with DoAC, MoEF, NDDB, SFCI, AHD and Private Agencies, etc,
3. Organising workshops, conferences of the stakeholders, including farmers,
4. Preparing and disseminating material for generating awareness amongst the farmers and other stakeholders,
5. Organising trainings other than those provided under the specific components,
6. Monitoring, evaluation of the scheme, and undertaking impact studies,
7. Providing funds for innovations, and software / database development.

7.4 SUB-MISSION ON SKILL DEVELOPMENT, TECHNOLOGY TRANSFER AND EXTENSION

7.4.1 Component (I) - IEC Support for Livestock Extension

7.4.1.1 In knowledge-driven development, there is need for providing extension education keeping in view the diverse needs of the livestock owners not only on production procedures, but also the knowledge about the whole range of livestock-business, production systems, research institutions, programmes and schemes of the development departments, quality certification and reporting procedures, grading, packaging, storage, transportation and other requirements of both domestic and export markets, including interfaces at different levels with unlimited partners. The development of Information Communication Technology (ICT) and Telecommunication Network have paved the way for creation of information network, knowledge pool and services which can be intensively used for the purpose.

The following Components will be under taken to implement this Sub-Mission:

1. Component (I) – IEC Support for Livestock Extension
2. Component (II) - Training and capacity Building
3. Component (III)-Livestock Farmers Groups/Breeder's Association
4. Component (IV)- Organization of Livestock Mela / Show
5. Component (V) – Regional Livestock fair
6. Component (VI)-Operationalisation of Farmers Field Schools.
7. Component (VII)- Exposure Visit for livestock Extension facilitators
8. Component (VIII)- Exposure Visit of farmer
9. Component (IX) – Staff component of livestock Extension.

7.4.1.2 Brief guidelines and proforma for submitting the proposals under above sub-components are placed from **Annexure-D-I** to **D-IX**.

Sub-mission: Livestock Development**Component I: Entrepreneurship Development and Employment Generation (EDEG)**

| | | |
|----|----------------------------|--|
| 1. | Name of the Sub-Components | <ul style="list-style-type: none"> a. Poultry Venture Capital Fund (PVCF-EDEG) b. Integrated Development of Small Ruminants and Rabbits (IDSRR-EDEG) c. Pig Development (PigD-EDEG) d. Salvaging of Male Buffalo Calves (SMBC-EDEG) |
| 2. | Objectives | <ul style="list-style-type: none"> a. Poultry Venture Capital Fund (PVCF-EDEG) <ul style="list-style-type: none"> i. To encourage entrepreneurship in various poultry activities and provide capacity building for employment opportunities ii. To improve production of poultry products and productivity of processing units through technology upgradation and also encourage introduction of innovative technology. iii. To encourage rearing of other poultry species like quails, ducks, and turkeys etc. which have good potential. b. Integrated Development of Small Ruminants and Rabbits (IDSRR-EDEG) <ul style="list-style-type: none"> i. Development of Sheep for Wool and Mutton ii. Development of Goat for Meat and Milk iii. Assistance for Establishment of Goat Farms in Government Sector, NGO and Private iv. Assistance for Establishment of Rabbit Breeding Farms for Wool. v. Assistance for Training in Sheep, Goat and Rabbit Production c. Pig Development (Pig Development-EDEG) <ul style="list-style-type: none"> i. Encourage commercial rearing of pigs by adopting scientific methods and creation of infrastructure ii. Production and supply of improved germ plasm iii. Organizing stakeholders to popularize scientific practices iv. Create supply chain for pork industry v. Encourage value addition for better income. d. Salvaging of Male Buffalo Calves (SMBC-EDEG); <ul style="list-style-type: none"> i. Salvage and rear male buffalo calves to enhance survival rate, ii. Increase availability of buffalo meat for export and domestic markets, iii. Enlarge raw material base for leather industry, iv. Improve availability of by-products such as meat-cum-bone meal, tallow, hides, bio-fertilizer, brushes, combs and buttons, etc., v. Improve India's foreign exchange earning through export of buffalo meat and leather products, |

| | | |
|----|---------------------------------|--|
| | | <p>vi. Create avenues of economic gain from genetic material which otherwise go waste by linking livestock farmers and meat / leather industry, and</p> <p>vii. Enhance employment opportunities in rural areas.</p> |
| 3. | Salient Features | <p>The project is designed mainly for entrepreneurship development and technology infusion wherein a basket of activities which are bankable are placed from which farmers, individual entrepreneurs, NGOs, companies, cooperatives, groups of unorganised and organized sector which include Self Help Groups (SHGs), Joint Liability Groups (JLGs) etc. can choose from. The eligible activities, proportion of subsidy in relation to project cost and indicative cost norms are given, as a general guideline at Annexure-A. I(C) for various areas and various categories of beneficiaries, unless otherwise mentioned.</p> <p>State Government may scout for potential beneficiaries and facilitate with banks and enable processing of application/ proposal. The entrepreneurs shall apply to their banks for sanction of the project. The bank shall appraise the project as per their norms and if found eligible, sanction the total outlay excluding the margin, as the bank loan. The loan amount is then disbursed in suitable instalments depending on the progress of the unit. After the disbursement of first instalment of the loan, the bank shall apply to the concerned Regional Office of NABARD for sanction and release of total eligible subsidy.</p> |
| 4. | Beneficiaries | Farmers, individual entrepreneurs, NGOs, Companies, Cooperatives, Groups of organized and unorganized sector which include Self-Help Groups (SHGs) and Joint Liability Groups (JLGs). |
| 5. | Pattern of financial assistance | Central assistance, as provided under Annexure-E |
| 6. | Implementing agencies | State Government; fund channelizing through NABARD. |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Entrepreneurship Development and Employment Generation (EDEG)”**

| | |
|----|---|
| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered |
| d. | Financial Pattern of Assistance proposed |
| e. | Cost |
| f. | Duration a) Commencement (Year) b) Exp. Date of Completion |
| g. | Whether proposal is in accordance with the Mission guidelines? |
| h. | Whether amount sought is against proposals recommended by SLSMC and major objectives outlined |
| i. | Whether forward and backward linkages of the proposals sanctioned have been tied up i.e. viability ensured. |
| j. | For technology up gradation/ innovation, modernization projects, basic information on the technology /practice to be introduced should be furnished along with the benefits that would accrue to the farmers. |
| k. | Whether issues of veterinary health cover of the flocks/stocks including vaccination for diseases and basic biosecurity concerns addressed |
| l. | Review of implementation status of earlier projects of similar nature funded under RKVY or other Government schemes, if implemented, should be included. |
| m. | Are the Environmental and Disaster Management norms of the State complied with? |
| n. | Whether UCs of funds released earlier submitted sanction-wise? |
| o. | Whether audited UCs of funds given in previous years furnished? |
| p. | No. of SLSMC/ SLEC meetings held/ major decisions taken |
| q. | Expected Output / per Unit / per beneficiaries |
| r. | Physical Progress with respect to number of units, type of units, SC/ST/Women/ differently-abled beneficiaries etc. furnished State-wise, year-wise |
| s. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. In case of certain livelihood programs, the benefits accrued by beneficiaries, social development etc. |
| t. | Growth Impact |
| u. | Any other relevant information related to the proposal: |
| v. | Name and signature of the Head of the implementing agency/ Fund channelizing agency |
| w. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Livestock Development

Indicative subsidy ceilings under the component of 'Entrepreneurship Development and Employment Generation' (EDEG)

| Sub-component - Poultry Venture Capital Fund (PVCF)-EDEG | | |
|--|--|---|
| S.N. | Component | Ceiling of Subsidy |
| i | Breeding Farms for Birds of alternate species like turkey, ducks, Japanese quails, guinea fowl and geese | At 25% level subsidy- subsidy ceiling Rs. 7.50 lakh Varies depending on the species and unit size. |
| ii | Central Grower Units (CGU) – upto 16000 layer chicks per batch. | At 25% level subsidy- subsidy ceiling Rs. 10 lakh for a unit of 16000 layer chicks per batch (three batches a year) - Varies with size. |
| iii | Hybrid Layer (chicken) Units – upto 20000 layers | At 25% level subsidy- subsidy ceiling Rs. 2 lakh for 2000 layer unit - Varies with the size. |
| iv | Hybrid Broiler (chicken) Units – upto 20000 birds. Can be weekly, fortnightly, monthly, all-in all-out batches. Bird strength at any point of time should not exceed 20000 birds | At 25% level subsidy- subsidy ceiling Rs. 0.56 lakh for a batch of 1000 broilers - Varies with unit size |
| v | Rearing of Poultry like low-input technology variety of chicken and other alternative species like turkey, ducks, Japanese quails, guinea fowl and geese. | At 25% level subsidy- subsidy ceiling Rs. 5 lakh Varies with the species and unit size |
| vi | Feed Mixing units (FMU) - 1.0 ton per hour Disease Investigation Lab (DIL) | At 25% level subsidy- subsidy ceiling Rs. 4 lakh |
| vii | Transport Vehicles – open cage | At 25% level subsidy- subsidy ceiling Rs. 2 lakh |
| viii | Transport Vehicles – Refrigerated | At 25% level subsidy- subsidy ceiling Rs. 3.75 lakh |
| ix | Retail outlets – Dressing units | At 25% level subsidy- subsidy ceiling Rs. 2.50 lakh |
| x | Retail outlets – marketing units | At 25% level subsidy- subsidy ceiling Rs. 3.75 lakh |
| xi | Mobile marketing units | At 25% level subsidy- subsidy ceiling Rs. 2.5 lakh |
| xii | Cold storage for poultry products | At 25% level subsidy- subsidy ceiling Rs. 5 lakh |
| xiii | Egg / Broiler Carts | At 25% level subsidy- subsidy ceiling Rs. 3750/- |
| xiv | Large Processing Units 2000-4000 birds per hour | At 25% level subsidy- subsidy ceiling Rs. 125 lakh |
| xv | Emu Processing units | At 25% level subsidy- subsidy ceiling Rs. 250 lakh |
| xvi | Feather Processing Units/ litter management | Varies with unit size. The subsidy ceiling is Rs. 125 lakh. |
| xvii | Technology upgradation/ innovations including waste disposal/ incinerators, mini-hatchers, egg vending machines etc. | Varies with the component. The subsidy ceiling is Rs. 125 lakh. For new/ innovative projects EC may decide the subsidy/ value cap depending upon the scope and importance of the project. |

| Sub-component - Integrated Development of Small Ruminants and Rabbits (IDSRR)-EDEG | | |
|---|---|---|
| i | Commercial Units of 10 ewe / does+ 1 ram / buck | At 25% level subsidy- subsidy ceiling Rs. 12,500/- |
| ii | Breeding farms with 100 ewe / does + 5 ram / bucks | At 25% level subsidy- subsidy ceiling Rs. 2,50,000/- |
| iii | Commercial rabbit -Angora units | At 25% level subsidy- subsidy ceiling Rs. 75,000/- |
| iv | Rabbit - Angora breeding Farms | Varies with unit size |
| Sub-component - Pig Development-EDEG | | |
| i | Commercial rearing units (3 sows + 1 Boar) | At 25% level subsidy- subsidy ceiling Rs. 25,000/- |
| ii | Pig Breeding Farms (20 sows + 4 Boars) | At 25% level subsidy- subsidy ceiling Rs. 2,00,000/- |
| iii | Retail Pork Outlets with facility for chilling | At 25% level subsidy- subsidy ceiling Rs. 3,00,000/- |
| Sub-component - Salvaging of Male Buffalo Calves-EDEG | | |
| i | Mini Units: Rearing of male Buffalo calves upto 25 calves. | At 25% level subsidy - subsidy ceiling Rs. 6,250/- per calf. It would be implemented by the State Governments and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |
| ii | Commercial Units: Rearing of male Buffalo calves, more than 25 calves upto 200 calves at one location. | At 25% level subsidy - subsidy ceiling Rs. 1,50,000/- per 25 calves (at the rate of Rs.6,000/- per calf). It would be implemented by the State Governments and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |
| iii | Industrial Rearing Units: more than 200 calves upto 2000 Buffalo calves at one location. | At 25% level subsidy - subsidy ceiling Rs. 6,25,000/- per 200 calves (at the rate of Rs.3,125/- per calf). It would be implemented by the APEDA and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |

Note:

- The ceiling on subsidy in general is at the rate of 25%. Pro-rata variable subsidy depending on category of beneficiary and location of the project will be applicable. The unit cost assumed for calculation of ceiling of subsidy is indicative only and SLSMC can revise or modify as per the prevailing market price in the area.
- Rearing of male buffalo calves for a minimum period of 24 months.
- All units under 'Entrepreneurship Development and Employment Generation', include provisions for feed and fodder, silage making, biosecurity and healthcare, insurance and other project activities etc.

- (d) An entrepreneur may avail more than one unit (maximum 4 units) of Commercial Unit of 10 ewe / does+ 1 ram / buck and; Commercial rearing units (3 sows + 1 Boar).
- (e) No multiple unit will be allowed for other activities under the Component- EDEG.

Proportion of Subsidy for various areas and various categories of beneficiaries

(i) NORMAL AREAS:

| Category | Back ended subsidy | Credit | Beneficiary Share /Margin Money |
|---------------|--------------------|--------|---------------------------------|
| BPL / SC / ST | 33.33% | 56.67% | 10% |
| APL | 25% | 65% | 10% |

(ii) NORTH EAST REGION / HILL AREAS / LWE AFFECTED DISTRICTS

| Category | Back ended subsidy | Credit | Beneficiary Share /Margin Money |
|---------------|--------------------|--------|---------------------------------|
| BPL / SC / ST | 50% | 40% | 10% |
| APL | 35% | 55% | 10% |

(iii) DIFFICULT AREAS

| Category | Back ended Subsidy | Credit | Beneficiary Share |
|---------------|--------------------|--------|-------------------|
| BPL / SC / ST | 60% | 30% | 10% |
| APL | 45% | 45% | 10% |

Abbreviations : BPL: Below Poverty Line, SC / ST: Schedule Caste / Schedule Tribe

APL: Above Poverty Line

Types of Areas:

NORMAL AREAS: All areas which do not fall under the subsequent categories.

NORTH EAST REGION: Seven NE States and Sikkim.

HILL AREAS: Designated Hill Areas indicated below :

| State | Districts | State | Districts |
|-----------------|--|------------------|---|
| Assam | 1. North Cachar 2. Karbi Anglong | West Bengal | 1. Darjeeling |
| Uttarakhand | 1. Dehradun 2. Pauri Garhwal 3. Tehri Garhwal 4. Chamoli 5. Uttarkashi 6. Nainital 7. Almora 8. Pithoragarh | Himachal Pradesh | 1. Chamba 2. Kinnaur 3. Kullu 4. Lahauland Spiti 5. Shimla 6. Kangra |
| Jammu & Kashmir | Kathua Udhampur Doda Baramulla | Tamil Nadu | 1. Nilgiris |
| Mizoram | Chimpuipui Lunglei Town in Lunglei District | | |

Notified Left Wing Extremist Affected Districts (83 Nos.).

| State | Districts | State | Districts |
|----------------|--|----------------|--|
| Andhra Pradesh | 1. Anantapur 2. Adilabad 3. East Godavari 4. Guntur 5. Karimnagar 6. Khammam 7. Kurnool 8. Medak 9. Mehboobnagar 10. Nalgonda 11. Prakasam 12. Srikakulam 13. Visakhapatnam 14. Vizianagaram 15. Warangal 16. Nizamabad | Bihar | 1. Arwal 2. Aurangabad 3. Bhojpur 4. East Champaran 5. Gaya 6. Jamui 7. Jehanabad 8. Kaimur 9. Munger 10. Nalanda 11. Nawada 12. Patna 13. Rohtas 14. Sitamarhi 15. West Champaran |
| Uttar Pradesh | 1. Chandauli 2. Mirzapur 3. Sonbhadra | West Bengal | 1. Bankura 2. Midnapore 3. Purulia |
| Maharashtra | 1. Chandrapur 2. Gadchiroli 3. Gondia | Madhya Pradesh | 1. Balaghat |
| Chhattisgarh | 1. Bastar 2. Bijapur 3. Dantewada 4. Jashpur 5. Kanker | Chhattisgarh | 1. Korea- Baikunthpur 2. Narayanpur 3. Rajnandgaon 4. Sarguja |

DIFFICULT AREAS: Notified Difficult Areas like Leh, Ladakh, Kargil areas, areas above 11,000 ft. height from mean sea level as well as difficult islands.

Sub-mission: Livestock Development

Component II: Modernisation and Development of Breeding Infrastructure

| | | |
|----|----------------------------|---|
| 1. | Name of the sub-Components | <ul style="list-style-type: none"> i. Central Government farms ii. State / University farms as showcase farms iii. Strengthening of existing Breeding infrastructure of State / University farms |
| 2. | Objectives | <p>I. Central Government farms</p> <p>a. Central Poultry Development Organizations including Central Poultry Performance Testing Centre</p> <ul style="list-style-type: none"> i. To evolve and develop quality poultry chicks, ducklings both parent stock and commercial stock, both egg type and meat type by taking up breeding programs on various strains maintained. ii. To intensify training of family poultry producers and also impart poultry training at Central Poultry Development Organization and Training Institute at Hessarghatta, Bengaluru in various areas of poultry production mostly for in-service candidates and other institutional candidates including foreign candidates mostly from the developing countries. iii. To evaluate quality of the poultry feed ingredients and other animal feed as part of quality control activities. iv. To diversify activities by introduction of new species such as duck, Japanese quail, guinea fowl & turkey—etc. for future development and expansion. v. To conduct layer and broiler tests to evaluate the economical status of the various stocks developed/available in the country in private and public sector. vi. To assist States/ U.Ts in their poultry development programs. <p>b. Central Sheep Breeding Farm, Hisar</p> <ul style="list-style-type: none"> 1. Under DAHDF, for supply of breeding Rams to State Government Farms, private breeder and NGOs 2. For supply of breeding bucks to State Government Farms, private breeder and NGOs 3. For Training in Sheep rearing 4. For training in machine shearing of sheep <p>II. State / University farms: Showcase farms</p> <ul style="list-style-type: none"> i. So far as infusion of technology is concerned, there is a gulf of difference between commercial breeding farms in the private sector and the breeding farms in the public sector particularly in case of poultry and pigs. ii. In order to bridge this gap, 4-6 farms for each species will be selected for developing into state-of-the-art farms (model farms) with infusion of high- end technology and automation with focus on biosecurity and maintenance of disease free stock. |

| | | |
|----|---------------------------------|---|
| | | <p>III. Strengthening of existing Breeding infrastructure of State / University farms</p> <p>The objective is to enable the flow of suitable germplasm from the research Institutions / laboratories to the grassroots level alongwith other technical services through:</p> <ul style="list-style-type: none"> i. Capacity building of State Poultry Farms; Modernization of farm - automation, modern farm equipment, high-end technology infusion etc. ii. Developing and implementing package of practices at the ground level for different types of poultry system including family poultry system for supplementary income generation and family nutrition. iii. Poultry production in a clustered manner through a scientific approach. |
| 3. | Salient Features | <ul style="list-style-type: none"> i. The Central Organisations will prepare an infrastructure development plan on the basis of which case to case approval and expenditure sanction will be provided by the Department. ii. The States may be required to make a thorough assessment of all farms / breeding infrastructure with respect to their potential and performance, and select the farms with high potential. These farms picked up for strengthening will also be mandated to train State officials/ entrepreneurs/farmers. iii. It may also be stated that for State farms, except showcase farms, civil work may be kept to minimal and no funds may be allotted for new major construction, routine maintenance and patchworks etc. However, incidental civil work for installation of machinery and equipment, 10% of the funds may be allocated. Further, if felt necessary or urgent, works involved with automation, modernization and biosecurity may be recommended by SLEC. There also should be application disaster management technologies in all infrastructure projects. iv. One time operational/ Revolving Fund (maximum Rs. 15 lakh) may be provided to these farms for smooth operations maintenance to ensure long term sustainability. v. For breeding improved varieties of animals across these species, assisted reproduction technologies (ARTs) as applicable will be propagated. |
| 4. | Pattern of financial assistance | Central assistance, as provided under Annexure-E. In case of Government of India farms, the same pattern of funding as was done in the erstwhile Central Sector Scheme for subordinate/ attached offices in Plan and Non Plan heads would continue. |
| 5. | Implementing agencies | Central Government, State Government/ UTs, State Universities (through State Government / UT Administration). There may not be any objection if State Government, in turn engages and implements through NGOs or private agencies/ bodies |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Modernisation and Development of Breeding Infrastructure”**

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| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered |
| d. | Financial Pattern of Assistance proposed |
| e. | Cost (In Crore) |
| f. | Duration a) Commencement (Year) b) Exp. Date of Completion |
| g. | Whether proposal is in accordance with the Mission guidelines? |
| h. | Whether the proposal recommended by SLEC and major objectives outlined |
| i. | State Poultry Profile: Points below may be given as relevant to the project and basic idea is to identify the gaps and how the project envisages filling the gap |
| j. | Value addition /realization on account of the project and the physical infrastructure proposed e.g. landing centers/markets/cold chain etc. (cost estimate contained in the proposal should be based on the approved Schedule of Rates (SoR). In case of non-availability of approved SoR, the cost estimate should be formulated based on the prevailing market rates and in such cases; the reasonability of the rates adopted should be certified by the competent authority of the State/UT). The item-wise financial details may be included. |
| k. | Whether forward and backward linkages have been tied up e.g. availability of seed/feed/markets etc. |
| l. | For technology up gradation/ modernization projects, basic information on the technology /practice to be introduced should be furnished along with the benefits that would accrue. |

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| m. | Whether issues of breeding, nutrition, management, veterinary health cover of the flocks/ birds including vaccination for diseases and basic biosecurity concerns addressed |
| n. | Whether training of the beneficiary farmers and marketing of the product have been addressed in the project |
| o. | Adoption of improved practices like application of area specific feed resources and hygienic/ biosecure shelters by dovetailing funding available under other ongoing schemes like NREGA need to be specified in the project. |
| p. | The project proposal should clarify whether financial /skilled human/other resources are available for operation /maintenance /continuation of the project. |
| q. | Review of implementation status of earlier projects of similar nature funded under RKVY or other Government schemes should be included. |
| r. | Are the Environmental, Pollution and Disaster Management norms of the State/ Country complied with? |
| s. | Whether UCs of funds released earlier submitted? |
| t. | Whether audited UCs of funds given in previous years furnished? |
| u. | Expected Output / per Unit / per beneficiaries |
| v. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| w. | Growth Impact |
| x. | Any other relevant information related to the proposal: |
| y. | Name and signature of the Head of the implementing agency: |
| z. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Livestock Development

Component III: Interventions towards productivity enhancement

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| 1. | Name of the sub-Components | <ul style="list-style-type: none"> i. Rural Backyard Poultry Development ii. Interventions in the breeding tract of high fecundity breeds iii. Research studies and linkages with professional bodies iv. Propagation of Artificial Insemination Biotechnology centres for fecundity breeds v. Training and orientation of functionaries vi. Ram / Buck / Boar shows vii. Community led breed improvement programmes viii. Cluster based mass de-worming / health cover programmes ix. Innovative projects |
| 2. | Objectives | <p>Rural Backyard Poultry Development: Rural Backyard Poultry Development</p> <p>The 'Rural Backyard Poultry Development' component is envisaged to cover beneficiaries from BPL families to enable them to gain supplementary income and nutritional support. The SHGs/ NGOs, entrepreneurs may take up mother unit activity which will procure the day old chicks either from the State Poultry Farms or from the private hatchery and will rear the birds upto 4 weeks of age. This scheme component aims at supporting BPL beneficiary families with tapering assistance, wherein 4-week old chicks, suitable for rearing in the backyard, reared at the 'mother units' are further distributed to them in batches. Further, provision is there to raise the birds in a bio-secure manner for night-shelter etc.</p> <p>Interventions in the breeding tract of high fecundity breeds</p> <ul style="list-style-type: none"> (i) Interventions in the breeding tracts of high fecundity breeds; (ii) Sponsoring need based research / studies and linkages with professional bodies; (iii) Propagation of Artificial Insemination (AI); (iv) Biotechnology centres for fecundity breeds; (v) Community led breed improvement programmes; (vi) Innovative projects <p>Research studies and linkages with professional bodies</p> <p>Propagation of Artificial Insemination Biotechnology centres for fecundity breeds</p> <p>During the XII Plan propagation of Artificial Insemination in small ruminants will be given special focus by establishment of semen banks/collection centres. In addition, organizing camps for mass de-worming / vaccination, supply of area specific mineral mixtures, etc., will also be allowed under the programme.</p> |

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| | | Training and orientation of functionaries |
| | | Ram / Buck / Boar show |
| | | Community led breed improvement programmes |
| | | Cluster based mass de-worming / health cover programmes |
| | | Innovative projects |
| 3. | Salient Features | <p>Rural Backyard Poultry Development This component will cover beneficiaries from BPL families. Chicks reared upto the age where they can survive at the farmers' backyard may be distributed in 2 or 3 batches to the beneficiaries. The cost ceiling for each chick will be Rs.50/-. The ceiling for number of birds to be distributed would be Forty Five.</p> <p>The beneficiary will also be provided with a lump sum ceiling amount of Rs.1500/- towards cages, night shelter, feeders, etc. In both instances, a Central share as indicated in the Administrative Approval for the prevailing year shall be followed.</p> <p>Mother units for raising day old chicks upto the marketable age of 4 weeks may also be established. Establishment of mother units will be allowed at State Poultry establishments as well as beneficiary level with Central assistance of maximum Rs. 60,000/- per unit.</p> <p>In case if mother unit is established at already assisted State Poultry farm under erstwhile schemes, Central assistance will not be provided.</p> <p>Operational credit-cum-subsidy for mother units may be availed under Central Grower Unit component of Poultry Venture Capital Fund (EDEG).</p> <p>Only low input technology birds listed in Annexure F will be propagated under this component. The firms listed in the table have to send feedback by end of December 2016, and subsequently every 2 years, if the programme continues, on the field performance reports, roles played, success stories and constraints faced in field if any; otherwise the variety may be excluded from the list without prior notice.</p> |
| | | Interventions in the breeding tract of high fecundity breeds |
| | | Research studies and linkages with professional bodies |
| | | Propagation of Artificial Insemination Biotechnology centres for fecundity breeds |
| | | Training and orientation of functionaries |
| | | Ram / Buck / Boar shows |
| | | Community led breed improvement programmes – Purchase and Distribution of superior Rams/Bucks for breed improvement and productivity enhancement State Government shall submit proposal for |

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| | <p>purchase and distribution of Rams/Bucks as per guidelines of NLM. The State Department while preparing the proposal will decide the number and name of the districts of the State concerned where the project will be implemented, with justification for the number of bucks to be distributed in those districts.</p> <p>The Rams and Bucks will be the property of the State Government and would be circulated to village of another tehsil/ District after breeding for one year.</p> <p><u>Selection of Breeds and price</u></p> <p>All these are based on good record keeping and as per the following criteria: -</p> <ol style="list-style-type: none"> 1. As per the State Government Breeding Policy of Small Ruminants, if any. 2. If it is a native breed tract, then only the native breed should be selected. 3. The Breed should be in the registered list of Breeds as on date with the National Bureau of Animal Genetic Resources (NBAGR) and list is available on the web site of the NBAGR. 4. To the extent feasible, only purebred Rams and Bucks should be selected for breeding. 5. The proposed procurement price of the Ram and Bucks should be based on the prevailing market rates. The price of the Ram and Bucks available on the Website of CSWRI Avikanagar CIRG, Makhdoom and CSBF, Hissar should be consulted as a reference. <p><u>Selection Committee</u></p> <p>The Selection Committee for selection of Bucks and rams would consist of at least three members, including:</p> <ol style="list-style-type: none"> 1. District level Veterinary Officer, 2. Sarpanch or Gram Panchayat Representative, 3. Representative of the Breeders society , if available, 4. Representative of the active NGO relating to Small Ruminant Development working in that area, 5. Block level Veterinary Officer. <p><u>Criteria for selection of ram/buck:</u></p> <p>A good ram/buck meets the following criteria:</p> <ol style="list-style-type: none"> 1. Animal should be healthy, have sound feet, interested in the surrounding does/ewes, with no obvious abnormalities. 2. Wide chest, straight body and strong masculine head and neck. 3. Strong limbs with no limb deformities especially of hind limbs. 4. Heavy muscles over the loins, hips and upper fore-legs. 5. Two well-developed testes. 6. Testicles should be seen easily from the back. |
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| | | <p>7. Testicles not hard neither too soft to touch.</p> <p>8. No wounds or scars on scrotum.</p> <p>9. Must look fierce or aggressive, and show libido (willingness to mount).</p> <p>10. Should data like individual data, lifetime information data, pedigree information (parents& grandparents), progeny/ off-spring performance, performance of relatives, etc. be available, these are also to be taken into consideration as criteria for selection.</p> <p><u>Insurance</u></p> <p>All bucks and rams would be insured under Livestock Insurance Scheme of the NLM. The Rams/Bucks would be insured in the name of and by the State Animal Husbandry Department.</p> <p><u>Feeding & Maintenance of Rams and Bucks</u></p> <p>The concerned Gram Panchayat will give responsibility of Rams and Buck to Breeders Society/ SHG/ Community Animal Health Workers (priority should be given to Women's SHG or PashuSakhî) and be responsible for drawing up the terms of services, including setting of natural service charges to meet out management and feeding of Ram and Buck.</p> <p>An agreement/MOU would be signed between the Panchayat/SHG/Breeders' Society and the State Government stating that the animal is given to the concerned Panchayat/SHG/Breeders' Society for its up keep and judicious use for breeding purposes, up gradation of breed and/or improvement in productivity of the native herds in the village.</p> <p>The agreement /MOU should specify the terms and conditions for the upkeep and management of the buck/ram as decided by the Gram Panchayat and also clearly mention that the bucks should be exchanged among the villages on an annual basis; the exchange would be coordinated by the Block Level Veterinary Officer.</p> <p><u>Vaccination and Deworming</u></p> <p>The vaccination and Deworming of the rams and bucks would initially be done by the State Government Veterinarian or an authorized representative. Subsequently it would be the responsibility of the buck-keeper to ensure that all preventive measures are taken timely, with assistance of the local State Veterinary hospital/dispensary.</p> <p><u>Exchange of Buck/Ram every year between the villages and District and culling</u></p> <p>The Ram/Bucks would be exchanged every year and would be transferred to village of another Tehsil/ District to avoid inbreeding. The Rams and bucks would be culled after 5 year or/exhausting the reproductive life of the animals sale procees would go to the State Animal Husbandry Department for replacement of breeding bucks/rams.The Buck exchange programme would be coordinated by</p> |
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| | | the Block Level Veterinary Officer. |
| | | Cluster based mass de-worming / health cover programmes |
| 4. | Pattern of financial assistance | Central assistance, as provided under Annexure-E. Further, as stated in General Guidelines, States may decide upon the sharing basis between State Government and beneficiary, if the component involves the latter. |
| 5. | Implementing agencies | Central Government, State Government/ UTs, |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Interventions towards productivity enhancement”**

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| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered |
| d. | Financial Pattern of Assistance proposed |
| e. | Cost |
| f. | Duration a) Commencement (Year) b) Exp. Date of Completion |
| g. | Whether proposal is in accordance with the Mission guidelines? |
| h. | Whether the proposal recommended by SLEC and major objectives outlined |
| i. | STATE LIVESTOCK PROFILE: Points below may be given as relevant to the project and basic idea is to identify the gaps and how the project envisages filling the gap |
| j. | In case of Rural Backyard Poultry Development: Area of operation, undertaking for ensuring health care, number of BPL beneficiaries to be covered, number of mother units proposed, number of low-input technology birds proposed to be distributed etc. |
| k. | Whether forward and backward linkages have been tied up e.g. availability of seed/feed/markets etc. |
| l. | For technology up gradation / modernization projects, basic information on the technology /practice to be introduced should be furnished along with the benefits that would accrue. |
| m. | Whether issues of breeding, nutrition, management, veterinary health cover of the flocks/ birds including vaccination for diseases and basic biosecurity concerns addressed |

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| n. | Whether training of the beneficiary farmers and marketing of the product have been addressed in the project |
| o. | Adoption of improved practices like application of area specific feed resources and hygienic/ biosecure shelters by dovetailing funding available under other ongoing schemes like NREGA need to be specified in the project. |
| p. | The project proposal should clarify whether financial /skilled human/other resources are available for operation /maintenance /continuation of the project. |
| q. | Review of implementation status of earlier projects of similar nature funded under RKVY or other Government schemes should be included. |
| r. | Are the Environmental, Pollution and Disaster Management norms of the State/ Country complied with? |
| s. | Whether UCs of funds released earlier submitted? |
| t. | Whether audited UCs of funds given in previous years furnished? |
| u. | Expected Output / per Unit / per beneficiaries |
| v. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| w. | Growth Impact |
| x. | Any other relevant information related to the proposal: |
| y. | Name and signature of the Head of the implementing agency: |
| z. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Livestock Development**Component IV: Risk Management**

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| 1. | Name of the sub-Components | Risk Management |
| 2. | Objectives | The objective of the scheme is to management of risk and uncertainties by providing protection mechanism to the farmers against any eventual loss of their animals due to death and to demonstrate the benefit of the insurance of livestock to the people. |
| 3. | Salient Features | <p>The 'Risk Management & Insurance' as component of sub-mission on livestock development of NLM is to be implemented in all the Districts of the Country and, in case if new Districts are carved out of the existing Districts, than the new districts will also be covered. The indigenous / crossbred milch animals, pack animals (Horses, Donkey, Mules, Camels, Ponies and Cattle/Buff. Male) and Other livestock (Goat, Sheep, Pigs, Rabbit, Yak and Mithun) will be under the purview of the 'Risk Management & Insurance'. Benefit of subsidy is to be restricted to 5 animals per beneficiary per household for all animals except sheep, goat, pig and rabbit. In case of sheep, goat, pig and rabbit the benefit of subsidy is to be restricted based on 'Cattle Unit' and one cattle unit is equal to 10 animals' i.e for sheep, goat, pig and rabbit. Therefore the benefit of subsidy to sheep, goat, pig and rabbit is to be restricted to 5 'Cattle Unit' per beneficiary per house hold. If a beneficiary has less than 5 animals / 1 Cattle Unit can also avail the benefit of subsidy.</p> <p>The Risk management and Insurance component envisages the following payments from central funds as Grant's - in -Aid</p> <ul style="list-style-type: none"> (a) Subsidy as per Annexure-E (b) 100% Payments of Honorarium to the Veterinary Practitioners and (c) 100% Publicity <p>However a beneficiary may insure more than 5 animals by paying the full premium without availing the benefit of subsidy for all animals except sheep, goat, pig and rabbit. Similarly a beneficiary may insure more than 5 'Cattle Unit' by paying the full premium without availing the benefit of subsidy for sheep, goat, pig and rabbit.</p> <p>For this purpose, 'household' will be defined on the same lines as adopted under Mahatma Gandhi National Rural Employment Guarantee Act, 2005, here-in-after referred to as MNREGA for brevity. Efforts should be made to insure the animals for at least three years rather than one year.</p> <p>Special efforts will be made to associate and involve the registered milk societies / unions for insuring the animals belonging to the members of these societies / unions as a group. The insurance companies will also be persuaded to give some further concessions to these societies / unions with respect to rate of premium as the work of their agents will be reduced otherwise.</p> |

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| | | <p>In order to get the maximum benefit in terms of competitive premium rates, easier procedures of issue of policy and settlement of claims, Chief Executive Officer will be empowered to decide upon the Insurance company(s) and the terms and conditions. While selecting Insurance Company, besides premium rates offered, their capacity to provide services, terms and conditions and service efficiency on objective criteria should also be taken into account. The CEO will invite quotations in writing from those public and private general insurance companies having a network in the State/UTs or a considerable part of the State/UTs. Only one tender should be floated for the whole State/UTs considering state as a unit. The tender may comprise of 3 or more items defining the type of geographical / LWE area for which separate premium rates may be quoted by the insurance company/agencies. A tender committee would be constituted by the State/UTs Government in which one representative to be nominated by the Joint Secretary, DADF; GoI would be there who is responsible for implementing the 'Risk Management & Insurance' as component of sub-mission on livestock development of NLM in GoI.</p> <p>Under no circumstances, the rate of premium should exceed 3%, 3.5% and 4.0% for annual policies and 7.5%, 9.0% and 10.5% for three-year policies</p> <p>Normally, a single insurance company should be entrusted for insurance work in States/UTs for a particular type of area and if more than one company bids the same premium rate then the area should be divided equally in terms of Revenue Divisions or in absence of Revenue Divisions, region wise.</p> <p>Default in settlement of claim or any types of deficiency in services on part of Insurance Companies should immediately be brought to the notice of the Insurance Regulatory and Development Authority (IRDA) which is a nodal authority in the country in this regard with intimation to the District Monitoring Committee and DADF.</p> <p>The Service Tax, if applicable will be paid by the concerned beneficiary / State/UT Government as per the prevalent Rules.</p> <p>The Post Mortem Report of the deceased animal and examination of the animal while issuing insurance policy is to be carried out by the veterinary practitioners registered with the Veterinary Council of India.</p> <p>In order to generate confidence among the farmers about the efficacy of the 'Risk Management & Insurance' as component of sub-mission on livestock development of NLM, it is important that the policy cover should take effect once the basic formalities like identification of animal, its examination by the veterinary practitioner, assessment of its value and its tagging along with payment of the premium to the insurance company or its agent by the owner are completed. The selected insurance company will have to agree to this. However, it is possible that the selected Insurance Company may demand for whole premium in advance so that the insurance cover can take effect immediately after the owner pays the beneficiary share. In order to take care of this problem, there could be an arrangement by which the admissible percentage of the premium amount of the Central and State Share, of maximum number of animals that generally expected to be insured in a period of three month, is paid in advance to the insurance company by the CEO. The selected insurance company, on its part, should issue instructions to their branches that as and when share of the premium is paid by the owner, they should</p> |
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| | | <p>issue the policy with immediate effect. Target of getting the number of animals insured in one month period for payment of advance to the Insurance Company should be on realistic basis and recouping of the advance fund should be on the basis of subsequent progress made by the concerned Insurance Company.</p> <p>An animal will be insured for its current market price. The market price of the animal to be insured will be assessed jointly by the beneficiary and the insurance company preferably in the presence of the Veterinary officer or the BDO. The minimum value of animal should be assessed by taking Rs.3000 per liter per day yield of milk or as per the price prevailing in the local market (declared by Government) for cow and Rs.4000 per liter per day yield of milk or as prevailing in the local market (declared by Government) for buffalo. The market price of pack animals (Horses, Donkey, Mules, Camels, Ponies and Cattle/Buff. Male) and Other livestock (Goat, Sheep, Pigs, Rabbit, Yak and Mithun) are to be assessed by negotiation jointly by owner of animal and by insurance company in the presence of veterinarians Doctor. In case of dispute the price fixation would be settled by the Gram Panchayat / BDO.</p> <p>The animal insured will have to be properly and uniquely identified at the time of insurance claim. The ear tagging should, therefore, be full proof as far as possible. The traditional method of ear tagging or the recent technology of fixing microchips could be used at the time of taking the policy. The cost of fixing the identification mark will be borne by the Insurance Companies and responsibility of its maintenance will lie on the concerned beneficiaries. The nature and quality of tagging materials will be mutually agreed by the beneficiaries and the Insurance Company. The Veterinary Practitioners may guide the beneficiaries about the need and importance of the tags fixed for settlement of their claim so that they take proper care for maintenance of the tags. The tag already available on animal may be utilized with unique identity number subject to the condition that it is mutually agreed by farmer and agency and there shall not be any dispute in settlement of claims on account of utilization of existing tag. While processing an insurance proposal, one photograph of the animal with the Owner and one photograph of the animal clearly with the EAR TAG visible shall be taken at the time of processing the insurance documentation.</p> <p>In case of sale of the animal or otherwise transfer of animal from one owner to other, before expiry of the Insurance Policy, the authority of beneficiary for the remaining period of policy will have to be transferred to the new owner. The modalities for transfer of livestock policy and fees and sale deed etc required for transfer, should be decided while entering into contract with the insurance company.</p> <p>The method of settlement of claim should be very simple and expeditious to avoid unnecessary hardship to the insured. While entering into contract with the insurance company, the procedure to be adopted / documents needed for settlement of claim should be clearly spelt out. Only four documents would be required by insurance companies for settling the claims viz. intimation with the Insurance Company, Insurance Policy paper, Claim Form and Postmortem Report. All documents/forms for insuring as well as settling the claims should be made available by the insurance agency in local language or in English language. In case the farmers' copy of the Insurance Policy paper is lost then the Insurance Company would immediately issue duplicate Insurance Policy paper. In</p> |
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| | | <p>case of claim becoming due, the payment of insured amount should be made within 15 days positively after submission of requisite documents. If an Insurance company fails to settle the claim within 15 days of submission of documents, the insurance company will be liable to pay, a penalty of 12% compound interest per annum to the beneficiary. While insuring the animal, CEOs must ensure that clear cut procedures are put in place for settlement of claims and the required documents are listed and the same is be made available to concerned beneficiaries along with the policy documents. The beneficiary should get full payment of the sum insured in case of death of animals. In case, there are delays in settling a claim or the claim is rejected, it must be fully justified by the concerned insurance company to the claimant under intimation to District Monitoring Committee and also to SIA. The provisions to these effects must be incorporated in the MOU with the insurance companies.</p> <p>It has been decided to pay an honorarium of Rs 50/- per animal at the stage of insuring the animal and Rs. 125/- per animal at the stage of conducting post-mortem and issuing post-mortem certificate in case of any insurance claim. Central Government will provide the amount needed for payment of honorarium to the SIAs. The CEOs should ensure that payment is made to Veterinary Practitioners at the end of each quarter for the animal's insured and veterinary certificates issued by them in that quarter.</p> <p>It has been felt that the onus of making the 'Risk Management & Insurance' as component of sub-mission on livestock development of NLM more popular lines with the insurance agency. The expenditure on publicity, therefore, needs to be minimized Efforts will be made to evolve Howveredairy cooperative societies, PRI and other agencies that have direct contact with milk producers in different ways; e.g. Gau-Mitras, Panchayati Raj Bodies, etc is to be involved in publicity. For this purpose the CEOs are empowered to provide assistance not exceeding Rs.50,000/- for Provincial Co-operative Dairy Federation (PCDF)/other agencies, not exceeding Rs.15,000/- for District Panchayat / other agencies and Rs.1,500/- for Block Panchayat / other agencies per annum either in cash and in the form of publicity material or a mix of both.</p> |
| 4. | Pattern of financial assistance | Central assistance as per Annexure-E |
| 5. | Implementing agencies | DADF is implementing the Centrally Sponsored 'Risk Management & Insurance' as component of sub-mission on livestock development of NLM is implemented through the SIAs such as State Livestock Development Board/Agency which are also implementing National Project for cattle & buffalo and breeding. In states/UTs where there are no SIAs, the 'Risk Management & Insurance' Scheme will be implemented through the State/UTs Animal Husbandry Departments |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of “RISK MANAGEMENT” & INSURANCE”**

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| a. | Name of the Implementing agency / Organization / Department: |
| b. | a) Address: |
| c. | b) Telephone No. and Fax No.: |
| d. | c) Email ID of the HOD: |
| e. | Present status of requirement: a) Fund released as on date: d) Actual Expenditure incurred: b) Balance available: c) Interest accrued on Central Grants: |
| f. | Premium Rate: a) For One year b) For three year |
| g. | Honorium |
| h. | Publicity |
| i. | Subsidy on premium |
| j. | Animals Insured: a) For one year b) For three year c) Total |
| k. | Beneficiaries: a) SC/ST Beneficiaries b) General Beneficiaries c) Total |
| l. | Claims made |
| m. | Claim settle |
| n. | Any other relevant information related to the proposal: |
| o. | Name and signature of the Head of the implementing agency: |
| p. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Livestock Development**Component V: Conservation of Livestock Breeds**

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| 1. | Name of the Component/ Sub-components (if any) | Conservation of Livestock Breeds |
| 2. | Objectives | <p>1. The States will be encouraged to undertake a structured programme of identification and documentation of new breeds.</p> <p>2. The universities will also be involved under this programme so that new varieties proposed to be registered are first studied at the State University level, then at the level of NBAGR before they are finally registered as breeds.</p> <p>3. These activities will be monitored by a State Level Committee on Animal Genetic Resources which will also take stock of population dynamics of the existing breeds whose native tracts lie in the State.</p> <p>4. Annual seminars, workshops, etc. will also be organized to enhance awareness of all stakeholders.</p> <p>5. Establishment of farmers / breeders organizations with the objective of registration of two specimens of the breed and maintenance of breed registry will also be supported under this component.</p> |
| 3. | Salient Features | <p>1. Conservation of Indigenous Threatened breeds of livestock</p> <p>2. A Watch list of the Threatened Breeds</p> |
| 4. | Pattern of financial assistance | As per the NLM Guidelines Under this component, annual grant of Rs.20.00 lakh for nucleus breeding farms involving small animals (sheep, goat, pig and poultry) will be provided and for large animals (horse, camel, yak, etc.) an annual grant of Rs.40.00 lakh will be provided |
| 5. | Implementing agencies | <p>1. State Government</p> <p>2. Livestock Development Corporation</p> <p>3. State Animal and Veterinary Universities</p> <p>4. NGO and Breeding Organizations, Societies</p> |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Conservation of Livestock Breeds”**

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| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered |
| d. | Financial Pattern of Assistance proposed |
| e. | Cost |
| f. | Duration a) Commencement (Year) b) Exp. Date of Completion |
| g. | Whether proposal is in accordance with the Mission guidelines? |
| h. | Name of the Breed to be Conserved- |
| i. | Population of the breed in the state and breeding tract |
| j. | Details of the Previous Proposals |
| k. | Details of other projects for conservation of breeds |
| l. | Reasons for conservation of breed and its use |
| m. | Whether UCs of funds released earlier submitted? |
| n. | Whether audited UCs of funds given in previous years furnished? |
| o. | Expected Output / per Unit / per beneficiaries |
| p. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q. | Growth Impact |
| r. | Any other relevant information related to the proposal: |
| s. | Name and signature of the Head of the implementing agency: |
| t. | Name and signature of the Head of the Animal Husbandry Department: |
| u. | Detailed Project Report: (i) Details of Registration of Breed with NBAGR (ii)No. of breeding males and females present (iii)No to be conserved (iv)Future population after completion of the project (v)Economic and social importance of the breed (vi)Detailed Techno-economic feasibility report with physical and financial projections |

Sub-mission: Livestock Development**Component VI: Development of Minor Livestock Species**

| | | |
|----|--|--|
| 1. | Name of the Component/ Sub-components (if any) | Development of Minor Livestock Species |
| 2. | Objectives | <p>The XI Plan schemes of the department did not cover development of equines and yaks. It will be responsibility of the State Government to verify the credentials of the NGO before forwarding their proposal.</p> <p>It is proposed to keep a window open for consideration of proposals for development of these species. .</p> <p>Proposals for development of working equines will be received through the State Governments and non-government organizations will be eligible to submit proposals</p> |
| 3. | Salient Features | <ol style="list-style-type: none"> 1. Development of Equines and yaks 2. Development of donkeys and other minor livestock species |
| 4. | Pattern of financial assistance | A ceiling of Rs. 75.00 lakh per proposal will be fixed subject to technical feasibility of the proposals and their relevance to development of the minor livestock species not covered under any other programme |
| 5. | Implementing agencies | <ol style="list-style-type: none"> 1. State Government 2. Livestock Development Corporation 3. State Animal and Veterinary Universities 4. NGO and Breeding Organizations, Societies |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Development of Minor Livestock Species”**

| | |
|----|---|
| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered |
| d. | Financial Pattern of Assistance proposed |
| e. | Cost (In Crore) |
| f. | Duration a) Commencement (Year) b) Exp. Date of Completion |
| g. | Whether proposal is in accordance with the Mission guidelines? |
| h. | Species to be developed |
| i. | Details of the animals to be developed |
| j. | Population in the tract |
| k. | Populations in the state |
| l. | Reasons for conservation |
| m. | Whether UCs of funds released earlier submitted? |
| n. | Whether audited UCs of funds given in previous years furnished? |
| o. | Expected Output / per Unit / per beneficiaries |
| p. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q. | Growth Impact |
| r. | Any other relevant information related to the proposal: |
| s. | Name and signature of the Head of the implementing agency: |
| t. | Name and signature of the Head of the Animal Husbandry Department: |
| u. | (i) Detailed Project Report: (ii)Detailed Techno-economic feasibility report with physical and financial projections |

Sub-mission: Livestock Development

Component VII: Utilization of Fallen Animals

| 1. | Name of the Component | Utilization of Fallen Animals |
|----|---------------------------------|--|
| 2. | Objectives | <ul style="list-style-type: none"> i. To Prevent bird-hit hazards to civil and defence aircrafts. ii. To Prevent environmental pollution and spread of livestock diseases. iii. To Produce better quality hides and skins through timely recovery, better handling and transport. iv. Mandatory under Prevention and Control of Infectious and Contagious Disease in Animal Act, 2009 to dispose-off the fallen animals/carcasses properly. v. To Provide opportunity of employment to poorest of poor engaged in carcass collection, flaying and by-product processing |
| 3. | Pattern of financial assistance | Central assistance as one time subsidy, as provided under Annexure-E |
| 4. | Beneficiaries | Municipalities/Local bodies/State Government. |
| 5. | Implementing agencies | Municipalities / Department of Animal Husbandry of the States. States may involve NGOs, SHGs, Co-operatives. However, funds will be released through State Government concerned. |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Utilization of Fallen Animals”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority/ies has/have been obtained: |
| e | Project Cost (In lakh) recommended by the State a. State share: b. Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Ownership/Lease of land proposed for the project: |
| i | Location of the project/plant and distance from nearest airport: |
| j | Distance from nearest Veterinary Hospital: |
| k | Duration a. Commencement (Year): b. Expected Date of Completion: |
| l | Whether proposal is in accordance with the NLM guide lines? |
| m | Whether UCs (in form 19-A) of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Processing capacity of the plant (kg per shift or number of animals per shift of 8 hrs.): |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Previous experience related to the field, if any: |
| s | Information on raw material availability: |
| t | Any other relevant information related to the proposal: |
| u | Name and signature of the Head of the implementing agency: |
| v | Name and signature of the Head of the Animal Husbandry Department: |
| w | Detailed Project Report: |

Sub-mission: Livestock Development

Component VIII: Establishment of Rural Slaughter Houses

| 1 | Name of the Component | Establishment of Rural Slaughter Houses |
|---|---------------------------------|--|
| 2 | Objectives | <ul style="list-style-type: none"> i. To establish a new system of slaughter of livestock, ii. To establish/modernise slaughter houses, which can be operated by private entrepreneurs in rural and semi-urban areas with population of less than 50,000, iii. To encourage value addition to products in rural areas so that livestock owners get better income with proper utilization of by-products, iv. To ensure hygiene in meat production from slaughter houses to consumers' table by establishing network of cold chains and distribution on commercial basis. |
| 3 | Pattern of financial assistance | Central assistance as one time subsidy, as provided under Annexure-E |
| 4 | Beneficiaries | Panchayats/Local bodies/State Government. |
| 5 | Implementing agencies | Panchayats /Department of Animal Husbandry of the States. States may involve NGOs, SHGs, Co-operatives, Entrepreneur. However, funds will be released through State Government concerned. |

Sub-mission: Livestock Development**Proforma for submitting proposal under the component of
“Establishment of Rural Slaughter Houses”**

| | |
|----|--|
| a. | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b. | Project ID |
| c. | Name of the Project and component under which project proposal is to be considered: |
| d. | Whether requisite approval/s of competent authority has/have been obtained: |
| e. | Project Cost (in Lakh) recommended by the State a. State share b. Central share |
| f. | Financial Pattern of Assistance proposed: |
| g. | Details of foreign currency, if any required for the project, : |
| h. | Ownership of land proposed for the project: |
| i. | Location of the project/plant: |
| j. | Distance from the nearest town and population of the town: |
| k. | Duration a) Commencement (Year): b) Expected Date of Completion: |
| l. | Whether proposal is in accordance with the NLM guide lines? |
| m. | Whether UCs of funds released earlier submitted? |
| n. | Whether audited UCs of funds given in previous years furnished? |
| o. | Expected number of animals to be slaughtered per day |
| p. | Proposed capacity (species- wise) per shift of 8 hrs. |
| q. | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| r. | Lock in period: |
| s. | Any other relevant information related to the proposal: |
| t. | Name and signature of the Head of the implementing agency: |
| u. | Name and signature of the Head of the Animal Husbandry Department: |
| v. | Detailed Project Report: |

SUB MISSION: PIG DEVELOPMENT IN NER

Component I: Strengthening of Farms

| 1 | Name of the Component | Strengthening of Farms |
|---|---------------------------------|--|
| 2 | Objectives | <ol style="list-style-type: none"> 1. For production and supply of improved germ plasm 2. To encourage commercial rearing of pigs by adopting scientific methods and creation of infrastructure 3. To improve production performance of native breed through cross breeding by using selected animals of high performing breeds through artificial insemination and natural services, while preserving local germ plasm in specified areas. |
| 3 | Pattern of financial assistance | Central assistance as one time grant, as provided under Annexure-E . |
| 4 | Beneficiaries | State Government. |
| 5 | Implementing agencies | Department of Animal Husbandry of the States, Semi Government Organisation, However, funds will be released through State Government concerned. |

SUB MISSION: PIG DEVELOPMENT IN NER**Proforma for submitting proposal under the component of
“Strengthening of Farms”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority has/have been obtained: |
| e | Project Cost (In Crore) recommended by the State a State share: b Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Ownership of land proposed for the project: |
| i | Location of the project/plant: |
| j | Distance from nearest Veterinary Hospital: |
| k | Duration c) Commencement (Year): d) Exp. Date of Completion: |
| l | Whether proposal is in accordance with the Mission guidelines? |
| m | Whether UCs of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Expected Output / per Unit / per beneficiaries |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Any other relevant information related to the proposal: |
| s | Name and signature of the Head of the implementing agency: |
| t | Name and signature of the Head of the Animal Husbandry Department: |

SUB MISSION: PIG DEVELOPMENT IN NER

Component II: Import of Germplasm

| 1 | Name of the Component | Import of Germplasm |
|---|---------------------------------|---|
| 2 | Objectives | To assist States for import pig Germplasm/frozen semen/embryo to upgrade and enhance pig production in the country. |
| 3 | Pattern of financial assistance | Central assistance as one time grant, as provided under Annexure-E |
| 4 | Beneficiaries | State Government. |
| 5 | Implementing agencies | Department of Animal Husbandry of the States, Semi Government Organisation |

SUB MISSION: PIG DEVELOPMENT IN NER**Proforma for submitting proposal under the component of
“Import of Germplasm”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority has/have been obtained: |
| e | Project Cost (In Crore) recommended by the State a State share: b Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Technical experts available: |
| i | Location of the project/plant and infrastructure: |
| j | Training facilities: |
| k | Duration e) Commencement (Year): f) Exp. Date of Completion: |
| l | Whether proposal is in accordance with the Mission guidelines? |
| m | Whether UCs of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Expected Output / per Unit / per beneficiaries |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Any other relevant information related to the proposal: |
| s | Name and signature of the Head of the implementing agency: |
| t | Name and signature of the Head of the Animal Husbandry Department: |

SUB MISSION: PIG DEVELOPMENT IN NER**Component III: Support to Breeding Programmes**

| 1 | Name of the Component | Support to Breeding Programmes |
|---|---------------------------------|---|
| 2 | Objectives | To assist NE States for breeding programmes to be implemented by selected organizations both in Government and Semi-government sector that will provide breeding materials for the multiplication herds either in the Government sector or private entrepreneurs supported under NMPS. Performance of the animals in such breeding programmes will be analysed scientifically for constant improvement in performance and a proper animal identification and performance recording system will be followed. |
| 3 | Pattern of financial assistance | Central assistance as one time grant, as provided under Annexure-E |
| 4 | Beneficiaries | State Government/Semi-Government Organisations |
| 5 | Implementing agencies | Department of Animal Husbandry of the States. States may involve Semi-Government Organisation i.e. SAU, SVU, ICAR, Corporative. However, funds will be released through State Government concerned. |

SUB MISSION: PIG DEVELOPMENT IN NER**Proforma for submitting proposal under the component of
“Support to Breeding Programmes”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority has/have been obtained: |
| e | Project Cost (In Crore) recommended by the State a. State share: b. Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Technical experts available: |
| i | Location of the project/plant and infrastructure: |
| j | Training facilities: |
| k | Duration a) Commencement (Year): b) Exp. Date of Completion: |
| l | Whether proposal is in accordance with the Mission guidelines? |
| m | Whether UCs of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Expected Output / per Unit / per beneficiaries |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Any other relevant information related to the proposal: |
| s | Name and signature of the Head of the implementing agency: |
| t | Name and signature of the Head of the Animal Husbandry Department: |

SUB MISSION: PIG DEVELOPMENT IN NER**Component IV: Propagation of Reproductive Technologies**

| 1 | Name of the Component | Propagation of Reproductive Technologies |
|----------|---------------------------------|--|
| 2 | Objectives | To support NE States for training of functionaries in artificial insemination technology and State Government and other multiplication farms in setting up artificial insemination centres. This component will also support import of embryos and setting up embryo transfer facilities in organizations implementing a scientific breeding programme to supply breeding stock to the multiplication farms. |
| 3 | Pattern of financial assistance | Central assistance as one time grant, as provided under Annexure-E |
| 4 | Beneficiaries | State Government |
| 5 | Implementing agencies | Department of Animal Husbandry of the States. States may involve Semi-Government Organisation i.e. SAU, SVU, ICAR, NGO, Corporative. However, funds will be released through State Government concerned. |

SUB MISSION: PIG DEVELOPMENT IN NER**Proforma for submitting proposal under the component of
“Propagation of Reproductive Technologies”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority has/have been obtained: |
| e | Project Cost (In Crore) recommended by the State c. State share: d. Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Technical experts, training facilities available: |
| i | Location of the project/plant and infrastructure: |
| j | In case of Semi Government, Cooperatives etc. MoU with the State Government: |
| k | Duration c) Commencement (Year): d) Exp. Date of Completion: |
| l | Whether proposal is in accordance with the Mission guidelines? |
| m | Whether UCs of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Expected Output / per Unit / per beneficiaries |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Any other relevant information related to the proposal: |
| s | Name and signature of the Head of the implementing agency: |
| t | Name and signature of the Head of the Animal Husbandry Department: |

SUB MISSION: PIG DEVELOPMENT IN NER

Component V: Health Cover

| 1 | Name of the Component | Health Cover |
|---|---------------------------------|--|
| 2 | Objectives | To support NE States for prevention & control of important diseases of pigs like Classical Swine Fever (CSF) and Foot and Mouth Diseases (FMD). Control of parasites of the neonates (Ascaris) will also be covered under the programme. |
| 3 | Pattern of financial assistance | Central assistance as one time grant, as provided under Annexure-E |
| 4 | Beneficiaries | State Government |
| 5 | Implementing agencies | Department of Animal Husbandry of the States. States may involve Semi-Government Organisation i.e. SAU, SVU, ICAR, NGO, Corporative. However, funds will be released through State Government concerned. |

SUB MISSION: PIG DEVELOPMENT IN NER**Proforma for submitting proposal under the component of
“Health Cover”**

| | |
|---|--|
| a | Name of the Implementing agency / Organization / Department & details of Nodal Officer: |
| | i) Address: |
| | ii) Telephone No. and Fax No.: |
| | iii) Email ID of the HOD: |
| b | Project ID |
| c | Name of the Project and component under which project proposal is to be considered: |
| d | Whether requisite approval/s of competent authority has/have been obtained: |
| e | Project Cost (In Crore) recommended by the State a. State share: b. Central share: |
| f | Financial Pattern of Assistance proposed: |
| g | Details of foreign currency, if any required for the project, : |
| h | Technical experts, training facilities available: |
| i | Location of the project/plant and infrastructure: |
| j | In case of Semi Government, Cooperatives etc. MoU with the State Government: |
| k | Duration a. Commencement (Year): b. Exp. Date of Completion: |
| l | Whether proposal is in accordance with the Mission guidelines? |
| m | Whether UCs of funds released earlier submitted? |
| n | Whether audited UCs of funds given in previous years furnished? |
| o | Expected Output / per Unit / per beneficiaries |
| p | Expected Outcomes: Likely production /Productivity increase subsequent to the implementation of the project. |
| q | Locking period: |
| r | Any other relevant information related to the proposal: |
| s | Name and signature of the Head of the implementing agency: |
| t | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Fodder and Feed Development**Component I: Fodder production from Non-forest wasteland /rangeland/ / non-arable land**

| | | |
|---|-----------------------|---|
| 1 | Name of the Component | Fodder production from Non-forest wasteland / rangeland / grassland / non-arable land |
| 2 | Objectives | <p>(i) Rehabilitation of degraded Non-forest wasteland / rangeland / grassland / non-arable land by introducing suitable grass, legumes and fodder trees</p> <p>(ii) Increasing production of palatable grasses / legumes / tree leaves</p> <p>(iii) Production of bio-mass to minimize the gap between availability and requirement of fodder</p> <p>(iv) Creating surplus reserve of forage for use during lean periods / crisis situations</p> |
| 3 | Salient Features | <p>The component will enable improvement of degraded Non-forest wasteland / rangeland / grassland/ non-arable land, and enhance the vegetation cover of problematic soils like saline, acidic and heavy soil. Under this programme the specific fodder trees, perennial grasses and legumes will be identified for particular type of soil, so that a vegetation cover may be provided which will not only give additional quantity of fodder but will also improve the fertility status of land by introducing suitable legumes.</p> <p>The categorization of different types of land has been done (Annexure-C.I (B)) and indicative cost norms are given at Annexure-E.</p> <p>In case of individual farmers, proposals for minimum one ha. area and in case of Government land / community land / Gaushalas, proposals for minimum 2.50ha and in multiples of 2.50ha may be taken up for perennial fodder crops for at least 3 years on the same site. However, to cover more area at one site, the estimates should be worked out accordingly.</p> <p>The implementing agencies may, if necessary, provide variations in cost of different items, subject to total ceiling for a particular type of land. For coverage of larger area for pasture development, State Govt. may take up additional measures in the detailed plans, including import of grasses and legumes seed.</p> <p>Individual farmers can also take up perennial Fodder crops cultivation in their fields. Such farmers will have to enter into a legally binding agreement or Memorandum of Understanding with the concerned implementing State Department for ensuring continuity of operations, with an undertaking that the land shall be maintained under grassland at least for 3 years; otherwise, the farmers will have to refund the whole</p> |

| | | |
|---|---------------------------------|--|
| | | <p>amount of Govt. assistance.</p> <p>The area to be developed as grassland should be outside the municipality / municipal corporation limits, and if in the district a development authority has been constituted then it should be outside the Development area.</p> |
| 4 | Pattern of financial assistance | <p>Central assistance as one time subsidy, as provided under Annexure-E. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries.</p> |
| 5 | Implementing agencies | <p>State Department of Animal Husbandry / Agriculture / Forest, Milk Cooperatives / Federations, Gaushalas. However, funds will be released through State Government.</p> |

Sub-mission: Fodder and Feed Development

Proforma for submitting proposal under the component of “Fodder production from Non-forest wasteland / rangeland / grassland / non-arable land”

| | |
|----|---|
| a. | Name of the Implementing agency / Organization / Department: |
| | a) Address: |
| | b) Telephone No. and Fax No.: |
| | c) Email ID of the HOD: |
| b. | Present status of requirement and availability of green and dry fodder in the State |
| c. | Present statistics of grasslands available in the: |
| | i) State : |
| | ii) With the implementing agency: |
| d. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| e. | Location and addresses of plots already developed, if any under the scheme and, proposed to be developed (Full details must be provided – on Survey No., Khasra No., etc., duly certified by a Revenue official not below the rank of a Tehsildar). |
| f. | Whether area is leased (for at least 3 years in case of farmer for using the land for grass perennial crop production) or owned by Agency seeking assistance for Grassland & Fodder Development |
| g. | Distance of the site from the Municipal boundary / Development area boundary in case of lands other than individual farmers. |
| h. | Type of Grasses, Trees, and legumes to be sown (Full details, with botanical names upto variety level, if applicable) |
| i. | Quantity of seeding / planting material required for development of grassland: |
| j. | Whether seeding material is available with the organization (give details) or specify the source of availability of the seeding material: |
| k. | Cost estimate and requirement of funds for development of proposed grasslands |
| l. | Anticipated quantity of green / dry fodder to be produced from the proposed grasslands after development: |
| m. | Mode of disposal of fodder produced: |
| n. | Any other relevant information related to the proposal: |
| o. | Name and signature of the Head of the implementing agency: |
| p. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Fodder and Feed Development

Proforma for submitting proposal under the component of “Fodder production from Non-forest wasteland / rangeland / grassland / non-arable land”

(In rupees per ha.)

| S. No. | Item | CPR, Gocher land / community land / waste land which need treatment of soil. | CPR, Gocher land / community land / waste land which does not need treatment of soil | Govt. Farm/ Goshala land | Forest land / Grassland in remove area | Individual farmers |
|---------------------------------|--|--|--|--------------------------|--|--------------------|
| Continuing Parameters | | | | | | |
| A. Capital Investment | | | | | | |
| (a) | Demarcation of boundary, fencing/ (trench / brushwood / barbed wire) | 7500 | 7500 | 2000 | 7000 | 0.00 |
| (b) | Land Development | 10000 | 7500 | 5000 | 5000 | 0.00 |
| (c) | Farm sheds – for equipment, seed, manure, and office | 15000 | 15000 | 0.00 | 0.00 | 0.00 |
| (d) | Purchase of agricultural implements | 5000 | 5000 | 5000 | 2500 | 0.00 |
| (e) | Creation of irrigation facilities: wells, pumps, power line, water tank, pump room, pipelines etc. | 37500 | 30000 | 25000 | 7500 | 0.00 |
| | Sub- Total | 75000 | 65000 | 37000 | 22000 | 0.00 |
| B. Recurring Expenditure | | | | | | |
| i. | Wages of supervisory staff | 2000 | 2000 | 5000 | 5000 | 0.00 |
| ii. | Seeds, fertilizer/ manure, insecticides | 4000 | 4000 | 6000 | 6000 | 12000 |
| iii. | Cultivation charges | 10000 | 5000 | 6000 | 6000 | 12000 |
| iv. | Irrigation electricity / fuel charges | 3000 | 3000 | 5000 | 5000 | 0.00 |
| v. | Maintenance of Store/dead stock | 3000 | 3000 | 3000 | 3000 | 0.00 |
| vi. | Miscellaneous and unforeseen expenses | 3000 | 3000 | 3000 | 3000 | 6000 |
| | Sub-Total | 25000 | 20000 | 28000 | 28000 | 30000 |
| | Grand Total | 100000 | 85000 | 65000 | 50000 | 30000 |

Note:

- 75% central assistant will be provided out of above rates for one hectare.
- Funds for improvement of grasslands by reseeding, import of fodder seeds, transportation, labour wages will be as per rates available at that time of submitting the project proposal.

Sub-mission: Fodder and Feed Development

Component II: Fodder production from Forest land

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Fodder production from Forest land |
| 2. | Objectives | <p>(i) Rehabilitation of degraded Forest land by introducing suitable grass, legumes and fodder trees</p> <p>(ii) Increasing production of palatable grasses / legumes / tree leaves, along with improving the forest floor</p> <p>(iii) Production of bio-mass to minimize the gap between availability and requirement of fodder</p> <p>(iv) Creating surplus reserve of forage for use during lean periods / crisis situations</p> |
| 3. | Salient Features | <p>The component will enable rehabilitation and improvement of degraded forest land, and enhance the vegetation cover of degraded forest areas.</p> <p>Under this program, effective protection will be provided to the degraded forest area, and natural regeneration will be assisted through planting of fodder trees, perennial grasses and legumes suitable to a forest area, so that vegetation cover density may be improved, which will not only give additional quantity of fodder but will also improve the overall health of the forest.</p> <p>This component will be implemented by the Forest Department of the concerned State / UT, preferably with the assistance of the Joint Forest Management Committees. The cost norms will be as per the schedule of rates approved by the competent authority in the Forest Department, subject to a maximum of Rs. 50,000/- per hectare.</p> <p>The categorization of different types of land has been done (Annexure-C.I (B)) and indicative cost norms are given at Annexure-E.</p> <p>The implementing agencies may, if necessary, provide variations in cost of different items, subject to total ceiling for a particular type of land. For coverage of larger area for pasture development, State Govt. may take up additional measures in the detailed plans, including import of grasses and legumes seed.</p> <p>The area to be developed as grassland should be outside the municipality / municipal corporation limits, and if in the district a development authority has been constituted then it should be outside the Development area.</p> |
| 4. | Pattern of financial assistance | Central assistance as one time subsidy, as provided under Annexure-E. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries |
| 5. | Implementing agencies | Forest Department of the State / UT |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposal under the component of “Fodder production from Forest land”**

| | |
|----|--|
| a. | Name of the HOD: |
| | a) Address: |
| | b) Telephone No. and Fax No.: |
| | c) Email ID of the HOD: |
| b. | Location and addresses of forest areas already developed, if any under the scheme and, proposed to be developed (Full details must be provided – on Forest Division, Range, Beat, Block, Compartment No., etc., duly certified by a Forest official not below the rank of a Forest Range Officer). |
| c. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| d. | Name of the Joint Forest Management Committee, along with other relevant details [if applicable] |
| e. | Type of Grasses, Trees, and legumes to be sown (Full details, with botanical names upto variety level, if applicable) |
| f. | Quantity of seeding / planting material required: |
| g. | Whether seeding material is available with the Department (give details) or specify the source of availability of the seeding material: |
| h. | Cost estimate and requirement of funds (The HOD to certify that the cost norms are based on schedule of rates duly approved by the competent authority. Administrative and Technical Sanction to be attached) |
| i. | Anticipated quantity of green / dry fodder to be produced from the proposed grasslands after development: |
| j. | Mode of disposal of fodder produced (Internal utilization by the JFM committee, and surplus quantities to be disposed / sold): |
| k. | Any other relevant information related to the proposal: |
| l. | Name and signature of the Head of the Department: |

Sub-mission: Fodder and Feed Development**Component III: Fodder Seed Production / Procurement & Distribution**

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Fodder Seed Production / Procurement and Distribution |
| 2. | Objectives | Promoting cultivation of superior variety of fodder crops for fodder seeds (breeder, foundation and certified seed), preferably through contract farming, with a buy back arrangement, and distribution of seeds among the farmers. |
| 3. | Salient Features | <p>This component aims at creation of assured market for quality fodder seeds.</p> <p>The State Govts. will assess the requirement of fodder seeds of the state & procure foundation seeds of desired varieties the Regional Fodder Stations (RFS) of GOI and thereafter if seeds are not available with RFS then same can be procured from Universities, NSC, SFCI and Research Institutes of ICAR. States will further multiply these seeds through farmers, Department of Animal Husbandry/ Agriculture, SHGs, Government Corporations, Milk Cooperatives/ Federation / Central and State Agriculture or Veterinary Colleges / Universities and may enter into a buy back arrangement of fodder seeds produced by these agencies for preparation of minikits for further distribution among the farmers for fodder production, thereby passing the Central subsidy to the farmers. Only certified seeds will be distributed to the farmers alternatively the States may make an agreement with seed supplying agencies (excluding Private Entrepreneurs) for supply of fodder seeds inclusive of transportation cost upto delivery point of minikits.</p> |
| 4. | Pattern of financial assistance | Central assistance as one time subsidy, as provided under Annexure-E. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries. States will have to purchase the seed from Regional Fodder Stations on first hand, in case seeds are not available with the Regional Fodder Stations, then before purchasing seeds from outside agency they will obtain an NOC from the concerned Regional Fodder Station. |
| 5. | Beneficiaries | Farmers (including Members of Milk Cooperatives/ Federations). |
| 6. | Implementing agencies | Department of Animal Husbandry/ Agriculture of the States. States may involve NGOs, SHGs, Corporations, Milk Cooperatives/ Federation / Central and State Agriculture or Veterinary Colleges / Universities for supply of seeds. |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposal for Fodder Seed Production / Procurement & Distribution.**

| | | | | | | |
|--|---|------------------------------------|--|--|---|---|
| a. | Name of implementing agency/Organization/Department: | | | | | |
| | i. Location: | | | | | |
| | ii. Address: | | | | | |
| | iii. Telephone No. and Fax No.: | | | | | |
| | iv. E-mail ID of the HOD: | | | | | |
| b. | Present status of requirement and availability of green and dry fodder in the State : | | | | | |
| c. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. | | | | | |
| d. | Requirements of fodder seeds of cultivated crops, grasses and legumes in the State | | | | | |
| e. | Availability of fodder seeds of cultivated crops, grasses and legumes in the State | | | | | |
| f. | Following details may be provided (Procurement of seed or seed production is to be taken up by the State at their level for minikit preparation): | | | | | |
| Type of seed crop/variety to be procured and quality of seed | Source of procurement of Seeds | Quantity to be procured (in qtls.) | Rate of procurement of seed (Rs per qtls.) | Cost of seeds to be procured (Rs. in lakh) | 75% cost of seed to be procured (Central share) (Rs.in lakh) | 25% cost of seed arranged by the State Government (Rs. in lakh) |
| g. | Whether agreement has been made with seed supplying agency, if yes, the copy of agreement to be enclosed: | | | | | |
| h. | Time of delivery of fodder seed. | | | | | |
| i. | Whether state has made the arrangement for distribution and these seeds among the farmers, if yes the details may be provided District wise: | | | | | |
| j. | Whether state Govt. has made the arrangement for distribution of fodder minikits to the farmers free of cost. | | | | | |
| k. | Any other relevant information related to the proposal: | | | | | |

Sub-mission: Fodder and Feed Development**Component IV(i) : Distribution of hand driven chaff cutters**

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Distribution of hand driven chaff cutters |
| 2. | Objectives | Reducing wastage of fodder by chopping and promoting better utilization of fodder. |
| 3. | Salient Features | Members of Milk Federation, KVKs and farmers having upto 5 livestock will be assisted under the scheme for purchases of the hand driven chaff cutters provided they have not availed earlier this type of benefit from Central Govt. or State Govt./any other organization formed by the Govt. Farmer should not have availed the benefit during the last five years from any agency. |
| 4. | Pattern of financial assistance | <p>75% or Rs 3750/- Central assistance, whichever is minimum towards the cost of machinery (Hand Driven Chaff Cutter) for the farmers holding 1-5 livestock. In addition, 75% or Rs 1,500/- whichever is minimum towards the cost of transportation (Hand Driven Chaff Cutter) for the States where production facility of Hand Driven Chaff Cutter is not available and have to import the hand driven chaff cutter from other States. Hand Driven Chaff Cutter may be provided to the farmer having upto 5 Nos. of livestock.</p> <p>Central assistance is provided, subject to approval of the rates of the chaff cutters by the administrative head of the State Department responsible for Animal Husbandry / Dairying; on the recommendation of a duly constituted purchase committee. The machinery must be approved by a Central Government institution for its technical specifications and safety.</p> |
| 5. | Beneficiaries | Farmers and Members of Milk Cooperatives. |
| 6. | Implementing agency | Milk Cooperatives/ Federations, Department of Animal Husbandry, KVKs, etc. |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposals for distribution of Hand Driven Chaff cutters**

| | |
|----|--|
| a. | Name of the Organization / Department / implementing agency |
| b. | Location |
| | a) Address |
| | b) Telephone No and Fax No. |
| | c) E-mail address of the HOD |
| c. | Name and address of the supplier of chaff cutters |
| d. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| e. | Whether quotation collected for supply of chaff cutters at farmers door step. Give details |
| f. | Type of chaff cutter to be purchased. |
| g. | No. of chaff cutters to be purchased. |
| h. | Cost of each chaff cutter. |
| i. | Total cost of the chaff cutter to be purchased. |
| j. | Central share (Rs. in lakh) |
| k. | Beneficiaries share (Rs in lakh). |
| l. | Whether 25% beneficiaries shares have been taken as an advance or state Govt. will arrange. |
| m. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development**Component IV(ii) : Distribution of power driven chaff cutters**

| | | |
|----|---------------------------------|---|
| 1. | Name of the Component | Assistance for Introduction of Power Driven Chaff Cutter |
| 2. | Objectives | (i) Reducing wastage of fodder by chopping, and promoting better utilization of fodder. |
| 3. | Salient Features | Members of Milk Federation, ATMA/ KVKs and farmers will be assisted under the scheme for purchases of the power driven chaff cutters provided they have not availed earlier this type of benefit from Central Govt. Or State Govt./any other organization formed by the Govt. Farmer should not have availed the benefit during the last five years from any agency. |
| 4. | Pattern of financial assistance | 50% of the cost or Rs 6000/- (for power driven chaff cutter with one Horse Power motor for the farmers holding 5-15 livestock), Rs 8000/- (for power driven chaff cutter with two Horse Power motor for the farmers holding 16-25 livestock) and Rs 10000/- (for power driven chaff cutter with three Horse Power motor for the farmers holding 26 or more livestock) Central assistance, whichever is minimum towards the cost of machinery (Power Driven Chaff Cutter). Central assistance is provided subject to approval of the rates of the chaff cutters by the administrative head of the State Department responsible for Animal Husbandry / Dairying; on the recommendation of a duly constituted purchase committee. The machinery must be approved by a Central Government institution for its technical specifications and safety. |
| 5. | Beneficiaries | Farmers and Members of Milk Cooperatives |
| 6. | Implementing agency | Milk Federation, Department of Animal Husbandry, KVKs/ATMA. However, funds will be released through State Govts concerned. |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposals for distribution of Power Driven Chaff cutters**

| | |
|----|--|
| a. | Name of the Organization/Department/ implementing agency |
| b. | Location |
| | a) Address |
| | b) Telephone No and fax No. |
| | c) E-mail address of the HOD |
| c. | Number of livestock held by the farmer. |
| d. | Name of the supplier of chaff cutters |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | Whether quotation collected for supply of chaff cutters at farmers door step. Give details |
| g. | Type of chaff cutter to be purchased. |
| h. | No. of chaff cutters to be purchased. |
| i. | Cost of each chaff cutter. |
| j. | Total cost of the chaff cutter to be purchased. |
| k. | Central share (Rs. in lakh) |
| l. | Beneficiaries share (Rs in lakh). |
| m. | Whether 25% beneficiaries shares has been taken as an advance or state Govt. will arrange. |
| n. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development

Component IV (iii) : Establishment of high capacity Fodder Block Making units

| | | |
|----|---------------------------------|---|
| 1. | Name of the Component | Establishment of high capacity Fodder Block Making units |
| 2. | Objectives | <p>(i) Promoting conservation of fodder, and converting crop residues into fodder blocks through the use of modern technologies.</p> <p>(ii) Ensuring availability of fodder during crisis situations for survival of livestock during drought / floods</p> <p>(iii) Maintaining a buffer stock of dignified fodder blocks for long-distance transportation during crisis situations</p> |
| 3. | Salient Features | <p>The densified fodder blocks will be useful during drought/floods, etc., when the main objective is survival/maintenance of livestock population.</p> <p>The fodder blocks can be enriched with different nutrients either at the time of densification; or, preferably, at the time of feeding</p> |
| 4. | Pattern of financial assistance | <p>Central assistance as one time subsidy, as provided under Annexure-E, subject to maximum ceiling of Rs. 75.00 lakhs per unit towards the cost of a fodder block making unit (using dry straw/ Bagasse). The assistance includes machinery and related cost for installation of machinery and power connectivity.</p> <p>The detailed cost break-up, duly verified by the Head of the implementing agency and the administrative head of the State Department responsible for Animal Husbandry / Dairying, must be included in the project proposal.</p> <p>Assistance will be provided to only those units having bankable projects appraised for their viability by District Industries Centre / agency, any Nationalized Bank, or NABARD.</p> <p>The machinery must be approved by a Central Government institution for its technical specifications and safety. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries</p> |
| 5. | Implementing agency | Animal Husbandry Department, Milk Federations, University, Research Institutes, Private Entrepreneurs and NGOs |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposal for establishment of high capacity Fodder Block Making units**

| | |
|----|--|
| a. | Name of the Organization/Department |
| b. | Location of the project: |
| | a) Address |
| | b) Telephone No and Fax No. |
| | c) E-mail ID of the HOD. |
| c. | Green and Dry Fodder availability in the area where establishment of Fodder Block Making Unit is to be established. |
| d. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| e. | Source of dry fodder for purchase |
| f. | Total requirement of fodder throughout the year for running the Fodder Block Making Unit viably. |
| g. | Storage facilities available with the Agency, establishing the Fodder Block Making Unit. |
| h. | Method of making Fodder Blocks. |
| i. | Provide detailed Project Report of the machinery and equipment along with cost of each component. |
| j. | Constituent/ingredients of Fodder Blocks. |
| k. | Total digestible nutrients (TDN) value of each fodder block. |
| l. | Scope for disposal of fodder blocks. |
| m. | Any other information pertaining to the project. |
| n. | Whether State Govt has recommended the proposal |
| o. | Whether the project has been appraised by any commercial bank / agency for economical viability of the project? Give details. |
| p. | Bank /Organization/ individual contributing towards the remaining cost of the project. |
| q. | Whether land of the project is owned by the implementing agency ? If yes, details thereof. If no, details of the arrangements for use of land. |
| r. | Name and signature of the Head of the implementing agency with complete address and phone numbers |
| s. | Name and signature of the head of the State Department responsible for Animal Husbandry / Dairying, with complete address and phone numbers |

Sub-mission: Fodder and Feed Development**Component IV(iv) : Distribution of low capacity, tractor mountable Fodder Block Making units, hay baling machines/reapers / forage harvesters**

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Distribution of low capacity, tractor mountable Fodder Block Making units, hay baling machines/reapers / forage harvesters |
| 2. | Objectives | <ul style="list-style-type: none"> i. Promoting conservation of fodder, and converting crop residues into fodder blocks through the use of modern technologies. ii. Ensuring availability of fodder during crisis situations for survival of livestock during drought / floods iii. Providing doorstep facilities to farmers for conversion of their crop residues into densified fodder blocks, thereby increasing shelf life of dry fodder |
| 3. | Salient Features | <p>Efforts will be made to provide the low capacity, tractor mountable Fodder Block Making units, hay baling machines/reapers / forage harvesters, etc., for community use at the level of Village Panchayats / Primary Milk Cooperatives / Joint Forest Management Committees</p> <p>The densified fodder blocks will be useful during the lean periods, when the main objective is survival/maintenance of livestock population.</p> <p>The fodder blocks can be enriched with different nutrients either at the time of densification; or, preferably, at the time of feeding</p> |
| 4. | Pattern of financial assistance | <p>Central assistance as one time subsidy, as provided under Annexure-E, to the extent of Rs. 10.00 lakh per unit or 75% of the cost, whichever is lower will be provided.</p> <p>The machinery must be approved by a Central Government institution for its technical specifications and safety. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries</p> |
| 5. | Implementing agency | Village Panchayats / Primary Milk Cooperatives / Joint Forest Management Committees through the concerned State Department. Funds will be released through State Governments concerned. |

Sub-mission: Fodder and Feed Development

Proforma for submitting proposal for Distribution of low capacity, tractor mountable Fodder Block Making units, haybaling machines/reapers / forage harvester

| | |
|----|--|
| a. | Name of the Organization/Department |
| b. | Location of the project: |
| | a) Address |
| | b) Telephone No and Fax No. |
| | c) E-mail ID of the HOD. |
| c. | Whether State Govt has recommended the proposal |
| d. | Name of the Village Panchatyats / Primary Milk Cooperatives / Joint Forest Management Committees included in the proposal |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | Type of fodder available in the area for relevant machine |
| g. | Source of availability of fodder (cultivated area or other source like gochar land, etc.) |
| h. | No. of beneficiaries under each Village Panchatyat / Primary Milk Cooperative / Joint Forest Management Committee |
| i. | Whether institutional arrangements are in place to ensure conflict free use of the resource by all the beneficiaries (Details to be included in the proposal) |
| j. | Whether an MOU has been signed by the implementing Department with the concerned Village Panchatyat / Primary Milk Cooperative / Joint Forest Management Committee |
| k. | Whether arrangements have been made to meet the operating costs, and sustainability (details to be given in the proposal) |

Sub-mission: Fodder and Feed Development

Component IV(v) : Establishment of Silage making units

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Establishment of silage making Units |
| 2. | Objectives | Establishing silage-making units to preserve surplus fodder for feeding during lean periods. |
| 3. | Salient Features | During the period of surplus supply of green fodder, farmers are to be encouraged to take up silage making to make the quality fodder available during lean (shortage) period of fodder. |
| 4. | Pattern of financial assistance | <p>Grant-in aid by the Central Government will be provided as per Annexure-E for Establishment of new silage making Unit, including the cost of chaff cutter and the silage pit/tower, subject to the following ceiling:</p> <ul style="list-style-type: none"> • For a unit of 50 MT capacity 75% of the cost, or Rs 75,000/- whichever is minimum towards civil work & in additional grant will be provided towards cost of the three HP motor chaff cutter as per the norms given under the component of Distribution of Power Driven Chaff Cutter. • For a unit of 25 MT capacity 75% of the cost, or Rs 55,000/- whichever is minimum towards civil work & in additional grant will be provided towards cost of the two HP motor chaff cutter as per the norms given under the component of Distribution of Power Driven Chaff Cutter. • For a unit of 10 MT capacity 75% of the cost, or Rs 40,000/- whichever is minimum towards civil work & in additional grant will be provided towards cost of the one HP motor chaff cutter as per the norms given under the component of Distribution of Power Driven Chaff Cutter <p>The civil work should be approved by a Central/ State Government institution for its cost, technical specifications, etc.</p> |
| 5. | Beneficiaries | Farmers (including Members of Milk Federation) |
| 6. | Implementing agency | Milk Cooperatives, state Department of Animal Husbandry, ATMA/ KVKs. However, funds will be released through State Govts concerned. |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposal for establishment of Silage Making unit**

| | |
|----|--|
| a. | Name of the Organization/Department/ implementing agency: |
| b. | Location |
| | a) Address |
| | b) Telephone No and Fax No.. |
| | c) E-mail address of the HOD. |
| c. | Present availability of surplus green fodder in the State during lush periods |
| d. | Present availability of surplus green fodder with the implementing agency/ in the district during lush periods |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | Type of silo to be used: |
| g. | capacity of each silo |
| h. | No of units proposed. |
| i. | Total cost of units. |
| j. | List of the farmers selected with complete details |
| k. | Whether estimates for each silo pit & chaff cutters cost has been given. |
| l. | Any other information pertaining to the project. |
| m. | Whether the purchase of power driven chaff cutters has been done as per ISI mark. |
| n. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development**Component IV(vi) : Establishment of Bypass protein making units**

| | | |
|----|---------------------------------|---|
| 1. | Name of the Component | Establishment of Bypass protein making units |
| 2. | Objectives | Production of by-pass protein for feeding high yielding dairy animals to make better use of available high quality meals and improve feed efficiency. |
| 3. | Salient Features | Commercial units shall be supported for production of bypass protein for supply to high yielding dairy animals. |
| 4. | Pattern of financial assistance | <p>Central assistance as one time subsidy, as provided under Annexure-E,</p> <p>The detailed cost break-up, duly verified by the Head of the implementing agency and the administrative head of the State Department responsible for Animal Husbandry / Dairying, must be included in the project proposal.</p> <p>Assistance will be provided to only those units having bankable projects appraised for their viability by District Industries Centre / agency, any Nationalized Bank, or NABARD.</p> <p>The machinery must be approved by a Central Government institution for its technical specifications and safety. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries</p> |
| 5. | Implementing agency | Animal Husbandry Department, Milk Federations, University, Research Institutes, Private Entrepreneurs and NGOs |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposals for establishment of By-Pass Protein Production unit**

| | |
|----|--|
| a. | Name of the Organization/Department want to establish the project: |
| b. | Location of the Project: |
| | a) Address |
| | b) Telephone No and Fax No.. |
| | c) E-mail address of the HOD |
| c. | Requirement and Availability of concentrate in the state: |
| d. | Type of concentrate available round the year in the area: |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | Total requirement of concentrate the year for running the viably. |
| g. | Storage facilities available with the Agency, establishing the By-Pass Protein Production unit. |
| h. | Method of making By-Pass Protein: |
| i. | Whether International/ National standards has been taken care while , making project proposal. |
| j. | Type of concentrate to be used for production of by- pass protein: |
| k. | Scope for disposal of. |
| l. | Any other information pertaining to the project. |
| m. | Whether the project has been appraised by any commercial bank for economical viability of the project? Give details: |
| n. | Whether State/Organization/ individual contributing towards the state / individual's share. |
| o. | Whether land of the project is owned by Entrepreneurs or state Govt. |
| p. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development**Component IV(vii) : Establishment of Area Specific Mineral Mixture / Feed Pelleting/ Feed Manufacturing Unit**

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Establishment of Area Specific Mineral Mixture / Feed Pelleting/ Feed Manufacturing Unit |
| 2. | Objectives | To enhance availability of feed and area specific mineral mixture for feeding livestock for improving their productivity and health. |
| 3. | Salient Features | By encouraging production of feed and area specific mineral mixture, the existing gap between availability of feed and mineral mixture could be narrowed down. However, this assistance will be provided to only those units having bankable projects appraised for their viability by NABARD or any other Nationalized Bank. |
| 4. | Pattern of financial assistance | <p>Central assistance as one time subsidy, as provided under Annexure-E.</p> <p>The detailed cost break-up, duly verified by the Head of the implementing agency and the administrative head of the State Department responsible for Animal Husbandry / Dairying, must be included in the project proposal.</p> <p>Assistance will be provided to only those units having bankable projects appraised for their viability by District Industrial Centre, any Nationalized Bank, or NABARD.</p> <p>The machinery must be approved by a Central Government institution for its technical specifications and safety. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries</p> |
| 5. | Implementing agency | Govt. bodies / Universities / Corporations / Boards, including Milk Federations |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposal for establishment of Area Specific Mineral Mixture/ Feed Pelleting / Feed manufacturing Unit**

| | |
|----|--|
| a. | Name of the Organization/Department |
| b. | Location |
| | a) Address |
| | b) Telephone No and Fax No. |
| | c) E-mail address of HOD |
| c. | Present requirement and availability of feed/ mineral mixture in the state. |
| d. | Availability of raw material in the area where establishment of plant is to be done. |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | Total area available for establishment of plant. |
| g. | Owner of the land where plant is to be established. |
| h. | Whether permission from local body is required for such plants. |
| i. | Whether storage facilities available with the Agency. |
| j. | Method of making area specific Mineral Mixture/ Feed Pelleting/Feed manufacturing Unit. |
| k. | Constituent/ingredients of Feed, Feed Pelleting unit or Mineral Mixture to be produced. |
| l. | Scope for disposal of feed, feed pellets, mineral mixture. |
| m. | Any other information pertaining to the project. |
| n. | Whether the project has been appraised by any commercial bank for economical viability of the project? Give details. |
| o. | Whether Organization/ individual is contributing towards the state share (details to be provided) |
| p. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development**Component IV(viii) : Establishment / modernisation of Feed testing laboratories**

| | | |
|----|---------------------------------|--|
| 1. | Name of the Component | Establishment / modernisation of Feed testing laboratories |
| 2. | Objectives | Quality testing of manufactured feed and feed ingredients to promote production and supply of quality feed. |
| 3. | Salient Features | To ensure the supply of quality feed to the farmers, Department wants to strengthen the laboratories for testing the case Feed. Assisted laboratories will take up testing of Feed samples received from various Govt. and private agencies as per prescribed rates. Funds will be provided for purchase of machinery and equipment related to Feed testing. |
| 4. | Pattern of financial assistance | Central assistance as one time subsidy, as provided under Annexure-E . The detailed cost break-up, duly verified by the Administrative head of the concerned institution, and the administrative head of the State Department responsible for Animal Husbandry / Dairying, must be included in the project proposal. The whole part of state share can either be met by the State Govt. or State can seek the whole part from the beneficiary or State can share the same with beneficiaries |
| 5. | Beneficiaries | Veterinary colleges, Agriculture Universities, Milk Federations, Animal Husbandry Department |
| 6. | Implementing agency | Veterinary colleges, Agriculture Universities, Milk Federations, Animal Husbandry Department. However, funds will be released through State Govts concerned. |

Sub-mission: Fodder and Feed Development**Proforma for submitting proposals for Establishment / modernisation of Feed testing laboratories**

| | |
|----|--|
| a. | Name of the Organization/Department/ Implementing agency |
| b. | Location |
| | a) Address |
| | b) Telephone No and Fax No. |
| | c) E-mail address of the HOD |
| c. | Present Status of the laboratory |
| d. | No of Feed samples tested earlier. |
| e. | Whether clarification about arrangement of State share has been done? If yes, details may be provided. |
| f. | No of Feed samples testing that can be increased with the Central aid |
| g. | Whether such facility is available in the state, if yes, please give details. |
| h. | Constituent/ingredients of feeds to be tested. |
| i. | Whether laboratory will undertake the testing of feed samples received from private parties/ Govt. agency. |
| j. | What will be the rate for testing each constituent (Protein, fat etc.) of feed? |
| k. | Any other information pertaining to the project. |
| l. | Whether the project has been appraised by any Committee constituted by the ICAR, SAU, VCI etc. Give details. |
| m. | Whether matching state share will be provided by VCI/ SAU from their resources or by the state Govts. |
| n. | Name and signature of Organization / Director, Animal Husbandry of the State with complete address |

Sub-mission: Fodder and Feed Development**Component VIII: Training & Human Resource Development**

| Sl.No. | Name of the Component | Training & Human Resource Development |
|--------|---------------------------------|---|
| 1. | Objectives | Operating specific Training and Capacity Building Interventions related to Feed and Fodder Development. |
| 2. | Salient Features | To provide Refreshers training programme to trainers (of Animal Husbandry, Sheep Husbandry, Forest Deptt., Agriculture and Veterinary University, Agriculture Department of State, officers from NGOs, Milk Federations, Milk Cooperatives, Dairy Development Department, Extension Deptt., Panchayati Raj, Rural Deptt.etc), farmers, researchers, academicians and officials on production, conservation and efficient utilization of Feed and Fodder. A special training course on Azolla Production would also to be supported. |
| 3. | Pattern of financial assistance | Central assistance would be provided from the funds spared for training in the NLM, as per the approved guidelines. |
| 4. | Implementing agencies | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development Organizations, Agriculture and Veterinary Universities. |

Sub-mission: Skill Development, Technology Transfer and Extension**Component I: IEC support for livestock extension**

| Sl.No. | Name of the Component | IEC support for livestock extension, |
|--------|-----------------------|--|
| 1. | Objective | To increase awareness among all stakeholders involved in animal husbandry sector regarding scientific methods of rearing, susceptibility to disease, vaccination, breed improvement, aspects related to animal nutrition, schemes implemented by various agencies etc .and IEC support for Livestock Extension at various levels. |
| 2. | Salient Features | <p>The component will provide extension education. Production of livestock extension literature. The IEC program for the state would be finalized by factoring in the specific characteristics of each district and block. In knowledge-driven development, there is need for providing extension education keeping in view the diverse needs of the livestock owners not only on production procedures, but also the knowledge about the whole range of livestock-business, production systems, research institutions, programmes and schemes of the development departments, quality certification and reporting procedures, grading, packaging, storage, transportation and other requirements of both domestic and export markets, including interfaces at different levels with unlimited partners. The development of Information Communication Technology (ICT) and Telecommunication Network have paved the way for creation of information network, knowledge pool and services which can be intensively used for the purpose.</p> <p>The agencies involved in Livestock Extension at field level have got sufficient material to prepare literature on livestock extension. They are however constrained to lack of resources for content development which needs to be provided for. Similarly, these institutions would be assisted in preparation and development of video and multi-media packages on livestock extension. In addition, support should be provided to development and documentation of success stories in livestock sector. Material so produced would be widely distributed through all the agencies involved in animal husbandry sector.</p> <p>While the above information is at national level, similar information is available at state, district and block levels. Through the introduction of the new scheme, “National Animal Disease Reporting System” (NADRS), DADF is trying to establish a computerized system of animal disease reporting linking each block, district and state headquarters to the central disease reporting and monitoring unit in New Delhi. This information is vital to the farmers who are in many cases not aware of the outbreak of</p> |

| | | |
|----|---------------------------------|--|
| | | <p>various diseases in their vicinity, its symptoms, preventive measures to be taken, treatment, vaccination etc. The dissemination of this information also would be one of the major objectives of Livestock mela, Regional livestock fair, etc., which are discussed in the succeeding paragraphs.</p> <p>The IEC program for the state would be prepared by the state Livestock Extension Facilitator (LEF) Similarly, the district IEC plan would be finalized by the district LEF. Adopting a similar procedure, block IEC plan would be finalized by the block LEF.</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4. | Implementing agencies | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Govts concerned |

Sub-mission: Skill Development, Technology Transfer and Extension**Proforma for submitting proposal under the component of IEC support for livestock extension**

| | |
|----|---|
| a. | Name of the Implementing agency / Organization / Department: |
| | a) Address: |
| | b) Telephone No. and Fax No.: |
| | c) Email ID of the HOD: |
| b. | Present status of requirement and availability of Information support, |
| c. | Present statistics of Information support: |
| | i) State : |
| | ii) With the implementing agency: |
| d. | Location and addresses of Extension Centres already developed, if any under the scheme and, proposed to be developed (Full details must be provided). |
| e. | Any other relevant information related to the proposal: |
| f. | Name and signature of the Head of the Animal Husbandry Department: |

Sub-mission: Skill Development, Technology Transfer and Extension**Component II: Training & capacity building**

| Sl.No. | Name of the Component | Training & capacity building, |
|--------|---------------------------------|--|
| 1. | Objectives | Operating specific Training and Capacity Building Interventions related to Livestock Sector. |
| 2. | Salient Features | <p>Extension personnel/ Livestock Extension Facilitators (LEF) will be trained in all aspect related to animal rearing through induction and Refresher trainings programmes and capacity building of Field Level Extension Mechanism. Extension personnel already working in various agencies related to animal husbandry extension would also require training in all aspects related to animal rearing like animal health, diseases, vaccination, marketability, nutrition, fodder development, programmes implemented by central / state/ local bodies, convergence between animal husbandry department, ICAR, Department of Agriculture, etc Ordinary farmers also would be trained on scientific rearing practices, marketability of their products, post-harvest practices etc.</p> <p>The existing manpower employed at the field level in agriculture and allied departments including Gopal Mitras, Prani Bandhus, Village extension workers, NGOs, progressive farmers, etc., would require enhanced training and capacity building support. The field level extension mechanism would be further augmented through (i) greater hand holding support to Livestock Farmers Groups (LFGs) in the initial stages, (ii) improving their access to micro-financing, (iii) supporting goshala activities, (iv) organizing exposure visits of dairy farmers to the dairy developed areas, (v) promoting farmer to farmer extension, (vi) organizing livestock farm schools and (vii) providing AHD extension material/literature.</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4. | Implementing agencies | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Govts concerned |

Annexure-D-III**Sub-mission: Skill Development, Technology Transfer and Extension****Component III: Livestock Farmers Groups**

| Sl.No. | Name of the Component | Livestock Farmers Groups |
|---------------|---------------------------------|---|
| 1. | Objectives | Empowering Livestock Farmers Groups (LFGs) with technology required for improving their income from the livestock farming activities. |
| 2. | Salient Features | <p>To organize large number of Livestock Farmers Groups (LFGs) for empowering them with technology required for improving their income from the livestock farming activities. This requires enhanced interface with ongoing development programmes and the implementing departments. Promoting LFGs federations at Taluka and District level is also envisaged.</p> <p>It is experienced that the group approach ensures efficiency and equity in delivery of extension services. Hence, farmers' organizations and their federations would be promoted and federated for sustaining the developmental efforts. The whole process will be oriented to develop the capacity of farmers to plan and attract support from all related organizations based on their needs and resources. In order to promote Farmer Led Extension, progressive farmers identified from each commodity group / federation will be trained in major commodity / enterprise. These trained farmers would be used as resource persons in extension activities. Programmes such as promotion of Farmers Organizations (FOs) and their federation and Capacity Building of Farmers in Agriculture for Farmer-Led Extension (CAFÉ) .</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4. | Implementing agencies | State Government, Department of Animal Husbandry Dairying & Fisheries. Department will coordinate with the State Government, ICAR Institutions and Research & Development Organizations. However, funds will be released through State Govts concerned |

Sub-mission: Skill Development, Technology Transfer and Extension**Component IV: Livestock Mela**

| Sl.No. | Name of the Component | Livestock Mela |
|--------|---------------------------------|---|
| 1. | Objectives | Updating technical skills of the farmers |
| 2. | Salient Features | <p>In this programme emphasis will be given for updating technical skills of the farmers by way of Organizing Livestock Mela / Show at block & district levels. There is also a provision in the scheme to organize technical conferences, display of panels and posters on various aspects of AH activity and invite various organizations to display their new achievements giving an opportunity to the farmers and development workers to exchange views on modern technology.</p> <p>At least one Livestock Mela / Show in each Block, District & State will be conducted every year. The duration of the mela is one days in the case of Block, two days in the case of District & three days in the case of State. It will be implemented by the State Government and Organizations of Central Government. The maximum unit cost of each mela at Block . District and State level will be Rs. 1 lakh . 2 lakh and Rs. 3 lakh respectively.</p> <p>The outstanding achievers in the field of milk production, egg production, purity of breed etc. would be awarded in the livestock meals.</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4. | Implementing agency | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Government concerned |

Sub-mission: Skill Development, Technology Transfer and Extension**Component V: Regional livestock fair**

| | | |
|-------|---------------------------------|---|
| I.No. | Name of the Component | Regional livestock fair |
| 1. | Objectives | Conservation of indigenous breed and other livestock and provide suitable incentive to farmers / breeders. Recognition of outstanding achievers. |
| 2. | Salient Features | The Regional Livestock Fair will help in conservation of indigenous breed and other livestock and provide suitable incentive to farmers / breeders. The Regional Livestock Fairs may be organized by the State Governments for a period of five days. However, the judges for the Regional Livestock Fairs may be appointed by Central Government in consultation with the host State Government. A unit cost of Rs. 10 lakhs for the Regional Livestock Fair. The outstanding achievers in the field of milk production, egg production, purity of breed etc. would be awarded in the livestock regional livestock fairs |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4. | Implementing agency | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Govts concerned |

Sub-mission: Skill Development, Technology Transfer and Extension**Component VI: Farmers field schools**

| Sl.No. | Name of the Component | Farmers field schools |
|--------|---------------------------------|---|
| 1. | Objectives | <p>To operationalize front line demonstrations in animal husbandry activities,</p> <p>To provide training to target farmers by having interactive sessions</p> <p>To upgrade knowledge of the progressive farmers through regular training programmes envisaged under the component “Technical Training & Capacity Building”</p> <p>Exposure visit of the progressive farmers under the relevant component of this scheme</p> |
| 2. | Salient Features | <p>Farmers field schools would be operationalized in each block. These would be set up in the field of outstanding or achiever farmers. Teachers in the farm schools could be progressive farmers, extension functionaries or experts belonging to Government or Non-Government sector. One of the main activities of farm schools would be to operationalize front line demonstrations in animal husbandry activities like scientific methods of rearing, susceptibility to disease, vaccination, breed improvement, aspects related to animal nutrition, schemes implemented by various agencies etc. Farm school would provide training to target farmers by having interactive sessions regularly. Knowledge of the progressive farmers would be continuously upgraded through regular training programmes envisaged under the component “Technical Training & Capacity Building”. Exposure visit of the progressive farmers also would be arranged under the relevant component of this scheme. At an approximate unit cost of Rs. 30,000/- for the establishment of a farm school, about 30,000 schools are expected to be operationalized.</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 6. | Implementing agency | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Govts concerned |

Sub-mission: Skill Development, Technology Transfer and Extension**Component VII: Exposure visit of Livestock Extension Facilitator**

| Sl.No. | Name of the Component | Exposure visit of Livestock Extension Facilitator |
|--------|---------------------------------|---|
| 1. | Objectives | To modify the contours of extension mechanism. |
| 2. | Salient Features | The scheme envisages setting up a robust feedback mechanism from the farmers, animal health experts, government machinery, dairy cooperatives, NGOs etc. regarding the expectation and requirements from the extension machinery. The programmes envisaged under the exposure visits of LEFs to advanced states etc. would have a strong feedback mechanism which would be analyzed and efforts would be made to crystallize the important suggestions and modify the contours of the scheme in succeeding years after obtaining approval from the state level / national level monitoring committee. |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-E |
| 4 | Implementing agency | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Government concerned. |

Sub-mission: Skill Development, Technology Transfer and Extension**Component VIII: Exposure visit of farmers**

| Sl.No. | Name of the Component | Exposure visit of farmers |
|--------|---------------------------------|---|
| 1. | Objectives | To modify the contours of extension mechanism. |
| 2. | Salient Features | Exposure visit of farmers to progressive states where there is already established extension mechanism. |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-XII |
| 4. | Implementing agency | Department of Animal Husbandry Dairying & Fisheries, Agriculture Department, KVKs, ICAR Institutions and Research & Development. However, funds will be released through State Govts concerned. |

Sub-mission: Skill Development, Technology Transfer and Extension
Component IX: Staff component for livestock extension

| Sl.No. | Name of the Component | Staff component for livestock extension |
|--------|---------------------------------|---|
| 1. | Objectives | To facilitate augmentation of HRD to implement skill development, technology transfer and extension. |
| 2. | Salient Features | <p>The objectives of the scheme are to achieved by providing livestock extension facilitators purely on contract basis for effective implementation both at central and state levels, for augmenting HRD back up. A senior officer namely Joint Director / Additional Director of the State Animal Husbandry Department would be entrusted with the responsibilities of coordinating the livestock extension activities of various agencies in the states like animal husbandry department, veterinary universities, ATMAAs, KVKs, etc.</p> <p>The Livestock extension Facilitator posted with him will assist in his duties. The Facilitator will prepare the IEC plan for the State and also coordinate all the activities related to Livestock Extension like (i) project formulation which should be bankable and implementable, (ii) training to animal rearers, (iii) organizing livestock camps, (iv) vaccinations, (v) preparation of IEC material and (vi) programmes related to animal nutrition etc. He would be the pivotal person coordinating veterinary services, nutrition related requirements, training programmes, data dissemination etc. He would continuously interact with all the agencies involved in livestock extension for successful implementation of the extension initiatives.</p> <p>All the above posts will be filled up purely on contract / consultancy basis with people possessing required qualification and experience The states would be divided into two categories with regard to appointment of livestock extension Facilitators at the district level. The bigger states having 500 blocks or more and those states having less than 500 blocks. The bigger states would be provided two LEFs per state whereas the smaller one would be provided 1 Facilitator for each state. All the Districts would be provided 1 Facilitator each (except in North Eastern States where the LEF would be posted in the block and state level only), whereas eight LEFs would be posted in DADF.</p> |
| 3. | Pattern of financial assistance | Central assistance as provided under Annexure-XII |
| 4. | Implementing agency | DADF, State Government, Department of Animal Husbandry Draying & Fisheries, PRI and other reputed organisations and Institutes However, funds will be released through State Governments concerned.. |

Components that can be financed under the National Livestock Mission, brief guidelines, and pattern of assistance are given below:

| Sub-Mission on Livestock Development | | |
|---|--|--|
| S.N. | Components | Pattern of Assistance |
| 1 | Entrepreneurship Development & Employment Generation [Central Sector (CS)] (Unit costs under different components given below) | <p>100% (Back-ended subsidy part only)</p> <p>Subsidy 25%, credit 65% for APL; and subsidy 33.33%, credit 56.67 for BPL / SC / ST in normal areas</p> <p>Subsidy 35%, credit 55% for APL; and subsidy 50%, credit 40 for BPL / SC / ST in NER / Hill areas / LWE affected areas</p> <p>Subsidy 45%, credit 45% for APL; and subsidy 60%, credit 30 for BPL / SC / ST in difficult areas</p> <p>Beneficiary Share 10% across all categories</p> |
| 2 | Infrastructure Development [Government of India (GOI) farms under CS , other farms under Centrally Sponsored Scheme (CSS)] | <p>GOI farms - 100%</p> <p>State farms - 75%</p> |
| 3 | Productivity Enhancement [CSS] | |
| a | Rural Backyard Poultry Development | 75% |
| b | Interventions in the breeding tract of high fecundity breeds | 100% |
| c | Research studies and linkages with professional bodies | 100% |
| d | Propagation of Artificial Insemination | 100% |
| e | Biotechnology centres for fecundity breeds | 100% |
| f | Training and orientation of functionaries | 100% |

| | | |
|----------|--|--|
| g | Ram / Buck / Boar shows | 100% |
| h | Community led breed improvement programmes | 100% |
| i | Cluster based mass de-worming / health cover programmes | 100% |
| j | Innovative projects | 100% |
| 4 | <p>Risk Management [CSS]</p> <p>[Premium rates for one year policy in Normal Areas - 3.0% , in NER / Hill areas / LWE affected areas - 3.5%, and in difficult areas - 4.0 %</p> <p>Premium rates for three year policy in Normal Areas - 7.5% , in NER / Hill areas / LWE affected areas - 9.0%, and in difficult areas - 10.5 %]</p> | <p>Central share 25%, State share 25% and Beneficiary share 50% for APL, and Central share 40%, State share 30%, and Beneficiary share 30% for BPL / SC / ST in Normal Areas</p> <p>Central share 35%, State share 25% and Beneficiary share 40% for APL, and Central share 50%, State share 30%, and Beneficiary share 20% for BPL / SC / ST in NER / Hill areas / LWE affected areas</p> <p>Central share 45%, State share 25% and Beneficiary share 30% for APL, and Central share 60%, State share 30%, and Beneficiary share 10% for BPL / SC / ST in Difficult Areas</p> |
| 5 | Conservation of Breeds [CSS] | 100% |
| 6 | Development of Minor Livestock Species [CSS] | 100% |
| 7 | Utilisation of Fallen Animals [CSS] | 75% |
| 8 | Rural Slaughterhouses [CSS] | 75% |

Indicative subsidy ceilings under the component of 'Entrepreneurship Development and Employment Generation'

| Sub-component - Poultry Venture Capital Fund (PVCF) | | |
|---|--|---|
| S.N. | Component | Ceiling of Subsidy |
| i | Breeding Farms for Birds of alternate species like turkey, ducks, Japanese quails, guinea fowl and geese | At 25% level subsidy- subsidy ceiling Rs. 7.50 lakh Varies depending on the species and unit size. |
| ii | Central Grower Units (CGU) – upto 16000 layer chicks per batch. | At 25% level subsidy- subsidy ceiling Rs. 10 lakh for a unit of 16000 layer chicks per batch (three batches a year) - Varies with size. |
| iii | Hybrid Layer (chicken) Units – upto 20000 layers | At 25% level subsidy- subsidy ceiling Rs. 2 lakh for 2000 layer unit - Varies with the size. |
| iv | Hybrid Broiler (chicken) Units – upto 20000 birds. Can be weekly, fortnightly, monthly, all-in all-out batches. Bird strength at any point of time should not exceed 20000 birds | At 25% level subsidy- subsidy ceiling Rs. 0.56 lakh for a batch of 1000 broilers - Varies with unit size |
| v | Rearing of Poultry like low-input technology variety of chicken and other alternative species like turkey, ducks, Japanese quails, guinea fowl and geese.. | At 25% level subsidy- subsidy ceiling Rs. 5 lakh Varies with the species and unit size |
| vi | Feed Mixing units (FMU) - 1.0 ton per hour Disease Investigation Lab (DIL) | At 25% level subsidy- subsidy ceiling Rs. 4 lakh |
| vii | Transport Vehicles – open cage | At 25% level subsidy- subsidy ceiling Rs. 2 lakh |
| viii | Transport Vehicles – Refrigerated | At 25% level subsidy- subsidy ceiling Rs. 3.75 lakh |
| ix | Retail outlets – Dressing units | At 25% level subsidy- subsidy ceiling Rs. 2.50 lakh |
| x | Retail outlets – marketing units | At 25% level subsidy- subsidy ceiling Rs. 3.75 lakh |
| xi | Mobile marketing units | At 25% level subsidy- subsidy ceiling Rs. 2.5 lakh |
| xii | Cold storage for poultry products | At 25% level subsidy- subsidy ceiling Rs. 5 lakh |
| xiii | Egg / Broiler Carts | At 25% level subsidy- subsidy ceiling Rs. 3750/- |
| xiv | Large Processing Units 2000-4000 birds per hour | At 25% level subsidy- subsidy ceiling Rs. 125 lakh |
| xv | Emu Processing units | At 25% level subsidy- subsidy ceiling Rs. 250 lakh |
| xvi | Feather Processing Units/ litter management | Varies with unit size |
| xvii | Technology upgradation/ innovations including waste disposal/ incinerators, mini-hatchers, egg vending machines etc. | Varies with the component. The subsidy ceiling is Rs. 125 lakh. For new/ innovative projects EC may decide the subsidy/ value cap depending upon the scope and importance of the project. |

| Sub-component - Integrated Development of Small Ruminants and Rabbits (IDSRR) | | |
|--|---|---|
| i | Commercial Units of 10 ewe / does+ 1 ram / buck | At 25% level subsidy- subsidy ceiling Rs. 12,500/- |
| ii | Breeding farms with 100 ewe / does + 5 ram / bucks | At 25% level subsidy- subsidy ceiling Rs. 2,50,000/- |
| Iii | Commercial rabbit - Angora units | At 25% level subsidy- subsidy ceiling Rs. 75,000/- |
| Iv | Rabbit -Angora breeding Farms | Varies with unit size |
| Sub-component - Pig Development | | |
| I | Commercial rearing units (3 sows + 1 Boar) | At 25% level subsidy- subsidy ceiling Rs. 25,000/- |
| Ii | Pig Breeding Farms (20 sows + 4 Boars) | At 25% level subsidy- subsidy ceiling Rs. 2,00,000/- |
| Iii | Retail Pork Outlets with facility for chilling | At 25% level subsidy- subsidy ceiling Rs. 3,00,000/- |
| Sub-component - Salvaging of Male Buffalo Calves | | |
| I | Mini Units: Rearing of male Buffalo calves upto 25 calves. | At 25% level subsidy - subsidy ceiling Rs. 6,250/- per calf. It would be implemented by the State Governments and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |
| II | Commercial Units: Rearing of male Buffalo calves, more than 25 calves upto 200 calves at one location. | At 25% level subsidy - subsidy ceiling Rs. 1,50,000/- per 25 calves (at the rate of Rs.6,000/- per calf). It would be implemented by the State Governments and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |
| III | Industrial Rearing Units: more than 200 calves upto 2000 Buffalo calves at one location. | At 25% level subsidy - subsidy ceiling Rs. 6,25,000/- per 200 calves (at the rate of Rs.3,125/- per calf). It would be implemented by the APEDA and subsidy would be channelized through NABARD. The beneficiary will have to avail bank loan to a tune of minimum 50% of project cost minus subsidy and prescribed beneficiary share. |

Note:

- (a) The ceiling on subsidy in general is at the rate of 25%. Pro-rata variable subsidy depending on category of beneficiary and location of the project will be applicable. The unit cost assumed for calculation of ceiling of subsidy is indicative only and SLSMC can revise or modify as per the prevailing market price in the area.
- (b) Rearing of male buffalo calves for a minimum period of 24 months.
- (c) All units under 'Entrepreneurship Development and Employment Generation', include provisions for feed and fodder, silage making, biosecurity and healthcare, insurance and other project activities etc.

| Sub-Mission on Pig Development in North-Eastern Region | | |
|---|--|---|
| S.No. | Components | Pattern of Assistance |
| 1 | Strengthening of farms [CSS] | 90% Central Assistance; 10% State Share Maximum ceiling per unit – Rs 50.00 lakh |
| 2 | Import of germplasm [CSS] | 90% Central Assistance; 10% State Share |
| 3 | Support to breeding programmes [CSS] | 90% Central Assistance; 10% State Share |
| 4 | Propagation of reproductive technologies [CSS] | 90% Central Assistance; 10% State Share |
| 5 | Health cover [CSS] | 90% Central Assistance; 10% State Share |

| Sub-Mission on Fodder and Feed Development | | |
|---|---|---|
| S.No. | Components | Pattern of Assistance |
| 1 | Forage production from Non-forest wasteland /rangeland/ grassland /non-arable land (ha) | 75% Central Assistance; 25% State Share Maximum per hectare ceiling (total cost) – Rs One lakh for common land requiring treatment, Rs 85,000 for common land not requiring treatment, Rs 65,000 for govt farms / Gaushalas, Rs 50,000 for other grasslands in remote areas, and Rs 30,000 for individual farmers, |
| 2 | Forage production from Forest Land (ha) | 75% Central Assistance, 25% State Share subject to a maximum assistance of Rs 50,000 per hectare |
| 3 | Cultivation of coarse grains and dual purpose crops (ha) | To be operated under the National Food Security Mission |
| 4 | Fodder seed procurement and distribution (MT) | 75% Central Assistance; The remaining would be State's contribution, of which a part may be charged to the beneficiaries, as may be decided by the State |

| | | |
|----------|--|---|
| 5 | Conservation of fodder through post harvest technologies | |
| (i) | Distribution of hand driven chaff cutters (No.) | 75% Central Assistance; The remaining would be State's contribution, of which a part may be charged to the beneficiaries, as may be decided by the State |
| (ii) | Distribution of power driven chaff cutters (No.) | 50%, Rest beneficiary share, of which the State may bear a part. |
| (iii) | Establishment of high capacity Fodder Block Making units (No.) | 50% of cost excluding cost of land (Private entrepreneurs), 75% of cost excluding cost of land (Cooperatives, Government institutions), subject to a ceiling of Rs 75.00 lakh as central assistance, whichever is less. Cost of land will not be supported by Government of India. In case of private entrepreneurs, the amount to be given as back-ended subsidy for a project duly appraised by a nationalized bank. In other cases, the remaining part may be contributed by the State Government |
| (iv) | Distribution of low capacity, tractor mountable Fodder Block Making units/ Hay Baling Machine/ Reaper/Forage Harvester (No.) | 50% of cost excluding cost of land (Private entrepreneurs), 75% of cost excluding cost of land (Cooperatives, Government institutions), subject to a ceiling of Rs 10.00 lakh as central assistance, whichever is less. Cost of land will not be supported by Government of India. In case of private entrepreneurs, the amount to be given as back-ended subsidy for a project duly appraised by a nationalized bank. In other cases, the remaining part may be contributed by the State Government |
| (v) | Establishment of Silage making units (No.) | 75% central assistance, 25% State Share including the cost of chaff cutter and the silage pit/tower, subject to the following ceiling: <ul style="list-style-type: none"> • For a unit of more than 25 MT capacity - Rs.1,00,000 • For a unit of 10 MT to 25 MT capacity - Rs.70,000 • For a unit of upto 10 MT capacity - Rs.50,000 Farmers can adopt any other types of silos, like drums, etc., for making silage, or smaller units can be taken up. Cost estimates should be given accordingly. The assistance includes machinery and related accessories, civil works, and power connectivity. |

| S.No. | Components | Pattern of Assistance |
|----------|--|--|
| (vi) | Establishment of Bypass protein/ fat making units (No.) | 25% of cost excluding cost of land (Private entrepreneurs), 75% of cost excluding cost of land (Cooperatives, Government institutions), subject to a ceiling of Rs 200.00 lakh as central assistance, whichever is less. Cost of land will not be supported by Government of India. In case of private entrepreneurs, the amount to be given as back-ended subsidy for a project duly appraised by a nationalized bank. In other cases, the remaining part may be contributed by the State Government |
| (vii) | Establishment of area specific mineral mixture / feed processing units (No.) | -same as above- |
| (viii) | Establishment / modernisation of Feed testing laboratories (No.) | 75% central assistance, 25% State Share only to Govt agencies, universities, Cooperatives, subject to a ceiling of Rs 200.00 lakh |
| 6 | Regional fodder stations (No.) | 100% central assistance |

| Sub-Mission on Skill Development, Technology Transfer and Extension | | |
|---|-------------------------------------|--|
| S.No. | Components | Pattern of Assistance |
| 1 | IEC support for livestock extension | 75% central assistance, 25% State Share (As per actuals) |
| 2 | Training and capacity building | 100% central assistance (As per actuals) |
| 3 | Livestock Farmers group | 75% central assistance, 25% State Share (As per actuals) |
| 4 | Livestock Mela | 75% central assistance, 25% State Share Subject to a ceiling Rs 1 lakh, Rs 2 lakh, and Rs 3 lakh for 1 day, 2 days, and 3 days mela at Block, District, and State levels, respectively. |

| | | |
|----------|---|---|
| 5 | Regional livestock fair | 100% central assistance Ceiling of Rs 10.00 lakh per fair |
| 6 | Farmer's Field School | 75% central assistance, 25% State Share Approximate unit cost of Rs 30,000/- per farmer's school |
| 7 | Exposure visit of Livestock Extension Facilitator | 100% central assistance As per actuals |
| 8 | Exposure visit of farmers | 75% central assistance, 25% State Share As per actuals |
| 9 | Staff component for livestock extension | 100% central assistance (As per actuals) |

Annexure-F**List of Low-Input Technology birds eligible under National Livestock Mission implemented by the Department of Animal, Husbandry, Dairying & Fisheries, Government of India**

| S.# | Name of the organization | Type of stock |
|-------------------------------------|--|--|
| PUBLIC SECTOR ORGANIZATIONS | | |
| 1. | Central Poultry Development Organization and Training Institute (SR), Bangalore. | a) Chabro b) Kalinga brown c) Kaveri |
| 2. | Central Poultry Development Organization(ER), Bhubaneswar. | Kalinga brown |
| 3. | Central Poultry Development Organization(NR), Chandigarh | Chabro |
| 4. | Central Poultry Development Organization(WR), Mumbai. | a) Kalinga brown (Kadakhnath stocks are also available) |
| 5. | Project Directorate on Poultry, ICAR, Hyderabad | a) Gramapriya b) Vanaraja |
| 6. | Central Avian Research Institute, Izatnagar | a) CARI GOLD b) Nirbheek c) Hitcari d) Cari-Debendra e) Upcari |
| 7. | Karnataka Veterinary, Animal and Fisheries Sciences University, Bidar, Karnataka | a) Giriraja b) Girirani c) Swarnadhara |
| 8. | Poultry Research Station, Nandanam, Chennai Tamil Nadu | Nandanam 99 |
| 9. | Kerala Veterinary University, Mannuthy | a) Gramalakshmi b) Gramashree c) Krishipriya |
| 10. | Sri Venkateshwara Veterinary University, Rajendernagar, Hyderabad | Rajasri |
| PRIVATE SECTOR ORGANIZATIONS | | |
| 1. | Dr.YashvantAgritechPvt. Ltd, Jalgaon, Maharashtra | Satpuda-desi |
| 2. | Indbro Research and Breeding Farm Pvt. Ltd., Hyderabad | Rainbow rooster |
| 3. | Kegg Farms, New Delhi | Kuroiler |
| 4. | Shipra Hatcheries, Patna, Bihar | Shipra |

*This list may be updated by this Department as and when required and updated list will also be put up on the website of the Department <http://dahd.nic.in>

No. K-11053/24/2017- LH (Part –I)
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated: 9th April, 2020

To

The Pay and Accounts Officer,
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry Dairying and Fisheries,
New Delhi

Sub: Administrative approval for implementation of Centrally Sponsored Scheme 'Livestock Health and Disease Control (LH&DC)' under Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India, for the year 2020-21

Sir/ Madam,

I am directed to convey Administrative Approval of Competent Authority for implementation of Centrally Sponsored Scheme – Livestock Health and Disease Control (LH&DC) scheme, having following seven components with **BE of Rs.438.00 Crore (Rupees four hundred thirty eight crore only)** for the year 2020-21.

| Sl. No. | Name of Scheme | BE (Rs in crores) | Funding pattern |
|---------|---|-------------------|--|
| 1 | Livestock Health and Disease Control (categorized under umbrella scheme- white revolution : "Rashtriya Pashudhan Vikas Yojana" (RKVY) | 438.00 | |
| (i) | Assistance to States for Control of Animal Diseases (ASCAD) | | 60% for States |
| | | | 90 % for 3 Himalayan and North Eastern States |
| | | | 100% for UTs |
| | | | For training & control of emergent & exotic diseases, 100% central grants will be provided. Payment of compensation to farmers for culling of birds, elimination of infected animals, and destruction of feed/eggs including operational cost will be (50:50 basis). 100% assistance is provided for conducting training and holding seminars/workshops. |

Smti

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| | | |
|-------|---|---|
| (ii) | National Project on Rinderpest Surveillance and Monitoring (NPRSM) | GOI -100% |
| (iii) | National Animal Disease Reporting System (NADRS) | GOI -100% |
| (iv) | Peste des Petits Ruminants Control Programme (PPR-CP) | 60% for States 90 % for 3 Himalayan and North Eastern States 100% for UTs |
| (v) | Establishment and Strengthening of existing Veterinary Hospitals and Dispensaries (ESVHD) | 60% for States 90 % for 2 Himalayan and North Eastern States 100% for UTs |
| (vi) | Professional Efficiency Development (PED) | 50% for States 100% for UTs & VCI |
| (vii) | Classical Swine Fever Control Programme (CSF-CP) | 90% for NE States |

2. Available funds for the component 'Assistance to States for Control of Animal Diseases' (ASCAD) will be provided to States/UT Governments for control of economically important and zoonotic diseases of livestock and poultry through immunization, strengthening of existing State Veterinary Biological Production Units & State Disease Diagnostic Laboratories and holding of workshops/seminars & training of Veterinarians and Para-veterinarians. Under the immunization programme, available funds will be provided for vaccination against canine rabies too. Similarly, under parasitic control programme, available funds will be provided to control endo-parasites in cattle and buffaloes (preferably where intensive vaccination programmes are being carried out). States will have to submit their annual action plan for using anthelmintics (preferably broad spectrum anthelmintics) depending upon the prevailing parasite profile (Nematode, Trematode and Cestode) in the state. The State Vaccine Production Units will be strengthened to make them GMP compliant subject to a maximum of Rs. 10.00 crores as central share. The states will have to submit the action plan with detailed project report for assistance under this activity. State Disease Diagnostic Laboratories will also be strengthened to make them GLP compliant. BSL II laboratories set up under the World Bank Project and ELISA laboratories set up under NPPE Scheme will be strengthened for ISO certification and GLP compliant status. The ASCAD component would also strengthen the existing surveillance and control measures for Avian Influenza and other exotic diseases. States are at liberty to request for the for vaccination as per the disease scenario of livestock & poultry in the state/region.

3. From the funds available under 'National Project on Rinderpest Surveillance & Monitoring (NPRSM)', assistance will be provided to States/UTs, for meeting administrative costs, for undertaking on-going activities of strengthening veterinary services, surveillance of various animal diseases including syndromic diseases with more focus on diseases like Contagious Bovine Pleuro-pneumonia (CBPP) & Bovine spongiform Encephalopathy (BSE) etc., for which the country's freedom status has to be maintained. Provision of funds has also been made for meeting expenditure under Central Project Monitoring Unit (CPMU) of NPRSM.

4. The component of National Animal Disease Reporting System (NADRS) will be implemented through National Informatics Centre(NIC) of Government of India to undertake

activities like (i) ongoing activities for running of NADRS like modifications in the Application Software, maintenance of Hardware, internet connectivity, etc. (ii) training of manpower at the National Level and in the States up to Block Level, (iii) monitoring of hardware & internet connectivity-related complaints for ensuring trouble free transmission of disease data from the nodes to the State Project Monitoring Unit/ Central Project Monitoring Unit. Funds for internet connectivity will be provided by the department directly to BSNL/ MTNL and for manpower to National Informatics Centre Systems Incorporated (NICSI) from available funds. Central assistance will also be provided to States/ UTs for meeting expenditure on publication of Animal Diseases Reports and its dissemination and other allied activities from the available funds.

5. Peste des Petits Ruminants Control Programme (PPR-CP) has been extended to cover all the States/UTs since February, 2014. Funds will be provided to all States/ UTs for procurement of vaccine to carry out mass vaccination against PPR, strengthening of ELISA labs and PPR vaccine production units, TA / DA, hiring of vehicle, Information Education & Communication (IEC), purchase of animal identification health cards, equipment & consumables and surveillance. Research institutions will also be assisted for undertaking surveillance and monitoring under PPR-CP.

7. Under the component 'Establishment and Strengthening of Existing Veterinary Hospitals and Dispensaries (ESVHD)' available funds will be provided for establishment of new hospitals and dispensaries and up-gradation of existing ones, for improving efficiency as per approved norms. 'Mobile Veterinary Clinics (MVCs)' will also form part of the component of ESVHD. Each Mobile Veterinary Clinic (MVC) will have the basic diagnostic facility and treatment of animals and provision for sample collection/transportation from the field. The available funds will be provided to the States/UTs for contractual services for technical persons, hiring vehicles, procurement of necessary equipment required for treatment and disease diagnosis including sample collection and transportation of these samples to the designated laboratory maintaining cold chain or preservation as necessary. The vehicle should accommodate the necessary staff, equipment for diagnosis, reagents/ medicines for treatment, facility for AI and also suitable freezer or related equipment for transportation of sample in cold chain.

9. Funds available under component 'Professional Efficiency Development (PED)' will be provided for establishing State/ UT Veterinary Councils and to meet cost of administration. Funds to Veterinary Council of India (VCI) will be provided for meeting the administration costs. Besides, the funds will also be provided for Continuing Veterinary Education (CVE) to VCI & State Veterinary Councils (SVC)/State Veterinary/Agriculture Universities.


10. Under the component, 'Classical Swine Fever Control Programme (CSF-CP)', available funds will be provided to the States/UTs for carrying out the vaccination of entire eligible pig population in a phased manner starting in NE states which would be the focus. Depending on the vaccine availability, the scope will be enlarged to cover entire country subsequently. States (NE states) will submit the action plan with detailed requirements for assistance under this activity.

11. It may be ensured that 16.2% and 8.0% of the funds are targeted for SC/ST farmers/beneficiaries under Scheduled Caste Special Plan (SCSP) as per directives of NITI Aayog.

12. This Administrative Approval is being issued subject to the following-
- The norms of assistance for various components shall be the same as approved by the Government for the Centrally sponsored scheme and no change/ modification / addition shall be permissible in the scheme components / operational guidelines.
 - The Provisions of General Financial Rules, 2017 shall be applicable henceforth.
 - Release of funds shall be as per Cash Management System guidelines issued by Budget Division, Department of Economic Affairs, Ministry of Finance vide OM No. 15(39)- B(R)/2016, dated 21.8.2017.
 - The flow of funds is to be ensured through PFMS/DBT platforms.
 - The State /IAs are also requested to ensure registration of all the implementing agencies till last levels and use of Expenditure, Advance and Transfer (EAT) module of Public Financial management System (PFMS) for flow of funds so that effective monitoring of funds utilization can be done as per Rule 232 (v) of GFR 2017.
 - Utilization Certificates shall be submitted through PFMS in accordance with guidelines issued in this regard by CCA, Ministry of Agriculture and Farmers Welfare. It is to be noted that Utilisation Certificate not supported by EAT module data is likely to be rejected and expenditure will not to be treated as regular.
13. Detailed Budget Heads with allocation are as under:

| Sl. No. | Major Head | Allocation BE 2020-21 (Rs. in crore) |
|--------------|---------------------|--------------------------------------|
| 1 | OE | 30.00 |
| | PS | 5.00 |
| | Grant in aid | 400.00 |
| | Grant in aid Salary | 176.00 |
| 2 | 2552(G) | 4977.00 |
| 3 | 2552(SCSP) | 881.00 |
| 4 | 2552(ST) | 456.00 |
| 5 | 3601(G) | 24987.00 |
| 6 | 3601(SCSP) | 5639.00 |
| 7 | 3601(ST) | 2952.00 |
| 8 | 3602(G) | 2719.00 |
| 9 | 3602(SCSP) | 381.00 |
| 10 | 3602(ST) | 197.00 |
| Total | | 438.00 |

14. This issues with the approval of Secretary (ADF) vide Dy. No. dated



 (DEEPAK SETHI)

Under Secretary to the Government of India

दीपक सेठी
 अवर सचिव
 पशुपालन एवं डेयरी विभाग

Copy for information and necessary action to:

1. Secretary, Department of Agricultural Research and Education (DARE) & DG, ICAR
2. Director General, National Informatics Centre, CGO Complex, Lodi Road, New Delhi
3. Principal Secretary/Secretaries of Animal Husbandry, all States/UTs.
4. Commissioner/Secretary, Finance Department of all States/UTs
5. Chairman, National Dairy Development Board, Anand (Gujarat)
6. Director, ICAR- Directorate of FMD, Mukhteshwar (Uttarakhand)
7. Director, ICAR-IVRI, Izatnagar, Bareilly (Uttar Pradesh)
8. Director, ICAR-NIVEDI, Bengaluru (Karnataka)
9. Directors (AH&VS) of all States/UTs
10. Secretary, Veterinary Council of India, New Delhi
11. PPS to Secretary (AHD)
12. PPSs to AHC / JS (LH)/ JS (C&DD)/ JS (NLM)/ JS (Admn)
13. Principal Accounts Officer, Jeevan Tara Building, New Delhi
14. PAO (Secretariat), Room No. 35, Krishi Bhawan, New Delhi
15. US (Fin.)/AC (Budget)
16. Guard File


(DEEPAK SETHI)

Under Secretary to the Government of India

दीपक सेठी
अवर सचिव
पशुपालन एवं डेयरी विभाग

No. K-11053/24/2017-LH
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated the 16th April, 2020

CORRIGENDUM

Sub: Administrative approval for implementation of Centrally Sponsored Scheme 'Livestock Health and Disease Control (LH&DC)' under Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India, for the year 2020-21


Sir,

With reference to the letter of even no. dated 9th April, 2020 on the above subject, it may be noted that there has been a typographical error, especially at para 13 thereof wherein the amount mentioned has been "in crore" whereas it should have been "in lakh".

Accordingly, the Statement at sl. no. 13 regarding "Detailed **Budget Heads with allocation**" may now be read as under:

| Sl. No. | Major Head | Allocation BE 2020-21 (Rs. in lakh) |
|--------------|---------------------|-------------------------------------|
| 1 | OE | 30.00 |
| | PS | 5.00 |
| | Grant in aid | 400.00 |
| | Grant in aid Salary | 176.00 |
| 2 | 2552(G) | 4977.00 |
| 3 | 2552(SCSP) | 881.00 |
| 4 | 2552(ST) | 456.00 |
| 5 | 3601(G) | 24987.00 |
| 6 | 3601(SCSP) | 5639.00 |
| 7 | 3601(ST) | 2952.00 |
| 8 | 3602(G) | 2719.00 |
| 9 | 3602(SCSP) | 381.00 |
| 10 | 3602(ST) | 197.00 |
| Total | | 43800.00 |

All remaining entries in the letter dated 9th April 2020, referred above, shall remain unchanged.


NARENDER KUMAR
(-----)

Under Secretary to the Government of India

NARENDER KUMAR

Under Secretary
Government of India

M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

Copy for information and necessary action to:

1. The Pay and Accounts Officer, Department of Animal Husbandry & Dairying and Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, New Delhi
2. Secretary, Department of Agricultural Research and Education (DARE) and DG, ICAR

3. Director General, National Informatics Centre, CGO Complex, Lodi Road, New Delhi
4. Principal Secretary/Secretaries of Animal Husbandry, all States/UTs.
5. Commissioner/Secretary, Finance Department of all States/UTs
6. Chairman, National Dairy Development Board, Anand, Gujarat
7. Director, ICAR- Directorate of FMD, Mukhteshwar, Uttarakhand
8. Director, ICAR- IVRI, Izatnagar, Bareilly (Uttar Pradesh)
9. Director, ICAR – NIVEDI, Bengaluru (Karnataka)
10. Directors (AH&VS) of all States/UTs
11. Secretary, Veterinary Council of India, New Delhi
12. PPS to Secretary (AHD)
13. PPSs to AHC / JS (LH)/ JS (C&DD)/ JS (NLM)/ JS (Admn)
14. Principal Accounts Officer, Jeevan Tara Building, New Delhi
15. PAO (Secretariat), Room No. 35, Krishi Bhawan, New Delhi
16. US (Fin.)/AC (Budget)
17. Guard File

No. K-11053/24/2017-LH
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated the 16th April, 2020

OFFICE MEMORANDUM

Sub: Tentative State-wise allocation for Centrally Sponsored Scheme "Livestock Health and Disease Control (LH&DC)" for 2020-21

The undersigned is directed to convey the tentative State-wise allocations for Centrally Sponsored Scheme "Livestock Health and Disease Control (LH&DC)" for the year 2020-21 against a budgetary proposal of Rs.438.00 crore as per table below.

(Rs. in lakh)

| S. No. | State / UT | CSF-CP | ASCAD | ESVHD | PPR-CP | PED | NPRSM | NADRS | GRAND TOTAL |
|--------|------------------------|-------------|-----------------|----------------|-----------------|---------------|---------------|--------------|-----------------|
| 1 | Andhra Pradesh | 0.00 | 1086.00 | 187.00 | 1484.00 | 10.00 | 8.00 | 5.00 | 2780.00 |
| 2 | Bihar | 0.00 | 1162.00 | 110.00 | 836.00 | 10.00 | 7.00 | 5.00 | 2130.00 |
| 3 | Chhattisgarh | 0.00 | 506.00 | 109.00 | 269.00 | 8.00 | 6.00 | 4.50 | 902.50 |
| 4 | Goa | 0.00 | 5.00 | 3.00 | 1.00 | 6.00 | 2.00 | 2.00 | 19.00 |
| 5 | Gujarat | 0.00 | 857.00 | 72.00 | 427.00 | 15.00 | 8.00 | 5.00 | 1384.00 |
| 6 | Haryana | 0.00 | 222.00 | 276.00 | 40.00 | 10.00 | 5.00 | 4.00 | 557.00 |
| 7 | Himachal Pradesh | 0.00 | 141.00 | 216.76 | 122.00 | 10.00 | 5.00 | 4.00 | 498.76 |
| 8 | Jharkhand | 0.00 | 752.00 | 45.02 | 626.00 | 6.00 | 6.00 | 4.00 | 1439.02 |
| 9 | Karnataka | 0.00 | 925.00 | 277.28 | 1104.00 | 15.00 | 7.00 | 5.00 | 2333.28 |
| 10 | Kerala | 0.00 | 93.00 | 112.40 | 88.00 | 10.00 | 4.00 | 4.50 | 311.90 |
| 11 | Madhya Pradesh | 0.00 | 1295.00 | 259.72 | 730.00 | 15.00 | 10.00 | 4.00 | 2313.72 |
| 12 | Maharashtra | 0.00 | 1052.00 | 190.38 | 852.00 | 15.00 | 10.00 | 5.00 | 2124.38 |
| 13 | Odisha | 0.00 | 579.00 | 370.75 | 492.00 | 10.00 | 6.00 | 5.00 | 1462.75 |
| 14 | Punjab | 0.00 | 224.00 | 282.28 | 28.00 | 10.00 | 5.00 | 4.00 | 553.28 |
| 15 | Rajasthan | 0.00 | 1809.00 | 267.57 | 1843.00 | 15.00 | 10.00 | 5.00 | 3949.57 |
| 16 | Tamil Nadu | 0.00 | 780.00 | 272.38 | 923.00 | 15.00 | 8.00 | 5.00 | 2001.38 |
| 17 | Telangana | 0.00 | 1040.00 | 99.75 | 1539.00 | 10.00 | 5.00 | 4.00 | 2697.75 |
| 18 | Uttar Pradesh | 0.00 | 2160.00 | 242.76 | 992.00 | 15.00 | 15.00 | 5.00 | 3429.76 |
| 19 | Uttarakhand | 0.00 | 142.00 | 33.15 | 107.00 | 8.00 | 3.00 | 4.00 | 297.15 |
| 20 | West Bengal | 0.00 | 1193.00 | 70.80 | 1105.00 | 10.00 | 9.00 | 5.00 | 2392.80 |
| | TOTAL (MH-3601) | 0.00 | 16023.00 | 3498.00 | 13608.00 | 223.00 | 139.00 | 89.00 | 33578.00 |

| S. No. | State / UT | CSF-CP | ASCAD | ESVHD | PPR-CP | PED | NPRSM | NADRS | GRAND TOTAL |
|--------|-------------------------|----------------|-----------------|----------------|-----------------|---------------|---------------|---------------|-----------------|
| 21 | Arunachal Pradesh | 102.00 | 129.00 | 154.00 | 29.00 | 6.00 | 2.00 | 3.00 | 425.00 |
| 22 | Assam | 790.69 | 2006.00 | 360.00 | 804.00 | 6.00 | 6.00 | 5.00 | 3977.69 |
| 23 | Manipur | 88.62 | 61.00 | 130.00 | 8.00 | 6.00 | 2.00 | 3.00 | 298.62 |
| 24 | Meghalaya | 266.00 | 227.00 | 93.00 | 72.00 | 6.00 | 2.00 | 3.00 | 669.00 |
| 25 | Mizoram | 110.34 | 40.00 | 32.00 | 3.00 | 6.00 | 2.00 | 3.00 | 196.34 |
| 26 | Nagaland | 152.45 | 61.00 | 32.00 | 6.00 | 6.00 | 2.00 | 3.00 | 262.45 |
| 27 | Sikkim | 10.29 | 30.00 | 62.00 | 16.00 | 6.00 | 1.00 | 3.00 | 128.29 |
| 28 | Tripura | 77.61 | 145.00 | 60.00 | 63.00 | 6.00 | 2.00 | 3.00 | 356.61 |
| | TOTAL (MH-2552) | 1598.00 | 2699.00 | 923.00 | 1001.00 | 48.00 | 19.00 | 26.00 | 6314.00 |
| 29 | A&N Island | 0.00 | 73.00 | 34.00 | 11.13 | 6.00 | 1.00 | 1.00 | 126.13 |
| 30 | Chandigarh | 0.00 | 14.00 | 22.00 | 0.18 | 4.00 | 0.00 | 0.50 | 40.68 |
| 31 | D&N Haveli | 0.00 | 24.00 | 0.00 | 1.00 | 4.00 | 0.00 | 0.50 | 29.50 |
| 32 | Daman & Diu | 0.00 | 2.00 | 3.00 | 0.19 | 4.00 | 0.00 | 0.50 | 9.69 |
| 33 | Ladakh | 0.00 | 0.00 | 62.00 | 78.00 | 2.00 | 1.00 | 0.50 | 143.50 |
| 34 | Lakshadweep | 0.00 | 23.00 | 14.00 | 7.00 | 6.00 | 0.00 | 0.50 | 50.50 |
| | VCI/OE/PS/Others | - | - | - | - | 211.00 | - | - | 211.00 |
| | TOTAL (MH- 2403) | 0.00 | 136.00 | 135.00 | 97.50 | 237.00 | 2.00 | 3.50 | 611.00 |
| 35 | Delhi | 0.00 | 82.00 | 112.00 | 11.84 | 6.00 | 2.00 | 3.00 | 216.84 |
| 36 | Jammu & Kashmir | 0.00 | 1883.00 | 798.00 | 271.70 | 10.00 | 10.00 | 5.00 | 2977.70 |
| 37 | Puducherry | 0.00 | 34.00 | 37.00 | 14.46 | 6.00 | 6.00 | 3.00 | 102.46 |
| | TOTAL (MH-3602) | 0.00 | 1999.00 | 947.00 | 298.00 | 22.00 | 18.00 | 11.00 | 3297.00 |
| | GRAND TOTAL | 1598.00 | 20857.00 | 5503.00 | 15004.50 | 530.00 | 178.00 | 129.50 | 43800.00 |

It is to be noted that the above are only indicative allocations and are subject to modifications and changes according to Regular Budgetary Allocations for 2020-21 and also taking into account the pending unspent balances for States / UTs.

If viable proposals are not received from all States / UTs within the second quarter of the Financial Year, this Department may re-allocate the funds between States / UTs having more demand.

Department of Animal Husbandry & Dairying reserves the right to modify, add, delete an) term / condition without assign.mg any reason and its interpretation of various terms will be final Department of Animal Husbandry & Dairying reserves the right to recall any amount given under the scheme without assigning any reason thereof.

The State/IAs are also requested to ensure registration of all the implementing agencies till last levels and use of Expenditure, Advance and Transfer (EAT) module of Public Financial management System (PFMS) for flow of funds so that effective monitoring of funds utilization can be done as per Rule 232 (v) of GFR 2017.

Any correspondence/ query may please be forwarded to Joint Secretary (Livestock Health), Ministry of Fisheries, Animal Husbandry & Dairying, Department of Animal Husbandry & Dairying, Room No 189-A, Krishi Bhawan, New Delhi-110001 jslh-dadf@gov.in

This issues with the approval of the Competent Authority.

Gd-e 41/104
16/04/2020
Assistant Commissioner (LH Division)

Copy forwarded for information and necessary action to:

- 1.ACS/ Principal Secretary/ Secretary, Animal Husbandry Department of all States & UTs
- 2.Commissioner / Director of Animal Husbandry & Veterinary Services Department of all States & UTs
- 3.PPS to Secretary (AHD), Krishi Bhawan, New Delhi
- 4.PPS to SS&FA, DAHD, Krishi Bhawan, New Delhi
- 5.PPS to AHC / JS (LH)
6. Director (IFD)/ US (Finance)/ AC (Budget), DAHD, Krishi Bhawan, New Delhi

No. 3-1/2016-AHT (NPBB)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhawan New Delhi
Dated the 3rd April 2020

Subject: Administrative approval for implementation of Rashtriya Gokul Mission during 2020-21.

The undersigned is directed to convey the Administrative Approval towards implementation of Rashtriya Gokul Mission (RGM) with an allocation of Rs. 310.00 crores during the year 2020-21. The RGM will be implemented without changing the scope, nature and coverage of the components.

2. The Rashtriya Gokul Mission will be implemented as part of umbrella scheme namely, White Revolution-Rashtriya Pashudhan Vikas Yojna as approved by the competent authority. The Mission has the following objectives:-

To enhance productivity of bovines and increasing milk production in a sustainable manner using advance technologies

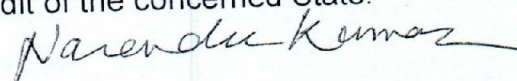
- a. To propagate use of high genetic merit bulls for breeding purposes.
- b. To enhance Artificial insemination coverage through strengthening breeding network and delivery of Artificial insemination services at farmers doorstep
- c. To promote indigenous cattle & buffalo rearing and conservation in a scientific and holistic manner.

3. A copy of the guidelines and brief description of activities to be taken up may be seen at www.dahd.nic.in. It is requested that an Action Plan for Rashtriya Gokul Mission may be prepared as per the guidelines of the scheme and submitted to the Department of Animal Husbandry & Dairying.

4. The State proposals will be scrutinized by the Department of Animal Husbandry and Dairying and sanctions will be issued with the approval of the competent authority.

5. Participating States/State Implementing Agency will supply information on number of people belonging to **Schedule Castes, Scheduled Tribes** and **Women** benefited from the scheme on quarterly basis. It may be ensured that 16.6% and 8.6% of the funds are targeted for SC and ST farmers/beneficiaries respectively under Scheduled Castes Special Plan (SCSP) and Tribal Sub Plan (TSP) as per directives of NITI Aayog.

6. Participating States/State Implementing Agencies will submit monthly progress reports (MPR), annual report, audit reports etc. along with utilization certificate in the prescribed formats. The funds released under the project will be subjected to AG Audit of the concerned State.



NARENDER KUMAR
Under Secretary
Government of India
M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

7. This issues with the approval of Joint Secretary (C&DD) vide FTS No 757 dated 3rd April
2020

Yours faithfully,

Narender Kumar

(Narender Kumar)

Under Secretary to the Govt. of India

Distribution:

1. Principal Secretary/Secretary, Department of Animal Husbandry/Dairy Development, All States and UT's (speed post)
2. Niti Aayog, Agriculture Division. (special messenger)
3. Principal Accounts Officer, Ministry of Agriculture, Department of Animal Husbandry and Dairying, 16-A, Akbar Road Hutments, New Delhi-110011. (by special messenger)
4. Accountant General, AGCR Building, New Delhi-110002. (Special Messenger)
5. Chief controller of accounts, DAC, Krishi Bhavan New Delhi.
6. Director of Animal Husbandry of all States and UT's (Speed post)
7. Chief executive officers of the concerned States.
8. Guard file

NARENDER KUMAR

Under Secretary
Government of India
Ministry of Agriculture & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

Copy for kind information to:

1. PS to Hon'ble FAHD Minister
2. PS to Hon'ble MOS FAHD
3. PS to Hon'ble MOS FAHD
4. PPS to Secretary (AHD)
5. PPS to AHC
6. PPS to AS & FA
7. PS to JS(C&DD)/JC (AH)/DC(BT)/AC(Cattle)
8. US(Fin)/AO(budget)

Narender Kumar

(Narender Kumar)

Under Secretary to the Govt. of India

No. 3-101/2018-AHT(RGM)
 Government of India
 Ministry of Agriculture & Farmers Welfare
 Department of Animal Husbandry, Dairying and Fisheries
 Krishi Bhawan New Delhi
 Dated the 29th June 2020

Subject: Administrative approval for implementation of Nationwide Artificial Insemination Programme - phase II (NAIP II) in districts with less than 50% A.I coverage

The undersigned is directed to convey the Administrative Approval towards implementation of sub scheme Nationwide Artificial Insemination Programme - phase II (NAIP II) in districts with less than 50% A.I coverage with an allocation of Rs. 903.46 crores during the year 2020-21 from 1.8.2020 to 31.5.2021.

2. The sub scheme will be covered under the scheme RGM under the component of development and conservation of indigenous breeds as per the guidelines of the scheme. The objective of the scheme is to:

- a) Providing doorstep reliable AI delivery system in districts with less than 50% A.I Coverage.
- b) Birth of genetically superior male and female bovine breeds
- c) Increase in Milk Production
- d) Adoption of AI technology by large number of Farmers.
- e) Increase in Farmers' income

3. A copy of the guidelines and brief description of activities to be undertaken under the sub-scheme be seen at www.dahd.nic.in. Detailed action plan along with list of District wise no. of villages to be covered under the scheme is given at Annexure-I of the guidelines.

4. Under the scheme, AI services will be delivered at farmers free of cost. The Programme will be implemented in 604 identified districts having less than 50% A.I coverage from 1st August 2020 to 31st May 2021 over a period of 10 months covering around 300 lakh breedable female bovine populations, covering 500 villages per district. In every district, a minimum of 100 animals to be covered.

5. The breeding inputs for the programme shall be procured by the concerned State Implementing Agency as per the Standards and specifications in the form of Minimum Standard Protocols (MSPs)/ Standard Operating Procedure (SOPs) formulated by Government of India.

5.1 Standards for Selecting Semen: High Yielding Indigenous breed (HYIB) semen to be used should meet the standards and specifications prescribed in MSP

for semen production and dams lactation yield should not be below 3000 Kgs/lactation. For semen of HF and Jersey, MSP shall be of 10,000 Kgs for HF and 7000 Kgs for Jersey respectively. For Buffaloes, in case of non- descript buffaloes, semen of Murrah/ Nili-Ravi with MSP of 3000 Kgs and above may be used, as it is easily available. For descript buffaloes, minimum MSP as decided by Government of India should be used. All purchases of semen should be from the 'A' and 'B' graded Semen Stations accredited by Central Monitoring Unit (CMU) only. MSP of different breeds notified by GOI.

5.2. In villages where co-operative societies are available, A.I shall preferably be done through Dairy Cooperative Societies (DCS)/ through cluster A.I centres of dairy co-operatives.

5.3. Though 3 A.I's are allowed per animal, in case of animals conceived with a single/double A.I, the rest of the semen doses shall be used for additional animals (Cattle and Buffalo).

6. SEXED SEMEN - In States where establishment of sexed semen production has been sanctioned by GoI, the States may substitute sexed semen for normal semen and add Rs.25/- as GoI contribution on semen cost apart from the admissible cost under sanctioned programme.

7. TAGGING: All the animals covered under the programme shall be identified using UID and their data shall be uploaded on INAPH data base. All inseminated animals shall be given Animal health Card (Nakul Swasthya Patra) .After AI, the animal shall be followed up for pregnancy diagnosis till calf born and all the events shall be recorded on the data base.

8. PARENTAGE TESTING: Parentage testing shall be done for 1% of the calves born through NAIP Phase I in each district @ Rs.100/calf .

9. DATA UPLOADING ON INAPH: The A.I technicians who have been given tablets under PashuSanjivani, (currently used for 20th Livestock Census) must use the tablet directly or use their mobile phone for uploading data on INAPH LITE application on INAPH data base managed by National Dairy Development Board (NDDB). States should try to make all such tablets available to regular A.I technicians.

10. DATA REPORTING OF PROGRESS ON INAPH: Daily reporting of village wise and district wise progress on the No. of AI done shall be done by the concerned DAHO on INAPH data base so as to provide public scrutiny/ assessment of the programme. Reports on follow-up on the A.I done, i.e. Pregnancy diagnosis after a period of 3 months of A.I and calves born details after 10 months of A.I shall also to be uploaded on INAPH. The DAHO shall ensure that the progress is uploaded for all



activities related to A.I on INAPH immediately, to ensure that the data made available is on real time basis.

11. All District Veterinary Officers are allowed to hire two Data Entry Operator (DEO) on short term basis for uploading AI data on the portal. A consolidated remuneration @ Rs.10000/- (Rupees Ten Thousand only) per month for a period of 10 months is earmarked for data entry operator at district level.

12. MEDIA AND PUBLICITY:

- (i) **At village level:** Contingency grant @ Rs.1000 per village will be made available for two wall writings, printing banners, leaflets, pamphlets etc. Banners should be displayed in prominent places and at the sites where A.I is done. Village wise details of AI technicians shall be shared by State and same detail will be displayed in each village through wall paintings, posters etc.
- (ii) **At district level:** A fund of Rs.50,000/- per district will be made available for publicity, storage and transportation of semen doses, AI consumables and monitoring. Leaflets in regional language should be prepared by the concerned DVO on the following and to be distributed compulsorily to all the farmers for creating awareness.
- (iii) **At State level:** For creating awareness about the programme at the State level, Rs.1.00 lakh per district for the State will be made available for printing of A.I formats, preparing and broadcasting of Radio jingles on the importance of A.I, organising awareness camps and Publicity through Television.

13. MONITORING OF THE PROGRAMME:

- (i) **District level:** At the district level, scheme will be monitored by the District Monitoring committee headed by Collector/District Magistrate, Member secretary – DAHO and the Implementing agency, which will hold weekly review meetings ascertaining the progress of the programme, with special reference to AI technicians in the selected villages and the media campaign launched in local language to make the farmers aware of the programme.
- (ii) **State level:** State Animal Husbandry Department shall constitute a State Monitoring Committee headed by the Principal Secretary of the department and its members should be Stake holders involved in A.I. In each State, a nodal officer shall be nominated by the State for coordination with the centre. The State Monitoring Committee will meet weekly during the campaign.



(iii) **Central Monitoring Committee:** Central Monitoring Committee will be constituted in the Department of Animal Husbandry and Dairying (DAHD) and regular meetings of TMC will be held on monitoring of the programme. DAHD shall depute its officers for monitoring of the programme at State level. In this regard, 3 Veterinarians and 1 Management Consultant will be hired for monitoring the AI progress on short term contract basis for one year @ Rs.50,000/- per month. Three data entry operators will be hired on consolidated basis of Rs. 12000/-month on short time basis for one year for compiling of data.

14. CALL CENTRE created under NADCP programme will be utilised for NAIP.

15. State Implementing Agencies/ End Implementing Agencies shall be allowed to procure semen doses preferably from A graded semen stations @ Rs 25 per dose including consumables from the project funds.

16. Details of the activities covered under the programme are depicted in the following table:

| S. No. | Item | Physical/ Rs. in Crore |
|--------|--|---------------------------|
| 1 | No. of villages to be covered per district | 500 Nos |
| 2 | Average No. of animals to be covered per village | 100 Nos |
| 3 | Total no. of animals to be covered / district | 50000 Nos |
| 4 | No. of AI to be conducted per village (up to 3 A.I per animal) | 300 Nos |
| 5 | Total No. of AIs to be performed per district | 150000 Nos |
| 6 | No. of semen doses required (10% extra over number of AI) | 165000 doses |
| 7 | Cost of Semen doses including consumables, transportation and storage @ Rs. 25/per dose (in Rs) per district | Rs. 0.4125 |
| 8 | Incentive to AI technicians @ Rs 50 per AI including data uploading on INAPH per district | Rs. 0.75 |
| 9 | Incentive to AI technicians after birth of each calf @ Rs 100 per calf including data uploading on INAPH per district | Rs. 0.5 |
| 10 | Two data entry operators on consolidated salary of Rs. 10000/-month on short time basis (10 months) for uploading AI data per district | Rs.0.02 |
| 11 | Contingency grant @ Rs 1000 per village for wall writing, Banners ,leaflets, pamphlets and monitoring of progress | Rs.0.05 |
| 12 | Contingency grant @ Rs. 50,000/- per district for publicity, storage and transportation of semen doses & AI consumables | Rs.0.005 |
| 13 | Parentage testing @ Rs.100 per calf for 1% of total no.of calves born in the district | Rs.0.05 |
| 14 | Total per district | Rs. 1.7875 |
| 15 | Total for 604 districts | Rs.1079.65 |
| | At State level | |

| | | |
|---|--|---------------|
| 16 | Awareness programme at State level @ Rs.1.00 Lakh /District - Printing of A.I formats, Publicity on Television, Planning and broadcasting of Radio jingles on A.I and Organising Awareness camps | Rs.6.04 |
| 17 | Total expenditure for 28 States/UT's | Rs.1085.69 |
| 18 | Fund requirement for 500 districts by non NER States/UT's (excl. NER*) | Rs.898.75 |
| | DAHD Headquarters | |
| 19 | Awareness campagne @1% of total cost | 4.0 |
| 20 | Hiring of manpower on consolidated salary of @ Rs.50,000/-per month (3 Vets for monitoring of INAPH and 1Management Consultant for monitoring the AI progress and) on short term basis for one year. | 0.24 |
| 21 | Three data entry operators on consolidated salary of Rs. 18000/-month on short time basis (one year) for compiling of progress | 0.065 |
| 22 | Evaluation of NAIP Phase II by an independent agency | 0.4 |
| 23 | Total fund requirement | 903.46 |
| 24 | Unspent balance available under NAIP ! | 134.57 |
| 25 | Net fund requirement by States | 768.89 |
| * Fund has already been released to NER States under NER A.I Program) | | |

17. Participating States/State Implementing Agency will supply information on number of people belonging to Schedule Castes, Scheduled Tribes and Women benefited from the scheme on quarterly basis. It may be ensured that at least 16.6% and 8.6% of the funds are targeted for SC and ST farmers/beneficiaries respectively under Scheduled Castes Special Plan (SCSP) and Tribal Sub Plan (TSP) as per directives of NITI Aayog.

18. Participating States/State Implementing Agencies will submit quarterly progress reports (QPR), annual report, audit reports etc. along with utilization certificate in the prescribed formats. The funds released under the project will be subjected to AG Audit of the concerned State.

19. This issues with the approval of JS (C&DD)vide FTS No.9196 dated 25.6.2020.

Yours faithfully,



(DeepakSethi)

Under Secretary to the Government of India

DEEPAK SETHI
Under Secretary
DAHD

Distribution:

1. Principal Secretary/Secretary, Department of Animal Husbandry/Dairy Development, All States and UT's (Except Kerala speed post)

2. Planning commission, Agriculture Division. (special messenger)
3. Principal Accounts Officer, Ministry of Agriculture, Department of Animal Husbandry Dairying and Fisheries, 16-A, Akbar Road Hutmments, New Delhi-110011. (by special messenger)
4. Accountant General, AGCR Building, New Delhi-110002. (Special messenger)
5. Chief controller of accounts, DAC, Krishi Bhavan New Delhi.
6. Director of Animal Husbandry of all States and Ut's (Speed post)
7. Chief executive officers of the concerned States.
8. Guard file

Copy for kind information to:

1. PS to Hon'ble AM
2. PS to Hon'ble MOS (A&FPI)
3. PS to Hon'ble MOS (A&FPI) PPS to Secretary (AD&F)
4. PPS to AHC
5. PPS to AS &FA
6. PS to JS(C&DD)/Dir (DD)/JC (AH)/AC(BT)/AC(DD)
7. US(Fin)/AO(budget)

F.No.N-03/101/2018-AHT (RGM)
Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry and Dairying

Krishi Bhavan, New Delhi
30.6.2020

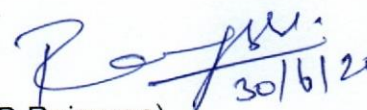
Office memorandum

**Sub: Nationwide Artificial Insemination programme Phase II –
Administrative approval and Guidelines for implementation of NAIP
Phase II in 604 districts with less than 50 % A.I coverage from 1st
August 2020 to 31st May 2021 – Reg.**

The undersigned is directed to inform that, with regard to implementation of the Nationwide Artificial Insemination programme (NAIP) Phase II, the Administrative approval and guidelines on programme implementation in chosen 604 districts with less than 50 % A.I coverage is attached herewith for necessary action. The programme will commence from 1st August 2020 to 31st May 2021.

States (excluding Himachal Pradesh, Uttarakhand, UT's - Jammu, Kashmir, Ladakh and NER States) are requested to send the district wise list of selected 500 villages on or before 15th July 2020.

Encl: as above


(B. Rajasree)

Assistant Commissioner (RGM)

Distribution:

1. Principal Secretary/ Secretary, Animal Husbandry Department of all States.
2. Director, Animal Husbandry Department of all States
3. Chief Executive Officer, Livestock Development Agency/Board of all States
4. Concerned District Veterinary Officers of all States

Copy for kind information to:

PPS to Secy (AHD)/PPS to AHC/ PS to JS (C& DD)



**GUIDELINES ON IMPLEMENTATION OF NATIONWIDE ARTIFICIAL
INSEMINATION PROGRAMME - PHASE II (NAIP II) IN DISTRICTS WITH
LESS THAN 50% A.I COVERAGE**

FROM 1st AUGUST 2020 TO 31st MAY 2021



**MINISTRY OF FISHERIES, ANIMAL HUSBANDRY AND DAIRYING
DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING
KRISHI BHAVAN, NEW DELHI-110001**

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GUIDELINES ON IMPLEMENTATION OF NATIONWIDE ARTIFICIAL INSEMINATION PROGRAMME - PHASE II (NAIP II) IN DISTRICTS WITH LESS THAN 50% A.I COVERAGE

1. BACKGROUND:

1.1 "Rashtriya Gokul Mission" has been launched in Dec. 2014 with the aim of enhancing milk production and productivity of bovine population in the country along with focus on Conservation and Development of Indigenous breeds.

1.2 During 2019-20, Nationwide Artificial Insemination Programme (NAIP) was implemented in 605 districts having less than 50% A.I coverage, covering 300 villages of each chosen district. Under this programme, more than 50 Lakh bovines had been inseminated with semen of high genetic merit bulls. Over 25 Lakh farmers got benefitted through this programme.

1.3 Owing to the success of the programme, it has been proposed to continue the campaign mode NAIP Phase II in districts with less than 50% AI coverage including Aspirational districts, covering all breeds of bovines.

2. RATIONALE:

2.1 A.I is one of the key strategies to increase the productivity of bovines by upgrading their genetic potential. At present, the average A.I coverage of the country is only 30%. Rest of the 70% are either left unbred or bred with scrub bulls of unknown genetic merit. Low AI coverage indicates the poor implementation of breeding programme.

2.2 Hence it has been decided to implement a campaign mode A.I programme in districts with less than 50% AI coverage which includes 113 Aspirational districts. The rationale behind choosing districts below 50% A.I coverage is that the districts performing above 50% coverage are expected to reach the targeted 70% coverage in next five years. However districts carrying out less than 50% A.I coverage are not expected to reach the targeted 70% A.I coverage within the same period. The advantage of campaign mode program is that the work that is generally done in an year can be carried out in a few months and it spreads awareness about the programme even in those villages which are not covered by the campaign presently, raising demand for AI in general.

The programme is implemented with the following objectives.

- a) Providing doorstep reliable AI delivery system in districts with less than 50% A.I Coverage.
- b) Birth of genetically superior male and female bovine breeds
- c) Increase in Milk Production
- d) Adoption of AI technology by large number of Farmers.
- e) Increase in Farmers' income

3. AREA OF OPERATION AND DURATION OF THE PROJECT:

The Programme will be implemented in 604 identified districts having less than 50% A.I coverage from 1st August 2020 to 31st May 2021 over a period of 10 months covering around 300 lakh breedable female bovine populations, covering 500 villages per district. In every district, a minimum of 100 animals to be covered.

In case of North Eastern States and Hilly States/Union Territories (Himachal Pradesh, Uttarakhand, Union Territories of Jammu and Kashmir and Ladakh), the programme is extended to all villages and to all districts.

Every selected village shall be allocated separate A.I worker/ MAITRI so that 3-4 A.I/ per A.I worker/day is done and every district achieves 900-1200 A.I every day.

The selection of districts is based on the A.I Coverage data made available by the States during 2017-18. All breeds of cattle and buffaloes will be covered under this programme. List of Districts with less than 50% AI coverage including 113 aspirational districts are given at Annexure-I. All the activities of the project will be completed over a period of 8 months. Monitoring of the project and follow-up of all the animals covered under the programme shall be continued till calves are born.

4. SELECTION OF VILLAGES:

4.1. Those villages that were not covered under NAIP Phase I, shall be selected under NAIP Phase II by the District Magistrate/Collector of the district in consultation with the District Veterinary Officer based on the criteria of breedable bovine population available in the concerned villages. Villages should be selected in such a way that they are spread over all the blocks of the district. If sufficient numbers of villages with 100 breedable bovines are not available, only then, the option of choosing adjacent villages be exercised. The decision of the District Collector with regard to selection of villages will be final. However the State Government may modify the list in consultation with the

Collector. The list of selected villages approved by the District Collector is to be uploaded on INAPH platform, which will have a limit of 500 villages/ district (except North Eastern States and Hilly States/Union Territories- Himachal Pradesh, Uttarakhand, Union Territories of Jammu and Kashmir and Ladakh where all villages are to be covered). If sufficient villages are not available in some districts, then potential villages covered earlier may also be included. **The list of selected villages should be intimated to this Department on or before 15th July 2020 by email to inaphcell@nddb.coop, manish@nddb.coop and b.rajasree@nic.in in the prescribed format with LGD codes. For downloading Local Directory Code (LGD), the link <http://inaphftt.nddb.coop/INAPHBinaryDownload/Download/CensusData.xlsx> shall be used.**

.2 In case of Aspirational districts, new set of villages should be selected and villages already covered under the previous 3 phases of Krishi Kalyan Abhiyan and NAIP Phase I should not be selected under this programme. However, if sufficient villages are not available in some Aspirational districts, then potential villages covered earlier may also be explored.

5. FUNDING PATTERN:

The activity will be covered under the scheme Rashtriya Gokul Mission under the component of development and conservation of indigenous breeds as per the guidelines of the scheme. The sub-scheme will be implemented as per the funding pattern approved under RGM on 100 % grant in aid basis.

6. IMPLEMENTING AGENCIES:

6.1 The programme will be implemented by State Implementing Agencies (SIAs)/ State Livestock Development Boards. In case where milk federations are major players in implementing breeding programmes/ having substantial AI infrastructure, they may also be roped in the implementation of the programme as implementing agency as decided by the State Government. Funds will be released directly to the State Implementing Agency(SIA). Role of implementing agency is depicted in the following table.

| | |
|--|---|
| State Implementing Agencies (SIA's) - | State Livestock Development Boards/ Milk Federations |
| End Implementing Agencies (EIA's) - | <ul style="list-style-type: none"> • State Livestock Development Boards • State Animal Husbandry Departments, • State Milk Federations • Reputed NGOs as selected by SIA's. |
| Participating Implementing Agencies (PIA's)- | Other agencies having a role in Bovine Development |

7. ACTION PLAN: (1st August 2020 to 31st May 2021):

7.1 During the period, targeted number of bovines of all breeds of cattle and buffaloes will be covered in each village as detailed in para 4 through AI.

7.2 Participating farmers' low producing **Indigenous cows** should be upgraded with the semen of High yielding Indigenous Breed bull (selective breeding) with the Minimum Standards (MS) of above 3000 Kgs.

7.3 **Non-descript cows** either may be upgraded with the semen of high yielding Indigenous breed (grading up) meeting above mentioned defined minimum standards or using semen of exotic breeds (Cross breeding).

7.4 **Crossbred cows** may be upgraded with the use of semen of high yielding crossbred bulls (inter se mating)limiting exotic inheritance to 50% or upgraded with the semen of high yielding exotic bulls limiting exotic inheritance up to 75%, depending upon the State breeding policy. Further, indiscriminate cross breeding shall be avoided by adhering to the notified State breeding policy.

7.5 **Non descript buffaloes** should be upgraded with the semen of high yielding buffalo bulls like Murrah/Nili Ravi/ Mehsani/Jaffarabadi as per the State breeding policy and **descript buffaloes** may be upgraded through selective breeding using HGM bulls of the particular breed.

7.6 In villages where co-operative societies are available, A.I shall preferably be done through Dairy Cooperative Societies (DCS)/ through cluster A.I centres of dairy co-operatives.

7.7 Though 3 A.I's are allowed per animal, in case of animals conceived with a single/double A.I, the rest of the semen doses shall be used for additional animals (Cattle and Buffalo).

8. BREEDING INPUTS:

8.1 The breeding inputs for the programme shall be procured by the concerned State Implementing Agency as per the Standards and specifications in the form of Minimum Standard Protocols (MSPs)/ Standard Operating Procedure (SOPs) formulated by Government of India.

8.2 Standards for Selecting Semen: High Yielding Indigenous breed (HYIB) semen to be used should meet the standards and specifications prescribed in MSP for semen production and dams lactation yield should not be below 3000 Kgs/lactation. For semen of HF and Jersey, MSP shall be of 10,000 Kgs for HF and 7000 Kgs for Jersey respectively. For Buffaloes, in case of non- descript buffaloes, semen of Murrah/ Nili-Ravi with MSP of 3000 Kgs and above may be used, as it is easily available. For descript buffaloes, minimum MSP as decided by Government of India should be used. All purchases of semen should be from the 'A' and 'B' graded Semen Stations accredited by Central Monitoring Unit (CMU) only. MSP of different breeds notified by GOI is attached at Annexure – II.

8.3 SEXED SEMEN - In States where establishment of sexed semen production has been sanctioned by GoI, the States may substitute sexed semen for normal semen and add Rs.25/- as GoI contribution on semen cost apart from the admissible cost under sanctioned programme.

8.4 SIRE DIRECTORY OR DETAILS OF BULLS WHOSE SEMEN IS USED FOR A.I – Concerned SIA/LDB/Service provider shall make relevant available copies of sire directory in regional languages to the A.I technician giving details of Bull identification number, Dam's lactation yield/ Breeding value, fat % including the photograph of the used bull. The A.I technician shall make this information available to the farmer and after performing A.I, the empty straw shall also be made available to the farmer, who can check it through Sire Directory available on e-pashuhaat.

9. **TRAINING:** Trainers' trainings on data uploading on INAPH data base have already been completed in the States. Training of all the A.I technicians shall be organized with the help of these TOT's again this year in every district, where District Animal Husbandry Officer (DAHO)/ District Veterinary Officer (DVO) should also update them on technical aspects of A.I.

9.1 A.I technicians village wise shall be ear marked by the District Coordination team and their name and mobile number shall be made public for use of farmers.

9.2 The AI technician shall perform AI following SOPs formulated by Government of India. Copy of Standard Operating Procedure (SOP) for A.I shall be made available to A.I technicians.

10. **TAGGING:** All the animals covered under the programme shall be identified using UID and their data shall be uploaded on INAPH data base. All inseminated animals shall be given Animal health Card (Nakul Swasthya Patra) .After AI, the animal shall be followed up for pregnancy diagnosis till calf born and all the events shall be recorded on the data base.

11. **PARENTAGE TESTING:**

Parentage testing shall be done for 1% of the calves born through NAIP Phase I in each district @ Rs.100/calf .

12. **DATA UPLOADING ON INAPH:** The A.I technicians who have been given tablets under Pashu Sanjivani, (currently used for 20th Livestock Census) must use the tablet directly or use their mobile phone for uploading data on **INAPH LITE** application on INAPH data base managed by National Dairy Development Board (NDDB). States should try to make all such tablets available to regular A.I technicians.

Procedure for uploading of data:

1. The technician has to open the **INAPH LITE** application, on INAPH data base.
2. He has to enter his user ID and password (provided by NDDB to SIA/State AHD).
3. He has to fill up the registration form on Animal Details. He has to fill all the fields compulsorily (Stepwise format attached at Annexure III). Wherever boxes are provided, he has to enter the numbers or √ marks or option to be chosen from dropdown list)
4. After filling up animal registration, he has to fill up details of the owner of the animal.

5. Once registration of animal and owner is over, he has to fill up details on A.I under A.I transaction.
6. After 3 months of insemination, he has to fill up the result on pregnancy diagnosis whether the animal has become pregnant or not. (✓)
7. After an approximate period of 10 months, he has to enter the data on details of calving.

12.1 If tablets are not available, data entry sheets (Copy of data sheet for uploading data on INAPH is enclosed in guidelines at Annexure III) have to be printed and supplied to the A.I technicians by the concerned SIA's/SLDB's. AI technicians shall record information on the data sheet and shall either themselves upload the data through their mobiles or shall submit to the officer designated by District authorities for uploading of data on INAPH data base.

12.2 Data uploaded by AI technicians / District/Block level with desktop facility on INAPH data base will be used for online monitoring of the project activity.

13. DATA REPORTING OF PROGRESS ON INAPH: Daily reporting of village wise and district wise progress on the No. of AI done shall be done by the concerned DAHO on INAPH data base so as to provide public scrutiny/ assessment of the programme. **Reports on follow-up on the A.I done, i.e. Pregnancy diagnosis after a period of 3 months of A.I and calves born details after 10 months of A.I shall also to be uploaded on INAPH. The DAHO shall ensure that the progress is uploaded for all activities related to A.I on INAPH immediately, to ensure that the data made available is on real time basis.**

13.1 All District Veterinary Officers are allowed to hire two Data Entry Operator (DEO) on short term basis for uploading AI data on the portal. A consolidated remuneration @ Rs.10000/- (Rupees Ten Thousand only) per month for a period of 10 months is earmarked for data entry operator at district level. Besides uploading the progress on the portal, DEO shall check up all the INAPH entries and ensure all entries have been done as per format. In Aspirational districts, Niti Aayog has given 2 young professionals per district for monitoring Aspirational districts programme Who can be used to provide supervision.

14 MEDIA AND PUBLICITY:

(i) **At village level:** Contingency grant @ Rs.1000 per village will be made available for two wall writings, printing banners, leaflets, pamphlets etc. Banners should be displayed in prominent places and at the sites where A.I is done. Village wise details of AI technicians shall be shared by State and same detail will be displayed in each village through wall paintings, posters etc. Same details should be available as in para 9.1.

(ii) **At district level:** A fund of Rs.50,000/- per district will be made available for publicity, storage and transportation of semen doses, AI consumables and monitoring. Leaflets in regional language should be prepared by the concerned DVO on the following and to be distributed compulsorily to all the farmers for creating awareness.

- Benefits of A.I over natural service
- Detection of heat symptoms
- Regarding the information printed on the semen straw -bull No., Breed, MSP etc
- Advantages of high yielding semen for enhancing the productivity.
- Critical level of Liquid Nitrogen, expected date of pregnancy verification
- Creating awareness among farmers to ask for the empty straw to the A.I technician after A.I is done to know about the details of semen used for A.I and about the bulls.

(iii) **Public Participation:** Member of Parliament along with Member of Legislative assembly shall be invited for the inauguration programme. The programme shall be organised to create wide publicity in a simple manner.

(iv) **At State level:** For creating awareness about the programme at the State level, Rs.1.00 lakh per district for the State will be made available for printing of A.I formats, preparing and broadcasting of Radio jingles on the importance of A.I, organising awareness camps and Publicity through Television.

15. MONITORING OF THE PROGRAMME:

(i) **District level:** At the district level, scheme will be monitored by the District Monitoring committee headed by Collector/District Magistrate, Member secretary – DAHO and the Implementing agency, which will hold weekly review meetings ascertaining the progress of the programme, with special reference to AI technicians in the selected villages and the media campaign launched in local language to make the farmers aware of the programme.

(ii) **State level:** State Animal Husbandry Department shall constitute a State Monitoring Committee headed by the Principal Secretary of the department and its members should be Stake holders involved in A.I. In each State, a nodal officer shall be nominated by the State for coordination with the centre. The State Monitoring Committee will meet weekly during the campaign.

The State government may change the administrative arrangement of review but will ensure that the weekly review takes place at a level above District Animal Husbandry Officer / District Veterinary Officer and the minutes are shared with the District Collector and the Secretary In charge of Animal husbandry Department in the State.

(iii) **Central Monitoring Committee:** Central Monitoring Committee will be constituted in the Department of Animal Husbandry and Dairying (DAHD) and regular meetings of TMC will be held on monitoring of the programme. DAHD shall depute its officers for monitoring of the programme at State level. In this regard, 3 Veterinarians and 1 Management Consultant will be hired for monitoring the AI progress on short term contract basis for one year @ Rs.50,000/- per month. Three data entry operators will be hired on consolidated basis of Rs. 12000/-month on short time basis for one year for compiling of data.

16. **CALL CENTRE AT DAHD** created under NADCP programme will be utilised for NAIP.

17. **INCENTIVES:** All Incentives shall be transferred through bank transaction by the State to AI technicians as per the guidelines issued by Gol.

- (i) **Incentive for Tagging:** An incentive of Rs.2.50 per animal will be given for tagging under NADCP.
- (ii) **Incentive for A.I and Calf born -** Incentive will be made available to the technician @ Rs 50/ per AI and Rs. 100/- per calf born. All incentives for A.I technicians to be disbursed strictly based on the data uploaded on INAPH and verification of the data by the concerned District Animal Husbandry Officer (DAHO).
- (iii) **In case of North Eastern States and Hilly States/Union Territories (Himachal Pradesh, Uttarakhand, Union Territories of Jammu and Kashmir and Ladakh),** the incentive for private A.I technicians (Not getting salary by Government or Co-operatives) shall be @ Rs.100/- per A.I. The incentive to Government /Cooperatives

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workers in NER States shall be @ Rs. 75 per A.I. and in case of hilly States/UT's, the incentive to Government /Cooperatives workers shall be Rs. 50 per A.I.

18. FINANCIAL IMPLICATION:

For implementing the genetic upgradation programme in Bovines in 604 districts including aspirational districts with less than 50 % A.I coverage in from (1st August 2020 to 31st May 2021), the expenditure proposed is as below :

| S. No. | Item | Physical/ Rs. in Crore |
|--------|---|---------------------------|
| 1 | No. of villages to be covered per district | 500 Nos |
| 2 | Average No. of animals to be covered per village | 100 Nos |
| 3 | Total no. of animals to be covered / district | 50000 Nos |
| 4 | No. of AI to be conducted per village (up to 3 A.I per animal) | 300 Nos |
| 5 | Total No. of AIs to be performed per district | 150000 Nos |
| 6 | No. of semen doses required (10% extra over number of AI) | 165000 doses |
| 7 | Cost of Semen doses including consumables, transportation and storage @ Rs. 25/per dose (in Rs) per district | Rs. 0.4125 |
| 8 | Incentive to AI technicians @ Rs 50 per AI including data uploading on INAPH per district | Rs. 0.75 |
| 9 | Incentive to AI technicians after birth of each calf @ Rs 100 per calf including data uploading on INAPH per district | Rs. 0.5 |
| 10 | Two data entry operators on consolidated salary of Rs. 10000/-month on short time basis (10 months) for uploading AI data per district | Rs.0.02 |
| 11 | Contingency grant @ Rs 1000 per village for wall writing, Banners ,leaflets, pamphlets and monitoring of progress | Rs.0.05 |
| 12 | Contingency grant @ Rs. 50,000/- per district for publicity, storage and transportation of semen doses & AI consumables | Rs.0.005 |
| 13 | Parentage testing @ Rs.100 per calf for 1% of total no.of calves born in the district | Rs.0.05 |
| 14 | Total per district | Rs. 1.7875 |
| 15 | Total for 604 districts | Rs.1079.65 |
| | At State level | |
| 16 | Awareness programme at State level @ Rs.1.00 Lakh /District - Printing of A.I formats, Publicity on Television, Preparing and broadcasting of Radio jingles on A.I and Organising Awareness camps | Rs.6.04 |
| 17 | Total expenditure for 28 States/UTs | Rs.1085.69 |
| 18 | Fund requirement for 500 districts by non NER States/UT's (excl. NER*) | Rs.898.75 |
| | DAHD Headquarters | |

| | | |
|---|--|---------------|
| 19 | Awareness campaign @1% of total cost | 4.0 |
| 20 | Hiring of manpower on consolidated salary of @ Rs.50,000/-per month (3 Vets for monitoring of INAPH and 1Management Consultant for monitoring the AI progress and) on short term basis for one year. | 0.24 |
| 21 | Three data entry operators on consolidated salary of Rs. 18000/-month on short time basis (one year) for compiling of progress | 0.065 |
| 22 | Evaluation of NAIP Phase II by an independent agency | 0.4 |
| 23 | Total fund requirement | 903.46 |
| 24 | Unspent balance available under NAIP I | 134.57 |
| 25 | Net fund requirement by States | 768.89 |
| * Fund has already been released to NER States under NER A.I Program) | | |

Detailed State wise expenditure to be incurred is attached at Annexure III .

19. MEASURES TO ENSURE QUALITY OF GOODS AND SERVICES

Standards and specifications in the form of MSP's/SOP's formulated by Government of India shall be implemented in letter and spirit.

20. IMPACT ANALYSIS

Third party evaluation will be under taken in districts covered under sub-scheme NAIP Phase I, the term of references shall include a) constraints faced during implementation; b) success rate of AI; c) number of pregnancies reported; and d) different elements including UID and uploading data on Information Network for Animal Productivity & Health (INAPH) data base.

Third party evaluation will be conducted after one year of the programme in the districts covered under the sub scheme. The term of references shall include among others,

- a) Number of female calves born
- b) Performance of A.I technicians
- c) Mortality rate among calves

Impact analysis will be undertaken centrally as per TOR approved by this Department.

21. EXPECTED PROJECT OUTCOME

- Around 9 Crore number of AI's would result into birth of 3 Cr superior male and female calves.
- Due to this campaign mode approach, 1.5 Crore superior female calves will be produced which will yield 54 MMT of milk /annum after 3 years.
- Cows and buffaloes worth Rs.60,000 Crores (Rs.40,000 per adult cow) will be added to the farmers household.
- Through sale of milk, dairy farmers will earn an additional income of Rs. 21750 crores.
- There will be improvement in the indigenous breed population by the addition of more milch animals to the dairy herd of the country.

Annexure-I

LIST OF DISTRICTS WITH LESS THAN 50% AI COVERAGE INCLUDING ASPIRATIONAL DISTRICTS

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|----------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 1 | 1 | Andhra Pradesh | Guntur | 588177 | 411724 | 479041 | 39 |
| 2 | 2 | Andhra Pradesh | West Godavari | 409872 | 286910 | 307140 | 36 |

| Con. S.No | S. N O | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|----------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 3 | 3 | Andhra pradesh | Srikakulam | 372306 | 260614 | 264904 | 34 |
| 4 | 4 | Andhra pradesh | Prakasam | 540228 | 378160 | 351503 | 31 |
| 5 | 5 | Andhra pradesh | East godavari | 497193 | 348035 | 313844 | 30 |
| 6 | 6 | Andhra pradesh | Kurnool | 359951 | 251966 | 223887 | 30 |
| 7 | 7 | Andhra pradesh | Kadapa | 314415 | 220091 | 183294 | 28 |
| 8 | 8 | Andhra pradesh | Ananthapur | 474272 | 331990 | 264635 | 27 |
| 9 | 9 | Andhra pradesh | Nellore | 382499 | 267749 | 207361 | 26 |
| 10 | 1 | Bihar | Sheohar | 47859 | 33501 | 43822 | 44 |
| 11 | 2 | Bihar | Begusarai | 292145 | 204502 | 234664 | 38 |
| 12 | 3 | Bihar | Samastipur | 461026 | 322718 | 332511 | 34 |
| 13 | 4 | Bihar | Gopalganj | 182842 | 127989 | 127947 | 33 |
| 14 | 5 | Bihar | Muzaffarpur | 391342 | 273939 | 237665 | 29 |
| 15 | 6 | Bihar | Khagaria | 218892 | 153224 | 123157 | 27 |
| 16 | 7 | Bihar | Vaishali | 266940 | 186858 | 147030 | 26 |
| 17 | 8 | Bihar | Bhojpur | 274670 | 192269 | 147410 | 26 |
| 18 | 9 | Bihar | Lakhisarai | 113397 | 79378 | 50214 | 21 |
| 19 | 10 | Bihar | Buxar | 237547 | 166283 | 105098 | 21 |
| 20 | 11 | Bihar | Munger | 125893 | 88125 | 55122 | 21 |
| 21 | 12 | Bihar | Sitamarhi | 183194 | 128236 | 61139 | 16 |
| 22 | 13 | Bihar | Patna | 406885 | 284820 | 133070 | 16 |
| 23 | 14 | Bihar | Darbhanga | 297440 | 208208 | 86857 | 14 |
| 24 | 15 | Bihar | Jehanabad | 119850 | 83895 | 32863 | 13 |
| 25 | 16 | Bihar | Arwal | 80988 | 56692 | 21932 | 13 |
| 26 | 17 | Bihar | Saran | 343192 | 240234 | 90049 | 12 |
| 27 | 18 | Bihar | Siwan | 274480 | 192136 | 69696 | 12 |
| 28 | 19 | Bihar | Nalanda | 314434 | 220104 | 74007 | 11 |
| 29 | 20 | Bihar | Motihari | 405596 | 283917 | 83122 | 10 |
| 30 | 21 | Bihar | Kaimur(bhabua) | 282040 | 197428 | 52155 | 9 |
| 31 | 22 | Bihar | Sheikhpura | 64059 | 44841 | 11828 | 9 |
| 32 | 23 | Bihar | Pashchimchampanan | 326192 | 228334 | 60052 | 9 |
| 33 | 24 | Bihar | Rohtas | 507583 | 355308 | 91610 | 9 |
| 34 | 25 | Bihar | Banka | 344980 | 241486 | 57540 | 8 |
| 35 | 26 | Bihar | Gaya | 461525 | 323068 | 73286 | 8 |
| 36 | 27 | Bihar | Bhagalpur | 441734 | 309214 | 68165 | 7 |
| 37 | 28 | Bihar | Saharsa | 258060 | 180642 | 34041 | 6 |
| 38 | 29 | Bihar | Madhubani | 447370 | 313159 | 58914 | 6 |
| 39 | 30 | Bihar | Nawada | 210287 | 147201 | 26141 | 6 |
| 40 | 31 | Bihar | Aurangabad | 335750 | 235025 | 36052 | 5 |
| 41 | 32 | Bihar | Madhepura | 307354 | 215148 | 27408 | 4 |
| 42 | 33 | Bihar | Purnea | 347862 | 243503 | 27532 | 4 |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|--------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 43 | 34 | Bihar | Katihar | 371866 | 260306 | 26989 | 3 |
| 44 | 35 | Bihar | Araria | 479992 | 335994 | 23307 | 2 |
| 45 | 36 | Bihar | Supaul | 440814 | 308570 | 18159 | 2 |
| 46 | 37 | Bihar | Kishanganj | 217365 | 152156 | 8884 | 2 |
| 47 | 38 | Bihar | Jamui | 235489 | 164842 | 9431 | 2 |
| 48 | 1 | Chhattisgarh | Raigarh | 500206 | 350144 | 90131 | 9 |
| 49 | 2 | Chhattisgarh | Mahasamund | 403995 | 282797 | 40027 | 5 |
| 50 | 3 | Chhattisgarh | Bilaspur | 663498 | 464449 | 61961 | 4 |
| 51 | 4 | Chhattisgarh | Raipur | 465869 | 326108 | 42513 | 4 |
| 52 | 5 | Chhattisgarh | Dhamtari | 339687 | 237781 | 29822 | 4 |
| 53 | 6 | Chhattisgarh | Balod | 402728 | 281910 | 34734 | 4 |
| 54 | 7 | Chhattisgarh | Mungeli | 293764 | 205635 | 24259 | 4 |
| 55 | 8 | Chhattisgarh | Surguja | 384366 | 269056 | 31477 | 4 |
| 56 | 9 | Chhattisgarh | Janjgirchampa | 629755 | 440829 | 50068 | 4 |
| 57 | 10 | Chhattisgarh | Korba | 409449 | 286614 | 31959 | 4 |
| 58 | 11 | Chhattisgarh | Surajpur | 391463 | 274024 | 26183 | 3 |
| 59 | 12 | Chhattisgarh | Gariyaband | 319596 | 223717 | 18590 | 3 |
| 60 | 13 | Chhattisgarh | Durg | 406142 | 284299 | 22963 | 3 |
| 61 | 14 | Chhattisgarh | Balodabazar | 621015 | 434711 | 33224 | 3 |
| 62 | 15 | Chhattisgarh | Kanker | 401646 | 281152 | 20770 | 2 |
| 63 | 16 | Chhattisgarh | Korea | 352760 | 246932 | 17835 | 2 |
| 64 | 17 | Chhattisgarh | Jashpur | 474135 | 331895 | 23262 | 2 |
| 65 | 18 | Chhattisgarh | Bemetra | 411358 | 287951 | 18691 | 2 |
| 66 | 19 | Chhattisgarh | Rajnandgaon | 787026 | 550918 | 34271 | 2 |
| 67 | 20 | Chhattisgarh | Bastar | 366121 | 256285 | 15866 | 2 |
| 68 | 21 | Chhattisgarh | Kabirdham | 395646 | 276952 | 14952 | 2 |
| 69 | 22 | Chhattisgarh | Balrampur | 430661 | 301463 | 15535 | 2 |
| 70 | 23 | Chhattisgarh | Kondagaon | 428437 | 299906 | 8365 | 1 |
| 71 | 24 | Chhattisgarh | Dantewada | 161192 | 112834 | 1738 | 1 |
| 72 | 25 | Chhattisgarh | Bijapur | 279846 | 195892 | 2910 | 0 |
| 73 | 26 | Chhattisgarh | Narayanpur | 169541 | 118679 | 1518 | 0 |
| 74 | 27 | Chhattisgarh | Sukma | 309751 | 216826 | 1279 | 0 |
| 75 | 1 | Goa | North Goa | 22975 | 160825 | 21885 | 28 |
| 76 | 2 | Goa | South Goa | 14034 | 98238 | 10389 | 9 |
| 77 | 1 | Gujarat | Patan | 272403 | 190682 | 275309 | 48 |
| 78 | 2 | Gujarat | Vadodara | 214032 | 149822 | 213561 | 48 |
| 79 | 3 | Gujarat | Panchmahal | 338168 | 236718 | 286698 | 40 |
| 80 | 4 | Gujarat | Bharuch | 122570 | 85799 | 97584 | 38 |
| 81 | 5 | Gujarat | Narmada | 84838 | 59387 | 63537 | 36 |
| 82 | 6 | Gujarat | Surat | 339224 | 237457 | 239357 | 34 |
| 83 | 7 | Gujarat | Junagadh | 227800 | 159460 | 142583 | 30 |
| 84 | 8 | Gujarat | Chhotaudepur | 201556 | 141089 | 107468 | 25 |
| 85 | 9 | Gujarat | Dahod | 345123 | 241586 | 147434 | 20 |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|---------------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 86 | 10 | Gujarat | Ahmedabad | 319991 | 223994 | 132340 | 20 |
| 87 | 11 | Gujarat | Rajkot | 357964 | 250575 | 145849 | 19 |
| 88 | 12 | Gujarat | Bhavnagar | 329617 | 230732 | 124007 | 18 |
| 89 | 13 | Gujarat | Botad | 118595 | 83017 | 44414 | 18 |
| 90 | 14 | Gujarat | Porbandar | 116917 | 81842 | 40415 | 16 |
| 91 | 15 | Gujarat | Girsomnath | 237194 | 166036 | 75793 | 15 |
| 92 | 16 | Gujarat | Amreli | 264742 | 185319 | 83772 | 15 |
| 93 | 17 | Gujarat | Jamnagar | 165423 | 115796 | 38167 | 11 |
| 94 | 18 | Gujarat | Morbi | 193045 | 135132 | 41847 | 10 |
| 95 | 19 | Gujarat | Surendranagar | 372697 | 260888 | 71738 | 9 |
| 96 | 20 | Gujarat | Devbhumi dwarka | 155635 | 108945 | 27265 | 8 |
| 97 | 21 | Gujarat | Kachchh | 518924 | 363247 | 38972 | 4 |
| 98 | 1 | Haryana | Sonepat | 208253 | 145777 | 201400 | 46 |
| 99 | 2 | Haryana | Palwal | 169039 | 118327 | 162200 | 46 |
| 100 | 3 | Haryana | Bhiwani | 286612 | 200628 | 237400 | 39 |
| 101 | 4 | Haryana | Panchkula | 47852 | 33496 | 38200 | 38 |
| 102 | 5 | Haryana | Charki Dadri | 68590 | 48013 | 50400 | 35 |
| 103 | 1 | Himachal pradesh | Kangra | 237401 | 166181 | 216977 | 44 |
| 104 | 2 | Himachal pradesh | Hamirpur | 76369 | 53458 | 67711 | 42 |
| 105 | 3 | Himachal pradesh | Bilaspur | 71084 | 49759 | 61359 | 41 |
| 106 | 4 | Himachal pradesh | Mandi | 238684 | 167079 | 194001 | 39 |
| 107 | 5 | Himachal pradesh | Solan | 113363 | 79354 | 85030 | 36 |
| 108 | 6 | Himachal pradesh | Kullu | 89836 | 62885 | 58815 | 31 |
| 109 | 7 | Himachal pradesh | Shimla | 149546 | 104682 | 83707 | 27 |
| 110 | 8 | Himachal pradesh | Sirmaur | 138841 | 97189 | 69992 | 24 |
| 111 | 9 | Himachal pradesh | Kinnaur | 12476 | 8733 | 5773 | 22 |
| 112 | 10 | Himachal pradesh | L & spiti | 7486 | 5240 | 3016 | 19 |
| 113 | 11 | Himachal pradesh | Chamba | 139409 | 97586 | 49879 | 17 |
| 114 | 12 | Himachal pradesh | Una | 89923 | 62946 | 96355 | 51 |
| 115 | 1 | Jammu & Kashmir | Kulgam | 71173 | 49821 | 73661 | 49 |
| 116 | 2 | Jammu & Kashmir | Samba | 44604 | 31223 | 43929 | 47 |
| 117 | 3 | U.T Jammu & Kashmir | Shupiyan | 47709 | 33396 | 41375 | 41 |
| 118 | 4 | U.T Jammu & Kashmir | Anantnag | 123343 | 86340 | 105136 | 41 |
| 119 | 5 | U.T Jammu & Kashmir | Jammu | 193628 | 135540 | 145740 | 36 |

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|---------------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 120 | 6 | U.T Jammu & Kashmir | Baramula | 102742 | 71919 | 75658 | 35 |
| 121 | 7 | U.T Jammu & Kashmir | Bandipore | 50876 | 35613 | 32615 | 31 |
| 122 | 8 | U.T Jammu & Kashmir | Kathua | 115414 | 80790 | 53219 | 22 |
| 123 | 9 | U.T Jammu & Kashmir | Kupwara | 113390 | 79373 | 45922 | 19 |
| 124 | 10 | U.T Jammu & Kashmir | Doda | 70927 | 49649 | 17339 | 12 |
| 125 | 11 | U.T Jammu & Kashmir | Udhampur | 122810 | 85967 | 25570 | 10 |
| 126 | 12 | U.T Jammu & Kashmir | Poonch | 90000 | 63000 | 16194 | 9 |
| 127 | 13 | U.T Jammu & Kashmir | Rajouri | 158504 | 110953 | 26804 | 8 |
| 128 | 14 | U.T Jammu & Kashmir | Ramban | 72664 | 50865 | 12025 | 8 |
| 129 | 15 | U.T Jammu & Kashmir | Kishtwar | 56819 | 39773 | 5095 | 4 |
| 130 | 16 | U.T Jammu & Kashmir | Reasi | 151853 | 106297 | 8979 | 3 |
| 131 | 17 | U.T Jammu & Kashmir | Badgam | 81791 | 57253 | 89637 | 52 |
| 132 | 18 | U.T Jammu & Kashmir | Ganderbal | 39903 | 27932 | 46804 | 55 |
| 133 | 19 | U.T Jammu & Kashmir | Pulwama | 68025 | 47617 | 109042 | 76 |
| 134 | 20 | U.T Jammu & Kashmir | Srinagar | 26297 | 18407 | 34105 | 61 |
| 135 | 1 | U.T Ladakh | Kargil | 28917 | 20242 | 1782 | 3 |
| 136 | 2 | U.T Ladakh | Leh | 29585 | 20710 | 409 | 1 |
| 137 | 1 | Jharkhand | Lohardaga | 38335 | 26835 | 24853 | 31 |
| 138 | 2 | Jharkhand | Ramgarh | 41912 | 29338 | 23622 | 27 |
| 139 | 3 | Jharkhand | Koderma | 58617 | 41032 | 27953 | 23 |
| 140 | 4 | Jharkhand | Ranchi | 144841 | 101389 | 68776 | 23 |
| 141 | 5 | Jharkhand | Dhanbad | 118429 | 82900 | 43793 | 18 |
| 142 | 6 | Jharkhand | Hazaribagh | 162707 | 113895 | 53430 | 16 |
| 143 | 7 | Jharkhand | Godda | 166982 | 116887 | 54627 | 16 |
| 144 | 8 | Jharkhand | Gharhwa | 151985 | 106390 | 47926 | 15 |
| 145 | 9 | Jharkhand | Bokaro | 113645 | 79552 | 33906 | 14 |
| 146 | 10 | Jharkhand | E. Singhbhoom | 106285 | 74400 | 31480 | 14 |

| S. No. | Con. S. No. | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|--------|-------------|---------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 147 | 11 | Jharkhand | Deoghar | 184103 | 128872 | 54440 | 14 |
| 148 | 12 | Jharkhand | Saikaikela | 59093 | 41365 | 17080 | 14 |
| 149 | 13 | Jharkhand | Palamu | 226873 | 158811 | 59110 | 12 |
| 150 | 14 | Jharkhand | Girdih | 251108 | 175776 | 53579 | 10 |
| 151 | 15 | Jharkhand | Latehar | 85240 | 59668 | 17333 | 10 |
| 152 | 16 | Jharkhand | Sahebganj | 126121 | 88285 | 25205 | 10 |
| 153 | 17 | Jharkhand | Dumka | 180090 | 126063 | 34437 | 9 |
| 154 | 18 | Jharkhand | Chatara | 163816 | 114671 | 28149 | 8 |
| 155 | 19 | Jharkhand | Jamtara | 95071 | 66550 | 14489 | 7 |
| 156 | 20 | Jharkhand | Gumla | 136379 | 95465 | 16204 | 6 |
| 157 | 21 | Jharkhand | Pakur | 133088 | 93162 | 11713 | 4 |
| 158 | 22 | Jharkhand | Khunti | 119327 | 83529 | 10253 | 4 |
| 159 | 23 | Jharkhand | W singbhum | 106334 | 74434 | 8458 | 4 |
| 160 | 24 | Jharkhand | Simdega | 89965 | 62976 | 4972 | 3 |
| 161 | 1 | Karnataka | Davanagere | 259000 | 181300 | 268030 | 49 |
| 162 | 2 | Karnataka | Dharwad | 123000 | 86100 | 112499 | 44 |
| 163 | 3 | Karnataka | Gadag | 94000 | 65800 | 85770 | 43 |
| 164 | 4 | Karnataka | Bagalakote | 278000 | 194600 | 201591 | 35 |
| 165 | 5 | Karnataka | Chitradurga | 206000 | 144200 | 144693 | 33 |
| 166 | 6 | Karnataka | Chikkamagaluru | 216000 | 151200 | 143731 | 32 |
| 167 | 7 | Karnataka | Shivamogga | 361000 | 252700 | 215686 | 28 |
| 168 | 8 | Karnataka | Belgaum | 846000 | 592200 | 481438 | 27 |
| 169 | 9 | Karnataka | Koppal | 160000 | 112000 | 85104 | 25 |
| 170 | 10 | Karnataka | Bellary | 231000 | 161700 | 111073 | 23 |
| 171 | 11 | Karnataka | Uttarkannada | 204000 | 142800 | 95703 | 22 |
| 172 | 12 | Karnataka | Bidar | 176000 | 123200 | 81509 | 22 |
| 173 | 13 | Karnataka | Vijapura | 199000 | 139300 | 86412 | 21 |
| 174 | 14 | Karnataka | Kodagu | 51000 | 35700 | 20490 | 19 |
| 175 | 15 | Karnataka | Raichur | 238000 | 166600 | 64327 | 13 |
| 176 | 16 | Karnataka | Kalburgi | 235000 | 164500 | 56162 | 11 |
| 177 | 17 | Karnataka | Yadgiri | 180000 | 126000 | 20385 | 5 |
| 178 | 1 | Madya pradesh | Sehore | 176635 | 123645 | 132010 | 36 |
| 179 | 2 | Madya pradesh | Indore | 181633 | 127143 | 129277 | 34 |
| 180 | 3 | Madya pradesh | Burhanpur | 58256 | 40779 | 35634 | 29 |
| 181 | 4 | Madya pradesh | Betul | 196183 | 137328 | 108491 | 26 |
| 182 | 5 | Madya pradesh | Bhind | 160406 | 112284 | 87633 | 26 |
| 183 | 6 | Madya pradesh | Bhopal | 103787 | 72651 | 55251 | 25 |
| 184 | 7 | Madya pradesh | Mandsaur | 253382 | 177367 | 122171 | 23 |
| 185 | 8 | Madya pradesh | Mandla | 114457 | 80120 | 50654 | 21 |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|---------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 186 | 9 | Madya pradesh | Anooppur | 99730 | 69811 | 42269 | 20 |
| 187 | 10 | Madya pradesh | Ujjain | 286166 | 200316 | 115594 | 19 |
| 188 | 11 | Madya pradesh | Ratlam | 216070 | 151249 | 87068 | 19 |
| 189 | 12 | Madya pradesh | Dewas | 258277 | 180794 | 102191 | 19 |
| 190 | 13 | Madya pradesh | Seoni | 197674 | 138372 | 77687 | 19 |
| 191 | 14 | Madya pradesh | Datiya | 124050 | 86835 | 46216 | 18 |
| 192 | 15 | Madya pradesh | Sidhi | 174057 | 121840 | 63412 | 17 |
| 193 | 16 | Madya pradesh | Shajapur | 180747 | 126523 | 60599 | 16 |
| 194 | 17 | Madya pradesh | Chhindwara | 263687 | 184581 | 87982 | 16 |
| 195 | 18 | Madya pradesh | Alirajpur | 94065 | 65846 | 29666 | 15 |
| 196 | 19 | Madya pradesh | Harda | 88168 | 61718 | 27265 | 15 |
| 197 | 20 | Madya pradesh | Panna | 224672 | 157270 | 69444 | 15 |
| 198 | 21 | Madya pradesh | Khandwa | 166960 | 116872 | 51598 | 15 |
| 199 | 22 | Madya pradesh | Jhabua | 161195 | 112837 | 48870 | 14 |
| 200 | 23 | Madya pradesh | Dhar | 327189 | 229032 | 96885 | 14 |
| 201 | 24 | Madya pradesh | Hosangabad | 199439 | 139607 | 58075 | 14 |
| 202 | 25 | Madya pradesh | Balaghat | 198362 | 138853 | 56587 | 14 |
| 203 | 26 | Madya pradesh | Narsinghpur | 193332 | 135332 | 54708 | 13 |
| 204 | 27 | Madya pradesh | Neemuch | 180363 | 126254 | 50671 | 13 |
| 205 | 28 | Madya pradesh | Tikamgarh | 246599 | 172619 | 68909 | 13 |
| 206 | 29 | Madya pradesh | Jabalpur | 198187 | 138731 | 55128 | 13 |
| 207 | 30 | Madya pradesh | Shahdol | 153657 | 107560 | 39556 | 12 |
| 208 | 31 | Madya pradesh | Dindori | 97642 | 68349 | 24756 | 12 |
| 209 | 32 | Madya pradesh | Murena | 387760 | 271432 | 94450 | 12 |
| 210 | 33 | Madya pradesh | Khargone | 274999 | 192499 | 66473 | 12 |
| 211 | 34 | Madya pradesh | Raisen | 251221 | 175855 | 58396 | 11 |
| 212 | 35 | Madya pradesh | Badwani | 173055 | 121139 | 36616 | 10 |
| 213 | 36 | Madya pradesh | Agar malva | 110687 | 77481 | 23143 | 10 |
| 214 | 37 | Madya pradesh | Guna | 255217 | 178652 | 51715 | 10 |

| Con. S.No. | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|------------|-------|----------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 215 | 38 | Madhya Pradesh | Damoh | 281021 | 196715 | 55516 | 9 |
| 216 | 39 | Madhya Pradesh | Chhatarpur | 243443 | 170410 | 47467 | 9 |
| 217 | 40 | Madhya Pradesh | Rewa | 414753 | 290327 | 78031 | 9 |
| 218 | 41 | Madhya Pradesh | Singrol | 184823 | 129376 | 33055 | 9 |
| 219 | 42 | Madhya Pradesh | Umaria | 108565 | 75996 | 19055 | 8 |
| 220 | 43 | Madhya Pradesh | Katani | 159412 | 111588 | 27490 | 8 |
| 221 | 44 | Madhya Pradesh | Vidisha | 266776 | 186743 | 45650 | 8 |
| 222 | 45 | Madhya Pradesh | Satna | 433171 | 303220 | 71910 | 8 |
| 223 | 46 | Madhya Pradesh | Sagar | 475590 | 332913 | 77184 | 8 |
| 224 | 47 | Madhya Pradesh | Gwalior | 236532 | 165572 | 36135 | 7 |
| 225 | 48 | Madhya Pradesh | Ashoknagar | 183452 | 128416 | 27458 | 7 |
| 226 | 49 | Madhya Pradesh | Shivpuri | 386910 | 270837 | 54726 | 7 |
| 227 | 50 | Madhya Pradesh | Rajgarh | 403387 | 282371 | 46646 | 6 |
| 228 | 51 | Madhya Pradesh | Sheopurkala | 184665 | 129266 | 16004 | 4 |
| 229 | 1 | Madhya Pradesh | Pune | 562628 | 393840 | 573055 | 49 |
| 230 | 2 | Madhya Pradesh | Satara | 397169 | 278018 | 395598 | 47 |
| 231 | 3 | Madhya Pradesh | Ahmednagar | 853866 | 597706 | 830623 | 46 |
| 232 | 4 | Madhya Pradesh | Sangli | 480934 | 336654 | 290605 | 29 |
| 233 | 5 | Madhya Pradesh | Solapur | 622034 | 435424 | 358700 | 27 |
| 234 | 6 | Madhya Pradesh | Bhandara | 118138 | 82697 | 67886 | 27 |
| 235 | 7 | Madhya Pradesh | Osmanabad | 224863 | 157404 | 126741 | 27 |
| 236 | 8 | Madhya Pradesh | Nashik | 491904 | 344333 | 255589 | 25 |
| 237 | 9 | Madhya Pradesh | Latur | 242065 | 169446 | 116817 | 23 |
| 238 | 10 | Madhya Pradesh | Jalgaon | 306369 | 214458 | 146272 | 23 |
| 239 | 11 | Madhya Pradesh | Aurangabad | 240439 | 168307 | 110172 | 22 |
| 240 | 12 | Madhya Pradesh | Nagpur | 197114 | 137980 | 69491 | 17 |
| 241 | 13 | Madhya Pradesh | Wardha | 122194 | 85536 | 42169 | 16 |
| 242 | 14 | Madhya Pradesh | Hingoli | 119689 | 83782 | 40906 | 16 |
| 243 | 15 | Madhya Pradesh | Akola | 117176 | 82023 | 39004 | 16 |
| 244 | 16 | Madhya Pradesh | Sindhudurg | 65860 | 46102 | 20471 | 15 |
| 245 | 17 | Madhya Pradesh | Beed | 310092 | 217064 | 94688 | 15 |
| 246 | 18 | Madhya Pradesh | Parbhani | 151905 | 106334 | 45159 | 14 |
| 247 | 19 | Madhya Pradesh | Jalna | 148063 | 103644 | 43612 | 14 |
| 248 | 20 | Madhya Pradesh | Gondia | 122292 | 85604 | 35373 | 14 |
| 249 | 21 | Madhya Pradesh | Amravati | 244940 | 171458 | 69234 | 13 |
| 250 | 22 | Madhya Pradesh | Buldhana | 214130 | 149891 | 60408 | 13 |

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|-------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 251 | 23 | Maharashtra | Dhule | 160487 | 112341 | 44888 | 13 |
| 252 | 24 | Maharashtra | Ratnagiri | 100858 | 70601 | 25843 | 12 |
| 253 | 25 | Maharashtra | Raigad | 98819 | 69173 | 23267 | 11 |
| 254 | 26 | Maharashtra | Nanded | 322058 | 225441 | 70376 | 10 |
| 255 | 27 | Maharashtra | Chandrapur | 159821 | 111875 | 29423 | 9 |
| 256 | 28 | Maharashtra | Yeatmal | 279331 | 195532 | 51422 | 9 |
| 257 | 29 | Maharashtra | Thane | 101764 | 71235 | 17713 | 8 |
| 258 | 30 | Maharashtra | Nandurbar | 129370 | 90559 | 22468 | 8 |
| 259 | 31 | Maharashtra | Palghar | 136083 | 95258 | 20565 | 7 |
| 260 | 32 | Maharashtra | Washim | 114896 | 80427 | 14129 | 6 |
| 261 | 33 | Maharashtra | Gadchiroli | 146321 | 102425 | 15313 | 5 |
| 262 | 1 | Odisha | Baragarh | 92830 | 64981 | 84875 | 44 |
| 263 | 2 | Odisha | Jagatsinghpur | 142550 | 99785 | 128613 | 43 |
| 264 | 3 | Odisha | Sonepur | 48114 | 33680 | 31365 | 31 |
| 265 | 4 | Odisha | Bolangir | 95586 | 66910 | 60598 | 30 |
| 266 | 5 | Odisha | Cuttack | 235178 | 164625 | 144867 | 29 |
| 267 | 6 | Odisha | Sambalpur | 71861 | 50302 | 43214 | 29 |
| 268 | 7 | Odisha | Puri | 211005 | 147704 | 105752 | 24 |
| 269 | 8 | Odisha | Nayagarh | 68056 | 47639 | 33924 | 24 |
| 270 | 9 | Odisha | Nuapara | 45430 | 31801 | 20832 | 22 |
| 271 | 10 | Odisha | Angul | 109544 | 76681 | 49924 | 22 |
| 272 | 11 | Odisha | Jharsuguda | 29715 | 20801 | 13216 | 21 |
| 273 | 12 | Odisha | Kendrapara | 169926 | 118948 | 68809 | 19 |
| 274 | 13 | Odisha | Kalahandi | 86019 | 60214 | 33453 | 19 |
| 275 | 14 | Odisha | Balasore | 260390 | 182273 | 97768 | 18 |
| 276 | 15 | Odisha | Nawarangpur | 98526 | 68968 | 35347 | 17 |
| 277 | 16 | Odisha | Boudh | 47281 | 33097 | 15228 | 15 |
| 278 | 17 | Odisha | Keonjhar | 158330 | 110831 | 48570 | 15 |
| 279 | 18 | Odisha | Khurda | 129676 | 90774 | 39412 | 14 |
| 280 | 19 | Odisha | Jajpur | 187844 | 131491 | 56395 | 14 |
| 281 | 20 | Odisha | Mayurbhanj | 189421 | 132595 | 56054 | 14 |
| 282 | 21 | Odisha | Sundargarh | 141176 | 98823 | 37149 | 13 |
| 283 | 22 | Odisha | Rayagada | 99863 | 69904 | 25584 | 12 |
| 284 | 23 | Odisha | Deogarh | 40699 | 28489 | 10338 | 12 |
| 285 | 24 | Odisha | Dhenkanal | 144643 | 101250 | 36610 | 12 |
| 286 | 25 | Odisha | Bhadrak | 191304 | 133913 | 47872 | 12 |
| 287 | 26 | Odisha | Ganjam | 219064 | 153345 | 50774 | 11 |
| 288 | 27 | Odisha | Kandhamal | 92821 | 64975 | 20939 | 11 |
| 289 | 28 | Odisha | Koraput | 149774 | 104842 | 29092 | 9 |
| 290 | 29 | Odisha | Gajapati | 48718 | 34102 | 6445 | 6 |
| 291 | 30 | Odisha | Malkangiri | 111240 | 77868 | 6552 | 3 |
| 292 | 1 | Punjab | Gurdaspur | 272343 | 190640 | 269584 | 47 |
| 293 | 2 | Punjab | Hoshiarpur | 411046 | 287732 | 260228 | 30 |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|-----------|----------------------|------------|---------------------------|-------------------------|----------------|
| 294 | 3 | Punjab | Jalandhar | 389558 | 272691 | 245529 | 30 |
| 295 | 4 | Punjab | Kapurthala | 195867 | 137107 | 114814 | 28 |
| 296 | 5 | Punjab | Sbsnagar | 170226 | 119158 | 99227 | 28 |
| 297 | 6 | Punjab | Rupnagar | 209214 | 146450 | 117513 | 27 |
| 298 | 7 | Punjab | Bathinda | 394154 | 275908 | 216921 | 26 |
| 299 | 8 | Punjab | Sasnagar | 186882 | 130817 | 102020 | 26 |
| 300 | 9 | Punjab | Fatehgarh sahib | 209804 | 146863 | 112294 | 25 |
| 301 | 10 | Punjab | Ludhiana | 672659 | 470861 | 348273 | 25 |
| 302 | 11 | Punjab | Amritsar | 537284 | 376099 | 264504 | 23 |
| 303 | 12 | Punjab | Moga | 336105 | 235274 | 165148 | 23 |
| 304 | 13 | Punjab | Patiala | 452435 | 316705 | 210029 | 22 |
| 305 | 14 | Punjab | Faridkot | 196993 | 137895 | 83523 | 20 |
| 306 | 15 | Punjab | Barnala | 235436 | 164805 | 98538 | 20 |
| 307 | 16 | Punjab | Mukatsar | 282522 | 197765 | 111705 | 19 |
| 308 | 17 | Punjab | Sangrur | 661650 | 463155 | 260596 | 19 |
| 309 | 18 | Punjab | Mansa | 332281 | 232597 | 130473 | 19 |
| 310 | 19 | Punjab | Fazlika | 387167 | 271017 | 130641 | 16 |
| 311 | 20 | Punjab | Tarn taran | 471285 | 329900 | 133185 | 13 |
| 312 | 21 | Punjab | Ferozpur | 387167 | 271017 | 108234 | 13 |
| 313 | 22 | Punjab | Pathankot | 272343 | 190640 | 71397 | 12 |
| 314 | 1 | Rajasthan | Jaipur | 942500 | 659750 | 504884 | 26 |
| 315 | 2 | Rajasthan | Alwar | 660202 | 462141 | 291673 | 21 |
| 316 | 3 | Rajasthan | Dungarpur | 241824 | 169277 | 105475 | 21 |
| 317 | 4 | Rajasthan | Jhunjhunu | 312326 | 218628 | 121426 | 19 |
| 318 | 5 | Rajasthan | Sikar | 462738 | 323917 | 175667 | 18 |
| 319 | 6 | Rajasthan | Jodhpur | 605592 | 423914 | 197978 | 16 |
| 320 | 7 | Rajasthan | Banswara | 338239 | 236767 | 107420 | 15 |
| 321 | 8 | Rajasthan | Ajmer | 467382 | 327167 | 145992 | 15 |
| 322 | 9 | Rajasthan | Chittorgarh | 403475 | 282433 | 123240 | 15 |
| 323 | 10 | Rajasthan | Sriganganagar | 533000 | 373100 | 154059 | 14 |
| 324 | 11 | Rajasthan | Bhilwara | 596123 | 417286 | 171785 | 14 |
| 325 | 12 | Rajasthan | Karauli | 302170 | 211519 | 82596 | 13 |
| 326 | 13 | Rajasthan | Hanumangarh | 435702 | 304991 | 110506 | 12 |
| 327 | 14 | Rajasthan | Bharatpur | 535160 | 374612 | 129634 | 12 |
| 328 | 15 | Rajasthan | Dholpur | 229757 | 160830 | 50492 | 10 |
| 329 | 16 | Rajasthan | Dausa | 339958 | 237971 | 73389 | 10 |
| 330 | 17 | Rajasthan | Rajsamand | 242200 | 169540 | 46799 | 9 |
| 331 | 18 | Rajasthan | Udaipur | 647665 | 453366 | 120062 | 9 |
| 332 | 19 | Rajasthan | Tonk | 326524 | 228567 | 58825 | 9 |
| 333 | 20 | Rajasthan | Pali | 345928 | 242150 | 61883 | 9 |
| 334 | 21 | Rajasthan | Nagaur | 571581 | 400107 | 94606 | 8 |
| 335 | 22 | Rajasthan | Bundi | 291175 | 203823 | 46927 | 8 |
| 336 | 23 | Rajasthan | Churu | 334128 | 233890 | 52997 | 8 |

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|------------|------------------------|------------|---------------------------|-------------------------|----------------|
| 337 | 24 | Rajasthan | Sawaimadhopur | 233315 | 163321 | 34980 | 7 |
| 338 | 25 | Rajasthan | Pratapgarh | 196093 | 137265 | 29325 | 7 |
| 339 | 26 | Rajasthan | Sirohi | 194873 | 136411 | 28578 | 7 |
| 340 | 27 | Rajasthan | Baran | 294856 | 206399 | 40006 | 6 |
| 341 | 28 | Rajasthan | Jalore | 376937 | 263856 | 48951 | 6 |
| 342 | 29 | Rajasthan | Bikaner | 554793 | 388355 | 68241 | 6 |
| 343 | 30 | Rajasthan | Kota | 249144 | 174401 | 26990 | 5 |
| 344 | 31 | Rajasthan | Jhalawar | 349885 | 244920 | 36925 | 5 |
| 345 | 32 | Rajasthan | Barmer | 523875 | 366713 | 28916 | 3 |
| 346 | 33 | Rajasthan | Jaisalmer | 227426 | 159198 | 4632 | 1 |
| 347 | 1 | Tamil nadu | Tiruvannamalai | 401566 | 281096 | 417204 | 49 |
| 348 | 2 | Tamil nadu | Virudhunagar | 150838 | 105587 | 156530 | 49 |
| 349 | 3 | Tamil nadu | Viluppuram | 497923 | 348546 | 501903 | 48 |
| 350 | 4 | Tamil nadu | Kancheepuram | 242429 | 169700 | 236650 | 46 |
| 351 | 5 | Tamil nadu | Salem | 448268 | 313788 | 435607 | 46 |
| 352 | 6 | Tamil nadu | Ramanathapuram | 53127 | 37189 | 50601 | 45 |
| 353 | 7 | Tamil nadu | Thiruvallur | 173244 | 121271 | 154845 | 43 |
| 354 | 8 | Tamil nadu | Cuddalore | 222160 | 155512 | 197509 | 42 |
| 355 | 9 | Tamil nadu | The nilgiris | 36381 | 25467 | 28511 | 37 |
| 356 | 10 | Tamil nadu | Sivaganga | 141589 | 99112 | 88757 | 30 |
| 357 | 11 | Tamil nadu | Nagapattinam | 182390 | 127673 | 90563 | 24 |
| 358 | 12 | Tamil nadu | Pudukkottai | 307709 | 215396 | 148907 | 23 |
| 359 | 13 | Tamil nadu | Chennai | 4990 | 3493 | 2410 | 23 |
| 360 | 1 | Telangana | Yadadribhuvangiri | 108409 | 75886 | 90797 | 40 |
| 361 | 2 | Telangana | Karimnagar | 83781 | 58647 | 64324 | 37 |
| 362 | 3 | Telangana | Khammam | 259099 | 181369 | 190599 | 35 |
| 363 | 4 | Telangana | Warangal (rural) | 73222 | 51255 | 51693 | 34 |
| 364 | 5 | Telangana | Warangal (urban) | 71300 | 49910 | 48859 | 33 |
| 365 | 6 | Telangana | Rajannasircilla | 47972 | 33580 | 31431 | 31 |
| 366 | 7 | Telangana | Peddapalli | 76212 | 53348 | 46297 | 29 |
| 367 | 8 | Telangana | Sanga reddy | 118541 | 82979 | 71741 | 29 |
| 368 | 9 | Telangana | Nalgonda | 238012 | 166608 | 142728 | 29 |
| 369 | 10 | Telangana | Jagtial | 59378 | 41565 | 34464 | 28 |
| 370 | 11 | Telangana | Mahabubabad | 83029 | 58120 | 44102 | 25 |
| 371 | 12 | Telangana | Suryapet | 212197 | 148538 | 106357 | 24 |
| 372 | 13 | Telangana | Jangaon | 81359 | 56951 | 40185 | 24 |
| 373 | 14 | Telangana | Medak | 112921 | 79045 | 54057 | 23 |
| 374 | 15 | Telangana | Bhadrarikothagudem | 115165 | 80616 | 54106 | 22 |
| 375 | 16 | Telangana | Siddipet | 185386 | 129770 | 86200 | 22 |
| 376 | 17 | Telangana | Mulugu | 56951 | 39866 | 25123 | 21 |
| 377 | 18 | Telangana | Wanaparthy | 58514 | 40960 | 25363 | 21 |
| 378 | 19 | Telangana | Jayashankarbhupalpally | 81915 | 57341 | 34852 | 20 |
| 379 | 20 | Telangana | Nagarkurnool | 112923 | 79046 | 43746 | 18 |

| Con.. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|---------------|--------------|------------------|----------------------|------------|---------------------------------|-------------------------------|----------------------|
| 380 | 21 | Telangana | Medchal | 57207 | 40045 | 21569 | 18 |
| 381 | 22 | Telangana | Jogulambagadwal | 97405 | 68184 | 35059 | 17 |
| 382 | 23 | Telangana | Rangareddy | 180144 | 126101 | 62527 | 17 |
| 383 | 24 | Telangana | Narayanapet | 80156 | 56109 | 26534 | 16 |
| 384 | 25 | Telangana | Vikarabad | 106105 | 74274 | 34999 | 16 |
| 385 | 26 | Telangana | Mahabubnagar | 87080 | 60956 | 28053 | 15 |
| 386 | 27 | Telangana | Nizamabad | 178172 | 124720 | 51154 | 14 |
| 387 | 28 | Telangana | Kamareddy | 186038 | 130227 | 48362 | 12 |
| 388 | 29 | Telangana | Adilabad | 74047 | 51833 | 15637 | 10 |
| 389 | 30 | Telangana | Komarambheem | 60600 | 42420 | 11651 | 9 |
| 390 | 31 | Telangana | Mancherial | 112561 | 78793 | 16302 | 7 |
| 391 | 32 | Telangana | Nirmal | 259946 | 181962 | 15625 | 3 |
| 392 | 1 | Uttar pradesh | Rae Bareli | 330937 | 231656 | 270334 | 39 |
| 393 | 2 | Uttar pradesh | Gorakhpur | 288139 | 201697 | 231194 | 38 |
| 394 | 3 | Uttar pradesh | Chandauli | 222869 | 156008 | 177353 | 38 |
| 395 | 4 | Uttar pradesh | Kushinagar | 226619 | 158633 | 179921 | 38 |
| 396 | 5 | Uttar pradesh | Amethi | 292109 | 204476 | 222467 | 36 |
| 397 | 6 | Uttar pradesh | Faizabad | 311021 | 217715 | 228957 | 35 |
| 398 | 7 | Uttar pradesh | Baliya | 271065 | 189746 | 198905 | 35 |
| 399 | 8 | Uttar pradesh | Sant Kabir Nagar | 104028 | 72820 | 75811 | 35 |
| 400 | 9 | Uttar pradesh | Lucknow | 288424 | 201897 | 209198 | 35 |
| 401 | 10 | Uttar pradesh | Maharajganj | 123862 | 86703 | 89835 | 35 |
| 402 | 11 | Uttar pradesh | Sitapur | 410357 | 287250 | 293979 | 34 |
| 403 | 12 | Uttar pradesh | Hardoi | 485230 | 339661 | 345013 | 34 |
| 404 | 13 | Uttar pradesh | Barabanki | 404982 | 283487 | 287374 | 34 |
| 405 | 14 | Uttar pradesh | Pilibhit | 194908 | 136436 | 138104 | 34 |
| 406 | 15 | Uttar pradesh | Muzaffarnagar | 358134 | 250694 | 247005 | 33 |
| 407 | 16 | Uttar pradesh | Etawah | 210581 | 147407 | 145228 | 33 |
| 408 | 17 | Uttar pradesh | Saharanpur | 449778 | 314845 | 308179 | 33 |
| 409 | 18 | Uttar pradesh | Eta | 337467 | 236227 | 231221 | 33 |
| 410 | 19 | Uttar pradesh | Auriya | 166456 | 116519 | 113655 | 33 |
| 411 | 20 | Uttar pradesh | Hathras | 244123 | 170886 | 166185 | 32 |
| 412 | 21 | Uttar pradesh | Shamli | 183780 | 128646 | 124422 | 32 |

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|---------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 413 | 22 | Uttar pradesh | Baghpat | 246055 | 172239 | 166574 | 32 |
| 414 | 23 | Uttar pradesh | Hapur | 192826 | 134978 | 129745 | 32 |
| 415 | 24 | Uttar pradesh | Meerut | 415198 | 290639 | 277360 | 32 |
| 416 | 25 | Uttar pradesh | Ghaziabad | 161041 | 112729 | 107557 | 32 |
| 417 | 26 | Uttar pradesh | Ambedkar Nagar | 249037 | 174326 | 165085 | 32 |
| 418 | 27 | Uttar pradesh | Bulandshahr | 772262 | 540583 | 507993 | 31 |
| 419 | 28 | Uttar pradesh | Bahraich | 410242 | 287169 | 269849 | 31 |
| 420 | 29 | Uttar pradesh | Gautam Buddha Nagar | 176930 | 123851 | 115873 | 31 |
| 421 | 30 | Uttar pradesh | Mainpuri | 270945 | 189662 | 177095 | 31 |
| 422 | 31 | Uttar pradesh | Siddharthnagar | 196964 | 137875 | 126856 | 31 |
| 423 | 32 | Uttar pradesh | Basti | 233004 | 163103 | 148898 | 30 |
| 424 | 33 | Uttar pradesh | Sambhal | 356796 | 249757 | 223053 | 30 |
| 425 | 34 | Uttar pradesh | Kanpur Dehat | 272185 | 190530 | 167753 | 29 |
| 426 | 35 | Uttar pradesh | Kaushambi | 179741 | 125819 | 109472 | 29 |
| 427 | 36 | Uttar pradesh | Amroha | 366611 | 256628 | 222929 | 29 |
| 428 | 37 | Uttar pradesh | Badanu | 497506 | 348254 | 302332 | 29 |
| 429 | 38 | Uttar pradesh | Farrukhabad | 199093 | 139365 | 118536 | 28 |
| 430 | 39 | Uttar pradesh | Jaunpur | 477807 | 334465 | 283700 | 28 |
| 431 | 40 | Uttar pradesh | Mau | 170319 | 119223 | 101024 | 28 |
| 432 | 41 | Uttar pradesh | Allahabad | 573850 | 401695 | 338341 | 28 |
| 433 | 42 | Uttar pradesh | Deoria | 216301 | 151411 | 126765 | 28 |
| 434 | 43 | Uttar pradesh | Azamgarh | 500621 | 350435 | 284823 | 27 |
| 435 | 44 | Uttar pradesh | Gonda | 410044 | 287031 | 230446 | 27 |
| 436 | 45 | Uttar pradesh | Varanasi | 317483 | 222238 | 174062 | 26 |
| 437 | 46 | Uttar pradesh | Unnao | 402168 | 281518 | 217592 | 26 |
| 438 | 47 | Uttar pradesh | Bijnor | 416685 | 291680 | 222714 | 25 |
| 439 | 48 | Uttar pradesh | Firozabad | 312362 | 218653 | 165169 | 25 |
| 440 | 49 | Uttar pradesh | Agra | 599250 | 419475 | 309100 | 25 |
| 441 | 50 | Uttar pradesh | Kannauj | 217214 | 152050 | 109850 | 24 |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|---------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 442 | 51 | Uttar pradesh | Moradabad | 288128 | 201690 | 145153 | 24 |
| 443 | 52 | Uttar pradesh | Balrampur | 184633 | 129243 | 92209 | 24 |
| 444 | 53 | Uttar pradesh | Rampur | 278717 | 195102 | 137782 | 24 |
| 445 | 54 | Uttar pradesh | Aligarh | 633972 | 443780 | 311174 | 23 |
| 446 | 55 | Uttar pradesh | Kanpur Nagar | 315171 | 220620 | 154551 | 23 |
| 447 | 56 | Uttar pradesh | Sultanpur | 333047 | 233133 | 162414 | 23 |
| 448 | 57 | Uttar pradesh | Fatehpur | 459675 | 321773 | 217400 | 23 |
| 449 | 58 | Uttar pradesh | Mathura | 503219 | 352253 | 237468 | 22 |
| 450 | 59 | Uttar pradesh | Shravasti | 135441 | 94809 | 61956 | 22 |
| 451 | 60 | Uttar pradesh | Mirzapur | 298631 | 209042 | 132659 | 21 |
| 452 | 61 | Uttar pradesh | Pratapgarh | 359534 | 251674 | 158825 | 21 |
| 453 | 62 | Uttar pradesh | Bhadohi | 179609 | 125726 | 79016 | 21 |
| 454 | 63 | Uttar pradesh | Lakimpurkhiri | 527008 | 368906 | 227459 | 21 |
| 455 | 64 | Uttar pradesh | Kasganj | 427823 | 299476 | 184473 | 21 |
| 456 | 65 | Uttar pradesh | Ghazipur | 435763 | 305034 | 171910 | 19 |
| 457 | 66 | Uttar pradesh | Shahjahanpur | 346482 | 242537 | 134284 | 18 |
| 458 | 67 | Uttar pradesh | Sonbhadra | 278821 | 195175 | 98795 | 17 |
| 459 | 68 | Uttar pradesh | Bareilly | 418300 | 292810 | 145672 | 17 |
| 460 | 69 | Uttar pradesh | Jaloun | 241538 | 169077 | 67983 | 13 |
| 461 | 70 | Uttar pradesh | Chitrakoot | 288561 | 201993 | 67859 | 11 |
| 462 | 71 | Uttar pradesh | Hamirpur | 228057 | 159640 | 45986 | 10 |
| 463 | 72 | Uttar pradesh | Jhansi | 299916 | 209941 | 48192 | 8 |
| 464 | 73 | Uttar pradesh | Banda | 308247 | 215773 | 43096 | 7 |
| 465 | 74 | Uttar pradesh | Lalitpur | 358665 | 251066 | 35433 | 5 |
| 466 | 75 | Uttar pradesh | Mahoba | 167196 | 117037 | 12942 | 4 |
| 467 | 1 | Uttarakhand | Haridwar | 194297 | 136008 | 144211 | 35 |
| 468 | 2 | Uttarakhand | Dehradun | 113958 | 79771 | 84137 | 35 |
| 469 | 3 | Uttarakhand | Nainital | 122296 | 85607 | 77486 | 30 |
| 470 | 4 | Uttarakhand | Champawat | 50210 | 35147 | 21641 | 21 |
| 471 | 5 | Uttarakhand | Bageshwar | 59888 | 41922 | 24173 | 19 |
| 472 | 6 | Uttarakhand | Uttarkashi | 57988 | 40592 | 22268 | 18 |

| Con. S.No | S. No | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|-------|-------------------|----------------------|------------|---------------------------|-------------------------|----------------|
| 473 | 7 | Uttarakhand | Chamoli | 82920 | 58044 | 28090 | 16 |
| 474 | 8 | Uttarakhand | Almora | 125575 | 87903 | 38352 | 15 |
| 475 | 9 | Uttarakhand | Rudraprayag | 56477 | 39534 | 14180 | 12 |
| 476 | 10 | Uttarakhand | Pithoragarh | 112875 | 79013 | 25919 | 11 |
| 477 | 11 | Uttarakhand | Tehri | 92387 | 64671 | 20636 | 11 |
| 478 | 12 | Uttarakhand | Pauri | 155408 | 108786 | 27141 | 8 |
| 479 | 13 | Uttarakhand | Udham singh nagar | 153682 | 107577 | 164647 | 51 |
| 480 | 1 | West Bengal | Murshidabad | 472226 | 330558 | 462807 | 47 |
| 481 | 2 | West Bengal | Malda | 246259 | 172381 | 204590 | 40 |
| 482 | 3 | West Bengal | Coochbehar | 317982 | 222587 | 236519 | 35 |
| 483 | 4 | West Bengal | Birbhum | 300733 | 210513 | 214354 | 34 |
| 484 | 5 | West Bengal | Hooghly | 434546 | 304182 | 299284 | 33 |
| 485 | 6 | West Bengal | Dakshin Dinajpur | 159402 | 111581 | 97694 | 29 |
| 486 | 7 | West Bengal | Jalpaiguri | 207209 | 145046 | 117686 | 27 |
| 487 | 8 | West Bengal | Purba Burdwan | 638039 | 446627 | 351934 | 26 |
| 488 | 9 | West Bengal | Alipurduar | 139156 | 97409 | 76439 | 26 |
| 489 | 10 | West Bengal | Howrah | 166823 | 116776 | 88959 | 25 |
| 490 | 11 | West Bengal | Paschim Burdwan | 85537 | 59876 | 44675 | 25 |
| 491 | 12 | West Bengal | Paschim Midnapur | 714715 | 500301 | 345358 | 23 |
| 492 | 13 | West Bengal | North 24 Pgs | 418309 | 292816 | 201851 | 23 |
| 493 | 14 | West Bengal | Siliguri (Div.) | 59477 | 41634 | 27834 | 22 |
| 494 | 15 | West Bengal | Bankura | 520388 | 364272 | 221245 | 20 |
| 495 | 16 | West Bengal | Jhargram | 132748 | 92924 | 49098 | 18 |
| 496 | 17 | West Bengal | South 24 Pgs | 413948 | 289764 | 141512 | 16 |
| 497 | 18 | West Bengal | Purulia | 237519 | 166263 | 77068 | 15 |
| 498 | 19 | West Bengal | Purba Midnapur | 599406 | 419584 | 164824 | 13 |
| 499 | 20 | West Bengal | Kalimpong | 27891 | 19524 | 2544 | 4 |
| 500 | 21 | West Bengal | Darjeeling (GTA) | 29316 | 40045 | 2438 | 2 |
| 501 | 1 | Arunachal Pradesh | Papumpare | 15888 | 11121.6 | 1562 | 5 |
| 502 | 2 | Arunachal Pradesh | Namsai | 2793 | 1955 | 219 | 4 |
| 503 | 3 | Arunachal Pradesh | East Siang | 14115 | 9880 | 231 | 1 |
| 504 | 4 | Arunachal Pradesh | West Kameing | 10516 | 7361 | 172 | 1 |
| 505 | 5 | Arunachal Pradesh | West Siang | 8646 | 6052 | 129 | 1 |
| 506 | 6 | Arunachal Pradesh | Anjaw | - | - | - | - |
| 507 | 7 | Arunachal Pradesh | Changlang | - | - | - | - |
| 508 | 8 | Arunachal Pradesh | East Kameng | - | - | - | - |
| 509 | 9 | Arunachal Pradesh | kra-daadi | - | - | - | - |
| 510 | 10 | Arunachal Pradesh | KurungKumey | - | - | - | - |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|-------------------|------------------------------|------------|---------------------------|-------------------------|----------------|
| 511 | 11 | Arunachal Pradesh | Lohit | - | - | - | - |
| 512 | 12 | Arunachal Pradesh | Long Ding | - | - | - | - |
| 513 | 13 | Arunachal Pradesh | Lower Dibang Valley | - | - | - | - |
| 514 | 14 | Arunachal Pradesh | Lower Subansiri | - | - | - | - |
| 515 | 15 | Arunachal Pradesh | Siang | - | - | - | - |
| 516 | 16 | Arunachal Pradesh | Tawang | - | - | - | - |
| 517 | 17 | Arunachal Pradesh | Tirap | - | - | - | - |
| 518 | 18 | Arunachal Pradesh | Upper Dibang valley | - | - | - | - |
| 519 | 19 | Arunachal Pradesh | Upper Siang | - | - | - | - |
| 520 | 20 | Arunachal Pradesh | Upper Subansiri | - | - | - | - |
| 521 | 1 | Assam | Barpeta | 200358 | 140251 | 50480 | 12 |
| 522 | 2 | Assam | Bongaigaon | 93006 | 65104 | 19818 | 10 |
| 523 | 3 | Assam | Nalbari | 133872 | 93711 | 27097 | 10 |
| 524 | 4 | Assam | Kamrup | 271808 | 190265 | 38594 | 7 |
| 525 | 5 | Assam | Darrang | 155508 | 108855 | 20376 | 6 |
| 526 | 6 | Assam | Nagaon | 321817 | 225272 | 40841 | 6 |
| 527 | 7 | Assam | Morigaon | 134538 | 94177 | 14033 | 5 |
| 528 | 8 | Assam | Dhubri | 179744 | 125821 | 15884 | 4 |
| 529 | 9 | Assam | Golaghat | 160247 | 112173 | 12892 | 4 |
| 530 | 10 | Assam | Tinsukia | 140818 | 98572 | 11152 | 4 |
| 531 | 11 | Assam | Sonitpur | 393101 | 275171 | 30060 | 4 |
| 532 | 12 | Assam | Jorhat | 208295 | 145806 | 15250 | 3 |
| 533 | 13 | Assam | Hailakandi | 67990 | 47593 | 4651 | 3 |
| 534 | 14 | Assam | Cachar | 153931 | 107751 | 9351 | 3 |
| 535 | 15 | Assam | Kokrajhar | 134275 | 93993 | 7572 | 3 |
| 536 | 16 | Assam | Chirang | 93313 | 65319 | 5141 | 3 |
| 537 | 17 | Assam | Karimganj | 115954 | 81168 | 5837 | 2 |
| 538 | 18 | Assam | Dibrugarh | 163505 | 114454 | 7872 | 2 |
| 539 | 19 | Assam | Goalpara | 114070 | 79849 | 5156 | 2 |
| 540 | 20 | Assam | Sivasagar | 161160 | 112812 | 6409 | 2 |
| 541 | 21 | Assam | Udalguri | 128919 | 90243 | 4562 | 2 |
| 542 | 22 | Assam | Lakhimpur | 198398 | 138879 | 6839 | 2 |
| 543 | 23 | Assam | Baksa | 193547 | 135483 | 6095 | 1 |
| 544 | 24 | Assam | Karbianglong(east) | 121492 | 85044 | 3433 | 1 |
| 545 | 25 | Assam | South Salmara - mankachar | 10956 | 7669 | 92 | 0 |
| 546 | 26 | Assam | Dhemaji | 149496 | 104647 | 970 | 0 |
| 547 | 27 | Assam | Biswanath | - | - | - | - |
| 548 | 28 | Assam | Charaideo | - | - | - | - |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|-----------|------------------------|------------|---------------------------|-------------------------|----------------|
| 549 | 29 | Assam | Dima Hasao(NC hills) | - | - | - | - |
| 550 | 30 | Assam | Hojai | - | - | - | - |
| 551 | 31 | Assam | Kamrup Metro | - | - | - | - |
| 552 | 32 | Assam | Majuli | - | - | - | - |
| 553 | 33 | Assam | Karbianglong(West) | - | - | - | - |
| 554 | 1 | Manipur | Imphal-West | 7797 | 5458 | 4606 | 28 |
| 555 | 2 | Manipur | Bishnupur | 8754 | 6128 | 1798 | 10 |
| 556 | 3 | Manipur | Imphal-East | 10675 | 7473 | 1525 | 7 |
| 557 | 4 | Manipur | Thoubal | 17949 | 12564 | 2511 | 7 |
| 558 | 5 | Manipur | Senapati | 22596 | 15817 | 768 | 2 |
| 559 | 6 | Manipur | Churachandpur | 13819 | 9673 | 280 | 1 |
| 560 | 7 | Manipur | Chandel | 9436 | 6605 | 146 | 1 |
| 561 | 8 | Manipur | Ukhrul | 13939 | 9757.3 | 98 | 0 |
| 562 | 9 | Manipur | Tamenglong | 8450 | 5915 | 0 | 0 |
| 563 | 1 | Meghalaya | East Khasi Hills | 30000 | 21000 | 9308 | 15 |
| 564 | 2 | Meghalaya | West Garo Hills | 147458 | 103220 | 2808 | 1 |
| 565 | 3 | Meghalaya | East Jaintia Hills | 33337 | 23335 | 317 | 0 |
| 566 | 4 | Meghalaya | South Garo Hills | 25090 | 17563 | 26 | 0 |
| 567 | 5 | Meghalaya | West Khasi Hills | 39225 | 27457 | 32 | 0 |
| 568 | 6 | Meghalaya | East Garo Hills | 46813 | 32769 | 26 | 0 |
| 569 | 7 | Meghalaya | Ribhoi | 13253 | 9277 | 9308 | 15 |
| 570 | 8 | Meghalaya | North Garo Hills | - | - | - | - |
| 571 | 9 | Meghalaya | South West Garo Hills | - | - | - | - |
| 572 | 10 | Meghalaya | South West Khasi Hills | - | - | - | - |
| 573 | 11 | Meghalaya | West Jaintia Hills | - | - | - | - |
| 574 | 1 | Mizoram | Aizawl | 6911 | 4838 | 23 | 0 |
| 575 | 2 | Mizoram | Serchhip | 2374 | 1662 | 6 | 0 |
| 576 | 3 | Mizoram | Lunglei | 4576 | 3203 | 11 | 0 |
| 577 | 4 | Mizoram | Kolasib | 6278 | 4395 | 12 | 0 |
| 578 | 5 | Mizoram | Mamit | 2711 | 1898 | 3 | 0 |
| 579 | 6 | Mizoram | champhai | 8237 | 5766 | 9 | 0 |
| 580 | 7 | Mizoram | Siaha | 3182 | 2227 | 3 | 0 |
| 581 | 8 | Mizoram | Lawngtlai | 3999 | 2799 | 3 | 0 |
| 582 | 1 | Nagaland | Kiphire | 3808 | 2666 | 6 | 0 |
| 583 | 2 | Nagaland | Dimapur | - | - | - | - |
| 584 | 3 | Nagaland | Kohima | - | - | - | - |
| 585 | 4 | Nagaland | Longleng | - | - | - | - |
| 586 | 5 | Nagaland | Mokokchung | - | - | - | - |
| 587 | 6 | Nagaland | Mon | - | - | - | - |
| 588 | 7 | Nagaland | Peren | - | - | - | - |
| 589 | 8 | Nagaland | Phek | - | - | - | - |
| 590 | 9 | Nagaland | Tuensang | - | - | - | - |
| 591 | 10 | Nagaland | Wokha | - | - | - | - |

| Con. S.No | S. N o | State | Name of the District | Br. Populn | Animals available for A.I | A.I done during 2017-18 | A.I coverage % |
|-----------|--------|----------|----------------------|------------|---------------------------|-------------------------|----------------|
| 592 | 11 | Nagaland | Zunheboto | - | - | - | - |
| 593 | 1 | Sikkim | East | 20697 | 14487 | 8451 | 19 |
| 594 | 2 | Sikkim | West | 18037 | 12625 | 5313 | 14 |
| 595 | 3 | Sikkim | South | 15823 | 11076 | 3008 | 9 |
| 596 | 4 | Sikkim | North | 5480 | 3836 | 149 | 1 |
| 597 | 1 | Tripura | Gomati | 46138 | 32297 | 7672 | 8 |
| 598 | 2 | Tripura | Sipahijala | 49255 | 34479 | 7512 | 7 |
| 599 | 3 | Tripura | West Tripura | 48531 | 33972 | 6845 | 7 |
| 600 | 4 | Tripura | North | 33073 | 23151 | 3485 | 5 |
| 601 | 5 | Tripura | Khowai | 41943 | 29360 | 4281 | 5 |
| 602 | 6 | Tripura | South Tripura | 55950 | 39165 | 5510 | 5 |
| 603 | 7 | Tripura | Unokoti | 25187 | 17631 | 2137 | 4 |
| 604 | 8 | Tripura | Dhalai | 38248 | 26774 | 3063 | 4 |

MINIMUM STANDARD PROTOCOL PRESCRIBED BY GOI

| Breed | Dam's Lactation yield (Kgs) | | |
|-------------------|-----------------------------|-------|------|
| | First | Best | Fat% |
| Holstein Friesian | 7000 | 10000 | 3.5 |
| Jersey | 5000 | 6000 | 5.0 |
| Sahiwal | 2400 | 3000 | 4.0 |
| Red Sindhi | 2000 | 2500 | 4.5 |
| Gir | 2400 | 3000 | 4.5 |
| Kankrej | 2000 | 2500 | 4.5 |
| Tharparkar | 2000 | 2500 | 4.0 |
| Haryana | 1600 | 2000 | 4.0 |
| Rathi | 1600 | 2000 | 4.0 |
| Ongole | 1100 | 1600 | 4.0 |
| Deoni | 800 | 1000 | 4.0 |
| Khillar | 380 | 500 | 4.0 |
| Dangi | 400 | 530 | 4.0 |
| Amritmahal | 400 | 500 | 4.0 |
| HF Cross- F2 | 5000 | 6000 | 4.0 |
| Jersey Cross- F2 | 3500 | 4500 | 4.5 |
| Sunandini | 2500 | 3000 | 3.5 |
| Murrah | 2400 | 3000 | 7.0 |
| Mehsana | 2400 | 3000 | 7.0 |

| | | | |
|-------------|------|------|-----|
| Nili Ravi | 2400 | 3000 | 7.0 |
| Jaffrabadi | 2800 | 3500 | 8.0 |
| Surti | 1600 | 2000 | 7.0 |
| Banni | 2400 | 3000 | 7.0 |
| Bhadawari | 1300 | 1600 | 8.0 |
| Pandharpuri | 1300 | 1600 | 7.0 |

The standard for Dam's lactation yield for FI cross bulls will be the same as that of respective indigenous bull dam i.e. Gir, Sahiwal, Kankrej, Red Sindhi, etc.

For Breeds not mentioned in above table, concerned state government may notify the min. Dam's lactation details and Breed code.

For imported bulls and embryos, the standards for import of germplasm as prescribed in the "Guidelines for export / import of bovine germplasm" issued and amended from time -to -time by DADF. Ministry of Agriculture and Farmers Welfare, GOI shall be applicable

EXPENDITURE TO BE INCURRED UNDER NAIP II

| S. No. | States/Uts | No. of districts | No. of Villages/district | No. of animal village | Target no. of animals | No. of A.I to be performed | No. of semen doses required (3 A.I / animal + 10% extra) | Cost of semen doses incl. consumables, transportation and Storage @ Rs.25/dose (Rs.in Lakh) | Incentives to A.I. tech @ Rs. 50/A.I (Rs.in Lakh) | Incentives to A.I. tech @ Rs. 100/Calf born (Rs.in Lakh) | 2 Data entry operators consolidated basis @ Rs. 1000/- per month for 10 months (Rs.in Lakh per district) | Contingency grant @ Rs. 1000 per village for wall writing, Banner etc. and monitoring of progress (Rs.in Lakh) | Contingency grant @ Rs. 50,000/- per district for publicity, storage, transportation of semen doses & AI consumables (Rs.in Lakh) | Parent age testing for 1% of the calves born in the district @ Rs.100 /calf (Rs.in Lakh) | Awareness programme at States level @ Rs. 1 lakh/District (Rs.in Lakh) | Total expenditure in Lakh | Funds released (Rs.in lakh) under NAIP I | Fund utilised (Rs.in lakh) | Unspent available under NAIP I (Rs.in lakh) |
|--------|-----------------------------|------------------|--------------------------|-----------------------|-----------------------|----------------------------|--|---|---|--|--|--|---|--|--|---------------------------|--|----------------------------|---|
| 1 | Andhra Pradesh | 9 | 500 | 100 | 45000 | 13500 | 1485 | 371.25 | 675 | 450 | 18 | 45 | 4.5 | 45 | 9 | 1617.75 | 439.74 | 342.73 | 97.01 |
| 2 | Bihar | 38 | 500 | 100 | 19000 | 57000 | 6270 | 1567.5 | 2850 | 1900 | 76 | 190 | 19 | 190 | 38 | 6830.50 | 1230.95 | 207.93 | 1023.02 |
| 3 | Chhattisgarh | 27 | 500 | 100 | 13500 | 40500 | 4455 | 1113.75 | 2025 | 1350 | 54 | 135 | 13.5 | 135 | 27 | 4853.25 | 1019.204 | 204.815 | 815.31 |
| 4 | Gujarat | 21 | 500 | 100 | 10500 | 31500 | 3465 | 866.25 | 1575 | 1050 | 42 | 105 | 10.5 | 105 | 21 | 3774.75 | 942.88 | 399.30 | 543.58 |
| 5 | Goa | 2 | 500 | 100 | 10000 | 30000 | 3300 | 82.5 | 150 | 100 | 4 | 10 | 1 | 10 | 2 | 359.50 | 97.72 | 0.67 | 97.05 |
| 6 | Haryana | 5 | 500 | 100 | 25000 | 75000 | 8250 | 206.25 | 375 | 250 | 10 | 25 | 2.5 | 25 | 5 | 898.75 | 205.44 | 31.45 | 173.99 |
| 7 | Himachal Pradesh | 12 | 500 | 100 | 60000 | 18000 | 1980 | 495 | 900 | 600 | 24 | 60 | 6 | 60 | 12 | 2157.00 | 519.42 | 1.54 | 517.88 |
| | UT Jammu & Kashmir & Ladakh | 22 | 500 | 100 | 11000 | 33000 | 3630 | 907.5 | 1650 | 1100 | 44 | 110 | 11 | 110 | 22 | 3954.50 | 791.99 | 157.67 | 634.32 |
| 9 | Jharkhand | 24 | 500 | 100 | 12000 | 36000 | 3960 | 990 | 1800 | 1200 | 48 | 120 | 12 | 120 | 24 | 4314.00 | 540.46 | 415.75 | 124.71 |
| 10 | Karnataka | 17 | 500 | 100 | 85000 | 25500 | 2805 | 701.25 | 1275 | 850 | 34 | 85 | 8.5 | 85 | 17 | 3055.75 | 756.47 | 324.70 | 431.77 |
| 11 | Madhya Pradesh | 51 | 500 | 100 | 25500 | 76500 | 8415 | 2103.75 | 3825 | 2550 | 102 | 255 | 25.5 | 255 | 51 | 9167.25 | 2155.86 | 1046.31 | 1109.55 |
| 12 | Maharashtra | 33 | 500 | 100 | 16500 | 49500 | 5445 | 1361.25 | 2475 | 1650 | 66 | 165 | 16.5 | 165 | 33 | 5931.75 | 1479.71 | 232.14 | 1247.56 |

| | | | | | | | | | | | | | | | | | | | |
|---|---------------|------------|-----------|-------------|--------------|--------------|----------------|--------------|--------------|--------------|-------------|-------------|------------|-------------|------------|----------------|----------------|---------------|-----------------|
| 1 | Odisha | 30 | 500 | 100 | 15000 | 45000 | 4950 | 1237.5 | 2250 | 1500 | 60 | 150 | 15 | 150 | 30 | 5392.50 | 1090.33 | 579.00 | 511.33 |
| 3 | | | | | | | | | | | | | | | | | | | |
| 1 | Punjab | 22 | 500 | 100 | 11000 | 33000 | 3630 | 907.5 | 1650 | 1100 | 44 | 110 | 11 | 110 | 22 | 3954.50 | 986.33 | 439.31 | 547.02 |
| 4 | | | | | | | | | | | | | | | | | | | |
| 1 | Rajasthan | 33 | 500 | 100 | 16500 | 49500 | 5445 | 1361.25 | 2475 | 1650 | 66 | 165 | 16.5 | 165 | 33 | 5931.75 | 1386.83 | 83.07 | 1303.08 |
| 5 | | | | | | | | | | | | | | | | | | | |
| 1 | Tamil Nadu | 13 | 500 | 100 | 65000 | 19500 | 2145 | 536.25 | 975 | 650 | 26 | 65 | 6.5 | 65 | 13 | 2336.75 | 536.08 | 536.08 | 0.00 |
| 6 | | | | | | | | | | | | | | | | | | | |
| 1 | Telangana | 32 | 500 | 100 | 16000 | 48000 | 5280 | 1320 | 2400 | 1600 | 64 | 160 | 16 | 160 | 32 | 5752.00 | 1522.60 | 826.40 | 696.20 |
| 7 | | | | | | | | | | | | | | | | | | | |
| 1 | Uttar Pradesh | 75 | 500 | 100 | 37500 | 11250 | 1.2E+07 | 3093.75 | 5625 | 3750 | 150 | 375 | 37.5 | 375 | 75 | 1348.125 | 3334.94 | 903.74 | 2431.20 |
| 8 | | | | | | | | | | | | | | | | | | | |
| 1 | Uttarakhand | 13 | 500 | 100 | 65000 | 19500 | 2145 | 536.25 | 975 | 650 | 26 | 65 | 6.5 | 65 | 13 | 2336.75 | 508.77 | 381.81 | 126.96 |
| 9 | | | | | | | | | | | | | | | | | | | |
| 2 | West Bengal | 21 | 500 | 100 | 10500 | 31500 | 3465 | 866.25 | 1575 | 1050 | 42 | 105 | 10.5 | 105 | 21 | 3774.75 | 1026.06 | 0.00 | 1026.06 |
| 0 | | | | | | | | | | | | | | | | | | | |
| | Total | 500 | 00 | 2000 | 25000 | 75000 | 8.3E+07 | 20625 | 37500 | 25000 | 1000 | 2500 | 250 | 2500 | 500 | 8987.50 | 2057.17 | 7114.1 | 13457.61 |

For NER States , Fund has already been released under NER A.I Program

| A.I FORMAT FOR INAPH UPLOADING | |
|--|---|
| Information Network for Animal Productivity and Health (INAPH) A.I. Format (Compulsory fields) << Name of the Organisation >> | |
| Technician Name _____ User ID _____ | Month _____ Year _____ Date: _____ |
| I Registration | |
| a Animal Details | |
| 1 * Tag Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 2 * Registration Date | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YYYY) |
| 3 * Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| 4 * Species | <input type="checkbox"/> Cattle <input type="checkbox"/> Buffalo <input type="checkbox"/> Yak <input type="checkbox"/> Mithun <input type="checkbox"/> Sheep <input type="checkbox"/> Goat <input type="checkbox"/> Pig |
| 5 * Breed Name | <input style="width: 150px;" type="text"/> |
| 6 * Age | <input type="checkbox"/> Years <input type="checkbox"/> Months |

| | | | |
|---|----------------------|--|-----------------------------|
| 7 | * Number of Calvings | <input style="width: 150px;" type="text"/> | |
| 8 | *Pregnancy Status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|------------------------|----------------|--|--|
| b Owner Details | | | |
| 1 | * Village Name | <input style="width: 150px;" type="text"/> | 5 * Mobile number <input style="width: 150px;" type="text"/> |
| 2 | *Hamlet Name | <input style="width: 150px;" type="text"/> | 6 *Aadhar No <input style="width: 150px;" type="text"/> |
| 3 | * Owner Name | <input style="width: 150px;" type="text"/> | |
| 4 | * Owner Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female |

| | | | |
|---------------------------|---------------|---|--|
| II A.I Transaction | | | |
| 1 | * Tag Number | <input style="width: 150px;" type="text"/> | |
| 2 | * Date of A.I | <input style="width: 150px;" type="text"/> (DD/MM/YYYY) | |
| 3 | *Bull ID | <input style="width: 150px;" type="text"/> | |

| | | | |
|--------------------------------|----------------|-----------------------------------|---------------------------------------|
| III Pregnancy Diagnosis | | | |
| 1 | *Result of P.D | <input type="checkbox"/> Pregnant | <input type="checkbox"/> Non pregnant |

| | | | |
|-------------------------------|------------------|--|--|
| IV Calving Transaction | | | |
| 1 | * Tag Number | <input style="width: 150px;" type="text"/> | |
| 2 | *Date of calving | <input style="width: 150px;" type="text"/> | |

| | | | | | | | | | |
|---|-------------------|--------------------------|--------|--------------------------|--------------------------|--------|--------------------------|--------------------------|-------|
| 3 | *Calving type | <input type="checkbox"/> | Male | <input type="checkbox"/> | <input type="checkbox"/> | Female | <input type="checkbox"/> | <input type="checkbox"/> | Twins |
| 4 | * Ease of calving | <input type="checkbox"/> | Normal | <input type="checkbox"/> | Dystocia | | | | |

Signature

Fields Marked with * are Mandatory

Suggestions for Printer

1. One format will be used for one animal.
2. Format should be printed in 2 copies. While capturing the data carbon paper will be used.
3. If the data is not uploaded by the A.I technician himself, main copy will be forwarded for data entry at centralised location(Taluka/district). Lower copy will be office copy at AI Center.
4. Different colours may be given to different copies.
5. Rice paper (thin paper) should be used, to enable impression upto last copy.

F.No. K-11053 (5313)/14/2019-LH (13830)
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated 03.04.2020

To,

The Pay and Accounts Officer,
Department of Animal Husbandry & Dairying,
Ministry of Fisheries, Animal Husbandry & Dairying,
Jeevan Tara Building,
New Delhi

Sub: Administrative approval for implementation of Central Sector Scheme – 'National Animal Disease Control Programme for Foot and Mouth Disease and Brucellosis', during 2020-21

Sir/ Madam,

The undersigned is directed to convey Administrative Approval of Competent Authority for implementation of Central Sector Scheme – 'National Animal Disease Control Programme for Foot and Mouth Disease and Brucellosis' with an outlay of Rs.1300 Crore (Rupees Thirteen hundred crore only) during 2020-21.

2. The programme shall be implemented in all States and Union Territories with 100% Central assistance through the Central Implementing Agency/ State Implementing Agencies / Livestock Development Boards of the respective State / UT Governments. The State / UT Governments, shall provide the requisite infrastructure for vaccine cold chain maintenance, etc. and manpower to carry out vaccination and other related activities. Administrative support shall be provided by the Commissioners / Directors, Department of Animal Husbandry and district authorities of the States / UTs concerned to ensure smooth implementation of the programme.

3. Under the 'National Animal Disease Control Programme for FMD and Brucellosis, funds for the component of Foot and Mouth Disease are earmarked for control of the disease for vaccination of the entire cattle, buffalo, sheep, goat and pig population and primary vaccination in calves (4-5 months of age), animal identification by ear tagging and recording it in Animal Health Module of Information Network for Animal Productivity and Health (INAPH), and for issuing of animal health card; vaccines and eartags through Programme Logistics Agency viz. National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED), vaccination costs including accessories, cold-chain infrastructure, remuneration to vaccinators etc.; establishment / strengthening of check post to control movement of animals, awareness campaign which shall include hoardings, print materials, wall painting, audio/video medium, leaflets, etc at Centre, State, District, Block and Village level. Funds will also be utilized at the Head Quarters for payment to Programme Management and Logistics Agencies for programme management, procurement and logistics, establishment of telephonic survey agency and Professional Communications

- 1 -

Narendran Kumar

Agency, and for advertisement and publicity. Funds will also be provided to institutes like ICAR-IVRI, ICAR-DFMD, IC-FMD, ICAR-NIVEDI, CCSNIAH, etc. for conducting sero-monitoring, sero-surveillance, vaccine quality control and other activities. Funds will also be provided to National Dairy Development Board for conducting ToTs for INAPH and also to improve/ upgrade the software, if required.

4. Funds for the component 'National Animal Disease Control Programme for Brucellosis' will be provided for control of Brucellosis by vaccination of female bovine calves (4 to 8 months of age) once in a life time. Funds will also be provided for vaccination costs including accessories, remuneration to vaccinators, strengthening of ELISA Laboratories, recurring expenditure for their consumables, village level screening of samples, expenditure on awareness campaign that shall include hoardings, print materials, wall painting, audio / video medium, leaflets, etc. at the Centre, State, District, Block and Village level. Funds shall be provided to ICAR-NIVEDI, etc. for sero-monitoring, training, etc. Funds shall also be utilized at the Head Quarters for online monitoring, data generation and evaluation.

5. This administrative approval is issued subject to the following:-

- a. The provisions of General Financial Rules, 2017 shall be applicable
- b. Release of funds shall be as per Cash Management System guidelines issued by Budget Division, Department of Economic Affairs, Ministry of Finance vide OM No. 15(39)-B(R)/2016, dated 21.08.2017
- c. The flow of funds is to be ensured through PFMS / DBT platforms
- d. The Central/ State Implementing Agencies shall ensure registration of all implementing agencies till last levels and use of Expenditure, Advance and Transfer (EAT) module of Public Financial management System (PFMS) for flow of funds so that effective monitoring of funds utilization can be done as per Rule 232(v) of GFR 2017
- e. Utilization Certificates shall be submitted through PFMS in accordance with guidelines issued in this regard by CCA, Ministry of Agriculture and Farmers Welfare. It is to be noted that Utilization Certificate not supported by EAT module date is likely to be rejected and expenditure will not be treated as regular

6. All relevant correspondences, scheme proposals, monthly physical progress reports, utilization certificates, etc may be forwarded to Joint Secretary (CDD), Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Room No. 240, Krishi Bhawan, New Delhi – 110001. Email: jsdairy-dadf@gov.in

Narendra Kumar

7. Detailed Budget Head with allocation is an under:-

| Sl No. | Major Head | Allocation BE 2020-21 (Rs. In lakh) |
|--------|--|--|
| 1. | 2403 Professional Services | 1000.00 |
| | Advertisement and Publicity | 2600.00 |
| | Grants-in-aid-General | 90290.00 |
| | Grants-in-aid-General (Special Component plan for Scheduled Castes) | 19505.00 |
| | Grants-in-aid-General (Tribal Sub-Plan) | 10105.00 |
| | Sub-Total | 123500.00 |
| 2. | 2552 Grants-in-aid-General | 4860.00 |
| | Grants-in-aid-General (Special Component plan for Scheduled Castes) | 1080.00 |
| | Grants-in-aid-General (Tribal Sub-Plan) | 560.00 |
| | Sub-Total | 6500.00 |
| | Grand Total | 130000.00 |

10. This issues with the approval of Joint Secretary (C&DD) vide Dy.No.E-13830 dated 03.04.2020.

Yours faithfully,

Narender Kumar

(Narender Kumar)

Under Secretary to the Government of India

Copy for information and necessary action:

1. Principal Secretary / Secretary, Animal Husbandry Department, all States / UTs
2. Principal Secretary / Secretary, Finance Department, all States / UTs
3. Commissioner / Director, Animal Husbandry Department, all States / UTs
4. Chief Executive Officer, Livestock Development Board / State Implementing States / UTs
5. Advisor (Agriculture), NITI Aayog, Yojana Bhawan, New Delhi
6. Chairman, National Dairy Development Board, Anand, Gujarat
7. Managing Director, NAFED, Ashram Chowk, Siddharth Enclave, New Delhi
8. Director, CCSNIAH, Baghpat
9. Director, ICAR-DFMD, Mukhteswar, Uttarakhand
10. Director, ICAR-NIVEDI, Yelahanka, Bengaluru, Karnataka
11. Principal Accounts Officer, Jeevan Tara Building, New Delhi
12. PAO (Secretariat), Room No.35, Krishi Bhawan, New Delhi
13. Guard file

NARENDER KUMAR
Under Secretary
Government of India
M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001
Agencies, all

Copy to:

1. PPS to Secretary (AHD), Krishi Bhawan, New Delhi
2. PPS to Director General, ICAR, Krishi bhawan, New Delhi
3. PPS to SS&FA, DAHD, New Delhi
4. PPS to AHC, DAHD, New Delhi
5. PPS to JS(CDD) / JS (LH) / JS(NLM) / JS(Admn) / Adviser (AHS)
6. PS to Director (IFD), DAHD / AC (Budget)

Narender Kumar

(Narender Kumar)

Under Secretary to the Government of India

OPERATIONAL GUIDELINES FOR NATIONAL ANIMAL DISEASE CONTROL PROGRAMME FOR FOOT AND MOUTH DISEASE (FMD) AND BRUCELLOSIS (NADCP)

1. BACKGROUND

- 1.1 India's livestock wealth (512 million) includes 190 million cattle, 110 million buffaloes, 135 million goats, 65 million sheep and 10 million pigs. India is the largest producer of milk globally with production of 176.35 million MT (2017-18).
- 1.2 Yet, prevalence of animal diseases is a serious impediment to the growth of the Livestock Sector. Losses due to some of these diseases e.g. Foot & Mouth Disease (FMD), Brucellosis, etc. are humongous and often beyond estimation. It is because of FMD that there is not only reduction in the milk production and trade in livestock products but also there is infertility, reduction in the quality of hides and skins of the animals, including their draught power. Thus, FMD has a direct negative impact on trade of milk and other livestock products.
- 1.3 Brucellosis is a reproductive disease of livestock resulting in huge financial losses and has an adverse impact on human health, as it has zoonotic potential. Farm workers and livestock owners are always at risk of contracting as well as spreading this disease. Hence, control of Brucellosis will have a double impact - both in human health and livestock health, besides rich economic gains to the animal owners / farmers.
- 1.4 It is therefore imperative to control Foot and Mouth Disease (FMD) by vaccination of all cattle, buffaloes, goats, sheep and pigs and Brucellosis by vaccination of all female bovine calves (4 – 8 months old) in the country. This will not only make animals healthy but will also result in better productivity and acceptability of our animal products world over. Finally, efforts in this direction would further contribute towards doubling farmers' income.

2. RATIONALE

2.1 Foot and Mouth Disease

- 2.1.1 Foot and Mouth Disease (FMD) is a highly contagious viral vesicular disease of cloven-hoofed animals such as cattle, buffaloes, sheep, goats and pigs etc. Clinical & visible signs include high fever (104-106 degree Celsius), loss of appetite and dullness, excessive salivation, vesicles in the mouth especially on the gums and tongue that result in ulcers, ulcers and wounds in the hoof in the inter-digital space, blisters on teats, etc. FMD leads to reduction in milk yield, decreased growth rate, infertility, reduced working capacity in bullocks, trade embargo in the international market.

- 2.1.2** It is amongst the most serious diseases of animals in terms of economic impact and is globally recognized as a priority disease for control and eradication. The economic losses suffered by farmers due to this disease are enormous and continue during the life cycle of the animal. FMD also leads to lack of access to export markets, despite India being the world's largest milk producer (*Estimated national loss due to FMD – Rs.20,000 crore per annum – source ICAR*).
- 2.1.3** FMD spreads through close contact with infected animal/s, contaminated feed and water, through animal movement and through aerosol and contaminated objects. There is no immediate treatment once the animal is infected. Infected animal has to be isolated and given symptomatic treatment and the animal shed cleaned with suitable disinfectant.
- 2.1.4** Control of FMD can be achieved by mass vaccination of susceptible livestock repeatedly at regular intervals till the incidence of the disease comes down. This will pave way to gradual eradication of the disease from the country.

2.2 Brucellosis

- 2.2.1** Brucellosis is a reproductive disease of cattle and buffaloes caused by bacterium *Brucella abortus*. The disease is characterized by fever, induces abortion at the last stage of pregnancy, infertility, delayed heat, interrupted lactation resulting in loss of calves, loss in production of meat and milk.
- 2.2.2** Brucellosis has an adverse impact on human health as it is zoonotic (transmissible to humans). It is also a serious occupational hazard. Affected humans may exhibit undulating fever, night sweats, body pains and aches, poor appetite, weight loss and weakness.
- 2.2.3** Bovine brucellosis is endemic in India and appears to be on the increase in recent times, perhaps due to increased trade and rapid movement of livestock. The nature of livestock rearing, especially in rural India, is conducive to spread of infection from livestock to humans due to close contact with animals.
- 2.2.4** In the absence of any treatment for Brucellosis in bovine animals, the disease can be prevented by vaccination. Control of Brucellosis can be achieved by a once-in-a-lifetime vaccination of female bovine calves (4 – 8 months old).

3. OBJECTIVES OF THE PROGRAMME

The overall aim of the National Animal Disease Control Programme for FMD and Brucellosis (NADCP) is to control FMD by 2025 with vaccination and its eventual eradication by 2030. This will result in increased domestic production and ultimately in increased exports of milk and livestock products. Intensive Brucellosis Control

programme in animals is envisaged for controlling Brucellosis which will result in effective management of the disease, in both animals and in humans.

4. PROGRAMME IMPLEMENTATION

- 4.1** National Animal Disease Control Programme for FMD and Brucellosis (NADCP) is a Central Sector Scheme where 100% of funds shall be provided by the Central Government to the States / UTs.

Each State shall submit proposal to the Department of Animal Husbandry and Dairying (DAHD) as per the standard template enclosed at **ANNEXURE 1** for FMD and **ANNEXURE 2** for Brucellosis. While submitting proposal to the DAHD, the State should ensure that the proposal is complete in all respects and should also attach along with the proposal, the Financial and Physical Progress Report and Fund Utilization Certificate as per format GFR-12A [Under Rule 238(1)] of GFR 2017 duly approved and countersigned by Secretary, AH Department.

The proposal once received by the DAHD shall be appraised and thereafter, it shall be placed before the National Steering Committee for approval and consideration for release of funds.

- 4.2** The roles and responsibilities of the agencies for implementation and monitoring the programme at the Centre and at the States / UTs are as detailed in the underlying paragraphs.

4.2.1 National Level

At the national level, overall implementation and monitoring of NADCP would be done by the following agencies as under -

- 4.2.1.1 National Steering Committee (NSC):** The National Steering Committee (NSC) would be headed by Secretary, Department of Animal Husbandry and Dairying (DAHD) and shall comprise of the following members -

| | | |
|--|---|------------------|
| Secretary, Department of Animal Husbandry and Dairying (DAHD) | : | Chairperson |
| Additional Secretary & Financial Adviser, DAHD | : | Member |
| Animal Husbandry Commissioner, DAHD | : | Member |
| Deputy Director General (Animal Science), ICAR | : | Member |
| Joint Secretary (LH), DAHD | : | Member |
| Principal Secretary/ Secretary, Department of Animal Husbandry from the participating States/UTs | : | Member |
| Director, CSSNIAH, Baghpat | : | Member |
| Joint Commissioner (LH) | : | Member Secretary |

The roles and responsibilities of NSC shall be the following –

- a) Oversee activities of the NADCP, give overall direction and guidance, monitor and review its progress and performance
- b) Amend operational guidelines, if and when necessary, other than those affecting the financing pattern
- c) Approve Annual Action Plans and sanction release of funds to the central agency(ies)/ State Implementing Agencies (SIA)/ICAR Institutes
- d) Modify physical and financial targets based on review, approve inclusion and changes in eligibility criteria for implementing agencies and other guidelines including project area, composition of NSC, component structure and re-appropriation proposals
- e) Make changes and delegate powers necessary for smooth implementation of the programme
- f) Meet twice a year or as frequently as may be required
- g) The Chairman of NSC may approve projects in anticipation of approval of NSC, in case the next meeting of NSC is delayed

4.2.1.2 Programme Management Agency (PMA): The PMA shall act as the secretariat at the centre for the implementation and monitoring of NADCP and shall be headed by the Joint Secretary (LH), DAHD. The responsibilities of the PMA shall include collection, collation and analysis of the Annual Action Plans for NADCP for FMD and Brucellosis from the States /UTs for consideration of sanction of funds by the NSC to the central and state agencies. PMA shall appraise the plan of operation for vaccination in the States for FMD and Brucellosis that includes manpower requirement and deployment, their training, cold-chain infrastructure management at different levels in the States, districts and blocks, availability and distribution of vaccines, ear tags and tag applicators and suggest measures for alleviation of hurdles, if any, in the programme implementation in the States /UTs. Besides, the PMA shall be responsible for the overall monitoring of the programme including planning of public awareness programmes and trainings and management of the database at the central level (INAPH), those generated online (dashboard, etc.) and those through the Call Centre set up at the Centre.

4.2.1.3 Programme Logistics Agency (PLA): The agency shall be responsible for procurement of vaccines, ear tags and tag applicators centrally and shall undertake the following activities in this regard -

- a) PLA shall coordinate with central Programme Management Agency (PMA) to assess the requirement of vaccine dosages, tags and applicators, schedule of vaccination and supply of vaccines
- b) PLA shall prepare tender document in consultation with DAHD, call for tenders, scrutinize the bid documents for vaccine suppliers, tags and applicators and finalize suppliers through competitive bidding

- c) Based on the merit (technical and financial) of the bidder, the suppliers will be identified by PLA. The items will be as per specifications, terms & conditions in the bid
- d) For vaccines, there shall be prior testing for quality through ICAR/CCSNIAH to check for eligibility as per specifications. PLA shall co-ordinate with the Institutes and the vaccine manufacturers for this purpose
- e) PLA shall plan the delivery schedules including identification of various suppliers for specific destination well in advance to ensure that manufacturer supplies the vaccine and ear tags etc. at the district level maintaining cold-chain for the vaccines, based on the requirements as per the State Action Plans
- f) PLA shall carry out pre-dispatch physical verification of vaccines and ear tags with applicators at the manufacturers' end. This will include expiry of the vaccines through the VVMs, temperature loggers, etc. PLA will also obtain the quality check reports done by the manufacturer before dispatch of the vaccines. PLA shall further ensure random quality testing of vaccine batches prior to dispatch of vaccine in coordination with IVRI/ CCSNIAH
- g) PLA shall ensure that the States/ UTs receiving the materials checks the contents of the packages and record the number of vaccines received at the destination as well as expiry of the vaccines through the VVMs, temperature loggers, etc. Batch-wise traceability of vaccines used under NADCP is to be maintained by PLA in coordination with State Governments / UTs
- h) Random check at field level shall also be done for verifying receipt of vaccines, ear tags and applicators as well as expiry of the vaccines through the VVMs, temperature loggers, etc.
- i) PLA shall release payment to vaccine suppliers and ear-tags including applicator suppliers on receipt of acceptance certificates from the respective State Animal Husbandry Departments regarding quantity and quality of each components including results of seromonitoring concerning the vaccines supplied
- j) PLA shall obtain necessary approval from DAHD from time to time for meeting various expenditure of the activities such as, placing of orders on the selected suppliers, release of money to the suppliers, etc.
- k) PLA shall ensure that the GFR of Ministry of Finance shall be followed and strictly adhered to while dealing with matters of financial nature. The PLA shall adhere to the checklist for verification and payment of bills in connection with purchase of vaccines, ear tags and tag applicators

l) A separate account shall be opened in a Bank by PLA for NADCP and record of the funds shall be maintained meticulously

m) PLA shall intimate DAHD on all the activities undertaken on a regular basis

4.2.1.4 Central Call Centre: The Call Centre set up at DAHD shall be responsible for monitoring implementation of the programme on the ground by calling up beneficiaries (*livestock owners*) over the telephone and ascertaining vaccination details vis-à-vis their livestock. The Call Centre shall liaise with NDDB (*w r t the INAPH portal*) and the SMUs with regard to data of the livestock owners (*UID and mobile telephone numbers collected during vaccination / ear tagging and registration on INAPH*)

4.2.1.5 Information Network for Animal Productivity and Health (INAPH) portal of National Dairy Development Board (NDDB): This portal shall serve as the central database for animals registered uniquely on INAPH. 100% central funding would be provided to NDDB for registering the animals (vaccinated) and maintaining the INAPH database. Liaison of INAPH with the Call centre set up centrally will enable verification of implementation of the programme at the ground level under NADCP.

4.2.2 State / UT Level

The State / UT government shall provide the requisite administrative support and the necessary infrastructure for cold-chain maintenance for vaccines, power back up, etc. and manpower to carry out vaccination and other related activities in a systematic manner as per the planned calendar in order to effectively control these diseases. For smooth implementation of the programme at the district, block and village level, the State Animal Husbandry Department shall constitute the following units with their enlisted roles and responsibilities as under -

4.2.2.1 State Monitoring Unit (SMU): State / UT Department of Animal Husbandry shall monitor the Programme through State Monitoring Units to be headed by the Principal Secretary / ACS / Secretary of the Department of Animal Husbandry of the State / UT concerned, as Chairman of the SMU. Commissioner / Director, Animal Husbandry Department of respective State/UT shall be an ex-officio member of the SMU. The SMU may co-opt any other member(s) as deemed necessary from other State / UT government agencies / departments and Panchayati Raj Institutions for effective implementation of the programme.

The State Monitoring Unit shall oversee the overall activities of the NADCP at the respective State/ UT and shall have the following functions:

- a) Monitor and review progress and performance of the NADCP
- b) Chairman of SMU is empowered to approve the Annual Action Plans submitted by the State Implementing Agencies / Livestock Development Boards and forward the same to the Central Government for consideration of sanction / release of funds to the SIAs / LDBs.

- c) SMU shall oversee and finalize the process related with procurement / tendering of vaccines and other logistics required for vaccination and ensure that all vaccine doses and logistics are available before the start of the vaccination round.
- d) SMU shall ensure in advance that the required vaccine doses are available at district / block level well before start of vaccination round as per scheduled month of vaccination. **Vaccination should only be started when all logistics are put in place**
- e) SMU shall ensure receipt of vaccines, tags and applicators in good condition supplied by the suppliers authorized by central Programme Logistics agency (PLA). SMUs shall, after due verification of quality and quantity of vaccines, ear tags and applicators, ensure sending certificate regarding the same countersigned by Principal Secretary / Secretary in charge of Animal Husbandry Department of State / UT. The quality verification of vaccine should also include results of seromonitoring.
- f) SMU shall ensure maintaining continuous cold-chain throughout the vaccination period for effective implementation of the programme. SMU shall ensure that adequate cold chain facilities are strengthened for storage of vaccines. Cold chain maintenance shall also be ensured while supplying vaccine at district or block level
- g) SMU shall draw district / block- wise, village wise vaccination programme and should indicate date of start of vaccination, duration and date of completion for further implementation by District and Block Monitoring unit. The interval of six-monthly vaccinations needs to be maintained for FMD Control Programme while for Brucellosis Control Programme a schedule shall be drawn so as to ensure 100% coverage of the female bovine calves of 4-8 months of age
- h) SMU shall ensure availability of trained manpower for carrying out vaccination and also ensure extension activities, training to field staff, publicity and awareness
- i) In places where sufficient staff is not available, SMU shall ensure availability of manpower to be deployed from neighboring districts / co-operative societies / private organizations / veterinary colleges / Universities, etc.
- j) SMU shall ensure diagnostic facilities to all the laboratories engaged in the serosurveillance and seromonitoring work
- k) SMU shall establish liaison with concerned ICAR laboratories / ICAR-DFMD / ICAR-NIVEDI, etc. for seromonitoring. SMU shall also ensure that a result of seromonitoring is conveyed to PLA in time
- l) SMU shall evaluate impact of programme and constant review of the progress of project
- m) SMU shall submit the weekly report of progress of vaccination to GOI as per prescribed format

- n) SMU shall also submit the completion report of vaccination round to GOI as per prescribed format
- o) SMU shall ensure that vaccination programme should be carried out in Mission mode in shortest possible time period (within 21-30 days for FMD-CP) for its effectiveness so as to build herd immunity and ensure vaccination of all leftover animals and new introduction
- p) For FMD-CP, it must be ensured that all susceptible animals, including pregnant ones, must be included in the vaccination programme. Fear of abortion due to vaccination, if any, must be alleviated through extensive Information and Education Campaign at the farmers' level
- q) SMU shall also ensure complete vaccination of all stray animals to be covered under the programme
- r) SMU shall ensure availability of stock of emergency medicines for immediate use as anti-shock treatment in a suspected case of anaphylactic reaction, if any
- s) For proper identification of vaccinated animals, SMU shall ensure that ear-tags, tagging machines, etc. are available before start of vaccination. All vaccinated animals shall be ear-tagged and registered in INAPH animal health module database
- t) SMU shall ensure training of technicians involved in the process of ear-tagging, entry of details required and uploading in the data in the INAPH server. Simultaneous issuing of animal health cards for recording details of vaccinated animals to animal owners may also be ensured. Vaccination card need to be issued for individual animal, where ever the same has not been issued earlier, and handed over to the animal owner.
- u) SMU shall ensure 'Master' creation as well as vaccination camp creation at district level in the animal health module of INAPH
- v) SMU shall ensure that wide awareness and publicity throughout the State/ UT is given towards this programme of the Department
- w) SMU may also coordinate with neighboring States under FMD-CP for carrying out vaccination round simultaneously
- x) SMU shall arrange to regulate the entry of animals from other States only against a vaccination proof of 21 days ago. Wider publicity should be given to encourage the farmers to get the newly introduced animals vaccinated, preferably before their entry to the State. If not, at least immediately on arrival
- y) SMU shall ensure strict compliance of the provisions under the Prevention and Control of Infectious and Contagious Diseases of Animals Act, 2009 and rules thereon either notified by Central Government or framed by the State Governments as empowered by the various provisions of the Act for effective implementation of the disease control programme

- z) SMU shall ensure setting up of State-level Call Centre and other mechanisms to verify and monitor the implementation of the programme

4.2.2.2 District Monitoring Unit (DMU): The DMU is to be headed by the District Magistrate, as its Chairman. The DMU may co-opt any other member(s) as deemed necessary from other State / UT government agencies / departments and Panchayati Raj Institutions for effective implementation of the programme. Joint Director / Deputy Director / District Veterinary Officer, Animal Husbandry Department shall be the Convener of the District Monitoring Unit (DMU).

The responsibilities of the DMU are as follows:

- a) The DMU shall be the main executive unit in the entire implementation of the programme. DMU shall be responsible in ensuring that required vaccines and all logistics required for vaccination including man-power for carrying out vaccination, cold chain cabinets and vaccine carriers are in place well before the start of the vaccination programme
- b) DMU shall ensure execution of vaccination in the entire district as per schedule and prescribed procedures, collection of sera samples for sero-monitoring, animal identification and documentation
- c) The DMU shall be responsible for surveillance within the district during the entire project period and shall investigate any suspected outbreaks of FMD/ Brucellosis and arrange for sending specimen for laboratory confirmation
- d) DMU shall be responsible for training of staff engaged in vaccination programme well before the start of the programme and should prepare calendar of operation with the help of District Animal Husbandry officer and Block Officers
- e) DMU should ensure mass education / awareness campaign on FMD/ Brucellosis amongst the livestock farmers giving emphasis on economic impact of the disease and benefits likely to accrue due to preventive vaccination of their animals and timely reporting of the disease in case of its suspicion/occurrence. All forms of print and electronic media to be considered while disseminating the information
- f) DMU shall ensure working of the cold room / cabinets required for storage and cold chain maintenance of the vaccine at district head quarter
- g) In case of failure of electricity, generators shall be made available to maintain the cold chain
- h) At the time of supply of vaccine by suppliers at district level, maintenance of cold chain for vaccine shall be ensured and temperature monitor card and VVMs should also be inspected
- i) DMU shall supervise vaccination programme and provide all necessary required infrastructure facilities like aprons, disposable syringes, needles, biological waste

deposit bags, transportation arrangement, vaccine containers etc. to the Block Officers

- j) DMU shall maintain the buffer stock of vaccines as per the requirement to ensure prompt delivery
- k) DMU shall compile epidemiological information and data of vaccination programme and various reports and submit to SMU as per the schedule
- l) DMU, with the help of District Polyclinic shall co-ordinate with the respective Disease Investigation Laboratories to collect pre- and post-vaccination sera samples for seromonitoring by ICAR/ICAR-DFMD laboratories, etc.
- m) For proper identification of vaccinated animals, DMU shall have ear-tags, tagging machines, etc. readily available before start of vaccination. DMU shall ensure that vaccinated animals are necessarily ear-tagged and registered in the INAPH animal health module database
- n) DMU shall ensure training of technicians involved in the process of ear-tagging, entry of details required and uploading in the data in the INAPH server. Simultaneous issuing of animal health cards for recording details of vaccinated animals to animal owners may also be ensured. Vaccination card need to be issued for individual animal, where ever the same has not been issued earlier, and handed over to the animal owner
- o) DMU shall be responsible for 'Master' creation as well as vaccination camp creation at district level in the animal health module of INAPH
- p) DMU shall liaise with other agencies, Co-operative department, Panchayati Raj Institutions, women Self-Help groups and Youth organizations for effective implementation of the programme
- q) DMU shall supervise proper disposal of bio-medical waste generated during vaccination programme

4.2.2.3 Block Monitoring Unit / Block Veterinary Officers: Following are the responsibilities of the Block Veterinary Officers -

- a) Block Veterinary Officer (BVO) at block level shall ensure the supply of vaccine to field officers as per the calendar of vaccination. For example, village wise vaccination plan for FMD-CP should be prepared in each block so as to start vaccination from border villages.
- b) BVO shall ensure availability of adequate vaccine stock as per eligible animal population and ensure maintenance of cold chain. In this regard BVO should also have knowledge of vaccine vial monitors (VVM) and how the same are to be interpreted. This information should also be given to the vaccinator by the BVO.
- c) BVO shall ensure all pre-requisite of the vaccination programme like trained manpower, vaccine carriers, syringes, needles, biological waste deposit bags, personnel protective equipment (apron, hand glove, plain protecting glass), ear-

tags, ear-tagging machines, transport of vaccine, etc., before starting actual vaccination in the block

- d) Field Veterinary Officer/ vaccinator shall obtain the vaccine doses from District Veterinary Officer (DVO) or Block Veterinary Officer (BVO) in vaccine carriers with gel / icepacks. The gel packs should have been stored in cold cabinets at (-) 20°C for 48 hours
- e) BVO shall ensure that **separate disposable needle** is used for vaccination of each animal
- f) BVO shall ensure that technicians involved in ear-tagging are aware of the procedure and enter relevant details required as per the animal health module of INAPH
- g) BVO shall ensure that animal health cards with recorded details of vaccinated animals are issued to animal owners. Each animal shall be issued a Vaccination card and thereafter BVO shall ensure that these cards have been handed over to the animal owner
- h) BVO shall help in collecting pre-vaccinated and post-vaccinated sera samples for laboratory analysis
- i) BVO shall provide publicity material at local level such as leaflets, pamphlets, posters etc., to village panchayat, cattle market authorities and sugar factory authorities, etc.
- j) BVO shall take the support of Block Development Officer, local leaders and key person(s) in the area, women self-help groups, youth organizations, etc., for effective implementation of the programme
- k) In case of suspicion of outbreak or confirmation of FMD outbreak, Block Veterinary Officer should implement all necessary control and containment measures immediately and also report the suspected / confirmed outbreak through the National Disease Reporting System (NADRS)
- l) The Officer in-charge of Veterinary Institutes with his team shall vaccinate all eligible animals as per programme norms
- m) During the vaccination campaign, it should be ensured that vaccine bottles are continuously kept in vaccine carriers when not in immediate use so that cold-chain is maintained
- n) Vaccinators shall ensure that vaccine bottles once opened (punctured) should be used on the same day itself to avoid deterioration of potency / quality of vaccine
- o) Vaccinators shall take care to avoid spillage of vaccine during filling up the syringe
- p) If the animal becomes ferocious or gets disturbed while carrying out vaccination thereby leading to spilling of the vaccine, it shall be ensured that such animals are once again vaccinated properly

- q) Vaccinator shall hand over the vaccination card, duly signed by the Veterinary Officer, to every animal owner after vaccinating the particular animal
- r) The Officer In-charge of Veterinary Institutes shall monitor the vaccination programme in the villages under its jurisdiction and shall ensure participation of village officers, panchayat, gram sevaks, key person(s) and local leaders of the village(s)
- s) He /she shall provide information about the control programme, its importance and impact to the villagers through discussion, leaflets, pamphlets, posters, visual aids during training and awareness programmes, etc., so as to encourage the farmers to vaccinate their animals.
- t) Appropriate disposal of used / waste materials or any other bio-medical waste generated also need to be ensured by the BVO.

5. Activities under NADCP for FMD and Brucellosis

5.1 Control of Foot & Mouth Disease:

Major activities of this programme include –

- vaccinating the entire susceptible population of bovines, small ruminants (sheep and goats) and pigs at six-monthly intervals (mass vaccination against FMD)
- primary vaccination of bovine calves (4-5 months of age)
- deworming one month prior to vaccination
- publicity and mass awareness campaigns at national, state, block and village level including orientation of the state functionaries for implementation of the programme
- identification of target animals by ear-tagging, registration and uploading the data in the animal health module of Information Network for Animal Productivity and Health (INAPH)
- maintaining record of vaccination through Animal Health cards
- serosurveillance/seromonitoring of animal population
- procurement of cold cabinets (ice liners, refrigerators, etc.) and FMD vaccine
- investigation and virus isolation and typing in case of outbreak
- recording/regulation of animal movement through temporary quarantine/ check-posts
- testing of pre-vaccination and post-vaccination samples
- generation of data and regular monitoring including evaluation of impact of the programme
- providing remuneration to vaccinator which should not be less than Rs.3/- per vaccination dose and Rs.2/- per animal for ear-tagging including animal data entry

5.1.1 Vaccine and Vaccination:

Control of FMD to be achieved by mass vaccination of all susceptible livestock repeatedly at regular intervals. The mission of the project is carrying out 100% vaccination of cloven-hoofed domestic animals viz., cattle, buffalo, sheep, goat and pig. Primary vaccination of cattle and buffalo calves (4 to 5 months age) is also to be carried out. Vaccination shall be carried out biannually (six-monthly interval). The duration of each mass vaccination shall be a maximum of 30 days (extendable by 15 days only in unavoidable cases). It shall be preferable to complete vaccination in a single time-frame all over the country but the State/UT may provide their individual vaccination schedule at the beginning of each financial year till synchronized vaccination throughout the country is achieved. The details of work plan with technical indicators for NADCP – FMD and Vaccination are given in **Table 1** and **Table 2**, respectively, as annexed.

5.1.1.2 100% central assistance shall be given for procurement of vaccine and other logistics to carry out vaccination including remuneration to private vaccinators, creation of cold-chain facility and serum sample collection. Vaccines shall be procured by the Centre or its agency and the requisite logistics including cold chain facility and serum sample collection vials by State/UT Implementing Agencies/ Livestock Development Boards preferably through GeM or by tendering following all the codal /legal provisions and Financial Rules and Regulation. The vaccine requirement and vaccination schedule district-wise as well as their timelines for this activity should be planned. The indicative format at **Sl. No. 3** of the **Model Annual State Action Plan for NADCP for FMD** annexed (**ANNEXURE 1**), shall be referred.

5.1.1.3 The State/ UT Government shall provide infrastructure for cold chain maintenance and manpower to carry out vaccination against FMD in a systematic manner at six-monthly intervals, which is essential for effective control of FMD. The infrastructure for cold-chain management and the total manpower requirement for carrying out vaccination during the vaccination campaign district-wise along with timelines for these activities should be planned well in advance. The indicative format at **Sl. No. 12** and **6** respectively of the **Model Annual State Action Plan for NADCP for FMD** annexed (**ANNEXURE 1**) shall be referred.

5.1.2 Parasitic control:

Deworming before vaccination help to get better immune response. Deworming shall be done twice a year, preferably to commensurate with the vaccination programme, but 3-4 weeks prior to it. The procurement of anthelmintic shall be done by the State/UT Implementing Agencies/ Livestock Development Boards through GeM or by tendering following all the codal / legal provisions and Financial Rules and Regulation.

5.1.3 Publicity and awareness:

5.1.3.1 Wide publicity about the programme shall be given in such a way so that the message of importance of vaccination, disease control and prevention reach the target beneficiaries. Emphasis shall be given on the economic impact of FMD on the rural economy. Both print and electronic media such as television, radio, community radio, newspapers-

posters-leaflets-wall painting-banners etc., shall be used both for general awareness and for awareness of the notified vaccination schedule, especially, vaccination dates, movement control of animals, importance of disease etc. Sensitization of the stakeholders is important for the success of the programme. Private agencies/ State Cooperatives/ NGOs may also be utilized for implementing behavior change strategies in the communities.

- 5.1.3.2** 100% Central assistance would be given to the State/UT Implementing Agencies/ Livestock Development Board for awareness campaign. Indicative activities with timelines as given in the indicative format at **Sl. No. 11** of the **Model Annual State Action Plan for NADCP for FMD** annexed herewith (**ANNEXURE 1**) shall be referred and shall be adhered to.

5.1.4 Animal Identification and Animal Health card:

- 5.1.4.1** 100% central assistance shall be provided to National Dairy Development Board (NDDB) and the State/UT Implementing Agencies/ Livestock Development Board for capturing the animal data through animal health module of INAPH and ear-tagging. Animal Health cards for individual animals are to be given to the farmers / animal owners to maintain a record at their level. A model format of the Animal Health cum Vaccination Certificate is annexed at **ANNEXURE 3**. The envisaged outcome of implementation of Animal Health Module of INAPH is to ensure traceability of all the animals that have been ear-tagged and registered including generation of area-wise data on the percentage of vaccination coverage. Animals which are already tagged under different schemes under INAPH module will not be tagged again. The data capturing in the INAPH module for FMDCP (refer **ANNEXURE 4**) may also be used for other related programmes / schemes of the Department.
- 5.1.4.2** The requirement of ear-tags and tagging schedule shall be worked out district wise at least four months before the start of vaccination campaign and procured by the Centre or its agency/ the State/UT Implementing Agencies/ Livestock Development Boards through GeM or by tendering following all the codal / legal provisions and Financial Rules and Regulation. **The tagging schedule shall coincide with the vaccination schedule.** An indicative format for working out the requirement of ear-tags along with tagging schedule mentioned in the indicative format at **Sl. 4** of the **Model Annual State Action Plan for NADCP for FMD** annexed, (**ANNEXURE 1**) shall be referred.
- 5.1.4.3** Training of Master Trainers for usage of the animal health module of INAPH including creation of district wise 'Masters' in INAPH at NDDB and thereafter the Training of Trainers at district level for the activities related with INAPH has to be ensured by the State / UT Department.
- 5.1.4.4** Requisite training for the vaccinators, personnel involved with ear tagging and registration as well as entry of vaccination data of individual animal in the animal health module of INAPH at the field shall be ensured by the State / UT Department concerned. Indicative training module as well as timelines for this activity may be

referred to at **Sl. No. 7** of the **Model Annual State Action Plan for NADCP for FMD**, annexed (**ANNEXURE 1**).

5.1.5 Establishment/ Strengthening of Check posts: FMD is a trans-boundary animal disease and hence, veterinary border check-posts set up to control movement of live animals and animal products entering to the country or inter-state is one of the ways to control animal movement. 100% Central funding shall be provided to the State/UT Implementing Agencies/ Livestock Development Boards for establishment or strengthening of check posts @ Rs.10 lakh per check post. The manpower to operationalize these check posts shall be provided by the State/UT Government. It is preferable to establish a check post at strategic points of animal movement corridors and preferably near to Veterinary Hospital / Dispensary, etc.

5.1.6 Serosurveillance, Seromonitoring, Vaccine testing and Vaccine matching: The ICAR-DFMD, Mukteshwar, IC-FMD, Bhubaneswar and ICAR-IVRI, Bengaluru to carry out serosurveillance, seromonitoring and vaccine testing. DAHD may involve CCSNIAH, Baghpat for the same as well as other institutes as per need. Testing of FMD vaccine as per IP vet shall be carried out at ICAR-Indian Veterinary Research Institute (IVRI), Bengaluru or at any other Institute approved by DAHD. 100% Central assistance shall be given to these institutes for carrying out serosurveillance, seromonitoring, vaccine testing and vaccine matching. Grants shall be provided by DAHD directly to these institutes for their establishment and strengthening.

5.1.7 Grant-in-Aid to Research Institutes: Funds have been earmarked for ICAR Research Institutes for FMD and Brucellosis.

5.2 Control of Brucellosis

5.2.1 The major activities of this component include mass screening of cattle and buffaloes to know exact incidence of the disease in an area / villages / block / district of state, once in lifetime vaccination of all female calves between 4-8 months using *B. abortus* S-19 strain vaccine (*any alternative vaccine may replace the existing one in future*), one time grant to strengthen one ELISA laboratory in a State/UT, consumables for ELISA Laboratories, remuneration to privately engaged vaccinators in absence of sufficient manpower, publicity and awareness campaigns at national, state and block level, including orientation of the state functionaries for implementation of the programme and online monitoring & data management at HQ. The details of work plan with technical indicators for NADCP – for Brucellosis and vaccination are given in **Table 3** as annexed.

5.2.2 Vaccine and vaccination: As NADCP is a Central Sector Scheme, 100% financial assistance shall be provided by the Central Government for undertaking all activities. State/ UT Governments shall submit their proposals for their annual financial requirement for covering 100% bovine (cattle & buffalo) female calves' population of 4 to 8 months of age. The vaccination is to be done only once-in-a-lifetime in 4-8 months' old female bovine calves. Procurement of vaccine shall be undertaken by the Centre or its agency / State Implementing Agency/ Livestock Development Board following financial / codal procedures of the respective State/UT Government.

- 5.2.3** As Brucellosis in animals is highly zoonotic, therefore handling of live attenuated vaccines and vaccinating animals need extra care. Any accidental exposure to it may result infection to the personnel engaged in vaccination. The manpower physically engaged in vaccination of animals need personal protective equipment (PPE) gumboots, goggles, gloves and masks, etc. and also requires proper training for handling of vaccines and performing vaccination of the animals. Each State Implementing Agency/ Livestock Development Board shall ensure procurement of all protective equipment and submit proposals for financial requirements. The procurement shall be undertaken by the Centre or its agency /SIAs/LDBs following requisite financial codal procedures.
- 5.2.4 Remuneration to private vaccinators:** Keeping in view of insufficient manpower with the State Animal Husbandry Departments and to achieve the goal of 100% control of brucellosis in bovines, the programme requires vaccination of every individual targeted bovine female calf. In this connection, private personnel may be engaged to compensate the vacancies of the state governments. The private vaccinators shall be trained for handling of vaccine, personal protection and vaccination of animals. For carrying out vaccination, the vaccinator shall be paid @ Rs.4.00 per dose.
- 5.2.5 Strengthening of ELISA Laboratory in each State/UT:** Brucellosis is a complicated disease in terms of diagnosis. A precise diagnosis of active infection is important for the control of the disease in livestock. Clinical diagnosis is based usually on the history of reproductive failures in livestock, but it is a presumptive diagnosis that must be confirmed by laboratorial methods. Whole blood and serum samples are the easiest to use in terms of collection, handling and processing and pose lower risks especially serum samples. Therefore, it has been recommended to use appropriate samples for the diagnosis of brucellosis.
- 5.2.6** Laboratories in the states shall conduct serosurveillance for brucellosis under this programme. Since the programme covers vaccination of 100% bovine female calves' population, therefore sampling plan for serosurveillance must include each block/taluka. These laboratories shall be strengthened with ELISA Reader.
- 5.2.7** The State/UT ELISA laboratory engaged in serosurveillance requires consumables for conducting diagnostic tests for prevalence of brucellosis disease in animals. Each such laboratory shall be provided financial assistance over the period of implementation of the programme.
- 5.2.8 Conducting Village level screening of serum samples for Brucellosis:** State Government shall conduct Village Level Screening of samples for Brucellosis disease @ 2% of total bovine population for which financial assistance to the State Implementing Agency/Livestock Development Board shall be given @ Rs.5.00 per sample. The serosurveillance of brucellosis in cattle & buffalo shall be followed as per surveillance plan given by the ICAR - NIVEDI, Bengaluru.
- 5.2.9 Conducting awareness programmes:** In animals, Brucellosis usually spread through contact with infected birthing tissues and fluids (e.g., placenta, aborted fetuses, fetal fluids, vaginal discharges). The bacteria causing this disease can also be found in milk,

blood, urine and semen of infected animals. Animals can get the bacteria by ingestion (oral), direct contact with mucous membranes (eyes, nose, mouth), or breaks in the skin. Brucellosis can also be transmitted by contaminated objects (fomites) such as, equipment, clothing, shoes, hay, feed or water. Some animals are carriers; they will have the bacteria but show no signs of illness. These animals can shed the bacteria into the environment for long periods of time, infecting other animals in the herd. Brucella can survive for months in the environment under optimum conditions but can be destroyed by heat and some disinfectants.

In view of the above, it is understood that sensitization of Brucellosis is very much needed. Therefore, creating awareness with regards to management of uterine discharges/aborted fetus /retention of placenta and necessity of vaccination of female calves at the age of 4-8 months of age along with the zoonotic importance of the disease is the need of the hour. For this reason, this Brucellosis control programme has a provision for financial assistance to organize camps, for advertisements, campaigns, etc.

5.2.10 Animal Health Cards for individual animals are to be given to the farmers as at **ANNEXURE 3** if not already provided earlier in FMD programme for maintaining a record at their level. Animals shall also be tagged if not already tagged in FMD programme or any other programme. The data capturing in INAPH module for Brucellosis (as per **ANNEXURE 4**) shall also be done after administering the vaccine. The vaccinator would also be provided Rs.2/- per animal for ear-tagging and data entry if this tagging is done in Brucellosis vaccination programme.

5.2.11 Grants-in-Aid to Indian Council of Agriculture Research - National Institute of Veterinary Epidemiology and Disease Informatics (ICAR-NIVEDI) for conducting seromonitoring at National Level: ICAR-NIVEDI shall be provided an annual grant for conducting seromonitoring (pre-vaccination and post vaccination sera samples), confirmation of doubtful cases, training of laboratory personnel, state-wise sampling plan and also technical support to State/UT Governments for screening outbreak samples etc.

6. EVALUATION

Evaluation of the programme at the end of two years (2021-22) and five years (2023-24) would be carried out by an independent third-party agency. The programme shall also be subject to audit as per extant Government of India procedures.

Table 1: Details of work plan with technical indicators for NADCP – FMD

| Sl. No. | Items of Work Plan | Technical indicator |
|---------|--------------------------|---|
| 1 | States to be covered | All States and Union Territories of the country |
| 2 | Animals to be vaccinated | 300 million cattle and buffaloes, 200 million sheep and goat, and 10 million pigs (<i>to be revised as per latest census data being undertaken</i>) in each round of vaccination Primary vaccination for bovine calves (4-5 months of age) |
| 3 | De-worming | Entire population of cattle, buffalo, sheep, goat and pig, twice a year, one month before vaccination |
| 4 | Vaccination | Six-monthly (Bi-annual). Primary vaccination for Bovine calves (4-5 months of age) |
| 5 | Vaccine to be used | Trivalent (O,A, Asia-1) BEI inactivated with minimum 3PD ₅₀ per dose. The manufacturer to self-certify the vaccine to be NSP free |
| 6 | Functional check posts | There would be adequate number of functional check posts in strategic locations at inter-state boundaries |

Table 2: Details of vaccination for FMD

| Description of animal | Vaccination schedule |
|--|---|
| Young Animals | Bovine calves 4-5 months old. Booster dose of vaccine shall be administered four weeks after primary vaccination and regular vaccination should be followed thereafter every 6 months |
| Adult Animals | Six-monthly vaccination as recommended under the programme |
| <ul style="list-style-type: none"> ➤ FMD vaccine shall be kept constantly at a temperature between 2°C and 8°C ➤ The vaccine shall neither be frozen nor be exposed to temperature higher than 8°C ➤ The dose of vaccine used shall be as per the manufacturer's instructions which is at present 2 ml each for cattle, buffalo and pigs while 1 ml for sheep and goats ➤ Route — deep intramuscular (<i>Care must be taken not to rupture bigger blood vessels that may cause emboli in the blood stream</i>) | |

Table 3: Details of work plan with technical indicators for NADCP – BCP

| Sl. No. | Items of Work Plan | Technical indicator |
|---------|--|--|
| 1 | States to be covered | All States and Union Territories in the Country |
| 2 | Animals to be vaccinated | 100% vaccination coverage of bovine female calves of 4-8 months of age |
| 3 | Vaccination | Once in a life-time calf-hood vaccination |
| 4. | Vaccine | Brucella S 19 |
| | <ul style="list-style-type: none"> ➤ Brucella vaccine shall be kept constantly at a temperature between 2°C and 8°C ➤ Use only the diluent provided with the vaccine for its reconstitution ➤ The dose of vaccine used shall be as per the manufacturer's instructions which is at present 2 ml each for female cattle and buffalo calves <p>Route — sub-cutaneous (<i>Care must be taken not to vaccinate the rump region of the animal</i>)</p> | |

STANDARD TEMPLATE FOR ANNUAL STATE ACTION PLAN FOR NATIONAL ANIMAL DISEASE CONTROL PROGRAMME (NADCP) FOR Foot and Mouth Disease

-
- Name of the Implementing Agency-
 - Address -
 - Telephone No. and fax No. -
 - Email ID of the HOD -
 - Nodal officer-

1. Animal Population: *(Species-wise (Nos.) and District-wise)*

| Sl. No. | Name of District | Cattle | Buffalo | Sheep | Goat | Pig |
|---------|------------------|--------|---------|-------|------|-----|
| | | | | | | |
| | Total | | | | | |

2. FMD Vaccination and Outbreaks reported during last year –

(details of outbreaks District-wise for the last year)

| Sl. No | Name of District | Date of last FMD vaccination carried out | No. of FMD outbreaks | Number of animals | | |
|--------|------------------|--|----------------------|-------------------|----------|------|
| | | | | Susceptible | Affected | Died |
| | | | | | | |

3. Proposed vaccine requirement and vaccination schedule district wise

(All animals in the district to be covered in one schedule)

| Sl. No. | Name of District | No. of doses required for one round | | | | | | Expected vaccination commencement date | Expected vaccination end date |
|---------|------------------|-------------------------------------|---------|---|-------|--------|-----|--|-------------------------------|
| | | Cattle | Buffalo | Bovine calves for booster vaccination after primary vaccination | Goat@ | Sheep@ | Pig | | |
| | | | | | | | | | |

***Bovine calves should be given booster one month after primary vaccination (first time vaccination since birth)**

@Dosage for goat and sheep is half of that in bovines and pigs

4. Tagging requirement and tagging schedule district wise *(Tagging should be done with the vaccination schedule simultaneously)*

| Sl. No. | District | No. of tags and applicators required (100% coverage) | | | | | | No. of tags & applicators available | Balance requirement of tags & applicators | Expected start date* of tagging | Expected end date of tagging |
|---------|----------|--|---------|-------|-------|------|-------|-------------------------------------|---|---------------------------------|------------------------------|
| | | Cattle | Buffalo | Sheep | Goats | Pigs | Total | | | | |
| | | | | | | | | | | | |

** Tagging schedule must coincide with the vaccination schedule at Sl. No. 3*

5. **Deworming** - *to be ensured 1 month before AVD(AVD = Actual Vaccination date)*

6. **Total manpower requirement:**

(Details regarding requirement of Vaccinators for carrying out vaccination during vaccination campaign)

Total manpower required for vaccination should be identified one month before AVD

| S. No. | Name of Districts | No. of Animals to be covered under vaccination | Total manpower required for vaccination | Manpower available with State Government for vaccination | Shortage / Gap of vaccinators | Hiring/ Outsourcing of manpower |
|--------------|-------------------|--|---|--|-------------------------------|---------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3... | | | | | | |
| TOTAL | | | | | | |

7. **Training for manpower:** *(Details of training*# of Vaccinators for vaccination, ear tagging and registration in INAPH including institutions and module)*

**Training Module duration (3 days) – Vaccination (1.5 days) / Ear tagging (0.5 days) / INAPH registration (1 day)*

Training of all vaccinators should be completed at least 10 days before commencement of vaccination (refer para 3 above)

| Sl. No. | Name of District | Institution selected for training at District / Block level | Manpower to be trained for vaccination, ear-tagging and registration in INAPH (in nos.) |
|---------|------------------|---|---|
| | | | |
| | | | |

8. **Training of Master trainers for INAPH***(at least one per district)(Conduct of TOT with NDDB) – To be completed at least 45 days before AVD*

9. **Training of trainers for INAPH** *(at least one per block)(Conducted by master trainers) – To be completed at least 30 days before AVD*

10. **Creating district wise Masters in INAPH**

- *At least 30 days before AVD*

11. **Activities to be taken up for public awareness** – (Details of proposed awareness programmes, viz., Wall writing / banners / Posters / Audio-visuals / Radio advertisement, etc. at State / District / Block / Village level)

| | <i>Wall writing</i> | <i>Audio-visuals including films</i> | <i>Radio advertisement</i> | <i>Posters</i> | <i>Banners / Hoardings</i> | <i>Public Announcements and distribution of pamphlets</i> |
|-----------------|---------------------|--------------------------------------|----------------------------|--|----------------------------|---|
| State | 1 month before AVD | 1month before AVD | 1month before AVD | 1month before AVD on State transport buses, etc. | 1month before AVD | - |
| District | -do- | 15 days before AVD | - | 1 week before AVD | 1 week before AVD | - |
| Block | -do- | -do- | - | -do- | -do- | |
| Village | -do- | -do- | - | -do- | -do- | 2 days before AVD |

12. **Infrastructure plan for cold chain maintenance for FMD vaccine in districts / blocks under NADCP–**

| S. No. | Name of District | No. of doses required for 100% coverage of vaccination of cattle, buffaloes, sheep, goat, pigs (including primary vaccination) | Cold cabinets required for storage of vaccines at district level | | Cold cabinets available for storage of vaccines at district level | | Shortage of cold cabinets for storage of vaccines at district level | | No. of institutions at block / village level available for further distribution | Cold cabinets required for storage of vaccines at institution level (at block / village) | | Cold cabinets available for storage of vaccines at institution level (at block / village) | | Shortage of Cold cabinets for storage of vaccines at institution level (at block / village) | | Tentative dates* of vaccination scheduled in a block / village | Cold chain capacity required for vaccine distribution to vaccinators up to village level (vaccine carriers) | | Cold chain capacity available for vaccine distribution to vaccinators up to village level (vaccine carriers) | | Shortage of Cold chain capacity for vaccine distribution to vaccinators up to village level (vaccine carriers) | |
|--------|------------------|--|--|---|---|---|---|---|---|--|---|---|---|---|---|--|---|---|--|---|--|---|
| | | | N | C | N | C | N | C | | N | C | N | C | N | C | | N | C | N | C | N | C |

Tentative dates of vaccination schedule should be within the schedule mentioned at serial no. 3 of the particular district

N = number; C = capacity

13. **Procurement procedure and supply of accessories:** *(Details about the procurement procedure to be followed to procure, logistics for vaccination viz. needle and syringes, gloves, apron, refrigerator, cold cabinets, walk - in coolers, etc.)*

| Items | Date of tender (to be at least 90 days before AVD) | Supply order (to be at least 60 days before AVD) | Date of expected actual availability to be at least 15 days before AVD | | |
|---------------------------------------|---|---|---|-------------|----------|
| | | | At State | At District | At Block |
| 1) Needles and syringes | | | | | |
| 2) Gloves | | | | | |
| 3) Apron | | | | | |
| 4) Refrigerators | | | | | |
| 5) Cold cabinets (vaccine carriers) | | | | | |
| 6) Walk-in coolers | | | | | |
| 7) Ice-line cabinets | | | | | |
| 8) Animal Health cards | | | | | |
| 9) Discard bags and other accessories | | | | | |

14. **Supply and distribution plan for vaccines, tags and tag applicators**

| Items | Date of expected actual availability (supply and distribution)* | | |
|--------------------|---|-------|-----------------------|
| | District | Block | village (Institution) |
| 1) FMD Vaccine | | | |
| 2) Ear tags | | | |
| 3) Tag applicators | | | |

***Vaccine doses should be available at District at least 10 days before AVD, Veterinary Institution at Block level 5 days before AVD and at Village level (Veterinary Institution) on the day of AVD**

15. **Seromonitoring Plan***(details of collection of samples, preservation at field level, transportation to State laboratory, storage facility at state laboratory and finally to the Laboratory for seromonitoring)–ICAR – DFMD)*

| Sl. No. | District | No. of villages selected for sample collection | No. of samples to be collected | | |
|---------|----------|--|--------------------------------|-----------------------|-------|
| | | | 0 day (Pre-vacc) | 30 day (Post-vacc) | Total |
| | | | | | |
| | | | | | |

16. **Serosurveillance** (*details of collection of samples, preservation at field level, transportation to State laboratory, storage facility at state laboratory and finally to the Laboratory for serosurveillance*) – ICAR – DFMD)

| Sl. No. | District | No. of villages selected for sample collection | No. of samples to be collected |
|---------|----------|--|--------------------------------|
| | | | |
| | | | |

17. **Monitoring and Supervision Plan for NADCP**-(*Details of plans to monitor vaccination, cold chain maintenance at the field level*)
- Establish Call Centre (***to be established by State at least 7 days before AVD***)
 - Monitoring by State Nodal Officer for each district (during and after vaccination - at least 2 visits during vaccination)
 - ***Vaccination to be supervised by Block Veterinarian***
 - ***Vaccinators to register name, UID (Aadhar no.) / Mobile no. of animal owner at the time of vaccination***
18. **Proposed Financial Requirement (Item-wise) as per approved Guidelines for NADCP**-(*Actual financial requirement for each item within the prescribed cost. Indicative items for reference are mentioned below at Annexure 1.a*)

Annexure 1.a**LIST OF INDICATIVE ITEMS/COMPONENTS FOR FINANCIAL PROPOSALS UNDER NATIONAL ANIMAL DISEASE CONTROL PROGRAMME FOR FMD ***

| Sl. No | Component | 1 st Round | 2 nd Round | TOTAL |
|--------|--|-----------------------|-----------------------|-------|
| 1. | Vaccination cost (<i>Cost of vaccination and other logistics. This also includes at least Rs.3.00 per dose as incentive for vaccination and recording of animal details on INAPH</i>) | | | |
| 2. | Establishment / Strengthening of Check post to control movement of animals @ Rs 10 lakh per check post (with facilities for infrastructure for health check-up, vaccination, sample collection, ear tagging, registration, etc.) | | | |
| 3. | Awareness campaign | | | |
| 4. | Cost of ear tagging, registration on INAPH and Animal Health card | | | |

*Cost towards vaccine, ear tag and applicator to be paid centrally through Programme Logistic Agency (PLA)

STANDARD TEMPLATE FOR ANNUAL STATE ACTION PLAN FOR NATIONAL ANIMAL DISEASE CONTROL PROGRAMME (NADCP) FOR BRUCELLOSIS

- Name of the Implementing Agency-
- Address -
- Telephone No. and fax No. -
- Email ID of the HOD -
- Nodal officer-

1. **Animal Population:** (*Species-wise (Nos.) and District-wise*)

| Sl. No. | Name of District | Bovine female calves (4-8 months of age) | |
|---------|------------------|--|---------|
| | | Cattle | Buffalo |
| | | | |
| | Total | | |

2. **Brucellosis Vaccination and Outbreaks reported during last year –** (*details of outbreaks District-wise for the last year*)

| Sl. No. | Name of District | Date of last vaccination carried out | No. of outbreaks | Number of animals | | |
|---------|------------------|--------------------------------------|------------------|-------------------|----------|------|
| | | | | Susceptible | Affected | Died |
| | | | | | | |
| | | | | | | |
| | | | | | | |

3. **Proposed vaccine requirement and vaccination schedule district wise**

| Sl. No. | Name of District | No. of doses required | Vaccination Schedule | | | | | |
|---------|------------------|-----------------------|----------------------|------------------|------------------|------------------|------------------|------------------|
| | | | Month with dates | Month with dates | Month with dates | Month with dates | Month with dates | Month with dates |
| | | | | | | | | |
| | | | | | | | | |

4. **Identification and Registration of animals for Brucellosis Vaccination** (*Tagging already done under NADCP-FMD / INAPH, which will be used for Brucellosis vaccination records*)

5. **Total manpower requirement:** (*Details regarding requirement of vaccinators for vaccination under NADCP – Brucellosis*)

| S. No. | Name of District | No. of Animals to be covered under vaccination | Total manpower required for vaccination | Manpower available with State Government for vaccination | Shortage / Gap of vaccinators | Hiring/ Outsourcing of manpower |
|--------------|------------------|--|---|--|-------------------------------|---------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3... | | | | | | |
| TOTAL | | | | | | |

6. **Training for manpower:** (*Details of training** of Vaccinators for vaccination, ear tagging and registration in INAPH including institutions and module*)

* *Training Module duration (3 days) – Vaccination (1.5 days) / Ear tagging (0.5 days) / INAPH registration (1 day)*

Training of all vaccinators should be completed at least 10 days before commencement of vaccination (refer para 3 above)

| Sl. No. | Name of District | Institution selected for training at District / Block level | Manpower to be trained for vaccination, ear tagging and registration in INAPH (in nos.) |
|---------|------------------|---|---|
| | | | |
| | | | |

7. **Activities to be taken up for public awareness** – (*Details of proposed awareness programmes, viz., Wall writing / banners / Posters / Audio-visuals / Radio advertisement, etc. at State / District / Block / Village level*)

| | <i>Wall writing</i> | <i>Audio-visuals including films</i> | <i>Radio advertisement</i> | <i>Posters</i> | <i>Banners / Hoardings</i> | <i>Public Announcements and distribution of pamphlets</i> |
|-----------------|---------------------|--------------------------------------|----------------------------|---|----------------------------|---|
| State | 1 month before AVD | 1month before AVD | 1month before AVD | 1month before AVD on State transport buses, etc | 1month before AVD | - |
| District | -do- | 15 days before AVD | - | 1 week before AVD | 1 week before AVD | - |
| Block | -do- | -do- | - | -do- | -do- | |
| Village | -do- | -do- | - | -do- | -do- | 2 days before AVD |

8. **Infrastructure plan for cold chain maintenance for Brucellosis vaccine in districts / blocks under NADCP–**

(The infrastructure available with the State or created under NADCVP-FMD to be used for Brucellosis vaccines under NADCP – Brucellosis)

9. **Procurement procedure and supply of accessories:** *(Details about the procurement procedure to be followed to procure, logistics for vaccination viz. needle and syringes, gloves, apron, etc.)*

| Items | Date of tender (to be at least 90 days before AVD) | Supply order (to be at least 60 days before AVD) | Date of expected actual availability to be at least 15 days before AVD | | |
|--|--|--|--|-------------|----------|
| | | | At State | At District | At Block |
| 1) Needles and syringes | | | | | |
| 2) Gloves | | | | | |
| 3) Apron | | | | | |
| 4) Discard bags and other accessories..... | | | | | |

10. **Supply and distribution plan for vaccines**

| Items | Date of expected actual availability (supply and distribution)* | | |
|---------------------|---|----------|--------------------------|
| | At District | At Block | At village (Institution) |
| 1) Brucella Vaccine | | | |

***Vaccine doses should be available at District at least 10 days before AVD, Veterinary Institution at Block level 5 days before AVD and at Village level (Veterinary Institution) on the day of AVD**

11. **Seromonitoring Plan***(details of collection of samples, preservation at field level, transportation to State laboratory, storage facility at state laboratory and finally to the Laboratory for seromonitoring)–ICAR –NIVEDI)*

| Sl. No. | District | No. of villages selected for sample collection | No. of samples to be collected | | |
|---------|----------|--|--------------------------------|--------------------|-------|
| | | | 0 day (Pre-vacc) | 30 day (Post-vacc) | Total |
| | | | | | |
| | | | | | |

12. **Serosurveillance** *(details of collection of samples, preservation at field level, transportation to State laboratory, storage facility at state laboratory)*

| Sl. No. | District | No. of villages selected for sample collection | No. of samples to be collected |
|---------|----------|--|--------------------------------|
| | | | |
| | | | |

13. **Monitoring and Supervision Plan for NADCP**-(*Details of plans to monitor vaccination, cold chain maintenance at the field level*)
- *Call Centre of FMD would suffice*
 - *Vaccination to be supervised by Block Veterinarian*
 - *Vaccinators to register name, UID (Aadhar no.) / Mobile no. of animal owner at the time of vaccination*
14. **Proposed Financial Requirement (Item-wise) as per approved Guidelines for NADCP**-(*Actual financial requirement for each item within the prescribed cost. Indicative items for reference are mentioned below at **Annexure 2.a***)

**LIST OF INDICATIVE ITEMS/COMPONENTS FOR FINANCIAL PROPOSALS
UNDER NATIONAL ANIMAL DISEASE CONTROL PROGRAMME FOR
BRUCELLOSIS**

| Sl. No | Component |
|-----------|--|
| 1. | Vaccination Cost for syringe, gloves, gumboots etc. |
| 2. | Remuneration Cost to Vaccinator @ Rs.4.00 / dose |
| 3. | Strengthening of ELISA Laboratories - One Time Assistance @ Rs.30.00 Lakh for only one Laboratory/State |
| 4. | Expenditure on Consumables for ELISA laboratories @ Rs.20.00 lakh/Year |
| 5. | Expenditure on Village level screening of samples: @ 2% of total Bovine Population i.e. for 60 Lakh samples @ Rs.5.00 / Sample |
| 6. | Expenditure on Awareness Programme |

Model Format of Animal Health Card cum Vaccination Certificate

Department of Animal Husbandry and Dairying
National Animal Disease Control Programme for FMD & Brucellosis
Animal Health Card cum Vaccination Certificate
Government of _____

Name of District: _____ Name of Village: _____

Name of Veterinary Institute: _____

Animal Details:

Animal UID No. _____ **Breed/Species:** _____

Male / Female _____ Age _____ Colour _____

Identification marks: _____

Details of Owner:

Name: _____ **Father's name:** _____

Full Address: _____

Aadhar Number: _____ **Mobile number:** _____

Issuing Official:

Name: _____ Designation: _____

Contact Number: _____ Date of issue: _____

Signature with Office seal

Important Instructions:

1. Vaccination card shall always be kept with the animal owner
2. Animal Health Card shall be carried during migration of livestock to any place or animal market
3. Animal Health Card shall be transferred to the purchaser (New Owner)
4. Newly purchased animal shall be vaccinated by contacting nearest Veterinary Institute
5. **Contact nearest Veterinary Institute for more details of FMD and Brucellosis vaccination**

Continued overleaf

Deworming Details

| Deworming at six monthly intervals | | | |
|------------------------------------|-----------|------|-----------|
| Date | De-wormer | Date | De-wormer |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Vaccination Details

a. Foot and Mouth Disease (FMD)

| Vaccination No. | Batch number | Date | Signature of vaccinator | Vaccination No. | Batch number | Date | Signature of vaccinator |
|-----------------|--------------|------|-------------------------|-----------------|--------------|------|-------------------------|
| 1 | | | | 7 | | | |
| 2 | | | | 8 | | | |
| 3 | | | | 9 | | | |
| 4 | | | | 10 | | | |
| 5 | | | | 11 | | | |
| 6 | | | | 12 | | | |

b. Brucellosis

| Vaccination No. | Batch number | Date | Signature of vaccinator | Vaccination No. | Batch number | Date | Signature of vaccinator |
|-----------------|--------------|------|-------------------------|-----------------|--------------|------|-------------------------|
| 1 | | | | 7 | | | |
| 2 | | | | 8 | | | |
| 3 | | | | 9 | | | |
| 4 | | | | 10 | | | |
| 5 | | | | 11 | | | |
| 6 | | | | 12 | | | |

Information Network for Animal Productivity and Health (INAPH)

| Vaccination Format - filled for Vaccinator << Name of the Organisation >> | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Vaccinator Name | | Month | Year | | | | | | | | | | | | | | | | | | |
| User ID | | | Date: | | | | | | | | | | | | | | | | | | |
| I Registration | | | | | | | | | | | | | | | | | | | | | |
| a Animal | | | | | | | | | | | | | | | | | | | | | |
| 1 * Tag Number | <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 2 * Registration Date | <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> (dd/mm/yyyy) | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| 3 * Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | | | | | | | | | | | | | | | | | |
| 4 * Species | <input type="checkbox"/> Cattle <input type="checkbox"/> Buffalo <input type="text"/> Yak <input type="text"/> Mithun <input type="checkbox"/> Sheep <input type="checkbox"/> Goat <input type="checkbox"/> Pig | | | | | | | | | | | | | | | | | | | | |
| 5 * Breed Name | <input style="width: 100%;" type="text"/> | | | | | | | | | | | | | | | | | | | | |
| 6 * Age | <input type="text"/> Years <input type="text"/> Months | | | | | | | | | | | | | | | | | | | | |
| 7 * Number of Calvings | <input style="width: 100%;" type="text"/> | | | | | | | | | | | | | | | | | | | | |
| b Owner Details | | | | | | | | | | | | | | | | | | | | | |
| 1 * Village Name | <input style="width: 100%;" type="text"/> | 5 | Mobile No. | | | | | | | | | | | | | | | | | | |
| 2 *Hamlet Name | <input style="width: 100%;" type="text"/> | 6 | Aadhar No. | | | | | | | | | | | | | | | | | | |
| 3 * Owner Name | <input style="width: 100%;" type="text"/> | | | | | | | | | | | | | | | | | | | | |
| 4 * Owner Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | | | | | | | | | | | | | | | | | |

II Vaccination of animal - Mandatory fields

1 *Tag Number

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

2 *Vaccination for

3 * Date of Vaccination

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

(dd/mm/yyyy)

4 *Dosage

| |
|--|
| |
|--|

5 *Vaccine manufacturer

6 * Batch No.

Fields Marked with * are Mandatory

Suggestions for Printer

1. One format will be used for one animal
2. Format should be printed in 2 copies. While capturing the data carbon paper will be used
3. If the data is not uploaded by the vaccinator himself, main copy will be forwarded for data entry at centralised location (Taluka/district). Lower copy will be office copy.
4. Different colours may be given to different copies
5. Rice paper (thin paper) should be used, to enable impression upto last copy

F.No.22-11/2015-DP
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated 1st April 2020

Subject:- Administrative Approval of Central Sector scheme "Supporting State Dairy Cooperatives and Farmer Producer organizations (SDC& FPO) engaged in dairy activities" during 2020-21

The undersigned is directed to convey the Administrative Approval towards implementation of Central Sector Scheme "Supporting Dairy Cooperatives and Farmer Producer organizations engaged in dairy activities" during severely adverse market conditions, natural calamities or unforeseen exigencies. The scheme was earlier named "Supporting State Cooperative Dairy Federations". The scheme will be implemented by National Dairy Development Board.

2. A corpus of Rs. 300 crore will be kept in perpetuity with National Dairy Development Board to be used for providing soft loans for working capital to enable Cooperative Societies and farmer producer organizations engaged in dairy activities to provide a stable market access to farmers.
3. The objective of the scheme is as follows:-
 - i) To assist the Cooperative Societies and farmer producer organizations engaged in dairy activities by providing soft working capital loan to tide over the crisis on account of severely adverse market conditions or natural calamities.
 - ii) To provide stable market access to the dairy farmers.
 - iii) To enable Cooperative Societies and farmer producer organizations engaged in dairy activities to continue to make timely payments of dues to the farmers.
 - iv) To enable the cooperatives & farmer producer organizations engaged in dairy activities to procure milk at a remunerative price from the farmers, even during the flush season.
4. A copy of the guidelines of the scheme is **enclosed** herewith. Proposal may be prepared and submitted as per the guidelines to National Dairy Development Board, Anand.
5. Participating States/State Implementing Agencies will submit quarterly progress reports (QPR), annual report, audit reports etc along with utilization certificate in the prescribed formats. The funds released under the project will be subjected to AG Audit of the concerned State.
6. This issues with the approval of Joint Secretary (C&DD) vide Dy.No.E-12756 dated 01.04.2020.



(Narender Kumar)

Under Secretary to the Government of India

NARENDER KUMAR
Under Secretary
Government of India
M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

Distribution:

1. Chairman, National Dairy Development Board, Anand, Gujarat
2. Chief Executive Officer, Niti Ayog, Yojana Bhawan, New Delhi
3. Principal Accounts Officer, Ministry of Fisheries Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying, 16-A, Akbar Road Hutments, New Delhi-110011.
4. Chief Controller of Accounts, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan New Delhi.
5. Accountant General, AGCR Building, New Delhi-110002
6. Principal Secretary/Secretary, Department of Animal Husbandry/Dairy Development, All States and UT's
7. Managing Director, Milk Federation, All States and UTs

Copy for kind information to:

Sr.PPS to Secretary (AHD), PPS to SS & FA, PS to JS (C&DD)/ DC (DD)/ AC (DD)/ US(Budget)/ Guard file.



(Narender Kumar)

Under Secretary to the Government of India

NARENDER KUMAR

Under Secretary
Government of India

M/o Fisheries, Animal Husbandry & Dairying
D/o of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

GUIDELINES OF THE SCHEME

- i. The scheme will be driven by a High Powered Committee chaired by Secretary (DADF). The Composition of the High Powered Committee will be as follows:-
 - a) Secretary (DAHD)- Chairman
 - b) AS & FA, DAHD- member
 - c) Managing Director, National Dairy Development Board- member & convener.
 - d) Joint Secretary (Dairy Development), DAHD- memberThe High Powered Committee will decide on the disbursement under the scheme.
- ii. A corpus of Rs. 300 crore in perpetuity with NDDDB to be used for providing soft loans for working capital to enable Cooperative Societies and farmer producer organizations engaged in dairy activities to provide a stable market access to farmers.
- iii. **Eligible Organizations:** Cooperative Societies and farmer producer organizations (FPOs) engaged in dairy activities.
- iv. **Eligibility Criteria:** Cooperative Societies and farmer producer organizations engaged in dairy activities which fulfil the following criteria will be eligible for working capital loan from the **corpus fund**; to be repaid within nine months-
 - a. Must not be a defaulter in repayment of long term loan or working capital loan to NDDDB and/or NCDC.
 - b. Past accounts, upto the previous financial year, must be attached with the loan application.
 - c. The Debt Service Coverage Ratio (DSCR) of the operations to cover the total liability towards lenders should work out to a minimum of 1.25 times.
 - d. The Cooperatives and FPOs engaged in dairy activities must post Operating Profits of the last 3 consecutive financial years. 'Other income & grant' should not be considered for calculation of Operating Profit.
 - e. Current Ratio should be a minimum of 1.00. 'Non recoverable debtors' shall be excluded from debtors and 'short term loan & interest due' to be included in current liabilities in calculation of Current Ratio.
 - f. Only those Cooperative Societies and farmer producer organizations engaged in dairy activities will be eligible which have not received any element of subsidy from the State Government for milk procurement. Those States where subsidy is paid either to the State Federations or directly to the farmers for milk procurement shall not be eligible to receive working capital loan on soft terms under this scheme.

Note:-

- a. The eligible borrowers must submit their application for working capital in a prescribed format to NDDDB.
- b. The details required would include month-wise details of milk procurement, liquid milk sale and milk disposed in various products for

Narendrakumar

the past financial year and month-wise projected details, including projected cash flow for the financial year(s) of the working capital loan drawl and repayment.

- c. The borrower would also need to submit audited annual accounts for the last three financial years.

v. **a) Computation of maximum eligibility of Working Capital:** The maximum eligibility of working capital shall be assessed as per the following formula.

- i. Working capital requirement during flush months is equivalent to:
 $[(MPPD - LMPD) \times MPP \times 120]$ Where: MPPD = Milk Procurement Per Day in Kg LMPD = Liquid Milk sale Per Day in Kg MPP = Milk Procurement Price paid to DCS per Kg. (120 days flush period)
- ii. Working capital requirement during lean months milk procurement period is equivalent to:
Cost of powder & white butter requirement during lean procurement months (80% of the purchase value)

iii. Net working capital requirement:

Working capital requirement assessed as per (i) and/or (ii)

Less: share capital / free reserves invested in Fixed Deposits/ Bank Accounts, etc.

b) Maintenance, upkeep and distribution of Corpus fund: It is proposed to create a corpus of Rs 300 crore under NDDDB through a separate designated bank account which will be audited by internal and statutory auditor of NDDDB as per NDDDB Act. In addition, DADF may, as and when it is deemed necessary by it, get the accounts of the corpus fund audited by CAG of India.

The High Powered Committee set under the chairmanship of Secretary (DADF) will indicate state wise allocation of working capital fund.

c) Fund Disbursement: Fund disbursement shall be decided by HPC. The withdrawal of funds shall commence after the borrower completes the execution of documents and other formalities relating to security coverage. The withdrawal of the sanctioned loan shall be allowed in a maximum of 4 installments depending upon the requirement of the borrower.

NDDDB shall ascertain the projected cash flow and carry out financial appraisal to work out the Debt Service Coverage Ratio (DSCR).

NDDDB shall convey the approval of working capital loan to the borrower through a sanction letter.

d) Security & documentation:

- i. Board resolution
ii. Working Capital Loan agreement
iii. Demand Promissory Note
iv. Letter of Continuity
v. Letter of Hypothecation (for first charge on stock)

Narendrakumar

- vi. Post Dated Cheques (PDCs) for repayment of principal and interest
- vii. Escrow arrangement on the operating bank account where all sale proceeds of the borrower are deposited for securing repayment in case of default.

In order to ensure that PDCs get paid on presentation, undertaking will be required from the borrower confirming that (i) the borrower will not request NDDDB to withhold presentation of PDC citing any reason and (ii) the borrower will ensure adequate funds on the due date of PDC and (iii) in the eventuality of any cheque getting dishonored, the borrower will not request NDDDB to abstain from taking action under section 138 of Negotiable Instruments Act.

e) Rate of Interest: The rate of interest proposed to be simple interest of 5 % per annum (floating rate), which will be calculated on a monthly rest basis from the date of disbursement of loan.

The penal rate of interest in case of default in repayment will be @ 2.00% per annum over & above the normal interest to be compounded monthly or any such rate as may be specified by High Powered Committee set under the chairmanship of Secretary (DADF).

f) Repayment period: The principal along with interest shall be repaid within a maximum period of nine months from the date of release of each installment.

g) Other terms and conditions:

The eligible organization availing subsidy shall keep NDDDB informed on the following in the prescribed format:

a) Monthly Audited Fund Utilization Statement.

b) Monthly Stock Statement. NDDDB shall physically verify the stock of commodities purchased/ converted by the borrower by availing working capital loan from NDDDB. The fund utilization, stock position of commodities purchased and cash-flow will be assessed/reviewed monthly by NDDDB and installments after the first shall be released only after ensuring that the borrower has utilized the previous amount as per the scheme and physical verification of stock.

c) Interest or profit earned by NDDDB on the corpus or from working capital loans will be ploughed back to the corpus. NDDDB will furnish statement of account of the corpus to Govt. of India on a periodic basis.



F.No.22-11/2015-DP
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi
Dated 13.05.2020

Subject:- Revised Guidelines of Central Sector scheme "Supporting State Dairy Cooperatives and Farmer Producer organizations (SDC& FPO) engaged in dairy activities" during 2020-21

The undersigned is directed to refer to the letter dated 01.04.2020 conveying the Administrative Approval towards implementation of Central Sector Scheme "Supporting Dairy Cooperatives and Farmer Producer organizations engaged in dairy activities" for 2020-21 and to inform that in view of the present crisis of COVID-19 lock down the **"Interest subvention on Working Capital loan"** with an outlay of Rs100 Cr has been incorporated under SDCFPO and will be implemented during 2020-21. However, the working Capital loan under the scheme which was to be given out of the Corpus funds, will be kept in suspension during 2020-21. The guidelines of the **"Interest subvention on Working Capital loan"** is **enclosed** herewith.

2. This issues with the approval of Secretary (AHD) vide Dy.No.E-12756 dated 13.05.2020.

के. पी. जे. जे. जे.
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture & Farmers Welfare
पशुपालन एवं डेयरी विभाग
D/o Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001
(K P J Gerald)
Deputy Secretary to the Government of India

Distribution:

1. Secretary, Department of Financial Services, Ministry of Finance, North Block, New Delhi (with a request to circulate among Commercial Banks / Financial institutions)
2. Chairman, National Dairy Development Board, Anand, Gujarat
3. Chief Executive Officer, Niti Ayog, Yojana Bhawan, New Delhi
4. Principal Accounts Officer, Ministry of Fisheries Animal Husbandry and Dairying, Department of Animal Husbandry and Dairying, 16-A, Akbar Road Hutments, New Delhi-110011.
5. Chief Controller of Accounts, Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhawan New Delhi.
6. Accountant General, AGCR Building, New Delhi-110002
7. Principal Secretary/Secretary, Department of Animal Husbandry/Dairy Development, All States and UT's
8. Managing Director, Milk Federation, All States and UTs
9. NDDDB Dairy Services, New Delhi

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के. पी. जे. जे. जे.
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture & Farmers Welfare
पशुपालन एवं डेयरी विभाग
D/o Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001
(K P J Gerald)
Deputy Secretary to the Government of India

OPERATIONAL GUIDELINES

for

'Interest Subvention on Working Capital Loan' for Support to Dairy Cooperatives & Farmer Producer Organisations

1. Introduction:

The "Interest subvention on working capital loan " with a total outlay of Rs. 100 crore for supporting the dairy cooperatives to overcome problems being faced due to COVID 19 has been approved by Government of India (GoI) for FY 2020-21. This will be implemented by Department of Animal Husbandry and Dairying (DAHD), GoI through NDDB.

Under this provision, 2% per annum interest subvention on secured working capital loan shall be provided. For prompt and timely repayment additional 2% interest subvention will be payable at the end of the loan repayment period.

Eligible Organisations:

Producers' Owned Institutions such as Milk Federations, Milk unions, Farmer owned/ Milk Producer Companies will be considered for providing financial assistance under the proposed scheme. They will be termed as Participating Agencies(PA).

2. Purpose of the Scheme:

The scheme would have the following benefits:

- It will help in providing stable market access to milk producers.
- Enable the Producer Owned Institutions to make timely payment of milk bill to milk producers.
- Improvement in farmers' income from dairying even during flush season making the dairy operations viable for milk producers.
- It will help Producer Owned Institutions in supplying quality milk and milk products to consumers at a reasonable price.
- It will help in stabilizing the domestic market price of conserved dairy commodities.
- It will help in converting surplus liquid milk into conserved commodities with higher shelf life.

- g) It will lead to reduced dependency on imported commodities during the period of shortage, thereby helping in stabilising the domestic prices of milk and milk products.

3. Eligibility Criteria for the PA:

Participating Agencies fulfilling following criteria will be eligible to avail interest subvention under the scheme:

- The beneficiary (i.e. PA) should have a sanctioned loan/facility for working capital borrowing (including cash credit facility) from any Scheduled Commercial Banks/ RRBs/ Cooperative Banks/financial institutions (Hereafter called FI- Financing Institution) for meeting the working capital requirement during the operational period of the Scheme.
- Participating Agency must be regular in repayment of loans to FI and has to first repay the loan installments, to avail the benefits under the scheme.
- Interest Subvention shall be provided for the outstanding Working Capital loan between 1st of April 2020 and 31st March 2021.
- Interest Subvention shall be provided on back ended basis every month by National Dairy Development Board (NDDB) to the FI after verifying the claim.
- Participating agency should pay back the procurement price to farmers on a regular basis and should be able to submit proof of that.
- The Participating Agency should agree to provide monthly reports with day-wise details on opening, addition, reduction and closing balance of Conserved Commodities and such milk processing /operations reports as required by NDDB.

4. Role of stakeholders

DAHD, NDDB, Financial Institutions (FI), and Participating Agencies (PA) will be major stakeholders of the project and the roles of these major stakeholders are given below:

13.5
क. पी. जे. जराल्ड
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
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D/o Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001

of eligible interest subvention amount to the respective working capital account of the Participating Agency.

8. Release of Interest subvention to PA

- PA has to submit its request for release of interest subvention in prescribed format to NDDDB (as per Annex2).
- The outstanding loan will be reconciled by FI with the stock of conserved commodities available with the Participating Agency.
- NDDDB shall release the eligible interest subvention amount online to FI on back ended basis every month in the working capital loan account of PA after assessing the repayment of loan installment by PA . For this it may ask for interest certificate, relevant bank statement & stock statement of the conserved commodities.

9. Project monitoring and Coordination:

- Participating Agencies will submit progress report to the IA as per prescribed monitoring format (as per Annex 2).
- FI will also monitor stock of commodities like, SMP, White butter, WMP, Ghee etc. with eligible PAs
- The Implementing Agency (IA) will facilitate implementation, coordination, initial screening and desk monitoring of the scheme.
- IA will submit quarterly Fund Utilisation Report (FUR) to DAHD based on monthly progress report received from the respective FI/PA and will also provide such information on the progress of the scheme.

के. पी. जे. जे. जे.
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
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D/o Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001

| Application Format | | |
|--|--|--------------------|
| Central Sector Scheme - "Interest Subvention on Working Capital Loans for Dairy Industry" | | |
| Date: / / | | |
| 1 Participating Agency (PA) basic details | | |
| Name of Participating Agency (PA) | | |
| CEO/MD/GM (Name with designation): | | |
| Address | | |
| Contact details (Telephone no./email id) | | |
| 2 Financial Institution (FI) basic details | | |
| Name of FI | | |
| Branch name and address | | |
| Name of Branch Manager | | |
| Contact details (Telephone no./ email id) | | |
| 3 Participating Agency (PA) eligibility for availing interest subvention under the scheme | | |
| | Criteria | Declaration |
| a | Loan/facility for working capital borrowing (including cash credit facility) has been sanctioned by Scheduled Commercial Banks RRBs/ Cooperative banks/financial institutions (Hereafter called FI- Financing Institution) for meeting the working capital requirement of PA during 2020-21. (please mention yes or no, also mention loan sanction period) | |
| b | PA must be regular in repayment of loans to FI. PA has to first repay the loan instalments, to avail the benefits under the scheme. (whether PA is regular in repayment or not, PA to attach certified account statement) | |
| c | Participating agency should pay back the procurement price to farmers on a regular basis, and should be able to submit proof of that as and when asked for by FI/IA/DAHD. (please mention Agreed or not agreed) | |
| d | PA is agreeable to provide monthly reports with day-wise details on opening, addition, reduction and closing balance of Conserved Commodities and such milk processing /operations reports as required by NDDDB (please mention Agreed or not agreed) | |
| 4 Milk bill payment details | | |
| Milk bill payment outstanding to societies/farmer (Rs. crore) as on dd/mm/yyyy. | | |
| Last milk bill payment date (dd/mm/yyyy): | | |
| Milk bill payment cycle (no. of days): | | |
| 5 Details of Working capital loan sanction | | |
| Date of sanction (dd/mm/yyyy) | | |
| Loan amount (Rs. Lakh) | | |
| Purpose of Loan | | |
| Details of Security offered (please mention details) | | |
| Rate of interest charged excluding penal interest charges (% per | | |

| | | | | |
|---|--|--|--|--|
| annum) | | | | |
| Period of Loan | | | | |
| Date of availing Working Capital Loan | | | | |
| Repayment Cycle (monthly/quarterly/Annual) | | | | |
| No. of instalment repaid | | | | |
| Working capital loan provided against the stock of SMP/WMP/White Butter/Ghee - Rs lakh | | | | |
| Working capital loan is secured by mean of hypothication of stocks or any other means, please specify. | | | | |
| 6 Interest Subvention Scheme Assistance | | | | |
| Loan amount considered for Interest subvention Scheme | | | | |
| Period for Interest subvention required (latest upto 31st March 2021), which ever is earlier. | | | | |
| Proposed interest subvention amount sought under the Scheme (Rs. Lakh) | | | | |
| 7 Details of bank account to which interest subvention amount will be credited | | | | |
| Bank Account No. | | | | |
| IFSC Code | | | | |
| <p>It is requested to kindly consider our application under the Central Sector Scheme - "Interest Subvention on Working Capital Loans for Dairy Industry" and approve eligible interest subvention for the approved working capital loan. We shall abide by rules, terms and conditions as described in the scheme guideline and any revision thereof.</p> <p>Enclosure: 1) Working Capital Loans sanction letter along with terms and conditions, and loan agreement copy.</p> <p>Declaration: We certify that the information submitted in this application is true and correct to the best of our knowledge. We further understand that any false/incorrect statements may result in denial/ revocation/refund of ineligible/total subvention amount of the interest subvention amount under the scheme and may invite punitive legal action.</p> <p style="text-align: right;">Date: Place:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <p>Applied by:</p> <p>MD/CEO/GM Name of PA</p> </td> <td style="width: 50%;"></td> </tr> </table> | | | <p>Applied by:</p> <p>MD/CEO/GM Name of PA</p> | |
| <p>Applied by:</p> <p>MD/CEO/GM Name of PA</p> | | | | |

के. पी. जे. जे. जे.
 K. P. J. GERALD
 उप सचिव/Deputy Secretary
 भारत सरकार/Govt. of India
 कृषि एवं किसान कल्याण मंत्रालय
 Ministry of Agriculture & Farmers Welfare
 पशुपालन एवं डेयरी विभाग
 D/o Animal Husbandry & Dairying
 कृषि भवन, नई दिल्ली-110001
 Krishi Bhawan, New Delhi-110001

Request for Release of Interest Subvention

Central Sector Scheme - "Interest Subvention on Working Capital Loans for Dairy Industry"

Quarter: to

Date: / /

| | | |
|-------------------------|--|---|
| Quarter: _____ to _____ | | Date: ____/____/____ |
| 1 | Reference interest subvention Sanction letter no. and date | |
| 2 | Name of Participating Agency (PA) | |
| 3 | Financial Institution (FI) Branch name | |
| 4 | Milk bill payment details of PA | |
| | Milk bill payment outstanding to societies/farmer (Rs. crore) as on <u>dd/mm/yyyy</u> . | |
| | Last milk bill payment date (dd/mm/yyyy): | |
| | Milk bill payment cycle (no. of days): | |
| 5 | Monthly Conserved commodity stock statement (Rs. Lakh) | |
| | Stock valuation date (dd/mm/yyyy) | |
| | Conserved commodity | Month |
| | SMP | Opening stock (MT) |
| | | Rate (Rs. per Kg) |
| | | Value (Rs. Lakh) |
| | WMP | Opening stock (MT) |
| | | Rate (Rs. per Kg) |
| | | Value (Rs. Lakh) |
| | WB | Opening stock (MT) |
| | | Rate (Rs. per Kg) |
| | | Value (Rs. Lakh) |
| | Ghee | Opening stock (MT) |
| | | Rate (Rs. per Kg) |
| | | Value (Rs. Lakh) |
| | Total value (Rs. Lakh) | |
| 6 | Loan repayment details | |
| | Drawing power limit given to PA against stock value(Rs lakh) | |
| | Limit availed by PA (Rs. Lakh) - Opening | |
| | Withdrawal during the month (Rs lakh) | |
| | Interest amount due for the month | |
| | Repayment during month (Rs. Lakh) | Principal |
| | | Interest (excluding penal interest & other charges) |
| | | Total |
| | Interest repaid during the month | |
| | Loan outstanding (Rs. Lakh)-closing | |
| | Eligible loan outstanding amount under the scheme (Rs. lakh) | |
| | Eligible Interest subvention (Rs lakh) | |
| 7 | Proposed interest subvention amount sought under the Scheme (Rs. Lakh) | 0.00 |

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कै. पी. जे. जराल्ड
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture & Farmers Welfare
पशुपालन एवं डेयरी विभाग
D/o Animal Husbandry & Dairying
कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001

It is requested to kindly release the eligible interest subvention amount for the month (_____ to _____) under the Central Sector Scheme - "Interest Subvention on Working Capital Loans for Dairy Industry". It is certified that the repayment of interest due till the month has already been done.

Declaration:

We certify that the information submitted in this application is true and correct to the best of my knowledge. We further understand that any false/incorrect statements may result in denial/ revocation/refund of ineligible amount of the interest subvention amount under the scheme and may invite punitive legal action.

| | |
|--|--|
| Applied by: MD/CEO/GM Name of PA | Recommended by: Branch Manager Bank Name & address |
|--|--|

12/5/20
क. प्रो. जे. जे. जे.
K. P. J. GERALD
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
कृषि एवं किसान कल्याण मंत्रालय
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कृषि भवन, नई दिल्ली-110001
Krishi Bhawan, New Delhi-110001



IMPLEMENTATION GUIDELINES FOR ANIMAL HUSBANDRY INFRASTRUCTURE DEVELOPMENT FUND (AHIDF)

**Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry & Dairying**

IMPLEMENTATION GUIDELINES

FOR

ANIMAL HUSBANDRY INFRASTRUCTURE DEVELOPMENT FUND (AHIDF)



Government of India

Ministry of Fisheries, Animal Husbandry and Dairying

Department of Animal husbandry and Dairying

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BIBLIOGRAPHY

| Short form | Full form |
|------------|--|
| AHIDF | Animal Husbandry Infrastructure Development Fund |
| NABARD | National Bank for Agriculture and Rural Development |
| EE | Eligible Entities |
| MSME | Micro Small Medium Enterprises |
| DPR | Detailed Project Report |
| PSC | Project Sanctioning Committee |
| PAC | Project Approval Committee |
| NLM | National Livestock Mission |
| CGM | Chief General Manager |
| PMA | Project Management Agency |
| CLFMA | Compound Livestock Feed Manufacturers' Association |
| IDF | Indian Dairy Federation |
| AILMEA | All India Livestock and Meat Exporters Association |
| CII | Confederation of Indian Industries |
| FICCI | Federation of Indian Chambers of Commerce and Industries |
| ASSOCHAM | Associated Chambers of Commerce and Industry of India |
| ETP | Effluent Treatment Plant |
| COE | Consent to Establish |
| CO | Consent to Operate |
| EPF | Employees' Provident Fund |

GUIDELINES FOR ANIMAL HUSBANDRY INFRASTRUCTURE DEVELOPMENT FUND

BACKGROUND:

The recently announced Prime Minister's AtmaNirbhar Bharat Abhiyan stimulus package mentioned about setting up of Rs. 15000 crore Animal Husbandry Infrastructure Development Fund (AHIDF). The Animal Husbandry Infrastructure Development (AHIDF) has been approved for incentivizing investments by individual entrepreneurs, private companies, MSME, Farmers Producers Organizations (FPOs) and Section 8 companies to establish (i) the dairy processing and value addition infrastructure, (ii) meat processing and value addition infrastructure and (iii) Animal Feed Plant.

2. AREA OF OPERATION

The Animal Husbandry Infrastructure Development Fund (AHIDF) as detailed in the forthcoming paragraphs will be implemented in all States and Union Territories.

3. OBJECTIVES

- a) To help increasing of milk and meat processing capacity and product diversification thereby providing greater access for unorganized rural milk and meat producers to organized milk and meat market
- b) To make available increased price realization for the producer
- c) To make available quality milk and meat products for the domestic consumer
- d) To fulfill the objective of protein enriched quality food requirement of the growing population of the country and prevent malnutrition in one of the highest malnourished children population in the world
- e) Develop entrepreneurship and generate employment
- f) To promote exports and increase the export contribution in the milk and meat sector.
- g) To make available quality concentrated animals feed to the cattle, buffalo, sheep, goat, pig and poultry to provide balanced ration at affordable prices.

4. ELIGIBLE ENTITIES (EEs) FOR SUPPORT UNDER AHIDF

- a) Farmer Producer Organization(FPO)
- b) Private companies
- c) Individual entrepreneurs
- d) Section 8 companies
- e) Micro Small and Medium Enterprises

5. IMPLEMENTING AGENCY

Animal Husbandry Infrastructure Fund will be implemented by the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying.

6. ACTIVITIES ELIGIBLE FOR AVAILING BENEFITS UNDER AHIDF:

6.1. Dairy Processing: under the Dairy Processing infrastructure the EE can avail benefit for establishment of the following:

6.1.1. Establishment of new units and Strengthening of existing dairy Processing Units with quality and hygienic milk processing facilities, packaging facilities or any other activities related to dairy processing.

6.2. Value added dairy product manufacturing:

The EE can also avail loan for establishment of new units and strengthening of existing manufacturing units for value addition of the following milk products:

6.2.1 Ice Cream unit

6.2.2. Cheese manufacturing unit

6.2.3. Ultra High Temperature (UHT) Milk processing unit with tetra packaging facilities

6.2.4. Flavoured Milk manufacturing unit

6.2.5. Milk Powder manufacturing unit

6.2.6. Whey powder manufacturing unit

6.2.7. Any other milk products and value addition manufacturing unit.

6.3 Meat processing and Value addition of facilities:

6.3.1. Establishment of new meat processing unit and strengthening of existing meat processing facilities for sheep/goat/ poultry/pig/buffalo in rural, semi-urban and urban areas.

6.3.2. Large scale integrated meat processing facilities/ plant/ unit.

6.3.3. **Value Added Products:** Establishment of new or strengthening of existing value addition facilities for meat products like Sausage, nuggets, ham, salami, bacon or any other meat products. These facilities could either be integral part of meat processing units or Standalone meat value addition unit.

6.3.4. The project cost of each meat processing plant should compulsorily include Effluent Treatment Plant (ETP), Meat Microbiological Testing Laboratory, Residue Testing laboratory, Cold storage for holding the offals, skin/ hide processing areas and their preservation and refrigeration facilities for holding the chilled products and value added products for minimum of 24 hours.

6.4. EE can also avail benefit for establishment of Animal Feed manufacturing and strengthening of existing units/ plant of the following categories:

6.4.1. Establishment of Mini, Medium and Large Animal Feed Plant

6.4.2. Total Mixed Ration Block Making Unit

6.4.3. By pass protein unit

6.4.4. Mineral Mixture Plant

6.4.5. Enrich Silage making unit

6.4.6. Animal Feed Testing Laboratory to be attached with the Medium to Large feed plant or the EE can avail benefit for establishment of Animal Feed Testing Laboratory in the existing Feed Plant to ensure quality feed.

7. QUANTUM OF LOAN AND MARGIN MONEY /BENEFICIARY CONTRIBUTION:

7.1. The project under the AHIDF shall be eligible for loan up to 90% of the estimated/ actual project cost from the Scheduled Bank based on submission of viable projects by eligible beneficiaries. The beneficiary contribution in case of Micro and Small units as per MSME defined ceiling could be 10% while in case of Medium Enterprises as per defined MSME ceiling, beneficiary contribution could go up to 15%. The beneficiary contribution in other categories of enterprises could go up to 25%.

7.2. Cost escalation of the approved project, if any occurred during the course of project implementation on account of genuine reasons like natural calamity, technical compulsions, change in the SoRs and any other unavoidable circumstances shall be

considered for enhancement of loan amount, within the reasonable time and note more than two years from the date of approval of the particular project.

7.3. Interest subvention will not be allowed for the loan sanctioned for procurement of land, working capital, old machineries and vehicle for personal use.

8. INTEREST SUBVENTION AND LENDING RATE OF INTEREST

8.1. Interest subvention: 3% for all Eligible Entities.

8.2. Lending Rate of Interest: The rate of interest to be fixed by scheduled banks should not exceed at 200 basis points plus External Bench Mark Based Lending Rate (EBLR) for the Eligible Entities whose project cost are falling within MSME defined ceilings. However, rate of interest to be fixed by scheduled banks for other project could be based on commercial interest rate of Banks.

8.3. The Department of Animal Husbandry and Dairying will directly pay the interest subvention to the Scheduled Bank. Initially the Department will pay interest subvention amount in advance upfront to the lending bank for the first year based on the request of Scheduled Bank. Interest subvention from the 2nd year onwards would be released based on the non- NPA borrowers entitlement claimed by the Scheduled Banks every year in advance.

8.4. The Eligible Entities will not be able to get the interest subvention, if the EE is defaulter of re-payment of loan amount in any given year.

9. CREDIT GURANTEE FUND

9.1 A Credit Guarantee fund of Rs. 750 cr. (Rupees Seven Hundred and Fifty Crore) will be established. The Fund will be managed by NABARD.

9.1.1. Department of Animal Husbandry and Dairying will pay Rs. 75 crore per year over 10 years towards Credit Guarantee at the beginning of each Financial Year.

9.1.2. The credit guarantee will be provided only for those projects which are viable and are covered under MSME defined ceilings and the guarantee coverage would be up to 25% of the credit facility available to the borrower.

9.1.3. The Credit Guarantee will not be provided to other beneficiaries who are not covered under MSME norms, however, those EEs will be eligible to get interest subvention.

9.1.4. The detailed guidelines along with the features of the Credit Guarantee Fund managed by NABARD will be issued separately.

10. FUNDING MECHANISM

10.1 The entire amount of AHIDF of Rs. 15000 cr. will be disbursed by the Scheduled Bank starting from 2020-21

10.2 The Scheduled bank may utilize their available financial resources to lend the Eligible Entities.

11. LOAN DISBURSEMENT

11.1. The entire amount of AHIDF of Rs. 15000 crore will be disbursed by the scheduled banks within a period of 3 years starting from 2020-21

12. REPAYMENT:

12.1 Maximum repayment Period: 8 years inclusive of moratorium of 2 years on principal amount.

12.2. The Scheduled Bank shall ensure that maximum re-payment period should not exceed 10 years from the date of first disbursement inclusive of moratorium of 2 years on repayment of principal.

12.3 However, the Financing Bank, at their discretion, may curtail the repayment period depending on the project magnitude, size of the financial investment, repayment capacity of the project proponents (EEs) etc.

12.4 Further, subject to the provisions of AHIDF, the operational and credit related decisions like process of repayment, penal interest, security and extent of finance will be decided by the Scheduled Bank.

12.5 Subject to provisions of AHIDF, Scheduled Bank will fix the lending rates in consonance with broad regulatory guidelines of RBI taking into account their cost of funds and the risk perception of the loan.

12.6 Subject to provisions of AHIDF, the Scheduled Bank may consider providing additional loan against justified escalations of the approved projects.

12.7. A project will be non-starter, if no drawls are made within six months from the date of sanction by the Scheduled Bank. Further, the Sanction would lapse if the EE, fails to ground the project within a period of 12 months, from the date of sanction by the Scheduled Bank. This is a broad guidelines, however, the lending bank may take final decision on case to case basis.

12.8. The lending bank may consider withdrawal of projects by EEs on account of genuine constraints and difficulties as per the Bank's terms of reference in this regard.

12.9. The Scheduled Bank may consider stopping further disbursements of loans and advances sanctioned for the project, until such amount in default are paid in full by EEs. In such cases, neither the lending agency nor Department of Animal Husbandry and Dairying, Gol, shall be liable for any loss, damage or expenses that may be caused in the completion of aforementioned projects.

13. AVAILABILITY OF LAND AND STATUTORY CLEARENCES

13.1 Loan under AHIDF shall not be provided for acquisition of land in any manner such as purchase, transfer, lease, accession/addition etc. required for implementation of the identified project activities.

13.2. The Eligible Entity are required to acquire necessary land (in case of non-availability of land with them) at their own cost and complete all processes associated with land acquisition, before submission of the proposal for finance under AHIDF.

13.3. The projects having land on long term lease (minimum 30 years) may also be considered for financing under AHIDF. However, the lease period/ agreement should be of sufficient duration to secure the loan. In case of lease requisite No Objection Certificate from the competent authority for mortgage to Bank may be obtained.

13.4. The EE may not be allowed to terminate the lease agreement intermediately (earlier than the agreed lease period) and sell out the land as well as facilities created with the loan availed under the AHIDF. However, in case of compulsion

to do so in unavoidable circumstances whatsoever then EE shall obtain permission from the concerned Bank after return of the entire loan availed till that time, with applicable interest and prepayment penalty, if any, to the Scheduled Bank, in a single instalment.

13.5. Confirmation with necessary documentary evidence on availability of land and statutory clearances (wherever necessary) shall be clearly indicated in the Detailed Project Report/Self Contained Proposal. A list of clearances which could be required mandatorily is attached at **Annexure I**.

13.6 The EEs shall provide documentary evidence/certificate of availability of requisite land free from all encroachment and encumbrances.

14. OBTAINING STATUTORY CLEARANCES REQUIRED FOR THE PROJECT

14.1. The EEs are required to obtain necessary clearances, permits and licenses whatsoever and wherever required for implementation of the intended project under the AHIDF. The requisite expenditure, if any involved for obtaining statutory clearances shall be met by the applicants/ beneficiaries.

14.2. For obtaining Statutory clearances, the beneficiary may have to approach various Department/ Organizations in the State Government. This may create unnecessary hurdle to the beneficiary. Therefore, the State Animal Husbandry Department shall establish the single window for facilitating the necessary statutory clearances for the project and handhold the EEs to submit the project to the Bank and the Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry and Dairying. An indicative list of statutory clearances required is at **Annexure I**.

15. FORMULATION OF DETAILED PROJECT REPORT (DPR)

15.1. The EEs shall prepare the detailed Viable Project Report seeking loan under the AHIDF along with self-contained proposal.

15.2. Every project report must include the proposal for establishment of quality management unit for milk, meat and animal feed, packaging unit and also the product promotion.

15.3. The project report should also include the future market generation, employment opportunity, procurement of raw materials and any other information related to project.

15.4. The Detailed projects especially for infrastructure related to dairy processing, meat processing and value addition and establishment of Animal Feed Plant should be prepared based on:

- (i). Identification of suitable site
- (ii). Necessary engineering and socio-economic investigations and surveys,
- (iii). Planning and designing of the facilities and
- (iv). Model studies wherever required.

15.5. The EEs may also approach concerned State Animal Husbandry Department, State Government or Central Government Corporations, Consultancy Services seeking technical assistance for preparation of project documents. The EE, if required, also consult the list of Handholding agencies available in the Udyami Mitra Portal of Sidbi.

15.6. The State Animal Husbandry Department to handhold such EEs to prepare the projects when requested by them including facilitating the necessary clearances through Single Window System.

16. SUBMISSION OF THE PROJECT PROPOSAL

16.1. The EE will submit the proposal with complete DPR through “Udyami Mitra” Portal developed by Small Industries Development Bank of India (Sidbi).

16.2. The Schedule Bank after due appraisal and sanction of the project subject to approval of interest subvention under AHIDF by Department of Animal Husbandry and Dairying will forward the application/ project to the Department of Animal Husbandry and Dairying for approval of interest subvention through online mechanism.

16.3. Application for seeking interest subvention to be submitted as per the Form attached at **Annexure II**.

17. PROJECT EVALUATION AND SANCTION

17.1. The Project Management Agency set up in the Department of Animal Husbandry and Dairying shall scrutinize the application, evaluate, and appraise the proposal sanctioned by the Scheduled Banks for approval of interest subvention under AHIDF by Project Approval Committee.

17.2. The Project Approval Committee will meet regularly and consider the proposals placed before it and accord approval to projects costing up to Rs. 50 cr. for grant of interest subvention.

17.3. The Project Approval Committee shall recommend the project above Rs. 50 cr. to the Project Sanctioning Committee(PSC) after screening and evaluation of the projects.

17.4. The Bank shall send a copy of loan sanction to Project Sanctioning Committee/ Project Approval Committee prior to such projects being considered for interest subvention under AHIDF.

17.5. The Project Approval Committee/ Project Sanctioning Committee will also recommend for Credit Guarantee on each project falling within the definition of MSME once the loan is sanctioned by the Bank.

17.6. All the projects will be assessed by the Committee based on the Eligibility criteria of the EEs, Eligible Activities proposed, Bank's approval, geographical preferences, MSME certification, sectorial preferences, demand and economic viability.

18. IMPLEMENTATION MECHANISM

18.1. Following Committees have been constituted by the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying for implementation of AHIDF.

18.2. Project Sanctioning Committee (PSC)

18.2.1. Composition:

- (i) Secretary, Department of Animal Husbandry & Dairying, GOI- Chairperson
- (ii) Representative of NABARD, not less than the rank of CGM
- (iii) Financial Advisor of Department of Animal Husbandry & Dairying, GOI

- (iv) Representative of Department of Financial Services, not less than Joint Secretary level
- (v) Representative of Ministry of Food Processing, not less than Joint Secretary level
- (vi) Joint Secretary (Cattle & Dairy Development), Department of Animal Husbandry & Dairying
- (vii) Secretary of the concerned State
- (viii) Representative of participating Banks not less than Deputy Managing Director/ CGM
- (ix) Joint Secretary (NLM)- Member Convener

18.1.2. Terms of References (ToRs) of PSC would be as follows:

- (a) To take decision on approval/amendment of AHIDF guidelines,
- (b) To take decision on addition and deletion of activities, approve annual action plans and fund drawl plans etc.
- (c) To approve projects for interest subvention based on recommendation of Project Approval Committee
- (d) To delegate powers that may be necessary for smooth implementation of the project.
- (e) To modify physical and financial targets of individual activities and also unit cost correction.
- (f) To co-opt external experts from the field of Animal Husbandry as members of the PSC.
- (g) To hold its meeting as and when needed

18.3. Project Approval Committee (PAC):

18.3.1. Composition

- (i). Joint Secretary (National livestock Mission)- Chairman
- (ii). Representative from NABARD
- (iii). Representative from Financial Advisor, DAHD
- (iv). Representative of Department of Financial Services
- (v). Representative from Ministry of Food Processing Industries
- (vi). Representative from the Concerned Bank

- (vii). Representative from the Dairy Division
- (viii).. Representative from the Concerned State (not below the rank of Director)
- (ix). Joint Commissioner/ Deputy Commissioner/ Director of NLM Division-convener.

18.3.2. Terms and References (ToRs)

- (i) The Project Approval Committee will prepare the Scheme guidelines and submit the same to the Project Sanctioning Committee for approval
- (ii) The project approval Committee will approve project up to Rs. 50.00 cr. for interest subvention.
- (iii) The project above Rs. 50 cr. for interest subvention will be approved by the Project Sanctioning Committee after recommendation of the project approval committee.
- (iv).The meeting of the Committee will be held in every month or even before one month depending on the proposal.

19. PROJECT MONITORING UNIT

19.1 The Department of Animal Husbandry and Dairying will outsource Project Management Agency (PMA).

19.2. The terms of Reference of the PMA will be as under:

- (i) The PMA will arrange all logistic support including manpower at the Head Quarter to undertake all Desk and Field monitoring, and identifying critical issues and bottlenecks such as non-starter projects, slow progressing projects, geographical and sectorial preferences, compilation of project-wise progress report, outcomes etc. The design for monitoring mechanism will be approved by the PSC.
- (ii). PMA will also undertake work for monitoring the Udyami Mitra Portal regarding application received, processed and pending with the banks and in DAHD, Development of Dash Board for MIS system, follow up with the States for getting project proposal, hand holding the beneficiaries on the queries on the

AHIDF, scouting the proposals, interaction with the banks. PMA will also evaluate the projects and place before the PAC/PSC for approval.

(iii). PMA will also assist in all the matters relating to monitoring and evaluation of the projects and preparation of report, before PAC& PSC.

19.3. PSC, PAC and PMA together will carry out the work of Project Monitoring in the following manner:

(i) The Project Sanctioning Committee in the Department of Animal Husbandry and Dairying will review and monitor the projects approved under AHIDF. The monitoring meetings of PSC shall be held on quarterly basis to review the progress of the project taken up under the AHIDF.

(ii) The PMA will collect information on the progress of the project(s) from EEs, Banks on a quarterly basis including physical and financial achievements and place before the PSC.

(iii) PSC will carry out project-wise midterm corrections, if any required due to technical and administrative compulsions faced by any project at the time of implementation. The Mid-term corrections shall include increase/decrease of the project scope, re-arrangement of the project components, re-appropriation of funds from one item to other item within the overall approved project cost.

(vi).The project will be considered non-starter when the EE fail to get their loan disbursed from the Bank.

20. AWARENESS GENERATION

20.1. There are various stake holders who can avail benefit of the scheme. These stake holders need to be aware of the scheme adequately so that they can access the fund. Therefore, the Central Government will use Electronic, Print and Social Media to create public awareness.

20.2. The Stake Holders' like Indian Dairy Federation (IDF), Compound Livestock Feed Manufacturers' Associations (CLFMA), All India Livestock and Meat Exporters' Association, State Government's Livestock Corporation, CII, FICCI, ASSOCHAM and others will be involved in awareness creation.

20.3. The State Government will also create ground level awareness through conferences, seminar, and workshops, business meet, through electronic, print and social media. The funding support will be provided to States and other agencies to create such awareness.

Indicative List of Statutory Clearances

| Sl. No. | Name of Statute |
|---------|--|
| 01 | Local Authority Clearances as per the State Requirements |
| 02 | No objection from the Land Authority on the lease hold or ownership of the land. |
| 03 | Consent to Establish (COE) and Consent to Operate (CO) from the State Pollution Control Board |
| 04 | Trade Licenses |
| 05 | Food Safety and Standard Authority of India |
| 07 | Water and Air Acts |
| 07 | State Electricity Board |
| 08 | MSME Registration (only for MSME companies) |
| 09 | Registration under Companies Act (only for companies) |
| 10 | Registration under Labour Act/ EPF Act. |
| 11 | Any other Statutory clearances required from the respective state to establish dairy, meat processing and animal feed plant. |



Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

ONLINE APPLICATION FORM
SEEKING INTEREST SUBVENTION UNDER ANIMAL HUSBANDRY
INFRASTRUCTURE DEVELOPMENT FUND

| | | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">PHOTO</div> <div style="border: 1px solid black; padding: 5px;">Signature</div> |
|--------|---|---|
| S. No. | Particulars | |
| 1. | Category of Infrastructure a. Dairy Processing b. Meat Processing c. Animal Feed Plant d. Value Addition | |
| 2. | Name of Eligible Entity a. Farmers producer Organization(FPO) b. Section 8 Company c. Individuals Entrepreneur d. Private company e. MSME | |
| 3. | Address a. Location of the Proposed Project (With Geo-Tagging and location Map and Photo of the site) b. Location of the Corporate Office c. Address of the individuals. | |
| 4. | Total Turnover of the Company (Provide last three years balance sheet) | |
| 5 | If falling under MSME definition, please provide Certificate | |
| 6. | PAN/TIN/Aadhar Number | |
| 7. | Telephone No. /Mobile No. | |
| 8. | Email address | |
| 9. | Bank details where loan application has been sanction a. Name of the Bank | |

| | | |
|-----|---|--|
| | b. Bank Branch c. Address d. Email Address of Branch Manager e. Telephone Number f. IFSC Code | |
| 10. | Details of the Bank Accounts a. Name of the Bank b. Bank Branch c. Address d. Loan Account Number e. Telephone Number f. IFSC Code | |
| 11. | Project Details(Brief description of the project) | |

(Signature of Applicant)

Please attach following documents

- x Detailed Project including component wise cost break up, total cost, recurring cost, net income etc. and viability of project
- x Supporting documents [Proof of Address, Copy of PAN/TIN /Aadhar card, MSME certificate (if applicable), proof of land holding (ownership or lease, conversion), education certificate, photocopies of training certificate, income proof, bank statement for last six months relevant for the project.
- x Cite Plan of the project.
- x List of Machinery and Equipment.
- x Lay out plan (both Civil and Machinery) of the processing facility certified by the registered architect.
- x All Statutory clearances like Clearances from the Local administration, Trade Licenses, Consent of Establishment, Consent to Operate from State Pollution Control Board, FSSAI License required for the project
- x Roadmap to ensure the Quality management of the product, product promotion and market development.



Government of India
Ministry of Fisheries, Animal Husbandry and Dairying
Department of Animal Husbandry & Dairying

F. No. 7-1/2020-RKVY
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(RKVY Division)

Krishi Bhawan, New Delhi
Dated the 13th January, 2020

To

Agriculture Production Commissioner/ Principal Secretary (Agriculture) /
Director General (Agriculture) / Secretary (Agriculture)
All States / UTs

Sub: Implementation of Rashtriya Krishi Vikas Yojana-Remunerative Approaches for Agriculture and Allied Sector Rejuvenation (RKVY-RAFTAAR) in next financial year **2020-21**-regarding.

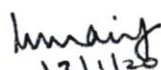
Sir/ Madam,

As you are aware, the tenure of a majority of the existing ongoing Schemes of the Department of Agriculture, Cooperation and Farmers' Welfare is co-terminus with tenure of the 14th Finance Commission which is ending on 31st March 2020. The Ministry of Finance, Govt of India has granted an interim extension of ongoing Schemes of the Ministry/ Department beyond 31st March 2020 for a period till 31st March 2021 or till the date of recommendation of the 15th Finance Commission whichever is earlier. This arrangement is applicable for all the Schemes that Ministry/ Department wants to continue without changing their scope, nature, coverage and without creating additional posts.

Therefore, the tenure of the existing Centrally Sponsored Scheme (State Plans) - Rashtriya Krishi Vikas Yojana- Remunerative Approaches for Agriculture and Allied Sector Rejuvenation (RKVY-RAFTAAR) of this Department stands extended in the present format for the next financial year 2020-21. Inter-State allocation of funds under RKVY-RAFTAAR for the year 2020-21 should be assumed to be the same as last year. This allocation will be provisional and adjusted later when the actual BE for 2020-21 is received.

In order to ensure preparation of action plans well in advance by the States/ UTs for the next financial year i.e. 2020-21 and ensure prompt release of funds in April, 2020, all States/ UTs are requested to take necessary action on priority for holding of Pre-SLSC and SLSC meetings under RKVY-RAFTAAR and to complete the process by March, 2020.

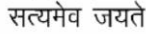
Yours faithfully,


13/1/20
(Chhavi Jha)

Joint Secretary to Govt of India
Tel: 2338 2444, Email: jha.chhavi@gov.in

Copy to:

Director Agriculture
All States/ UTs



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1. Introduction

1.1 Rashtriya Krishi Vikas Yojana was initiated in 2007 as an umbrella scheme for ensuring holistic development of agriculture and allied sectors by allowing states to choose their own agriculture and allied sector development activities as per the district/state agriculture plan.

1.2 The scheme has come a long way since its inception and has been implemented across two plan periods (11th and 12th). During the XI Plan, an amount of Rs. 22,408.76 crore was released to States and 5768 projects were implemented. In the 12th plan Rs.31,488.44 crore was released and over 7600 projects were implemented in the sectors of crop development, horticulture, agricultural mechanization, natural resource management, marketing & post-harvest management, animal husbandry, dairy development, fisheries, extension etc. Till 2013-14, the scheme was implemented as an Additional Central Assistance (ACA) to State Plan Scheme with 100% central assistance. It was converted into a Centrally Sponsored Scheme in 2014-15 also with 100% central assistance. Since 2015-16, the funding pattern of the scheme has been altered in the ratio of 60:40 between Centre and States (90:10 for North Eastern States and Himalayan States). For

Union Territories the funding pattern is 100 % central grant.

1.3 Based on feedback received from States, experiences garnered during implementation in the 12th Plan and inputs provided by stakeholders, RKVY guidelines have been revamped as **RKVY – RAFTAAR - Remunerative Approaches for Agriculture and Allied sector Rejuvenation** to enhance efficiency, efficacy and inclusiveness of the programme for the remaining period of the Fourteenth Finance Commission.

2. Objectives of RKVY-RAFTAAR

2.1 RKVY-RAFTAAR aims at making farming a remunerative economic activity through strengthening the farmers' effort, risk mitigation and promoting agri-business entrepreneurship.

2.2 The main objectives of the scheme are-

- (i) To strengthen the farmers' efforts through creation of required pre and post-harvest agri-infrastructure that increases access to quality inputs, storage, market facilities etc. and enables farmers to make informed choices.
- (ii) To provide autonomy, flexibility to States to plan and execute schemes as per local/farmers' needs.

- (iii) To promote value chain addition linked production models that will help farmers increase their income as well as encourage production/productivity
- (iv) To mitigate risk of farmers with focus on additional income generation activities - like integrated farming, mushroom cultivation, bee keeping, aromatic plant cultivation, floriculture etc.
- (v) To attend national priorities through several sub-schemes.
- (vi) To empower youth through skill development, innovation and agri-entrepreneurship based agribusiness models that attract them to agriculture.

3. Eligibility Criteria and Inter State Allocation of Funds:

3.1 RKVY-RAFTAAR will continue to be implemented as a Centrally Sponsored Scheme in the ratio of 60: 40 (Government of India and State Share respectively) except in case of north eastern and hilly states where the sharing pattern is 90:10. For UTs the grant is 100% as Central share. The list of allied sectors as indicated by the erstwhile Planning Commission will be the basis for determining the sectoral expenditure, i.e., Crop Husbandry (including Horticulture), Animal Husbandry and Fisheries, Dairy Development, Agricultural Research and Education, Forestry

and Wildlife, Plantation and Agricultural Marketing, Food Storage and Warehousing, Soil and Water Conservation, Agricultural Financial Institutions, other Agricultural Programmes and Cooperation.

3.2 Eligibility Criteria: Since RKVY-RAFTAAR has now been recast as a Centrally Sponsored Scheme whereby States are contributing their share, all States / UTs will be eligible for funding under RKVY-RAFTAAR.

3.3 Criteria for interstate allocation:

The quantum of assistance (or fund allocation) to the States will be in accordance with the parameters and respective weights as explained in **Appendix-A**. RKVY-RAFTAAR Funds will be made available to the States in two installments of 50% each. Inter-State allocation criteria will not be applied for providing funds under the sub-schemes of RKVY-RAFTAAR.

3.4 Release of funds will be made to the State Governments, central government institutions, autonomous bodies, national/ international institutions based on the annual plans.

4. Programme Components (Streams): RKVY-RAFTAAR funds would be provided to the States as grant by the Central Government in the following streams.

4.1 A. Regular RKVY-RAFTAAR -70% of annual outlay will be allocated among States as per criteria under following heads.

- a. Infrastructure and assets- **50% (of 70%) of regular RKVY-RAFTAAR outlay**- pre-harvest infrastructure- 20%, post-harvest infrastructure- 30%
- b. Value addition linked production projects (agribusiness models) that provide assured/ additional income to farmers including Public Private Partnership for Integrated Agriculture Development (PPPIAD) projects- **30% (of 70%) of regular RKVY outlay.**
- c. Flexi funds- **20% (of 70%) of regular RKVY-RAFTAAR outlay.** States can use this fund for supporting any projects as per their local needs preferably for innovative activities in agriculture and allied sectors.

4.1 B. RKVY-RAFTAAR special sub-schemes – 20% of total annual outlay - based on national priorities as notified by Govt. of India from time to time for development of region and problem specific areas.

4.1 C. Innovation and agri-entrepreneur development - 10% of annual outlay-for encouraging innovation and agri-entrepreneurs through skill development and financial support. It will support incubatees, incubation

centers, KVKs, awards etc. These funds will be with Central Govt. (DAC&FW) including 2% of administrative costs at the Centre. **In case the funds are not utilized, they will be diverted to regular RKVY and sub-schemes.**

4.2 A. Regular RKVY-RAFTAAR (Infrastructure / Assets): Of the 70% outlay under this head States can utilize 20% of regular RKVY budget under this stream to establish pre-harvest infrastructure and utilize 30% budget to establish post-harvest infrastructure (indicative) in agriculture and allied sectors (total 50% of 70%). However, States are free to choose projects based on necessity at ground level. Projects under this stream will emanate from State Agriculture Infrastructure Development Programme (SAIDP) that states should prepare for the remaining period of the 14th Finance Commission. The details of activities that can be undertaken under this stream are given at **Appendix B.** While a number of infrastructure items are covered under Rural Infrastructure Development Fund (RIDF) and Viability Gap Funding (VGF) of the Ministry of Finance, RKVY funds should supplement those sources and not replace them. In any case, quantum of assistance under RKVY should not exceed assistance under VGF. Recurring expenditure

to the extent of human resources requirement on contractual basis and chemical components to run the testing labs will be allowed for three years subject to the condition that 2% administrative expenditure allowed under the scheme is exhausted beforehand. States need to provide justification for the same.

4.2 B Regular RKVY-RAFTAAR - Value addition linked production projects (agribusiness models) that provide assured/ additional income to farmers: Under this component i.e. 30% (of 70%) states can take up value added agribusiness projects that take care from production to marketing of any agriculture /allied sector activities that specifies end to end processes i.e. farm to markets with assured and additional income to the farmers. For example in rain fed areas where millets are the main crop, States can devise a model where farmers groups (Farmer Producer Organizations-FPOs) can be encouraged to grow millets under crop development scheme, Millets Development Directorate of Indian Council of Agriculture Research (ICAR) can provide technology for value addition (breakfast cereal, biscuits, noodles, pasta, rawa making machines etc) to the millet growers and companies like Britannia and ITC/ private individual entrepreneurs can be roped in for marketing

of the value added products. The guidelines of Private Public Partnership for Integrated Agriculture Development (PPP-IAD) provided (**Appendix-C**) under RKVY-RAFTAAR can be followed by states for developing these kind of projects that ensure definite additional income to farmers. States can consider the value chain models developed by the Indian Council of Agriculture Research (ICAR) under National Innovation Agriculture Projects (NIAP) for developing projects under this component. States can also dovetail schemes in value chain development. For example, production of cereals/ coarse cereals & millets/ horticulture crops could be encouraged under production oriented schemes like National Food Security Mission, Mission for Integrated Development of Horticulture etc. and the value addition, marketing component can be proposed under RKVY-RAFTAAR. Similar kind of dovetailing is suggested for other sector such as animal husbandry, fisheries, dairy, sericulture etc.

4.2 C Regular RKVY-RAFTAAR-flexi funds:

States are free to utilize these funds i.e.20% (of 70%) as per their local needs preferably for innovative activities in agriculture and allied sectors. An illustrative list regarding activities which may be taken up under production

component of this stream is given at **Appendix- D.**

4.3 RKVY-RAFTAAR (Special Sub-

Schemes): This will comprise of sub-schemes based on national priorities as notified by the Govt. of India from time to time. The inter-se allocation of funds across various components should suitably incentivize micro irrigation, post-harvest management and immediate attention to districts which are prone to drought and are predominantly rainfed. States that are moving towards liberalization and market reforms in agriculture including the adoption of the model APML Act, 2017 as well as removal of felling and transit restriction in agro forestry may be incentivized by giving priority to proposals from such States. In the event of Government of India not declaring any special sub-scheme in a year (or not continuing sub-schemes of previous years) or the aggregate amount earmarked for such special sub-schemes falling short of 20% of the RKVY-RAFTAAR budgetary allocation for the year, the remaining amount will be allocated to regular RKVY funds.

4.4 Innovation and agri-entrepreneur development:

- 1) This fund will be utilized for creating end to end solution for agri-entrepreneurs through

skill development and financial support for setting up agri-enterprises. The activities of the cell can be specified as follows:

- Support public/ private incubation centers - for infrastructure, mentoring of agri-entrepreneurs
- Support to public/private institutions (state, national, international) KVKs involved in agribusinesses training and skill development
- Financial support to incubatees / individual youth / farmers/ FPOs with innovative ideas for setting up of agri businesses that will benefit farmers-empowerment of small and medium Agri entrepreneurs
- Awards to entrepreneurs, holding competitions etc.

4.5 Details of the innovation model along with its guidelines shall be issued separately. Administrative costs to the tune of 2% will be utilized for UTs budget, engagement of consultants, monitoring & evaluation activities, publicity activities, conducting studies. The amount will also be used for Information Education Communication (IEC) on various agri schemes for the benefit of farmers towards improvement of their production and income by States and the Government of India.

4.6 Promotion of Farmer Producer Organizations (FPOs) under RKVY RAFTAAR:

- (i) Guidelines: SFAC has been mandated by DAC & FW, Ministry of Agriculture & Farmers Welfare to support the State Governments in the promotion of FPOs. Guidelines for FPOs are placed on the website of RKVY and may be utilized to promote FPOs under all streams of RKVY-RAFTAAR.
- (ii) Formation: Formation of FPOs has been supported through the scheme “Vegetable Initiative for Urban Clusters (VIUC)” and Integrated Development of 60,000 Pulse Villages in Rainfed areas, whereby FPO projects has been taken up by some State Governments under general RKVY funds. Funds for formation and strengthening of FPOs & projects under FPOs may be taken up under RKVY –RAFTAAR for the period 2017-18 to 2019-20. However, no duplication with other schemes should be made.
- (iii) Subsidy: Subsidy pattern for FPOs should be as per the existing schemes and their norms.
- (iv) To enhance the farmer’s income, the FPOs having 500 or above number of farmers may be supported under RKVY-RAFTAAR. Further, FPOs may also be

promoted in the less populated areas/districts of the State.

4.7 Cost Norm & Pattern of Assistance:

Activities/components proposed under RKVY-RAFTAAR especially under Infrastructure & Assets stream are generally covered under various ongoing schemes / programmes of Central Government viz. Deptt. of Agriculture, Cooperation & Farmers Welfare, Deptt. of Animal Husbandry, Dairying & Fisheries, Deptt. of Land Resources, Ministry of Water Resources, Ministry of Food Processing Industries, Ministry of New & Renewable Energy, Ministry of Rural Development etc. Technical requirements / standards and financial norms (cost norms and pattern of assistance) etc. for these activities/components that have been specified in various schemes/programmes will also be applicable for RKVY-RAFTAAR. In the absence of such criterion in respect of any component in Central Plan Scheme, norms and conditions prescribed by respective State Governments for their schemes may be applied. In cases where no Central / State Govt. norms are available, a certificate of reasonableness of the proposed project cost along with reasons thereof will invariably be given by State Level Project Screening Committee (SLPSC) in each such case. For infrastructure and assets projects, 100% assistance is provided if these are in

public sector as also in the PPP mode. Otherwise for private sector infrastructure projects, the assistance is 50%. For production oriented components (either under value addition linked production or flexi funds), the assistance will continue to be 25% of the project cost under RKVY-RAFTAAR. States may refrain from undertaking activities/components as illustrated in **Appendix- E**.

4.8 District Agriculture Plans and State Agriculture Plans(DAP/SAP):

Several States/UTs have already prepared comprehensive district and State agriculture plans for XII Plan, which should be revised and updated appropriately for implementing RKVY-RAFTAAR during currency of Fourteenth Finance Commission keeping in view modification proposed for the plan period and emerging needs of the State. DAP shall not be the usual aggregation of existing schemes but would aim at moving towards projecting the requirements for development of Agriculture and allied sectors of the district. These plans will present the vision for Agriculture and allied sectors within the overall development perspective of the district. DAP's would also present their financial requirements in addition to sources of financing the agriculture development plans in a comprehensive way. DAP will include

animal husbandry and fishery development, minor irrigation projects, rural development works, agricultural marketing schemes and etc. keeping in view the natural resources and technological possibilities in each district. District level potential linked credit plans (PLP) already prepared by the National Bank for Agriculture and Rural Development (NABARD) and Strategic Research and Extension Plans (SREP) developed under the Agricultural Technology Management Agency (ATMA) etc. may be referred for revision of DAPs. It should also be ensured that the strategies for convergences with other programmes as well as the role assigned to the Panchayati Raj Institutions (PRIs) are appropriately incorporated in DAPs. States may also engage consultants/consulting agencies to revise / update DAPs and SAP.

4.9 Each State will also have a comprehensive State Agricultural Plan (SAP) for the remaining period of the Fourteenth Finance Commission by integrating the District Plans. SAPs will invariably have to indicate resources that can flow from the State to the districts.

4.10 Several States/UTs have already prepared comprehensive district and State agriculture plans for XI & XII Plans, which should be revised and updated appropriately for implementing RKVY-RAFTAAR during 2017-18 to 2019-20 keeping in view

modification proposed for the period and emerging needs of the State.

4.11 Revision and updating of SAPs could be a two-way process. Firstly, State nodal department (or Agriculture Department) could get DAPs revised in the first instance to ensure that priorities of the State are properly covered in the district plans. States should, at this stage of scrutiny, ensure that requirements of districts and priorities of the State are appropriately captured and aligned in DAPs. Alternately, State Nodal Agency could communicate to the districts in the first instance, the State's priorities that ought to be reflected in the respective district plans and the districts may incorporate these in their updated district plans.

4.12 Preparation/revision of the DAPs is an elaborate, exhaustive and iterative process and care needs be taken by the State nodal department and district agriculture department in ensuring that these plans cover the entire gamut of agriculture & allied sectors.

4.13 State Agriculture Infrastructure Development Programme (SAIDP): Each State will be required to prepare a SAIDP in a manner similar to that of DAPs and SAPs for identifying a shelf of projects for RKVY-RAFTAAR (Infrastructure & Assets) stream. SAIDP should ideally be a consolidation of

requirement of infrastructure identified in DAPs and SAP.

4.14 State Planning Department will provide revised/updated SAP and SAIDP to Department of Agriculture (DAC) and Niti Aayog as a part of the State's annual State Plan exercise.

5. Project Screening and Approval Committees:

5.1 State Level Project Screening Committee (SLPSC): A State Level Project Screening Committee (SLPSC) will be constituted by each State for screening RKVY-RAFTAAR project proposals, which will be headed by the Agriculture Production Commissioner or any other officer nominated by the Chief Secretary. Other members of the SLPSC would be decided by the State Chief Secretary. SLPSC will screen all project proposals for ensuring conformity with RKVY-RAFTAAR guidelines and that they flow from SAP/DAP/ SAIDP besides being consistent with technical requirements / standards and financial norms (cost norms and pattern of assistance) etc. in respect of components that have been specified in relevant Central Government/State Government schemes.

5.2 SLPSC will also screen all Detailed Project Reports (DPRs) prepared by various

departments for their suitability, linkage to SAP, DAP and SAIDP and its adherence to the RKVY-RAFTAAR guidelines. Before recommending projects to SLSC, SLPSC will further examine and ensure that –

- Funds available under other schemes of the State Government and / or Government of India for the proposed projects have been accessed and utilized before projects are brought under the RKVY-RAFTAAR umbrella;
- RKVY-RAFTAAR projects/activities should not create any duplication or overlapping of assistance /area coverage vis-à-vis other schemes/programmes of State/Central Government;
- RKVY-RAFTAAR funds are not being proposed as additional or ‘top-up’ subsidy to other ongoing schemes/programmes of State/Central Government;
- At least 25% of the total value of projects have emanated from Comprehensive District Agriculture Plan (CDAP) and have been approved by the District level Panchayati Raj Institutions (PRIs) so that field level gaps are correctly addressed;
- State Agriculture Infrastructure Development Programme (SAIDP) has been prepared; detailed project reports (DPRs) include provision for monitoring and evaluation;

- For research projects proposed under RKVY-RAFTAAR, clearance of Indian Council of Agriculture Research (ICAR) has been obtained; for animal husbandry projects Department of Animal Husbandry, Dairying & Fisheries, has agreed;
- Convergence with other State/Central Schemes has been attempted;
- Recommended projects ensure adequate allocation to allied sectors including Farmer Producer Organizations (FPO) and projects on PPP mode should also be promoted and established.

5.3 State Level Sanctioning Committee

(SLSC): A State Level Sanctioning Committee (SLSC) headed by the Chief Secretary of the State is vested with the authority to sanction specific projects recommended by the SLPSC under each stream of RKVY-RAFTAAR in a meeting attended by representatives of the Government of India also. SLSC will comprise of all Departmental Heads, Directors of concerned Directorates, State Agriculture University (SAU), with Secretary (Agriculture) as the Member Secretary and representatives of NITI Aayog, Department of Agriculture, Cooperation & Farmers Welfare, Department of Animal Husbandry, Dairying & Fisheries, etc. The composition of SLSC is at **Appendix-**

G. The quorum for SLSC meetings would not be complete without the presence of at least one representative from the Government of India. SLSC will normally approve projects equal to the amount of allocation of the State under RKVY-RAFTAAR. Under no circumstance, will SLSC approve projects for more than 150% of the allocation of the State under RKVY-RAFTAAR for funding in a year (also taking into account cost to be incurred in the year concerned for multi-year infrastructure projects). In case projects with outlay higher than the allocation of the State are approved by SLSC, priority will be indicated in the Minutes of the SLSC meeting *inter-alia* specifying costs and physical & financial targets that will be taken up for implementation during the year limited to the ceiling of total allocation of funds to the State for the year. In case of projects having implementation period spanning more than one financial year, year-wise phasing of expenditure and targets/milestones to be achieved will be specifically mentioned in the minutes of the SLSC meetings. A summary of projects approved by SLSC should be given by the State in the format as at **Appendix-I**

5.4 SLSC will also be responsible for proper implementation and monitoring of each project sanctioned by it under each stream of RKVY-

RAFTAAR; Reviewing implementation of the schemes' objectives and ensure that the projects/schemes are implemented in accordance with the guidelines laid down; Ensuring that no duplication of efforts or resources takes place; Initiating evaluation studies from time to time, as may be required. It will also be the responsibility of SLSC to ensure that all extant procedures and instructions of the Government of India besides the RKVY-RAFTAAR scheme guidelines are followed so that the expenditure incurred on implementation of the projects is the barest minimum with due concern for economy in expenditure and also in conformity with the canons of financial propriety, transparency and probity.

5.5 It will also be the responsibility of SLSC to ensure that while selecting beneficiaries under any project of RKVY-RAFTAAR, adequate coverage of small and marginal farmers, Scheduled Castes, Scheduled Tribes and women and other weaker segments of society is ensured so that the benefits of implementation of a particular project or the scheme as a whole accrue to the intended beneficiaries in accordance with guidelines and policies of the Government. Since the Scheduled Caste Sub Plan (SCSP) and Tribal Sub Plan (TSP) have been included from 2017-

18, States are mandated to ensure that benefits of the scheme go to the intended beneficiaries. In addition, SLSC shall also ensure that Farmer Producer Organizations (FPO) are given desirable support in RKVY projects. SLSC shall meet as often as required but shall meet at least once in a quarter.

6 Preparation & Sanctioning of Projects:

6.1 Detailed Project Reports (DPRs): RKVY-

RAFTAAR is a project-based scheme. Thus, Detailed Project Reports (DPRs) shall have to be prepared in the format provided to the states (**Appendix-F**) for each of the RKVY projects incorporating all essential details i.e. feasibility studies, competencies of the implementing agencies, anticipated benefits (outputs/outcomes) that will flow to the farmers/ State, definite time-lines for implementation etc. In case of large projects costing more than Rs. 25 crore, DPRs should be subjected to third party 'techno-financial evaluation' and circulated well in advance to concerned Central Ministries for obtaining comments/observations.

6.2 DPRs for all projects relating to agriculture, animal husbandry, dairying and fisheries etc., should certify that there would be no duplication of funding and/or taking up similar activities as in other Plan schemes of Central/State Government. DPRs should

clearly indicate the year-wise physical & financial targets proposed under each project. It will be permissible for the States to initiate specific projects with definite time-lines, and clear objectives for Agriculture and allied sectors excluding forestry and wild life, and plantations (i.e., Coffee, Tea and Rubber). Farmer-centric activities in the forestry sector may be taken up after the consent of the centre.

6.3 Agriculture Department, the Nodal Department at the State level will place RKVY-RAFTAAR project proposals before the State Level Project Screening Committee (SLPSC) which shall, after due consideration, place appropriate and adequately scrutinized project proposals before the State Level Sanctioning Committee (SLSC) for approval.

7. Planning & Implementation of RKVY-RAFTAAR: Agriculture Department of the State shall be the nodal department for the implementation of the scheme. For administrative convenience and ease of implementation, State governments may identify, or create an exclusive agency for implementing the scheme on a fast-track basis. Even where such an Agency is created/designated, the entire responsibility of ensuring proper implementation of RKVY-RAFTAAR rests with the Agriculture

Department of the State. In a situation where the States notify a Nodal agency, the costs of running the agency, will have to be met from within the 2% limit of allocation under RKVY-RAFTAAR (excluding special schemes) States may supplement any administrative expenditure in excess of the 2% limit, from their own resources.

7.1 The Agriculture Department / nodal agency will be responsible for the following:-

- Preparing State Agriculture Plan (SAP) & State Agriculture Infrastructure Development Programme (SAIDP) and ensuring the preparation of the District Agriculture Plans (DAPs).
- Effective coordination preparation and appraisal of projects, implementing, monitoring, and evaluation with various Departments and implementing Agencies.
- Management of funds received from the Central, and State Governments and disbursement of the funds to the implementing agencies.
- Furnishing of utilization certificates and quarterly physical & financial progress reports to the Department of Agriculture, Cooperation & Farmers Welfare. Effectively utilizing and regularly updating web enabled IT based RKVY Management Information System (RKVY-MIS).

7.2 The State Level Nodal Agency will forward SLSC meeting notice along with agenda and project details to Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW) so as to reach at least 20 days prior to the meeting of SLSC to enable Government of India's representatives to prepare in advance and to participate meaningfully in the SLSC meeting. Once the agenda is received in DAC&FW, states need to present the project proposals in the meeting conducted by DAC&FW for finalization of comments prior to SLSC. During SLSC meeting, the Chairman should take the comments of DAC&FW into consideration before approving/modifying/ rejecting projects. Once the projects are sanctioned by SLSC, DAC&FW will release funds to the State Government only. As envisaged in National Policy for Farmers (2007) (para 11-viii), Panchayati Raj Institutions (PRI) should be actively involved in implementation of RKVY especially in selection of beneficiaries, conducting social audit etc. Recommended activity mapping for effective devolution of funds, functions and functionaries to Panchayati Raj Institutions (PRIs) is at **Appendix- J.**

8. Release of Funds: 50% of the RKVY-RAFTAAR annual allocation will be released

as first installment to the State, upon the receipt of the minutes of SLSC approving implementation of new projects and/or continuation of ongoing projects during the current financial year along with lists of projects approved and their entry in RKVY Database (RDMIS). In case, total cost of approved projects is less than the annual outlay, funds to the tune of 50% of approved project cost will be released. Release of the second and final installment of 50% would be considered on fulfillment of the following conditions:

- a) 100% Utilization Certificates (UCs) for the funds released upto the previous financial year;*
- b) Expenditure of at least 60% of funds released in the first installment during the current year; and*
- c) Submission of performance report in terms of physical and financial achievements as well as outcomes, on a quarterly basis, within the stipulated time frame in the specified format. Entry of physical & financial progress in RDMIS is also a must.*

If a State fails to submit these documents within a reasonable period of time, the balance funds may be re-allocated to better performing States. The Nodal Agency shall ensure that Project-wise accounts are maintained by the Implementing Agencies and are subjected to the normal process of

Statutory Audit. Likewise, an inventory of the assets created under RKVY-RAFTAAR Projects should be carefully maintained and assets that are no longer required should be transferred to the Nodal Department, for its use and redeployment where possible. Central assistance will be released as per the approved mechanism of the Ministry of Finance. Nodal Agency/Department should ensure that the Central Assistance released under the Scheme is utilized in accordance with the approved State and District Plans. Since the amounts of the second and final installment of the allocation will depend upon the progress of utilization of funds, States should ensure that funds released are utilized promptly and properly and progress reports are sent to DAC&FW at the earliest. Non-utilization of central assistance will hinder further release of funds. The format for Utilization Certificate is at **Appendix- H**.

9. Administrative Expenses & Contingencies: The State is permitted to use upto 2% of its total RKVY-RAFTAAR funds (excluding funds allocated under RKVY sub-schemes) for incurring administrative expenditure that includes payment to consultants, recurring expenses of various kinds, staff costs, etc. However, no permanent employment can be created nor can vehicles

be purchased. DAC&FW may retain a proportion of 2% of the RKVY-RAFTAAR funds (including RKVY sub-schemes) at the Central level for releasing grants in aid to UTs, engagement of consultants, monitoring and evaluation activities, publicity, conducting studies and Information Education Communication on various schemes. The Nodal Agency is authorized to hire consultants/consulting agencies to prepare DPRs and up to 5% of the funds in the stream can be utilized for the preparation of DPRs.

10. Timelines: As far as possible, the following timelines shall be adhered to by the Centre and States.

- Project Screening By SLPSC – December
- SLSC Agenda to be sent to RKVY Division in DAC&FW - 1st Week of January
- A meeting in DAC&FW prior to SLSC meeting to discuss Agenda/project proposal of Individual States - January and February
- Intimation of Ministry's Comments To States –February
- SLSC Meeting- First Week of March
- SLSC Minutes to RKVY Division- Last Week of March
- 1st instalment Releases- April-May
- UCs, progress report submission, MIS updation- end of September-October
- 2nd instalment release - October onwards.

11. Monitoring & Evaluation:

a. RKVY-Management Information System

(RKVY-MIS): DAC&FW has put in place a web-based Management Information System (MIS) for RKVY to collect essential information related to each project. States will be responsible for timely submission/updating project data online in the system (preferably on a fortnightly basis), which has been designed to provide current and authenticated data on outputs, outcome and contribution of RKVY projects in the public domain (<http://www.rkvy.nic.in>). As RKVY-MIS report shall be the basis of 'on-line monitoring' and judging 'Inter-State performance', States may establish a dedicated RKVY-MIS cell for this purpose.

- b.** Geotagging of assets initiated in 2016-17 is to be continued and states should geotag assets at the beginning, middle and completion of the asset creation. Twenty five percent (25%) of the projects sanctioned by the State each year under regular RKVY-RAFTAAR and its Sub-schemes shall have to be compulsorily taken up for third party monitoring and evaluation by the implementing States. Action plan for monitoring and evaluation will be decided by the SLSC every year in its first meeting based on project cost, importance of the project etc. preferably covering all sectors. The State Government will be free to choose

any reputed agencies for conducting the monitoring and evaluation work in their States. Requisite fees/cost towards monitoring & evaluation will be met by the State Government from the 2% allocation retained by them for administrative expenses. At Government of India Level, Department of Agriculture, Cooperation & Farmers Welfare will conduct concurrent evaluation, mid-term and end-term evaluation of the scheme by a suitable 3rd party. The performance of the States will be reflected in the Outcome Budget document of this Ministry. Provision for Project Management teams consisting of consultants, technical assistants at the centre, state and district levels for monitoring of projects can be done from 2% RKVY-RAFTAAR administrative expenses funds.

- 12. Convergence:** Since RKVY-RAFTAAR is mandated to fill the gaps wherever existing in the field, it is essential to encourage convergence with schemes like Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Swarnajayanti Gram Swarojgar Yojana (SGSY) and Backward Regions Grant Fund (BRGF). States shall also

ensure convergence with other Central Schemes of Ministry of Agriculture & Farmers Welfare (e.g. Department of Agriculture, Cooperation & Farmers Welfare and Department of Animal Husbandry, Dairying and Fisheries & Department of Agriculture Research & Education) and other relevant Ministries/Departments viz., Ministry of Food Processing Industries, Ministry of New and Renewable Energy, Department of Land Resources, Ministry of Rural Development, Ministry of Water Resources etc. Ministry of Panchayati Raj shall also be appropriately consulted for ensuring that local/Panchayat level requirements are adequately addressed in District Development Plans.

13. Changes in the RKVY-RAFTAAR:

Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Govt. of India may effect changes in the RKVY-RAFTAAR guidelines, other than those affecting the financing pattern as the scheme evolves, whenever such changes are considered necessary.

- 14.** These guidelines are applicable to all the States and Union Territories.

Inter State Allocation of the funds under RKVY-RAFTAAR

Inter-State allocation of RKVY-RAFTAAR funds will be based on the following parameters and weights:

| Sl. No. | Criteria/Parameters | Weightage |
|----------------|--|------------------|
| 1 | <i>Percentage share of net un-irrigated area in a State to the net un-irrigated area of all States.</i> | 15% |
| 2 | <i>Percentage of small and marginal farmers in the state compared to total number of small and marginal farmers in the country.</i> | 20% |
| 3 | <i>Moving averages of the increase in plan expenditure in agriculture & allied sectors including animal husbandry, fisheries etc. in the previous 3 year period.</i> | 30% |
| 4 | <i>Average Gross State Value Added (GSVA) in agriculture and allied sectors in the last 3 years.</i> | 20% |
| 5 | <i>Percentage of youth population in the state compared to total youth in the country.</i> | 5% |
| 6 | <i>Inverse of Yield gap between state average yield and potential yields as indicated in the frontline demonstration data.</i> | 10% |

2.0 Ministry of Agriculture & Farmers Welfare could modify above criteria/weights depending upon new parameters becoming relevant in future.

3.0 Expenditure which should be excluded for the purpose of parameter No. 3 concerning expenditure on agriculture and allied sectors are:

- (a) *Expenditure on output subsidies such as that relating to food subsidy, subsidy for procurement of milk, bonus on procurement of food grains and other crops, etc.;*
- (b) *Expenditure on Civil Supplies and Public Distribution System. However, expenditure on creation of storage and warehouse for agriculture purposes will be considered for the purpose of Parameter 3;*
- (c) *Expenditure on interest subvention, electricity or diesel subsidy etc.;*
- (d) *Debt relief or other one time relief to farmers;*
- (e) *Irrigation except as included in para-4 c below.*

4.0 Certain expenditure which is directly related to the development of agriculture sectors may be allowed in the expenditure on agriculture and allied sectors for the purpose of Parameter 3;

- a) Expenditure on watershed development including State's share on Integrated Watershed Management Programme (IWMP);*
- b) Plan and non-plan expenditure on agriculture and allied sectors;*
- c) Plan expenditure on Minor Irrigation & Command Area Development; and*
- d) Expenditure incurred on agriculture and allied sectors out of the funds devolved for the decentralized district planning units or to the autonomous regional/sub-regional development councils set by the States such as Bodoland Territorial Council, etc.*

Illustrative List of Projects that can be funded under RKVY-RAFTAAR (Infrastructure & Assets)

| Sl. No | SECTOR | DESCRIPTION OF INFRASTRUCTURE |
|--------|---|--|
| 1. | Horticulture | Nurseries |
| | | Tissue Culture Labs/Units |
| | | Creation of water resources (Community tanks/Farm ponds/on farm water resources with plastic/RCC lining/water storage structures) |
| | | Creation of value resources and protected cultivation (Green House/ Poly House/Shade Net House infrastructures) |
| | | Sanitary and phyto sanitary infrastructure |
| | | INM/IPM infrastructure such as Disease Forecasting Units, Plant Health Clinics, Leaf/Tissue Analysis labs, Bio-control laboratories |
| | | Certification of Gap (Good Agricultural Practices) including infrastructure |
| | | Vermi compost units |
| | | Controlled atmosphere storage, staging cold room |
| | | Cold storage/pre cooling/refrigerated van, cold chain infrastructure |
| | | Ripening/Curing chamber |
| | | Evaporative/low energy cool chamber (8 MT) |
| | | Primary/minimal processing units |
| | | Terminal/wholesale/Rural market |
| | | Functional infrastructure for collection, sorting, grading, packing etc. |
| | | Preservation Units (low cost), Warehouse |
| | | Low cost Onion/Garlic storage, Pusa zero energy cool chamber |
| | | Horticulture mechanization (Tractor & Power tillers are not allowed) |
| | | Marketing infrastructure for horticulture produce |
| | | Pack house, Reefer Vans |
| | | Infrastructure related to Horticulture produce processing as per Ministry of Food Processing Industries (MoFPI) guidelines. |
| 2. | Natural Resources Management | Soil & Water conservation activities (Terracing, Gully Control Measures, Spill Ways, Check Dams, Spurs, Diversion Drains, Protection Walls etc.) |
| | | Reclamation of problem Soils (Acid/Alkali/Saline/Ravine/Water logged). |
| 3. | Pest Management & Pesticide quality control | Labs for production of bio-control agents |
| | | State Pesticide Residue Testing Labs |
| | | State Pesticide Testing Labs |
| | | Bio-Pesticide Testing Labs |
| | | Seed Treatment drums & chemicals |
| 4. | Soil Nutrient Management | Setting up of new soil testing laboratories. |
| | | Strengthening of existing soil test laboratories with micro-nutrient testing facilities. |
| | Fertilizers | Setting up of new fertilizer Quality control Laboratories (FQCLs). |

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| | | Strengthening of existing FQCLs. |
| | Bio Fertilizers/Organic Farming | Setting up of State of art liquid/carrier based Bio fertilizer/Bio pesticide units; |
| | | Setting up of Bio-fertilizers & Organic Fertilizer Quality Control labs (BOQCL) |
| | | Strengthening of BOQCL. |
| | | Setting up of mechanized Fruit/Vegetable market waste/Agro waste compost production unit. |
| | | Setting up of Input production unit. |
| | | Promotion of Organic Inputs on farmer's field (Manure, Vermi- compost, Bio- fertilizers, Liquid/Solid, Waste Compost, Harbal extracts etc). |
| | Integrated Manure Management | Liquid Bio-fertilizer consortia (Nitrogen fixing/phosphate solubilizing/potassium mobilizing bio- fertilizer). |
| | | Liquid Bio-pesticides (Tricghoderma viridae, Pseudomonas, Fluorescence, Matarhizium, Beaviourie bassiana, Pacelomyces, verticillium). |
| | | Phopphate Rich Organic Manure (PROM). |
| | | Vermi- compost |
| 5. | Animal Husbandry | Semen collection and Artificial Insemination(AI) Units/Production Center |
| | | Breeding farms |
| | | Dispensaries/Hospitals for treatment of Animals |
| | | Vaccine Production Unit |
| | | Diagnosis Labs, including Mobile Units |
| | | Animal Ambulance |
| | | Cold Chain for storing and transportation of frozen Semen |
| | | Tractor fitted with Fodder Block Machine |
| | | Carcass rendering Plant to collect the fallen animals for processing/utilization in scientific manner |
| | | Modernization of animal slaughter houses* and markets for livestock /livestock products |
| | | Establish/Strengthening of Cold Chain Infrastructure for storage of Veterinary Biological. |
| | | Establishment/Strengthening of Check post/Quarantine camps for restriction of animal movement, strengthening of animal disease reporting system. |
| | Dairy | Milk Collection Centers and Infrastructure : |
| | | Purchase of milking machines (single/double bucket) |
| | | Setting up of milk chilling/bulk milk cooling centres (BMC) along with automatic milk collection units (AMC) |
| | | Setting up/modernization/strengthening of milk processing units |

| | | |
|----|----------------------------|---|
| | | Strengthening /expansion of cold storage facility for milk and milk product |
| | | Purchase of insulated/refrigerated transport vehicles |
| | | Setting up of milk parlor/milk booth |
| | | Strengthening of lab facility in milk chilling/milk processing unit |
| | | Establishment of cattle feed storage godown |
| | | Establishment/strengthening of cattle feed plant |
| | | Establishment of cattle shed for milch animals |
| | | Setting /strengthening of ETP at milk chilling/milk processing unit |
| | Fisheries | Fish Ponds/Reservoirs |
| | | Fish seed Hatcheries |
| | | Marketing infrastructure |
| | | Mobile Transport/Refrigerated vans |
| | | Cold Storage & Ice Plants |
| 6. | Marketing and Post-Harvest | Fruits & Vegetable Markets/Distribution Centres |
| | | Market Infrastructural Facilities, including Agricultural Produce Market Committees (APMC) |
| | | Construction of Specialized Storage Facilities like Onion Storage Godowns |
| | | Electronic Trading including Spot and Futures Markets and E-auctioning |
| | | Farmers Service Centres |
| | | Food Grain Procurement Centres |
| | | E-Kisan Bhawans / Internet Kiosks |
| | | Grading including grading line |
| | | Quality Control |
| | | Packing |
| 7. | Seeds | Seed Testing Labs |
| | | Seed Processing Facilities |
| | | Seed Storage Godowns including Dehumidified Refrigerated Seed Storage Godowns |
| | | Seed Certification Agencies and Certification Infrastructure |
| | | Seed Multiplication Farms |
| 8. | Agriculture Mechanization | Custom Hiring Centers for Agricultural Equipment |
| | | Agriculture Machines Testing Centers |
| | | Establishment of Hi-tech hubs for Custom Hiring. |
| | | Establishment of Post-Harvest Technology Units for Primary Processing and Value Addition. |
| | | Use of Solar Energy in Agriculture i.e. Solar pump sets, Solar dryers, solar energy in green house etc. |
| | | Development of Modern Farms of agricultural mechanization at Govt./SAUs level for demonstration |
| | | Training, Demonstration, Distribution of agricultural machinery and |

| | | |
|-----|--------------------------|---|
| | | establishment of custom hiring centers for Straw Management. |
| 9. | Agricultural Extension | Kisan Call Centres |
| | | ATMA Infrastructure at State, District and Block level as per following details: <ol style="list-style-type: none"> 1. State Level: Support for creating essential infrastructure at State Agriculture Management Extension Training Institutes (SAMETIs). 2. District level: Support for creating separate building for District ATMA to operate extension related activities within the district effectively. 3. Block level: Support for creating essential infrastructure for the Block ATMA cell for convening regular meetings of BTT, BFAC and offices for BTMs/ATMs. |
| | | Knowledge / Technology Resource Centres |
| | | Community Radio Station (CRS) |
| | | SAMETI Infrastructure |
| | | Skill Development in Agriculture: Organization of National Skills Qualifications Framework (NSQF) compliance Skill Development courses developed by Agriculture Skill Council of India (ASCI), of minimum 200 hrs duration for fresh entrant, Reskilling courses and assessment of candidates through Recognition of Prior Learning (RPL) process prescribed by Ministry of Skill Development & Entrepreneurship (MSDE) / ASCI for the farmers, farm women, Rural youth. These courses are to be organized by institutes of DAC & FW, DAHD & F, ICAR institutes, SAUs, KVKs and SAMETIs and institutes under State Agriculture & allied Departments. Funding for organization of Skill Development workshops, bringing out of short films/ media publicity for promotion of skill development, carrying out of skill gap analysis study, impact analysis study and handholding support etc. |
| | | |
| 10. | Credit & Cooperation | Use of Aerial Vehicle (UAV/DRONE) for assessment of cropped area, crop losses, crop health monitoring etc. |
| | | Set up and maintenance of Automatic Weather Stations (AWSs)/ Automatic Rain Gauge Stations (ARGs) for Pradhan Mantri Fasal Bima Yojana (PMFBY)/Restructured Weather Based Crop Insurance Scheme (RWBCIS). |
| 11. | Agriculture Research | Research Infrastructure |
| | | Strengthening of KrishiVigyan Kendras (KVKs) |
| 12. | Minor / Micro Irrigation | Shallow Wells & Dug Wells |
| | | Tube Wells (<i>except in dark/grey /critical zone identified by Central Ground Water Board</i>) |
| | | Percolation & Minor Irrigation Tanks |
| | | Farm Ponds |
| | | Field channel |
| | | Piped Water Conveyance System |
| 13. | Fodder & Feed | Infrastructure for sapling / slice of Fodder yielding plants / grasses. |

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|--|---|
| | Strengthening & Development of Infrastructure of State/ Milk Federation/ SAUs/ Veterinary University Farms for fodder seeds & fodder production, training & demonstration |
| | Infrastructure for Fodder Demonstrations for Livestock based farming system approach |
| | Establishment of Silage making units |
| | Fodder Blocks making unit with Fortified Maize Stovers/ paddy straw |
| | Bailing machines for harvested crops / plant residues |
| | Hand driven chaff cutters |
| | Power/diesel/solar driven chaff cutters |
| | Strengthening & Development of Infrastructure of State / Milk Federation/ SAUs/ Veterinary University Farms for fodder seeds & fodder production, training & demonstration |
| | Infrastructure for Azolla production |
| | Setting up of Fodder Banks/ depots and silos |
| | Rejuvenation for Forage production from Wasteland/ Gauchar/ Rangeland/ grassland / non-arable land / Rivers basin, drainage line, degraded mining land, watershed catchments area / canal embankments / Forest fringe involving NGOs/ private players/Sheep /Goat Societies |
| | Infrastructure for hydroponic fodder as commercial activity |
| | By –Pass Protein Production Unit |
| | Setting up of high capacity Fodder Block Making & enrichment units, tractor mountable Fodder Block Making units/ Hey Bailing Machine/ Straw Reaper/ Forage Harvester Reaper. |
| | Infrastructure for area specific mineral mixture plants/units |
| | Feed making and processing units |
| | Feed pelleting units, |
| | Infrastructure for establishment modernization of Feed testing laborator |
| | Modernization of feed making and processing units. |

*Extant norms of Ministry of Food Processing Industries, Govt. of India / Dept. of Animal Husbandry, Dairying & Fisheries, Ministry of Agriculture, Govt. of India will apply.

Note:

1. The above illustrative list of projects is indicative and not exhaustive.
2. Food processing units, especially those industries which get assistance under various schemes of the MoFPI, should not be eligible for assistance under RKVY.
3. State specific research projects through SAUs/ICARs in any area of agriculture and allied sectors may be undertaken under Production Growth stream only.
4. Infrastructure and Assets stream emphasizes promoting group approach for subsidies. Accordingly, level of subsidies in the case of unspecified projects should be kept to the minimum for higher coverage of beneficiaries/ areas.
5. State should form of stakeholders' groups/organizations involving them in planning, execution and future maintenance of the created assets.

Framework for supporting Public Private Partnership for Integrated Agriculture Development (PPPIAD) under RKVY-RAFTAAR

A Scheme for facilitating large scale integrated projects, led by private sector players in the agriculture and allied sectors, with a view to aggregating farmers, providing additional income to farmers and integrating the agricultural supply chain, with financial assistance through RKVY-RAFTAAR under the direct supervision of State Governments, supported by National Level Agencies.

Background and Rationale

The agricultural produce landscape in India is undergoing significant and rapid change. This is primarily led by changing consumer demand preferences, as rising incomes rearrange the contents of the household food basket in both urban and rural India. Concern for food safety, traceability and assured year-round availability of quality agri produce at reasonable prices are demands which have emerged at the top of the supply chain. Organized retail is doubling its share every three years or so and is likely to play an increasingly important role in influencing the nature of agricultural markets in the coming decade. Traditional production and supply arrangements are unlikely to prove adequate in meeting the challenges posed by these two major developments.

Agriculture GDP is heavily weighted in favour of high value produce like horticulture, animal husbandry, dairy, poultry and fish products. Recent evidence suggests that this segment is increasingly favoured by small and marginal producers as it is labour intensive, offers quicker returns and can engage a higher proportion of women (especially dairy activities). Thus there appears to be immense potential to leverage high returns from non-cereal sub sectors, especially for small producers. This fits well with the vision of Hon'ble Prime Minister for doubling of farmers' income by 2022.

However, several hurdles need to be overcome to reach these highly desirable goals. For one, 85% of operational land holdings in the country are now marginal or small and unless there is urgent intervention in aggregating producers through farmer's institutions, we are unlikely to achieve scale in production and leverage it to the advantage of all stakeholders, especially primary producers. The fragmented agricultural marketing value chain and the large number of intermediaries is another major constraint, leading to wastage, low returns to producers and volatility in availability and prices at the consumer end. Estimates of the wastage of perishable such as fruits and vegetables range from 18-40% but they are undeniably too high and penalize both producers and consumers. The example of AMUL in milk demonstrates the benefits of value chain integration in agricultural produce. Yet, an efficient supply chain for cereals, perishables and other high value agricultural produce is unlikely to materialize unless there is parallel investment in aggregating farmers and farm produce at the bottom end, and strong and direct linkages are created between producers and market players, both for retailing raw produce and processed food.

Finally, the growing demand for quality agricultural products creates an opportunity to reduce risk in agriculture through the integration of producers on the one hand and retailers and processors on the other. While production and price risks are the most obvious areas of attention, the potential to create partnerships between farmer's groups and market players also opens up better links with input suppliers, financial institutions and research bodies. This convergence can lead to better targeting of government expenditures on agricultural subsidies and achieve better outcomes for public policy. Overall, a

collaborative effort between the government, farmers and corporates in agriculture is likely to raise the rate of agricultural GDP growth, thereby directly impacting rural poverty.

In the above scenario, RKVY-RAFTAAR is likely to be a major window of funding during the remaining period of Fourteenth Finance Commission (FFC) (2017-18 to 2019-20) to support integrated agriculture and allied sector projects. However, there were challenges of limitation of technical, administrative and financial capacity at the state level to absorb the growing level of funding support under RKVY. Project monitoring and assessing project outcomes were also areas requiring strengthening. PPPIAD was conceived of as an alternative mode of implementation under RKVY during 12th plan period, using the technical and managerial capabilities of the private sector in combination with public funding, to achieve integrated and sustainable outcomes, as also to achieve value chain integration and additional private investment in agriculture and is proposed to be implemented under RKVY-RAFTAAR during 2017-18 to 2019-20.

Main features of PPPIAD

- Corporates to propose integrated agricultural development projects across the spectrum of agriculture and allied sectors, taking responsibility for delivering all the interventions through a single window. Each project to target at least 500 and above number of farmers, spread over the project life.
- Complete flexibility in design, but ensuring an integrated value chain approach, covering all aspects from production to marketing. Projects can span 2-3 years.
- Average investment per farmer during project must be quantified, though an average of Rs. 1.00 lakh per farmer will be a desirable benchmark. Government support will be restricted to 50% of the overall per farmer investment proposed, with a ceiling of Rs. 50,000 per farmer through the project cycle. The remaining investment will be arranged by the corporate through institutional financing and its own and farmer contributions. All subsidies will be directly routed to farmers or reimbursed to project leaders after verification of asset distribution to farmers.
- Key interventions which must feature in each project are: a) mobilizing farmers into producer groups and registering them in an appropriate legal form or creating informal groups as may be appropriate to the area and Project (joint stock or producer companies, cooperatives, self-help group federations etc.); b) technology infusion; c) value addition; d) marketing solutions; e) project management.
- Financial assistance will be provided by State Governments directly to corporates through the RKVY-RAFTAAR window after the project has been approved by SLSC, subject to a ceiling of Rs. 50,000 per farmer or 50% of the proposed investment per farmer, whichever is lower. Subsidy to farmer for availing mechanization/grading/shade nets etc. could be considered separately as it is a large investment.
- Projects can also be proposed by corporates to State Governments through Small Farmers' Agri-business Consortium (SFAC). This institution has been designated as a National Level Agency for this purpose by Dept. of Agriculture and Cooperation & Farmers Welfare, Govt. of India. SFAC will act as a facilitator to link the project promoter to the concerned State Government. The role of SFAC will be to examine the proposal from a technical viewpoint and thereafter propose it for funding to the concerned State. SFAC will be restricted to being a support agency to facilitate the

process of technical appraisal, coordination and facilitation; it will not be involved in implementation directly or handling funds.

- An independent monitoring agency (like NABARD or other a suitably qualified consultancy firm with no conflict of interest with the particular project it is to monitor) will be appointed by the State Government to closely track the performance of the project and report to all relevant stakeholders in the State and Central government.

Coverage and Scope PPPIAD launched during the 12th Plan is being continued under RKVY-RAFTAAR for the remaining period of Fourteenth Finance Commission (FFC) (2017-18 to 2019-20), whereby State can take up value addition linked production projects that may take care from production to marketing of any agriculture & allied sector activities that specify end to end processes.

Objectives

Main objectives of scheme are:

Augmenting the current government efforts in agricultural development by leveraging the capabilities of the private sector by:

- Addressing all concerns related to production and post-harvest management in agriculture/horticulture and agriculture allied sectors.
- Enhancing production and productivity, improve nutritional security and income support to farmers.
- Promote, developing and disseminating technologies for enhancing production and productivity.
- Assisting states in addressing the entire value chain, right from the stage of pre-production to the consumers table through appropriate interventions.
- Creating employment generation opportunities for skilled and unskilled persons, especially unemployed youth.
- Improving value addition and ensuring farmer's profitability increases.
- Making farming a viable business proposition.
- Improving the delivery and monitoring mechanism under RKVY-RAFTAAR funded projects.

Strategy

To achieve the above objectives, the scheme will adopt the following strategies:

- Companies to submit a Detailed Project Report (DPR), to States directly or SFAC for consideration of SLSC.
- Organize growers into Farmers Association/Groups in every project.
- Identify/select aggregators and enable tie-up with farmers/associations/groups.
- Coordinate with ICAR/SAUs/Private Sector to provide improved varieties of seeds/seedlings and to introduce innovative technologies as required.

- Addressing issues in the credit supply chain with support from NABARD.
- Measures for production and productivity enhancement by adopting improved cultivars, production technologies using precision farming techniques, protected cultivation, micro irrigation etc.
- Primary processing, sorting, grading, washing, packaging and value addition clusters.
- Logistics from farm to market including:
 - ☐ Post-Harvest Management, Storage and Transport infrastructure.
 - ☐ Aggregators for suitable tie ups in the supply-chain.
- Support to these groups to develop warehouses, cold chains, Controlled Atmosphere (CA).

Procedure for Approval and Implementation

Strategy and Roadmap

Companies will identify the regions and develop the project for integrated agriculture development. The strategy & road map formulated by companies should invariably contain information on geography & climate, potential of agriculture development, availability of land, SWOT analysis, and strategy for development and plan of action proposed to be taken to achieve goals in the identified region. The document should focus on adoption of cluster approach for production and linking with available infrastructure, or to be created, for post-harvest management, processing, marketing and export. Growers/farmers would also be entitled for assistance under all schemes of DAC & FW/other departments of Government of India so that these schemes can ensure appropriate synergy and convergence for maximum benefit in the field. Each DPR will also provide a Results Framework Document (RFD), giving clearly verifiable indicators for tracking the progress of the project during its life cycle.

Implementing Agencies

1. Small Farmers Agri-Business Consortium (SFAC).
2. State Government (Agriculture Department)/State level agencies.
3. Private sector partner.

Proposals can be either submitted directly to States or to SFAC at the national level. In either case, the NLA or State Government will examine the project proposal from the viewpoint of suitability to priorities and objectives of the State and the general framework of RKVY-RAFTAAR. If found suitable, the proposal will be forwarded to the SLSC chaired by Chief Secretary for consideration. Based on the approval of the SLSC, the project will be rolled out after an agreement has been signed between the State Government and Project Promoter.

All fund releases will be made directly by the State Government to the concerned private sector Project Promoter, based on satisfactory progress reports. Funding will be in the form of reimbursement of expenditures incurred by the Project Promoter on various approved budget heads, after these have been duly verified by the independent monitoring agency.

A baseline survey to determine the entry level situation and end-of-project survey will also be conducted by the independent monitoring agency to assess the impact of the project intervention. It will further furnish monthly, quarterly and annual progress reports to DAC&FW and the State and operationalize

Information Communication Technology (ICT) enabled Management Information System (MIS) up to grass root level and if need be develop and host its own website.

Scheme Components and Pattern of Assistance

The Scheme will cover all project components in all agriculture and allied sector areas. All farmer related services (i.e. not inputs or hardware) and other interventions leading to productivity enhancement will be supported fully. There will be a 50% limit on items (like farm machinery and irrigation infrastructure) which are to be provided on subsidy to farmers. However, there will be flexibility as far as the community based projects are concerned. For instance, 100 per cent subsidy can be obtained by FPOs for developing warehousing infrastructure under Rural Godown Scheme.

The scheme will be demand and need based in each segment. Technology will play an important role in different interventions. The interventions envisaged for achieving desired goals would be varied and regionally differentiated with focus on potential vegetable crops to be developed in clusters by deploying modern and hi-tech interventions and duly ensuring backward and forward linkages.

Performance based overhead costs will be given to the companies for meeting administrative expenses for executing the projects. The companies would have to submit Results Framework Document (RFD) for getting the project approved. If the company's performance is excellent, it can be entitled to maximum overheads of 8 per cent, similarly, if it is average, it would be entitled to overheads of 5 per cent. If the company's performance is poor, it would be only entitled to overheads of 2 per cent.

The release of funds would be done in a phased manner as per the approved project proposal. The entire project would be divided into five phases with a specific financial allocation for each phase. Amount pertaining each phase would be released during the beginning of each phase. For availing funds of the subsequent phase, the company would have to submit a detailed utilization certificate from the company auditor and interim project report of that phase.

Dispute Redress Mechanism

A standing mechanism to review projects sanctioned under PPPIAD and resolve disputes will be activated at the State level with the following composition:

- (a) Agriculture Production Commissioner or Principal Secretary, Agriculture – Chair
- (b) Commissioner/Director, Agriculture – Member Secretary
- (c) Representative of Private Sector Implementing Partner – Member
- (d) Representative of independent monitoring agency – Member

This DRM will be the forum to resolve any disputes which arise during the implementation of PPPIAD projects. If this committee is unable to resolve an issue, it will be referred to the SLSC chaired by Chief Secretary, in which all members of the DRM will be invited to participate. The decision of the SLSC in any matter will be final.

Disclaimer: PPP-IAD guidelines are subject to revision from time to time as per the policy directions from GOI.

Activities relating to Production stream which may be supported from Flexi funds of RKVY-RAFTAAR

The components / activities which would be eligible for project based assistance under RKVY-RAFTAAR are elaborated below. This is an illustrative list and the States may choose other components/activities, but ensure that they are reflected adequately in the SAP and the DAP.

- a) ***Integrated development of major food crops such as wheat, paddy, coarse cereals, minor millets, pulses, oilseeds:*** Assistance can be provided for making available certified/HYV seeds to farmers; production of breeder seed; purchase of breeder seed from institutions such as ICAR, public sector seed corporations, production of foundation seed; production and distribution of certified seed; seed treatment; Farmers Field Schools at demonstration sites; training of farmers etc. Similar support would be provided for development of other crops such as sugarcane, cotton or any other crop/variety that may be of importance to the state.
- b) ***Integrated development of fodder crops including perennial grasses, fodder , trees and shrubs:*** Assistance can be provided for making available certified/HYV fodder seeds to live stock rearers, production & purchase of breeder fodder seed from institutions such as ICAR and SAUs, public & private sector seed corporations, production of foundation fodder seed; production of certified foundation seed. Assistance can also be provided for forage production from Wasteland/Gauchar/Rangeland/grassland/non-arable land/Rivers basin, drainage line, degraded mining land, watershed catchments area/canal embankments/Forest fringe. Fodder demonstration for Livestock based farming system approach. Assistance extended to crops residue producers and crop residue collection, storage transportation for fodder to animals. Diversification of Agricultural crops to fodder crops Inter cropping of Fodder Crops in horticulture grove.
- c) ***Agriculture mechanization:*** Assistance can be provided to individual beneficiaries for farm mechanization efforts especially for improved and gender friendly tools, implements and machinery. However, assistance for large equipment e.g. tractor, combine harvester, sugarcane harvester, cotton picker etc. for which individual ownership may not be economically viable, assistance should only be limited for establishing custom hiring centres under RKVY (Infrastructure & Assets) stream.
- d) ***Activities related to enhancement of soil health:*** Assistance can be provided to the farmers for distributing soil health cards; micro nutrient demonstration; training of farmers for promotion of organic farming including printing of publicity/utility literature; amelioration of soils affected with conditions such as alkalinity and acidity.
- e) ***Development of rainfed farming systems in and outside watershed areas:*** Assistance for promoting integrated farming system (agriculture, horticulture, livestock, fisheries etc.) generating livelihoods for farmers Below the Poverty Line (BPL).
- f) ***Integrated Pest Management schemes:*** This would include training of farmers through Farm Field Schools etc. on pest management practices; printing of literature/ other awareness programmes.
- g) ***Promoting Extension Services:*** This would include new initiatives/support ongoing initiatives for skill development, training & extension activities under Sub- Mission on Agriculture Extension (SMAE) initiatives – both in terms of more coverage and enhanced outreach, preferably those of

small & marginal farmers through-

- (i) Skill Development for imparting skill based training of rural youths of more than 200 hours duration.
- (ii) Complement and supplementing ongoing Training & Extension activities of SAME, especially under ATMA.
- (iii) The support would help revamp the existing State agricultural extension systems.

Activities relating to enhancement of horticultural production: Assistance will be available for nursery development and other horticulture activities, pollination support through bee keeping and establishment of new garden (Area expansion) for fruits, vegetables, flower, mushroom, spices, aromatic plants and plantation crops etc.

- h) **Animal husbandry and fisheries development activities:** Assistance will be available for improvement in fodder production, genetic up-gradation of cattle and buffaloes, enhancement of milk production, enlarging raw material base for leather industry, poultry development, development of small ruminants and enhanced fish production, Improvement in livestock health (Sub-component- Foot and Mouth Disease Control programme, Vaccination and surveillance against PPR, Brucellosis and other economically important disease of livestock and poultry, Training of Vets and Para-vets, Awareness and Animal Health Camps, Surveillance under Antimicrobial Resistance (AMR) and one Health approach for zoonotic disease).
- i) **Study tours of farmers:** Study tours of farmers within the country especially to research institutions. Model farms etc.
- j) **Organic and bio-fertilizers:** Support for decentralized production at the village level and their marketing, etc. This will include vermicomposting and introduction of superior technologies for better production.
- k) **Sericulture:** Sericulture upto the stage of cocoon production along with extension system for cocoon and silk yarn production and marketing.

The above list is not exhaustive. Therefore, schemes that are important for agriculture and allied sector development, but cannot be categorized under (a) to (k) can also be proposed under this stream.

However, projects for creation/strengthening of infrastructure & assets should be funded under RKVY – RAFTAAR (Infrastructure & assets) stream.

**ILLUSTRATIVE LIST OF PROJECTS/ACTIVITIES THAT SHOULD NOT BE FUNDED
UNDER RKVY-RAFTAAR**

1. Creation/topping up of any kind of revolving fund / corpus fund ;
2. Expenditure towards maintenance of assets or any such recurring expenses;
3. Expenses towards Salary, Transport, Travelling Allowances (TA), Daily Allowances (DA) of permanent /semi-permanent employees. However, expenses towards hiring of manpower on outsourcing/contractual basis can be met within 2% allocation earmarked for administrative expenses with approval of SLSC.
4. Expenses towards POL (Petrol, Oil, Lubricants);
5. Financing State's share and/or topping up subsidy level in respect with other Central/State Schemes;
6. Foreign Visits/Tours including study tours of farmers abroad;
7. Purchase of vehicles;
8. Financing any kind of debt waiver, interest subvention, payment of insurance premium, compensation to farmers and calamity relief expenditure; additional bonus over & above Minimum Support Price (MSP);
9. Creating/Strengthening assets in Private Sector/NGO's beyond what is permissible under any schemes/programmes of Govt. of India.

Detailed Project Report**FORMAT**

- i. **Context/Background:** This section should provide a general description of the scheme/project being posed for appraisal.
- ii. **Problems to be addressed:** This section should describe the problem to be addressed through the project/scheme at the local/regional/national level. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/survey/reports etc.
- iii. **Aims and Objectives:** This section should indicate the development objectives proposed to be achieved, ranked in order of importance. The outputs/deliverables expected for each development objective should be spelt out clearly.
- iv. **Strategy:** This section should present an analysis of alternative strategies available to achieve the development objectives. Reasons for selecting the proposed strategy should be brought out. Basis for prioritization of locations should be indicated (wherever relevant). This section should also provide a description of the ongoing initiatives, and the manner in which duplication can be avoided and synergy created with the proposed project.
- v. **Target Beneficiaries:** There should be a clear identification of target beneficiaries. Stakeholder analysis should be undertaken, including consultation with stakeholders at the time of scheme/project formulation. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of any adverse impact.
- vi. **Management:** Responsibilities of different agencies for project management of scheme implementation should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.
- vii. **Finance:** This section should focus on the cost estimates, budget for the scheme/project, means of financing and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be explored. Issues relating to project sustainability, including stakeholder commitment, operation-maintenance of assets after project completion and other related issues should also be addressed in this section.
- viii. **Time Frame:** This section should indicate the proposed zero date for commencement and also provide a PERT/CPM chart, wherever relevant.
- ix. **Cost Benefit Analysis:** Financial and economic cost-benefit analysis of the project should be undertaken wherever such returns are quantifiable. Such an analysis should generally be possible for infrastructure projects, but may not always be feasible for public goods and social sector projects.
- x. **Risk Analysis:** This section should focus on identification and assessment of risks in implementation and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.
- xi. **Outcomes:** Criteria to assess success and whether or not the development objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (impact assessment). Success criterion for scheme deliverables/outcomes should also be specified in measurable terms to assess achievement against proximate goals.
- xii. **Evaluation:** Evaluation arrangements for the project, whether concurrent, mid-term or post-project should be clearly spelt out. It may be noted that continuation of schemes from one period to another will not be permissible without a third-party evaluation.

Last but not the least, a self-contained **Executive Summary** should be placed at the beginning of the document.

Composition of State Level Sanctioning Committee (SLSC)

| | | |
|--|---|------------------|
| Chief Secretary | - | Chairman |
| Agri. Prod. Commissioner /Principal Secretary (Agriculture) | - | Vice-Chairman |
| Secretary, Finance | - | Member |
| Secretary, Planning | - | Member |
| Secretary, Fisheries | - | Member |
| Secretary, Animal Husbandry | - | Member |
| Secretary, Environment and Forests | - | Member |
| Secretary, Panchayati Raj | - | Member |
| Secretary, Rural Development | - | Member |
| Secretary, Water Resources/Irrigation/Minor Irrigation | - | Member |
| Director, Agriculture | - | Member |
| Director, Horticulture | - | Member |
| Director, Animal Husbandry | - | Member |
| Director, Fisheries | - | Member |
| Representative of Department of Agriculture, Cooperation & Farmers Welfare, Govt. of India (Officer not below the rank of Joint Secretary) | - | Member |
| Representatives of Departments of Animal Husbandry, Dairying & Fisheries, Govt. of India (Officer not below the rank of Joint Secretary) | - | Member |
| Representative of State Agriculture University | - | Member |
| Representative of Planning Commission | - | Member |
| Secretary, Agriculture | - | Member-Secretary |

Note:

1. SLSC may co-opt two more members from Agricultural Research Organizations, reputed NGOs working in the field of Agriculture, Deputy Commissioners of important districts, and leading farmers.
2. The quorum for the SLSC meeting would not be complete without the presence of at least one representative from the Government of India.

Form of Utilization Certificate

| Sl. No. | Letter No. and date | Amount |
|---------|---------------------|--------|
| | | |
| | | |
| | Total | |
| | | |

Certified that out of Rs. _____ of grants-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 and that the balance of Rs. _____ remaining unutilized 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. The Utilization Certificate should also disclose whether the specified, quantified and qualitative targets that should have been reached against the amount utilized, were in fact reached, and if not, the reasons thereof. They should contain an output-based performance assessment instead of input-based performance assessment.

3. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly 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.
- 4.
- 5.

Signature_____

Designation_____

Date_____

Note:

- (i) Component -wise UCs may be furnished for General, SCSP, & TSP separately for Normal RKVY-RAFTAAR and each of the Sub-schemes.
- (ii) Sanction No. and date of sanction for release of State share fund should be mentioned in UC.

Format for summary of projects approved by SLSC**Ongoing projects****Sector Name:**

| Sl. No. | Name of Project | Sanctioned SLSC No./ Date | Total Cost | Phasing of expenditure (Year-wise) | | | Fund received so far | Fund sought in C.F.Y. | Targets | | | Achievements | | Remarks (if any) |
|--------------|-----------------|---------------------------|------------|------------------------------------|--|--|----------------------|-----------------------|----------|-----------|-----------|--------------|-----------|------------------|
| | | | | | | | | | Physical | Financial | Cost/Unit | Physical | Financial | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | |

New projects**Sector Name:**

| Sl. No. | Name of Project | Total Cost | Phasing of expenditure (Year-wise) | | | Fund sought in C.F.Y. | Targets | | | Remarks (if any) |
|--------------|-----------------|------------|------------------------------------|--|--|-----------------------|----------|-----------|-----------|------------------|
| | | | | | | | Physical | Financial | Cost/Unit | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total | | | | | | | | | | |

Recommended activity mapping for effective devolution of funds, functions and functionaries to Panchayati Raj Institutions (P RIs)

RKVY-RAFTAAR FUNCTIONS MAP

| Si. No. | ACTIVITY DESCRIPTION | | State Government | District Planning Committee (DPC) | LOCAL GOVERNMENTS AND PLANNING BODIES | | | User groups. SHGs. Etc. |
|---------|---|--|---|---|--|---|---|---|
| | Activity Category | Union Government | | | Panchayati Raj System/Institutions | | | |
| | | | | | District Panchayat | Intermediate Panchayat | Village Panchayat | |
| 1. | Setting Standards | DAC & FW: Issue of guidelines for implementation of RKVY- | Issue/translation of guidelines in local language. | | | | | |
| 2. | Planning | DAC & FW and Planning Commission: To provide framework for preparation of SAP. | Preparation of SAP by integrating the District Agriculture Plans (DAPs) | Will be associated in the formulation of DAP taking into account location specific agro-climatic conditions, natural resources etc. | Districts Agriculture Planning Unit (DAPU) may be actively associated in formulation of Comprehensive District Agriculture Plans | Block/Taluka Agriculture Planning Unit (BAPU/TAPU) may be associated in providing inputs for DAP. | Village Agriculture Planning Unit (VAPU) may be associated in identifying clusters/selection of beneficiaries. | |
| 3. | Implementation of Projects (Crop, Development Horticulture, Micro Mini irrigation, Animal Husbandry, Sericulture etc. as per sectors taken up | DAC & FW: Release of funds to State | Release of funds to implementing Departments/ Agencies. | priorities projects based on availability of funds | Will be associated in selection of site/ location of projects in consultation with implementing agencies. | Will be associated in selection of locations/villages implementation agencies | Will be associated in selection of beneficiaries based on cluster approach (however, there should not be any repeat beneficiary year after year in RKVY-RAFTAAR). | Priority should be given to SC/ST, Women and weaker section of the society. |

| | | | | | | | | |
|----|-------------------------------------|-------------------|-----------------------|-----------------------|---|--|---|--|
| 4. | Monitoring & Evaluation of Projects | Impact Evaluation | Concurrent Evaluation | Concurrent Evaluation | Quarterly review meetings for monitoring progress of RKVY-RAFTAAR projects in district, providing feedback for policy formulation and planning. | Monitoring progress of RKVY-RAFTAAR interventions and providing feedback for DAPs. | Social audit shall be done at Gram Sabha level. | |
|----|-------------------------------------|-------------------|-----------------------|-----------------------|---|--|---|--|

DAC & FW: Dept. of Agriculture, Cooperation & Farmers Welfare, DAP- District Agriculture Plan, SAP- State Agriculture Plan, SHG- Self Help Group

RKVY-RAFTAAR FINANCE MAP

| Sl. No. | Scheme sub component /funding stream | Allocation (Rs. Cr.) | Percentage | Level to which mapped, based on activity mapping of function (% of allocation) | | | | Remarks |
|---------|--------------------------------------|----------------------|------------|--|-------|------------------------|-------------------|--------------------------|
| | | | | Centre | State | Local Government | | User group/civil society |
| | | | | | | Intermediate Panchayat | Village Panchayat | |

Sectoral and district –wise allocation of projects under RKVY-RAFTAAR shall be done by the States. State may devolve funds to Panchayat bodies as per projects allocated for implementation.



FORMATION AND PROMOTION OF 10,000 FARMER PRODUCER ORGANIZATIONS (FPOs)

OPERATIONAL GUIDELINES



Government of India
Department of Agriculture, Co-operation & Farmers' Welfare
Ministry of Agriculture & Farmers' Welfare



Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)

Operational Guidelines

Government of India

Ministry of Agriculture & Farmers' Welfare

Department of Agriculture, Cooperation & Farmers' Welfare

नरेन्द्र सिंह तोमर
NARENDRA SINGH TOMAR



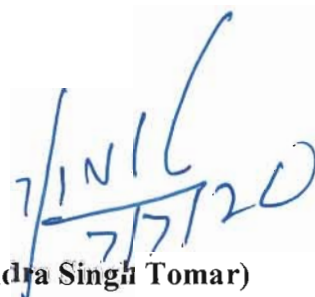
कृषि एवं किसान कल्याण,
ग्रामीण विकास और पंचायती राज मंत्री
भारत सरकार
कृषि भवन, नई दिल्ली
MINISTER OF AGRICULTURE & FARMERS WELFARE,
RURAL DEVELOPMENT AND PANCHAYATI RAJ
GOVERNMENT OF INDIA
KRISHI BHAWAN, NEW DELHI

MESSAGE

Agricultural land holding in the country is dominated by small and marginal farmers with average size of less than 1 hectare. These Small and Marginal Farmers (SMFs) face some challenges both in production and post-production stages like access to production technology, quality inputs at reasonable prices, credit, custom hiring, seed production, value addition, processing, investments and most importantly market access.

Collectivization of such small and marginal farmers to form their organizations as Farmer Producer Organizations (FPOs) has been recognized as the most effective and appropriate institutional mechanism to reduce cost of production, increase per unit productivity and facilitate better market linkages so as to enhance their net income. This will not only help in augmenting income of the farmers but also considerably improve rural economy and create job opportunities for rural youths in villages itself.

Realizing the significance of FPOs, Government had announced in Union Budget formation of 10,000 new FPOs by 2023-24. I hope this dedicated new Central Sector Scheme "Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)" will serve its objective fully and farm economy will get further boost.


(Narender Singh Tomar)

परशोत्तम रूपाला
PARSHOTTAM RUPALA



राज्य मंत्री
कृषि एवं किसान कल्याण
भारत सरकार
Minister of State For
Agriculture & Farmers Welfare
Government of India
D.O. No.....MOS(A&FW)/VIP/2019-20/

FOREWARD

Over the years, farm holding size has reduced, which makes it difficult to adopt farm mechanization and apply the scientific practices of production. Further, these small holding farmers face challenge and difficulty in accessing the market and realise remunerative prices for their produce.

In order to address such constraints of small farm holders in production and marketing, collectivization of these farmers to leverage economy of scale through formation of their group/association leading to formation of in the form of Farmer Producer Organization (FPO), is a trajectory to achieve the target of doubling the farmers' income.

I appreciate the department for bringing out a dedicated Central Sector Scheme "Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)". I hope that this Operational Guidelines will help all stakeholders to draw the benefit from the Scheme.


(Parshottam Rupala)

Dated: the 7th July, 2020.

कैलाश चौधरी
KAILASH CHOUDHARY



कृषि एवं किसान कल्याण
राज्य मंत्री
भारत सरकार
MINISTER OF STATE FOR AGRICULTURE
& FARMERS WELFARE
GOVERNMENT OF INDIA

FOREWARD

Our small and marginal farmers face challenges both in production and post-production stages in terms of access to production technology, credit and market linkages etc.

Over the years, it is felt that collectivization of such farmers to form their organizations as Farmer Producer Organizations (FPOs) is critical to reduce cost of production and facilitate better market linkages so as to enhance their net income.

I hope launching of this Central Sector Scheme "Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)" will help small and marginal farmers to form FPOs on sustainable basis.

(Kailash Choudhary)

Dated: the 7th July, 2020



भारत सरकार
कृषि एवं किसान कल्याण मंत्रालय
कृषि सहकारिता एवं किसान कल्याण विभाग
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation
& Farmers Welfare



PREFACE

Government of India realizing indispensable role of collectivization of farmers particularly small and marginal farmers into their groups to leverage the economies of scale in production and marketing, Department of Agriculture, Cooperation & Farmers' Welfare (DAC&FW), Ministry of Agriculture & Farmers' Welfare (MoA&FW), launched a pilot programme for promoting Farmer Producer Organizations (FPOs) during 2011-12 itself under two sub-schemes of the Rashtriya Krishi Vikas Yojana (RKVY), namely the National Vegetable Initiative for Urban Clusters and the Programme for Pulses Development for 60,000 rain-fed villages. The initiative got real momentum after Department issued a national policy and process guidelines for FPOs in 2013.

However, FPOs continue to face challenges like lack of market access & credit linkages, inadequate financial support and lack of managerial skill etc. To address these challenges, Department has formulated a dedicated central sector scheme "Formation and Promotion of 10,000 Farmer Producer Organizations (hereinafter "FPOs") for implementation across the country. Under the scheme, FPOs can be registered either under Part IXA of Companies Act, 1956 (as made applicable by Section 465(1) of Companies Act, 2013), or Under Cooperative Societies Act of the States and handholding is to be done for five years by professionally managed and run 'Cluster - Based Business Organizations (CBBOs). Issues of marketing and institutional credit linkages have also been addressed. In addition, provision has been made for assistance to existing FPOs as well as to promote formation of FPOs by Agri-Value Chain organization/ Industry.

I am confident that this scheme will meet the need and aspirations of FPOs and create a supportive ecosystem for them; and thus FPOs will be viable and economically sustainable.


(Sanjay Agarwal)

Dated: the 7th July, 2020

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1.0 Aims and Objectives of the Scheme

- 1.1 To provide holistic and broad based supportive ecosystem to form new 10,000 FPOs to facilitate development of vibrant and sustainable income oriented farming and for overall socio-economic development and wellbeing of agrarian communities.
- 1.2 To enhance productivity through efficient, cost-effective and sustainable resource use and realize higher returns through better liquidity and market linkages for their produce and become sustainable through collective action.
- 1.3 To provide handholding and support to new FPOs up to 5 years from the year of creation in all aspects of management of FPO, inputs, production, processing and value addition, market linkages, credit linkages and use of technology etc.
- 1.4 To provide effective capacity building to FPOs to develop agriculture-entrepreneurship skills to become economically viable and self-sustaining beyond the period of support from government.

2.0 Farmer Producer Organization (FPO)

FPO is a generic name, which means and includes farmer- producers' organization incorporated/ registered either under Part IXA of Companies Act or under Co-operative Societies Act of the concerned States and formed for the purpose of leveraging collectives through economies of scale in production and marketing of agricultural and allied sector. However, FPOs registered under Co-operative Societies Act of the State (including Mutually Aided or Self-reliant Cooperative Societies Act by whatever name it is called) for the purpose of this Scheme, is to be insulated from all kinds of interference including in election process and day today management through suitable provisioning in their Memorandum of Association and Bye-laws with a view to encourage healthy growth and development of FPO.

3.0 Broad Services and Activities to be undertaken by FPOs

The FPOs may provide and undertake following relevant major services and activities for their development as may be necessary:-

- (i) Supply quality production inputs like seed, fertilizer, pesticides and such other inputs at reasonably lower wholesale rates.
- (ii) Make available need based production and post-production machinery and equipment like cultivator, tiller, sprinkler set, combine harvester and such other machinery and equipment on custom hiring basis for members to reduce the per

unit production cost.

- (iii) Make available value addition like cleaning, assaying, sorting, grading, packing and also farm level processing facilities at user charge basis on reasonably cheaper rate. Storage and transportation facilities may also be made available.
- (iv) Undertake higher income generating activities like seed production, bee keeping, mushroom cultivation etc.
- (v) Undertake aggregation of smaller lots of farmer-members' produce; add value to make them more marketable.
- (vi) Facilitate market information about the produce for judicious decision in production and marketing.
- (vii) Facilitate logistics services such as storage, transportation, loading/un-loading etc. on shared cost basis.
- (viii) Market the aggregated produce with better negotiation strength to the buyers and in the marketing channels offering better and remunerative prices.

❖ A Business Plan Linked development in both medium and long-term will be the hallmark of strong business growth for FPO.

4.0 Strategy for Formation of FPO and Identification of Cluster Area

- 4.1 Formation and promotion of FPO is based on Produce Cluster Area, which is broadly defined as:

“Produce Cluster Area” for purpose of FPO formation and management herein means a geographical area wherein agricultural and allied produce such as horticultural produce of similar or of almost similar nature is grown / cultivated; therefore, an FPO can be formed for leveraging economies of scale in production and marketing. This will also cover Organic Produce and Natural Farming.

- 4.2 Produce cluster area is to be identified with the input of District Level Monitoring Committee (D-MC), State Level Consultative Committee (SLCC), other Ministries/Departments of Government of India and the States as well as with recommendations of Implementing Agencies with input from Cluster- Based Business Organization (CBBO) and suggestions of relevant Government of India Organizations.

- 4.3 CBBOs will undertake Feasibility Study in assigned clusters which will include the following:

- (i) **Diagnostic study including Baseline survey** to find out produce and socio-

cultural similarity, existing gap and potential activity, interventions in terms of infrastructure, services, etc. required in the value chain of agricultural and horticultural produce including post-harvest management and marketing. Baseline survey should also identify current situation of farming, small, marginal and landless farmers for aggregation, to identify minimum geographical area for potential interventions etc.

- (ii) **Prospective Business Plan** in order to establish a fit case for formation of an economically sustainable FPO.

4.4 FPO with a minimum farmer-members' size of 300 shall be eligible under the scheme in plains, while in North-Eastern and Hilly areas* (including such other areas of UTs), size of 100 shall be eligible. Farmer-members cohesively located with almost same interest are to be mobilized to form a group of 15-20 Members, calling the group as Farmer Interest Group (FIG) or Self Help Group (SHG), Farmers Club (FC), Joint Liability Group (JLG) , Rythu Mitra Group. Such 20 or more groups from a produce cluster area or a village/ cluster of neighboring villages based on certain commonalities are to be put together to form an FPO with a minimum farmer-members size of 300 to be eligible under this scheme in plains while in Hilly and North Eastern regions, 7-8 are to be put together to form an FPO with a minimum farmer-members size of 100. It may provide special focus to include small, marginal and women farmers/women SHGs, SC/ST farmers and other economically weaker categories etc. as members to make FPOs more effective and inclusive.

** - Hilly area means area at a height of 1000 metre or above MSL*

4.5 However, efforts will be made to achieve an average membership size of 500 farmers in plain areas and 200 farmers in Hilly and North-Eastern regions to make them sizable for economic sustainability and profitability. Based on experience/ need, Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW) may revise the minimum membership norm per FPO, with the approval of Union Agriculture Minister. Efforts will be made to form on an average two FPOs in at least each of potential 5,000 blocks out of existing about 7,000 blocks. However, efforts will be made to cover all blocks in the country.

4.6 The FPOs can federate at district level and State level based on their need of processing, branding and marketing of produce/trading of commodities, which are essential for scaling up for survivability and growth in an era of competition.

Based on their need, success and product, they can federate at the National level also to promote packaging/branding and domestic/international trading of quality produce. Such Federation may avail advisory of National Project Management Agency (NPMA) as well as will be eligible for Credit Guarantee facility under the Scheme to strengthen their activities relating to setting up of infrastructure and supply chain for value addition and marketing.

- 4.7 While adopting cluster-based approach for produce or produce mix, formation of FPOs will also focus on “One District One Product” approach for development of product specialization, in case the focused agriculture produce has been declared for that district, whereby FPOs will be encouraged for promoting processing, branding, marketing and export of the product for better value realization. There may be more than one cluster for one product in one district and a cluster also may extend beyond a district. However, to be an FPO economically sustainable and diversify risk & enhance returns, the FPO will also have additional product and service mix; so that there are enough activities and engagements with the members throughout the year. Furthermore, FPOs can federate at district level, State level & National level for the product identified as per their requirement of processing, branding and marketing.
- 4.8 Concerted efforts will be made to prioritize formation of FPOs in aspirational districts through intense awareness programmes and making FPOs economically sustainable through adequate support, handholding, training & skill development. However, intensive efforts will be made to form & promote at least 15% of the total targeted 10,000 FPOs (i.e. 1,500 FPOs) in next 5 years in aspirational districts with at least one FPO in each block of aspirational districts of the country for their development. In order to promote the forest and minor forest produce by the tribal communities, intensive efforts will be made by the implementing agencies to prioritize formation and promotion of FPOs in the notified tribal areas in the country. The benefits of quality input, technology, credit and value addition and processing as well as better market access should reach the tribal community and North-East Region through the Scheme in co-operation with Tribal Affairs Ministry, DONER and North Eastern Council (NEC).
- 4.9 Existing FPOs will also be allowed to avail relevant benefits, if not earlier availed in any scheme of Government of India, such as Credit Guarantee Fund and advisory services from National Project Management Agency (NPMA) under the

Scheme. The FPOs which are already registered but have not been provided funds under any other schemes and have not yet started operation will also be covered under the Scheme.

5.0 National Project Management Agency (NPMA)

- 5.1 At national level, a National Project Management Agency (NPMA) will be set up by SFAC through transparent manner for providing overall project guidance, data maintenance through integrated portal and information management and monitoring. The NPMA will be equipped with the technical team with five categories of specialisation in Agriculture / Horticulture, Marketing and Processing, Incubation Service Provider, IT/MIS and Law & Accounting to provide overall guidance at all India level.

5.2 Criteria for Identification of NPMA:

The NPMA will be expected to provide hand holding support and mentoring support to CBBOs, and need to have extensive experience in performing strategic roles, preferably in the agricultural domain at the national and state level. SFAC may, while formulating the criteria for selection of NPMA, take into account the appropriate qualifications and experience of requisite experts, relevant experience of organization/entity in guiding both companies and co-operative organizations as reasonably required for discharge of role envisaged for NPMA under the Scheme including the minimum net worth for suitability. The strength and experience may include strategic inputs around organizational management, processing, value addition, marketing & market linkage in agriculture/horticulture, accounting & auditing, compliance issues, ICT & MIS experience, incubation services and providing project management support to central and state governments, transaction and post transaction management support, and qualification of experts proposed for the work. The period of engagement of NPMA is to be decided suitably.

5.3 Duties and Responsibilities of NPMA :

The role of the NPMA shall, *inter alia*, include those given as under-

- **Drawing contours of the program including structuring of clusters:-**

NPMA would start the assignment by chalking out program with detailed SOPs for each stakeholder in the value chain. Identification of target value chains required would be steppingstone for development of the road map. Once the

value chains are established, it defines clusters to be chosen for FPO formation. Here, NPMA would draft out detailed SOP for CBBO for further action. Value chain analysis would also identify both forward/backward linkage mechanism.

- **Transaction Advisory for selection of CBBOs:-**

NPMA would provide Transaction Advisory services to Implementing Agencies (those who seek their support) for selection of CBBOs. After preparation of action plan for project execution, NPMA may assist Implementation Agencies in carrying out transaction for engagement of CBBOs for said clusters. Alternately, Implementing Agencies may carry out the selection process on their own. Such step requires delineating detailed scope, team requirement with relevant qualifications & experience.

- **Post transaction support for effective project/programme implementation:-**

After selecting CBBOs as per the requirements, NPMA will be responsible to support SFAC, NCDC & NABARD and other Implementing Agencies including State nominated Implementing Agencies in effective implementation and monitoring of the project execution. Key Performance Indicators (KPIs) based monitoring of CBBOs would be conducted regularly by NPMA. NPMA in turn will appraise N-PMAFSC regarding the performance of CBBOs, formation of FPOs, handholding support provided by CBBOs etc. through detailed MIS submitted on monthly basis for which ICT based MIS Integrated Portal will also be developed. Further, NPMA may also handhold CBBOs in effective delivery of the project. NPMA should work in tandem with CBBOs and Professional Agencies, if any, and ensure that adequate support is extended to States of North-East and hilly regions to offset deficiency in specialized manpower and expertise available in such areas including even extending support directly to FPOs/Federation of FPOs for their promotion wherever required. It will assist DAC&FW in formation and promotion of FPOs in the State(s) where there are unavailability of experts. It will also provide suitable professional advisory to existing FPOs who approach for advice. It may also provide professional advisory to new FPOs being promoted by Value Chain Organisations under the Scheme when required.

- **Assist in structured interface with stakeholders like Ministries, Financial Institutions, Training and Research & Development Institutions:-**

- (i) NPMA is desired to bring in specific capabilities into the system. NPMA may also act as extended arm with specific output to N-PMAFSC while interacting with various stakeholders like Central/State Departments, Financial Institutions,

Training, Research & Development Institutions or such forum at large. NPMA would help N-PMAFSC to structure the approach, create outreach materials, organize and structure discussions & partnerships etc.

- (ii) To function as National level data repository and will maintain the integrated portal, serving as national platform for FPOs, which will not only cater to meet the data needs(MIS), but will also a function as digital platform for maintaining membership, activities, business growth and annual accounts of FPOs. It will provide requisite data and analysis to DAC&FW, N-PMAFSC and DMI as may be required from time to time.

- **Support in formulation of programme & policy directions:-**

N-PMAFSC will create knowledge for FPO formation and bring out programmatic & policy suggestions/ directions. NPMA will assist in formulation of such suggestions, churned out from the project's learning; which has capability of adding value to agri-business overall.

- **Policy orientation and related advocacy at National and State level:-**

NPMA will assist in facilitating and identifying National and State level institutes in the field of Agribusiness. There is need to partner with such stakeholders for effective project implementation. NPMA shall assist in linking/undertaking MoUs with these institutions for long term engagement and development of FPOs. Also, NPMA will assist in such advocacy among stakeholders.

6.0 Implementing Agencies

- 6.1 In order to form and promote FPOs in uniform and effective manner so as to achieve the target of formation of 10,000 new FPOs in 5 years and to make the FPOs economically sustainable, initially three Implementing Agencies, namely, SFAC, NCDC and NABARD, shall be responsible to form and promote FPOs.

6.1.1 SFAC will form and promote those FPOs to be incorporated under Part IX A of Companies Act.

6.1.2 NCDC will form and promote those FPOs to be registered under any Co-operative Societies Act of the States.

6.1.3 NABARD will form and promote those FPOs which are registered either under Part IX A of Companies Act or registered under any Co-operative Societies Act of States.

- 6.2 In addition to afore-stated three implementing agencies, if any State/Union Territory is desirous to have its own implementing agency, State/UT may

approach DAC & FW with details about the State/UT, its agency, activities and experience of the agency etc., and DAC & FW will consider the proposal on experiences and existing manpower required for formation and promotion of FPOs in the region.

- 6.3 DAC&FW may, in due course, identify and assign other additional Implementing Agencies to cover various sectors and geographical locations to form 10,000 FPOs as per the need of the programme.
- 6.4 The Initial Implementing Agencies as well as the State level or any other Implementing Agencies approved by DAC&FW shall also be supported.
- 6.5 Year-wise indicative target for Implementing Agencies- Considering the Implementing Agencies' existence in the States/Regions/Districts/Produce Clusters, their human resource and also their area of specialization, targets are to be tentatively allocated by Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC) in consultation with the Implementing Agencies. In such case, the targets may be interchangeable on requirement basis.
- 6.6 Duties and Responsibilities of Implementing Agencies:**
- (i) Implementing Agencies will closely and cohesively work with CBBOs to ensure that CBBOs perform their activities to make FPOs economically sustainable.
 - (ii) Implementing Agencies will also monitor CBBOs to ensure regular data entry on integrated portal with respect to details of respective FPOs.
 - (iii) Implementing Agencies can operate through their MIS portal till Integrated Portal is put in place to ensure uniformity of database on FPO. Once national level Integrated Portal managed through National Project Management Agency (NPMA) is put in place, Implementing Agencies will have to ensure interoperability with Integrated Portal to ensure smooth data transfer and operate in coordination with Integrated Portal design and requirement.
 - (iv) NABARD and NCDC will maintain and manage Credit Guarantee Fund (CGF) as per the established procedure.
 - (v) Implementing Agencies in consultation with DAC&FW will formulate rating

tools for FPOs to assess them in terms of level of activity, economic viability and sustainability, etc. The rating of the FPOs can be used as an instrument to promote FPOs.

- (vi) Implementing Agencies will prepare Annual Action Plan and submit to DAC&FW in advance for consideration of Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC) along with prescribed Utilization Certificate.
- (vii) As assigned by DAC&FW/N-PMAFSC, Implementing Agency will coordinate with concerned Value-Chain Organization(s) regarding stages of formation and promotion of FPOs by those organizations along with FPO management cost & utilization of previous amount along with documentary proof from time to time as well as requirement of Equity Grant for channelizing their claim to N-PMAFSC for payment.
- (viii) Other Implementing agencies may create with prior approval of DAC&FW, if and when required, their monitoring and data management units for FPOs to manage the growing volume of FPOs and their activities but will coordinate with NPMA to provide all requisite input, as national level data repository.

7.0 Cluster- Based Business Organizations (CBBOs)

- 7.1 Implementing Agencies will set up Cluster- Based Business Organizations (CBBOs) at the State/Cluster level to form and promote FPOs as per their requirements; however, targets for produce clusters, full or part of the State or region will be allocated by Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC). The Implementing Agencies will apply due diligence to ensure that professionally competent CBBOs are transparently engaged & have experience in promotion and professional supports to FPOs.
 - a) In a State, based on geography, produce clusters, cropping pattern, etc., there may be one or more than one CBBO. Even one CBBO may serve more than one State as per requirement. However, CBBOs should be given work according to available human resources with them, their past turnover and work experience etc.
 - b) The CBBOs should be going concern with professional experience and exposure in formation of FPOs in agriculture and allied sector and providing handholding support to them.
 - c) The CBBOs should be supported with five categories of specialists from the

domain of (i) Crop husbandry; (ii) Agri. marketing / Value addition and processing; (iii) Social mobilization; (iv) Law & Accounts; and (v) IT/MIS in agriculture & agriculture marketing. The CBBOs with requisite number of other technical and supporting staff to be housed/operated from their own offices in respective States or from offices of respective Implementing Agencies, which have selected them.

7.2 Criteria for Identification of CBBOs:

- a) The professional organization to be identified to function as CBBOs will be selected following a transparent method and the organization may be required to demonstrate such technical strength as is reasonably required for discharging its role envisaged under the Scheme.
- b) A Committee under Chairmanship of MD, SFAC with representatives of Chairman, NABARD and MD, NCDC will consider and recommend the criteria for eligibility and qualification and other minimum requirements to select the CBBOs. The Committee may consider minimum requisite qualification and experience of requisite experts of CBBO, area of expertise & minimum experience as well as net worth of organization to be selected as CBBO. Finalization of criteria for selection will be with approval of DAC&FW.
- c) Implementing agencies, if required, may seek the support of NPMA for assistance in the selection process.
- d) Each Implementing Agency will then draw up the list of empaneled CBBOs for engagement by them in any cluster as may be necessary.
- e) The initial engagement of CBBOs will be for a period of maximum three years for the purpose of formation of new FPOs (for which they will continue handholding for entire relevant five years for each concerned FPO as provided in the Scheme). In case the performance of the CBBO is found satisfactory by Implementing Agency, their term may be extended appropriately.
- f) Implementing Agency will review the performance of CBBOs from time to time for their continuation or otherwise to ensure that CBBOs perform efficiently in formation and promotion of FPOs
- g) Interested State and Central Government Agriculture Universities and KVKs promoting FPOs may be empanelled as CBBOs as may be relevant in consultation with N-PMAFSC on nomination basis.

- h) Subordinate and attached organisations of DAC&FW may be co-opted on operational need based in consultation with N-PMAFSC on nomination basis.

7.3 Duties and Responsibilities of CBBOs:

- a) Assist in the implementation of the programme as suggested by the NPMA and as per Scheme guidelines.
- b) Assist Implementing Agency in cluster identification.
- c) Assist in community mobilization - baseline survey, cluster finalization, value chain study, formation of groups and FPO and assist in their periodic meetings. They may seek the assistance of Local Bodies, wherever feasible in identification of proper produce cluster and mobilization of members.
- d) Registration of FPOs and Training of BODs on roles, responsibilities, management and also capital/ equity mobilization.
- e) Training and capacity buildings of FPOs/farmer groups- Training needs identification, develop training modules, conduct basic training workshops and exposure visits.
- f) Encourage and promote social cohesiveness amongst members of FPOs.
- g) Preparation and execution of Business Plans for long-term sustainability of FPO- Business plan preparation (for different incubation services), acquiring land, mobilizing equity capital and implementation of Business Plan while assisting in input management, adoption of proper and good agricultural practices through knowledge sharing, aggregation of produce, quality management, assaying, processing, packaging, supply chain development and marketing and market linkages with buyers/processors/exporters, trading, export etc as may be necessary to ensure long-term sustainability of FPOs.
- h) Assist in regular interface with stakeholders like various Government Departments, Financial Institutions, Training, Research and Development Institutions at the cluster level.
- i) Assist FPO in availing Equity Grant and Credit Guarantee Facility as per need and growth.
- j) Incubation/handholding services for sustainability - Provide support and monitoring in terms of incubation activities; capacity building of BODs and FPO management for sustainability. The incubation/handholding services include ensuring input, market linkages, preparing and implementing related business plans.

- k) Facilitate establishment of necessary common pool production, marketing and processing infrastructure facility by the FPO, as may be necessary, to develop the business for long-term viability.
- l) Facilitating traceability, compliance and global market connectivity.
- m) Review and monitoring of the field team during implementation as per desired outcomes.
- n) Assist in communication and dissemination of information to farmers by way of market and crop advisory.
- o) Progress report on all specified target activities to be submitted periodically to the NPMA.
- p) Ensuring programme/project targets are met.
- q) Assist in compliance issues of FPO including their capacity building in the subject.
- r) Assist NPMA and Implementing Agency in data collection and generating MIS reports/information in the required data sheets.
- s) Assist Implementing Agency and NPMA in rating of FPOs as may be necessary.
- t) Assist in federating FPOs when necessary for business growth and expansion.
- u) Assist FPO in proper financial management and utilization of fund and accounting and timely submission of returns and certificates.
- v) Any other activity related to implementation, management and monitoring of the project.
- w) An advisory body consisting of various stakeholders including state government representative, NGOs, RIs, KVKs or any other support institutions will provide active guidance over project implementation.

7.4 Payment to CBBOs:

- a) Payment will be made to the CBBOs by Implementing Agencies. The Implementing Agencies after applying the due diligence will satisfy themselves with the performance of the CBBOs as per criteria laid down below at clause (c) before submitting the proposal to the DAC&FW. The Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC) will consider the proposal for release to Implementing Agencies.
- b) Payment shall be released after receiving the utilization certificate of the previously released amount.
- c) Following indicative criteria/guidelines are provided for guidance of

Implementing Agencies for performance assessment of CBBOs-

- (i) In the first six months of a FPO project, performance of the CBBOs will be assessed based on baseline survey, report submitted and aggregation activities undertaken for FPO formation.
- (ii) In the period from six months to one year, performance of the CBBOs will be assessed based on (a) No. of FPOs formed in allocated aspirational districts in different blocks, if any (b) number of farmers mobilized to become the members of FPOs with minimum membership of 300 in case of plain areas and 100 members in case of North-Eastern and Hilly areas (including such other areas of UTs) as per prescribed minimum number; (c) Registration of FPOs; and (d) formulation of Business Plan for FPOs.
- (iii) In the second year, performance will be based on (a) first equity grant availed by the FPOs; (b) statutory clearances obtained to carry out business activities; (c) minimum 50% of business activities executed as per business plan; (d) number of preliminary awareness programmes for member/BoDs and exposure visits of FPOs are undertaken; (e) first tranche of Equity Grant availed by FPOs, if any; (f) first tranche of Credit Guarantee Facility availed by FPOs, if any; (g) Institutional Training provided to CEOs/BoDs; and (h) registration of FPOs in e-NAM or other electronic platform undertaken and trading activity thereon taken place.
- (iv) In third and fourth year, performance of the CBBOs will be assessed based on – (a) issuing Share Certificates to each member in third year, if any; (b) audited Financial Statements for FPOs for second year and third year in due time and filing as required; (c) MoU and vendor registration as per Business Plan with Marketing Agencies/Institutional Buyers; (d) trading/uploading of produce in e-NAM/other sources, if any; (e) second tranche equity grant to FPOs, if any; and (f) second tranche of credit guarantee facility, if any .
- (v) In the fifth year, performance of the CBBOs will be assessed based on (a) audited Statements of accounts of FPO and filing it; (b) 100% of agri-business plan executed and value chain developed; (c) revenue model showing financial growth in last 3 consecutive years; (d) detailed project completion Report; and (e) third tranche of credit guarantee facility if any.

8.0 Budgetary provisions

8.1 The scheme on formation and promotion of 10,000 FPOs is to be implemented till 2023-24 with budgetary support of Rs. 4496.00 crore. Since financial support excepting management cost is to be extended for five years, therefore, FPOs formed will be required to be financially supported till 2027-28, with the additional committed liability for period from 2024-25 till 2027-28 of Rs. 2369.00 crore say Rs. 2370.00 crore. Thus, the total budgetary requirement up to 2027-28 would be Rs. 6866.00 crore. The budget requirement is to be met from overall allocations of DAC&FW.

8.2 Payment to Implementing Agencies:

8.2.1 DAC&FW will make the advance release to the Implementing Agencies (IAs) on six monthly basis based on recommendation of N-PMAFSC, Annual Action Plan (AAP) of IAs and the due utilization certificate submitted to meet out the expenses for engaging NPMA, FPO formation & incubation cost to CBBO and also meeting out the cost of FPO management cost direct to concerned FPOs account on recommendation of concerned CBBO and Equity Grant etc. for effective and timely implementation of the programme. The Implementing Agencies will develop the payment schedule based on their various stages and component of payment involved. The Implementing Agencies will raise the demand to DAC&FW for release of payment. The Implementing Agencies will submit utilization certificate of last payment released as per GFR for releasing the next payment to them. In case of training, NABARD and NCDC will submit to N-PMAFSC the training schedule for a year with tentative expenditure for training through specialised training institutes organised through their respective nodal training Institute. DAC&FW will make due payment to NABARD and NCDC for training through specialised Institutions based on the demand raised by NABARD and NCDC respectively and utilisation certificate will be submitted to DAC&FW by both as due. Further, as regards DAC&FW's share towards Credit Guarantee Fund (CGF) to be maintained and managed by NABARD and NCDC, the DAC&FW will provide its matching share to NABARD and NCDC, as the case may be, which in turn will submit detailed status of utilization to DAC&FW before raising the further demand for next installment of CGF.

8.2.2 Payment of supervision charges to Implementing Agency (IA):

Implementing Agencies (viz. SFAC and NCDC) will be given upfront amount computed @ 3% of estimated annual expenditure in the form of supervision charges to meet the expenses incurred in discharge of their duties and responsibilities; while additional amount computed @ 2% will be given to them based on their performance assessment. The supervision amount will be released in two instalments and second instalment may be released after assessment of performance. This amount shall not include expenditure towards Credit Guarantee Scheme & Equity Grant. However, NABARD, as consented, will not charge any supervision charges for activities undertaken towards formation and promotion of FPOs under the Scheme. The expenditure on this account of supervision charges will be met from the budget of this Scheme.

The performance assessment will be done on quarterly or half yearly basis by N-PMAFSC, as deems fit. The N-PMAFSC will recommend to DAC&FW for consideration of release of additional amount @ up to 2%. The performance assessment criteria may be as under-

- (i) During the first four quarter , number of FPOs registered will be basis for assessment of performance.
- (ii) For the remaining period after one year, there may be criteria like (a) activeness of FPO exhibited by their activities; (b) adoption and execution of business development plan; and such other criteria as decided by N-PMAFSC.
- (iii) Sustainability of FPOs formed.

9.0 FPO Formation & Incubation Cost including CBBOs Cost and Cost of Monitoring & Data Management/MIS Portal including Cost of NPMA

9.1 The Formation and Incubation cost of CBBO, limited to maximum of Rs. 25 lakh / FPO of support or actual which is lesser, is to be provided for five years from the year of formation. It includes cost towards undertaking baseline survey, mobilization of farmers, organizing awareness programmes and conducting exposure visits, professional hand holdings, incubation, cost of engaging CBBOs and other overheads etc. There is also a provision for cost of NPMA towards manpower, establishment, travel and advisory and maintaining MIS portal. This also includes a provision towards cost for development of appropriate overall ICT based MIS web portal for the Scheme.

10.0 FPO Management Cost

- 10.1 Under the scheme, financial support to Farmer Producer Organization (FPO) @ up to maximum of Rs. 18 lakh / FPO or actual, whichever is lesser is to be provided during three years from the year of formation. The financial support is not meant for reimbursing the entire administrative and management cost of FPO but it is to provide the financial support to the FPOs to the extent provided to make them sustainable and economically viable. Hence, the fourth year onwards of formation, the FPO has to manage their financial support from their own business activities. The indicative financial support broadly covers (i) the support for salary of its CEO/Manager (maximum up to Rs.25000/month) and Accountant (maximum up to Rs. 10000/month); (ii) one time registration cost(one time up to maximum Rs. 40000 or actual whichever is lower); (iii) office rent (maximum up to Rs. 48,000/year); (iv) utility charges (electricity and telephone charges of office of FPO maximum up to Rs. 12000/year); (v) one-time cost for minor equipment (including furniture and fixture maximum up to Rs. 20,000); (vi) travel and meeting cost (maximum up to Rs.18,000/year); and (vii) misc. (cleaning, stationery etc. maximum up to Rs. 12,000/year). Any expenditure of operations, management, working capital requirement and infrastructure development etc., over and above this, will be met by the FPOs from their financial resources.
- 10.2 FPO being organization of farmers, it does not become feasible for FPO itself to professionally administer its activities and day to day business, therefore, FPO requires some professionally equipped Manager/CEO to administer its activities and day to day business with a sole objective to make FPO economically sustainable and farmers' benefiting agri-enterprise. Not only for business development but the value of professional is immense in democratizing the FPOs and strengthening its governing system. To substantiate the fact, the most successful example is of dairy co-operative in India where professional managers have contributed immensely to make it a success. There are other so many examples which prove the absolute requirement of professional managers. The number of professional staff could depend on geographical spread of business operation, diversity of activities and volume of business. However, an FPO should have minimum a CEO/Manager and an Accountant. Accountant is required in FPO to look after its day to day accounting work. Based on requirement, FPO can engage other staff also.
- 10.3 The CEO/Manager is to be appointed by the executive body of the FPO who should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent. Locally available professionals with 10+2 and

preferably diploma in agriculture / agriculture marketing / agri-business management or in such other related areas may be preferable. The accountant should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background. If any members of the FPO meet the above criteria, they may be considered preferably in the selection process.

- 10.4 Under the scheme, financial support towards salary of CEO/Manager up to @ Rs. 25,000/- per month and of Accountant up to @ Rs.10,000/- per month with annual increment up to 5% is to be provided from the earmarked financial support for first 3 years only. Thereafter, FPOs will manage from their own resources to pay the salary of CEO/Manager and Accountant. In order to create interest of good professional activities of CEO/Accountant, the FPO may also offer higher payment with their own sources of funds on above of Govt. support. One CEO will provide full time services to one FPO at a time only. It will be duty and responsibility of respective Board of Directors (BoDs) and CBBO that quality of services is rendered by CEO for developing the business for sustainability of the FPO.
- 10.5 **One time registration cost:** Under the scheme, the registration cost of incorporating FPOs under Companies Act. or registering under Co-operative Societies Act. will be reimbursable up to a limit of Rs. 40,000/- or actual, whichever is less; and remaining, if any, will be borne by respective FPO.
- 10.6 FPO will forward the periodic utilization certificate for FPO management cost received and utilized as may be necessary to Implementing Agency through concerned CBBO.

11.0 Provision for Equity Grant

- 11.1 Producer members' own equity supplemented by a matching Equity Grant from Government, which is required to strengthen financial base of FPOs and help them to get credit from financial institutions for their projects and working capital requirements for business development. Equity Grant shall be in the form of matching grant upto Rs. 2,000 per farmer member of FPO subject to maximum limit of Rs. 15.00 lakh fixed per FPO. This Equity Grant is not in the form of government participation in equity, but only as a matching grant to the FPOs as farmer members' equity. Therefore, Rs.1,500 crore with DAC&FW is proposed in the scheme to cover all the 10,000 FPOs, if maximum permissible equity is contributed to all 10,000 FPOs.

11.2 Objectives of Equity Grant: The objectives of Equity Grant are to (i) enhance viability and sustainability of FPOs; (ii) increase credit worthiness of FPOs; and (iii) enhance shareholding of members to increase their ownership and participation in their FPO.

11.3 Eligibility Criteria for FPOs: An FPO fulfilling following criteria shall be eligible to apply for Equity Grant under the Scheme-

- (i) It shall be a legal entity as per para 2 of this guidelines.
- (ii) It has raised equity from its Members as laid down in its Articles of Association/ Bye laws, as the case may be.
- (iii) The number of its Individual Shareholders is in accordance with the terms hereto read together with the Scheme.
- (iv) Minimum 50% of its shareholders are small, marginal and landless tenant farmers as defined by the Agriculture Census carried out periodically by the Ministry of Agriculture, GoI. Women farmers' participation as its shareholders is to be preferred.
- (v) Maximum shareholding by any one member shall not be more than 10% of total equity of the FPO.
- (vi) A farmer can be member in more than one FPO with different produce clusters but he/she will be eligible only once (for any one FPO that he/she is a member) for the matching equity grant up to his/her share.
- (vii) In the Board of Directors (BoD) and Governing Body (GB), as the case may be, there shall be adequate representation of women farmer member(s) and there should be minimum one woman member.
- (viii) It has a duly constituted Management Committee responsible for the business of the FPO.
- (ix) It has a business plan and budget for next 18 months that is based on a sustainable, revenue model as may be determined by the Implementing Agency.

11.4 Procedure for release of Equity Grant:

- (i) The Equity Grant will be made available to the eligible FPOs to receive a grant equivalent in amount to the equity contribution of their shareholder members in the FPO subject to its cap of Rs. 15 lakh per FPO. Equity Grant sanctioned shall be released to respective Implementing Agency for transferring to the bank account of the FPO. The FPO shall, within 45 days of the receipt of the Equity Grant, issue additional shares to its shareholder members, equivalent in value to the amount of the Grant received by it, provided that the maximum grant per category of shareholder irrespective of

their share as aforesaid is as follows:

- (ii) Individual Shareholder – up to Rs 2,000/- per member.
 - a) The criteria for calculation of Equity Grant (rounded off to the Share Unit Value (subject to point a) to each shareholder member of the FPO (as per authenticated copy of the Shareholders' Register maintained by the Producers Company/ Co-operative Society as per the applicable provisions of the relevant Act) is as follows:
 - (i) Allocation of shares shall be on matching/ pro-rata basis of the shareholders' current shareholding, subject to the maximum specified above and ensuring that each shareholder member receives minimum one equity share.
 - (ii) If the Grant sanctioned to the FPO is not sufficient to ensure a minimum one share to all its shareholder members, allocation of grant shall be based on the shareholders' current landholding, starting with shareholder with the least land holding / the smallest producer in case of allied activities/ or by transparent draw of lots where such identification is not possible.
 - b) The FPO shall be allowed to draw the Equity Grant in a maximum of three (3) tranches (within a period of 4 years of the first application and within the handholding period of CBBO) subject to the cap of Rs. 15 lakh per FPO, provided and to the extent that it is able to raise additional Member Equity to qualify for an additional matching grant within the overall ceiling of Rs. 15 lakh. The request for the second tranche shall be treated as a fresh application and the full process of due diligence shall be repeated.
 - c) In the event that a shareholder, who receives additional shares issued by the FPO against Equity Grant sanctioned by the Implementing Agency, exits the FPO at any point after receiving the shares, the additional shares received by him/her in lieu of the Equity Grant and standing in his/her name must be transferred to another shareholder or new shareholder within 90 days of his/her exiting the FPO, through an open and transparent draw of lots. In such cases, the original shareholder cannot receive the value of the additional shares transferred to other/ new members.
 - d) DAC&FW may ask Implementing Agencies or Implementing Agencies on its own motion shall have right to recall the Equity Grant amount from the FPO, which shall be legally liable to comply with the same in the case of-
 - a) failure to issue additional shares to members against the Equity Grant received by the FPO within 45 days of its receipt;
 - b) closure / dissolution

of FPO within five years of the receipt of the Equity Grant; and c) instances of misuse / misappropriation of the Equity Grant (viz. use of funds for activity other than mentioned in Memorandum of Association/Articles of Association/ Business plan of the FPO) .

11.5 Application for Equity Grant:-

Eligible FPOs shall apply for the Equity Grant in the prescribed Application Form (**Annexure-I**) only. Other mandatory documents required to be submitted along with the Application are listed below:

- (i) Shareholder List and Share Capital contribution by each member verified and certified by a Chartered Accountant (CA)/Co-operative Auditors prior to submission(**Enclosure-I of Annexure-I**).
- (ii) Resolution of the Board of Directors/Governing Body to seek Equity Grant for members (**Enclosure-II of Annexure-I**).
- (iii) Consent of shareholders, stating name of shareholder, gender, number of shares held, face value of shares, land holding, signifying consent for Implementing Agencies to directly transfer the Equity Grant sanctioned to the FPO on their behalf, to FPO Bank account, against the consideration of additional shares of equivalent value to be issued to them by FPO and on exit- transfer of the shares as per rules (**Enclosure-III of Annexure-I**).
- (iv) If the FPO is in operation for more than one or more financial year then it shall provide copy of the Audited Financial Statements of FPO for all years of existence of the FPO, verified and certified by a Chartered Accountant (CA)/ Cooperative Auditors prior to submission.
- (v) In case FPO is in operation for period of less than one financial year, Photocopy of Bank Account Statement for last six months authenticated by the Branch Manager of the “Bank” is required
- (vi) Business Plan of FPO and budget for next 18 months.
- (vii) Names, photographs, and identity proof (anyone from among ration card, Aadhaar card, election identification card, passport) of Representatives/ Directors authorized by the Board for executing and signing all documents under the Scheme. Each page of the Application Form and accompanying documents shall be signed by a minimum of two Board Member /Authorized Representatives of the FPO.

Note: All the information/documents are to be verified by respective CBBOs while submitting the same to the respective Implementing Agencies.

11.6 Institutional Due Diligence:-

(i) The Implementing Agency shall undertake a due diligence process to establish the credibility, sustainability and viability of the FPO, before taking a decision on its application for Equity Grant. The Due diligence shall cover the following aspects- a). Governance; b). Business and Business Plan Viability; c). Management Capability; d). Financials. All the documents and information in this respect are to be routed to Implementing Agencies through respective CBBOs duly verified by them.

(ii) Due diligence shall be conducted through Desk Appraisal by the implementing Agencies on the basis of documents received. The Implementing Agencies may seek assistance of NPMA in process of applying due diligence and if required may verify the claims.

11.7 Sanction:

The application shall be made by FPOs to the Implementing Agencies. After application of due diligence by Implementing Agencies, the proposal may be approved for sanction of Equity Grant. The Implementing Agency shall make demand of fund for disbursement under the Scheme as per their Annual Action Plan (AAP) to DAC&FW. Same may be released to Implementing Agency upon furnishing Utilization Certificate as described in para 8.2 of this guidelines.

11.8 Disbursement:

- (i) After accepting the terms of sanction, the FPO shall enter into Agreement with Implementing Agencies.
- (ii) Implementing Agencies shall transfer sanctioned funds to the FPO Account.

11.9 Compliance and Verification:

The FPO shall submit the following documents to Implementing Agencies:

- (i) List of additional shares issued by it to its shareholder members under the Scheme, along with the respective Folio Numbers, verified and certified by a Chartered Accountant (CA), within 45 days of receiving the fund.
- (ii) If the FPO does not honour its commitment in any manner whatsoever, either in the matter of issuing shares or in notifying Implementing Agency within the specified time limit, the Equity Grant amount sanctioned and released by Implementing Agency to the FPO is liable to be cancelled and recalled by Implementing Agency, as detailed in the Agreement between Implementing Agency and FPO.

11.10 Recourse on Non-Compliance:

In the event of violation of any of the terms and conditions herein contained or contained in the rules or any of the instructions issued by Implementing Agency from time to time or instances of misuse/misappropriation of the Equity Grant sanctioned and released to FPO by Implementing Agency, Implementing Agency shall have the right to demand and enforce forthwith repayment of the entire amount of Equity Grant sanctioned by Implementing Agency along with appropriate damages.

12.0 Credit Guarantee Facility

12.1 In order to ensure access of FPOs to credit from mainstream Banks and Financial Institutions, there is a need to create a dedicated fund. The dedicated Credit Guarantee Fund (CGF) will provide suitable credit guarantee cover to accelerate flow of institutional credit to FPOs by minimizing the risk of financial institutions for granting loan to FPOs so as to improve their financial ability to execute better business plans leading increased profits.

12.2 Objective of CGF:

The primary objective of CGF is providing a Credit Guarantee Cover to Eligible Lending Institution (ELI) to enable them to provide collateral free credit to FPOs by minimising their lending risks in respect of loans.

12.3 Corpus of CGF:-

(i) A dedicated Fund of up to Rs. 1,500.00 crore will be created as CGF. Out of up to Rs. 1,500.00 crore CGF, up to Rs. 1,000.00 crore will be created, maintained and managed by NABARD and the rest of up to Rs. 500.00 crore by NCDC. DAC&FW will annually contribute on matching share basis to CGF created, maintained and managed by NABARD and NCDC each contributing equal amount to respective CGF without paying any other management cost both NABARD & NCDC for managing the Fund.

(ii) The FPOs promoted and registered under Co-operative Societies Act will have option to avail CGF maintained and managed either by NBARD or NCDC. The FPOs promoted and registered under Companies Act can avail CGF maintained and managed by NABARD.

12.4 Definitions:

- i. **“Credit Facility”** means any fund based credit facility extended by an Eligible Lending Institution (ELI) to an Eligible Borrower without any Collateral Security or Third Party Guarantee ;
- ii. **“Credit Guarantee Fund”** means the Credit Guarantee Fund for FPOs created

with NABARD and NCDC respectively under the Scheme with matching grant from DAC&FW for the purpose of extending guarantee to the eligible lending institution(s) against their collateral free lending to eligible FPOs;

- iii. **“Eligible Lending Institution (ELI)”** means a Scheduled Commercial Bank for the time being included in the second Schedule to the Reserve Bank of India Act, 1934, Regional Rural Banks, Co-operative Banks, Cooperative Credit Society, NEDFI, or any other institution (s) as may be decided by the NABARD and/or NCDC, as the case may be, in consultation with Government of India from time to time. NABARD and NCDC can also finance, if they so desire with the approval of DAC&FW/N-PMFSC. NBFCs and such other financing institutions with required net worth and track record may also serve as Eligible Lending Institutions (ELIs), for lending to FPOs with a moderate spread between their cost of capital and lending rate. However, Standard Financial Sector Rating Agency should have rated NBFC **to be AAA** to be considered as ELI;
- iv. **“Guarantee Cover”** means maximum cover available per eligible FPO borrower;
- v. **“Guarantee Fee”** means the onetime fee at a specified rate of the eligible credit facility sanctioned by the ELI, payable by the ELI to NABARD or NCDC, as the case may be; and
- vi. **“Tenure of Guarantee Cover”** means the agreed tenure of the Term loan/ composite credit i.e. the maximum period of Guarantee Cover from the Guarantee start-up which shall run through the agreed tenure of the term credit, and where working capital facilities or Term loan alone are extended and/or continuing working capital arrangements granted along with the Term Loan, for a period of 5 years or block of 5 years and/or loan / working capital credit or composite credit facilities’ termination date, whichever is earlier or such period as may be specified by the NABARD or NCDC, as case may be.

12.5 Eligibility Criteria for FPO:

(i) An ELI can avail Credit Guarantee for the FPO/Federation of FPOs, which are covered under the Scheme.

(ii) Further, it should be ensured that the ELI has extended / sanctioned within six months of the date of application for the Guarantee or /in-principle agreed in writing / has expressed willingness in writing to sanction Term Loan/ Working Capital/ Composite Credit Facility without any collateral security or third party guarantee including personal guarantee of Board of Directors/Governing Body Members.

12.6 Credit Facilities Eligible under the Scheme:

Under CGF, NABARD and NCDC, as the case may be, shall cover:

- i. Fund based Credit facilities already sanctioned / extended within six months from the date of the application for the Guarantee Cover or intended to be extended singly or jointly by one or more than one Eligible Lending Institution (ELI) to a single eligible FPO borrower by way of term loan and/or working capital/composite credit facilities without any collateral security and/or third party guarantees.
- ii. The ELI can extend credit without any limit; however, the Guarantee Cover shall be limited to the maximum guarantee cover specified under the Scheme.
- iii. Non-Banking Financial Companies (NBFCs) and such other Financial Institutions (FIs) with required net worth, track record and rating of AAA may also be accommodated as Eligible Lending Institutions (ELIs), such NBFC should on-ward lend to FPOs with a moderate spread between their cost of capital and lending rate.

12.7 Non-Eligibility of Credit Facilities from Credit Guarantee Fund:

The following credit facilities shall not be eligible for Guarantee Cover under the Scheme:

- i. Any credit facility which has been sanctioned by the ELI against collateral security and/ or third party guarantee.
- ii. Any credit facility in respect of which risks are additionally covered under any scheme operated/administered by Reserve Bank of India/or by the Government/or by any general insurer or any other person or association of persons carrying on the business of insurance, guarantee or indemnity.
- iii. Any credit facility, which does not conform to, or is in any way inconsistent with, the provisions of any law, or with any directives or instructions issued by the Central Government or the Reserve Bank of India, which is, for the time being, in force.
- iv. Any credit facility granted to any borrower, who has himself availed of any other credit facility covered under this scheme or under the schemes mentioned in clause (i), (ii) and (iii) above at any point in time.
- v. Any credit facility that is overdue for repayment/ NPA taken over by the ELI from any other lender or any other default converted into a credit facility.
- vi. Any credit facility which is overdue for repayment.

- vii. Any credit facility which has been rescheduled or restructured on becoming overdue for repayment.

12.8 Eligible project loan amount for Credit Guarantee Cover and its period:

- i. The credit guarantee cover per FPO will be limited to the project loan of Rs. 2 crore. In case of project loan up to Rs. 1 crore, credit guarantee cover will be 85% of bankable project loan with ceiling of Rs. 85 lakh; while in case of project loan above Rs.1 crore and up to Rs. 2 crore, credit guarantee cover will be 75% of bankable project loan with a maximum ceiling of Rs. 150 lakh. However, for project loan over Rs. 2 crore of bankable project loan, credit guarantee cover will be limited maximum upto Rs.2.0 crore only.
- ii. ELI shall be eligible to seek Credit Guarantee Cover for a credit facility sanctioned in respect of a single FPO borrower for a maximum of 2 times over a period of 5 years.
- iii. In case of default, claims shall be settled up to 85% or 75 % of the amount in default subject to maximum cover as specified above.
- iv. Other charges such as penal interest, commitment charge, service charge, or any other levies/ expenses, or any costs whatsoever debited to the account of FPO by the ELI other than the contracted interest shall not qualify for Credit Guarantee Cover.
- v. The Cover shall only be granted after the ELI enters into an agreement with NABARD or NCDC, as the case may be, and shall be granted or delivered in accordance with the Terms and Conditions decided upon by NABARD or NCDC, as the case may be, from time to time.

12.9 Procedure to avail Guarantee Cover:

The ELI shall be required to apply to NABARD or NCDC, as the case may be, for Guarantee Cover in the specified form only provided at **Annexure-II** for credit proposals sanctioned by them during any quarter prior to expiry of the following quarter viz., application w.r.t. credit facility sanctioned in April–June Quarter must be submitted by the ensuing quarter, i.e. July-September to qualify for consideration under the Scheme.

- **NABARD or NCDC, as the case may be, shall-**

- i. Scrutinize the proposal before sanctioning the Guarantee Cover to the ELI under the Scheme in accordance with its Terms and Conditions of respective Implementing Agencies.

- ii. Insofar as it may be considered necessary, for the purposes of the Scheme, inspect or call for copies of the Books of Account and other records (including any Book of Instructions or Manual or Circulars covering general instructions regarding Conduct of Advances) of the Lending Institution or of the Borrower from the Lending Institution.
- iii. Such Inspection shall be carried out either through the officers of NABARD or NCDC, as the case may be, or any other officer of DAC&FW specifically appointed for the purpose of Inspection.
- iv. The Investment and Claims Settlement Committee (I&CSC) of NABARD or NCDC, as the case may be, shall sanction the Guarantee Cover to the concerned Bank based on the findings of the above.
- v. The ELI shall enter into an Agreement with NABARD or NCDC, as the case may be, at the level of the Bank Branch as per the format of Agreement decided by NABARD or NCDC, as the case may be.

12.10 Guarantee Fee (GF):

- i. The one time Guarantee Fee if chargeable by NABARD or NCDC, as the case may be, will be payable by the ELI for Credit Guarantee Cover (CGC) under the Scheme, which will be maximum up to @ 0.75% of the credit facility up to and including Rs. 1.00 crore project loan and up to @ 0.85% of credit facility above Rs. 1.00 crore and up to Rs. 2.00 crore project loan sanctioned by the ELIs. The ELI shall pay the Guarantee Fee upfront to NABARD or NCDC, as the case may be, within 30 days from the date of issue of sanction letter for CGC, failing which the Guarantee will be liable to become void unless and until its continuance is specifically approved by NABARD or NCDC, as the case may be.
- ii. The Guarantee Fee once paid by the lending institution to NABARD or NCDC, as the case may be, is non-refundable except where Guarantee Cover for which Guarantee Fee is paid has not been approved.

12.11 Responsibilities of Lending Institutions under the Scheme prior to recommending proposals for the consideration of NABARD or NCDC, as the case may be, the ELI shall:

- i. Appraise each loan proposal for selecting commercially viable projects. ELI's Appraisal Note shall accompany the Application for Guarantee Cover under the Scheme.
- ii. Carry out processing, legal work and documentation for sanction of the loan in accordance with the requirements of the ELI and the terms and conditions of NABARD or NCDC, as the case may be.

- iii. Furnish such statements, information, documents, receipts, certificates etc. as NABARD or NCDC, as the case may be, may require in connection with any credit facility under this Scheme.
- iv. Certify that /be deemed to have affirmed that the contents of such documents, receipts, certificates and other written documents are true, provided that no claim shall be rejected and no liability shall attach to the lending institution or any officer thereof for anything done in good faith.
- v. Monitor the Borrower -account and maintain records of periodical monitoring and actions initiated on observations, if any.
- vi. Ensure that the Guarantee Claim in respect of the credit facility to the FPO Borrower is lodged with NABARD or NCDC, as the case may be, in the form and manner and within such time as may be specified by NABARD or NCDC, as the case may be, in this behalf. Further, there shall not be any delay on its part to notify NABARD or NCDC, as the case may be, of the default in the Borrower's Account, as a result of which delay, NABARD or NCDC, as the case may be, shall face higher Guarantee Claims.
- vii. The payment of Guarantee Claim by NABARD or NCDC, as the case may be, to the lending institution does not in any way absolve the lending institution of the responsibility of recovering the entire outstanding amount of the credit from the borrower. The lending institution shall exercise all necessary precaution and take recourse to all measures to recover from the borrower the entire amount of credit facility that is owed to it by the borrower and safeguarding the interest of NABARD or NCDC, as the case may be, as it shall exercise in the normal course if no guarantee had been furnished by NABARD or NCDC, as the case may be.
- viii. The lending institution shall be bound to comply with such directions as NABARD or NCDC, as the case may be, may deem fit to issue from time to time, for facilitating recoveries of the guaranteed account, or safeguarding its interest as a guarantor.
- ix. The lending institution shall, in particular, refrain from any act either before or subsequent to invocation of guarantee, which may adversely affect the interest of NABARD or NCDC, as the case may be, as the guarantor.
- x. The lending institution shall be bound under the Scheme to intimate in advance to NABARD or NCDC, as the case may be, its intention to enter into any compromise or arrangement, which may have effect of discharge or waiver of primary security.
- xi. Further, the lending institution shall secure for NABARD or NCDC, as the case

may be, or its appointed agency, through a stipulation in an Agreement with the Borrower or otherwise, the right to list the defaulted Borrowers' names and particulars on the Website of NABARD or NCDC, as the case may be or Integrated Portal

12.12 Monitoring by NABARD and NCDC:-

- i. The ELI shall undertake regular desk and /or field monitoring of the borrowing FPOs.
- ii. NABARD or NCDC, as the case may be, shall be authorized to call for reports of such monitoring as may be required from time to time.

12.13 Governance:

- i. There shall be an Investment and Claims Settlement Committee (I&CSC) in NABARD and NCDC. The I&CSC in NABARD will be chaired by its Deputy Managing Director (Dy.MD) or as nominated by Chairman, NABARD in case Dy. MD post is vacant ; while in NCDC, it will be chaired by its Managing Director (MD). The respective Committee may have also representative of States in rotation, Banking Institutions and relevant subject matter Experts apart from a representative of DAC&FW. NABARD may also co-opt a representative from SFAC. The procedure, frequency of conduct of meeting etc. will be decided by respective Organization as may be required.
- The I&CSC in NABARD and NCDC will apply their due diligence to scrutinize and accord the financial sanction to the proposals received from ELIs for Credit Guarantee Cover. NABARD and NCDC will submit by tenth day of next month the detailed progress of sanctioned credit guarantee cover of the previous month to DAC&FW on prescribed pro-forma. The N-PMAFSC shall be final authority in all policy and strategic decision making in this regard.
- ii. The I&CSC shall have discretion to take decisions in all matters concerning the Fund and its administration, set standards for risk exposure, design the financial structure of the Fund and profit targets, including special consideration for FPO with good track record of recovery.
- iii. The I&CSC shall deliberate upon Policy Issues and Strategy for overall development of the Fund and make recommendations to the NABARD and NCDC, as the case may be, for their approval. The NABARD and NCDC will accord approval and inform N-PMAFSC.
- iv. The I&CSC shall regularly keep the NABARD and NCDC, as the case may be,

informed about all major decisions and actions taken by it in this regard, and shall work under its overall control and guidance with regard to the Fund and the Scheme. Simultaneously, the NABARD and NCDC will keep the N-PMAFSC apprised about such decisions and actions taken in this regard.

- v. Decisions regarding Guarantee Pay-Outs shall be the primary responsibility of I&CSC which shall meet at least once every quarter or as often as necessary.
- vi. The ELI may invoke the Guarantee in respect of Credit Facility within a maximum period of one year from the date of NPA, if the conditions set out by NABARD or NCDC, as the case may be, are met out.

12.14 Claim Settlement:-

Only such Claim, as is submitted by the ELI and as specified by NABARD or NCDC, as the case may be, from time to time in consultation with N-PMAFSC will be considered.

12.15 Modifications and Exemptions:-

NABARD or NCDC, as the case may be, reserves the right to modify, cancel or replace the scheme or terms and conditions, in any manner whatsoever, that it deems necessary, in consultation with DAC&FW.

12.16 Interpretation :-

The decision of NABARD or NCDC, as the case may be, shall be final in regard to the interpretation of any of the provisions of the Scheme or of any directions or instructions or clarifications given in connection therewith. While taking any such decisions, NABARD or NCDC, as case may be, will hold prior consultation with DAC&FW.

12.17 Disputes Resolution:-

Disputes, if any, arising out of the Agreement shall be resolved through mutual consultation, failing which, subject to the relevant agreement, Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and its up to date amendments shall be resorted to.

13.0 Training and Capacity Building for Promotion of FPOs

- 13.1 Capacity building, training and skill development of CEOs/ BoDs and other stakeholders identified by Nodal training institution, in consultation with DAC&FW, through transfer of technology, innovation is very essential for development of robust FPOs and for running the business activities successfully

on self-sustainable basis. The transfer of technology and innovation, *inter alia*, includes entire vertical and horizontal aspects of agricultural value chain, managerial aspect including accounting with focus on value addition, processing, and marketing. The subject matter of training will cover topics ranging from Organisational management/behaviour, crop husbandry, value addition, processing, marketing, trading, export, supply chain, grading, branding, packaging, accounting, auditing, compliance requirements, incubation, ICT & MIS as may be relevant for promotion of FPOs including case studies in best practices if any.

13.2 The Bankers Institute of Rural Development (BIRD), Lucknow promoted by NABARD is designated as Nodal Training Institution at central level for FPOs promoted by NABARD and SFAC and other allowed/designated Implementing Agencies whether incorporated under Part IX A of Companies Act or registered under Co-operative Societies Act. The BIRD will work in partnership with other reputed organisations like NIRD, MANAGE, NIAM, NIFTEM, VAMNICOM and such other national and regional institutions such as IRMA, Anand and ASCI, Hyderabad, State and Central Government Agriculture Universities, National Level Skill Development Universities, KVKs and other National Level Management and Skill Development Institutions etc. The BIRD in consultation with NABARD and DAC&FW will prepare a training module and training schedule for the ensuing year, which will be got approved by N-PMAFSC.

13.3 Training expenses, in case of BIRD being nodal agency, will be equally shared by DAC&FW and NABARD. BIRD through NABARD will claim the expenses from DAC&FW and will also submit the utilization certificate through NABARD after the training programme is over.

13.4 Laxmanrao Imandar National Academy for Co-operative Research & Development (LINAC), Gurugram promoted by NCDC is designated as Nodal Training Institution at central level for FPOs registered under Co-operative Societies Act and promoted by NCDC. The LINAC will work in partnership with other reputed national and regional training institutions like NIAM, VAMNICOM, MANAGE, NIRD, NCCT, IRMA, ASCI, State and Central Agriculture Universities, KVK, very reputed National level Management and Skill Development Institutions/Universities etc. The LINAC in consultation with NCDC and DAC&FW will prepare a training module and training schedule for the ensuing year, which will be got approved by N-PMAFSC. As regards training expenses, in case of LINAC being nodal agency, the LINAC through NCDC will claim the

expenses from DAC&FW and will also submit the utilization certificate through NCDC after the training programme is over.

13.5 DAC&FW in due course may also identify and designate other training institute(s) as additional Nodal Training Institute at central level, which will undertake training and skill development partnering with other national and regional level institutes.

13.6 The central Nodal Training Institutes will ensure that training programme be held preferably in same State/UT wherein FPO trainees located are proposed to participate to reduce the burden on transportation(TA/DA) cost. While formulating the training schedule, Nodal Training Institutes will ensure that BoDs, CEOs/Managers and other stakeholders etc. are trained twice in a year. Nodal Training Institutes will have to make boarding and lodging arrangements for the trainees and will also reimburse to and fro journey tickets to the extent of sleeper class train tickets and/or ordinary bus fare. Nodal Training Institutions will also evolve methodology to monitor and track the performance of trainees and their FPO organization to ensure effectiveness of training being provided. Nodal Institutions will also provide the annual summary of various training provided and their effectiveness to national level Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC) constituted in DAC&FW.

13.7 Nodal Training Institutions may also develop various video based demonstrative/interactive e-learning modules in relevant subjects and made available in local languages to widely disseminate knowledge to new and existing FPOs.

13.8 Nodal training Institutes may also develop distance learning Diploma Program in FPO management for members of new and existing FPOs so as it may foster in future trained and professional FPO managers/accountants like that for Industry.

13.9 There is budgetary provision of Rs. 3.0 crore each year by DAC&FW for four years for training through specialized institutions and NABARD will be contributing on matching basis for the capacity building to be undertaken by BIRD (in consultation with N-PMAFSC) partnering with other National and Regional level institutions.

14.0 **Implementation & Monitoring Mechanism**

Considering the significance of effective implementation and better monitoring mechanism for success of a scheme, there is a well-structured, institutionalized three tiered structure at National level, State level and District level for effective implementation and monitoring of formation and promotion of FPOs.

14.1 National Level

14.1.1 To cohesively coordinate the Implementing Agencies, activities and to decide the policy guidelines in the matter for better outcome of the Scheme, there is a national level Project Management Advisory and Fund Sanctioning Committee (N-PMAFSC) constituted in DAC&FW. Composition of the Committee shall be –

- (i) Secretary, DAC&FW -----Chairperson
- (ii) Addl. Secretary (Marketing), DAC&FW -----Member
- (iii) AS&FA, DAC&FW -----Member
- (iv) JS (MIDH, RKVY, Co-operation), DAC&FW -----Member
- (v) JS (MoFPI), as nominated by its Secretary-----Member
- (vi) JS (DoAHD), as nominated by its Secretary-----Member
- (vii) JS (Deptt. of Fisheries), as nominated by its Secretary-----Member
- (viii) JS (MoRD), as nominated by its Secretary-----Member
- (ix) JS (DoNER), as nominated by its Secretary-----Member
- (x) JS (Tribal Affairs) nominated by Secretary-----Member
- (xi) Managing Director (SFAC)-----Member
- (xii) Managing Director (NCDC)-----Member
- (xiii) NABARD's representative not below the rank of CGM-----Member
- (xiv) JS (Marketing), DAC&FW-----Member Secretary

Note: (i) Chairperson may co-opt any additional member(s) including from any other Ministry /Department, States or expert(s) to assist the functioning of the Committee. In case of co-opted Members(s) from States, it shall be on rotation basis. Two prominent farmer members or representatives of FPOs be nominated as member of the Committee by Government of India.

(ii) Directorate of Marketing & Inspection, an attached office of DAC&FW will provide necessary secretarial services and assistance including technical inputs to N-PMAFSC in coordination, scrutiny and sanction of proposals and will coordinate with NPMA, which shall also assist N-PMAFSC with inputs on policy formulation, coordination among implementing agencies.

14.1.2 Duties & Responsibilities of N-PMAFSC:-

- (i) Coordinate with all the Implementing Agencies, State Level Consultative Committee and District level Monitoring Committee (D-MC) for smooth implementation. It will also consider feedback received from other relevant Ministries and Organizations on Clusters identification for consideration.
- (ii) It will monitor the progress either by holding the meetings of Implementing

Agencies and other stakeholders or by other means.

- (iii) It will allocate the produce clusters/districts/States to Implementing Agencies for formation and promotion of FPOs.
- (iv) It will undertake scrutiny of Action Plan of Implementing Agencies(IAs), consider recommendation of release of fund to Implementing Agencies based on previous utilization as due with respect to funding under the Scheme.
- (v) It will provide policy inputs to DAC&FW for modification in the Scheme to better suit in the formation and promotion of FPOs to make them economically sustainable.
- (vi) It will provide aid and advice to Implementing Agencies as may be required for smooth functioning of the scheme.
- (vii) Based on suggestions received from various Implementing Agencies, other Ministries, States and experience/need, N-PMAFSC may examine and recommend revision of the minimum membership norm per FPO to DAC&FW.
- (viii) It may seek detailed input and analysis as may be required from time to time from NPMA and also seek assistance of DMI in verification etc.

14.2 State Level

14.2.1 Considering the significance and strategic roles of the State Government and its machinery down the line in synergizing the efforts in mobilizing the farmers, offering various services relating to production and post-production and also closely and periodically review the developmental and functioning including constraints faced by FPOs, a State Level Consultative Committee called SLCC is constituted. The Composition of the Consultative Committee is as under-

- i. Addl. Chief Secy/Secy. I/c Agriculture/ Agriculture Marketing----Chairperson
- ii. Secretary of line Ministries/Departments -----Members
(Horticulture, Animal Husbandry& Fisheries,
Co-operation, Marketing, Rural Development, Panchayati Raj)
(In State/UT where there is no post of ACS/PS;
and Secretary, I/c Agriculture is Chairperson, members
may be Directors of line Departments)
- iii. Representative of SFAC -----Member
- iv. Representative of NCDC -----Member
- v. Representative of NABARD -----Member Secretary*

- vi. Convener, SLBC -----Member
- vii. Two Experts from Agriculture Universities/Institutions -----Members

Note: (i) Chairman may co-opt additional Member(s) as per requirement and In-charge of DMI of respective State/UT may be invited in the meeting as special invitee. Two prominent farmer members or representatives of FPOs in the State/UT be nominated as member of the Committee by Government of India.

*(ii) Representative of NABARD will be Member Secretary to convene and coordinate the meetings of SLCC, however, in State (s) where there is presence of NCDC and State level SFAC and they are playing lead and significant roles in formation and promotion of FPOs, their representatives may be Member Secretary in place of NABARD). In case of any dispute, decision of N-PMAFSC in this regard shall be final.

(iii) State Governments/ UT Administration will issue order for formation of State Level Consultative Committee.

14.2.2 Duties & Responsibilities of SLCC

- (i) It will regularly monitor and review the progress of FPO development and functioning by holding its regular meetings.
- (ii) It will work out a strategy for all stakeholders including the Implementing Agencies (SFAC, NABARD and NCDC), institutions engaged in formation and promotion of FPOs and State Government machinery engaged in agricultural and rural development to work synergistically to achieve the objective.
- (iii) It will identify the constraints in implementation of scheme and communicate to DAC&FW and N-PMAFSC for taking the appropriate policy decision, if so required.
- (iv) It will direct respective State Government departments to help in identification of produce clusters for recommendation to N-PMAFSC and assist in mobilization of farmers to form the FPOs.
- (v) It will formulate an effective extension mechanism to be undertaken through existing State extension machinery down the line.
- (vi) Most importantly, the committee will coordinate with respective State Government departments to facilitate FPOs in getting the license/registration for inputs, shops/spaces in the mandis and also availing the assistance for development of various infrastructures relating to production and post-production activities. The committee will also ensure that FPOs be associated/involved in all the farmers' centric schemes of the Government to

the extent feasible.

- (vii) It will facilitate in making available land at appropriate place for development of common facility center and also custom hiring center. It will also strategize and prioritize for linking of Common Facility Centre (CFC) with e-NAM or with any other e-trading platform.

14.3 District level

14.3.1 Monitoring of the scheme at the District / Cluster Level and effective coordination among the stakeholders are critical for real success of the scheme and benefit to the farmer members as envisaged. Therefore, a District level Monitoring Committee (D-MC) is constituted for overall coordination of implementation of scheme in the district including the cluster development and challenges faced by FPOs. The Composition of the District level Monitoring Committee is as under-

- | | |
|---|--------------------|
| (i) District Collector | - Chairperson |
| (ii) CEO , District Council | - Member* |
| (iii) District level officers of line departments (Agriculture/ Horticulture / Animal Husbandry/ Fisheries/Marketing/Cooperation) | - Member |
| (iv) DDM (NABARD) | - Member Secretary |
| (v) Lead District Manager (LDM) | - Member |
| (vi) Experts from KVK, ATMA, local producers' Organizations (3 No.) | - Members |
| (vii) Representatives of NCDC/SFAC, if available | - Members |

Note: (i) Chairperson may co-opt additional Member(s) including the representative of CBBOs/ PACs as per requirement.

* (ii) The District level Committee will be chaired by CEO; Zila Parishad in State(s) where development / agriculture related work is the responsibility of Zila Parishad and the concerned State/UT so decide.

(iii) The implementation of the Scheme for formation and promotion of FPOs would also be reviewed by District Development Coordination & Monitoring Committee (DISHA) in their periodic reviews.

(iv) State Government/UT Administration will issue advisories to Districts for formation of District Level Monitoring Committee.

14.3.2 Duties & Responsibilities of D-MC

- (i) It will closely monitor and review the progress of FPO development and functioning by holding its regular meetings.
- (ii) It will suggest the potential produce clusters in the district (where FPOs can be formed & promoted) to N-PMAFSC and will also assist Implementing Agencies, CBBOs and other stakeholders in identification of cluster(s) and activity (ies) and also in mobilization of farmers.
- (iii) It will resolve the financial constraints of FPOs through District Level Bankers' Committee and provide feedback to N-PMAFSC.
- (iv) It will identify the constraints in implementation of scheme at the ground level and communicate the same to State Level Consultative Committee for further taking up the matter with DAC&FW and N-PMAFSC for appropriate policy decision.
- (v) Any other matter so decided by the committee in the interest of the scheme and farmers.

14.4 Close and effective monitoring has been considered a major trigger for success of this scheme. Therefore, in addition to three tiered afore-stated structured mechanism for monitoring of the scheme, there shall be continuous in-house monitoring by DAC&FW and by the Implementing Agencies also. The DAC&FW may utilize the services of Directorate of Marketing & Inspection (DMI), which has existence through its Regional & Sub-Offices across the country. For effective monitoring, DAC&FW may engage consultants also and cost for same will be borne from the budget of the scheme itself.

15.0 Evaluation of the Scheme

15.1 In order to evaluate the performance of the scheme with reference to its envisaged objectives, the mid-term (4th year) and end-term evaluation will be done in terms of (i) No. of FPOs formed and registered; (ii) No. of farmers mobilized category-wise ; (iii) Quantum of Equity Grant provided and No. of FPOs covered; (iv) Quantum of Credit Guarantee provided for credit linkages including volume of loan availed for working capital; (v) No. of training programmes conducted for capacity building and No. of persons trained and (vi) Business turnover of the FPOs.

15.2 DAC&FW will hire third party appropriate Consultant / Agency transparently for undertaking the study as well as mid-term and end-term evaluation of the scheme. If it deems feasible and appropriate, DAC&FW may ask any of the Implementing Agencies to undertake the mid-term and end-term evaluation of the

scheme and evaluation report will be shared with DAC&FW and also among the other Implementing Agencies. Based on the suggestions and findings in the report, DAC&FW may modify the Operational guidelines. If exigency arises in the interest of the scheme, DAC&FW may at any time suitably modify the scheme to achieve the objective as envisaged in it. The evaluation cost will be borne from the budget of the scheme itself.

16.0 Integrated portal

16.1 NPMA in consultation with DAC&FW will get configured an “Integrated portal” and will also be national level data repository. The portal will serve as an e-National platform for FPOs. The portal will have basically two components, namely (i) vertical and horizontal e-Market place functioning digital platform for business transaction through various stakeholders; and (ii) Management Information System (MIS) to cater the data needs of stakeholders. The portal will have in tracking all type of data up to FPO level. The integrated portal may be developed through outsourcing or through NIC by SFAC.

16.2 Functions of Integrated portal

- (i) The software for vertical and horizontal e-Market place will provide information about the details of FPOs produce with its quality ready for sale.
- (ii) It will provide details of availability of quality inputs with price and also the details of custom hiring facility with rate.
- (iii) It will also provide detailed information about formation of FPO, its registration, location, major business activity, profitability status and all other related information FPO-wise.
- (iv) It will have window to highlight the problems being encountered in any stage of formation and promotion of FPOs and quick response by respective agency to resolve the problem.
- (v) All the software developed by Implementing Agencies with respect to FPOs are to be inter-operable with this Integrated portal.

17.0 Miscellaneous

- (i) Those corporate bodies (Agri-Value Chain/Industry) forming and promoting FPOs through cluster-based approaches without going through CBBOs may be encouraged through providing financial support under this scheme. Concerned Industries/Value Chain Processing & Export Industries forming and promoting FPOs through cluster approaches without going through CBBOs / Professional Agencies engaged by CBBOs, will be eligible for assistance for their new FPOs

under the Scheme in case at least 60% of the produce of members of such FPOs is ensured with appropriate processing & assured marketing linkages on sustainable basis for remunerative prices for improving the income of the members as well as to developing processing and value addition within the country. In addition, such FPOs can also avail credit guarantee cover under CGF if comply the eligibility for same under this Scheme and also norms & guidelines of CGF maintaining and managing agency. Such FPOs will also be allowed benefits of advisory services from NPMA and other components on par with FPOs such as Equity Grant promoted by implementing agencies. These Organizations will submit DAC&FW/ N-PMAFSC in advance about detail proposal of forming and promoting FPOs and will also submit the detail Year-wise Action Plan for consideration. Thereafter, they will submit the stages of formation and promotion of FPOs and submit proposal for FPO management cost from time to time along with utilization of previous amount along with documentary proof as well as requirement of Equity Grant to one of the assigned Implementing Agency for verification, which in turn will channelize the claim to N-PMAFSC for payment through respective IA. As regards Credit Guarantee facility, they will approach concerned Credit Fund with bank credit detail.

- (ii) Ongoing schemes of Government will be used in convergence to enhance the cost effectiveness of FPOs in production and raising productivity and also to meet the cost of infrastructure requirement of the FPOs. Implementing Agency may converge the fund available with various on-going Government of India schemes such as Rashtriya Krishi Vikas Yojna (RKVY), Mission for Integrated Development for Horticulture (MIDH), National Food Security Mission (NFSM), Pradhan Mantri Kisan Sampada Yojna (PM-SAMPADA), Deendayal Antyodaya Yojna-National Rural Livelihood Mission (DAY-NRLM), PM- FME Scheme of MoFPI, TRIFED etc. in programs, activities and creation of infrastructure like Custom Hiring Centre/Common Facilitation Centre with machinery/equipment relating to production and post-production, value addition and farm level processing, storage and other activities to make FPOs sustainable and economically viable.
- (iii) Further, Agricultural Marketing Infrastructure (AMI) Sub-Scheme of Integrated Scheme for Agriculture Marketing (ISAM) will also be converged and an FPO willing to develop post-harvest management and marketing infrastructure can avail assistance thereunder.
- (iv) States/ Union Territories can avail assistance for development of marketing and farm level value addition infrastructure/facilities for FPOs including setting up of

Custom Hiring Centre (CHC)/Common Facilitation Center (CFC) for marketing and supply chain etc. under Agri- Market Infrastructure Fund (AMIF) approved for creation in NABARD for development of marketing and farm level value addition infrastructure/facilities in Gramin Agriculture Markets (GrAMs). In this case, operational guidelines of AMIF and NABARD's procedure and terms and conditions of sanction and repayment of loan for AMIF shall be applicable.

- (v) States/Union Territories can top up and additionally supplement the activities of FPOs from their own fund for activities and infrastructure not covered under Government of India Scheme.
- (vi) States/Union Territories may actively consider to make available appropriate size of land to FPOs for setting up of CFCs and CHCs at cheaper rate on rent/lease or otherwise; or may make available free of cost.
- (vii) Government may prioritize FPOs to undertake procurement operation on Minimum Support Price (MSP).
- (viii) States must actively consider encouraging FPOs for selling their produce through e-National Agriculture Market (e-NAM) including FPO module of e-NAM or through other electronic platform from their premises itself without physically bringing the produce to the APMC market yards.
- (ix) Department of Agriculture, Cooperation & Farmers Welfare is authorized to finalize Operational Guidelines of the scheme (and model Bye Laws if any) including mid-term changes thereto, and issue the same with the approval of Hon'ble Minister for Agriculture & Farmers' Welfare.

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Application Form for seeking Equity Grant by FPO

Date:

To,

(i) The Managing Director
Small Farmers' Agri-Business Consortium (SFAC),
NCUI Auditorium, August Kranti Marg,
Hauz Khas, New Delhi 110016.

(ii) The Managing Director
National Co-operative Development Corporation (NCDC),
4, Siri Institutional Area,
Hauz Khas, New Delhi 110016.

(iii) The Chief General Manager
National Bank for Agriculture and Rural Development (NABARD),
Regional Office -----

(iv) To any other additional Implementing Agency
allowed/designated, as the case may be.

Sub: Application for Equity Grant under scheme of Formation and Promotion of 10,000
Farmer Producer Organizations (FPOs)

Dear Sir/Madam,

We herewith apply for Equity Grant as per the provisions under the captioned scheme.

1. The details of the FPO are as under-

| S. No. | Particulars to be furnished | Details |
|--------|--|---------|
| 1. | Name of the FPO | |
| 2. | Correspondence address of FPO | |
| 3. | Contact details of FPO | |
| 4. | Registration Number | |
| 5. | Date of registration/incorporation of FPO | |
| 6. | Brief account of business of FPO | |
| 7. | Number of Shareholder Members | |
| 8. | Number of Small, Marginal and Landless Shareholder Members | |

| | | |
|-----|---|----------------------|
| 9. | Paid up Capital (in INR) | |
| 10. | Amount of Equity Grant sought (in INR) | |
| 11. | Maximum shareholding of an Individual Shareholder Member | |
| 12. | Bank name in which account is maintained | |
| 13. | Account number | |
| 14. | Branch name & IFSC code | |
| 15. | Number of Directors with their briefs | |
| 16. | Mode of Board formation (election/ nomination) | |
| 17. | Number of Women Director(s) | |
| 18. | Date(s) of Board/Governing Body Meetings held in the last year | |
| 19. | Number of functional committees of the FPO: (Mention the major activities of each committee) | 1. 2. 3. |
| 20. | Roles & Responsibility of Boards/ Governing Body | 1. 2. 3. 4. |

2. Details of Board of Directors/Governing Body-

| S. No. | Name of the Directors of Board/ Governing Body | Designation/ Role in the FPO | Aadhar Number | DIN Number | Qualifications Tenure (in yrs.) | Contact No./ Address | Land holding (in Acres) |
|--------|--|------------------------------|---------------|------------|---------------------------------|----------------------|-------------------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| | | | | | | | |
| | | | | | | | |

3. Details of Members of Board/ Governing Body

| S. No . | Name of the Members of Board/ Governing Body | Role in the FPO | Aadhar Number | Qualifications Tenure (in yrs.), if any | Contact No./ Address | Land holding (in Acres) |
|---------|--|-----------------|---------------|---|----------------------|-------------------------|
| 1. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

4. Details of Shareholding of FPO Members-

| # | Number of shareholders | Number and face value (INR) of shares allotted | Total amount paid (including premium in INR.) |
|---|------------------------|--|---|
| | | | |

We certify that no member of our FPO had availed Equity Grant facility earlier.

We submit our application along with the mandatory documents and request that the equity grant be approved.

Yours faithfully,

President/Chief Executive Officer/Manager

Authorized Representative/ Director of FPO

***List of mandatory documents to be attached with the application form**

- i. Shareholder List and Share Capital contribution by each Member verified and certified by a Chartered Accountant (CA) prior to submission (Format attached, Annexure I- Enclosure-I).
- ii. Resolution of FPO Board/Governing Council to seek Equity Grant for Members (Format attached, Annexure I- Enclosure-II).
- iii. Consent of Shareholders, stating name of shareholder, gender, number of shares held, face value of shares, land holding, and signature, signifying consent for Implementing Agency to directly transfer the Equity Grant sanctioned to the FPC on their behalf, to FPC Bank account, against the consideration of additional shares of equivalent value to be issued to them by FPC and on exit- transfer of the shares as per rules (Format attached, Annexure I-Enclosure-III).
- iv. Audited Financials of FPO for a minimum 1 year/for all years of existence of the FPO if formed less than three years prior to application/ for the last 3 years for FPO in existence for 3 years or more, verified and certified by a Chartered Accountant (CA) prior to submission.
- v. Photocopy of FPO Bank Account Statement for last six months authenticated by Branch Manager.
- vi. Business plan and budget for next 18 months.
- vii. Names, photographs, and identity proof (one from among ration card, Aadhaar card, election identification card, and passport of Representatives/ Directors authorized by the Board for executing and signing all documents under the Scheme.
- viii. Each page of Application Form and accompanying documents should be signed by a minimum of two Board Member Authorised Representatives of FPO;

Shareholders' List and Share Capital contribution by each member verified and certified by a Chartered Accountant (CA) prior to submission

| S.No | Member Name & Gender | Date of Membership | Share Money deposited by member (Rs.) | No. of Shares allotted (Share Value in INR) | Folio Share distinctive Number | Land holding of Shareholders (in Acres) | Land Record (Khasra No.) |
|------|----------------------|--------------------|---------------------------------------|---|--------------------------------|---|--------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Signature of President

Name:

Place:

Date:

Signature of CEO

Name:

Place:

Date:

Verified and certified by Chartered Accountant (CA) (Sign and Seal)

Resolution of Board of Directors/Governing Body to seek Equity Grant for Members

FPO to seek Equity Grant for Shareholders (Certified true Copy)

- a) Place of meeting.....
 b) Date of meeting.....
 Agenda of Meeting: to avail Equity Grant support

Whereas the FPO has been formed under _____ (legal registration status of FPO) and on the basis of the decision of the AGM/EGM (held on) _____ (mention the date) to avail Equity Grant support under the Scheme.

We, the Board of Directors of the FPO unanimously resolve that-

- i. The grant shall be utilized for business enhancement of the FPO.
- ii. The basis of allocation of the said fund shall be the individual share money contribution by members and in accordance with the criteria laid down in the Scheme.
- iii. The accounts of the said grant shall be maintained in a proper manner.
- iv. The benefit of the said support shall be extended shareholder member-wise and shall be available to an individual till she/he is the member of the FPO.
- v. If a shareholder member quits the FPO at any point, the shares issued in lieu of the grant shall be retained by the FPO and shall not be paid to the member but shall be allocated to a new/additional existing member as per the scheme guidelines. This has been discussed in the AGM/EGM held for this purpose on----- and the Shareholders are fully cognizant of the Terms and Conditions of the Scheme & have agreed to abide by the same.

We further resolve that to execute the documents pertaining to this support, the President / in his absence, any one of the following Directors of the FPO for any reason due to non-availability of the President and the Chief Executive of FPO, whose signatures are given below and certified by the Bank are authorised to sign all documents and forms jointly. Further resolved that this Resolution be communicated to..... (Name of Implementing Agency) and shall remain in force until further notice in writing.

Signed by the CEO & Board of Directors and Sealed

| S.No. | Name | Designation | Signatures |
|-------|------|-------------|------------|
| | | | |
| | | | |

Consent Form of all Shareholders

We are Shareholders in _____ (Name of the FPO) located in _____ (Name of village/block/district/State). We have purchased _____ (number of issued Shares) worth Rs. _____ (value of the issued Shares) from the FPO, as per the list below-

(List to be attached stating name of shareholder, gender, number of shares held face value of shares, land holding, and signature.)

We have been informed about /read the Terms and Conditions of the EG and agree to the same. In particular, each shareholder hereby agrees that the entire amount of Equity Grant sanctioned by.....(Name of Implementing Agency) on our behalf be directly transferred to our FPO's account towards the consideration of additional shares to be issued to us of equivalent amount in the FPO.

On receipt of the amount, the FPO shall immediately, issue additional shares to respective shareholders, of the equivalent amount sanctioned to each shareholder by the.....(Name of Implementing Agency)

We also agree that should any shareholder at any point cease to be a Member of the FPO for any reason whatsoever, the additional shares against the Equity Grant that stand in his/her name shall be retained by the FPO to be allocated to another Member as specified under the Scheme and that in such a case, he shall not receive the value of the share.

In support of our consent, we have affixed our signatures /thumb impressions below:
Consent details:-

| | Name & Gender of Shareholder | Current Equity holding (Number and Face Value in INR) | Current Landholding (in acres.) | Signatures/Thumb impressions |
|----|------------------------------|---|---------------------------------|------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

We declare that the information furnished by the shareholders above is true.

Chief Executive Officer (Seal)

President/Authorised Signatory

Certified by a Chartered Accountant (CA) (Seal) Countersigned by Bank Manager (of the Bank where the FPC has the account) (Seal)

Application Form for Seeking Credit GUARANTEE Cover UNDER CGF

| | | | | | |
|---|--|-----------------------|-----------------------|------------------------|--|
| Name of Implementing Agency (NABARD/NCDC):..... | | | | | |
| Address: | | | | | |
| | | | | | |
| Phone Number: | | | | | |
| (Each page of the application form should be signed by Branch head and Zonal Manager) | | | | | |
| Name and Address of the applicant Bank Branch : | | | | | |
| 1 a) | Complete Postal Address (*with pin-code) : | | | | |
| 1 b) | Phone No. with STD : | | | | |
| 1 c) | Fax No.: | | | | |
| 1 d) | E-Mail Address: | | | | |
| 1 e) | Details of the authorised person of the Bank submitting the Claim: | Designation | Mobile No. | E-Mail Address. | |
| | | | | | |
| 2 | Name of Borrower FPO : | | | | |
| 2 a) | Constitution: | Producer Organization | | | |
| 2 b) | Registered Office Address (*with pin-code): | | | | |
| | (i). Phone No. | (ii). Fax No. | (iii). E-mail Address | | |
| | | | | | |
| 2 c) | Business Office Address (if any) | | | | |
| | (i). Phone No. | (ii). Fax No. | (iii). E-mail Address | | |
| | | | | | |
| 2 d) | Name of CEO : | | | | |
| | Mobile No. | | | | |
| 2 e) | Credit Facility for which guarantee cover sought : | | | | |
| | Old | New | Expansion | Technical Up-gradation | |
| | | | | | |
| 2 f) | Give details of components:- | | | | |
| | Inputs: | | Processing: | | |
| | Marketing: | | Any other: | | |
| | Total Investment: | | | | |
| 3 | Banking Facilities Sanctioned by sanctioning authority (Rs. in Lakh):- | | | | |
| | (i). Term-Loan : | Date of Sanction: | Amount Outstanding: | IRAC Status: | |

| | | | | | |
|--------|--|-------------------|---|--------------|--|
| | (ii).Cash Credit : | Date of Sanction: | Amount Outstanding: | IRAC Status: | |
| 3 a) | Sanctioning Office: | Branch: | ZO / RO: | HO: | |
| 3 b) | Designation of Sanctioning Authority : | | | | |
| 3 c) | Sanctioning authority approval vide : | | | | |
| 3 d) | Sanction / Appraisal Note No. | | Dated: | | |
| 3 e) | Agenda No. / Minutes conveying sanction : | | | | |
| 4 | Name and Address of Controlling Office of the Branch (*with pin-code): | | | | |
| 4.a). | Name of Controlling Authority : | | | | |
| 4.b). | Mobile No.: | | | | |
| 4.c). | Fax. No. : | | | | |
| 4.d). | E-Mail Address. : | | | | |
| 5 | Present status of FPO Activity : (Give component wise details) | | | | |
| 5. a) | | | | | |
| 5. b). | | | | | |
| 5. c). | | | | | |
| 5. d). | | | | | |
| 5. e). | | | | | |
| 5. f) | | | | | |
| 6 | Status of Accounts | | | | |
| 6. a). | Term-Loan: | | | | |
| | Amount of Disbursement till date : | | Outstanding as on date : | | |
| | i). First installment due on (date) : | | | | |
| | ii). Last Installment due on (date) : | | | | |
| 6. b). | Cash Credit : | | | | |
| | Limit: | Drawing Power: | | Outstanding: | |
| | Comments on Irregularity (if any): | | | | |
| | Any adverse comments on the unit by inspecting official in last inspection report: | | | | |
| 7. | A. Cost of Project (as accepted by sanctioning authority)(In Rs. Lakh) | | B. Means of Finance (as accepted by sanctioning authority)(In Rs. Lakh) | | |
| | Give component wise details | | a. Term loan of Bank: | | |
| | | | b. Promoter Equity | | |
| | | | c. Unsecured loan : | | |
| | | | d. Others if any | | |
| | Total | | Total | | |
| 8. | A. Forward Linkages: | | B. Backward Linkages with Small/Marginal farmers: | | |
| | 1 | | No. of members: | | |

| | | | | |
|---|---|--|---|--|
| | 2 | | Details of Primary and Collateral Securities taken by the bank (if any) | |
| | 3 | | a. Primary Securities | b. Collateral Securities |
| | 4 | | | |
| | 5 | | | |
| | 6 | | | |
| (Please enclose details separately) | | | | |
| 9 | Name of the Consortium (if any) associated with Credit Facility with complete address, contact details and email: | | | |
| 9 a) | Address (*with pin-code) : | | | |
| 9 b) | Contact Details : | | | |
| 9 c) | Email Address : | | | |
| <p>Request of Branch head for Credit Guarantee:-</p> <p>In view of the above information, we request Credit Guarantee Cover against Credit Facility of Rs.....(in Rupees) to FPO (copy of sanction letter along with appraisal/process note of competent authority is enclosed for your perusal and record).</p> <p>Further we confirm that :</p> <ol style="list-style-type: none"> 1. The KYC norms in respect of the Promoters have been complied by us. 2. Techno-feasibility and economic viability aspect of the project has been taken care of by the sanctioning authority and the branch. 3. On quarterly basis, bank will apprise the(Name of Implementing Agency) about progress of unit, recovery of bank's dues and present status of account to.....(Name of Implementing Agency) 4. We undertake to abide by the Terms & Conditions of the Scheme. | | | | |
| Date..... | | Signature of Branch Manager with branch seal Name..... ... Designation Signature of Authorized Person in zonal office Name..... Designation | | |
| List of Enclosures | | | | |
| 1. Recommendation with amount of CGC sought on Bank's Original letterhead with date and dispatch number duly signed by the Branch Manager on each page. | | 5. Promoter's request letter addressed to the Bank Manager on original letter head of FPO | | 9. List of shareholders confirmed by promoter and bank |

| | | |
|---|--|--|
| 2. Sanction letter of sanctioning authority addressed to recommending branch. | 6. Implementation Schedule confirmed by the bank. | 10. Affidavit of promoters that they have not availed CGC from any other institution for sanctioned Credit Facility. |
| 3. Bank's approved Appraisal/Process note bearing signature of sanctioning authority. | 7. Up-to-date statement of account of Term loan and Cash Credit (if Sanctioned). | 11. Field inspection report of Bank official as on recent date. |
| 4. Potential Impact on small farmer producers 1. Social Impact, 2. Environmental Impact 3. Risk Analysis | 8. a).Equity Certificate, C.A/CS certificate/RCS certificate b). FORM-2, FORM-5 and FORM-23 filed with ROC for Company/RCS. | * Pin Code at Column No. 1. a), 2. b), 2. c), 4. a) and 9. a) is Mandatory |

For further information, please contact:

| | | |
|---|--|--|
| <p>Managing Director Small Farmers' Agri- Business Consortium, Head office, NCUI Auditorium Building 5th floor, 3, Siri Institutional Area August Kranti Marg, Hauz Khas, New Delhi-110016 Tel: 011-41060075, 26966017 e-mail: sfac@nic.in Website: www.sfacindia.com</p> | <p>Chief General Manager, National Bank for Agriculture & Rural Development, NABARD, C-24, 'G' Block, Bandra-Kurla Complex, Bandra East, Mumbai – 400051 Tel: 022- 26539530,26539500 e-mail: csr.murthy@nabard.org, fsdd@nabard.org Website: www.nabard.org</p> | <p>Managing Director National Co-operative Development Corporation, NCDC, 4-Siri Institutional Area, Hauz Khas, New Delhi – 110016 Tel: 011- 26960796, 26567140 e-mail: mail@ncdc.in Website: www.ncdc.in</p> |
| <p>Agriculture Marketing Adviser Directorate of Marketing & Inspection DAC&FW, New CGO Complex, NH-IV, Faridabad - 121001 Tel: 0129- 2412518 e-mail: mdrc-dac@gov.in Website: www.dmi.gov.in</p> | | |

**Agricultural Marketing Division
Department of Agriculture, Co-operation & Farmers' Welfare
Ministry of Agriculture & Farmers' Welfare
Krishi Bhawan, New Delhi-110001
Tel: 011-23386235, 23388579
Website: www.agricoop.nic.in**

अतुल चतुर्वेदी, भा.प्र.से.
Atul Chaturvedi, IAS
सचिव
SECRETARY



भारत सरकार
मत्स्यपालन, पशुपालन एवं डेयरी मंत्रालय
पशुपालन एवं डेयरी विभाग
कृषि भवन, नई दिल्ली-110001
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying
Krishi Bhawan, New Delhi-110001

6842/CSP/2020
9th June, 2020



No.M-01007/5/2020-Admin-1/KCC

Dear Ma'am,

I would draw your kind attention to letter of even number dated 28th May, 2020 sent by us regarding special 2 months drive from 1st June, 2020 for providing all dairy farmers of Milk Cooperatives, etc., with Kisan Credit Cards. This drive has been launched jointly by Department of Animal Husbandry & Dairying (DAHD) and Department of Financial Services (DFS), Government of India.

2. I have also held two VC meetings with State Departments/State Cooperative Dairy Federations and SLBC conveners alongwith officials of DFS.

3. We are proposing to provide KCC to 1.5 crore dairy farmers belonging to Milk Unions and milk producing companies within two months in pursuance of Atma Nirbhar Bharat Abhiyan stimulus package announced by Hon'ble Finance Minister, Government of India in May 2020 to cover 2.5 crore new farmers under KCC Scheme. I am enclosing copies of circular issued by us and DFS for your ready reference. Since, making available KCC to all the organized dairy farmers belonging to your State/UT would lead to increased productivity and profitability in such difficult times, therefore, I would request you to personally monitor this special drive through SLBC on regular basis for ensuring issue of KCC.

With regards.

Yours sincerely,


(Atul Chaturvedi)

Encl.: As above.

Ms. Nilam Sawhney
Chief Secretary,
Government of Andhra Pradesh,
Secretariat,
Hyderabad- 500 022

F.No. M-01007/5/2020-Admin-1/KCC
Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

New Delhi.

Dated: 28th May, 2020

To
The Chief Secretaries/ Administrators of all States/UTs.

Subject:- **Special Drive from 1st June- 31st July 2020 ,for providing all dairy farmers of Milk Cooperatives and Milk Producer Companies with Kisan Credit Cards (KCC) .**

Sir/Madam,

As you are aware, under the Prime minister's package for Farmers, Hon'ble Finance Minister on 15 May 2020 has announced to cover 2.5 Crore new farmers under Kisan Credit Scheme (KCC) scheme, which will provide an additional liquidity of Rs.5 lakh crore in the hands of these farmers, suffering from the recent downturn of economy . Dairy is among the fastest growing sectors of the economy with a CAGR of above 6% in the last 5 years. Providing short term credit to dairy farmers for meeting their requirements for working capital, marketing etc. will boost their productivity tremendously. Under the dairy cooperative movement, approximately 1.7 crore farmers are associated with 230 Milk Unions in the country and it is proposed to provide KCC to 1.5 crore dairy farmers belonging to Milk Unions and Milk producing Companies within the next two months (1st June- 31st July 2020) under a special drive.

2. In this connection, you may recall that RBI vide its circular no. RBI/2018-19/112 dated 4th February, 2020, had allowed coverage of all animal husbandry farmers including dairy, poultry and small ruminants' farmers under KCC. Consequently RBI issued another circular RBI/2019-20/48 dated 26 August 2019, through which interest subvention of 2% and prompt payment additional interest subvention of 3% was extended to these farmers. However till date only 37.62 lakh AHD farmers have been provided with KCC loans. Dairy is the biggest sector under AHD and covers approximately 8.12 Crore farmers, with more than 75% of the output.

3. In the present campaign, in the first phase the target is to cover all farmers who are members of dairy cooperative societies and are associated with different Milk

Unions and who do not have KCC. If these farmers already have KCC based on their land ownership, they can get their KCC credit limit enhanced, however interest subvention shall be available only to the extent of Rs 3 lakhs . Although the general limit for KCC credit without collateral remains Rs. 1.6 lakh, but the case of farmers whose milk is procured by Milk Unions falls under tie up arrangements between the producers and processing units without any intermediaries and hence the credit limits without Collateral can be upto Rs. 3 lakh. Hence the focus on dairy farmers belonging to Milk Unions would make more credit available to farmers, while assuring banks of repayment of loans.

4. State/UTs are requested to initiate the following mentioned steps to ensure maximum coverage of farmers in the drive which will start from 1st June , 2020 and continued till 31st July, 2020.

(i) Milk Unions will need to get the KCC forms printed, and get them filled by the farmers by utilising the services of Dairy Cooperative society (DCS) Secretaries or Bank Mitras under SRLM. They will certify that the farmer whose details are given below has specific numbers of cattle and has been supplying milk to the Milk Union and that their milk payment is being done through DBT in the account no. mentioned in the form. The filling of KCC forms for all farmer members should be completed within 15 days by the Milk Unions and submitted to the Bank branches to give the banks time to complete issue of KCC in time. The regular KCC forms for this campaign has been slightly modified to accommodate the details to be provided by the Milk Union, where the farmer is a member and sells his milk.

(ii) In case the farmer is agreeable, the Milk Union can enter into a general Tri partite agreement with the Bank and farmer , and assure payment of KCC dues to the bank , in case of a default. In such a case , the bank may make use of the RBI guidelines to extend credit limit without collateral up to Rs. 3 lakh , as the farmer already has a tie up arrangements with the processing cum marketing Unit (Milk Union) without any intermediaries. The Milk Union can also enter into a no cost service agreement with the bank to pay the bank dues timely so that the farmer can avail of the additional 3% interest subvention payable in case of prompt repayment as well as the enhanced collateral free credit limit.

(iii) A special meeting of DLCC of every district should be called and the Milk Union MD should be requested to attend as a special invitee in the meeting. The Milk Union should provide a list of farmers associated with the Milk Union Bankwise, branchwise to the DLCC in the first meeting itself. Thereafter it should weekly provide a list of applications submitted to different branches electronically to the LDM with a copy to DLCC and the Banks. NABARD has informed that the Scale of Finance for Allied activities has already been approved for all Districts by DLTC. This should be circulated by the DLCC to all the Bank branches.

(iv) DLCC should review the progress of the Campaign every week by constituting a Special Committee for the purpose and also review of the progress of different BLBCs. BLBCs should be activated to get better results. Many a time sanction of KCC cards to farmers is delayed in case of verification of Land records. As DLCC is headed by the Collector, who also heads land revenue administration, the Special Committee of DLCC should also review the progress of providing certified copy of land records to expedite issue of KCC.

(v) The Scheme will be reviewed on a weekly basis by a Committee chaired by Secretary DAHD, with representatives from DFS and implementing banks. Final report of issue of KCC should be provided by SLBCs and the banks to DFS and DAHD latest by 7th of August, so that the progress of the campaign may be shared with the Nation by 15th August 2020.

(vi) Further instructions to Banks shall be issued separately by Department of Financial Services, Ministry of Finance.

m/singh
28/5/2020
Mihir Kumar Singh

Joint Secretary

Department of Animal Husbandry & Dairying.

Enclosed : as above.

Copy for Information:-

1. Principal Secretary to the Prime Minister, PMO, South Block, New Delhi.
2. Cabinet Secretary, Government of India
3. Secretary, Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi with a request to direct the banks for the special drive.
4. Principal Secretaries, Finance Department of all States.
5. Principal Secretaries, Animal Husbandry Department of all States.
6. Additional Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
7. All Joint Secretaries, (D/o Animal Husbandry and Dairying), Govt. of India
8. Chairman, NABARD, Mumbai
9. CGM, FIDD, Reserve Bank of India, Mumbai

F.No.3/12/2020-AC
Government of India
Ministry of Finance
Department of Financial Services

3rd floor, Jeevan Deep Building
Sansad Marg, New Delhi - 110001
Dated: 29 May 2020

To,

1. Chairman SBI/MDs & CEOs of all Public Sector Banks (PSBs) and Private Sector Banks.
2. Chairman NABARD

Subject: Issue of Kisan Credit Cards to Farmers for agriculture and allied activities-reg

Sir,

As you are aware, the Government of India had launched a special drive starting from 08.02.2020 for covering all PM Kisan beneficiaries under the KCC scheme. The drive which started on 10th of February and continued till end of April 2020 created a positive impact, resulting in receipt of approx total 75 lakh KCC application of which about 36 lakh KCC have been issued with a total KCC limit of 30,000 crore. The sanction and issue of KCC to all remaining eligible PM KISAN beneficiaries who had applied for KCC during this special drive is being closely monitored with the banks.

2. Meanwhile, as part of the Prime Minister's package for farmers, Hon'ble Finance Minister has announced to cover 2.5 crore farmers under the KCC scheme in a mission mode to facilitate credit to the farm sector of the economy.

3. In this regard Department of Agriculture Cooperation and Farmers Welfare (DAC&FW), GoI vide their letter dated 21.05.2020 have requested the State/UT administrations to take necessary measures for sanction and issue of KCC to all eligible PM KISAN beneficiaries. A copy of the said communication is enclosed for reference.

4. To address the credit needs of farmers engaged in activities related to Animal Husbandry and Fisheries, the Government decided to extend KCC facility to these farmers for their working capital requirement and detailed guidelines in this regard were issued by RBI vide their circular dated 04.02.2019. At a time when the country is striving to cope with the COVID-19 pandemic, timely access to financing by farmers engaged in the Fisheries, Dairy and Poultry related activities for their working capital requirement through KCC will go a long way in facilitating a meaningful recovery of the rural economy. With this objective, the D/o Animal Husbandry and Dairying (DAHD), GoI has also decided to simultaneously launch a special drive effective from 1st of June 2020 to provide KCC to 1.5 crore dairy farmers belonging to Milk Unions and Milk Producing Companies. The detailed advisory guidelines along with a revised application form for issue of KCC to dairy farmers including those affiliated to Milk Unions has since

been issued vide DAHD letter dated 28th May 2020, a copy of which is enclosed at Annexure II for ready reference.

5. During the special campaign, banks are advised to make all efforts to ensure the following:

- a) Saturation of all the PM-KISAN beneficiaries under KCC: It may be ensured that to the extent possible, all eligible beneficiaries of PM-KISAN are covered under the KCC scheme by issue of fresh KCC or, enhancement of the existing KCC limit or, activation of inoperative KCC account.
- b) Issue of KCC to dairy farmers: Applications received by banks in the revised format for issue of KCC to the eligible dairy farmers should be processed expeditiously as per the extant guidelines for issue of fresh KCC or, enhancement of the existing KCC limit or, activation of inoperative KCC account.
- c) Further, in order to provide the farmers with the much needed social security, eligible farmers may also be enrolled for the following schemes through auto debit facility:
 - (i) Pradhan Mantri Suraksha Bima Yojana (PMSBY)
 - (ii) Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)

6. Keeping in view the importance of the above mentioned campaign, the following may please be ensured:

- a) State Level Bankers Committee (SLBC) Conveners and Lead District Managers of banks should actively associate with the State/ District administration and coordinate with various Scheduled Commercial Banks (SCBs), Regional Rural Banks (RRBs) and Cooperative Banks to expedite processing and sanction of applications received by the banks. DAC&FW and DAHD will ensure sourcing of the applications along with all relevant documents including land records etc. from eligible PM-KISAN beneficiaries and Dairy farmers respectively through the local administration and their field functionaries.
- b) To facilitate sanction and issue of KCC to dairy farmers a revised KCC application form vetted by the IBA has been circulated by DAHD and the same has also been uploaded on their website. This application form should be uploaded on the websites of all banks and widely disseminated in local language.
- c) To ensure prompt processing and approvals, dedicated desks may be set up in the branches, wherever feasible, for receiving forms and providing appropriate guidance to the farmers.
- d) The Indian Banks Association, vide letter no SB/Cir/KCC/2018-19/6778 dated 04.02.2019, had issued an advisory guideline to all the banks to waive the

processing, documentation, inspection, ledger folio charges and all other service charges for KCC/ crop loans upto Rs.3 lakh, keeping in view the hardship and financial distress of small and marginal farmers. These directions may be followed while processing the applications for issue of KCC.

- e) While filling of the application form, the applicants will be encouraged to give consent for coverage under the PMSBY and PMJJBY, as this would provide the much needed social security cover to the farmers, besides the facility of KCC.
 - f) It needs to be ensured that eligible beneficiaries of PM-KISAN and farmers engaged in dairy, poultry & fisheries are issued KCC within the shortest possible time and in any case within a maximum period of two weeks from the date of submission of the completed application forms, after due process and verification as per Bank policy and regulatory guidelines.
 - g) Bank should nominate a nodal officer for coordinating on matters relating to this campaign. The nodal officer will be responsible for reporting the progress of coverage at such intervals and in such format for reporting, as would be required by DAC&FW and DAHD. The current practice of online reporting of data by the SLBCs on the PMFBY portal of DAC&FW will continue.
7. Suitable instructions may, therefore, be issued to all concerned including the sponsored RRBs to ensure the success of this campaign. Further, the timely issue of KCC as also the coverage of eligible farmers under PMSBY and PMJJBY in this drive may be closely monitored at the level of an Executive Director of the bank.

Yours Faithfully


(A K Das)

Deputy Secretary

Tel. No.23748736

Email: acsec-bkg@nic.in

Encl: As above

Copy to:

1. Secretary, DAC&FW
2. Secretary, DAHD
3. JS (Credit), DAC&FW
4. JS(Dairy), DAHD
5. CEO, PM-KISAN and JS (FW), DAC&FW
6. SLBC conveners of all States
7. Chairman of RRBs

F.No.1-20/2018-Credit-I(Pt.)
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
(Credit Division)

KrishiBhawan, New Delhi.
Dated: 21st May, 2020

To
The Chief Secretaries/Administrators of all States/UTs.

Subject:- Saturation of all PM KISAN beneficiaries with Kisan Credit Cards (KCC) – Special Drive

Sir/Madam,

As you are aware, Govt of India is committed to cover all eligible farmers under Kisan Credit Scheme (KCC) scheme. It is proposed to cover additional 2.5 crore farmers within this year. This is expected to provide an additional liquidity of Rs.2 lakh crore in the hands of these farmers.

2. In this connection, you may recall that this Department vide its circular of even number dated 6th February, 2020 (copy attached) had requested the States/UTs to initiate a special drive for covering for all PM-KISAN beneficiaries under KCC. The target was to cover about 2 to 3 crore PM KISAN beneficiaries who do not have KCC. Land ownership of such farmers has already been vetted by the concerned State/UTs before their enrolment under the scheme. Banks already have most of the information of the PM KISAN beneficiaries including verified Aadhar number in most cases. Farmers have to only submit a copy of the land record and details of crop sown along with a one-page simplified form.

3. This drive which was initiated in the second week of February, 2020 and continued till end of February, 2020, had created a positive impact and resulted in receipt of approx. total of 75 lakh KCC

applications from the farmers. The banks have already issued about 29 lakh KCCs and a loan amount of Rs. 28,000cr has been sanctioned to them. However, approx. 46 lakh KCC are still to be issued to the farmers. In addition about 2 crore present PM KISAN beneficiaries are yet to submit their application for issue of KCC. A high level review of pending KCC applications with banks was taken up recently. It transpired that the banks are facing difficulties in issuing KCC as the Revenue/land records in support of land title of the applicants have not been made available to the banks and in many cases actual land records are not matching the details furnished in the application forms.

4. In view of the above, all the States/UTs are requested to take following action urgently.

- a. facilitate the availability of certified copy of Revenue/land records in support of land title of the applicants as required by banks to expedite the issue of KCC to the eligible PM-KISAN beneficiaries from among the 46 lakh applications pending with banks.
- b. States already have bank branch-wise list of PM-KISAN beneficiaries. These beneficiaries need to be contacted by State Govt officials at the grass root level and supported in getting a certified copy of the land documents and filling up the simplified form for early submission in the concerned bank branch from where they are receiving the PM-KISAN benefit.
- c. Those PM KISAN beneficiaries who already have existing KCC to be advised to approach their bank branch for enhancement of limit if required.
- d. Those with inactive KCC cards to be advised to approach the bank branch for activation of KCC and sanction of fresh limit

Ashish Bhutani

- e. Those who have KCC for crop but also undertake livestock and fisheries activities, may be supported for applying for sanction of additional limit for these activities.
 - f. The State Rural Development Department may be asked to issue instructions to the Panchayat level functionaries to motivate the existing PM-KISAN beneficiaries to apply for KCC.
 - g. In order to streamline the application process for KCC, States may get the application form for KCC also filled up simultaneously for the new PM-KISAN beneficiaries. This would save time and energy for both the authorities and farmers.
 - h. All the State Governments may issue necessary instructions to all the District Collectors/Magistrate to monitor and facilitate coverage of all eligible PM-KISAN beneficiaries under KCC
 - i. Regular VCs with District Collectors may be held to review the Special KCC Drive.
 - ii. Form Whatsapp group of the concerned stakeholders to get regular updates on the status of issue of KCC.
 - j. The State Govt officials at the grass root level may be advised to work in close coordination with the banks who have the primary responsibility for issue of KCCs.
5. Separate instructions to banks in this regard are being issued by the DFS.
- i) Bank branches already have about 53 lakh pending KCC applications which need to be sanctioned to eligible application in mission mode.
 - ii) Banks are also being advised to share the list of PM-KISAN beneficiaries who do not have KCC from the same bank branch with the Village Sarpanch, as well as with the Bank Sakhi attached with the bank under NRLM, who may be

Abhishek Bhutani

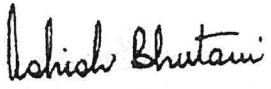
tasked to motivate such farmers for coming to the bank branch for issue of KCC.

iii) SMS is also being sent to all the PM-KISAN beneficiaries through the PM-KISAN portal for contacting their concerned bank branch for getting benefit of KCC.

6. State/UTs are requested to initiate above mentioned steps to ensure maximum coverage of farmers and specially focus on motivating the left out farmers to apply for KCC so that all eligible farmers are brought under the fold of concessional institutional credit.

7. Receipt of this letter may please be acknowledged.

Yours faithfully,


(Dr. Ashish Kumar Bhutani)
Joint Secretary (Credit)

21.05.2020

Encl.: as above

Copy for Information:-

1. Principal Secretary to the Prime Minister, PMO, South Block, New Delhi.
2. Principal Secretaries to the Chief Ministers of States.
3. Additional Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
4. Sr. PPS to Cabinet Secretary.
5. Secretary, Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi with a request to direct the banks to reactivate the special drive.
6. Joint Secy (FW) DAC&FW
7. Joint secy(D/o Animal Husbandry and Dairy)
8. Joint secy(D/o Fisheries)
9. Chairman, NABARD, Mumbai.
10. CGM, FIDD, Reserve Bank of India, Mumbai

F.No. M-01007/5/2020-Admin-1/KCC.

Government of India
Ministry of Fisheries, Animal Husbandry & Dairying
Department of Animal Husbandry & Dairying

New Delhi.

Dated: 28th May, 2020

To

The Chief Secretaries/ Administrators of all States/UTs.

Subject:- **Special Drive from 1st June- 31st July 2020 ,for providing all dairy farmers of Milk Cooperatives and Milk Producer Companies with Kisan Credit Cards (KCC) .**

Sir/Madam,

As you are aware, under the Prime minister's package for Farmers, Hon'ble Finance Minister on 15 May 2020 has announced to cover 2.5 Crore new farmers under Kisan Credit Scheme (KCC) scheme, which will provide an additional liquidity of Rs.5 lakh crore in the hands of these farmers, suffering from the recent downturn of economy . Dairy is among the fastest growing sectors of the economy with a CAGR of above 6% in the last 5 years. Providing short term credit to dairy farmers for meeting their requirements for working capital, marketing etc. will boost their productivity tremendously. Under the dairy cooperative movement, approximately 1.7 crore farmers are associated with 230 Milk Unions in the country and it is proposed to provide KCC to 1.5 crore dairy farmers belonging to Milk Unions and Milk producing Companies within the next two months (1st June- 31st July 2020) under a special drive.

2. In this connection, you may recall that RBI vide its circular no. RBI/2018-19/112 dated 4th February, 2020, had allowed coverage of all animal husbandry farmers including dairy, poultry and small ruminants' farmers under KCC. Consequently RBI issued another circular RBI/2019-20/48 dated 26 August 2019, through which interest subvention of 2% and prompt payment additional interest subvention of 3% was extended to these farmers. However till date only 37.62 lakh AHD farmers have been provided with KCC loans. Dairy is the biggest sector under AHD and covers approximately 8.12 Crore farmers, with more than 75% of the output.

3. In the present campaign, in the first phase the target is to cover all farmers who are members of dairy cooperative societies and are associated with different Milk

Unions and who do not have KCC. If these farmers already have KCC based on their land ownership, they can get their KCC credit limit enhanced, however interest subvention shall be available only to the extent of Rs 3 lakhs. Although the general limit for KCC credit without collateral remains Rs. 1.6 lakh, but the case of farmers whose milk is procured by Milk Unions falls under tie up arrangements between the producers and processing units without any intermediaries and hence the credit limits without Collateral can be upto Rs. 3 lakh. Hence the focus on dairy farmers belonging to Milk Unions would make more credit available to farmers, while assuring banks of repayment of loans.

4. State/UTs are requested to initiate the following mentioned steps to ensure maximum coverage of farmers in the drive which will start from 1st June, 2020 and continued till 31st July, 2020.

(i) Milk Unions will need to get the KCC forms printed, and get them filled by the farmers by utilising the services of Dairy Cooperative society (DCS) Secretaries or Bank Mitras under SRLM. They will certify that the farmer whose details are given below has specific numbers of cattle and has been supplying milk to the Milk Union and that their milk payment is being done through DBT in the account no. mentioned in the form. The filling of KCC forms for all farmer members should be completed within 15 days by the Milk Unions and submitted to the Bank branches to give the banks time to complete issue of KCC in time. The regular KCC forms for this campaign has been slightly modified to accommodate the details to be provided by the Milk Union, where the farmer is a member and sells his milk.

(ii) In case the farmer is agreeable, the Milk Union can enter into a general Tri partite agreement with the Bank and farmer, and assure payment of KCC dues to the bank, in case of a default. In such a case, the bank may make use of the RBI guidelines to extend credit limit without collateral up to Rs. 3 lakh, as the farmer already has a tie up arrangements with the processing cum marketing Unit (Milk Union) without any intermediaries. The Milk Union can also enter into a no cost service agreement with the bank to pay the bank dues timely so that the farmer can avail of the additional 3% interest subvention payable in case of prompt repayment as well as the enhanced collateral free credit limit.

(iii) A special meeting of DLCC of every district should be called and the Milk Union MD should be requested to attend as a special invitee in the meeting. The Milk Union should provide a list of farmers associated with the Milk Union Bankwise, branchwise to the DLCC in the first meeting itself. Thereafter it should weekly provide a list of applications submitted to different branches electronically to the LDM with a copy to DLCC and the Banks. NABARD has informed that the Scale of Finance for Allied activities has already been approved for all Districts by DLTC. This should be circulated by the DLCC to all the Bank branches.

(iv) DLCC should review the progress of the Campaign every week by constituting a Special Committee for the purpose and also review of the progress of different BLBCs. BLBCs should be activated to get better results. Many a time sanction of KCC cards to farmers is delayed in case of verification of Land records. As DLCC is headed by the Collector, who also heads land revenue administration, the Special Committee of DLCC should also review the progress of providing certified copy of land records to expedite issue of KCC.

(v) The Scheme will be reviewed on a weekly basis by a Committee chaired by Secretary DAHD, with representatives from DFS and implementing banks. Final report of issue of KCC should be provided by SLBCs and the banks to DFS and DAHD latest by 7th of August, so that the progress of the campaign may be shared with the Nation by 15th August 2020.

(vi) Further instructions to Banks shall be issued separately by Department of Financial Services, Ministry of Finance.

M. Singh
28/5/2020
Mihir Kumar Singh

Joint Secretary

Department of Animal Husbandry & Dairying.

Enclosed : as above.

Copy for Information:-

1. Principal Secretary to the Prime Minister, PMO, South Block, New Delhi.
2. Cabinet Secretary, Government of India
3. Secretary, Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi with a request to direct the banks for the special drive.
4. Principal Secretaries, Finance Department of all States.
5. Principal Secretaries, Animal Husbandry Department of all States.
6. Additional Secretary, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
7. All Joint Secretaries, (D/o Animal Husbandry and Dairying), Govt. of India
8. Chairman, NABARD, Mumbai
9. CGM, FIDD, Reserve Bank of India, Mumbai

Name of the Bank.....
Branch.....

To:

The Branch Manager

LOAN APPLICATION FORM FOR AGRICULTURAL CREDIT
(Production Credit/Crop Loans/KCC/Agri-Term Loan)

A. For office Use:

| | | | | | |
|---------------------|--|----------|----|----|--------|
| Application Sl. No. | | Category | SF | MF | Others |
|---------------------|--|----------|----|----|--------|

B. Purpose and Type of Loan facility (Crop Loans/Agri-Term Loan) – Applicable Interview – cum- appraisal form to be enclosed to this application, depending upon the purpose of loan.

| | | |
|--|--|--|
| | | |
| | | |
| | | |

C. Particulars of the applicant(s)

| Full Name(s) of the Applicants(s) | Date of Birth | Age | Gender | Aadhar No. (optional) | Voter's ID/DL/PAN No. |
|-----------------------------------|---------------|-----|--------|-----------------------|-----------------------|
| Shri/Smt S/D/W of | | | | | |
| Shri/Smt S/D/W of | | | | | |
| Shri/Smt S/D/W of | | | | | |

D. Details of family members:

| Sl. No. | Name of the family members | Age | Gender | Relationship | Occupation | Annual income (Rs.) |
|---|----------------------------|-----|--------|--------------|------------|---------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| Name of the Karta (in case of Joint Hindu Family) | | | | | | |

E. Address with Contact Nos.

| | |
|-------------------------|-------------------------|
| Present Address | Present Address |
| House No: ; Street No.: | House No: ; Street No.: |
| Village: | Village: |
| Post Office: | Post Office: |
| Taluk/Mandal: | Taluk/Mandal: |
| District: | District: |
| Pin: | Pin: |
| Telephone/Mobile. | |

F. Social Category:

| | | | | | | |
|-----------------------|---|-----------|---------|------------|------------------------|--------------|
| Social Category | √ | SC | ST | OBC | Physically Handicapped | Minorities |
| If Minority Community | √ | Buddhists | Muslims | Christians | Sikhs | Jains |
| | | | | | | Zoroastrains |

G. Existing Banking/Credit Facilities:

| | | | |
|--|------------------------|------------------|---------------------------|
| Types of Facilities | Presently Banking with | Account No. | Balance outstanding (Rs.) |
| Savings Account | | | |
| Fixed Deposit | | | |
| PMJDY OD Account | | | |
| CC/Term Loan | | | |
| Whether covered Under | √ | PMJJBY/PMSBY/APY | |
| If banking with this bank, customer ID to be given here: | | | |

H. Particulars of total land holdings of the applicant (If Lease hold/share cropper, specify):

| Name of the Village | Survey/ Khasara No. | Title | | | Area in acres | Of which irrigated | Encumbrance if any |
|---------------------|---------------------|-------|--------|---------------|---------------|--------------------|--------------------|
| | | Owned | Leased | Share Cropper | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

I. Of total landed properties mentioned at (H) above, land / crop details pertaining to the loan applied:

| Name of the Village | Survey/ Khasara No. | Area in acres | Source of Irrigation | Name of Crops to be Grown | | |
|---------------------|---------------------|---------------|----------------------|---------------------------|------------|-------------|
| | | | | Kharif Crops | Rabi Crops | Other Crops |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

J. Sources of Income

| | |
|------------------------|--|
| Agricultural Income | |
| Other Income (Specify) | |
| Total Income | |

K. Particulars of Immovable Assets Owned:

| Immovable Assets | Particulars/Description | Present Market Value (Rs.) |
|------------------------|-------------------------|----------------------------|
| Agricultural Land | | |
| Non Agricultural Land | | |
| House/Building | | |
| Tractor Shed/Farm Shed | | |
| Fishing Ponds/Tank | | |
| Total Value: | | |

L. Particulars of Movable Assets Owned:

| Movable Assets | Particulars/Description | Present Market Value (Rs.) |
|----------------------------|-------------------------|----------------------------|
| Plough cattle/Milch cattle | | |
| Poultry birds | | |
| Tractors | | |
| Power tiller | | |
| Elec. Motor/Pumpsets | | |
| Other implements | | |
| Total Value: | | |

M. Particulars of existing liabilities as borrower, if any:

| Name of the Institution | Purpose of loan | Balance outstanding (Rs.) | Of which overdue | Security offered |
|-------------------------------|-----------------|---------------------------|------------------|------------------|
| Our Bank | | | | |
| Other Banks | | | | |
| Agricultural Credit Societies | | | | |
| Land Development bank | | | | |
| Other Creditors (Gov. dues) | | | | |
| Total Outstanding: | | | | |

N. Net Worth of Applicant(s): [(K+L)-M] Rs.**O. Particulars of Liabilities as Guarantor:**

| Loan sanctioned to Shri/Smt. | Name of the Bank/Institution | Amount of Loan (Rs.) | Balance Outstanding (Rs.) | Status of Account (Regular/Overdue) |
|------------------------------|------------------------------|----------------------|---------------------------|-------------------------------------|
| | | | | |
| | | | | |
| | | | | |

P. Security Proposed to be offered:

| Particulars of Primary Security offered | Particulars of Collateral Security (where applicable) |
|---|---|
| | |

Q. Guarantors offered (if any):

| Names of the Guarantors | Age | Residential Address | Telephone No/Mobile No. | Occupation | Net Worth (Rs.) |
|-------------------------|-----|---------------------|-------------------------|------------|-----------------|
| | | | | | |

R. Declaration:

I/We hereby declare that all information furnished by me/us is true, correct and complete to the best of my/our knowledge and belief. I/We have no borrowing/liabilities excepting those mentioned in the application form. I/We hereby authorities the Bank to disclose all or any particulars or details or information relating to my/our loan accounts with the Bank, to any other financial institution, government of any agency(ies) as may be considered necessary or desirable by the Bank. It will be in order for the bank to disqualify me/us from receiving any credit facilities from the Bank in case it is proved that the declaration of my/our outside borrowings made above contain misrepresentation of facts. I/We hereby undertake to abide by the terms and conditions that the Bank may stipulate in sanction of this loan and inform Bank in the event of acquiring any other assets during the tenure of the advance. The Bank may take appropriate safeguards/action for recovery of bank's dues.

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |

Signature/thumb impression of Borrowers Signature/thumb impression of Guarantors

Date:.....

Place:

Name Of Milk Union : -- ,

State --

1 It is certified the farmer , Shri/Smt, whose particulars are given below, owns ----- cattle/ buffalo and is a regular supplier of Milk to this Milk Union.

2. In Financial year , 2019-20 , he supplied a total of --- Kilogram/ Litre of Milk, and was paid -- - Rs. as his Milk procurement price, through his Bank Account No. -----

maintained in ----- Branch, --- District,

Signature and Stamp of Secretary of Milk Union

CHECK LIST: (The check list is only indicative and not exhaustive and depending upon the requirements of the bank addition/deletion could be made as per necessity)

1. Proff of identity: Self attested copy of Voter's ID Card / Driving Licence / PAN Card / Aadhar Card / Passport / Photo IDs issued by Govt. authority etc.
2. Proof of Residence: Recent telephone bill / electricity bill / property tax receipt (not older than 2 months) / Voter's ID Card / Aadhar Card / Passport / Certificate issued by Govt. Authority / Local Panchayat / Municipalities etc.
3. Applicant's recent Photograph (2 copies) not older than 6 months.
4. Particulars of Land Records.

ACKNOWLEDGEMENT

Received the loan application from Shri.....
Residence of on
..... for the purpose of

All the required information / documents have been furnished on / yet
to be furnished by the applicant.

Date.....

Officer / Manager

.....Cut Here

Customer Copy:

Received the loan application from Shri/Smt.....
Residence of on
.....for the purpose of

All the required information / documents are furnished on yet to be furnished by the
applicant.

Date

Officer/Manager

Please Note that:

1. This is only an acknowledgement for having received the application and this should not be construed as an indication of our acceptance of the proposal, a decision on which will be taken only after due consideration of the proposal on its merit and / or on fulfillment of conditions if any, that may be stipulated by the Bank.
2. The application will be taken up for consideration only after all the particulars / data / documents as may be required are received by the Bank.
3. The application will be disposed of within days from the date of receipt of all the details / papers / documents / clarifications sought by the Bank.
4. In case the proposal is rejected/not considered the reasons for the same will be intimated to the applicant.

Scheme for Agro-Marine Processing and Development of Agro-Processing Clusters (SAMPADA)

Government of India has approved a new Central Sector Scheme - Scheme for Agro-Marine Processing and Development of Agro –Processing Clusters (SAMPADA) with an allocation of Rs. 6,000 crore for the period 2016-20 coterminous with the 14th Finance Commission cycle. The SAMPADA will be implemented by Ministry of Food Processing Industries (MoFPI). The objective of SAMPADA is to supplement agriculture, modernise processing and decrease agri-waste.

SAMPADA is an umbrella scheme incorporating following schemes:

1. Mega Food Parks
2. Integrated Cold Chain and Value Addition Infrastructure
3. Creation/Expansion of Food Processing & Preservation Capacities
4. Infrastructure for Agro-processing Clusters
5. Creation of Backward and Forward Linkages
6. Food Safety and Quality Assurance Infrastructure
7. Human Resources and Institutions

The schemes from Serial No. 2 to Serial No. 5 have also specified that the applications could be made only against the Expression of Interest (EOI) invited by the Ministry.

Approval of Government on the SAMPADA scheme and Guidelines of the schemes under SAMPADA (latest available on the MoFPI website) are attached below.

F. No. 21-MFPI/11-Mega FP (Vol-II)-Part(1)

Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi-110049

Dated: 29.07.2020

OFFICE MEMORANDUM

This is in reference to para 5.2.1(vii) of Mega Food Parks Scheme guidelines dated 10.02.2014 & 21.07.2016 of the Ministry regarding bar for SPVs/IAs to sell or lease out common facilities in the MFP projects. They can only be offered to units on rental basis. Also OM dated 26.12.2019 in this regard may be referred.

2. Consequent to the decision of IMAC in its meeting held on 18.05.2020 & subsequent decision of Ministry in this regards, the following provisions has been amended as under: -

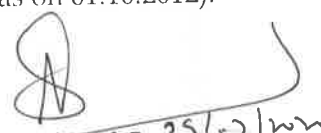
| Revised guidelines for Mega Food Park Scheme w.e.f. 10.02.2014 | | |
|---|---|--|
| Para No | Existing provision of scheme guidelines after the amendment by O.M. dated 26.12.2019 | Amended provisions of scheme guidelines applicable hence forth. |
| 5.2.1(vii) | The common facilities in the park cannot be sold or leased out. They can only be offered to units on rental basis. However, use of common facilities at CPC by SPVs/IAs is allowed, subject to the units in the MFP to the extent operational having first right on the CPC facilities. | The common facilities in the park cannot be sold or leased out. They can only be offered to units on rental basis. However, use of common facilities at CPC/ PPC by SPVs/ IAs is allowed, subject to the units in the MFP to the extent operational having first right on the CPC / PPC facilities. |
| 5.2.1 (viii) | New provision | SPVs/ IAs may offer a part of common area in admin building or area earmarked for training facilities or SDF sheds of their Mega Food Park project on lease/ rent basis to independent training providers for the purpose of setting up of skill training center for various job roles in Food Processing. |
| 9.1.1 (vii) 9.1.2 (vii) 9.1.3 (viii) 9.1.4 (vii) | New Provision | Certificate by PMC confirming that physical progress of Civil & P&M work done on site is in consonance with the financial progress of the project. In this regard, PMC to also submit Chartered Engineer |

| | |
|--|--|
| | Certificate (Civil & Mechanical) certifying the work executed on site (along with measurements etc) and quality of work etc. |
|--|--|

| Revised guidelines for Mega Food Park Scheme w.e.f. 21.07.2016 | | |
|--|---|---|
| Para No | Existing provision of scheme guidelines after the amendment by O.M. dated 26.12.2019 | Amended provisions of scheme guidelines applicable hence forth. |
| 5.2.1(vii) | The common facilities in the park cannot be sold or leased out. They can only be offered to units on rental basis. However, use of common facilities at CPC by SPVs/IAs is allowed, subject to the units in the MFP to the extent operational having first right on the CPC facilities. | The common facilities in the park cannot be sold or leased out. They can only be offered to units on rental basis. However, use of common facilities at CPC/PPC by SPVs/IAs is allowed, subject to the units in the MFP to the extent operational having first right on the CPC/PPC facilities. |
| 5.2.1 (ix) | New provision | SPVs/ IAs may offer a part of common area in admin building or area earmarked for training facilities or SDF sheds of their Mega Food Park project on lease/ rent basis to independent training providers for the purpose of setting up of skill training center for various job roles in Food Processing. |
| 9.1.1 (vii) 9.1.2 (viii) 9.1.3 (viii) 9.1.4 (vii) | New provision | Certificate by PMC confirming that physical progress of Civil & P&M work done on site is in consonance with the financial progress of the project. In this regard, PMC to also submit Chartered Engineer Certificate (Civil & Mechanical) certifying the work executed on site (along with measurements etc) and quality of work etc. |

3. The above amended provisions will also be applicable to the Mega Food Park Project being implemented under guidelines for scheme of Mega Food Parks (Consolidated as on 01.10.2012).

4. This has the approval of competent authority.


(Atul Saxena)
Joint Secretary

Email: atul.saxena69@nic.in

**F. No. 21-MFPI/11-Mega Food Park
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi-110049**

Subject:- Revised guidelines for Mega Food Park Scheme w.e.f. 21.07.2016.

1. Background

- 1.1. Based on extensive feedback and consultations with various stakeholders, the earlier Scheme of Food Parks during the 10th Five Year Plan was revised and reformulated as the Mega Food Parks Scheme (MFPS) during the 11th Five Year Plan. The guidelines of the Scheme were notified initially on 24.10.2008. On the basis of learning experience over a period of time and for more effective implementation of the Scheme, these guidelines were modified time to time and consolidated on 19.12.2009, 17.11.2011, 01.10.2012 and 10.02.2014.
- 1.2. The Scheme is being implemented by the Ministry to develop Mega Food Parks in the country. CCEA has approved 42 Mega Food Parks during 11th & 12th Plan (5 projects in first phase, 10 projects in second phase, 15 projects in third phase and 12 projects in fourth phase).
- 1.3. The revised Scheme guidelines after incorporating all the modifications approved till date are given below. These guidelines will be applicable to all the projects to be approved under the Scheme, against any fresh Expression of Interest (EoI) floated after 21.07.2016.

2. Objectives of the Scheme

- 2.1. The primary objective of the MFPS is to provide modern infrastructure facilities for the food processing along the value chain from the farm to the market. It will include creation of processing infrastructure near the farm, transportation, logistics and centralized processing centers. The main feature of the Scheme is a cluster based approach. The scheme will be demand-driven and will facilitate food processing units to meet environmental and safety standards.
- 2.2. The expected outcome is increased realization for farmers, creation of high quality processing infrastructure, reduction in wastage, capacity building of producers, processors and creation of an efficient supply chain along with significant direct and indirect employment generation.

3. Salient Features of the Scheme

- 3.1. The Scheme aims to facilitate the establishment of a strong food processing industry backed by an efficient supply chain, which would include collection centers, primary processing centers and cold chain infrastructure. The food

- processing units, under the scheme, would be located at a Central Processing Centre (CPC) with need based common infrastructure required for processing, packaging, environmental protection systems, quality control labs, trade facilitation centers, etc.
- 3.2. The extent of land required for establishing the CPC is estimated to be between 50-100 acres, though the actual requirement of land would depend upon the business plan of investor(s), which may vary from region to region. CPC would be supported by Primary Processing Centers (PPC) and Collection Centers (CCs) in identified locations based on a techno-feasibility study, adequate to meet the raw material requirements of the CPC. The land required for setting up of PPCs and CCs at various locations would be in addition to land required for setting up the CPC.
 - 3.3. It is expected that, on an average, each project may have around 25-30 food processing units with a collective investment of around Rs. 250 crore that would eventually lead to an annual turnover of about Rs. 450-500 crore and **creation of direct / indirect employment of about 5000 persons. Each MFP on being fully operational will also benefit about 25000 farmers.** However, the actual configuration of the project may vary depending upon the business plan for each Mega Food Park. The aggregate investment in CPC, PPCs and CCs should be proportionate and commensurate to the size of the total project keeping in view the economies of scale.
 - 3.4. The spirit of the guidelines of the Mega Food Parks Scheme is to facilitate setting up of only food processing industries. Accordingly, only food processing industries that make food products fit for human / animal consumption may be permitted to be set up in the Mega Food Parks. Packaging facilities of food products as ancillary to the food processing industries will also be eligible for setting up in the Mega Food Parks.

4. Pattern of Assistance

- 4.1 The Scheme shall provide a capital grant at the rate of 50 percent of the *eligible project cost** in general areas and at the rate of 75 percent of eligible project cost in difficult and hilly areas i.e. North East Region including Sikkim, J&K, Himachal Pradesh, Uttarakhand and ITDP notified areas of the States subject to a maximum of Rs. 50 crore per project.

*The eligible project cost is defined as total project cost but excluding cost of land, pre-operative expenses and margin money for working capital. However, interest during construction (IDC) as part of preoperative expenses and fee to Project management consultant (PMC) up to 2% of the approved grant would be considered under eligible project cost.

- 4.2 In the interest of expeditious implementation of the projects, the Ministry would engage a Program Management Agency (PMA) to provide management, capacity building, coordination and monitoring support. For meeting the cost of the above and also other promotional activities by the Ministry, office expenses & travel

expenses related to the scheme amounting up to 5% of the overall grant available, will be earmarked.

- 4.3 The project cost for the purpose of eligibility under this Scheme would consist of the following components:

I. Core Processing Facilities

- 4.3.1. **Central Processing Center:** Cost of civil work & equipments for common facilities like testing laboratory, cleaning, grading, sorting and packing facilities, dry warehouses, specialized storage facilities, cold storage including Controlled Atmosphere Chambers, Pressure Ventilators, variable humidity stores, pre-cooling chambers, ripening chambers etc., cold chain infrastructure including reefer vans, packaging unit, irradiation facilities, steam sterilization units, steam generating units, Food incubation cum development centers etc.
- 4.3.2 **Primary Processing Centers and Farm Proximate Collection Centers:** These shall have components like cleaning, grading, sorting and packing facilities (including equipment), dry warehouses, specialized cold stores including pre-cooling chambers, ripening chambers (including equipment), reefer vans, mobile pre-coolers, mobile collection vans etc.
- 4.3.3 The above mentioned facilities are only illustrative and the exact nature of facilities may vary from project to project based on specific requirements as appraised by the concerned bank. However, it is desirable to allocate at least 25 percent of the eligible project cost towards creation of above mentioned core processing facilities.

II. Factory buildings

- 4.3.4 Depending on demand in the area, the Mega Food Park may provide standard factory sheds for Micro and Small Enterprises (MSEs) which are to be built on a maximum of 10 per cent of the area of CPC as part of plug and play facilities for MSEs.

III. Enabling Basic Infrastructure

- 4.3.5 It will include site development including development of industrial plots, boundary wall, roads, drainage, water supply, electricity supply including captive power plant, effluent treatment plant, telecommunication lines, parking bay including traffic management system, weighbridges etc. at the PPC and CPC level. However, of the total proposed cost of captive power plant, cost not exceeding Rs.10 crore shall be considered as eligible project cost for grant assessment. Any additional cost towards setting up of captive power plant

would be required to be met exclusively from SPV's contribution through equity and debt. The SPV has to demonstrate a firm plan to ensure good quality and assured power supply to prospective units in the Park.

IV. Non-Core Infrastructure

4.3.6 It will consist of support infrastructure such as administrative buildings, training center including equipment, trade and display center, crèche, canteen, worker's hostel, offices of service providers, labour rest and recreation facilities, marketing support system, etc. However, the cost of non-core infrastructure facilities not exceeding 10 percent of the eligible project cost, would be eligible for grant purpose.

V. Project Implementation Expenses

4.3.7 This would include cost of hiring the services of domain consultants by the SPV's for preparation of DPRs, supply chain management, engineering/designing and construction supervision etc.

VI. Land

4.3.8 At least 50 acres of land for the project shall be arranged by the SPV either by purchase or on lease of at least 75 years. The registered value of such land would be taken as part of the project cost and contribution/share of the SPV. The GoI grant shall not be used for procurement/purchase of land. The land and/or infrastructure taken on lease for PPCs / CCs, the lease period should be at least 25 years.

5. Implementation Process

5.1. Special Purpose Vehicle (SPV)

5.1.1. The responsibility of execution, ownership and management of the Mega Food Park would vest with a Special Purpose Vehicle (SPV) registered under the Companies Act. However, State Government/ State Government entities/Cooperatives applying for the project under the scheme will not be required to form a separate SPV.

5.1.2. The Anchor Investor in the SPV holding majority stake, with or without other promoters of the SPV, will be required to set up at least one food processing unit in the park with an investment of not less than Rs. 10 crore. The Anchor Investor will have at least 51% stake in such processing unit(s). However, Setting up of alcoholic beverage unit as an anchor unit will not be allowed. State Government/ State Govt. entities/ Cooperatives will not be required to set up Anchor unit in the park.

5.1.3. The Food Processing unit(s) to be set up by the Anchor Investor in the Mega Food

Park will be completed and commissioned along with the commissioning of the Mega Food Park project by the SPV.

5.1.4. The preference for sanctioning assistance under the Scheme may be given to those SPVs which focus on processing of wide range of perishable products.

5.1.5. Only one Mega Food Park project will be sanctioned in a district.

5.1.6. No second proposal will be considered for sanction from the same promoter(s) within two years of the completion* of already allotted mega food park project. Thereafter, the allotment of second project from the same promoter(s) will be based on the assessment of performance of earlier allotted project.

*Completion of MFP means operationalization of CPC and PPC, allotment of at least 75% of total leasable area / plots, commencement of operations in at least 25% of the units and operationalization of Anchor unit.

5.2 Eligibility criteria for SPV / Implementing Agency (IA)

5.2.1 The main eligibility criteria of the SPVs / Implementing Agencies (IAs) of the project under the Scheme, are indicated below:

- i. SPV shall be a body corporate registered under the Companies Act. However, in case of State Government/ State Government entities/Cooperatives implementing the project, registration of a separate SPV under the Companies Act will not be necessary.
- ii. The promoter holding maximum equity in the SPV will be the lead promoter. The lead promoter will be primarily responsible for co-ordination with all stakeholders including with the Ministry of Food Processing Industries to ensure effective implementation of the project.
- iii. The combined net worth of the promoters/proposed shareholders of SPV should not be less than Rs.50.00 crore. Each member in SPV must have a net worth at least 1.5 times of his/her proposed equity contribution in order to ensure requisite contribution for the project from each shareholder.
- iv. The SPV needs to bring in at least 20 percent of the total project cost as equity in general areas and at least 10 percent of the total project cost in difficult and hilly areas i.e. North East Region including Sikkim, J&K, Himachal Pradesh, Uttarakhand and ITDP notified areas of the States. However, State Government / State Government entities will be required to contribute at least 10 percent of the total project cost of the Mega Food Park project, not necessarily, in the form of the equity.
- v. Central Government agencies becoming shareholders in the SPV, can only hold up to 26 percent of equity in the SPV. However, there will be no such restriction on State Govt./ State Govt. entities/ its Cooperatives.
- vi. SPVs / IAs are not permitted to sell the plots in Mega Food Parks. The plots can only be given on lease to other entrepreneurs for setting up of food processing units in the Park.

- vii. The common facilities in the park cannot be sold or leased out. They can only be offered to units on rental basis.
- viii. Every SPV / IA will publish the user charges/hiring rates for common facilities and lease rental rates for plots and factory buildings for MSEs in the Mega Food Park on their websites for wider information of the prospective investors. This information will also be made available to Ministry of Food Processing Industries and State Government concerned for uploading on their websites.

5.2.2 The Implementing Agency would be responsible for the following:

- i. To formulate the Detailed Project Report (DPR) and execute the project in a transparent, efficient and timely manner.
- ii. To procure/purchase land and ensure external infrastructure linkages for the project.
- iii. To obtain statutory approvals/clearances including environmental clearances, which are prerequisite for commencement and operation of the Project.
- iv. To achieve financial closure and ensure completion of the project.
- v. To own and maintain the common infrastructure including common facilities.
- vi. To receive grant-in-aid under the Scheme, and to ensure its utilization in a transparent and judicious manner.
- vii. To maintain proper accounts of the project implementation and the maintenance of infrastructure and common facilities after commissioning of the project.

5.3 Program Management Agency (PMA)

5.3.1 The Ministry will appoint Program Management Agency (PMA) to assist it in implementation of the Scheme. The PMA will be a reputed institution with extensive experience in project development, management, financing and implementation of infrastructure projects.

5.3.2 The envisaged role of PMA is as follows:

- i. To assist the Ministry in organizing workshops/media campaigns aimed at sensitizing the potential stakeholders about the scheme.
- ii. To assist the Ministry in inviting Expression of Interest for projects under the Scheme.
- iii. To assist the Ministry in selection of projects through evaluation/appraisal of techno-feasibility reports and DPRs submitted for Mega Food Park projects. Appraisal of the DPRs will include examination of financial viability and sustainability of Ownership & Management structure of the projects.
- iv. To assist in the evaluation of any amendments to the projects/DPRs.
- v. To assist the SPVs in achieving financial closure and obtaining necessary clearances from various authorities for the Project.

- vi. To assist the Ministry in release of the grant under the Scheme.
- vii. To monitor and report the progress of the Mega Food Park projects to the Ministry.
- viii. To maintain and update the database of the projects on monthly basis in the software decided by the Ministry.

5.4 Project Management Consultant (PMC)

5.4.1 In addition to the PMA, for ensuring smooth implementation of projects at ground level, Ministry has drawn up a panel of Project Management Consultants (PMC) with experience in preparation of DPRs for large projects and in project implementation. Any of these Ministry's empanelled agencies may be engaged by the SPVs for preparation of DPRs and for assistance in implementation and the cost of which would be considered as one of the eligible components of the project. However, such cost should not exceed 2% (inclusive of taxes) of the eligible grant amount of the project. The list of agencies empanelled by the Ministry is given at **Annexure-A**. The Ministry may revise the list from time to time.

5.4.2 In addition to assisting SPV in finalising business plan and preparing Detailed Project Report for the project, which would meet the guidelines of the Scheme and requirements of banks/financial institutions providing term loan for the project, the envisaged role of PMC, inter-alia, would be as follows:

- i. Detailed engineering and design including preparation of detailed cost estimates for various project components/facilities,
- ii. Assistance to SPV in preparation of a procurement policy, bid documents and selection and appointment of contractors/equipment suppliers in a transparent manner, for project construction and supply of plant and machinery,
- iii. Monitoring and overseeing the work output of the contractors/equipment suppliers in compliance of the terms and conditions of the contracts/appointments with the objective of ensuring quality, completeness and compatibility of the work carried out in relation to the Project,
- iv. Assistance to SPV in preparing all necessary documentation for submission to Ministry in order to facilitate release of funds sanctioned under Scheme
- v. Assistance to SPV in submission of Monthly Progress Reports to Ministry in prescribed format.

5.4.3 SPV would enter into an agreement with PMC as per Draft Agreement prepared by the Ministry and any change in PMC later needs to be approved by the Ministry.

5.4.4 While PMC would be working primarily with SPV for smooth implementation of

the project, the Ministry may, if required, directly seek reports from PMC on the aspects of project implementation.

5.5 Expression of Interest

- 5.5.1 In response to the notice inviting Expression of Interest (EoI) by Ministry for selection of Projects, a proposal for the proposed Mega Food Park will be submitted by the promoters/SPV. An illustrative list of points to be covered in the proposal along with EoI is provided at **Annexure- B**. The proposal will be evaluated by the Ministry through the PMAs.
- 5.5.2 The proposal would have tentatively identified the locations of the CPC and PPCs, availability of land, potential investors for food processing units in the park, proposed level of investment including the estimated project cost and the proposed means of finance, the number and type of food processing units, and requisite backward and forward linkages. The proposals having ownership and possession of suitable land with Change in Land Use (CLU) for the project will be given preference.

5.6 In-Principle Approval

- 5.6.1 The proposal submitted in response to the EoI will be evaluated by the Program Management Agency (PMA). The applicants will be invited to make a presentation of their proposals before the Technical Committee (TC).
- 5.6.2 The PMA will undertake evaluation on a scale of 100 points on the basis of EoI proposals while the TC will undertake independent evaluation on a scale of 50 points on the basis of the presentation made by the applicants. The final evaluation report along with the recommendations of the TC will be placed before the Inter-Ministerial Approval Committee (IMAC) for consideration of “In-Principle Approval” to the projects. The criteria for evaluation by PMA & TC are given at **Annexure- C** and **D** respectively.
- 5.6.3 If the SPVs / IAs fail to submit the requisite DPRs along with other documents needed for Final Approval, within 4 months from the date of issue of “In-Principle Approval”, the “In-Principle Approval” will be automatically cancelled, unless extension of time is granted by the Ministry.

5.7 Final Approval

- 5.7.1 Project will be accorded Final Approval on fulfillment of the following conditions:
 - i. Submission of Detailed Project Report (DPR) consisting of technical,

commercial, financial and management aspect of the project and its appraisal/recommendations of the PMA and Technical Committee. The DPR should include cluster analysis depicting availability of raw materials, legible contour survey report and contour plan/maps of the proposed land, site analysis for element like soil analysis, flood history, onsite features etc. for realistic cost estimate of land development and construction, detailed master plan along with sectional drawings and building plan with legends giving clear picture/title of drawings and other relevant details, construction cost certified by Chartered Engineer, cost of plant and equipment backed with quotations from equipment and machinery suppliers etc. and its appraisal/recommendations of PMA and Technical Committee.

- ii. Submission of proof for possession of at least 50 acres of contiguous land by the SPV for the CPC. The land should have permission for change of land use for industrial /infrastructure purposes.
- iii. Submission of proof for incorporation of SPV and execution of Share Subscription Agreement (SSA) amongst the members of SPV, as per draft SSA to be given by the Ministry.
- iv. Plan to fund the project duly supported by proposed equity / contribution, clearly suggesting the contribution from each of the shareholders and sanction of term loan from the bank along with bank appraisal report.
- v. Proof of appointment of Project Management Consultant (PMC). The PMC for the project should be selected from the agencies empanelled by the Ministry.

6. Technical Committee and Project Inter Ministerial Approval Committee:

6.1 Technical Committee headed by the Additional / Joint Secretary (MoFPI) would scrutinize the proposals and Detailed Project Reports along with the appraisal notes of PMA, and provide its recommendations to the Inter-Ministerial Approval Committee. The other members of the Technical Committee shall be as follows:

- i. Representative of NITI Aayog- Member
- ii. Joint Secretary, MNRE or his nominee- Member
- iii. Economic Advisor, MoFPI- Member
- iv. Joint Secretary/Director (Finance) MoFPI- Member
- v. Principal Secretary / Secretary of the concerned State- Member
- vi. Financial Expert from a Bank/ Financial institution- Member
- vii. Representative of National Horticulture Board as Expert Member
- viii. Joint Secretary (MIDH), Department of Agriculture & Cooperation or his nominee- Member
- ix. Director, Mega Food Park, MoFPI- Member Secretary

6.2 The Inter-Ministerial Approval Committee (IMAC), headed by Hon'ble Minister of Food Processing Industries shall select the projects and grant "In-Principle" and "Final Approvals" to the projects. The IMAC will also monitor the implementation of the projects sanctioned under the Scheme. The members of the Committee shall be as follows:

- i. Hon'ble Minister of Food Processing Industries- Chairperson
- ii. Secretary, MoFPI- Member
- iii. Additional Secretary & Financial Advisor, MoFPI- Member
- iv. Additional / Joint Secretary, In-charge, Mega Food Park Scheme, MoFPI- Convener & Member
- v. Principal Secretary / Secretary (Industries / FPI) of the concerned State- Member
- vi. Joint Secretary (MIDH), Department of Agriculture & Cooperation, Ministry of Agriculture- Member
- vii. Joint Secretary, Ministry of Micro, Small and Medium Enterprises- Member
- viii. Joint Secretary , Department of Animal Husbandry, Dairying and Fisheries- Member
- ix. Joint Secretary, MNRE- Member
- x. Representative of NABARD as Financial Expert- Member
- xi. Representative of the Bank which has appraised by project- Member

7. Role of State Government

7.1 The role of the State Government is envisaged in the following areas:

- i. Providing assistance to SPVs in procurement/purchase of suitable land.
- ii. Providing all the requisite statutory clearances including permission for sub-leasing of land by SPV, wherever needed, for setting up the MFP and its components thereof and providing the necessary assistance for Power, Water, approach roads and other external infrastructure to the project
- iii. Providing flexible and conducive labour environment and consider special facilities like exemption of stamp duty, VAT/Sales Tax exemption etc. for the MFP and the units located in the MFP.
- iv. Monitor the implementation of project.
- v. Nominates a suitable officer to be appointed as Ministry's nominee Director in the SPV.
- vi. Providing a fast track single window agency to facilitate clearances and permissions required for the project.

8. Dovetailing of Assistance and Revisions in Project Cost

8.1 Considering the complexities and challenges associated with a supply chain linked agricultural infrastructure projects of this nature, the SPV / IA may dovetail assistance available under various other schemes of Central and State Governments, which would improve the viability of the projects. While

dovetailing such assistance, it will be ensured that there is no duplication of assistance for the same component/activity of the project.

- 8.2 The revision in project cost after final approval of the project may be considered by the IMAC.

9. Release of Funds

- 9.1 Once the project is accorded Final Approval by the Inter-Ministerial Approval Committee (IMAC), the grant will be released by the Ministry subject to fulfillment of conditions prescribed for each installment as below:

- 9.1.1 First Installment of 30 percent of total grant under the Scheme will be released subject to fulfillment of following criteria:

- i. Establishment of Trust and Retention Account and signing of the TRA Agreement with any Schedule - A Commercial Bank and Regional Rural Banks (RRB). Draft TRA Agreement, clearly giving mode of account operation and duties/responsibilities of lending bank, SPV and PMC, would be shared by the Ministry with SPV / IA.
- ii. Appointment of Ministry's Nominee Director on the Board of the SPV. Representative of State Government will be appointed as a nominee of the Ministry. Tenure of the Ministry nominee will be co-terminus to the operationalization of the project.
- iii. Proof of increase in authorized capital of SPV to allow stipulated equity contribution as per approved means of finance for the project.
- iv. Expenditure certificate from Chartered Accountant confirming expenditure of at least 10 percent of the eligible project cost on the project components. Such expenditure shall be from the bank term loan and promoter's equity proportionately. However, State Governments and its entities will not be required to incur proportionate expenditure.
- v. Award of contracts worth at least equivalent to 30 percent of total project cost including at least 20 percent of approved components of basic enabling infrastructure.
- vi. Recommendation of PMA confirming the fulfillment of above conditions.

- 9.1.2 Second Installment representing 30 percent of approved grant assistance will be released to SPV subject to fulfillment of following criteria:

- i. Utilization Certificate for the 1st installment.
- ii. Proof of proportionate expenditure by SPV from term loan and equity equivalent to the grant amount released as 1st installment.
- iii. Proof of proportionate contribution by SPV from term loan and equity in TRA account, of the eligible project cost equivalent to percentage of grant to be released as 2nd installment.

- iv. Submission of documents as proof of possession of land for all PPCs along with construction schedule.
- v. Proof of commencement of construction of Standard Design Factory sheds for SMEs.
- vi. Proof of allotment of at least 25% of total allotable plots as per approved DPR.
- vii. Recommendation of PMA confirming the fulfillment of above conditions.

9.1.3 Third Installment representing 20 percent of approved grant assistance will be released to SPV subject to fulfillment of following criteria:

- i. Utilization Certificate for the grant released as 2nd installment.
- ii. Proof of proportionate expenditure by SPV from term loan and equity equivalent to the grant amount released as 2nd installment.
- iii. Proof of proportionate contribution by SPV from term loan and equity in TRA account equivalent to the grant amount to be released as 3rd installment.
- iv. Certificate from PMC confirming completion of at least 40 percent of construction of PPCs and proof of expenditure of at least 40 percent of the total proposed cost for PPCs as per approved DPR
- v. Certificate from PMC confirming completion of at least 50 per cent construction of Standard Design Factory sheds for SMEs.
- vi. Proof of allotment of at least 50% of total allotable plots as per approved DPR.
- vii. Recommendation of PMA confirming the fulfillment of above conditions.

9.1.4 Fourth and final Installment representing 20 percent of approved grant assistance will be released to SPV subject to successful completion of project and commencement of operations. The criteria for completion of project are as follows:

- i. Utilization Certificate for the grant released as 3rd installment.
- ii. Proof of expenditure of 100% envisaged contribution of SPV including term loan and equity on the approved project components.
- iii. Certificate from PMC confirming completion of the project as per approval.
- iv. Proof of allotment of at least 75 percent of total allotable plots as per approved DPR and commencement of operations in at least 25 percent of the units.
- v. Completion and Commissioning of the Processing unit(s) of the Anchor Investor in the Park.
- vi. Recommendation of PMA confirming the fulfillment of above conditions.

9.2 The fund released by Govt. of India shall be kept in a separate bank account as stipulated in Trust & Retention Account (TRA) Agreement.

- 9.3 In the event of SPV / IA withdrawing from executing the Project, SPV / IA shall return the amount of grants-in-aid released by MOFPI together with the interest accrued thereon, within a period of not more than 60 days of acceptance of its withdrawal by MOFPI. The accrued interest shall be calculated at the SBI Benchmark Prime Lending Rate prevalent at the time or 10% per annum, whichever is higher. In the event of failure of the SPV in refunding the grant amount along with interest within period specified, a penalty may be imposed by the Ministry.
- 9.4 SPV shall submit a Utilization Certificate (UC) of the amount of grant released by the Ministry as per provisions of General Financial Rules in the format given at **Annexure-E**.

10. Time Schedule:

- 10.1 The time schedule for completion and operationalization of project will be 30 months as detailed below from the date of issue of final approval letter unless extended by IMAC for the reasons to be recorded:

| Sl. No. | Particulars | Time Period |
|---------|---|------------------|
| 1. | Final Approval to release of 1st instalment | 6 months |
| 2. | 1st instalment to release of 2nd instalment | 8 months |
| 3. | 2nd instalment to release of 3rd instalment | 8 months |
| 4. | 3rd instalment to release of 4th and final instalment | 8 months |
| | Total | 30 months |

- 10.2 The SPV shall make all possible efforts to complete the projects as per the stipulated timelines committed to while seeking approval for the project. In case of non-adherence to stipulated timeline, except in case of force de majeure or reasons beyond the control of SPV, the IMAC may consider imposing appropriate penalty in terms of reducing the grant amount, on case to case basis.

11. Project Monitoring and Evaluation

- 11.1 The Ministry will periodically review the progress of the projects under the Scheme. The PMA would devise a suitable project monitoring system and shall furnish monthly reports/returns to the Ministry on the progress of the approved projects.
- 11.2 The Implementing Agency / SPV of the successfully completed projects will submit the following documents every year to the MoFPI for next five years from the date of release of 4th and final installment of the approved grant:-
- Audited Annual Financial Statement of the SVP showing balance sheet, profit & loss account, schedule and notes to accounts of the Mega Food Park project separately.
 - Percentage capacity utilization of the CPC and PPC facilities.

- c) Status of functioning of each food processing unit setup in the MFP.
12. The decision of the IMAC shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related / incidental thereto.
 13. **Court's Jurisdiction:** Any dispute on selection/ rejection and/ or implementation/ cancellation/ withdrawal of the proposal/ project under the scheme will be subject to Courts/ Tribunals having jurisdiction over Delhi.

**List of the empanelled Project Management Consultants (PMC) for Mega Food Parks Scheme
(This list will be updated from time to time with the approval of the Government)**

| Sl. No. | Name and Address of PMC | Contact Person | Contact Details and Email |
|----------------|---|--|--|
| 1. | IL&FS Cluster Development Initiatives Ltd., 2nd and 3rd Floor, NTBCL Building, Toll Plaza, DND Flyway, Noida-201301 Uttar Pradesh | Shri Ravi Ranjan Mishra, Senior Vice President | Mob: 9899277820/9971000250 Tel: 0124-2459200 Fax: 0124-2459201 Email: ravi.mishra@iflindia.com |
| 2. | Wadia Techno-Engineering Services Ltd., Wing 'A', Raheja Point I, Pt. Jawaharlal Nehru Road, Vakola, Santacruz (East), Mumbai-400055 | Shri Vicky Mansharamani, General Manager, CS & BD | Mob: 9820904082 Tel: 022-67339400 Fax: 022-26673193 Email: bd@wadiaengg.com, vicky.mansharamani@wadiaengg.com |
| 3. | Grant Thornton India LLP, 21st Floor, DLF Square, Jacaranda Marg, DLF Phase-II, Gurgaon-122002 | Shri Kunal Sood, Associate Director | Mob: 9849013872, 9971199600 Tel: 0124-4628000 Fax: 0124-4628001 Email: gv.subrahmanyam@in.gt.com ; kunal.sood@in.gt.com |
| 4. | Technopak Advisors Pvt. Ltd., 4th Floor, Tower-A DLF Building B, DLF Cyber City, Phase-II, Gurgaon- 1222002 | Shri Anupam Bajpai, Associate Vice President | Mob: 9650406699 Tel: 0124-4541111 Email: anupam.bajpai@technopak.com |
| 5. | Darashaw & Company Pvt Ltd., 6th Floor, Express Building, 14th "E" Road, Near Government Law College, Churchgate (West) , Mumbai-400020 | Shri Pradeep Kumar, Associate Vice President | Mob: 9987793711 Tel: 022-43022300/370 Email: pradeep-kumar@darashaw.com |
| 6. | Global AgriSystem Pvt. Ltd. J-10, Green Park Main, New Delhi- 110016, India | Shri Rasik Patnaik General Manager, Business Development | Mob: 9540220689 Tel: 011-46360000 Email: rpatnaik@globalagri.com, consulting@globalagri.com ; ythakur@globalagri.com |
| 7. | NABARD Consultancy Services Pvt. Ltd., New Delhi Corporate Office 24, Rajendra Place, 1st Floor NABARD Tower, New Delhi- 110125 | Dr. B.R. Premi, AGM | Mob: 8108599440 Tel: 022-26539419 Fax: 022-26520199 Email: br.premi@nabcons.in |

The list of the Points / Information to be covered in the EoIs / Proposals

(The objective of this Checklist is to facilitate the potential promoters to submit the proposal covering the salient features of the proposed Project, to enable the assessment of the project against the criterion as listed in Annexure- C & D)

1. Profiles of the Promoters who will be the key shareholders of the Proposed SPV

- 1.1. Names and brief profiles of the proposed promoters/shareholders of SPV along with their contact details.
- 1.2. Indicate the nature and location of existing operations of the Promoters.
- 1.3. Audited balance sheets for last 3 years or Chartered Accountant (CA) Certificates that would establish the net worth of each of the promoters. In case of companies, CA certificates need to be certified by their statutory auditors.
- 1.4. A brief note as to why the promoters are keen to undertake the Mega Food Park project, their vision etc.
- 1.5. In case the SPV is already registered, the details of the SPV including shareholding pattern.
- 1.6. Any other relevant information that would establish the credentials and suitability of the promoters in the context of the Scheme.

2. Profile of the Proposed Project

- 2.1. Rationale for proposed cluster/location in terms of availability of agricultural produces and marketable surplus, with focus on perishable produces.
- 2.2. Proposed Area and availability of requisite land for establishment of central processing center(CPC), primary processing centers (PPCs) and collection centers (CCs) along with tentative layout of the CPC and a typical PPC/ CC.
- 2.3. In case of CPC, selection of site needs to be justified in terms of connectivity and availability of basic infrastructure including power, water, approach road etc.
- 2.4. In case of land being available with promoter(s), proof of possession of land in form of sale deed/lease deed (CLU if applicable).
- 2.5. Details of the proposed core processing facilities (both at CPC and PPCs) and rationale for their selection in terms of availability of raw materials/market and type of food processing units being targeted.
- 2.6. Details of proposed enabling basic infrastructure including requirements of basic utilities like power, water, effluent treatment (both at CPC and PPCs) along with rationale in terms of overall business plan
- 2.7. Details of proposed non-core infrastructure (both at CPC and PPCs) and their justification
- 2.8. Above details for various project components should include area required, estimated capacities and costs for various facilities

- 2.9. Proposed strategy/methodology for building supply chain to ensure supply of raw materials, particularly fruits and vegetables, to the food processing units inside CPC, including estimated quantities
- 2.10. Proof of backward and forward linkages with verifiable details of the linkages, if any.
- 2.11. Estimated turnover of the proposed food processing industry units covered in the project, after successful execution of the project
- 2.12. Estimated direct and indirect employment generation out of implementation of the project, and other impact on the industry and farm produce in the project area
- 2.13. Investment details, mix of the products and processes and area requirement of the processing unit(s) to be set up by the Anchor Investor in the park.
- 2.14. Any other related information.

3. Project Financials and Business Plan

- 3.1. Summary of estimated cost of each of the eligible components of the project for funding by Government as outlined in the Scheme
- 3.2. Proposed means of finance to fund the project: equity, debt etc
- 3.3. The amount of grant support needed for the project, as per the Scheme
- 3.4. Tie-ups with Financial Institutions/Banks, if any, for funding of the Project
- 3.5. Proposed Business Plan –Estimated revenue sources and assumptions, Estimated operating costs and assumptions, Projected profit and loss statements, balance sheets and cash flows based on these assumptions
- 3.6. Key financial indicators such as IRR, DSCR based on above financial assumptions

4. Documents in support of networth:

- a. The net-worth in case of Companies would be calculated based on the definition of net-worth in the Companies Act 2013. However, the re-valuation reserves may be considered as part of the net-worth only if the same is reflected in the Audited Balance Sheet of the Company and continue to be reflected in the Audited Balance Sheet of the Company.
- b. In case of land / building forming part of the networth, the ownership documents, duly authenticated by the competent State Revenue Authority shall be submitted. The valuation of the immovable assets on the basis of circle rates (as on date of application) declared by the concerned State Government should be duly certified by the competent State Revenue Authority.
- c. In case of investment in shares of the listed companies, proofs of the market value of the share at the time of calculation of the value of the investment shall be submitted.
- d. In case of investment in unlisted companies, the latest audited financial statements alongwith complete schedules and notes forming part thereof, duly certified by the

Statutory Auditors shall be submitted in order to calculate the value of shares in that company.

- e. The miscellaneous assets shall be clearly specified and basis of calculation of their value, duly certified by the concerned Govt. approved valuer shall be submitted.
- f. The above valuation must be carried out within a period of 30 days preceding EOI bid submission date.
- g. In the case of proposed SPV shareholders, if there is cross holding of the net-worth amongst the Members (e.g. both a company as well as the shareholders that company are the proposed SPV shareholders), the net-worth of the company would be considered in full, however, net-worth of the individual would be considered only to the tune after discounting its shareholding in the company which is a proposed SPV shareholder.

5. The applicant / promoter has to submit an Undertaking affirming:

- a) that the SPV / Group company (as defined in the Company Law) as well as the applicant company itself has / has not obtained any financial assistance for a food processing project in the past from MFPI. If yes, then complete details are required to be furnished.
- b) that the SPV / applicant company has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same activity / components. If yes, then complete details are required to be furnished.

Criteria for Assessment/ Evaluation of EoIs/ Proposals by PMA

| Sl. No. | Criteria | Max. Score | Reference Documents to be reviewed |
|------------|---|------------|--|
| A. | Land | 40 | |
| A 1 | Possession of Appropriate Land | 25 | |
| a) | Complete title and possession of 50 acres or more land in the name of SPV along with CLU | 25 | CLU and Land Ownership Documents |
| b) | Complete title and possession of 50 acres or more land in the name of SPV | 20 | Ownership documents |
| c) | Allotment letter from State Govt. Agencies to the SPV or its member(s) | 15 | State Govt. land allotment letter |
| d) | 50 acres or more land available with one or more promoters | 10 | Ownership documents |
| e) | Agreement to Sale/Purchase 50 acres or more Land | 5 | Copy of Agreement |
| f) | Land identified, but not acquired | 0 | |
| A 2 | Location of Land | 15 | |
| a) | Proof of Water and Power Connection (2.5 marks each) | 5 | Letter/Certificate from respective Municipal body/Govt. authority |
| b) | Availability of Approach Road | 5 | Letter from local body confirming the availability of approach road |
| c) | Distance from NH/ SH (within 5 kms) | 2 | Certification from Tehsildaar/Local revenue department and Site coordinates |
| d) | Nearness of CPC location from domestic consumption center/ exports i.e. Metro/ Tier 1 cities/ Ports (within 50 kms) | 2 | Copy of map |
| e) | Distance from APMC Market from CPC (with in 50 kms) | 1 | |
| B | Viability of Cluster | 10 | |
| B 1 | Days of Operations of the Core Facility | 5 | Revenue Model, crop seasonality matrix and data on marketable surplus of the focused crops in the catchment area |
| a) | 300 and above days | 5 | ” |
| b) | 251 to 300 days | 3 | ” |
| c) | 200 to 250 days | 2 | ” |
| d) | Less than 200 days | 0 | |

| | | | |
|-------------|---|------------|---|
| B 2 | Availability of raw material within 100 km of the project site | 5 | ” |
| a) | Availability of surplus perishable raw material | 3 | ” |
| b) | Area under cultivation of perishable | 2 | ” |
| C | Details of Promoters | 40 | |
| C 1 | Networth of promoters whose proposed shareholding in SPV is 26% or more | 15 | Audited Balance Sheet/ CA Certificate/ Related Net-worth Documents |
| a) | More than 200 crore | 15 | |
| b) | Rs 151 cr - Rs 200 cr | 12 | |
| c) | Rs 101 Cr - Rs 150 Cr | 10 | |
| d) | Rs 50 Cr - Rs 100 Cr | 5 | |
| C 2 | Existing Linkages of Promoters | 15 | |
| (i) | Existing Backward Linkage | 5 | Documents in support of linkage like ownership, existing facilities |
| a) | Project in the same region/ catchment with existing backward linkages | 5 | Ownership documents |
| b) | Project in different region/ catchment with existing backward linkages in the proposed project area | 3 | Ownership documents |
| c) | No existing backward linkages | 0 | |
| (ii) | Existing Forward Linkages | 10 | Details of linkages with supporting documents |
| a) | Existing forward linkages | 10 | |
| b) | No existing forward linkages | 0 | |
| C 3 | Food Processing Experience | 10 | Balance Sheet of existing operations |
| a) | Turnover > Rs.10 crore | 10 | ” |
| b) | Turnover from Rs.1 crore to Rs.10 crore | 5 | ” |
| D | Anchor Investment Unit | 10 | |
| a) | More than 20 Crore | 10 | Undertaking along with project profile |
| b) | Rs 15 Crore to 20 Crore | 5 | Undertaking along with project profile |
| c) | Less than 15 Crore | 0 | |
| | Total | 100 | |

Criteria for Evaluation of Technical Presentation by Technical Committee (TC)

| Sl. No. | Criteria | Max. Score | Reference Documents to be reviewed |
|------------|---|------------|--|
| A | Proposed Project Model | 15 | |
| A 1 | Synchronization of Core Processing facilities with focused crops | 10 | DPR/ Cluster Analysis and Project Components |
| a) | Common Processing Facilities at CPC and PPC in synchronization with focused crops | 10 | ” |
| b) | Common Processing Facilities at CPC or PPC in synchronization with focused crops | 5 | ” |
| c) | No synchronization | 0 | |
| A 2 | Eligible Investment in PPC/CC | 5 | |
| a) | More than 20% of eligible project cost | 5 | DPR/ Project Cost |
| b) | 10-20% of eligible project cost | 3 | ” |
| c) | Less than 10% | 1 | ” |
| B | Investment in Mega Food Park | 30 | |
| B 1 | Focus on Perishables (as % age of total investment in Core Processing Facilities) | 15 | DPR/ Project Cost and Components |
| a) | More than 40% | 15 | ” |
| b) | 30-40% | 10 | ” |
| c) | 10-30% | 5 | ” |
| B 2 | Total Eligible Investment in the MFP | 15 | DPR/ Project Cost |
| a) | More than Rs 150 Crore | 15 | ” |
| b) | Rs 130 Cr - Rs 150 Cr | 10 | ” |
| c) | Rs 100 Cr - Rs 129 Cr | 5 | ” |
| C | Special Strength | 5 | |
| a) | Any promoter with shareholding of 26% and more having existing export operations in food products | 2 | Supporting documents |
| b) | Any foreign food processor investor in the SPV as promoter (with shareholding 26% and more) | 2 | Supporting documents |
| c) | State Govt. support for the project | 1 | letter from state government confirming necessary support to the project |
| | Total | 50 | |

Format for Utilization Certificate

FORM GFR 19-A

[See Rule 212(1)]

| Sl. No. | Letter No. and Date | Amount |
|---------|---------------------|--------|
| | | |
| | | |
| | | |
| | Total | |
| | | |

Certified that out of Rs..... of grants-in-aid sanctioned during the year.....in favour of..... Under Ministry of Food Processing Industries 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 and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (*vide* No....., dated.....)/will be adjusted towards the grants-in-aid/ equity payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid/ equity was sanctioned have been duly 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.....
Designation.....
Date.....

Operational Guidelines dated 17.12.2019

[for setting up of Integrated Cold Chain Projects against the Expression of Interest (EoI) to be published]

for

***“Scheme for Integrated Cold Chain and Value Addition Infrastructure
under PRADHAN MANTRI KISAN SAMPADA YOJANA”***



Government of India

MINISTRY OF FOOD PROCESSING INDUSTRIES

Panchsheel Bhawan, August Kranti Marg, New Delhi- 110049

REVISED OPERATIONAL GUIDELINES OF THE SCHEME FOR INTEGRATED COLD CHAIN AND VALUE ADDITION INFRASTRUCTURE (dated 17.12.2019)

1. Background

The Scheme for Integrated Cold Chain, Value Addition and Preservation Infrastructure was launched during 2008 and the original guidelines were notified on 18.03.2010. Based on feedback and consultations with stakeholders, the scheme guidelines were modified on 20.11.2013, 08.08.2014, 29.08.2016, 08.03.2018 and subsequently on 18.01.2019 for the purpose of smooth implementation and to achieve the objective of the scheme. Based on further feedback and experience of implementation of the scheme, the guidelines are further revised with immediate effect. These revised guidelines will be applicable to Expression of Interest (EOI) issued by the Ministry for taking up new Integrated Cold Chain Projects prospectively.

2. Objective

The objective of the scheme is to provide integrated cold chain, preservation and value addition infrastructure facilities without any break, from the farm gate to the consumer in order to reduce post-harvest losses of horticulture and non-horticulture agri-produce. This will enable linking groups of producers to processors and market through a well-equipped supply chain and cold chain, thereby ensuring remunerative prices to farmers and year-round availability of food products to consumers.

3. Eligible organizations/entities

Integrated cold chain and value addition infrastructure projects can be set up by Partnership/ Proprietorship Firms, Companies, Corporations, Cooperatives, Self Help Groups (SHGs), Farmer Producer Organizations (FPOs), NGOs, Central/State PSUs, etc. with business interest in cold chain solutions and also by those who manage supply chain.

4. Components of the Scheme

The scheme allows flexibility in project planning with special emphasis on creation of cold chain infrastructure at farm level. The scheme will have the following project components:

- (a) Farm Level Infrastructure**, which may include processing center, situated in the catchment area of the targeted produce. This shall have one or more of the facilities mentioned in sub-para 5.1 (a to j) below. In addition, it may also have one or more of the facilities mentioned in sub-para 5.1 (m to u) below.

For projects in the fruits & vegetables sector, farm level infrastructure shall include at least one of the facilities listed at sub-para 5.1 (a), (c) & (m).

- (b) Distribution hub** - This shall have a modern multi-product, multi-temperature cold storage. It may also include one or more of the facilities mentioned in para 5 below depending upon the business plan of the project.

(c) Refrigerated vans/ refrigerated trucks/ insulated vans/mobile insulated tankers.

(d) Irradiation facility.

To avail financial assistance under this scheme, the applicant will have to set up Farm Level Infrastructure as mentioned at (a) above and any one or both of the components from (b) and (c) above.

Considering the functional nature of the facility, irradiation component will be treated as a standalone facility for the purpose of availing grant under the scheme.

5. Eligible facilities for calculation of grant

5.1 Assistance under the scheme can be availed for creation of the following facilities:

- (a)** Integrated Pack-house (with mechanized sorting & grading line/ packing line/ waxing line/ staging cold rooms, etc.)
- (b)** Ripening Chamber(s)
- (c)** Cold Storage Unit(s) [Associated with value addition]
- (d)** Controlled Atmosphere (CA) storage [Associated with value addition]
- (e)** Frozen Storage/Deep freezers [Associated with value addition]
- (f)** IQF line, Tunnel Freezer, Spiral Freezer, Blast Freezer, Plate Freezer
- (g)** Vacuum Freeze Drying
- (h)** Milk Chilling / Bulk Milk Cooling/ Automatic Milk Collection Unit/ Milk Processing Unit (including packing) for which temperature control is necessary during some part of the processing. (Maximum 50 nos. of Milk Chilling or Bulk Milk Cooling or Automatic Milk Collection Unit to be assisted per project)
- (i)** Poultry/Meat/Marine/Fishery Processing Unit
- (j)** Packaging line for chilled /frozen/temperature controlled products
- (k)** Food Irradiation unit
- (l)** Refrigerated/ Insulated transport
- (m)** Pre Cooling Unit(s)
- (n)** Mobile pre-coolers
- (o)** Retail refrigerated carts, temperature controlled solar powered retail carts (maximum 10 numbers to be assisted per project)
- (p)** Reefer boats (maximum 10 numbers to be assisted per project)
- (q)** Refrigerated Containers including multi-modal container units
- (r)** Renewable/ alternate energy technologies (solar, bio-mass, wind etc.) for the project. [maximum permissible cost is ₹35 lakh, as per MIDH norms]
- (s)** Accessories/support infrastructure/ utilities such as fixed racking system in Cold/CA storage, fork lifts, reach trucks, bins, insulated fish boxes, pallets, dock levellers, mezzanine flooring, ETP, boiler, CIP unit, Depodder, Peeler, Slicer/Dicer, Blancher, sorting/grading line, etc.
- (t)** In-house product testing laboratory
- (u)** Any other modern technology for temperature controlled storage, processing, value addition and preservation infrastructure as may be decided by Inter Ministerial Approval Committee (IMAC)

- (v) Toilets, Septic tank, drainage, etc.

Note: CA Storage should normally be located near production areas. Otherwise, detailed justification to be given in the DPR.

- 5.2** Assistance for refrigerated/insulated transport can be availed either at Farm Level Infrastructure and / or Distribution Hub depending upon the business plan of the project.
- 5.3** Stand-alone facilities/ component, except irradiation facility will not be considered for assistance under this scheme.
- 5.4** Irradiation facility may also include cold storage, grading and sorting facilities, reefer vans etc. for storage and transportation of raw material and finished products for efficient utilization of the facility.
- 5.5** Both horticultural and non-horticultural produce are eligible for support under this scheme.

6. Ineligible items:

- 6.1** The following items will be considered as non-technical civil works and will be considered ineligible for calculation of grant for the project (The list is only indicative and not exhaustive): -

- (a) Compound Wall
- (b) Approach Road/Internal Roads
- (c) Cost of Land and site development
- (d) Administrative Office Building
- (e) Canteen
- (f) Labour Rest Room and quarters for workers
- (g) Security/ Guard Room or enclosure
- (h) Consultancy fee, taxes, etc.
- (i) Other Non-technical civil works not related to cold chain or storage infrastructure

- 6.2** The following items will also not be considered eligible for calculating the grant for the project (The list is only indicative and not exhaustive): -

- (a) Margin money, working capital and contingencies
- (b) Fuel, consumables, spares and stores
- (c) Transport vehicles other than the reefer trucks/vans/refrigerated carrier/insulated vans/milk tankers
- (d) Pre-operative expenses
- (e) Second hand/ old machines
- (f) All types of service charges, carriage and freight charges, etc.
- (g) Expenditure on painting of machinery
- (h) AC ducting, furniture, computers and allied office items.
- (i) Closed Circuit TV Camera and security system related equipment.
- (j) Consultancy Fee, Taxes, etc. on plant and machinery.

- (k) Stationery items
- (l) Plant & machinery not directly related to cold chain infrastructure
- (m) Fire-fighting equipment, fly catchers, hand washer, laundry etc.
- (n) Reconditioned and refurbished plant & machinery.

The Inter-Ministerial Approval Committee (IMAC) will be the final authority to decide on the admissibility of the grant and the eligibility or otherwise of the items for this purpose.

7. Pattern of assistance: - The scheme will have two types of pattern of financial assistance: -

- (a) For storage infrastructure including Pack House and Pre cooling unit, ripening chamber and transport infrastructure, grant-in-aid @ 35% for General Areas and @ 50% for North East States, Himalayan States, Islands & ITDP Areas, of the total cost of plant & machinery and technical civil works will be provided.
- (b) For value addition and processing infrastructure including frozen storage/ deep freezers associated and integral to the processing, grant-in-aid @ 50% for General Areas and @ 75% for North East States, Himalayan States, Islands & ITDP Areas, will be provided.
- (c) For irradiation facilities grant-in-aid will be provided @ 50% for General Areas and @ 75% for North East States, Himalayan States, Islands & ITDP Areas.

Note: (i) Maximum grant-in-aid would be ₹10 crore per project.

(ii) The grant will be provided only in respect of technical civil works and eligible plant & machinery.

(iii) Cost norms of Mission for Integrated Development of Horticulture (MIDH) issued by Department of Agriculture, Co-operation 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.

(iv) The SC or ST promoter(s), as the case may be, holding 100% stake in the implementing agency/ firm, will be treated as ST/ SC proposals and will be treated at par with NE States for the purpose of extending benefits under the scheme. For any change in the constitution/ composition of such proposals, prior permission of Ministry shall be required.

8. Basic Eligibility Criteria:

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

- (a) The net worth of the applicant should be at least 1.5 times of the grant applied for. The net worth will be calculated as follows: -

(i) **In respect of Pvt. Ltd./ Public Ltd. Companies:**

The net worth will be ascertained based on the paid-up share capital of the company and reserves created out of profits.

A latest provisional balance sheet duly certified by the Statutory Auditor of the Company needs to be submitted for ascertaining the net worth.

Share application money would be considered towards calculation of net worth provided the same has been converted into Paid up Capital within stipulated time as per Companies Act but, in any case, it should be converted into paid up capital before submission of the proposal to the Ministry.

Revaluation reserves only in respect of land & building may be considered for ascertaining the net worth, which will be based on circle rates duly supported by circle rate notification and land ownership documents.

In case of Pvt. Ltd./ Public Ltd. Companies where a significant portion of its net worth stands invested in equity shares of unlisted companies or is shown as loans & advances to various parties with nil or negligible income/revenue, then following additional documents would be required to be submitted by the applicant to ascertain the net worth: -

- a. Details of Investments made in unlisted companies by the applicant company,
- b. Audited Financial Statements (AFS) for the previous year or latest provisional Balance Sheet of the companies wherein the investment has been made,
- c. Details of loans & advances along with reasons/justification for the same,
- d. In case it is observed that the equity contribution made by the promoter company has been utilised by the investee company in creating tangible assets/ Capital work in progress in projects which are under execution then such investments in shares would be considered at face value.
- e. However, in case it is observed that the investment by the promoter company is further being reinvested by the investee company in equity shares of unlisted companies or given away as long term/short term advance to individuals/related party/other companies and the investor company has nil/negligible income/ revenue, then no additional clarification shall be asked for and the net worth of such promoter company shall be considered after deducting such investments/loans & advances

(ii) In respect of Proprietorship/ Partnership firms / NGOs / Cooperatives/ SHGs etc.

The net worth of all entities other than companies will be ascertained on the basis of latest balance sheet of individual proprietor/partner(s) i.e. assets minus all liabilities, duly certified by the Chartered Accountant (CA). Following components would be considered towards net worth: -

Assets include cash, current value of investments, land and building (supported by valuation report at circle rate, circle rate notification and land ownership documents), Bonds, cash value of life insurance, current total balance of savings, current or fixed deposit accounts.

The following methodology shall be adopted for determining the net worth:

- a. Net-worth would be sum of the net-worth of the Individual partners and the partnership firm (avoiding duplication of the investment in the partner's capital account of the firm) & the investments of each individual partner towards the partnership firm.
- b. If the applicant is ongoing partnership/proprietorship firm and the applicant has submitted audited balance sheet of such partnership/proprietorship firm, net worth based on the audited balance sheet will be taken into consideration. However, if the net worth as per balance sheet is insufficient then the CA certified statement of Assets and Liabilities of the individual Partners/Proprietors will be taken into consideration provided assets are supported by relevant documents as per the guidelines.
- c. However, since in a partnership/proprietorship firm, liability of partners/proprietors is unlimited, therefore the applicant should submit CA certified "Nil Liability Statement" or Statement of "Assets and Liabilities" of the individual partners/proprietors and the net liabilities based on these statements will be deducted while ascertaining the net worth.

(iii) The aforementioned net worth components need to be supported by relevant documents

(iv) Shares of unlisted companies will be considered at face value for net worth and shares of listed companies will be considered based on the average market price of the share for a period of 6 months prior to date of submission of proposal.

(v) Assets such as car, jewellery, antiques, gold etc. would not be considered for net worth.

(vi) Loans and advances given to group companies/related concerns/individuals will also not be considered towards computation of net worth.

(vii) The applicant(s) will have to give a self-certification regarding the details of the encumbrance of the property submitted by them towards the net worth.

(b) In-principle or final term loan sanction from the bank/financial institution. The date of sanction of term loan should not be earlier than the date of issue of EoI.

(c) Availing term loan from the Bank / Financial Institutions (FI) for an amount not less than

20% of the project cost, except in case of North East States. In case of North East States term loan amount shall not be less than 10%.

- (d) 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.
- (e) 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, Islands & ITDP Areas.
- (f) Same applicant/ organization shall not be entitled for more than two grants from the Ministry under any of its schemes in five years.
- (g) Applicants/ Promoters who have availed assistance under any other scheme of the Ministry and apply 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) No second proposal from the existing promoter(s), who have availed grant-in-aid for any of the cold chain projects from the Ministry of Food Processing Industries, will be entertained.
- (i) Expansion /upgradation of the existing facility(ies) in the same premises will not be entertained.
- (j) The grant will be restricted only to the plant & machinery and technical civil work created after the date of issue of Expression of Interest [EoI].
- (k) The applicant will have to set up the component of Farm Level Infrastructure and any one or both of the components from (b) and (c) in para 4 above. Location of the Farm Level Infrastructure should be clearly indicated in the DPR as well as bank appraisal note.
- (l) Considering the functional nature of the facility, irradiation facility will be treated as a standalone project for the purpose of availing grant.
- (m) Date of commercial operation should not be prior to the date of issue of EoI.
- (n) Not more than one application from the same applicant / company will be entertained. An application will be considered as second proposal if there are cross holdings of the promoter(s)/partner(s) between two applicants/entities. Shareholding pattern in case of companies, partnership deed and details of partner's capital accounts in case of partnership firms shall be submitted. Further, the details of PAN numbers of promoter(s)/partner(s) for an applicant entity shall also be submitted.

- (o) All equipment/ plant & machinery of the project should be new. Reconditioned/refurbished equipment/ plant & machinery will not be eligible for grant.
- (p) In case of dairy proposals whether process is automatic or not should be clearly mentioned in the proposal. In case of automatic plant, details of automatic components envisaged should be given in DPR.
- (q) The processing components and capacity of reefer/insulated vans mentioned in the approval letter will not be allowed to be dropped at subsequent stage.
- (r) If applicant is not present during the Technical Committee (TC) meetings and Inter Ministerial Approval Committee (IMAC) Meetings, the proposal shall be deferred for consideration.

9. DOCUMENTS AND FEE REQUIRED:

9.1 Following documents are required to be uploaded on-line, duly signed by the lead promoter/ authorised signatory [When original documents are in regional language they should be accompanied by self-certified English/ Hindi translation]: -

- (a) Detailed Project Report (DPR) in the prescribed template as at **Appendix-I**.
- (b) CA/Statutory Auditor certificate in support of net-worth of the proposed project along with documentary proof.
- (c) Net-worth supporting documents as detailed in **para 8 (a)**
- (d) CA/Statutory Auditor certificate as per **Appendix-II** for the proposed project cost and means of finance.
- (e) The proposed component wise cost breakup of technical and other civil work by the Chartered Engineer (Civil) as per **Appendix-III**.
- (f) The proposed component wise cost breakup of P&M by the Chartered Engineer (Mechanical) as per **Appendix-IV**.
- (g) In-principle or Final term loan sanction from the Bank/ Financial Institution for availing term loan for an amount not less than 20% of the project cost, except in case of North East States. In case of North East States term loan amount shall not be less than 10%.
- (h) A detailed appraisal note, specific to the scheme, from the lending Bank / Financial Institution.
- (i) 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.

- (j) Bio-data/background/ experience of the project promoter(s) in the field of food processing/ cold chain.
- (k) Annual reports and Audited Financial Statement of Accounts of the applicant firm/company/cooperative/ Partnership/ Self Help Group, etc. for last two years.
- (l) Self-attested English/ Hindi version of main facility land documents 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 15 years.
- (m) Change in Land Use (CLU) permission for the project for the main facility land from the competent authority.
- (n) Certificate from lending Bank/ FI that the facility has not commenced commercial operations as on the date of issue of EOI.
- (o) An undertaking to be furnished by the applicant as per **Appendix-V**.
- (p) Proof of submission of requisite fee.
- (q) Quotations from the suppliers of Plant & Machinery and equipment, etc. for the project.
- (r) In case of irradiation facilities, the following documents are required to be furnished: -
 - (i) Letter from Bhabha Atomic Research Centre (BARC)/ Board of Radiation Isotope Technology (BRIT) that the technology is approved for intended process/products.
 - (ii) Technical agreement with BARC/ BRIT for installation & operationalization of plant.
- (s) Mandate form as per **Annexure-II** in respect of the applicant firm.
- (t) Self-attested copy of a PAN card of applicant firm.
- (u) **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 “Pradhan Mantri Kisan Sampada Yojana – Integrated Cold Chain and Value Addition Infrastructure (3608)”.
- (v) Certificate of SC/ST from the concerned Govt. Authority, if applicable.
- (w) In case of dairy proposals whether process is automatic or not and the details of automatic components envisaged, in the letter head of the firm.

9.2 Fee

The applicants are required to submit Demand Draft of ₹1,00,000 (Rupees One Lakh only) as refundable security deposit and ₹10,000 (Rupees Ten Thousand only) as non-refundable cost of EOI document in favour of "Pay and Accounts Officer, Ministry of Food Processing Industries, New Delhi".

Note: ₹1,00,000 (Rupees One Lakh only) as refundable security deposit is not applicable in case of proposals from NER and SC/ST promoter (s).

10. Expression of Interest (EOI):

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. Selection of Proposals for Financial Assistance:

11.1 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 approval.

- (a) The proposals found prima facie eligible based on the basic eligibility criteria mentioned in para 8 above will be evaluated as per the assessment criteria at **Appendix-VI** of these guidelines.
- (b) A proposal would have to obtain a minimum of 60 marks in order to become eligible for consideration of grant-in-aid.
- (c) Subject to meeting the basic eligibility criteria, SC/ ST beneficiaries and the proposals from North East States will be given preference in sanction of the projects under the Scheme to the extent of earmarked fund allocation for each category.
- (d) In case of eligible proposals having equal marks preference will be given to the proposal envisaging higher project cost.

11.2 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/Director (Finance), MoFPI-Member.
- (f) Chairman, Agricultural & Processed Food Products Export Development Authority (APEDA) or his Nominee-Member.
- (g) Chairman, Marine Products Exports Development Authority (MPEDA) or his Nominee-Member.
- (h) Representative from BARC/BRIT for irradiation projects - Member.
- (i) State Representative from the concerned State Food Processing Mission Directorate (NMFP)-Member.
- (j) Two technical experts [(a)-Domain Expert and (b) Finance Expert] to be nominated by Secretary, FPI- Members.
- (k) Deputy Secretary/ Director (Cold Chain), MoFPI-Member Secretary.

11.3 Inter-Ministerial Approval Committee (IMAC):

The IMAC will have following composition: -

- (a) Hon'ble Minister for Food Processing industries- Chairperson.
- (b) Secretary, MoFPI-Member.
- (c) Financial Adviser, MoFPI-Member.
- (d) Joint Secretary, In-charge Cold Chain Scheme, MoFPI– Convener& Member.
- (e) Principal Secretary, Industries/FPI of the concerned State-Member.
- (f) Joint Secretary, In-charge, MIDH, Ministry of Agriculture, Cooperation & Farmers Welfare-Member.
- (g) Representative of NABARD as Financial Expert-Member.
- (h) Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries - Member.

12. 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 & 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 upload the documents for release of 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 & 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. An amount of 65% of the eligible cost of plant & machinery of main facility [farm level infrastructure, distribution hub and/or processing facility] and 25% of the eligible cost of plant & machinery of other facility should be spent. The promoter shall upload the documents for release of 2nd Installment within 14 months (18 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 & 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 MPEDA or BARC/BRIT 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 upload the documents for release of 3rd Installment within 20 months (24 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 uploaded on <http://sampada-mofpi.gov.in> by the promoter for the release of 1st, 2nd and 3rd installment of the grant are at **Appendix-VII**.
- (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 upload all the required documents along with utilization certificate for 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.
- (f) All the transactions out of the grant-in-aid must be uploaded on EAT module of PFMS. The utilization of grant-in-aid will be monitored by the Ministry through EAT module of PFMS.

13. Implementation Schedule and Penalty:

- 13.1** The implementation schedule for the project would be 20 months in general areas and 24 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).
- 13.2** 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.

- 13.3** 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.
- 13.4** 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.
- 13.5** 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.
- 13.6** 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.
- 13.7** 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.
- 13.8** 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.
- 13.9** User charges/hiring rates of the facilities created under the project will be placed in the public domain by uploading the same on the website of the project/organization. A copy of the same will also be made available to the Ministry.
- 13.10** 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 3rd and 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 cold chain project.
 - (b)** Percentage capacity utilization of the cold storage/ cold chain/ processing facilities.
- 13.11** 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) Project is liable to be cancelled in case of non-adherence to the timelines of 30 days, 90 days and 1st instalment of grant due to the project unless extended by the IMAC.
- (b) The timeline for each installment as provided in para 12 (a, b & c) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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 thereon of the Ministry of Food Processing Industries shall be final and binding.

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. 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.

17. 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.

[Refer Para 9.1 (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, Farmer Producer Company, Self Help Group, etc.) | |
| iii. | Registration No. of Applicant/CIN | |
| iv. | PAN of Applicant | |
| v. | Whether located in North East States, Himalayan States, Islands & ITDP Areas | |
| vi. | Whether lead promoter belong to SC/ ST/ Women | |

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, Cold Chain (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) |
|--------------|--|------------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |

4. Project Details:

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

| S No. | Components | Numbers Proposed |
|--------------|----------------------------|-------------------------|
| i. | Distribution Hub | |
| ii. | Farm Level Infrastructure | |
| iii. | Reefer/ Insulated Vehicles | |

| | | |
|-----|---|--|
| iv. | Irradiation Facility | |
| v. | Processing Facility, if any, proposed to be setup | |

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 (Distribution Hub/ Farm Level Infrastructure) | 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) | Coordinate Details (Longitude & Latitude) | Ref Pg no. in DPR* |
|--|--|------------|--|---|---|---|--------------------------------------|---|--------------------|
| Land 1 | Distribution hub | | | | | | | | |
| Land 2 | Farm Level Infrastructure (FLI) | | | | | | FLI should be in the catchment area. | | |
| 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

| S. No. | Type of facilities proposed to be created | No. of Units | Total Capacity [MT, Ltrs, MT/Hr., where ever applicable] | Location | | No. of Days of operation of each facility in a year |
|--------|---|--------------|--|------------------|-----|---|
| | | | | Distribution Hub | FLI | |
| i. | CA Store | | | | | |

| | | | | | |
|--------|--|--|--|--|--|
| ii. | Normal cold store | | | | |
| iii. | Frozen store | | | | |
| iv. | Pre-cooling Chambers | | | | |
| v. | Sorting, Grading, Waxing, Weighing, Packing facility [Modify as per actual] | | | | |
| vi. | Ripening Chambers | | | | |
| vii. | IQF | | | | |
| viii. | Blast Freezing | | | | |
| ix. | Milk Processing Facilities | | | | |
| x. | Milk Chilling Centres | | | | |
| xi. | Bulk Milk Coolers (BMCs) | | | | |
| xii. | Refrigerated Vehicles/ Reefer vans | | | | |
| xiii. | Mobile Pre-coolers | | | | |
| xiv. | Insulated Milk Tankers/ vans | | | | |
| xv. | Insulated Distribution Vehicle | | | | |
| xvi. | Irradiation Facility | | | | |
| xvii. | Refrigerated Container | | | | |
| xviii. | Refrigerated Carts | | | | |
| xix. | Solar Powered Carts | | | | |
| xx. | Refrigerated Cabinets | | | | |
| | Add other components not listed above | | | | |

7. In case of dairy proposals, details of automatic facilities envisaged.

8. Proposed Project Financials

a. Estimated Project cost details

| Item | Amount (₹ in lakh) |
|---|--------------------|
| 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 | |

*** The component wise cost breakup of technical and other civil work should be provided in the Chartered Engineer (Civil) certificate in the prescribed format as enclosed as Appendix-III**

**** The component wise cost breakup of P&M should be provided in the Chartered Engineer (Mechanical) certificate in the prescribed format as enclosed as Appendix-IV**

*****The cost of common utilities may be provided in Chartered Engineer (civil) and Chartered Engineer (Mechanical) certificate where ever applicable.**

b. Means of finance

| Item | Amount (₹ in 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.

- 9.** 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.

10. Details of the catchment area of the project.

| S.No. | Location of the Catchment (Primary/secondary) | Name Village/Dist./APMC | 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. Employment Generation projections

- Direct Employment:
- Contractual Employment with no. of days:
- Indirect Employment (specify):

- 11.** Details of renewable/ alternate energy sources including solar energy, if any, proposed to be used for operating the project including inter alia, details of power generation.

- 12.** Details of adoption of modern technology for reducing the carbon footprints and increasing operational efficiency: -

| Sl. No. | Name of technology/ item | Basic cost (excluding taxes etc.) | How the technology will help in reducing carbon footprint and/or increase in operational efficiency |
|---------|--------------------------|-----------------------------------|---|
| | | | |

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 9.1 (d)]**

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

Date:

i. Project Cost:

| Sl. No. | Name of the Component/Item | Amount (₹ 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 (₹ 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)

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 9.1 (e)]**

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

Date:

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 (₹ in lakh) | Rate/ Unit(₹/Sq.m) |
|----------------|--------------------------|-----------------------------|--------------------------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | 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 9.1 (f)]**

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

Date:

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 (₹ in lakh) | | 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 9.1 (o)]

I (Name of the Lead Promoter/ Lead 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 integrated cold chain 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 Integrated Cold Chain and Value Addition Infrastructure.
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 also 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.

Date: _____
Place: _____

Signature of the Applicant/Lead Promoter

[Refer Para 11.1 (a)]

| S. No. | Criteria for Evaluation of Integrated Cold Chain Proposals [A proposal would have to obtain a minimum of 60 marks in order to become eligible for consideration of grant-in-aid.] | Max Marks |
|--------|--|-----------|
| 1 | Adequate Volume and Wider Mix of Raw Materials (Suitability of Location, Project Site and Status of Possession of Land) | 20 |
| | i. Availability of raw materials <ul style="list-style-type: none"> a. Raw material availability backed by latest data (not later than 3 years old) published by Central/ State Government: 5 marks b. Raw material availability data not published but duly authenticated by concerned block/district/ state authority: 3 marks c. If no raw material data has been submitted by the applicant: 0 mark Note: Source of raw material availability should be clearly mentioned in the DPR | 5 |
| | ii. Suitability of project location(s) for proposed operations and their connectivity through road, railways etc. If land is in close proximity to state/national highway/freight corridors/golden quadrilateral/ sea port marks may be awarded, as follows: <ul style="list-style-type: none"> a. Within 2 Kms: 5 marks b. 2 to 5 Kms: 3 marks c. More than 5 to 10 Kms: 2 marks d. Above 10 Kms : 0 | 5 |
| | iii. Status of project land <ul style="list-style-type: none"> a. Main facility land in possession of the Applicant with approval for industrial use: 10 marks b. Main facility land in possession of the Applicant without approval for industrial use: 5 marks | 10 |
| 2 | Experience in Cold Chain/ Food Processing: <ul style="list-style-type: none"> a. Already in cold chain <u>and</u> food processing business having annual turnover of ₹5 crore and above during previous year:10 marks b. If in cold chain <u>or</u> food processing business having annual turnover of ₹5 crore and above during previous year:7 marks c. If in cold chain <u>or</u> food processing business having annual turnover of less than ₹5 crore during the previous year:4 marks | 10 |
| 3 | Economic Viability of the proposal | 10 |
| | Economic Viability of Project Based on Bank Appraisal (Key financial parameters viz. IRR, DSCR, RoI) (The average of score for IRR and DSCR would be considered. IRR and DSCR will be taken from bank appraisal note. In case, IRR and/ or DSCR are not given in the bank appraisal note then the same will be taken from the DPR.) <u>Max marks shall be given for IRR [without grant] = 5 marks</u> <ul style="list-style-type: none"> a. 5 marks shall be given if IRR >20% b. 3 marks shall be given if IRR is between 15%-20% c. 1 mark shall be given if IRR is between 10%-15% d. Nil marks shall be given if IRR is less than 10% <u>Max marks shall be given for DSCR = 5 marks</u> <ul style="list-style-type: none"> a. 5 marks shall be given if DSCR > 2.5 b. 3 marks shall be given if DSCR is between 2.0 and 2.5 | |

| | | |
|-----------|---|------------|
| | c. 1 mark shall be given if DSCR is between 1.5 and 2.0 d. Nil marks shall be given if DSCR <1.5) | |
| 4 | Project proposed to be set up in Districts having no projects sanctioned by the MoFPI in any of its scheme. | 5 |
| 5 | The project proposed to be set up in States providing concessions/ benefits on the following: (i) power tariff subsidy (1 mark) (ii) Exemption form stamp duty on land (1 mark) (iii) Capital subsidy (1 mark) (iv) Interest subvention on loan (1 mark) (v) Reimbursement of SGST (1 mark) [Supporting document to be submitted] | 5 |
| 6 | Proposed investment in Cold Chain Components | 15 |
| | a. Proposals creating farm level infrastructure, distribution hub and processing at different locations along with reefer/ insulated vans. | 15 |
| | b. Proposals creating farm level infrastructure and distribution hub but have combined the processing facility either at farm level infrastructure or distribution hub along with reefer/ insulated vans. | 10 |
| | c. Proposals creating farm level infrastructure with or without processing along with reefer/ insulated vans. | 5 |
| | d. Proposals for setting up irradiation unit. | 10 |
| 7 | Project proposing value addition/processing facilities such as IQF, vacuum freeze drying, spiral/tunnel/blast freezers, etc. for manufacturing of chilled/frozen value added products including value added fruits &vegetables/ meat/ fisheries/ RTE/ frozen products, etc. | 10 |
| 8 | Proposals with investment in reefer transport with capacity not less than 70 MT | 5 |
| 9 | Proposed Investment in Farm Level Infrastructure [Excluding Cost of Project Land] a. Upto 30% of Project Cost: 5 marks b. More than 30% to 50%: 7 marks c. More than 50% : 10 marks | 10 |
| 10 | Leveraging of Investment in the Project | 10 |
| | For General Areas | |
| | a. Proposed equity investment excluding land < 2 times of grant sought: 5 marks | |
| | b. Proposed equity investment excluding land >= 2 times of grant sought: 10 marks | |
| | For Difficult Areas | |
| | a. Proposed equity investment excluding land < grant sought: 5 marks | |
| | b. Proposed equity investment excluding land >= grant sought: 10 marks | |
| | Total | 100 |

Terms and conditions for release of grant-in-aid to the project**[Refer Para 12 (d)]**

1. The promoter shall upload and submit the following documents **within 30 days** of receipt of the approval letter:

(a) Acceptance Letter as per **Annexure-I**.

(b) The promoter needs to create three separate bank account(s) consisting of two separate current accounts with respect to the promoter contribution and grant-in-aid, and a term loan account. Details of bank accounts to be provided as below: -

| Sl. No. | Current Accounts | Account No. | IFS Code | Name and Branch of Bank |
|---------|-----------------------|-------------|----------|-------------------------|
| 1 | Promoter contribution | | | |
| 2 | Term Loan | | | |
| 3 | Grant-in-aid | | | |

(c) Details of the bank account pertaining to grant-in-aid are to be provided in the ECS mandate form as provided in **Annexure-II**.

(d) Counter signed copy of Approval Letter.

(e) Undertaking [as per **Appendix-V** duly signed by Lead Promoter/ Authorised Signatory (as the case may be)].

2. The promoter shall upload the following documents **within 90 days from the date of issue of approval letter**:

(a) **The Self-attested English/Hindi version of main facility [farm level infrastructure and/or distribution hub] land documents**, 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 15 years.

(b) **Change in land use (CLU)** permission for the main facility **[farm level infrastructure and/or distribution hub]** land from the competent authority, wherever applicable.

(c) Final term loan sanction letter from Bank/Fl.

(d) Latitudes and Longitudes Co-ordinates of the main project facility (Farm Level Infrastructure/ Processing Centre/ Distribution Hub, as the case may be).

- (e) Revised means of finance, factoring in the approved grant-in-aid, duly certified by the Bank/Financial Institution. (In cases where approved grant-in-aid is less than the grant-in-aid sought as per Bank Appraisal/ DPR submitted with the proposal.)
- (f) 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).
- (g) The promoter is required to upload 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, duly ink signed and stamped by the authorised signatory.
- (h) Valid Consent to Establish from the Central/ State Pollution Control Board.
- (i) Approved building plan from the relevant Competent Authority of the Main Facility and/or the Farm Level Infrastructure, as applicable.

3. Release of Grant-in-aid

- (a) The promoter shall upload the following documents 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-III** – 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. [Original hard copy of surety bond to be submitted to the Ministry].
 - (ii) Certificate from CA certifying that the expenditure for plant & machinery and technical civil work in the project has been incurred after the date of issue of Expression of Interest [EoI].
 - (iii) **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-IV**. 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-IV**.

- (iv) **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-V**.
 - (v) **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-VI**.
 - (vi) **Certificate** from the concerned bank/ financial institution which has sanctioned term loan for the project, as per **Annexure-VII**, 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.
 - (vii) **Self-attested English/Hindi version for at least 65% of the number of collection centres/ farm-level infrastructure**, 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 15 years. In case of facilities such as BMCs, chilling centres where TCW is not envisaged, the registered lease deed and CLU may not be required. However, copies of land documents / rent agreements for not less than the period of 15 years, as applicable, will be required.
 - (viii) **Change in land use (CLU)** permission for the 65% Collection Centres/ farm-level infrastructure land from the competent authority, wherever applicable.
 - (ix) **PFMS (CGA) Registration** – Registration of firm on pfms.nic.in under the scheme name “Pradhan Mantri Kisan Sampada Yojana – Integrated Cold Chain and Value Addition Infrastructure (3608)”.
 - (x) Any other condition which may be specified from time-to-time.
- (b) The promoter shall upload the following documents for 2nd Installment of grant within 14 months (18 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 at least 65% of the promoter's contribution and at least 65% of the term loan along with grant-in-aid released has been utilized on the eligible project cost as per **Annexure-IV**. An amount of 65% of the eligible cost of plant & machinery of main facility [farm level infrastructure, distribution hub and/or processing facility] and 25% of the eligible cost of plant & machinery of other facility should be spent.
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-IV**.
- (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-V**.
- (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-VI**.
- (iv) **Certificate** from the concerned **bank/ financial institution** which has sanctioned term loan for the project, as per **Annexure-VII**, 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.
- (v) **Utilization Certificate** of the 1st Installment of the grant as per **Annexure-VIII**– In the format provided in GFR 19-A duly certified by the promoter and counter signed by Chartered Accountant.
- (vi) Utilization/Expenditure of 1st installment of grant released in Excel sheet uploaded in EAT MIS Process.
- (vii) Screen shot of Utilization Certificate of 1st installment generated through EAT Module of PFMS.
- (viii) Valid Consent to Establish or Operate, as the case may be, from the Central/

State Pollution Control Board.

- (ix) **Self-attested English/Hindi version for remaining collection centres/ farm-level infrastructure**, in support of land title in the name of the applicant or land lease, duly registered with the competent authority in favour of the applicant for not less than the period of 15 years. In case of facilities such as BMCs, chilling centres where TCW is not envisaged, for the remaining BMCs, chilling centres the copies of land documents / rent agreements for not less than the period of 15 years, as applicable, will be required.
 - (x) **Change in land use (CLU)** permission for remaining Collection Centres/ farm-level infrastructure land from the competent authority, wherever applicable.
 - (xi) Any other condition which may be specified from time-to-time.
- (c) The promoter shall upload the following documents for 3rd and final Installment within 20 months (24 months in case of North East States, Himalayan States, ITDP Areas & Islands) from the date of issue of the 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 establish that 100% of the promoter's contribution, 100% of the term loan and 2nd Installment of Grant-in-aid has been utilized in the project as per **Annexure-IV**.
Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the promoter to be given as per **Annexure-IV**.
 - (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-V**.
 - (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-VI**.
 - (iv) **Certificate** from the concerned bank/ financial institution which has sanctioned term loan for the project, as per **Annexure-VII**, certifying that:-
 - a. 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
 - b. 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 completion of 100% of the project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.

- (v) **Utilization Certificate** of the 2nd Installment of the grant as per **Annexure-VIII**– In the format provided in GFR 19-A duly certified by the promoter and counter signed by Chartered Accountant.
- (vi) Utilization/Expenditure of 2nd installment of grant released in Excel sheet uploaded in EAT MIS Process.
- (vii) Screen shot of Utilization Certificate of 2nd installment generated through EAT Module of PFMS.
- (viii) Valid Consent to Operate from the Central/ State Pollution Control Board.
- (ix) Declaration of completion of the project and start of commercial operation, duly certified by the Bank.
- (x) 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”**.
- (xi) Statutory Clearance(s) / Approval(s) for power & water connections.
- (xii) License under Food Safety and Standards Act, 2006.
- (xiii) Registration/ license with Warehousing Development & Regulatory Authority (WDRA), if applicable.
- (xiv) Registration certificate of reefer vans and insulated vehicles.
- (xv) Any other condition which may be specified from time-to-time.

ROLE AND RESPONSIBILITIES OF PROGRAMME MANAGEMENT AGENCY(PMA)

[Refer Para 15]

- (i) Scrutiny of the Proposals received against the EOI/advertisement and assists 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, 2nd and 3rd 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 cold chain 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 cold chain 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 MFPI in bench marking the cold chain/irradiation technology and developing technical standards/ protocols, and cost norms for setting up of cold chains/ irradiation infrastructure.
- (ix) Provide suitable technical inputs on any aspect of the cold chain and related matter as and when required by the Ministry.
- (x) Assist in formulating, analysis and evaluation of the scheme guidelines.
- (xi) Assist the Ministry in getting the cold chain projects accredited to WDRA or any other regulatory agency.
- (xii) Provide inputs for preparing reports, templates, forms and check lists related to the effective implementation of the scheme.
- (xiii) Provide inputs for preparation of the agenda notes and minutes of the Technical Committee and Inter-Ministerial Approval Committee for the cold chain scheme.
- (xiv) Assist the Ministry in analysis of nation wise, state wise and cluster wise requirements of the cold chain/cold storage facilities.
- (xv) Checking the authenticity of the documents submitted by the applicants.
- (xvi) Any other duty and responsibility assigned by the Ministry from time to time.

[ACCEPTANCE LETTER]

(To be submitted on the letter Head of the Company/firm within 30 days of issue of approval letter)

To

Under Secretary
Cold Chain Division
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi 110049
E-mail: coldchain.mofpi@gov.in

Subject : Proposal of M/s _____ for grant-in-aid for setting up of Integrated Cold Chain projects under the Scheme of Integrated Cold Chain and Value Addition Infrastructure at _____ (complete address of main location) -reg.

Sir,

With reference to the approval letter No. _____ dated _____ of the Ministry of Food Processing Industries, Government of India on the captioned subject I, _____ (Promoter Director/proprietor/Partner) of M/s _____ have carefully gone through the provisions of Scheme Guidelines dated 18.01.2019 for Integrated Cold Chain and Value Addition Infrastructure, the Undertaking furnished by me in **Appendix-V** of Scheme Guidelines along with the proposal and the terms and conditions mentioned in the aforementioned approval letter and hereby undertake to abide by the same.

2. I hereby also confirm the components/capacities as detailed in the Para 1 of the aforementioned Approval letter that would be created at the Farm Level Infrastructure/Distribution Hub/ Reefer Transport/ Insulated Transport/Mobile Pre-Cooler (Nos. and capacities). If the capacities/components mentioned in the approval letter differ with those mentioned in the proposal submitted to the Ministry against EOI dated _____, please specify along with justifications.

**Promoter Director/Proprietor/Partner
(Name & Signature)**

Note: This acceptance is to be signed only by the lead promoter and not by the authorized signatory.

Mandate Form
[Refer Para 9.1 (s) & Appendix-VII, Para 1. (c)]

**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 | |
| BANK ACCOUNT | Grant-in-Aid |
| 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)

**[Refer Appendix-VII, Para (3) Sub Para (a) i]
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 ₹ _____(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 ₹ _____(Rupees _____Only) for the purpose of _____, (description of the project) at _____, out of which the sum of ₹ _____(Rupees _____only) have been paid to the Obligors (the receipt of which the obligers do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the obligers 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 in 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 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 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

**[Refer Appendix-VII, Para (3) Sub Para (a) iii, Sub Para (b) i & Sub Para (c) i]
CA Certificate Format
(Letter Head of the CA)**

Date:

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

The certification is based on the verification of books of accounts, bills, invoices, work orders, bank statements, etc. related to the _____ (name of the project).

i. Project Cost: (₹ in lakh)

| Sl. No. | Name of the Component/Item | Cost approved by the Ministry | Actual expenditure incurred as on ----- | | |
|---------|---|-------------------------------|---|------------|-------|
| | | | Basic | Taxes etc. | Total |
| 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: (₹ 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.

*Details of advance payment should be provided separately in Annexure

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

Counter signature of promoter/ authorized signatory of company with Seal

Annexure to CA certificate certifying details of payments made for Plant & Machinery and Technical Civil Work

| Sl. No. | Name of Party | Components | Voucher /Bill no. | Date of Voucher/Bill | Basic Cost | Taxes, freight, installations, insurance costs | Total Cost | Date of Payment as per bank statement | Mode of Payment | Amount paid as per bank statement |
|----------------|----------------------|-------------------|--------------------------|-----------------------------|-------------------|---|-------------------|--|------------------------|--|
| | | | | | | | | | | |
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[Refer Appendix-VII, Para (3) Sub Para (a) iv, Sub Para (b) ii & Sub Para (c) ii]

**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:

Date:

Name of Project:

Location with address:

I, ____ (name of CE), visited the site on _____ (Date of site Visit) and verified the actual area and volume of work. Based on actual progress on the site and invoices for respective components, I certify that the civil work cost of the project components is in line with the prevailing unit rates of the civil cost depending on various specifications and requirements.

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

The total expenditure incurred on the project towards civil work is economical and its summary is enclosed hereby.

| Sl. No. | Name of Component | Proposed/ appraised Area (sqm) | Proposed/ appraised Cost (₹ in lakh) | Actual Area(sqm) | Actual Cost (₹ in lakh) | | Rate/ Unit (₹/Sqm) | Remarks about the status of implementation | Comments on quality, construction standards, market rates |
|---------|-------------------|--------------------------------|--------------------------------------|------------------|-------------------------|--|--------------------|--|---|
| | | | | | Basic Cost | Taxes, Freight, installation , insurance | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | 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

[Refer Appendix-VII, Para (3) Sub Para (a) v, Sub Para (b) iii & Sub Para (c) iii]

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

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

Date:

Name of Project:

Location with address:

I, ____ (name of CE), visited the site on _____ (Date of site Visit) and verified the cost of various plant & machinery available at the project site and invoices for respective components as well. Based on this I certify that the plant & machinery brought to the site are new and are in line with prevailing cost in the industry.

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

The total expenditure incurred on the project towards plant & machinery is economical and its summary is enclosed hereby.

| Sl. No. | Name of Component | Proposed/ appraised Quantity | Proposed/ appraised Cost (₹ in lakh) | Actual Quantity | Actual Cost (₹ in lakh) | | Supplier/ Manufacturer | Status of implementation | Comments on quality, specifications, etc. |
|---------|-------------------|------------------------------|--------------------------------------|-----------------|-------------------------|---|------------------------|---|---|
| | | | | | Basic Cost | Taxes, Freight, installation, insurance | | | |
| | Component -1 | | | | | | | Such as: •Ordered •Received at site •Installation in progress •Installed •Commissioned | |
| | Component -2 | | | | | | | | |
| | TOTAL | | | | | | | | |

Signature and Seal of C.E.

Counter signature of promoter/ authorized signatory of company with Seal

[Refer Appendix-VII, Para (3) Sub Para (a) vi, Sub Para (b) iv & Sub Para (c) iv]

(Letter Head of the Bank)

Certificate

Date:

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 ₹ lakh.
2. It is further certified that we have released ₹ lakh (---% of sanctioned term loan) and ₹..... lakh (1st/ 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

Utilization Certificate
[Refer Appendix-VII, Para (3) Sub Para (b) vi & Sub Para (c) vi]

PROFORMA

| S. No. | Letter No. & Date | Amount |
|---------------|------------------------------|---------------|
| 1. | | |

Certified that out of ₹ _____ of grant-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/ Department letter No. given in the margin and ₹ _____ on account of unspent balance of the previous year, a sum of ₹ _____ has been utilized for the purpose of _____ for which it was sanctioned, that the balance of ₹ _____ 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 duly 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 of Promoter/ Authorized signatory of Company with seal _____

Date_____

Counter signature of
Chartered Accountant
with CA Registration
No.

F. No. CE-13016/11/2018-CEFPPC
भारत सरकार/Government of India
खाद्य प्रसंस्करण उद्योग मंत्रालय
Ministry Food Processing Industries
पंचशील भवन, अगस्त क्रांति मार्ग
Panchasheel Bhawan, August Kranti Marg
नई दिल्ली/New Delhi-110049

Dated: 02.03.2020

Subject: Further modified operational guidelines for the Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) of Pradhan Mantri Kisan Sampada Yojana (PMKSY).

Ministry of Food Processing Industries (MoFPI) is implementing a Central Sector Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) of Pradhan Mantri Kisan Sampada Yojana (PMKSY) for the period upto 2019-20. The proposals under the scheme are invited online through Expression of Interest (EOI) issued by the Ministry from time to time.

2. Based on the experience gained during the implementation of the scheme, the operational guidelines of the Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) have been further modified to make the scheme more investor friendly.

3. The modified operational guidelines for the Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC) are hereby notified for the information of all the stakeholders and public at large.



(Surendra Singh)
Deputy Industrial Adviser
Tel. No. 011-26406538
Email: surindersingh@nic.in

MINISTRY OF FOOD PROCESSING INDUSTRIES

Revised Operational Guidelines for implementation of Scheme for Creation / Expansion of Food Processing & Preservation Capacities (CEFPPC)

1. Objectives:

The main objective of the Scheme is creation of processing and preservation capacities and modernization /expansion of existing food processing units which will help in increasing the level of processing, value addition and thereby lead to reduction of wastage and enhancement of farmers' income.

2. Eligible sectors:

Food processing sectors eligible under the Scheme includes –

- (i). Fruits & vegetables processing,
- (ii). Milk Processing
- (iii). Meat/poultry/fish processing,
- (iv). Ready to Eat / Ready to Cook Food Products/ Breakfast cereals/ Snacks / bakery and other food products including nutritional health foods.
- (v). Grains/pulses, oil seed milling and processing based on modern technology.
- (vi). Modern Rice milling.
- (vii). Other agri-horti products including spices, coconut, soybean, mushroom processing, honey processing, etc.
- (viii). Fruits/ Honey based wines.
- (ix). Natural Food flavors, food additives/ food extracts & colours, oleoresins, guar gum, cocoa products etc.
- (x). Manufacturing jaggery from sugarcane and value added products from jaggery (as raw material) except sugar mills.
- (xi). Any other sector that makes food products fit for human consumption.
- (xii). Animal feed manufacturing unit to be set up in Mega Food Parks and Agro Processing Clusters approved by the Ministry from time to time.

- The activities related to manufacturing of aerated water and packaged drinking water will not be considered for financial assistance under the Scheme. However, the carbonated drinks / beverages containing fruit juice / pulp more than 5% in case lime / lemon and more than 10% in case of other fruits will be considered for financial assistance under the Scheme. A maximum of two (2) units in a Mega Food Park (MFP) and one (1) unit in Agro Processing Cluster (APC) will be sanctioned under this

category.

- Farming activities such as dairy farming, poultry farming, mushroom farming, hatcheries etc. are not eligible sector under the scheme.

3. Indicative list of eligible processing activities:

The processing units undertake a wide range of processing activities which result in value addition, enhancing shelf life of the products and reduction of wastage. An indicative list of processing activities as integral part of the main processing units is given below.

- (i). Sorting, grading, washing, peeling, cutting, sizing;
- (ii). Blanching, crushing, extraction, pulping;
- (iii). Drying, de-husking, de-hulling, splitting, depodding, deseeding, colour sorting, pulverization, extrusion, freeze drying / dehydration, frying, etc.;
- (iv). Pasteurization, homogenization, evaporation, concentration, etc.
- (v). Packaging facilities like canning, aseptic packaging, vacuum packaging, bottling, edible packaging, labelling, any other specialized packaging etc.
- (vi). Chemical preservation, pickling, fermentation or any other specialized facility required for preservation activities etc.
- (vii). Individual Quick Freezing (IQF), blast freezing, plate freezing, spiral quick freezing etc.
- (viii). Controlled temperature transport like coolers / refrigerated / insulated / ventilated transport.
- (ix). All other processing / preservation/ transport / storage facilities etc. adjunct to value addition and shelf life enhancement of food products would be eligible. Standalone activities like temperature controlled transportation/ storage facilities etc. will not be considered under this scheme. The project should include and result in creation/ increase in processing capacity.

Note: The above list is only illustrative and not exhaustive. Food Processing Industry is fast growing industry and several innovative processing technologies are being developed day by day which can also be considered under this Scheme if deemed fit.

4. Eligible organizations:

- (i). Organizations such as Central and State PSUs / Joint Ventures / Farmer Producer Organizations (FPOs)/ NGOs / Cooperatives / SHGs / Public and Pvt. Ltd. Companies / Limited Liability Partnerships/Corporate Entity/ Proprietorship Firms/ Partnership Firms engaged or propose to engage in creation/ expansion/ modernization of food processing and preservation capacities would be eligible for financial assistance under the Scheme. For the purpose of these guidelines, the above mentioned entities shall be treated as 'Implementation Agency/ Applicant organization'.
- (ii). Proposals received from Scheduled Caste (SC)/ Scheduled Tribe (ST) promoters holding 100% stake in the implementation Agency/ applicant organization, will be treated as SC/ST proposals. Such

implementation agency/ applicant organization will be treated at par with the difficult areas for the purpose of extending benefits under the scheme. For any change in the constitution/ composition of such implementation agencies/ applicant organization, prior permission of Ministry shall be required.

5. The proposals for creation/ expansion/ modernization of food processing & preservation units will be considered in Mega Food Parks (MFPs), Agro-processing Clusters assisted by the Ministry. However, in State/UTs having no Mega Food Park, Agro Processing cluster, units may be considered anywhere.

6. Pattern of assistance:

The scheme envisages financial assistance to food processing units in the form of grant-in-aid as under:

- (i). 35% of the eligible project cost subject to a maximum of Rs. 5.00 crore in General Areas;
- (ii). 50% of the eligible project cost subject to a maximum of Rs. 5.00 crore in North Eastern States (including Sikkim) and Difficult areas i.e. Himalayan States/UTs (Himachal Pradesh, Uttarakhand, Ladakh, Jammu and Kashmir), State Notified ITDP areas and Islands (Union Territories of Andaman& Nicobar and Lakshadweep).

7. Project Management Agency (PMA):

- (i). MOFPI has engaged professional agencies as PMAs to assist in implementation of the scheme.
- (ii). Project Management Agencies will assist Ministry in examination, evaluation and monitoring of the proposals. Roles and responsibilities of the PMA are given in **Appendix -L**.

8. Ineligible components: The following items will not be considered eligible for calculation of the grant for the unit:

- (i). Compound wall, Administrative Office Building, Labour quarters for employees/ workers and any other civil work not directly related to the production and processing.
- (ii). Cost of land for the project.
- (iii). Fuel, consumables, spares and stores.
- (iv). Computers, AC with ducting and allied office furniture.
- (v). Personal Transport vehicles.
- (vi). Second hand/ old machines / refurbished machinery.
- (vii). Expenditure on painting of machinery.
- (viii). Stationery items.
- (ix). Pre-operative expenses, consultancy Fee, Margin Money, working capital, contingencies and the expenditure made by the applicant on the eligible project cost before the date of issue of sanction / approval letter by the Ministry shall not be considered as part of eligible project cost.

This is only an illustrative list and not exhaustive list of ineligible items. The Inter Ministerial Approval Committee (IMAC) will be the final authority to decide on the admissibility of the grant and the eligibility or otherwise of the items for this purpose.

8.2 Eligible Project Cost:

Includes the cost of plant & Machinery and Technical civil work including applicable taxes except for ineligible items as mentioned in para 8 above. Cost of 'Utilities' essential for the plant i.e. Water pipeline, DG set, Transformer, Boiler, Solid waste treatment plant, ETP, etc. will be considered under eligible project cost subject to restriction of above cost being maximum 25% of the total project cost.

8.3 The cost norms notified by MIDH/ NHB/ MoFPI, wherever available, shall be applied while calculating the eligible project cost and grants-in-aid for the proposals received under the scheme.

9. Eligibility Criteria:

(i). The promoter's capital/ equity investment on the project should not be less than 20% of the total project cost (excluding land cost) in case of general areas and 10% of the total project cost (excluding land cost) in case of NER, difficult areas, SC, ST and islands

(ii). Availing term loan from the bank/ Financial Institution minimum *20% of the total project cost (except for proposals submitted by Central/State Government)*

(iii). Only those proposals shall be eligible in which final sanction of term loan has been accorded by the *Banks/Financial Institutions after the date of advertisement of EoI of this Scheme*. Further, disbursement of term loan and its utilization shall be only after the date of issue of sanction / approval letter by the Ministry.

(iv). Proposals in Mega Food Parks (MFPs), Agro-processing Clusters (APCs) assisted by the Ministry should have minimum eligible project cost of Rs. 3 (three) crore in general areas and Rs. 1 (one) crore in case of North Eastern States (including Sikkim) and Difficult areas i.e. Himalayan States/UTs (Himachal Pradesh, Uttarakhand, Ladakh, Jammu and Kashmir), State Notified ITDP areas and Islands. However, in State/UTs having no Mega Food Park, Agro Processing cluster, units may be considered anywhere with minimum eligible project cost.

(v). Special provision for SC / ST entrepreneurs having 100% stake in the applicant firm:

Proposals having eligible project cost of Rs. 1 (one) crore or more will be considered anywhere / irrespective of location subject to meeting other terms & conditions of the scheme guidelines.

(vi). Applicants/ promoters who have availed financial assistance under any scheme of Ministry of Food Processing Industries (MoFPI), can apply again only after two years from the date of release of final installment of Grants-in-Aid.

However, the Promoter(s) of Mega Food Parks and Agro processing clusters approved by the Ministry who are desirous to set up units in their respective Mega Food Park & Agro Processing Cluster will be eligible for availing financial assistance for more than one unit(s) under the scheme at any point of time. But first installment of grants-in-aid to the unit(s) approved under CEFPPC scheme in MFP or APC will be released only after release of first installment of grants-in-aid to that MFP or APC.

10. Submission of application:

The procedure for submission of applications is as follows:

(i). Applications under the scheme will be submitted online against Expression of Interest (EoI) issued from time to time for inviting proposals. The proposals have to meet the following basic eligibility

criteria to be considered under the scheme:

(ii). Applicants fulfilling the above eligibility criteria under the scheme are required to submit online application in the prescribed format **(Appendix-A)** attaching therewith complete documents as prescribed in the guidelines at para 13.

(iii). On successful submission of the completed application on Ministry's portal, an acknowledgement number of the application will be sent on registered email IDs to the applicant for future reference.

(iv). The applications received in response to the EoI would be clubbed and evaluated together at the end of each month and sanctioned subject to fulfilling eligibility criteria and meeting the minimum qualifying assessment criteria as per **Appendix-I** of the guidelines. The proposals would be sanctioned based on their merit order.

(v). Ministry does not hold any responsibility for any proposal pending/ delayed at any level including online application portal which could not be submitted to Ministry within the prescribed time limit of EOI. Such proposals shall not be considered.

(vi). Applicant shall thoroughly examine and ensure all the documents to be uploaded/ forwarded with the application are in conformity with the scheme guidelines. Incomplete information, deficient documents, irrelevant documents etc. submitted/ uploaded by the applicant along with application will lead to rejection of proposals.

(vii). Whenever required the applicant would submit the original documents to MoFPI for further processing of the application.

(viii). Mere submission of application with required documents against the EOI does not confer any right on the applicant for claim of grant in aid under the scheme. The grant in aid will be sanctioned based on merit, preference criteria and evaluation of the proposal as per the assessment criteria laid down in the guidelines of the scheme. Grant will be released subject to availability of funds under scheme to the approved projects as per merit order and preference as laid down herein.

11. Procedure for approval of applications / project proposals for financial assistance:

(i). The proposals will be evaluated by PMAs as per the assessment criteria at **Appendix -I** of these guidelines.

(ii). The proposals evaluated by the PMA will be further scrutinized / appraised by the Technical Committee (TC) for making its recommendations to Inter Ministerial Approval Committee (IMAC).

(iii). The proposals recommended by the Technical committee will be placed before the Inter Ministerial Approval Committee (IMAC) for consideration and decision. Details of composition of TC and IMAC is at **Appendix-J**.

(iv). As per the decision of the IMAC, approval/ rejection/ modification/ revision in proposal or project components, if any, will be communicated to the Applicant with suitable instructions.

12. Procedure for Disbursement of grant:

Grant will be disbursed through bank that has sanctioned term loan for the project. Grant will be credit linked but not back ended and will be released in two instalments each @50% of grant in the following manner:

12.1 Release of 1st installment:

The first installment of grant would be released after the firm has incurred 50% expenditure proportionately each from term loan and promoter's contribution / equity of eligible project cost and on production of the following documents by the applicant. The expenditure incurred on eligible project cost shall be commensurate to physical progress of the project. In case of advance payment made for plant & machinery, there shall be at least 50% physical progress in technical civil works:

(i). **Duly notarized Surety Bond** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-E**).

(ii). **Bank Certificate** certifying that they have released 50% of term loan and the required expenditure has been made on the project. (**Appendix-C**).

(iii). **CA certificate** –for actual expenditure incurred on the project as per the means of finances. (**Appendix-G**).

(iv). **Joint inspection report of PMA & Bank** –Inspection report verifying the actual physical progress made by the project on the ground, matching the expenditure claimed in CA certificate. (**Appendix-B**).

(v). **NOC from Pollution Control Board** (consent to establish)

(vi). **PFMS Registration** – Controller General of Accounts (CGA) registration of firm under agency type “private sector companies” and under the scheme name “Pradhan Mantri Kisan Sampada Yojana- Creation/Expansion of Food Processing & Preservation Capacities [3609]”.

(vii). The applicant needs to open three dedicated escrow / current bank accounts with respect to the promoter(s) contribution, term loan and grants-in-aid separately for implementation of the project. Details of the bank account dedicated to grants-in-aid is to be provided in the ECS mandate form as provided in **Appendix-K** so as to transfer the grant in same account.

(viii). The expenditure made by the applicant on the eligible project cost after the date of issue of sanction / approval letter by the Ministry will only be considered as eligible expenditure for release of grants-in-aid. Such expenditure shall be verifiable from the bank account statement of the applicant firm and also with bills / invoices generated to meet the expenditure as per the scheme guidelines.

(ix). **Compliance of any other Terms & conditions** mentioned in the approval letter of the grant in aid issued by the Ministry.

12.2 Release of 2nd Installment:

The second installment of the grant would be released only after confirming the commencement of commercial production through joint physical verification by the PMA & bank and submission of documents specified below regarding utilization of 1st instalment of grant and 100% of Term Loan as

well as 100% of Promoter's contribution as per the approved means of finances.

(i). **Chartered Accountant Certificate** – Actual expenditure incurred on the project as per the approved means of finance and 100% utilization of Promoters contribution and 100% of Term loan **(Appendix-G)**.

(ii). **Bank Certificate** – certifying that they have released 100% of term loan and Bridge loan if any and 1st installment released has been credited in dedicated account and request to conduct joint inspection **(Appendix-D)**.

(iii). **Statement of Expenditure/ utilization of funds released:** Indicating the details of the payments made towards implementation of the project. **(Appendix-H)**

(iv). **Chartered Engineer Certificates** – certifying the Item wise and cost wise details of Technical civil works completed duly certified by Chartered Engineer (Civil) and Item wise and cost wise details of Plant & Machinery installed duly certified by Chartered Engineer (Mechanical).

(v). **NOC of Pollution Control Board** - (Consent to operate)

(vi). Valid copy of License issued under **FSS Act, 2006**.

(vii). **Joint inspection report of MoFPI, PMA and Bank** – Inspection report verifying the actual physical progress of the project at the ground including commercial production. **(Appendix- M)**.

(viii). **Compliance of any other Terms & conditions** mentioned in the approval letter of the grant in aid issued by the Ministry.

(ix). **Before release of 2nd (final) installment of grant in aid**, eligible grant in aid for the project will be recalculated based on the appraised/ actual cost, whichever is less, for the already approved items and grant will be released accordingly.

12.3 Other conditions:

(i). Notwithstanding the conditions of the guidelines, Ministry shall have the discretion to modify/ amend these guidelines whenever required in the interest of fruitful and effective implementation of the scheme.

(ii). 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 shall be final and binding on the applicant.

(iii). In case the Banks/ FIs utilize the amount released, in contravention of the scheme guidelines, the Bank/FIs shall be liable to refund such amount to the Government along with interest at PLR of the said bank.

13. Documents required to be submitted at the time of submitting the application by applicant: (application required to be submitted **online** and following documents need to be uploaded with application in pdf format)

(i). Application in the prescribed format **(Appendix-A)**. (*application template will be available in online platform of the Ministry*)

(ii). Detailed Project Report (DPR) (indicating financial and technical profile of the promoter (s), domain expertise available with firm, raw material availability in the area, arrangements for raw

material procurement, marketing strategy of proposed products, process flow diagram of proposed products with production capacity per day, technology proposed for the various activities in process line, financial estimates with key financial parameters, P&L statement, employment generation (Direct, Indirect) , number of farmers to be benefited & farmer linkages etc.)

(iii). Bank appraisal indicating techno-economic viability parameters of the project. (*The copy of DPR stamped by the bank will not be acceptable as bank appraisal*)

(iv). Sanction letter of term loan from bank / financial institutions including Non-Banking Financial Companies (NBFCs) registered with Reserve Bank of India (RBI). (Clearly indicating the amount of term loan approved and sanctioned for the project)

(v). Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.

(vi). Latest Annual Report and Audited Statement of Accounts, in case of expansion / modernization proposals/cases. This will not be applicable for new entrepreneur.

(vii). Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).

(viii). Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).

(ix). An undertaking to be furnished by the applicant as per **Appendix-F**. The expenditure made/incurred on the project before the date of submission of online application shall be furnished as per **Appendix-G**.

(x). Registered land allotment/ ownership document in the name of applicant firm along with notarized English version of land allotment/ ownership document in case it is in any of the regional languages. In case of lease deed of the land, the registered lease deed for a period of at least 15 years in the name of the applicant firm is required to be submitted. In case, land for the project has been taken on lease from State Govt. / its entities, the policy of State Govt. in this regard will be followed.

(xi). IEM registration/ Entrepreneur's Memorandum/ Udyog Aadhar registration etc.

(xii). Caste Certificate issued by competent authority in case of SC/ST promote(s) of implementation Agency/ applicant organization.

14. Implementation and monitoring of the projects sanctioned:

(i). The implementation schedule for the projects would be 18 months from the date of issue of approval letter. In exceptional circumstances, for the reasons beyond the control of the promoter (s), the implementation period may be extended with approval of IMAC.

(ii). In case of non-adherence of time lines, a penalty of 1% of the approved grants-in-aid, will be imposed for each month's delay beyond the stipulated timeline of 18 months. The maximum amount of penalty, however, shall not exceed 10% of the approved grants-in-aid to be released to the project. The penalty will be calculated and imposed on the applicant firm at the time of release of 2nd & final instalment of grants-in-aid.

(iii). Ministry will periodically review the progress of the projects under the Scheme.

(iv). Pre and post inspection would also be undertaken by the Ministry officials, PMA and State Govt. to find out the physical, financial and operational progress as and when required. It will also be binding on the applicant to allow inspection/ physical verification of the unit at any time by representatives of

Ministry.

(v). The decision of the IMAC shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related / incidental thereto.

(vi). Promoter would be required to prominently display on the front of the project building/ vehicles stating that the **“Unit assisted by the Ministry of Food Processing Industries, Government of India under CEFPPC Scheme”**.

15. Recall of Grant:

The Ministry will have the authority to recall the grant –

(i). If the project is not completed in time within the approved project period including extension if any, then the grant-in-aid released to the applicant, will have to be refunded to the Ministry of Food Processing Industries forthwith but not later than 30 days after a notice is given by MOFPI in this regard.

(ii). If any applicant does not submit complete documents for release of 2nd & final installment of grants-in-aid as per scheme guidelines within two months from the date of start of commercial operation, the approval accorded to the applicant will be cancelled and grant will be recalled.

(iii). If the assisted project stops its commercial operations within three (3) years from the date of commencement of commercial production of the project.

(iv). If during such period, it comes to the notice of the Ministry that the grant has been availed by manipulating / concealment of information / facts or that the grant has been utilized for purposes other than those for which it was sanctioned.

16. Jurisdiction of Court:

Any dispute arising out of any conditions stipulated in the guidelines, selection of proposals and implementation of approved project under this scheme will be subject to Courts/ Tribunals having jurisdiction over Delhi.

Appendix -A

Application Format for Scheme for Creation/ Expansion of Food Processing & Preservation Capacities. (this is an indicative format, online fillable form will be available on portal)

| S.No. | Particulars | Details |
|---|--|---------|
| 1. State/UT: | | |
| 2. Whether the unit is proposed to be set up in a MFP in a state and name of MFP (enclose documents in proof of the same): | | |
| A. Promoters | | |
| 1 | Name & Address of the Promoter including telephone, fax, e-mail etc. Aadhaar No, PAN /TIN/TAN Number | |
| 2. | Whether the Promoter of Applicant company belongs to SC/ST category (<i>if yes, cast certificate issued by the District Magistrate etc. to be submitted</i>) refer para 4 (ii) & 9 (v) | |
| 3. | Type of organisation like Govt. Institution /organisation, Pvt. Ltd. Co, FPO, NGO, Co-operative, Proprietorship, Partnership Co. etc. | |
| 4. | Background/credentials of applicant organisation | |
| 5. | Financial Status (Net worth of Promoters/company, details of existing company etc to be enclosed separately alongwith details) | |
| 6. | Existing Industry if any | |
| B. Project Description | | |
| 7. | Name of the Project | |
| 8. | Location/Area of the project | |
| 9. | Products/By Products | |
| 10. | Process with complete flow chart | |
| 11. | Technology (Indigenous/ imported) | |
| 12. | Capacity of the Plant/Unit | |
| 13. | In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion, alongwith capacity utilisation) | |
| C. Project Cost | | |
| 14. | Capital Investment (Fixed Capital) <div style="margin-left: 40px;"> i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works </div> | |
| 15. | Pre-operative expenses | |
| 16. | Working Capital | |
| 17. | Raw Material/Packaging (Source/Quantity/Cost) | |
| 18. | Labour (Quantity/Cost) | |
| 19. | Effluent Disposal (Method/Machinery/Cost) | |

| | | | |
|---|---|--|--|
| 20. | Any other items (Please specify) | | |
| D. Means of Finance (indicating proposed & appraised means of finance, separately) | | | |
| 21. | Means of Financing a) Equity (Promoter/Foreign/Other) b) Loan (Term/working capital) c) Grant in aid d) other sources (Venture capital etc) | | |
| | TOTAL | | |
| 22. | Financial Benchmarks a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio | | |
| 23. | In case of expansion/modernisation all the above benchmarks to be given separately-existing as well as projected | | |
| 24. | In case of expansion/modernisation proposals Audited Balance sheet of last three years to be enclosed. | | |
| E. Implementation Schedule | | | |
| 25. | Item of work | Date of implementation (Bar charts/ Milestone Charts may be enclosed) | |
| F. Employment Generation- Direct/Indirect | | | |
| 26. | a) Direct b) Indirect | | |

Inspection Format for PMAs to submit their reports for release of 1st instalment of grants-in-aid under CEFPPC Scheme

1. General Information

| Sl. No. | Particulars | Details |
|----------------|---|----------------|
| 1. | Name of the firm / company | |
| 2. | Location of the project | |
| 3. | Whether the project is located in Mega Food Parks, Agro Processing Clusters, if so details thereof | |
| 4. | Date of approval | |
| 5. | Total Approved Project Cost (Rs. in Crore) | |
| 6. | Total Eligible Project Cost (Rs. in Crore) (i) Eligible TCW (ii) Eligible P&M | |
| 7. | Nature of the project (i) New setting up (green field) (ii) Modernization / Expansion (brown filed) | |
| 8. | Capacity of the project (MT Per annum) | |
| 9. | Name of the PMA | |
| 10. | Name, designation, organisation and contact details of member of the inspection team | |
| 11. | Date of inspection | |

2. Means of Finance

| Sl. No. | Source of Fund | Approved Means of Finance (Rs. in Crore) | Funds Mobilized as on ____ (Rs. in Crore) | Actual expenditure as per CA certificate (Rs. in Crore) | Actual expenditure assessed by PMA (Rs. in Crore) |
|----------------|------------------------------|---|--|--|--|
| 1 | Promoter's Contribution | | | | |
| 2 | Grant from MFPI | | | | |
| 3 | Term Loan | | | | |
| 4 | Unsecured loan / bridge loan | | | | |
| | Total | | | | |

3. Details of expenditure on components of the Project Cost

| Sl. No. | Components | Approved Cost (Rs. in Crore) | Actual expenditure Incurred as per CA certificate (Rs. in Crore) | Actual expenditure assessed by PMA (Rs. in Crore) | Remarks on physical progress |
|---------|--------------|------------------------------|--|---|------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| | Total | | | | |

4. Employment generation

- (i) Direct employment:
(ii) Indirect employment:

5. No. of farmers benefitted:

6. Details of documents submitted by the firm / company for release of 1st / 2nd instalment in compliance of the scheme guidelines

7. Comments of inspection team, if any:

8. Recommendations of inspection team: -

| | |
|---|---|
| <p>(Signature)</p> <p>(Name, designation & organization of Member of Inspection team)</p> | <p>(Signature)</p> <p>(Name, designation & organization of Member of Inspection team)</p> |
|---|---|

**(Recommendation of Bank for release of 1stinstallment of grant)
[REFER PARA 12.1 (ii)]**

To

The Director

Ministry of Food Processing Industries

Panchsheel Bhawan

August Kranti Marg

New Delhi- 110049

**Subject: Recommendation for release of 1stinstallment of financial assistance in respect of project of
M/s (Name & Address of project) -reg.**

Sir,

With reference to Ministry's approval letter no. dated, it is hereby recommended that Ministry may consider release of 1stinstallment i.e. 50% of approved grant amount in respect of project of M/s (address of project location) VillageDistrictState Till now our bank has released..... % of term loan to this project. Following is certified for consideration of release of grant:-

It is certified that:-

- i.** The promoter has utilized 50% of promoter's contribution and 50% of term loan of the approved project cost on the implementation of the project.
- ii.** The term loan in the project is not sanctioned for one or few components but for the entire project as appraised.
- iii.** Activity and component considered in the project for loan are new. No old plant & machinery or component is recommended for consideration of grant.
- iv.** The grant so released by the Ministry to the bank shall be credited in TRA/Escrow Account Number..... .
- v.** In the event of bank recovering its loan liabilities from the promoter in case of default and/ or contravention of the scheme guidelines by the promoter, the Banks shall refund to the Government the grant amount in proportion to its own dues as finally recovered from the defaulter.

**(Signature of the Bank Officer
with Seal)**

Name: _____

Name of the Bank: _____

Address: _____

Phone/ Fax/ Mobile

No._____

Email: _____

Place: _____

Date: _____

**(Forwarding letter of Bank for recommending conduct of Joint Inspection before release of 2nd and
Final Installment of grant)
[REFER Para12.2]**

To
The Under Secretary
 Ministry of Food Processing Industries
 Panchsheel Bhawan
 August Kranti Marg
 New Delhi- 110049

Subject: Request for conduct of Joint Inspection in respect of project of M/s (Name & Address of project) –reg.

Sir,
 The Ministry of Food Processing Industries has released Rs..... as 1st Installment of grant in respect of project of M/s (address of project location) Village..... District..... State..... vide sanction letter no..... dated The grant amount of 1st Installment released to the project has been credited in TRA/ Escrow account no. of the bank and utilized for the project. Now project is complete and has commenced commercial operations on (DD/MM/YYYY). The bank has also disbursed full term loan sanctioned for the above mentioned project. Following documents required for Joint Inspection are submitted with the request to conduct Joint Inspection of the project in connection with release of 2nd and final installment of grant:-

| S.No. | Particulars | Yes/No |
|-------|---|--------|
| 1. | Details of date-wise release of term loan | |
| 2. | Completion of the project and start of commercial operation by the unit | |
| 3. | Statement of <i>eligible components used for assessing component wise cost</i> and eligible project cost. | |
| 4. | Chartered Engineer Certificates for completed TCW & Installed P/M | |
| 5. | Statement of TRA/ Escrow account of bank in which 1 st Installment of grant has been credited | |
| 6. | C.A. Certificate as per Appendix G | |
| 7. | Copy of consent to Operate from Central/State Pollution Control Board | |
| 8. | Copy of License under Food Safety and Standards Act, 2006 | |

It is certified that:-

- i. The promoter has spent 100% of promoter's contribution and 100% of term loan of the approved project cost on the implementation of the project.

(Signature of the Bank Officer with Seal)

Name: _____

Name of the Bank: _____

Address: _____

Phone/ Fax/ Mobile No. _____

Email: _____

Place: _____

Date: _____

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

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

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

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

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

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India 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 Obligors and;

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

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

1. Signature of witness
Name & Address

2. Signature of witness
Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING INDUSTRIES
(ACCEPTED)
For and on behalf of the PRESIDENT OF INDIA

Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature

UNDERTAKING
[REFER PARA 13 (ix)]

I..... (Name of the Lead Promoter/Director) 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 the applicant firm) having its Registration no.Registered Office at (office address of the applicant firm).
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 food processing unit at Survey No....., Village....., Tehsil....., District....., State..... (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/ Expansion of Food Processing & Preservation Capacities.
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 the applicant firm) 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 the organization's subsidiary company (s)/ related company / group company as well as the applicant company itself availed / not availed financial assistance for a food processing project in the past from the Ministry of Food Processing Industries (MoFPI) or from State Government (Name of the State), if availed, the details thereof shall be furnished.
7. It is to certify that _____ (name of the applicant firm) has / has not (whichever applicable) incurred an expenditure on the project before the date of submission of online application. If yes, the details of expenditure incurred on the project shall be furnished / uploaded on the online portal as per **Annexure-G**.
8. It is to certify that disbursement of term loan sanctioned by bank for the project and its utilisation will be taken up only after the date of issue of sanction / approval letter by the Ministry.

9. 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.
10. In case of concealment of any facts in this regard, the MoFPI would have right to reject my application out right at any stage.
11. 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.
12. 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.
13. After submission of application for grant under above scheme, I shall not change the ownership of the project, location of project, Name of the company, promoters of the company, Bank /FI without explicit written permission from the Ministry.
14. 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.
15. I also 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.

Date: _____

Place: _____

Signature of the Applicant/Lead Promoter

(Letter Head of the CA)

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

(i) Project Cost:

(Rs. in lakh)

| Sl No. | Name of the Component/Item | Project Cost | Cost appraised by the Bank | Actual Cost incurred as on _____ (date) |
|--------|----------------------------|--------------|----------------------------|---|
| 1. | Land | | | |
| 2. | Building / Civil Works | | | |
| 3. | Plant & Machinery | | | |
| 4. | Misc. Fixed Assets | | | |
| 5. | Others | | | |
| | Total | | | |

(ii) Means of Finance:

(Rs. in lakh)

| Sl. No. | Item | Project Cost | As per appraisal report | Actual Cost |
|---------|-------------------|--------------|-------------------------|-------------|
| 1. | Promoter's Equity | | | |
| 2. | Term Loan | | | |
| 3. | Unsecured Loan | | | |
| 4. | MoFPI Grant | | | |
| 5. | Others | | | |
| | Total | | | |

Details of unsecured loans, if any, duly certified by CA.

Signature and Seal of C.A.

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 _____ (name & address of the project) 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 an **Annexure**.

Signature of Promoter/ Authorized signatory of Company

With Seal

Date._____

Counter signature of Chartered Accountant
With CA membership No.

Annexure

Statement of expenditure/ utilization of the funds released

| SL No | Name of the party | Components | Voucher/ Bill No | Date of Voucher/ Bill | Basic Cost (only for P&M) | Taxes, Freight, installations, Insurance | Total Cost | Date of Payment as per Bank | Mode of Payment |
|-------|-------------------|------------|------------------|-----------------------|---------------------------|--|------------|-----------------------------|-----------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Signature of Promoter/ Authorized signatory of Company

With Seal

Date._____

Counter signature of Chartered Accountant
With CA membership No.

Criteria for Evaluation of proposals under Scheme for creation of food Processing & Preservation capacities

[REFER PARA 10 (iv)]

The proposals found *prima facie* eligible based on conditions stipulated in the guidelines will be evaluated as per the following assessment criteria: (A proposal would have to obtain a minimum of 60 marks in order to become eligible for consideration of grant-in-aid)

| Sl. No. | Criteria for Evaluation of the proposal | Marks | Max marks | Modifications approved by IMAC |
|----------|---|-----------|-----------|---|
| 1 | Priority Sector | | | |
| | a. For Perishable Products (<i>Fruits & Veg, Meat & Poultry, Milk & Aqua Products etc.</i>) | 20 | 20 | DPR/ Bank appraisal and IEM |
| | b. For Consumer products (<i>Bakery/Snacks/Breakfast cereals/RTE products etc.</i>) | 10 | | |
| | c. For Non- Perishable Products (<i>Grain/Pulse/Oil milling etc.</i>) | 05 | | |
| 2 | Leveraging of Investment in the project | | | |
| | For General areas | | 15 | DPR/ Bank appraisal |
| | a. Proposed private investment including equity and unsecured loan \geq 1.5 times of grant sought | 15 | | |
| | b. Proposed private investment including equity and unsecured loan $<$ 1.5 times of grant sought | 10 | | |
| | For SC/ST, NER/ Himalayan States, Island areas& ITDP areas. | | | |
| | a. Proposed private investment including equity and unsecured loan \geq grant sought | 15 | | |
| | b. Proposed private investment including equity and unsecured loan $<$ grant sought | 10 | | |
| 3 | Investment on Eligible Project cost | | | |
| | a. More than Rs.15 crore | 12 | 12 | DPR/ CE Certificate. |
| | b. More than Rs 9 crore to 15 crore | 08 | | |
| | c. Between Rs. 3 crore to 9 crore | 06 | | |
| | d. Below Rs. 3 crore (in case of SC/ST, NER/Himalayan States/ITDP/Island) | 04 | | |
| 4 | Net worth of the applicant | | | |
| | a. More than 2 times of proposed equity | 05 | 05 | Balance Sheet / CA Certificate / Supporting Documents |
| | b. 1.5 to 2 times of proposed equity | 03 | | |
| | c. Less than 1.5 times of proposed equity | 0 | | |
| 5 | Debt Service Coverage Ratio (DSCR) based on Bank appraisal | | | |
| | a. 3.0 and above | 07 | 07 | Bank Appraisal Report |
| | b. Between 2.5 but less than 3.0 | 05 | | |
| | c. Between 2.0 but less than 2.5 | 03 | | |
| | d. Between 1.5 but less than 2.0 | 01 | | |
| | e. Less than 1.5 | 00 | | |
| 6 | Women entrepreneur(s) | | | |
| | a. 100% shareholding of women in the firm | 05 | 05 | Relevant documents / ROC |
| | b. Majority stake / shareholding (more than 50% and less than 100% of women in the firm) | 02 | | |
| 7 | Project Strength- The promoter(s) having professional / | | | |

| | | | | |
|-----------|---|-----------|------------|--|
| | special training in food processing / technology | | | |
| | a. M.Tech / Ph.D. in Food Processing / Technology | 05 | 05 | Copy of Degree / Diploma / Certificate |
| | b. B.Tech in Food Processing / Technology | 04 | | |
| | c. Diploma in Food Processing / Technology | 03 | | |
| | d. Special Training in Food Processing / Technology for a period not less six months from Govt. recognized University / Institute | 02 | | |
| 8 | Experience of applicant firm / promoter(s) in Food Processing: | | | |
| | a. Food processing business having annual turnover of ₹3 crore and above during previous year | 10 | 10 | Balance sheet, FSSAI license etc. |
| | b. Food processing business having annual turnover of ₹2 crore but less than ₹3 crore above during previous year | 7 | | |
| | c. Food processing business having annual turnover of ₹1 crore but less than ₹2 crore during previous year | 5 | | |
| | d. Food processing business having annual turnover of less than ₹1 crore during the previous year | 3 | | |
| 9 | Introduction of innovative technology / processing in the project | 04 | 04 | Relevant documents |
| 10 | Type of unit | | | |
| | a. Setting up / creation of new unit (greenfield) | 05 | 05 | Relevant documents |
| | b. Expansion / modernization (brownfield) | 0 | | |
| 11 | Location of the units | | | |
| | a. Mega Food Parks (MFPs) / Agro Processing Clusters (APCs) approved by MoFPI | 12 | 12 | Relevant documents / notification |
| | b. Outside MFPs/ APCs | 03 | | |
| | Total | | 100 | |

INTER-MINISTERIAL APPROVAL COMMITTEE (IMAC)

- | | |
|--|-----------------------|
| 1. Hon'ble Minister, Food Processing Industries. | - Chairperson |
| 2. Hon'ble Minister of States, FPI | - Co-Chairperson |
| 3. Secretary, FPI, Ministry of Food Processing Industries | - Member |
| 4. Additional Secretary/ Jt. Secretary & Financial Adviser, MoFPI | - Member |
| 5. Joint Secretary, MIDH, Department of Agriculture & Co-operation, Ministry of Agriculture & FW | - Member |
| 6. Joint Development Commissioner, O/o Development Commissioner (MSME), Ministry of Micro, Small and Medium Enterprises | - Member |
| 7. Chief Executive Officer (CEO), NITI Aayog | - Member |
| 8. Representative of NABARD | - Member |
| 9. <i>State Government representative</i> | - Member |
| 10. Joint Secretary, (Dealing with scheme), Ministry of Food Processing Industries | - Member Secretary |

TECHNICAL COMMITTEE (TC)

- | | |
|---|-----------------------|
| 1. Additional/Joint Secretary, (Dealing with scheme), MoFPI | - Chairperson |
| 2. Representative of AS&FA, Ministry of Food Processing Industries | - Member |
| 3. Economic Adviser, MoFPI | - Member |
| 4. Director, APEDA, Ministry of Commerce & Industries | - Member |
| 5. Director/DS, MIDH, Ministry of Agriculture & FW | - Member |
| 6. Managing Director, National Horticulture Board | - Member |
| 7. HOD, Food Process Engineering, IICPT, Thanjavur | - Member |
| 8. HOD, Department of Food Engineering & Technology, NIFTEM | - Member |
| 9. Representative of NABARD | - Member |
| 10. <i>State Government representative</i> | - Member |
| 11. Subject matter specialist (as and when required) | - Special Invitee |
| 12. Director / DS (Dealing with scheme), Ministry of Food Processing Industries | - Member Secretary |

-

Mandate Form
[REFER PARA 12.1(vii)]

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 | |
| PAN/TIN/TAN Number | |

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) DEDICATED TO GRANTS-IN-AID | |
| 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 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)

ROLE AND RESPONSIBILITIES OF PROGRAMME MANAGEMENT AGENCY

[REFER PARA 7]

- (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 quarterly site inspections and 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 (Yearly for five year) 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)** Provide suitable technical inputs on any aspect of the processing/ preservation activities of the project and related matter as and when required by the Ministry.
- (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 Technical Committee and Inter-Ministerial Approval Committee (IMAC) for the scheme.
- (xi)** Assist the Ministry in analysis of nation wise, state wise and cluster wise requirements of the creation/ expansion of processing/ preservation capacities.
- (xii)** Checking the authenticity of the documents submitted by the applicants.
- (xiii)** Any other duty and responsibility assigned by the Ministry from time to time.

Joint Inspection Report for final installment

Date: _____

To,

The Jt. Secretary,

Ministry of Food Processing Industries

Panchsheel Bhavan, August Kranti Marg

New Delhi -110049

Subject : Inspection & Physical verification of M/s_____ (Name of the firm with address of project location) for consideration of the release of grant-in-aid under the Scheme for Creation/ Expansion of Food Processing & Preservation Capacities.

The details of the implementation of the project:

| S.No. | Particulars | Details | |
|----------|--|---------------------------------|---------------------------|
| A | Project Details | | |
| 1. | Name of the Project | | |
| 2. | Location/Area of the project/ Name of State/UT. | | |
| 3. | Whether the project is in MFP, name and plot no. | | |
| 4. | Products/By Products to be manufactured (list of products) | | |
| 5. | Capacity of the project (MT/ annum) | | |
| 6. | In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilisation) | | |
| B | Project Cost | (Amount in Crores) | |
| | | As appraised by the bank | Actual as on _____ |
| | i. Land /Plot area Cost | | |
| | ii. Civil Works | | |
| | iii. Cost of Plant & Machinery | | |
| | iv. Others | | |
| | Total cost | | |
| C | Means of Finance (appraised means of finance) | | |
| | i. Equity (Promoter/Foreign/Other) | | |
| | ii. Loan (Term) | | |
| | iii. Grant in aid | | |
| | iv. other sources | | |
| | TOTAL | | |
| D | Estimated Grant in aid | | |
| 1. | Eligible cost of Technical Civil work Actual or appraised whichever is less | | |
| 2. | Eligible cost of Plant & Machinery Actual or appraised whichever is less | | |
| 3. | Total of the Eligible cost | | |
| 4. | Estimated grant in aid worked out (@35%/ 50%) | | |

| | | |
|--|---|--|
| E. Implementation Schedule (Actual dates) | | |
| | (a) Date of completion of building (d) Date of installation/erection of plant & machinery (f) Date of trial production and (g) Date of start of commercial production. | |
| F. Employment Generation- Actual | | |
| | a) Direct b) Indirect | |
| G. | Validity period of FSSAI license. | |
| H. | Validity of PCB certificate (consent to operate) | |
| I. | Photographs of the units to be attached. | |
| J. | Other remarks, if any | |

The above information is indicated as per the physical verification of the documents for above project. The proposal is recommended for consideration of release of 2nd instalment of grant in aid as per the guidelines of Scheme for Creation/ Expansion of Food Processing & Preservation Capacities.

(Signature of the Bank Officer with Seal)
Name: _____
Name of the Bank: _____
Address: _____
Phone/ Fax/ Mobile No. _____
Email: _____
Place: _____
Date: _____

(Signature of the PMA)
Name: _____
Address: _____
Phone/ Fax/ Mobile No. _____
Email: _____
Place: _____
Date: _____

F. No. Z-14/13/2018-APC
भारत सरकार/Government of India
खाद्य प्रसंस्करण उद्योग मंत्रालय
Ministry Food Processing Industries
पंचशील भवन, अगस्त क्रांति मार्ग
Panchasheel Bhawan, August Kranti Marg
नई दिल्ली/New Delhi-110049

Dated: 02.03.2020

Subject: Further revised operational guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters of Pradhan Mantri Kisan Sampada Yojana (PMKSY).

Ministry of Food Processing Industries (MoFPI) is implementing a Central Sector Scheme for Creation of Infrastructure for Agro Processing Clusters under Pradhan Mantri Kisan Sampada Yojana (PMKSY) for the period upto 2019-20. The proposals under the scheme are invited online through Expression of Interest (EOI) issued by the Ministry from time to time.

2. Based on the decisions taken in various Inter-Ministerial Approval Committee (IMAC) meetings, the operational guidelines of the Scheme for Creation of Infrastructure for Agro Processing Clusters have been further revised to make the scheme more investor friendly.
3. The revised operation guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters are hereby notified for the information of all the stakeholders and public at large.



(Surendra Singh)
Deputy Industrial Adviser
Tel. No. 011-26406538
Email: surindersingh@nic.in

F. No. Z-14/13/2018-APC
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Dated: 02.03.2020

Subject:- Revised Operational Guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters

1. Introduction:

1.1 The Ministry has formulated the Scheme for Creation of Infrastructure for Agro Processing Clusters as a sub-scheme of Central Sector Scheme - "PRADHAN MANTRI KISAN SAMPADA YOJANA (PMKSY)" coterminous with the 14th Finance Commission cycle.

1.2 The scheme aims at development of modern infrastructure to encourage entrepreneurs to set up food processing units based on cluster approach. The scheme is to be implemented in area of horticulture / agriculture production identified through a mapping exercise. These clusters will help in reducing the wastage of the surplus produce and add value to the horticultural / agricultural produce which will result in increase of income of the farmers and create employment at the local level.

1.3 There are certain capital intensive common facilities which are required to be created by food processing units irrespective of nature of their processing. These capital intensive facilities like cold storages, blast freezers, specialized packaging, IQF, warehousing etc if developed as common facilities, will encourage entrepreneurs to set up more food processing units. The nature of operation of the food processing units also requires development of basic enabling infrastructure to take care of continuous process, water supply, effluent treatment and clean surrounding, etc. There is lack of such modern infrastructure in the country which is hampering the development of food processing sector. If this infrastructure is made available with the financial support from the government, there is a potential of developing food processing sector with much higher speed than it is today.

2. Objectives of the Scheme

The major objectives of the scheme are:

- i. To create modern infrastructure for food processing closer to production areas.
- ii. To provide integrated and complete preservation infrastructure facilities from the farm gate to the consumer.
- iii. To create effective backward and forward linkages by linking groups of producers / farmers to the processors and markets through well-equipped supply chain.

3. Salient Features of the Scheme

3.1. At least 5 food processing units with a minimum aggregate investment of Rs. 25 crore will be set up in the Agro-processing cluster. These units may be set up by the promoters and associates of Project Execution Agency (PEA) and by other entrepreneurs. The investment in these units will not be eligible under this scheme.

3.2. Food processing units will be set up simultaneous to the creation of core infrastructure in the cluster. The core infrastructure facilities being developed in the agro-cluster shall be as per the requirement of food processing units to be set up in the cluster or as per the available raw material for processing in the area.

3.3. Agro-processing clusters may be developed by:

- the promoter(s) willing to set up own units in the cluster and also allow utilization of common infrastructure to other units in the area;
- the promoter(s) willing to develop common infrastructure for use by the units to be set up in the food processing cluster by other entrepreneurs;
- the promoter(s) willing to develop common infrastructure in the existing food processing cluster

3.4. The extent of land required for establishing the agro-processing cluster would depend upon the business plan of Project Execution Agency (PEA), which may vary from project to project. At least **10 acres** of land for the project shall be arranged by the PEA either by purchase or on lease of at least **50 years**.

3.5. Preference will be given to setting up agro-clusters in agri-horti clusters identified by Central / State Governments, if any.

3.6. It is expected that on an average, each project may have around 5-10 food processing units to be set up in each Agro-processing cluster with an employment generation potential, both direct and indirect of about 500 to 1500 persons. This employment generation will provide livelihood to about 6000 persons based on an average household size of 4 members. However, the actual configuration of the project may vary depending upon the business plan for each Agro –processing cluster.

3.7. The food processing industries that make food products fit for human and animal consumption (except alcoholic products) may be permitted to be set up in these clusters. Preference will be given to projects proposing preservation and/or processing of perishable food products. Packaging facilities of food products as ancillary to the food processing industries (proposed to be setup in the cluster) may also be allotted land in the agro cluster.

4. Components of the Scheme:

4.1. The scheme will have following components:

(i) **Basic enabling infrastructure:** It will include site development including development of industrial plots, boundary wall, roads, drainage, water supply, electricity supply including power backup, effluent treatment plant, parking bay, weigh bridges, common office space etc. However, the cost of basic enabling infrastructure not exceeding 40 percent of the eligible project cost would be eligible for grant purpose. The cost of any basic enabling infrastructure outside the boundary wall of the agro cluster will not be eligible for grant assistance.

(ii) **Core infrastructure:** The common facilities will be based on the needs of the units which will be set up in these clusters. The common facilities of capital intensive nature may include food testing laboratory, cleaning, grading, sorting and packing facilities, steam generation boilers, dry

warehouse, cold storage, pre-cooling chambers, ripening chambers, IQF, specialized packaging, other common processing facilities, etc.

The above mentioned facilities are only illustrative and the exact nature of facilities may vary from project to project based on requirements of the units in the cluster and availability of agriculture / horticulture produce in the catchment area of the project.

4.2. Any modification in the common facilities / core infrastructure after approval of the proposal will not be approved by the IMAC, unless request for modifications submitted with a compelling rationale and endorsed by the lending institutions.

5. Pattern of Assistance

5.1 The Scheme envisages grants-in-aid @ 35% of eligible project cost in general areas and @50% of eligible project cost in the North East States including Sikkim and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands of Union Territories of Lakshadweep and Andaman & Nicobar Islands subject to max. of Rs. 10.00 crore per project. The grants-in-aid will be credit linked but not back-ended. The eligible project cost will exclude cost of land, pre-operative expenses and margin money for working capital from the total project cost.

5.2 SC or/and ST promoter(s), as the case may be, shall hold 100% stake in the Project Execution Agency (PEA). Such Project Execution Agency (PEA) will be treated at par with the difficult areas for the purpose of extending benefits under the scheme. For any change in the constitution / composition of such Project Execution Agencies (PEAs), prior permission of Ministry shall be required.

5.3 The registered value of the land would be taken as part of the total project cost. The GoI grant shall not be used for procurement/purchase of land. In case of land acquired by PEA on lease, such cost may not be part of project cost and may be considered part of operating cost.

5.4 The cost norms notified by MIDH/ NHB/ MoFPI, wherever available, will be applied while calculating the eligible project cost and grants-in-aid for the proposals received under the scheme.

6. Project Execution Agency (PEA):

6.1 Govt. Departments / PSUs / Joint Ventures / NGOs / Cooperatives / Self Help Groups (SHGs) / Farmer Producer Organizations (FPOs) / Private Sector Companies / Partnership Firms / Proprietorship Firms etc. can be Project Execution Agency (PEA) who will be eligible for financial assistance under the scheme.

6.2 Govt. of India has decided to earmark funds for extending benefit of the scheme to SC & ST. Therefore, subject to meeting the basic eligibility criteria, SC / ST beneficiaries will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category.

6.3 The Project Execution Agency (PEA) would be responsible for the following:

- i. To formulate the Detailed Project Report (DPR) and execute the project in a transparent, efficient and timely manner.
- ii. To arrange land only lease / purchase and ensure external infrastructure linkages for the project.
- iii. To obtain statutory approvals/clearances including environmental clearances, which are prerequisite for commencement and operation of the Project.
- iv. To achieve financial closure and ensure timely completion of the project in specified timelines.
- v. To own and maintain the enabling infrastructure and common facilities.
- vi. To receive grant-in-aid under the Scheme, and to ensure its utilization in a transparent and judicious manner.
- vii. To maintain proper accounts of the project implementation and the maintenance of infrastructure and common facilities after commissioning of the project.
- viii. Upload monthly progress report with pictures / photographs of site.
- ix. Publish the user charges/hiring rates for common facilities and lease rental rates / sale price for plots in agro-processing cluster on their websites and also on a board at the gate of the agro cluster for wider information of the prospective investors. Rate of plots in the Agro Processing Cluster will also be made available to Ministry of Food Processing Industries (MoFPI) and State Government concerned for uploading on their websites.
- x. PEA may sell / lease plots in agro-processing cluster to other food processing units. But the common facilities in the cluster cannot be sold or leased out. They can only be offered to units on rental basis.

7. Eligibility criteria for PEA:

7.1 The combined net worth of the PEA should not be less than 1.5 times of the grant amount sought.

7.2 PEA needs to bring in at least 20% of the total project cost as equity / contribution in general areas and at least 10% of the total project cost in the North East States (including Sikkim) and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands.

7.3 PEA needs to bring in term loan from the Bank/Financial Institution for an amount not less than 20% of the project cost.

7.4 The land for the project shall be arranged by the PEA either by purchase or on lease of at least 50 years.

7.5 Only one agro-processing cluster will be sanctioned in a district. In case of more than one proposal from same district, the proposal having higher score in the merit based on criteria for assessment as per **Annexure-I** will be considered. However, in case there are more than one proposal with same marks, the proposal with higher equity / contribution (in Rupees term) will be considered.

7.6 Any entity / applicant which has availed financial assistance for a project under this scheme of the Ministry, will not be eligible to apply for another project under same scheme until one year after operationalisation of earlier project.

7.7 The same applicant / entity shall not be sanctioned more than two projects in five years under this scheme of MoFPI from the date of sanction of first project (including first project).

7.8 The promoter(s) of the Agro Processing Clusters approved by MoFPI, will be eligible for availing financial assistance under other schemes of State / Central Governments including MoFPI for setting up of the unit(s) in these cluster(s).

7.9 New Agro processing cluster will not be sanctioned in the same district where CPC of Mega Food Park (MFP) approved by the Ministry is located. The promoters, who have been sanctioned Mega Food Parks by the Ministry, will not be eligible under the scheme for a period of two years from the date of completion of the MFP.

7.10 The proposals, meeting the cut off marks of at least 60 as per the criteria for assessment in the **Annexure-I**, will be considered eligible subject to fulfillment of other conditions prescribed in the Scheme guidelines. The proposals will be selected in order of merit on a monthly basis till the time number of clusters allocated of a state gets exhausted. Further, the proposals will be selected in order of merit of total marks (descending order of total marks) in a particular State.

7.11 Based on the agriculture production of States / UTs, State-wise allocation of 100 agro processing clusters is at **Appendix-A**. However, in case of lack of suitable proposals or non-receipt of proposals from a State / UT, IMAC may decide to allocate more agro processing clusters to that State / UT, over and above the allocated clusters as per **Appendix-A**, in order of merit of score / marks obtained by the eligible proposals.

8. Program Management Agency (PMA)

8.1 In the interest of expeditious implementation of the projects, the Ministry may engage Program Management Agency (PMA) to assist MoFPI for implementation of the scheme. The PMA will be a reputed institution with extensive experience in project development, management, financing and implementation of infrastructure projects of similar nature. The expenses of PMAs, promotional activities, office and travel expenses will be met from the allocation of the grant-in-aid for the scheme.

8.2 The PMA will have the following role:

- i. To assist the Ministry in organizing workshops/media campaigns aimed at sensitizing the potential stakeholders about the scheme.
- ii. To assist the Ministry in inviting applications for projects under the Scheme.
- iii. To assist the Ministry in selection of projects through evaluation/appraisal of techno-feasibility reports and DPRs submitted for projects. Appraisal of the DPRs will include examination of financial viability and sustainability of Ownership & Management structure of the projects.
- iv. To assist in the evaluation of any amendments to the projects/DPRs.
- v. To assist the PEAs in achieving financial closure and obtaining necessary clearances from various authorities for the Project.
- vi. To assist the Ministry in release of the grant under the Scheme.
- vii. To monitor and report the progress of the agro-processing cluster projects to the Ministry periodically.
- viii. To maintain and update the database of the projects on monthly basis in the software decided by the Ministry.

9. Expression of Interest

In response to the notice inviting Expression of Interest (EoI) by Ministry for selection of Projects, a proposal for the proposed agro-processing cluster will be submitted by the applicant in the prescribed application format (**Annexure-II**) including the information/documents to be covered in the EoIs (**Annexure-III**) along with following information/documents:

- (a) Detailed Project Report (DPR) consisting of technical, commercial, financial and management aspect of the project. The proposal would have tentatively identified location of the cluster, availability of land, potential investors for food processing units in the cluster, proposed level of investment including the estimated project cost, the proposed means of finance and the number and type of food processing units along with complete details.
- (b) In-principle or final term loan sanction from any Bank/ Financial Institution including Non-Banking Financial Companies (NBFCs) registered with Reserve Bank of India(RBI).
- (c) A detailed appraisal note from the Bank / Financial Institution including Non-Banking Financial Companies (NBFCs) registered with Reserve Bank of India(RBI).
- (d) 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.
- (e) Bio-data/background/ experience of the project promoter(s) / PEA.
- (f) Documents in support of net-worth of the PEA and also promoter(s) / proposed shareholder(s) of PEA. The details of each promoter/proposed stakeholder in the PEA shall also be provided as per **Annexure-XII**.
- (g) Annual reports and Audited Financial Statement of Accounts of the applicant firm/company/cooperative/ Partnership/ Self Help Group, etc. for last three years.
- (h) Documents 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 50 years. The proposals having ownership and possession of suitable land with Change in Land Use (CLU) for the project will be given preference.
- (i) Undertaking by PEA as per **Annexure-IV**

Note:

- i. The PEA shall submit the final term loan sanction letter from Bank/FI, within two months from the date of issue of approval letter, in case these documents have not already been submitted along with the proposal.
- ii. All pages of the proposal are to be properly numbered and the proposal should contain an Index as first page of the proposal indicating the various documents submitted along with page number, failing which the proposal is likely to be rejected.

10. Approval of the project:

10.1 Technical Committee (TC) headed by the Special / Additional / Joint Secretary (MoFPI) would scrutinize the proposals and submit its recommendations to the Inter-Ministerial Approval Committee (IMAC). Other members of the Technical Committee (TC) shall be as follows:

- i. Joint Secretary (MIDH), Department of Agriculture & Cooperation or his nominee - Member
- ii. Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries or his nominee- Member
- iii. Chairman, APEDA or his nominee - Member
- iv. Representative of NITI Aayog - Member
- v. Representative of Financial Adviser, MoFPI - Member

- vi. Joint Secretary, MNRE or his nominee - Member
- vii. Principal Secretary / Secretary of the concerned State or his nominee - Member
- viii. NABARD as Financial institution - Member
- ix. Representative of National Horticulture Board - Expert Member
- x. Representatives of IIFPT and NIFTEM- Technical Experts
- xi. Deputy Secretary / Director, MoFPI - Member Secretary

The criteria for evaluation of EOI/ proposals by TC is given at **Annexure-I**.

10.2 The Inter-Ministerial Approval Committee (IMAC) headed by Hon'ble Minister of Food Processing Industries shall select the projects and grant approval to the projects keeping in view the TC recommendations. The IMAC will also monitor the implementation of the projects sanctioned under the Scheme. The composition of the IMAC shall be as follows:

- (i) Hon'ble Minister of Food Processing Industries- Chairperson
- (ii) Hon'ble Minister of State of Food Processing Industries- Vice Chairperson
- (iii) Secretary, MoFPI - Member
- (iv) Additional / Joint Secretary & Financial Advisor, MoFPI - Member
- (v) Special / Additional / Joint Secretary, In-charge, Agro-processing cluster Scheme, MoFPI - Convener & Member
- (vi) Principal Secretary / Secretary (Industries / FPI) of the concerned State or his nominee – Member
- (vii) Joint Secretary (MIDH), Department of Agriculture & Cooperation, Ministry of Agriculture or his nominee - Member
- (viii) Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries or his nominee - Member
- (ix) Joint Secretary, Department of Commerce or his nominee – Member
- (x) Joint Secretary, MNRE or his nominee - Member
- (xi) Representative of NABARD as Financial Expert - Member

11. Role of State Government / UTs:

The role of the State Government / UTs is envisaged in the following areas:

- i. To facilitate PEA in procurement/purchase lease of suitable land.
- ii. Providing all the requisite statutory clearances including permission for sub-leasing of land by PEA, wherever needed, for setting up the agro-processing cluster
- iii. Providing the necessary connecting infrastructure for Power, Water, approach roads and other external infrastructure to the project
- iv. Providing flexible and conducive labour environment and consider special facilities like exemption of stamp duty, Tax exemption etc. for the agro-processing cluster and the units located in the agro-processing cluster.
- v. Monitor the implementation of projects.

12. Dovetailing of Assistance and Revisions in Project Cost:

Considering the complexities and challenges associated with agricultural infrastructure projects of this nature, the PEA may dovetail assistance available under various other schemes of other Central / State Governments, which would improve the viability of the project. While dovetailing such assistance, it will be ensured that there is no duplication of assistance for the same component/activity of the project.

13. Release of Funds:

The grants-in-aid will be released to PEA in four installments as below:

(I). First installment of 35% of the total approved grant will be released to the PEA in the designated Bank account after incurring an expenditure of 35% of the bank term loan and 35% PEA contribution / equity on eligible project cost and submission of following documents:

- a. Establishment of Trust & Retention Account (TRA) and signing the TRA agreement with the designated Bank. Draft TRA agreement will be shared by the Ministry with PEA.
- b. CA certificate for actual expenditure on the components of the basic enabling infrastructure of the project duly certified by the PEA indicating utilization of at least 35% of term loan & 35% PEA contribution / equity as per **Annexure-V**.
- c. **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 PEA (**Annexure-VI**).
- d. **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 PEA (**Annexure-VII**).
- e. **Certificate** from the concerned bank/ financial institution (**Annexure-VIII**) which has sanctioned and disbursed term loan for the project certifying that:-
 - (i). It has disbursed 35% of the total sanctioned term loan and the same being used on the approved components; and
 - (ii). Has no objection for disbursement of 35% of the grant-in-aid being released by the Ministry.
- f. Surety Bond (**Annexure-IX**) to be executed by the PEA on a Non-Judicial stamp paper of not less than Rs.100, duly notarized and signed by two independent witnesses (other than promoters of PEA) along with Board resolution/certificate from Board of Directors/promoters of PEA (as applicable) authorizing one of the directors/partners as authorized signatory of documents. Surety Bond is not required to be executed by the Central / State Government Department.
- g. "Consent to Establish" for the project from Central / State PCB.
- h. PFMS (CGA) Registration of PEA and Mandate Form (**Annexure-X**).
- i. Inspection report of the PMA based on site visit recommending release of the installment.

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

(II). Second installment of 40% of the total approved grant will be released to the PEA in the designated Bank account after incurring an expenditure of 75% of the bank term loan and 75% of PEA contribution / equity on eligible project cost and submission of the following documents:

- a. Statement indicating 100% utilization of first installment of grant duly signed by the PEA and countersigned by the CA (**Annexure-XI**).
- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 75% of term loan and 75% PEA contribution / equity.
- c. Details of unsecured loan (along with PAN numbers of lenders) or bridge loan, if any, duly certified by Chartered Accountant and countersigned by the PEA are to be given (**Annexure-V**).
- d. Completion of at least 60% expenditure in basic enabling infrastructure and at least 40% expenditure in core processing facilities / infrastructure.
- e. Statement of TRA from the Bank / Financial Institution relating to the project.
- f. **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 PEA.
- g. **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 PEA.
- h. **Certificate** from the concerned bank/ financial institution which has sanctioned and disbursed term loan for the project certifying that:-
 - (i). It has disbursed 75% of the total sanctioned term loan and the same being used on the approved components; and
 - (ii). Has no objection for disbursement of 40% of the grant-in-aid being released by the Ministry.
- i. Proof of 100% allotment of leasable plots / areas to food processing units.
- j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
- k. Any other condition which may be specified from time-to-time.

(III). Third installment of 15% of the approved grant will be released to PEA in the designated Bank account after incurring an expenditure of 90% of the bank term loan and 90% of PEA's contribution / equity on eligible project cost and submission of the following documents:

- a. Statement indicating 100% utilization of second installment of grant duly signed by the PEA and countersigned by the CA (**Annexure-XI**).

- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 90% of term loan and 90% PEA contribution / equity.
- c. Details of unsecured loan (along with PAN numbers of lenders) or bridge loan, if any, duly certified by Chartered Accountant and countersigned by the PEA are to be given **(Annexure-V)**.
- d. Statement of TRA from the Bank / Financial Institution relating to the project.
- e. Completion of Core Infrastructure Facilities and basic enabling infrastructure.
- f. **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 PEA.
- g. **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 PEA.
- h. **Certificate** from the concerned bank/ financial institution which has sanctioned and disbursed term loan for the project certifying that:-
 - (i). It has disbursed 90% of the total sanctioned term loan; and
 - (ii). Has no objection for disbursement of 15% of the grant-in-aid being released by the Ministry?
- i. Proof of starting of construction work by all the food processing units.
- j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
- k. Any other condition which may be specified from time-to-time.

(IV). Fourth & final installment of 10% of the approved grant will be released to PEA in the designated Bank account on completion of the project and submission of following documents:

- a. Statement indicating 100% utilization of third installment of grant duly signed by the PEA and countersigned by the CA **(Annexure-XI)**.
- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 100% of term loan and 100% PEA contribution / equity.
- c. Valid Consent to Operate from Pollution Control Board along with submission of Statutory Clearance(s) / Approval(s) for power, water connections etc.
- d. **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 PEA.
- e. **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 PEA.
- f. Statement of TRA from the Bank / Financial Institution relating to the project.
 - g. Proof of setting up and operationalisation of at least five food processing units with an aggregate investment of Rs. 25.00 crore in the cluster along with copies of licenses issued under Food Safety and Standards Act, 2006.
 - h. Certificate from the concerned bank/ financial institution which has sanctioned and disbursed 100% term loan for the project certifying that it has no objection for disbursement of 10% of the grant-in-aid being released by the Ministry.
 - i. Declaration of completion of the project and start of commercial operation, duly certified by the Bank.
 - j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
 - k. Any other condition which may be specified from time-to-time.

14. Time Schedule:

14.1 The time schedule for completion and operationalisation of project will be 20 months from the date of approval for general areas and 24 months for North East States including Sikkim and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands, unless extended by IMAC for the reasons to be recorded.

14.2 Schedule for release of grants-in-aid:

| Sl. No. | Particulars | Time Period |
|------------------------|---|-------------|
| General Areas | | |
| 1. | Date of approval to release of 1 st installment | 6 months |
| 2. | 1 st installment to release of 2 nd installment | 4 months |
| 3. | 2 nd installment to release of 3 rd installment | 4 months |
| 4. | 3 rd installment to release of 4 th installment | 6 months |
| Difficult Areas | | |
| 1. | Date of approval to release of 1 st installment | 6 months |
| 2. | 1 st installment to release of 2 nd installment | 6 months |
| 3. | 2 nd installment to release of 3 rd installment | 6 months |
| 4. | 3 rd installment to release of 4 th installment | 6 months |

14.3 The PEA shall make all possible efforts to complete the project as per the stipulated timelines committed to while seeking approval for the project. In case of non-adherence to stipulated timeline, except in case of force majeure or reasons beyond the control of PEA, penalty shall be imposed.

14.4 In case of non-adherence of time lines, a penalty of 1% of the quantum of installment amount due for release for that installment, will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 10% of the installment to be released to PEA. However, IMAC will have power to waive the penalty fully or partially in deserving cases.

14.5 In the event of PEA withdrawing from executing the project and the project not being completed by the PEA for any reason, the grant-in-aid amount released will be returned by the PEA along with interest (as per GFR) accrued thereon to MoFPI within 30 days of communication of the order for refund of such grant.

15. Project Monitoring and Evaluation:

15.1 The Ministry will periodically review the progress of the projects under the Scheme.

15.2 Pre and post inspection would also be undertaken by the Ministry officials, PMA and State Govt. to find out the physical, financial and operational progress as and when required.

15.2 The decision of the IMAC shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related / incidental thereto.

16. 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.

Criteria for Assessment/ Evaluation of EOIs/ Proposals

| Sl. No. | Criteria | Max. Score | Reference Documents to be reviewed |
|------------|--|------------|---|
| A | Land | 50 | |
| A 1 | Possession of Appropriate Land | 25 | |
| a) | Complete title and possession of land in the name of PEA along with CLU | 25 | CLU and Land Ownership Documents |
| b) | Complete title and possession of land in the name of PEA (without CLU) | 15 | Land Ownership documents |
| c) | Allotment letter from State Govt. Agencies in the name of the PEA | 10 | State Govt. land allotment letter |
| d) | Agreement to Sale/Purchase of Land in the name of PEA | 5 | Copy of Agreement |
| e) | Land identified, but not acquired | 0 | |
| A 2 | Location of Land | 25 | |
| a) | Proof of Water and Power Connection (5 marks each) | 10 | Letter/Certificate from respective Municipal body/Govt. authority |
| b) | Availability of Approach Road | 5 | Letter from local body confirming the availability of approach road |
| c) | Nearness to the location of the crop production cluster | 10 | DPR/ Cluster Analysis and Project Components / concerned State Govt. Authority letter |
| B | Viability of Cluster | 15 | |
| a) | Synchronization of Core Processing facilities with requirements of food processing units & crops in agro cluster | 15 | DPR/ Cluster Analysis and Project Components |
| b) | Synchronization of Core Processing facilities with requirements of food processing units | 10 | DPR/ Cluster Analysis and Project Components |
| c) | Synchronization of Core Processing facilities with crops in agro cluster | 5 | DPR/ Cluster Analysis and Project Components |
| d) | No synchronization | 0 | |
| C | Details of PEA | 25 | |
| C 1 | Net-worth of PEA | 15 | Audited Balance Sheet/ CA Certificate/ Related Net-worth Documents |
| a) | More than 20 crore | 15 | |
| b) | Rs 15 cr - Rs 20 cr | 10 | |
| c) | Less than Rs. 15 cr | 5 | |
| C 2 | Food Processing Experience of promoter(s) having at least 10% shareholding in PEA | 10 | Balance Sheet of existing operations / FSSAI license |
| a) | Turnover > Rs.5 crore* | 10 | " |

| | | | |
|----------|--|------------|---|
| b) | Turnover from Rs. 1 crore to Rs.5 crore* | 5 | ” |
| c) | Turnover < Rs. 1 crore | 3 | “ |
| D | Special Strength | 10 | |
| a) | Adoption of modern technology for reducing carbon foot print, energy efficiency, fast-tracking & optimizing operations / use of automated technology / systems | 5 | Supporting documents |
| b) | Focus on processing and preservation of perishables in core processing facilities and proposed food processing units in the cluster | 5 | Supporting documents / DPR / Bank Appraisal |
| | Total | 100 | |

*Annual turnover of the promoter claiming food processing experience shall be in at least two of the years out of previous three years.

APPLICATION FORM**1. Details of the applicant:**

| Sl. No. | Particulars | Details |
|----------------|--|----------------|
| i. | Name of company/firm with complete contact details / address, Tel/Fax No. , Mobile No., E-mail | |
| ii. | Legal status of applicant (Govt. Institution / organization / PSUs, Joint Venture, NGO, Co-operative/ Company/ partnership firm/ proprietorship, Farmer Producer Company, Self Help Group, etc.) | |
| iii. | Registration No. /CIN | |
| iv. | PAN / TIN /TAN | |
| v. | Aadhar Registration No. | |

2. Details of the Director(s)/ Promoter(s)/Partner(s) of PEA

| Sl. No. | Name of Promoter(s)/Partner(s) | Address | Tel/Fax No. /Mobile No. /E-mail | Aadhar No. | PAN No. | Shareholding pattern | Net-worth |
|--|---------------------------------------|----------------|--|-------------------|----------------|-----------------------------|------------------|
| | | | | | | | |
| | | | | | | | |
| Please add additional rows, if needed. | | | | | | | |

3. Experience of the lead Promoter(s)/Partner(s) of PEA in Food / agro produce processing

| Sl. 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) |
|----------------|--|------------------------------|--|--|
| | | | | |
| | | | | |
| | | | | |

4. PROFILE OF THE PROPOSED PROJECT:**(a). Details of location of Agro processing cluster proposed to be set up**

- (i). Proposed location of land for agro cluster (Name Village/Dist./state)
- (ii). Area of Land required (In acres)

- (iii). Status of possession (Owned/ leased**)
- (iv). Status of Land Use Conversion (CLU)
- (v). Proof of water and power connection
- (vi) Availability of Approach Road
 - (vii) Connectivity Details. Distance (in Kms.) from: National Highway; State Highway; Freight corridor, Golden Quadrilateral, nearest agri-horti clusters
- (viii). Coordinate Details (Longitude & Latitude)
- (vxi). Agro commodities to be sourced

(b). Proposed Core Processing facilities in Agro processing cluster

| Sl. No. | Type of facilities proposed to be created * | No. | Total Capacity [MT, MT/Hr., where ever applicable] | Built-up Area | Estimated Investment | No. of Days of operation of each facility in a year |
|---------|---|-----|--|---------------|----------------------|---|
| i. | CA Store | | | | | |
| ii. | Normal cold store/ warehouse | | | | | |
| ii. | Frozen store | | | | | |
| iv. | Pre-cooling Chambers | | | | | |
| v. | Sorting, Grading, Waxing, Weighing, Packing facility | | | | | |
| vi. | Ripening Chambers | | | | | |
| vii. | IQF | | | | | |
| viii. | Blast Freezing | | | | | |
| | Any other facilities as per the requirement of food processing units in the cluster | | | | | |

* Only indicative list.

(c). Food processing units proposed

| Type of food processing units | No. of units | Land to be allotted | Product mix | Estimated investment (In crore) | Estimated turnover (In crore) | Estimated employees | |
|-------------------------------|--------------|---------------------|-------------|---------------------------------|-------------------------------|---------------------|-----------|
| | | | | | | Direct | In-direct |
| | | | | | | | |
| | | | | | | | |

(d). Enabling basic Infrastructure

| Type of infrastructure | Capacity /Built-up Area | Estimated Investment |
|------------------------|-------------------------|----------------------|
| | | |
| | | |

(e). Non-core Infrastructure

| Type of infrastructure | Capacity /Built-up Area | Estimated Investment |
|------------------------|-------------------------|----------------------|
| | | |
| | | |
| | | |

(f). Utilities Requirement:

| Utility | Units | Requirement |
|--|--------------------|-------------|
| Power (maximum demand) | KW | |
| Water- industrial | Kilo Liters / Day | |
| Water- potable | Kilo Liters / Day | |
| Gas | Cubic Meters / Day | |
| Telephone (including fax) | No. of lines | |
| Waste disposal requirement (solid) | Kg / Day | |
| Waste disposal requirement (effluents) | Kilo Liters / Day | |

5. PROJECT FINANCIALS AND BUSINESS PLAN:**(a). Estimated Project Cost Details**

| Item | Amount (Rs. in crore) |
|---------------------------------------|-----------------------|
| Land | |
| Land development | |
| Basic enabling Infrastructure | |
| Core Processing Infrastructure | |
| Non-core Infrastructure | |
| Other pre-operative expenses | |
| Margin money for working capital | |
| Contingencies/ pre-operative expenses | |
| Total | |

(b). Proposed Means of Finance

| Source | Amount (Rs. in crore) |
|-----------------------------|-----------------------|
| PEA's contribution / equity | |
| Bank loan | |
| Grants-in-aid from MoFPI | |
| Unsecured Loan/ Bridge Loan | |
| Total | |

(c). Basic Revenue Projections

| Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|---|--------|--------|--------|--------|--------|
| Days of operations of each of the core facilities | | | | | |
| Revenue earning from different facilities | | | | | |
| Turnover | | | | | |
| Cost of operations | | | | | |
| Gross profit | | | | | |
| Profit before 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) - with grant - without grant] | | |
| ii. | Avg. Debt Service Coverage Ratio (DSCR) | | |
| iii. | Break Even Point (BEP) | | |
| iv. | Debt-Equity Ratio | | |

(e). Other Details:

| | |
|--|--|
| Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside agro cluster, including estimated quantities | |
| Available raw material crop-wise in the catchment area indicating source of data | |
| Crop matrix for seasonal availability of raw materials indicating source of data | |
| Estimated turnover of the proposed food processing units covered in the project | |
| Any other relevant details / documents | |

6. No. of farmers expected to be benefited

7. Employment Generation projections

- a. Direct Employment:
- b. Indirect Employment :

8. Details of renewable/ alternate energy sources including solar energy, if any, proposed to be used for operating the project including inter alia, details of power generation.

Signature of the authorized representative of PEA

Date: _____

Place: _____

The list of the Points / Information to be covered in the EoIs / Proposals

1. Profiles of the applicant firm / company

- 1.1. Names and brief profiles of the proposed promoters of PEA along with their contact details.
- 1.2. Indicate the nature and location of existing operations of the Promoters.
- 1.3. Audited balance sheets for last 3 years and current year audited balance sheet or Chartered Accountant (CA) Certificates that would establish the net worth of each of the promoters / PEA along with supporting documents as mentioned in Para-4 of this Annexure. In case of companies, CA certificates need to be certified by their statutory auditors.
- 1.4. A brief note as to why the promoters are keen to undertake the Agro Processing Cluster, their vision etc.
- 1.5. Any other relevant information that would establish the credentials and suitability of the promoters / PEA in the context of the Scheme.

2. Profile of the Proposed Project

- 2.1. Rationale for proposed cluster/location in terms of availability of agricultural produces and marketable surplus, with focus on perishable produces.
- 2.2. Proposed Area and availability of requisite land for establishment of Agro Processing Cluster.
- 2.3. Selection of site needs to be justified in terms of connectivity and availability of basic infrastructure including power, water, approach road etc.
- 2.4. In case of land being available with PEA, proof of possession of land in form of sale deed/lease deed (CLU if applicable).
- 2.5. Details of the proposed core processing facilities and rationale for their selection in terms of availability of raw materials/market and type of food processing units being targeted.
- 2.6. Details of proposed enabling basic infrastructure including requirements of basic utilities like power, water, effluent treatment along with rationale in terms of overall business plan
- 2.7. Details of proposed non-core infrastructure and their justification
- 2.8. Above details for various project components should include area required, estimated capacities and costs for various facilities
- 2.9. Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside agro cluster, including estimated quantities
- 2.10. Estimated turnover of the proposed food processing industry units covered in the project, after successful execution of the project
- 2.11. Estimated direct and indirect employment generation out of implementation of the project, and other impact on the industry and farm produce in the project area such as no. of farmers would be benefited, quantum of agri-horti produce to be handled and also processed per year in the cluster including in the food processing units proposed to be set up in the cluster etc.
- 2.12. Any other related information.

3. Project Financials and Business Plan

- 3.1 Summary of estimated cost of each of the eligible components of the project for funding by Government as outlined in the Scheme
- 3.2 Proposed means of finance to fund the project: equity, debt etc
- 3.3 The amount of grant support needed for the project, as per the Scheme
- 3.4 Tie-ups with Financial Institutions/Banks, if any, for funding of the Project
- 3.5 Proposed Business Plan –Estimated revenue sources and assumptions, Estimated operating costs and assumptions, Projected profit and loss statements, balance sheets and cash flows based on these assumptions
- 3.6 Key financial indicators such as IRR, DSCR based on above financial assumptions

4. Documents in support of network:

The net worth will be calculated as follows: -

(I). In respect of Pvt. Ltd./ Public Ltd. Companies:

(a). The net worth will be ascertained based on the paid-up share capital of the company and reserves created out of profits.

(b). Revaluation reserves only in respect of land & building may be considered for ascertaining the net worth, which will be based on circle rates duly supported by circle rate notification and land ownership documents. Such revaluation reserves shall also be reflected in forward going balance sheet of the company.

(c). Share application money would be considered towards calculation of net worth provided the same has been converted into Paid up Capital within stipulated time as per Companies Act but, in any case, it should be converted into paid up capital before submission of the proposal to the Ministry.

(d). A latest provisional balance sheet duly certified by the Statutory Auditor of the Company needs to be submitted for ascertaining the net worth.

(e). In case of Pvt. Ltd./ Public Ltd. Companies where a significant portion of its net worth stands invested in equity shares of unlisted companies or is shown as loans & advances to various parties with nil or negligible income/revenue, then following additional documents would be required to be submitted by the applicant to ascertain the net worth:-

- i. Details of Investments made in unlisted companies by the applicant company,
- ii. Audited Financial Statements (AFS) for the previous year or latest provisional Balance Sheet of the companies wherein the investment has been made,
- iii. Details of loans & advances along with reasons/justification for the same,

- iv. In case it is observed that the equity contribution made by the promoter company has been utilised by the investee company in creating tangible assets/ Capital work in progress in projects which are under execution then such investments in shares would be considered at face value.
- v. However, in case it is observed that the investment by the promoter company is further being reinvested by the investee company in equity shares of unlisted companies or given away as long term/short term advance to individuals/related party/other companies and the investor company has nil/negligible income/ revenue, then no additional clarification shall be asked for and the net worth of such promoter company shall be considered after deducting such investments/loans & advances

(f). In case of newly formed companies (Limited / Pvt. Ltd.), Net-worth of individual promoter(s)/director(s)/ shareholders(s) will be considered to assess the combined net-worth of PEA.

(II). In respect of Proprietorship/ Partnership firms / NGOs / Cooperatives/ SHGs / LLPs etc.

The net worth of all entities other than companies will be ascertained on the basis of latest balance sheet of individual proprietor/partner(s) i.e. assets minus all liabilities, duly certified by the Chartered Accountant (CA). Assets include cash, current value of investments, land and building (supported by valuation report at circle rate, circle rate notification and land ownership documents), Bonds, cash value of life insurance, current total balance of savings, current or fixed deposit accounts. The following methodology shall be adopted for determining the net worth:

- a. Net-worth would be sum of the net-worth of the Individual partners and the partnership firm (avoiding duplication of the investment in the partner's capital account of the firm) & the investments of each individual partner towards the partnership firm.
- b. If the applicant is ongoing partnership/proprietorship firm and the applicant has submitted audited balance sheet of such partnership/proprietorship firm, net worth based on the audited balance sheet will be taken into consideration. However, if the net worth as per balance sheet is insufficient then the CA certified statement of Assets and Liabilities of the individual Partners/Proprietors will be taken into consideration provided assets are supported by relevant documents as per the guidelines.
- c. However, since in a partnership/proprietorship firm, liability of partners/proprietors is unlimited, therefore the applicant should submit CA certified "Nil Liability Statement" or Statement of "Assets and Liabilities" of the individual partners/proprietors and the net liabilities based on these statements will be deducted while ascertaining the net worth.

(III). The aforesaid net worth components need to be supported by relevant documents

(IV). Shares of unlisted companies will be considered at face value for net worth and shares of listed companies will be considered based on the average market price of the share for a period of 6 months prior to date of submission of proposal.

(V). Assets such as car, jewellery, antiques, gold etc. would not be considered for net worth.

(VI). Loans and advances given to group companies/related concerns/individuals will also not be considered towards computation of net worth.

(VII). In the case of proposed shareholders, if there is cross holding of the net-worth amongst the Members (e.g. both a company as well as the shareholders that company are the proposed shareholders), the net-worth of the company would be considered in full, however, net-worth of the individual would be considered only to the tune after discounting its shareholding in the company which is a proposed shareholder.

(VIII). The applicant(s) will have to give a self-certification regarding the details of the encumbrance of the property submitted by them towards the net worth.

UNDERTAKING

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 Agro-processing Clusters 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 Agro-processing Clusters.
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 obtained / not obtained or applied for grants for the same component / activity of the project from any other Ministry or Department of the Government of India or State Government or their agencies. If obtained / applied for, the details thereof.
6. It is certified that applicant's sister concern (s)/ related company / group company/firms as well as the applicant itself has availed / 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 Ministry 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 also 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.

Date: _____
Place: _____

Signature of the PEA / Lead Promoter

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

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

i. 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 7. Technical civil works 8. Other civil works | | |
| 3. | Plant & Machinery | | |
| 4. | Misc. Fixed Assets | | |
| 5. | Others | | |
| | TOTAL | | |

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

| Sl. No. | Item | Means of finance approved by the Ministry | Actual expenditure incurred as on ----- |
|----------------|------------------|--|--|
| 1 | PEA's Equity | | |
| 2 | Term Loan | | |
| 3 | Grant from MoFPI | | |
| 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 PEA with Seal

Annexure to CA certificate certifying details of payments made for Plant & Machinery and Technical Civil Work

[illegible]

Annexure-VI

**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 . N o. | Name of Co mpone nt | Propos ed/ appr aised Ar ea (sqm) | Propos ed/ appr aised C ost (Lak h Rs) | Actu al Ar ea(s qm) | Act ual Cos t(La kh Rs) | Rate/ Unit(Rs/S qm) | Remarks about the status of i mplement ation | Comments on quality, constr uction standar ds, market rate s |
|--------------------------|--|---|---|--|--|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | 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 PEA 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 PEA 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 (1st/ 2nd Installment of grant-in-aid) to M/s (Name and Address of the project).
3. We have no objection in releasing 1st/ 2nd (delete whichever not applicable) installment of grant.

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

Counter Signature of promoter/ Authorized
Signatory of PEA with seal

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 Obligors.

AND These Presents Also Witness that the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors 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: _____

Notary Seal & Signature

Dated: _____

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 / Financial Institution)

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

Statement indicating expenditure / utilization of the grant-in-aid released

Certified that Rs. _____ of grant-in-aid sanctioned by the Ministry of Food Processing Industries towards first / second installment of grant-in-aid in favour of _____ has been utilized for the purpose for which it was sanctioned.

Signature of Authorized Signatory of PEA with Seal

Date_____

Countersigned of Chartered Accountants with CA registration number

Net-worth Certificate

This is to certify that networth of Mr./Mrs./Ms. -----

S/D/W/o Mr./Mrs. -----resident of---

having PAN #-----and Aadhar #-----and having date of birth--

is Rs. _____ lakh (Rupees-----

lakh only) as on _____ as per the computation given hereunder:

Computation of Net Worth as on _____

Rs. lakh

| Sl. No, | | Particulars | List | Sub-total | Grand Total |
|----------|---|--|------|-----------|-------------|
| I | | Assets | | | |
| | A | Fixed Assets (landed properties, other than agricultural land) | A | | |
| | B | Other Assets | | | |
| | a | Value (approx.) of Investments in shares and securities of various outside companies and Family Owned Companies / Business Establishments | B | | |
| | b | Investment in Mutual Funds | C | | |
| | c | Savings / Investments (Bank / Post Office deposits, Insurance policies, National Pension Scheme, PPF, etc.) (Paid up premium value for insurance policies) | D | | |
| | d | Personal Jewelleries (at cost) | E | | |
| | e | Personal Vehicles (at cost) | F | | |
| | f | Other Assets (specify) | | | |
| I | | Total Assets (A + B) | | | |

| Rs. lakh | | | | |
|------------|--|------|-----------|-------------|
| Sl. No. | Particulars | List | Sub-total | Grand Total |
| | | | | |
| II | Liabilities | | | |
| A | Borrowings from Bank | G | | |
| B | Borrowings from other sources Unsecured loan | | | |
| C | Other liabilities (specify) | | | |
| II | Total Liabilities | | | |
| III | Networth (I - II) | | | |

IV Guarantees (personal) issued

| Sl. No. | Guarantee Deed executed with/issued to | Guarantee issued in favour of | Purpose of loan | Amount of loan (Rs. 'lakh) | Date of execution I issue of Guarantee |
|---------|--|-------------------------------|-----------------|----------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | Total | | | | |

V. Adjusted Tangible Networth [I - (II + IV)] (Rs. 'lakh):

It is further certified that computation of Networth based on my scrutiny of records and documents is true and correct to the best of my knowledge and belief and as per the information provided to my satisfaction.

All the Lists referred above form an integral part of this certificate.

For Chartered Accountants

Seal

Place:

Date:

Proprietor I
Partner
Membership
No.

Details of Assets and Liabilities

List A (Landed properties / other than agricultural lands)

| Sl. No. | Nature of property (commercial plot / commercial building / residential plot / non-agricultural land / apartment / independent house, etc.) | Area (acre, sq. m.) | Location and Address | Value as per Govt. Circle Rate declared within period of 30 days prior to signing of this certificate Rs. lakh | Liability, if any, on this property |
|---------|--|------------------------|----------------------|---|-------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

List B (Investments in shares and securities of various outside companies and Family Owned Companies / Firms, etc.)

| Sl. No. | Company / Firm | No. of shares / bond held | % shareholding if it is > 10% | Present Value (as on date of signing of this document) |
|---------|------------------------------|---------------------------|-------------------------------|--|
| | | | | |
| | Listed Companies | | | |
| | | | | |
| | | | | |
| | | | | |
| | Unlisted Companies | | | |
| | | | | |
| | | | | |
| | | | | |
| | Family Owned Business / Firm | | | |
| | | | | |
| | | | | |
| | | | | |

- Value of shares of unlisted companies to be reckoned at cost
- Value of shares of listed companies to be reckoned at market value as on date of signing of this document

List C (Investments in Mutual Funds)

| Sl. No. | Name of the Asset Management Company of the Mutual Fund / Firm | Name of the Fund / Scheme | No. of units / shares / bonds held | Present market value of unit / share / bond (as on date of signing of this documents) |
|---------|--|---------------------------|------------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

List D (Savings / Investments such as Bank Post Office deposits, Insurance policies, National Pension Scheme, PPF, etc.)

| Sl. No. | Nature of Savings / Investments | Present Value (as on date of signing of this document) |
|---------|---------------------------------|--|
| | | |
| | | |
| | | |

List E Personal Jewelleries (at cost)

| Gold Ornaments Gold Bullion Silver Diamond, etc. | Net Weight | Valued at cost |
|--|------------|----------------|
| | | |
| | | |
| | | |

List F Personal Vehicles (at cost)

| Type, Brand, Make of Vehicle | Date of Purchase | Valued at cost |
|------------------------------|------------------|----------------|
| | | |
| | | |
| | | |

List G Borrowings from Banks

| Bank, Branch, IFS Code | Purpose (Education, housing, vehicle, business, etc.) | Loan amount sanctioned | Loan repayment period | Outstanding Balance as on date of signing of this document |
|------------------------|---|------------------------|-----------------------|--|
| | | | | |
| | | | | |
| | | | | |

State-wise ceiling limit of Agro Processing Clusters (APC)

| Sl. No. | State | No. of APC revised by IMAC 05.03.19 | No. of APC as per revised allocation (proposed) | No. of APC as per IMAC decision dated 18.12.2019 |
|--------------|-------------------|-------------------------------------|---|--|
| 1 | Andhra Pradesh | 5 | 5 | 3 |
| 2 | Assam | 2 | 2 | 2 |
| 3 | Bihar | 5 | 5 | 2 |
| 4 | Chhattisgarh | 2 | 1 | 1 |
| 5 | Goa | 1 | 1 | 1 |
| 6 | Gujarat | 5 | 3 | 3 |
| 7 | Haryana | 5 | 3 | 3 |
| 8 | Himachal Pradesh | 1 | 1 | 1 |
| 9 | Jammu & Kashmir | 1 | 1 | 1 |
| 10 | Jharkhand | 2 | 1 | 1 |
| 11 | Karnataka | 5 | 4 | 4 |
| 12 | Kerala | 2 | 1 | 1 |
| 13 | Madhya Pradesh | 6 | 4 | 4 |
| 14 | Maharashtra | 8 | 6 | 6 |
| 15 | Orissa | 3 | 1 | 1 |
| 16 | Punjab | 5 | 3 | 3 |
| 17 | Rajasthan | 5 | 5 | 3 |
| 18 | Tamil Nadu | 5 | 3 | 3 |
| 19 | Telangana | 2 | 1 | 1 |
| 20 | Uttar Pradesh | 12 | 12 | 7 |
| 21 | Uttarakhand | 1 | 1 | 1 |
| 22 | West Bengal | 6 | 6 | 1 |
| 23 | Arunachal Pradesh | 1 | 3 | 3 |
| 24 | Manipur | 1 | | |
| 25 | Meghalaya | 1 | | |
| 26 | Mizoram | 1 | | |
| 27 | Nagaland | 1 | | |
| 28 | Tripura | 1 | | |
| 29 | Sikkim | 1 | | |
| 30 | A & N Islands | 4 | 2 | 2 |
| 31 | Chandigarh | | | |
| 32 | D & N Haveli | | | |
| 33 | Delhi | | | |
| 34 | Daman & Diu | | | |
| 35 | Lakshadweep | | | |
| 36 | Pondicherry | | | |
| 37 | Ladakh | | | |
| Total | | 100* | 75** | 58*** |

*CCEA approved 100 number of APCs against allocation of Rs. 750 crore.

**Allocation of scheme has been revised from Rs. 750 crore to Rs. 562.50 crore and accordingly, number of APCs to be sanctioned has also been revised to 75.

***Excluding 17 proposals kept in pool as per IMAC decision dated 18.12.2019. These 17 slots will allotted to better performing States / UTs by IMAC on the case to case basis.

No. Y-18/7/2020
Government of India
Ministry of Food Processing Industries
Scheme for Creation of Backward & Forward Linkages

Dated : 04.06.2020

NOTICE

Subject : Virtual Inspection through Video Conference (VC) instead of physical inspection for release of installments of approved ongoing projects under the Scheme for Creation of Backward & Forward Linkages -reg.

Under the circumstances posed by COVID-19 and as a safety measure against the same, the Ministry has decided the following w.r.t. the release of installments for ongoing projects under the Scheme for Creation of Backward & Forward Linkages :

- a. The physical site inspection prescribed in the Scheme Guidelines will be replaced by virtual site inspection through video conferencing with promoter in presence of lending bank official. The video will be recorded and uploaded for office reference.
 - b. The promoter shall submit GPS enabled site photographs of the approved components under the project which will be verified during Video Conferencing.
 - c. All required documents for the installment claim as prescribed by the Scheme Guidelines as well as Structural Drawings of the plant, Machine Certificates and LR Copies must be submitted by the promoter at least 3 days prior to scheduled Virtual Inspection.
 - d. The release of grant installment must be commensurate with the physical progress at project site and the same will be verified during Video Conferencing.
2. Further, first and second installments will be released to ongoing projects based on the above points. However, as various complexities are involved in release of third installment, it has been decided that only part payment will be made as of now. The percentage of the part payment will be decided at higher level in the Ministry on case to case basis.
3. The above procedure for release of installment of grant-in-aid shall remain valid until further orders and will be subject to timely review based on Government Guidelines on COVID-19.

(Kuldeep Kumar Singh)

Deputy Secretary to Government of India
(kuldeepkrsingh-cwc@nic.in)

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: 22nd February, 2018

REVISED 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.

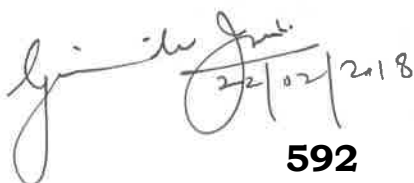
3. Eligible Sectors

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


22/02/2018

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 5.1 above.

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.

[Handwritten signature]
22/12/2018

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

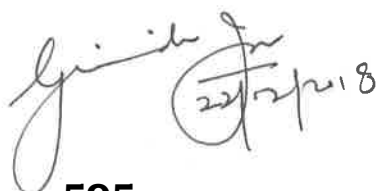
(ii) Cost norms of Mission for Integrated Development of Horticulture (MIDH) issued by Department of Agriculture, Cooperation and Farmers Welfare will be followed wherever available. For facilities not covered under MIDH guidelines, cost norms as determined by the Ministry will be followed. Details of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

(iii) The SC or ST promoter(s), as the case may be, holding majority stake in the firm, then such proposals will be treated as SC/ST proposals and will be treated at par with the difficult areas for the purpose of extending benefits under the scheme. For any change in the constitution/ composition of such proposals, prior permission of Ministry shall be required.

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


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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:

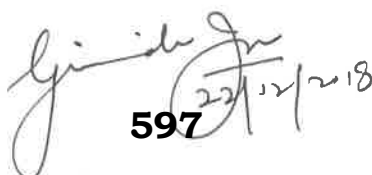
- (a) The timeline for each installment of the scheme guidelines and /or as approved by IMAC at the time of according approval shall be applicable for this purpose. Only, *force de majeure*, reason will be accepted as genuine reasons for delay in cases where promoter fails to adhere to the timeline and 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):

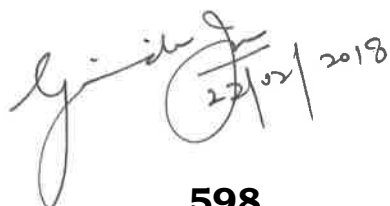
11.1 Applications under the scheme will be invited through EOI. Ministry of Food Processing Industries has introduced a system for online filing of applications on its website www.mofpi.nic.in. The homepage of the website provides a link "Apply Online and Track Status here". After filing online application,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

11.2 Basic Eligibility Criteria:

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


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- (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)”.
- (t) SC/ST Certificate, as the case may be, from concerned Government Authority, if applicable.

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 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.


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(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 of the 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.
- (l) 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.

13.5 Subject to meeting the basic eligibility criteria, SC / ST beneficiaries and the proposals from North East states will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category.


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


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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/ NDDB/ 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.


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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 statistics 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 | | | | | | |


22/1/2019

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 | |

[Handwritten Signature]
22/02/2018

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.

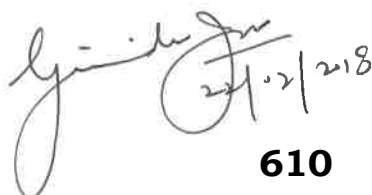
11. Details of the catchment area of the project.

| 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).

12. Details of the Forward / Market Linkage:

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

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- 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

13. Employment Generation projections

Direct Employment:

Contractual Employment with no. of days:

Indirect Employment (specify):

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

Date: _____

Signature of the Applicant/Lead Promoter

Place: _____

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22/02/2018

**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:

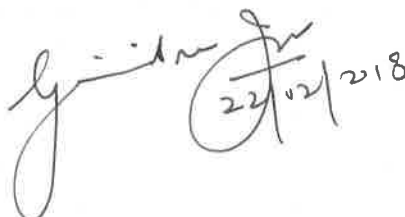
1. That I am promoter/ director/ partner/ proprietor of M/s..... (name of applicant) having its Registration no.and Registered Office at (office address of applicant).
2. I hereby make application and I am duly authorized in my own right/by management vide its resolution no.dated.....to apply and sign 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.


22/12/2018

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.

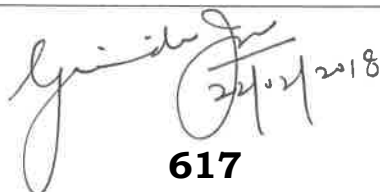
Date: _____ **Signature of the Lead Promoter**

Place: _____

A handwritten signature in dark ink, followed by the date '22/02/2018' written in a similar style.

[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 between 17%-20%</p> <p>(c) 3 marks shall be given if IRR is between 14%-16.9%</p> <p>(d) 2 marks shall be given if IRR is between 10%-13.9%</p> <p>(e) Nil marks shall be given if IRR is less than 10%</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 and 2.9</p> <p>(c) 3 marks shall be given if DSCR is between 2.0-2.4</p> <p>(d) 2 marks shall be given if DSCR is between 1.5-1.9</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 |

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ROLE AND RESPONSIBILITIES OF PROGRAMME MANAGEMENT AGENCY (PMA)

[Refer Para15]

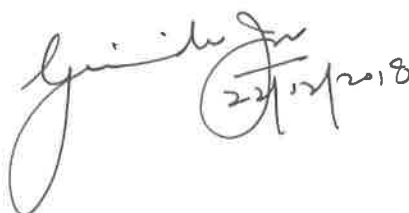
- (i) Scrutiny of the Proposals received against the EOI/advertisement and assist the Ministry in selection of eligible proposals.
- (ii) Appraisal of the DPR/projects indicating financial viability, commercial sustainability and socio-economic impact and presentation of the appraisal to the Ministry 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:-

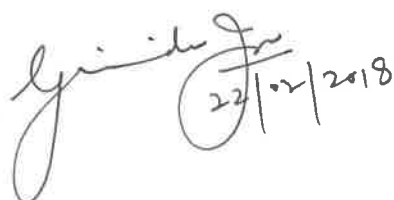
I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the Ministry of Food Processing Industries responsible.

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 _____

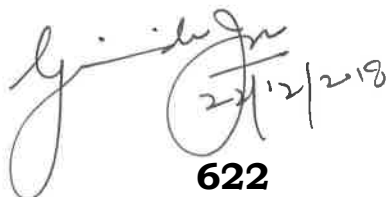
WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries' Sanction Order No. _____ Dated _____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and copy whereof is annexed hereto and marked as Annexure-I, agreed 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:-

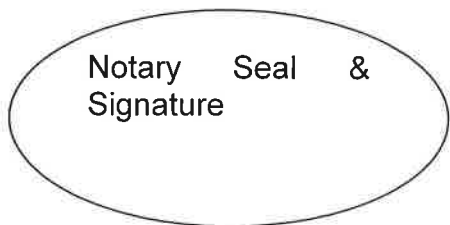
Signature of AUTHORIZED SIGNATORY
SIGNED FOR AND ON BEHALF OF
(Name of the obliger in block letters)
(seal/ stamp) of Organization)

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: _____



[Handwritten Signature]
22/12/2018

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 | | |

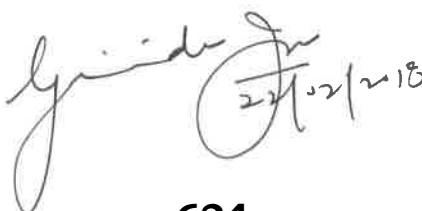
*Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

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: •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

A handwritten signature in black ink, followed by the date 22/12/2018 written in a similar style.

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.

A handwritten signature in dark ink, followed by the date '22/12/18' written in a similar style.

Statement of expenditure/ utilization of the funds released

| Sl. No. | Name of Party | Components | Voucher /Bill no. | Date of Voucher/Bill | Basic Cost (only for P&M) | Taxes, freight, installations, insurance costs (for P&M) | Total Cost | Date of Payment as per bank statement | Mode of Payment |
|---------|---------------|------------|-------------------|----------------------|---------------------------|--|------------|---------------------------------------|-----------------|
| | | | | | | | | | |
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| | | | | | | | | | |

Giandu
22/2/2018

To be signed by
the Promoter and
Counter signed by
the CA.

File No: F-11014/2/2016-FTL (C. No: 314384)

भारत सरकार/Government of India

खाद्य प्रसंस्करण उद्योग मंत्रालय / Ministry Food Processing Industries

पंचशील भवन / Panchsheel Bhawan,

अगस्त क्रांति मार्ग / August Kranti Marg

नई दिल्ली/New Delhi-110049

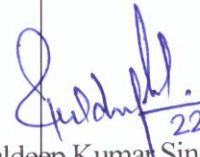
Dated: 27/09/2020

Subject: Modified Scheme guidelines for the Scheme for Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY).

Ministry of Food Processing Industries (MoFPI) is implementing a Central Sector Scheme for Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY) for the period up-to 2019-20 extended up-to 2020-21. The proposals under the scheme are invited online through Expression of Interest (EOI) issued by the Ministry from time to time.

2. Based on the experience gained during the implementation of the scheme and the recommendations of the independent impact evaluation study of the scheme, the scheme guidelines for the Scheme of Setting Up/ Up gradation of Food Testing Laboratories have been modified to make the scheme more investor friendly.

3. The modified scheme guidelines for the Scheme of Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY) are hereby notified for the information of all the stakeholders and public at large.


22/9/2020

(Kuldeep Kumar Singh)

Deputy Secretary to the Government of India

Tel. No. 011-26406510

Email: flls-mofpi@gov.in

MINISTRY OF FOOD PROCESSING INDUSTRIES

Revised Guidelines for Grant-in-Aid for Setting-up/Up-gradation of Food Testing Laboratories

(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 grants-in-aid of entire cost of laboratory equipment and 25% of the cost of Technical Civil Work and Furniture & Fixtures for General Areas and 33% in 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.)

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

(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 and Furniture & Fixtures for General Areas and 70% of cost of lab equipment and 33% of technical civil work and furniture and fixtures for difficult areas.

(iii) In case of the Setting up cases of food testing lab the cost towards getting of NABL Accreditation will also be eligible for grants-in-aid.

(iv) 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.

(v) SC / ST proposals will be treated at par with the difficult areas for the purpose of extending benefits under the scheme including the project period.

(vi) 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.

(vii) The maximum admissible quantum of assistance under this Scheme would, however, be 70% of the cost of equipment and 33% of cost of Technical Civil Work and Furniture & Fixtures for all other Implementing Agencies (other than Government Organisations) in Difficult Areas.

Note:

(a) In case of the proposal for up gradation of any food testing lab, it shall only be considered after two (02) years from commencement of commercial operation. The purpose of Upgradation should be justified as per market/ regulatory changes.

(b) Preference will be given to the promoters with food testing background for efficient operation of the lab.

(c) Preference will be given to the female entrepreneurs.

(d) Grants to be provided to food testing labs for commercial operation only and not to educational institutions limited to testing of research samples

(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. DPR may also briefly gives the business plan and details of food industries which it would serve.
- iii. The Private Sector Promoter shall submit in-principle or final term loan sanction from the bank/financial institution availing term loan from the Bank/ Financial Institutions (FI) for an amount not less than 20% of the project cost, except in case of North East States, Difficult areas and SC/ST proposals. In case of North East States, Difficult Areas and SC/ST Proposal term loan amount shall not be less than 10%. The Private Promoter shall infuse/contribute 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, Difficult Areas and SC/ST Projects. The Bank Term Loan Sanction Letter shall clearly indicate the purpose of Loan as Food Testing Laboratory.

- iv. Certificate of Incorporation/Registration of the organization, Memorandum and Articles of Association and Bye-Laws of the Society (as applicable)/ Partnership Deed (notarized etc.
- v. Bio-data/Background of the office bearers and promoters of the organization including details like Aadhar card/ PAN 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 from Head of the Organisation/ Administrator regarding availability of land is required.
- ix. Item wise and cost wise details of Technical Civil Work (TCW) and Furniture & Fixtures 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. In case of up-gradation of lab, list of existing lab equipment with complete details are also required to be furnished.
- xii. *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.”

- xiii. 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).
- xiv. 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).**
- xv. 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.
- xvi. *Certificate of SC/ST from the concerned Government Authority, if applicable.*

(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 in General areas and 24 months in difficult areas from the date of issue of approval letter.
- vii. The documents for claiming the 1st Instalment of Grant-in-Aid will be submitted within a time period of 9 months in General Areas and 12 months in Difficult Areas after issue of approval letter.
- viii. The documents for claiming the 2nd Instalment of Grant-in-Aid will be submitted within a time period of 18 months in General Areas and 24 months in Difficult Areas 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 43 of Food Safety & Standard Act, 2006.

(5) Procedure for Approval and release of grant:

- a. Application under the Scheme will be invited through Expression of Interest (EoI).
- b. All complete proposals received for financial assistance will be placed before Techno Scrutiny Committee (TSC) constituted by **MoFPI** for examining such proposals from technical angle. Applicant/ Promoter organizations will make presentations before the TSC. The Applicant/ Promoter organizations will furnish information/ documents if 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. Subject to meeting the basic eligibility criteria, SC/ST beneficiaries will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category”.(refer Para 2(v)).
- e. The composition of TSC is as follows (Notified on 15.03.2017):

| S. No. | Name & Designation | Designation |
|--------|--|------------------|
| 1 | Joint Secretary, In-charge of Scheme for Food Testing Laboratories, MoFPI | Chairperson |
| 2 | Assistant Director General (Agril. Engg), ICAR, New Delhi or representative | Member |
| 3 | Director, Indian Institute of Food Processing Technology (IIFPT), Thanjavur or representative | Member |
| 4 | Director (Quality Assurance), Food Safety and Standards Authority of India (FSSAI) | Member |
| 5 | Representative of Vice Chancellor, NIFTEM | Member |
| 6 | Representative of Council of Scientific and Industrial Research (CSIR) | Member |
| 7 | Representative of Agricultural and Processed Food Products Export Development Authority (APEDA) | Member |
| 8 | Representative of Marine Products Export Development Authority (MPEDA) | Member |
| 9 | Director, National Accreditation Board for Testing and Calibration Laboratories (NABL) or his representative | Member |
| 10 | Representative of National Dairy Development Board (NDDB) | Member |
| 11 | Deputy Secretary/ Director, IFD, MoFPI | Member |
| 12 | Deputy Secretary / Director, Scheme for Food Testing Laboratories, MoFPI | Member Secretary |

- f. The composition of PAC is as follows (Notified on 15.03.2017):

| S. No. | Name & Designation | Designation |
|--------|---|------------------|
| 1 | Secretary, MoFPI | Chairperson |
| 2 | JS&FA / AS&FA, MoFPI | Member |
| 3 | Chief Executive Officer (CEO), Food Safety and Standards Authority of India (FSSAI) or representative | Member |
| 4 | Vice Chancellor, NIFTEM | Member |
| 5 | Deputy Director General (Agri. Engg.), ICAR, New Delhi | Member |
| 6 | Director, Indian Institute of Food Processing Technology (IIFPT), Thanjavur | Member |
| 7 | Chairman, Agricultural and Processed Food Products Export Development Authority (APEDA) | Member |
| 8 | Horticulture Commissioner, Department of Agriculture, Cooperation & Farmers Welfare, M/o Agriculture & Farmers Welfare. | Member |
| 9 | Representative of Council of Scientific and Industrial Research (CSIR) | Member |
| 10 | Joint Secretary, Scheme for Food Testing Laboratories, MoFPI | Member Secretary |

- g. The following schedule will be adopted for release of grants-in-aid for Central/State Government and its organizations /universities (including Govt. owned deemed universities):-

Government Organisation:

- a. 1st instalment of 50% of the grant amount (Equipment+TCW+Furniture & Fixtures) will be released after receiving requisite documents / confirmations prescribed in Para 03 and 04 of the Scheme guidelines. The organization shall submit the documents along with the request for 1st Instalment within 9 months in General areas and 12 months in difficult areas from the date of issue of the approval letter.
- b. 2nd Instalment of 50% of the grant amount (Equipment+TCW+Furniture & Fixtures) will be released only after ensuring full utilization of 1st Instalment 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 Instalment within 18 months in General areas and 24 months in difficult areas from the date of issue of the approval letter.
- c. 3rd instalment: The emoluments towards salary of the technical staff at the rate of 80 percent for the maximum the two technical staff for 2 years and the cost of NABL Application (as the case may be in case of setting up proposals) will be released as 3rd and final Instalment after all the PAC approved equipment has been purchased, installed and the organization has made advanced progress towards getting NABL accreditation. The organisation shall be required to submit the utilization certificate for 3rd Instalment along with the status of NABL accreditation.

(Note: 2nd and 3rd Instalment would be released on submission/uploading on SAMPADA portal and uploading of Utilization Certificate generated through EAT Module of PFMS and certificate from Competent Authority (CA/Account Officer) relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VIII**, along with copies of invoices, receipts, delivery challans, bill of entry for imported equipment, airway bills, installation and calibration reports (as the case may be) etc.)

(h) The following schedule will be adopted for release of grant in aid for all other implementing agencies/private sector organizations/ universities including deemed universities:-

- i. 1st Instalment of 50% of the total grant will be released after ensuring that 50% of the promoter's contribution and 50% of the Bank Term Loan has been spent on the eligible project cost. The promoter shall submit the documents along with the request for 1st Instalment within 9 months in General areas and 12 months in difficult areas from the date of issue of the approval letter.

- ii. 2nd Instalment of 50% of the total grant + cost of NABL Application (for setting up cases) will be released after ensuring that 100% of the 1st instalment has been utilized fully and 100% of the promoter's contribution and 100% of the Bank Term Loan has been spent on the eligible project cost. The promoter shall upload the documents as per the scheme guidelines including UC generated through EAT Module of PFMS on SAMPADA portal of MoFPI along with the request for 2nd Instalment within 18 months in General areas and 24 months in difficult areas from the date of issue of the approval letter. It will be ensured that all the equipment that are approved by PAC has been procured, the project has achieved completion and commercial operation has started. The Promoter shall upload the status of NABL Accreditation at the time of making claim for the 2nd and final Instalment.

(Note: 1st and 2nd instalment would be released on submission / uploading of certificates from Chartered Accountant relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VIII**, along with copies of invoices, receipts, delivery challans etc and other documents as per the scheme guidelines on SAMPADA portal of MoFPI.)

- (i) The implementation schedule for the project would be 18 months in General areas and 24 months in difficult areas 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 (General/Difficult areas) |
|--------|--------------------------------------|---|
| 1 | 1 st instalment | 9/12 months from date of issue of approval letter |
| 2 | 2 nd instalment | 18/24 months from date of issue of approval letter |
| 3 | Salary of technical staff +NABL Cost | After completion and operationalization of the project. |
| | Total | 18/24 months |

- (j) 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, penalty in terms of reducing the grant amount, on case to case basis will be imposed which would be as follows:

- i. The timeline for each instalment of the scheme guidelines and /or as approved by PAC 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.
- ii. In case of non-adherence to the timeline of a particular instalment due to the project, a penalty amounting to 1% of the quantum of instalment 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 instalment to be released.

iii. The penalty will be imposed for such delay till the date of submission of the complete documents to the Ministry for release of instalment of the grant.

(6) The decision of the PAC however 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.

(7) 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 the food testing laboratory [**Annexure-V, VI and VII**]. This must be submitted along with the claim for release of 2nd instalment (in case of private organization) and 3rd instalment alongwith claim for emoluments of technical personnel and cost of NABL Application (in case of government organization).

(8) Inspection to verify the progress before release of the final instalment of grant may be carried out. Format for inspection report is at Annexure-X.

(9) Invariably, all the documents to be submitted at each step shall be countersigned by the applicant.

Note:

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

(2) The Ministry is in the process of appointing Programme Management Agency (PMA) to examine the proposal and to monitor the implementation of the projects under the Scheme, and the guidelines to this effect will be made and notified shortly.

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 and contact details | |
| 2. | Location of the Laboratory including Address, Telephone, fax, email with contact details etc. | |
| 3. | Whether the promoter of Applicant Organization belongs to SC / ST category (if yes, Certificate of SC/ST from the concerned Government Authority, to be submitted). (Refer Para 2(v) and 5(d)). | |
| 4. | Type of Organization like Government, Private, Industry Association, Public sector, Co-operative etc. | |
| 5. | Background of the organization | |
| 6. | Whether the organisation is owned by a Women or Group of Women (if yes, the details thereof) | |
| 7. | Objectives of the Laboratory | |
| 8. | The total capacity of the laboratory in terms of number of samples to be handled by utilizing the proposed equipment | |
| 9. | In case of up-gradation of existing lab, details of lab equipment available and their utilization with products and parameters being tested. | |
| 10. | In case of up-gradation of existing lab performance of the last three years indicating (a) type of food products tested, (b) parameters, with (c) number of samples tested, (d) revenue earned and any (e) other relevant information. | |
| 11. | Justification for the proposed equipment with reference to products and parameters to be tested as per Annexure- IX | |

| S.No | Particulars | Details |
|------|---|---------|
| 12. | 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. | |
| 13. | <p>Total Project cost :</p> <p>a. Land- not eligible for grant b. Building</p> <p>(a) Technical civil work: It includes the component of Civil Work and Furniture and Fixtures specific to the equipment(s) and essential for housing the particular specialized equipment /facility and storage of samples/ chemicals/ consumables.</p> <p>a. Non-technical civil work: It includes civil work such as office area, library, roads, boundary wall, facade canteen, guest house and any other civil work which is not justifiable / non-essential for the equipments proposed / approved to be procured etc or otherwise not recommended by TSC.</p> <p>c. Laboratory Equipment</p> <p>d. Recurring Expenditure</p> <p>i. Consumables ii. Salaries & Wages iii. Any other expenses</p> <p>e. Furniture & Fixtures f. Any other items</p> <p style="text-align: center;">Total</p> | |
| 14. | <p>Means of Finance</p> <p>a. Promoters Contribution b. Grant from MFPI c. Term Loan from bank</p> | |

| S.No | Particulars | Details |
|------|---|---------|
| | d. Any other Source (please Specify) <i>*Unsecured loans will not be considered</i> Total | |
| 15. | Details of Equipment proposed to be installed in the laboratory indicating specifications, make, quantity, cost (Please furnish technical literature and latest quotations(from Original Equipment Manufacturer or authorised dealer/supplier) for each proposed equipment) | |
| 16. | Total no. of manpower available and to be employed (with their qualifications and experience) | |
| 17. | Implementation Schedule- Bar chart/ Mile Stone Chart (Generic Type and not specific month wise) | |
| 18. | Business Model with Cash flow for the next five years | |
| 19. | 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. | |
| 20. | Any other relevant details | |

**Encl: List of documents
attached**

Signature

**Name and Designation
Seal of the Organization**

Undertaking

(Rule 230(1) of GFR 2017)

(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

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

(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 "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 a copy whereof is annexed hereto and marked as Annexure-I, *agreed to make in favor 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 & conditions of the grants-in-aid by the target dates, if any specified therein.

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

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the 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 up-to 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:-

SIGNATORY

Signature of the AUTHORISED

Signed for and on behalf of
(Name of the Obliger in block letters)
(Seal / Stamp of Organization)

1. Signature of witness

2. Signature of witness

Name & Address

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

Annexure-V**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

**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 P.A. C approved equip ment | Price in US \$/EURO , etc. + Custom Duty/Se rvice Tax, etc. (if appli cable). (In the c ase of importe d equipme nt) | Excha nge Ra te as on (Date) | Price/Va lue in Rupee s VAT / Se rvice Tax etc., (if applicab le) | Mak e / Mod e l/Sr. No of the e quip ment | Dat e of Purch as e as pe r invoic es | Date of installa tion of the equipm ent in the laborat ory | Purpos e of the equip ment | Wheth er functio nal or not | Amou nt utilize d out of grant-i n- aid release d by MoFPI for purcha se of equip ment |
|-------------------|---|---|---|--|--|--|---|---|--|---|
| 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-VII

**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-VIII

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

| Rs. in lakh | | | | | | |
|-------------|------------------------|---------------------------------|----------------------|--|-------------|------------------------------------|
| Sr. No. | Name of the Component | Proposed/requester Project Cost | Revised project cost | Eligible Cost considered calculation of Grant-in-aid | MoFPI Grant | Actual Expenditure as on date..... |
| 1. | Equipment | | | | | |
| 2. | Technical Civil Work | | | | | |
| 3. | Furniture & Fixtures & | | | | | |
| 4. | Recurring Cost | | | | | |
| 5. | Other Expenditure | | | | | |
| 6. | (Please specify) | | | | | |

| Rs. in lakh | | | | |
|-------------|------------------------------|---------------------------|---------------------------|-------------------------------|
| Sr. No. | Name of the component / Item | Proposed Means of Finance | Approved Means of Finance | Actual Expenditure as on date |
| 1. | Promoters contribution | | | |
| 2. | Grant from MoFPI | | | |
| 3. | Bank Term Loan | | | |
| | Total | | | |

Signature and Seal of C.A.*
(Seal with clear CA Membership No.)

Counter Signature by the Applicant with Seal

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

Note: * In case of Govt organisation Competent Authority of Finance / Comptroller of Accounts/Accounts Officer etc dealing with Finance and Accounts can issue the instant certificate.

Annexure-IX

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 |
|--------|-----------------------|------------------|----------|--|----------------|---------|-----------------------|-------------------------|
| | | | | | | | | |

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

Counter-signed by Chartered Engineer (Mech.)

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 | |

| S.No | Test Parameters | Yes/No |
|------|--|--------|
| | (b) Metal contaminants | |
| | (c) Water analysis | |
| | (d) Residue (Pesticides, Veterinary drugs, antibiotics etc.,) | |
| | (e) Adulterants | |
| | (f) Food Additives (Sweetners, flavouring material, coloring 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):

- a. No. of samples tested year wise (indicating parameters):
- b. No. of clients served year wise
- c. 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.

16. Details of Annual Maintenance Contract (AMC).

17. Whether commercial operation has started and the date thereof.

18. 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.

Check list for the Scheme of Setting –up/ Up gradation of food testing laboratories

| Sr. No | Existing | Remark (YES/NO) |
|---------------|--|------------------------|
| 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 with their specifications, cost and purpose/parameters along with the certificate by C.E (Mechanical) | |
| 9 | In- Principle approval/Sanction letter of term loan from bank / financial institution as per Clause 3(iii) of the Scheme guidelines. | |
| 10 | Certificate of incorporation/registration of the organization | |
| 11 | Memorandum and Articles of Association and Bye laws of the Society | |
| 12 | Background 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 TCW and F&F envisaged duly certified by Chartered Engineer (Civil) (Refer Clause 3(ix) of the | |

| Sr. No | Existing | Remark (YES/NO) |
|---------------|---|------------------------|
| | Scheme guidelines.) | |
| 17 | List of existing lab equipment with complete details along with products and parameters being tested (For Up gradation proposals) | |
| 18 | An undertaking as per Annexure – II duly signed. | |
| 19 | An undertaking as per Annexure –III, duly signed. | |
| 20 | Status of NABL accreditation | |

Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Revised Guidelines for Grant-in-Aid to Food Processing Units for implementation of Food Safety and Quality Management System through HACCP/ISO 22000/ FSSC 22000/ BRC/ SQF or any other Global Food Safety Initiative (GFSI) approved certification scheme/ standard (w.e.f. 12.11.2018).

1. Background

In order to motivate the food processing industry for adoption of food safety and quality, assurance mechanisms, the Ministry of Food Processing Industries was operating the Central Sector Scheme of Implementation of Food Safety and Quality Management System earlier. Last revised scheme guidelines were issued on 01.04.2014.

This Scheme is now a component of Food Safety and Quality Assurance Infrastructure Scheme under the umbrella Scheme Pradhan Mantri Kissan Sampada Yojana (PMKSY) launched in 2017. For the purpose of smooth implementation, the guidelines of the scheme are being revised.

2. Objectives

The scheme is intended to achieve the following objectives:

- i.** Motivate the food processing industry for adoption of food safety and quality assurance mechanisms.
- ii.** Enable adherence to stringent quality and hygiene norms by food processing industries and thereby protect consumer health.
- iii.** Prepare industry to face global competition.
- iv.** Enhance product acceptance by overseas buyers.
- v.** Keep Indian industry technologically abreast of international best practices.

3. Outcomes

After implementation of the scheme, it is expected that the units which get assistance will be in a position to improve quality and safety of food products. This will result in greater acceptability of products in the market and help in growth of their business through HACCP/ISO 22000/ FSSC 22000/ BRC/ SQF or any other Global Food Safety Initiative (GFSI) approved certification scheme/ standard.

4. Eligible Organizations/agencies

Central/ State Govt. Undertakings/ Organisations and Private Sector firms will be

eligible for reimbursement of expenditure towards implementation of above standard.

5. Eligible Sectors

Proposals of units processing perishable items like fruits, vegetables, milk, meat, poultry, seafood and fish will only be considered eligible.

6. Eligible Project Cost

Includes the cost of consultant fee, fee charged by certification agency and expenditure on plant & machinery and technical civil works (TCW) incurred after the date of application towards implementation of above standard in the food processing units.

7. Salient Features

- i. The grant-in-aid would be reimbursement of expenditure incurred on acquiring above standard.
- ii. The Grant-in-aid as reimbursement of expenditure will be released by the Ministry in one instalment after obtaining necessary certification and submission of requisite documents.

8. Eligibility Criteria

- i. The scheme shall provide one time reimbursement only against an Industrial Entrepreneurship Memoranda (IEM)/ Permanent SSI Registration/ Industrial License and FSSAI Licence.
- ii. The applicant should not have obtained/applied for grant/subsidy from any Ministry/Department of Central Govt./GOI organization/agencies and State Govt. for adoption of Total Quality Management System applied for under this scheme.
- iii. The units which have been operating from at least 3 years prior to the date of application will be eligible to apply.
- iv. The units which have already availed assistance from MoFPI for setting up/ expansion/modernization under any scheme of MoFPI will not be considered eligible for assistance under this scheme.

9. Pattern of Assistance:

- i. All Implementing Agencies i.e. Central/ State Govt. Undertakings/ Organisations and Private Sector firms will be eligible for reimbursement of 50% of eligible project cost incurred towards implementation of above standard in the food processing units in general areas subject to maximum limit of Rs. 17 lakh and 75% in difficult areas subject to a maximum of Rs. 22 lakh. Difficult areas include J&K, Himachal Pradesh, Uttarakhand, Sikkim, North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Integrated Tribal Development Project (ITDP) Areas of States.
- ii. All implementing agencies with Scheduled Caste (SC)/ Scheduled Tribe (ST)

promoter(s), holding majority stake will be treated at par with the difficult areas for the purpose of extending benefits under the scheme. For any change in the constitution/composition of such implementing agencies, prior permission of Ministry shall be required. Subject to matching the basic eligibility criteria, SC/ST beneficiaries will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category.

10. Mode of submission of proposals

Proposals for financial assistance will be submitted directly to the Ministry of Food Processing Industries through online portal only for implementation of Food Safety and Quality Management System through above standard in the food processing units.

11. Documents Required with application

Following documents are required to be uploaded on the on-line portal, duly signed by the lead promoter/ authorised signatory: -

- i.** Application in the prescribed format available online has to be filled (**Format in Annexure -A**).
- ii.** Detailed Project Report including details of all promoters of the organisation along with the activities/background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with Process Flow Chart, total Annual Turnover etc.
- iii.** Financial status of the firm/company duly certified by C.A. in the prescribed format (**Annexure-I**)
- iv.** Income Tax Returns of the organisation/ proprietor (in case of proprietorship firm) for previous three years.
- v.** GST Registration number of the firm or GSTIN.
- vi.** A copy of permanent SSI Registration/Entrepreneurs' Memorandum or Industrial Entrepreneur Memoranda (IEM) or Industrial Licence, whichever is applicable.
- vii.** A copy of valid FSSAI licence issued to the applicant organisation.
- viii.** Quotation of consultant firm/consultant.
- ix.** The consultant for implementing above standard should be registered either with National Accreditation Board for Education & Training (NABET) or National Board for Quality Promotion (NBQP) of the Quality Council of India or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc. for the relevant Standard.
- x.** Quotation from Certification Body.
- xi.** Confirmation that Certification Body is accredited by National Accreditation Board for Certification Bodies (NABCB) for the relevant scope, based on a recognised Standard for certification such as ISO 22000/HACCP, etc., which the applicant intends to implement.

- xii.** Details of proposed Plant & Machinery (Item-wise & Cost-wise) as per Gap Study Report duly certified by approved Chartered Engineer (Mechanical) and relevance to above standard with full justification in support of cost claimed in the prescribed format (**Annexure-I A**). The consultant is also required to certify the requirement and counter sign the cost of Plant & Machinery.
- xiii.** Complete details of Technical Civil Works as per Gap Study Report indicating item-wise/cost-wise break up and their relevance to implementation of above standard with justification duly certified by approved Chartered Engineer (Civil) in the prescribed format (**Annexure-I B**). The consultant is also required to countersign the cost of Civil Works.
- xiv.** Gap Study Report in the attached format with justification wherever modification of infrastructure & machinery is suggested (**Annexure-II**)
- xv.** An affidavit duly executed on non-judicial stamp paper of Rs. 10/- or more duly notarized as per **Annexure-III**.
- xvi.** Detailed implementation schedule for implementation of the above standard.

12. Grant of ‘In-Principle’ Approval

The application received in the Ministry online will be examined and in case of proposals containing all relevant documents/ information, complying with eligibility criteria the letter for ‘In-Principle’ approval with a validity period of twelve months will be issued with the approval of competent authority to the applicant organisation. Incomplete applications will be summarily rejected by the Ministry.

13. Procedure for reimbursement of expenditure

- i.** The applicant organisation is required to submit the following documents online to the Ministry of Food Processing Industries within 12 month of issue of in-principle approval letter requesting for reimbursement of expenditure incurred on Implementation of above standard:-
 - a.** Copy of ‘In-Principle’ approval letter and /or extension letter issued by the Ministry.
 - b.** Surety Bond in the prescribed format (**Annexure-IV**).
 - c.** Self-verified list of equipment purchased in the prescribed format (**Annexure-IV A**) along with copy of invoices/bills.
 - d.** Detailed Process Flow Chart.
 - e.** Latest C.A. certificate of actual expenditure incurred on the project with corresponding sources of finance (also countersigned by the consultant and promoter of the firm) in the prescribed format (**Annexure-IV C**).
 - f.** Copies of invoices of Consultant fee, fee charged by Certification Agency and other expenditure incurred. Details of Technical Civil Works done along with cost in the prescribed format (**Annexure-IV B**) along with Copies of invoices of Technical Civil Works.
 - g.** Copy of ISO 22000 /HACCP, etc. Certificate from an NABCB accredited certification body bearing NABCB logo.
 - h.** An undertaking by the firm on Letter Head of the firm in the prescribed

format (Annexure-IV D) to the effect that Implementation of above standard will be continued at least for a period of 3 years from the date of issue of certificate and guidelines & conditions stipulated in the certificate and FSMS Manual will be followed by the organization, failing which the firm is liable to refund the entire amount of grant-in-aid along with interest @ 10% per annum.

- ii. The requisite documents/information duly certified by the Promoter/Director/ Partner in the case of Private Bodies and through the Director or Head of the Institution in the case of Govt. Institutions shall be submitted to the Ministry. After satisfactory scrutiny of the documents/information thereof the MoFPI will reimburse the expenses to the implementing agency in terms of the approved scheme through Designated Bank.
- iii. An evaluation may be conducted by MFPI at the end of the year by an independent agency on the implementation of the scheme.

14. Decision of Ministry to be final

The decision of the Ministry in all matters relating to eligibility, acceptance or rejection of the applications and grant approved shall be final and binding on the applicants.

15. Court's Jurisdiction

Any dispute arising out of selection of proposals and implementation of approved project under this scheme guideline shall be subject to Courts/ Tribunals having jurisdiction over Delhi.

Annexure-A

Application for seeking assistance of MOFPI for implementation of Food Safety and Quality Management through HACCP/ISO 22000/ FSSC 22000/ BRC/ SQF or any other Global Food Safety Initiative (GFSI) approved certification scheme/standard. [To be submitted online only]

(Rs. in lakhs)

| S. No. | Particulars | Details |
|----------|---|----------------------|
| A | Implementing Agencies-Organisation/Promoter | |
| 1. | Name & Address (Telephone, Fax, E-mail) | |
| 2. | Whether Scheduled Caste (SC)/Scheduled Tribe (ST)/Shareholding of SC/ST/Promoter(s) in the firm | |
| 3. | a) Background/Experience b) Financial Status:- i) Audited Profit & Loss Account & Balance Sheet for the last three years ii) Turnover during the last three years iii) Banker's Name and Address | |
| 4. | Existing activities of the firm | |
| 5. | Name of the Products/By-products including brand name(specification & use) | |
| 6. | Process of manufacture (with Flow Chart) | |
| 7. | Processing technology being used:- (indigenous/imported) | |
| 8. | List of existing Plant & Machinery and Quality Control facilities with cost. | |
| 9. | Capacity of installed Plant & Manufacturing Unit (per day/per year) | |
| 10. | Capacity utilisation during last three years (figures in %) | |
| B | Project Description | |
| 1. | Name of the Project: (Implementation of ISO 22000/HACCP, etc.) | |
| 2. | Location/ Area of the Manufacturing Unit (Full locational address & Telephone No. & E-mail etc.) | |
| 3. | Details of Industrial Entrepreneur Memoranda (IEM)/Entrepreneurs Memorandum (EM)/SSI Registration /Industrial License(IL):- i) IEM/EM/SSI Registration/IL No. ii) Date of Issue iii) Issuing Authority iv) FSSAI Licence No. or acknowledgement (Enclose an attested copy) v) Date of start of commercial operations | |
| 4. | Gap Study Report as per Annexure-II | |
| C | Project Cost | (Rs. in lakh) |
| a) | Consultant Fee | |

| | | |
|----|--|--|
| b) | Fee charged by Certifying Agency | |
| c) | Pre-operative Expenses | |
| d) | Technical Civil Works (if any) with reference to GAP Study Report | |
| e) | Plant & Machinery with reference to GAP Analysis Report (This includes equipment required for up gradation of Hygiene, Quality Control testing facilities such as in-house Food Testing Laboratory etc.) | |

| | | |
|----------|---|--|
| f) | Any other expenses as per the requirement of ISO 22000 and /or HACCP etc. | |
| | Total | |
| D | Means of Finance | (Rs. in Lakh) |
| a) | Equity(Promoter/Foreign/Other) | |
| b) | Loan(Term/Unsecured/Working Capital | |
| c) | Fund requirement from Ministry(MFPI) | |
| d) | Others | |
| | Total | |
| E | Marketing | |
| a) | Size of existing Market in terms of cost benefit ratio | |
| b) | Increase in Future Demand(Expected size of market in the first year after implementation of food safety/quality management systems) | |
| F | Implementation Schedule | |
| | i) Items of Work ii) Date of Implementation (Bar charts/Milestone charts may be enclosed) | |
| G | Details and Experience of the Consultant, if any | |
| H | Details and Experience of Certifying Body | |
| I | Details of Accreditation Body: | |
| J | Assistance already availed from MFPI (Give name of Scheme) i) ii) | Component/Activity for which assistance was taken Activity for which assistance was taken |
| K | List of Enclosures | Amount Year |

Place:

Date:

Authorised Signatory

Name (Block letters)

Designation

(With Special Seal of Organisation/Individual)

List of documents attached

C.A. CERTIFICATE FOR FINANCIAL STATUS OF THE FIRM

Name of the Company/Firm: _____

Complete address of the Factory/Unit: _____

Financial Status of the firm is as under:-

(Amount in lakh)

| Year | Turnover | Profit after Tax | Loan | |
|------|----------|------------------|---------|-----------|
| | | | Secured | Unsecured |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. Kinds of documents checked:-

- i. Profit and loss accounts
- ii. Balance Sheet

(Signature)
Name of Authorised Signatory
of the firm with stamp

(Signature)
Name & Address of the
Chartered Accountant with stamp

DETAILS OF PROPOSED PLANT & MACHINERY

Name of the Company/Firm: _____

Complete address of the Factory/Unit: _____

This is to certify that the proposed Plant & Machinery is required for effective implementation of _____ (Name of Quality/Food Safety Management system to be implemented – HACCP/ISO 22000/ISO 9001/GHP/GMP etc).

| S. No | Name of the Machinery/equipment/Item | Capacity | No. of Units | Rate/unit (₹) | Total Cost (₹) | Relevance to implementation of _____ (Name of Quality/Food Safety Management system to be implemented) with justification |
|-------|--------------------------------------|----------|--------------|---------------|----------------|---|
| | | | | | | |
| | | | | | | |

(Signature)
Name & Address of the Consultant/
Consultant Firm with stamp

(Signature)
Name & Address of the
Chartered Engineer (Mech./Elect.) with stamp

DETAILS OF PROPOSED TECHNICAL CIVIL WORK

Name of the Company/Firm: _____

Complete address of the Factory/Unit: _____

This is to certify that the proposed Technical Civil Work is required for effective implementation of _____ (Name of Quality/Food Safety Management system to be implemented – HACCP/ISO 22000/ISO 9001/GHP/GMP etc).

| S. No | Name of item/Work | Area (Sq. Ft) | Rate/ Sq. Ft (₹) | Total Cost (₹) | Relevance to implementation of _____ (Name of Quality/Food Safety Management system to be implemented) with justification |
|-------|-------------------|---------------|------------------|----------------|---|
| | | | | | |
| | | | | | |
| | | | | | |

(Signature)
Name & Address of the Consultant/
Consultant Firm with stamp

(Signature)
Name & Address of the
Chartered Engineer (Civil) with stamp

**MFPI Scheme – Implementation of Food Safety and Quality Management System
through ISO 22000/ HACCP or any other similar standard-
Gap Study Checklist for Hygienic Conditions based on Codex Recommended Code of
Practice/General Principles of Food Hygiene (CAC/RCP 1-1969, Rev. 4-2003)**

| | | |
|--|--|-----------------------|
| Company Details | | |
| Name: (Including site name); | | |
| Address: | | |
| State: | | Post Code |
| Tel. No. | | FAX |
| Company Representative | | Email address: |

| | | | |
|---|--|--|--|
| Products Details | | | |
| Products Manufactured | | | |
| Key Process Steps (Attach copy of process flow for each product and of layout of food production facility) | | | |
| Key Operations (Automated) | | | |
| Key Operations (Manual) | | | |
| Processing Technology | | | |
| Primary Packaging | | | |
| Storage conditions for finished products | | | |
| Best Before period declared on finished product | | | |
| Number of production lines | | | |
| Production facility utilization (All through the year / few months of the year) | | | |

| REQUIREMENTS | | CURRENT STATUS | IMPROVEMENT MEASURE PLANNED TO BE TAKEN | JUSTIFICATION FOR IMPROVEMENT MEASURE |
|--|---|----------------|---|---------------------------------------|
| SECTION –IV- ESTABLISHMENT: DESIGN AND FACILITIES | | | | |
| 4.1 | LOCATION | | | |
| 4.1.1 | Establishments | | | |
| | Establishments should not be located anywhere where, after considering such protective measures, it is clear that there will remain a threat to food safety or suitability. In particular, establishments should normally be located away from: | | | |
| | • environmentally polluted areas and industrial activities which pose a serious threat of contaminating food; | | | |
| | • areas subject to flooding unless sufficient safeguards are provided; | | | |
| | • areas prone to infestations of pests; | | | |
| | • areas where wastes, either solid or liquid, cannot be removed effectively. | | | |
| 4.1.2 | Equipment | | | |
| | Equipment should be located so that it: | | | |
| | • permits adequate maintenance and cleaning; | | | |
| | • functions in accordance with its intended use; and | | | |
| | • facilitates good hygiene practices, including monitoring. | | | |
| 4.2 | PREMISES AND ROOMS | | | |
| 4.2.1 | Design and layout | | | |
| | Where appropriate, the internal design and layout of food establishments should permit good food hygiene practices, including protection against cross-contamination between and during operations by foodstuffs. | | | |
| 4.2.2 | Internal structures and fittings | | | |
| | Structures within food establishments should be soundly built of durable materials and be easy to maintain, clean and where appropriate, able to be disinfected. | | | |

| | | | | |
|--------------|---|--|--|--|
| | In particular the following specific conditions should be satisfied where necessary to protect the safety and suitability of food:- | | | |
| | <ul style="list-style-type: none"> the surfaces of walls, partitions and floors should be made of impervious materials with no toxic effect in intended use; | | | |
| | <ul style="list-style-type: none"> walls and partitions should have a smooth surface up to a height appropriate to the operation; | | | |
| | <ul style="list-style-type: none"> floors should be constructed to allow adequate drainage and cleaning; | | | |
| | <ul style="list-style-type: none"> ceilings and overhead fixtures should be constructed and finished to minimize the buildup of dirt and condensation, and the shedding of particles; | | | |
| | <ul style="list-style-type: none"> Windows should be easy to clean, be constructed to minimize the buildup of dirt and where necessary, be fitted with removable and cleanable insect-proof screens. Where necessary, windows should be fixed; | | | |
| | <ul style="list-style-type: none"> doors should have smooth, non-absorbent surfaces, and be easy to clean and, where necessary, disinfect; | | | |
| | <ul style="list-style-type: none"> Working surfaces that come into direct contact with food should be in sound condition, durable and easy to clean, maintain and disinfect. They should be made of smooth, non-absorbent materials, and inert to the food, to detergents and disinfectants under normal operating conditions. | | | |
| 4.2.3 | Temporary/mobile premises and vending machines | | | |
| | Premises and structures covered here include market stalls, mobile sales and street vending vehicles, temporary premises in which food is handled such as tents and marquees. | | | |
| | Such premises and structures should be sited, designed and constructed to avoid, as far as reasonably practicable, contaminating food and harbouring pests. | | | |
| | In applying these specific conditions and requirements, any food hygiene hazards associated with such facilities should be adequately controlled to | | | |

| | | | | |
|--------------|--|--|--|--|
| | ensure the safety and suitability of food. | | | |
| 4.3 | EQUIPMENT | | | |
| 4.3.1 | General | | | |
| | Equipment and containers (other than once-only use containers and packaging) coming into contact with food, should be designed and constructed to ensure that, where necessary, they can be adequately cleaned, disinfected and maintained to avoid the contamination of food. | | | |
| | Equipment and containers should be made of materials with no toxic effect in intended use. | | | |
| | Where necessary, equipment should be durable and movable or capable of being disassembled to allow for maintenance, cleaning, disinfection, monitoring and, for example, to facilitate inspection for pests. | | | |
| 4.3.2 | Food control and monitoring equipment | | | |
| | Equipment used to cook, heat treat, cool, store or freeze food should be designed to achieve the required food temperatures as rapidly as necessary in the interests of food safety and suitability, and maintain them effectively. | | | |
| | Such equipment should also be designed to allow temperatures to be monitored and controlled. | | | |
| | Where necessary, such equipment should have effective means of controlling and monitoring humidity, air-flow and any other characteristic likely to have a detrimental effect on the safety or suitability of food. These requirements are intended to ensure that: | | | |
| | <ul style="list-style-type: none"> • harmful or undesirable micro-organisms or their toxins are eliminated or reduced to safe levels or their survival and growth are effectively controlled; | | | |
| | <ul style="list-style-type: none"> • where appropriate, critical limits established in HACCP-based plans can be monitored; and | | | |
| | <ul style="list-style-type: none"> • Temperatures and other conditions necessary to food safety and suitability | | | |

| | | | | |
|--------------|---|--|--|--|
| | can be rapidly achieved and maintained. | | | |
| 4.3.3 | Containers for waste and inedible substances | | | |
| | Containers for waste, by-products and inedible or dangerous substances, should be specifically identifiable, suitably constructed and, where appropriate, made of impervious material. | | | |
| | Containers used to hold dangerous substances should be identified and, where appropriate, be lockable to prevent malicious or accidental contamination of food. | | | |
| 4.4 | FACILITIES | | | |
| 4.4.1 | Water supply | | | |
| | An adequate supply of potable water with appropriate facilities for its storage, distribution and temperature control, should be available whenever necessary to ensure the safety and suitability of food. | | | |
| | Potable water should be as specified in the latest edition of WHO Guidelines for Drinking Water Quality, or water of a higher standard. Non-potable water (for use in, for example, fire control, steam production, refrigeration and other similar purposes where it would not contaminate food), shall have a separate system. Non-potable water systems shall be identified and shall not connect with, or allow reflux into, potable water systems. | | | |
| 4.4.2 | Drainage and waste disposal | | | |
| | Adequate drainage and waste disposal systems and facilities should be provided. They should be designed and constructed so that the risk of contaminating food or the potable water supply is avoided. | | | |
| 4.4.3 | Cleaning | | | |
| | Adequate facilities, suitably designated, should be provided for cleaning food, utensils and equipment. Such facilities should have an adequate supply of hot and cold potable water where appropriate. | | | |

| | | | | |
|--------------|---|--|--|--|
| 4.4.4 | Personnel hygiene facilities and toilets | | | |
| | Personnel hygiene facilities should be available to ensure that an appropriate degree of personal hygiene can be maintained and to avoid contaminating food. Where appropriate, facilities should include: | | | |
| | • adequate means of hygienically washing and drying hands, including wash basins and a supply of hot and cold (or suitably temperature controlled) water; | | | |
| | • lavatories of appropriate hygienic design; and | | | |
| | • Adequate changing facilities for personnel. | | | |
| | Such facilities should be suitably located and designated. | | | |
| 4.4.5 | Temperature control | | | |
| | Depending on the nature of the food operations undertaken, adequate facilities should be available for heating, cooling, cooking, refrigerating and freezing food, for storing refrigerated or frozen foods, monitoring food temperatures, and when necessary, controlling ambient temperatures to ensure the safety and suitability of food. | | | |
| 4.4.6 | Air quality and ventilation | | | |
| | Adequate means of natural or mechanical ventilation should be provided, in particular to: | | | |
| | • minimize air-borne contamination of food, for example, from aerosols and condensation droplets; | | | |
| | • control ambient temperatures; | | | |
| | • control odours which might affect the suitability of food; and | | | |
| | • control humidity, where necessary, to ensure the safety and suitability of food. | | | |
| | Ventilation systems should be designed and constructed so that air does not flow from contaminated areas to clean areas and, where necessary, they can be adequately maintained and cleaned. | | | |

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| 4.4.7 | Lighting | | | |
| | Adequate natural or artificial lighting should be provided to enable the undertaking to operate in a hygienic manner. Where necessary, lighting should not be such that the resulting colour is misleading. The intensity should be adequate to the nature of the operation. Lighting fixtures should, where appropriate, be protected to ensure that food is not contaminated by breakages. | | | |
| 4.4.8 | Storage | | | |
| | Where necessary, adequate facilities for the storage of food, ingredients and non-food chemicals (e.g. cleaning materials, lubricants, fuels) should be provided. | | | |
| | Where appropriate, food storage facilities should be designed and constructed to: | | | |
| | • permit adequate maintenance and cleaning; | | | |
| | • avoid pest access and harbourage; | | | |
| | • enable food to be effectively protected from contamination during storage; and | | | |
| | • Where necessary, provide an environment which minimizes the deterioration of food (e.g. by temperature and humidity control). | | | |
| | The type of storage facilities required will depend on the nature of the food. Where necessary, separate, secure storage facilities for cleaning materials and hazardous substances should be provided. | | | |
| SECTION-V- CONTROL OF OPERATION | | | | |
| 5.1 | CONTROL OF FOOD HAZARDS | | | |
| | Food business operators should control food hazards through the use of systems such as HACCP. | | | |
| | They should: | | | |
| | • identify any steps in their operations which are critical to the safety of food; | | | |
| | • implement effective control procedures at those steps; | | | |
| | • monitor control procedures to ensure their continuing effectiveness; and | | | |

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| | <ul style="list-style-type: none"> • review control procedures periodically, and whenever the operations change. | | | |
| | These systems should be applied throughout the food chain to control food hygiene throughout the shelf-life of the product through proper product and process design. | | | |
| | Control procedures may be simple, such as checking stock rotation calibrating equipment, or correctly loading refrigerated display units. In some cases a system based on expert advice, and involving documentation, may be appropriate. A model of such a food safety system is described in <i>Hazard Analysis and Critical Control (HACCP) System and Guidelines for its Application</i> (Annex). | | | |
| 5.2 | KEY ASPECTS OF HYGIENE CONTROL SYSTEMS | | | |
| 5.2.1 | Time and temperature control | | | |
| | Inadequate food temperature control is one of the most common causes of foodborne illness or food spoilage. Such controls include time and temperature of cooking, cooling, processing and storage. Systems should be in place to ensure that temperature is controlled effectively where it is critical to the safety and suitability of food. | | | |
| | Temperature control systems should take into account: | | | |
| | <ul style="list-style-type: none"> • the nature of the food, e.g. its water activity, pH, and likely initial level and types of microorganisms; | | | |
| | <ul style="list-style-type: none"> • the intended shelf-life of the product; | | | |
| | <ul style="list-style-type: none"> • the method of packaging and processing; and | | | |
| | <ul style="list-style-type: none"> • How the product is intended to be used, e.g. further cooking/processing or ready-to-eat. | | | |
| | Such systems should also specify tolerable limits for time and temperature variations. | | | |
| | Temperature recording devices should be checked at regular intervals and tested for accuracy. | | | |
| 5.2.2 | Specific process steps | | | |
| | Other steps which contribute to food hygiene may include, for example: | | | |
| | <ul style="list-style-type: none"> • chilling | | | |
| | <ul style="list-style-type: none"> • thermal processing | | | |
| | <ul style="list-style-type: none"> • irradiation | | | |
| | <ul style="list-style-type: none"> • drying | | | |

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| | • chemical preservation | | | |
| | • vacuum or modified atmospheric packaging | | | |
| 5.2.3 | Microbiological and other specifications | | | |
| | Where microbiological, chemical or physical specifications are used in any food control system, such specifications should be based on sound scientific principles and state, where appropriate, monitoring procedures, analytical methods and action limits. | | | |
| 5.2.4 | Microbiological cross-contamination | | | |
| | Pathogens can be transferred from one food to another, either by direct contact or by food handlers, contact surfaces or the air. Raw, unprocessed food should be effectively separated, either physically or by time, from ready-to-eat foods, with effective intermediate cleaning and where appropriate disinfection. | | | |
| | Access to processing areas may need to be restricted or controlled. Where risks are particularly high, access to processing areas should be only via a changing facility. Personnel may need to be required to put on clean protective clothing including footwear and wash their hands before entering. | | | |
| | Surfaces, utensils, equipment, fixtures and fittings should be thoroughly cleaned and where necessary disinfected after raw food, particularly meat and poultry, has been handled or processed. | | | |
| 5.2.5 | Physical and chemical contamination | | | |
| | Systems should be in place to prevent contamination of foods by foreign bodies such as glass or metal shards from machinery, dust, harmful fumes and unwanted chemicals. In manufacturing and processing, suitable detection or screening devices should be used where necessary. | | | |

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| 5.3 | INCOMING MATERIAL REQUIREMENTS | | | |
| | No raw material or ingredient should be accepted by an establishment if it is known to contain parasites, undesirable micro-organisms, pesticides, veterinary drugs or toxic, decomposed or extraneous substances which would not be reduced to an acceptable level by normal sorting and/or processing. Where appropriate, specifications for raw materials should be identified and | | | |

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| | applied. | | | |
| | Raw materials or ingredients should, where appropriate, be inspected and sorted before processing. Where necessary, laboratory tests should be made to establish fitness for use. Only sound, suitable raw materials or ingredients should be used. | | | |
| | Stocks of raw materials and ingredients should be subject to effective stock rotation. | | | |
| 5.4 | PACKAGING | | | |
| | Packaging design and materials should provide adequate protection for products to minimize contamination, prevent damage, and accommodate proper labeling. Packaging materials or gases where used must be non-toxic and not pose a threat to the safety and suitability of food under the specified conditions of storage and use. Where appropriate, reusable packaging should be suitably durable, easy to clean and, where necessary, disinfect. | | | |
| 5.5 | WATER | | | |
| 5.5.1 | In contact with food | | | |
| | Only potable water, should be used in food handling and processing, with the following exceptions: | | | |
| | <ul style="list-style-type: none"> • for steam production, fire control and other similar purposes not connected with food; and | | | |
| | <ul style="list-style-type: none"> • In certain food processes, e.g. chilling, and in food handling areas, provided this does not constitute a hazard to the safety and suitability of food (e.g. the use of clean sea water). | | | |
| | Water recirculated for reuse should be treated and maintained in such a condition that no risk to the safety and suitability of food results from its use. The treatment process should be effectively monitored. Recirculated water which has received no further treatment and water recovered from processing of food by evaporation or drying may be used, provided its use does not constitute a risk to the safety and suitability of food. | | | |

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| 5.5.2 | As an ingredient | | | |
| | Potable water should be used wherever necessary to avoid food contamination. | | | |
| 5.5.3 | Ice and steam | | | |
| | Ice should be made from water that complies with section 4.4.1. | | | |
| | Ice and steam should be produced, handled and stored to protect them from contamination. | | | |
| | Steam used in direct contact with food or food contact surfaces should not constitute a threat to the safety and suitability of food. | | | |
| 5.6 | MANAGEMENT AND SUPERVISION | | | |
| | The type of control and supervision needed will depend on the size of the business, the nature of its activities and the types of food involved. Managers and supervisors should have enough knowledge of food hygiene principles and practices to be able to judge potential risks, take appropriate preventive and corrective action, and ensure that effective monitoring and supervision takes place. | | | |
| 5.7 | DOCUMENTATION AND RECORDS | | | |
| | Where necessary, appropriate records of processing, production and distribution should be kept and retained for a period that exceeds the shelf-life of the product. Documentation can enhance the credibility and effectiveness of the food safety control system. | | | |
| 5.8 | RECALL PROCEDURES | | | |
| | Managers should ensure effective procedures are in place to deal with any food safety hazard and to enable the complete, rapid recall of any implicated lot of the finished food from the market. | | | |
| | Where a product has been withdrawn because of an immediate health hazard, other products which are produced under similar conditions, and which may present a similar hazard to public health, should be evaluated for safety and may need to be withdrawn. The need for public warnings should be considered. | | | |

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| | Recalled products should be held under supervision until they are destroyed, used for purposes other than human consumption, determined to be safe for human consumption, or reprocessed in a manner to ensure their safety. | | | |
| SECTION VI - ESTABLISHMENT: MAINTENANCE AND SANITATION | | | | |
| 6.1 | MAINTENANCE AND CLEANING | | | |
| 6.1.1 | General | | | |
| | Establishments and equipment should be kept in an appropriate state of repair and condition to: | | | |
| | • facilitate all sanitation procedures; | | | |
| | • function as intended, particularly at critical steps (see paragraph 5.1); | | | |
| | • prevent contamination of food, e.g. from metal shards, flaking plaster, debris and chemicals. | | | |
| | Cleaning should remove food residues and dirt which may be a source of contamination. The necessary cleaning methods and materials will depend on the nature of the food business. | | | |
| | Disinfection may be necessary after cleaning. | | | |
| | Cleaning chemicals should be handled and used carefully and in accordance with manufacturers' instructions and stored, where necessary, separated from food, in clearly identified containers to avoid the risk of contaminating food. | | | |
| 6.1.2 | Cleaning procedures and methods | | | |
| | Cleaning can be carried out by the separate or the combined use of physical methods, such as heat, scrubbing, turbulent flow, vacuum cleaning or other methods that avoid the use of water, and chemical methods using detergents, alkalis or acids. | | | |
| | Cleaning procedures will involve, where appropriate:- | | | |
| | • removing gross debris from surfaces; | | | |
| | • applying a detergent solution to loosen soil and bacterial film and hold them in solution or suspension; | | | |

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| | <ul style="list-style-type: none"> • rinsing with water which complies with section 4, to remove loosened soil and residues of detergent; | | | |
| | <ul style="list-style-type: none"> • dry cleaning or other appropriate methods for removing and collecting residues and debris; and | | | |
| | <ul style="list-style-type: none"> • Where necessary, disinfection with subsequent rinsing unless the manufacturers' instructions indicate on scientific basis that rinsing is not required. | | | |
| 6.2 | CLEANING PROGRAMMES | | | |
| | Cleaning and disinfection programmes should ensure that all parts of the establishment are appropriately clean, and should include the cleaning of cleaning equipment. | | | |
| | Cleaning and disinfection programmes should be continually and effectively monitored for their suitability and effectiveness and where necessary, documented. | | | |
| | Where written cleaning programmes are used, they should specify: | | | |
| | <ul style="list-style-type: none"> • areas, items of equipment and utensils to be cleaned; | | | |
| | <ul style="list-style-type: none"> • responsibility for particular tasks; | | | |
| | <ul style="list-style-type: none"> • method and frequency of cleaning; and | | | |
| | <ul style="list-style-type: none"> • monitoring arrangements. | | | |
| | Where appropriate, programmes should be drawn up in consultation with relevant specialist expert advisors. | | | |
| 6.3 | PEST CONTROL SYSTEMS | | | |
| 6.3.1 | General | | | |
| | Pests pose a major threat to the safety and suitability of food. Pest infestations can occur where there are breeding sites and a supply of food. Good hygiene practices should be employed to avoid creating an environment conducive to pests. Good sanitation, inspection of incoming materials and good monitoring can minimize the likelihood of infestation and thereby limit the need for pesticides. | | | |
| 6.3.2 | Preventing access | | | |
| | Buildings should be kept in good repair | | | |

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| | and condition to prevent pest access and to eliminate potential breeding sites. Holes, drains and other places where pests are likely to gain access should be kept sealed. Wire mesh screens, for example on open windows, doors and ventilators, will reduce the problem of pest entry. Animals should, wherever possible, be excluded from the grounds of factories and food processing plants. | | | |
| 6.3.3 | Harbourage and infestation | | | |
| | The availability of food and water encourages pest harbourage and infestation. Potential food sources should be stored in pest-proof containers and/or stacked above the ground and away from walls. Areas both inside and outside food premises should be kept clean. Where appropriate, refuse should be stored in covered, pest-proof containers. | | | |
| 6.3.4 | Monitoring and detection | | | |
| | Establishments and surrounding areas should be regularly examined for evidence of infestation. | | | |
| 6.3.5 | Eradication | | | |
| | Pest infestations should be dealt with immediately and without adversely affecting food safety or suitability. Treatment with chemical, physical or biological agents should be carried out without posing a threat to the safety or suitability of food. | | | |
| 6.4 | WASTE MANAGEMENT | | | |
| | Suitable provision must be made for the removal and storage of waste. Waste must not be allowed to accumulate in food handling, food storage, and other working areas and the adjoining environment except so far as is unavoidable for the proper functioning of the business. | | | |
| | Waste stores must be kept appropriately clean. | | | |
| 6.5 | MONITORING EFFECTIVENESS | | | |

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| | Sanitation systems should be monitored for effectiveness, periodically verified by means such as audit pre-operational inspections or, where appropriate, microbiological sampling of environment and food contact surfaces and regularly reviewed and adapted to reflect changed circumstances. | | | |
| SECTION-VII- ESTABLISHMENT:- PERSONAL HYGIENE | | | | |
| 7.1 | HEALTH STATUS | | | |
| | People known, or suspected, to be suffering from, or to be a carrier of a disease or illness likely to be transmitted through food, should not be allowed to enter any food handling area if there is a likelihood of their contaminating food. Any person so affected should immediately report illness or symptoms of illness to the management. | | | |
| | Medical examination of a food handler should be carried out if clinically or epidemiologically indicated. | | | |
| 7.2 | ILLNESS AND INJURIES | | | |
| | Conditions which should be reported to management so that any need for medical examination and/or possible exclusion from food handling can be considered, include: | | | |
| | • jaundice; | | | |
| | • diarrhoea; | | | |
| | • vomiting; | | | |
| | • fever; | | | |
| | • sore throat with fever; | | | |
| | • Visibly infected skin lesions (boils, cuts, etc.); | | | |
| | • Discharges from the ear, eye or nose. | | | |
| 7.3 | PERSONAL CLEANLINESS | | | |
| | Food handlers should maintain a high degree of personal cleanliness and, where appropriate, wear suitable protective clothing, head covering, and footwear. Cuts and wounds, where personnel are permitted to continue working, should be covered by suitable waterproof dressings. Personnel should always wash their hands when personal cleanliness may affect food | | | |

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| | safety, for example:- | | | |
| | • at the start of food handling activities | | | |
| | • immediately after using the toilet; and | | | |
| | • after handling raw food or any contaminated material, where this could result in contamination of other food items; they should avoid handling ready-to-eat food, where appropriate. | | | |
| 7.4 | PERSONAL BEHAVIOUR | | | |
| | People engaged in food handling activities should refrain from behaviour which could result in contamination of food, for example: | | | |
| | • smoking; | | | |
| | • spitting; | | | |
| | • chewing or eating; | | | |
| | • sneezing or coughing over unprotected food. | | | |
| | Personal effects such as jewellery, watches, pins or other items should not be worn or brought into food handling areas if they pose a threat to the safety and suitability of food. | | | |
| 7.5 | VISITORS | | | |
| | Visitors to food manufacturing, processing or handling areas should, where appropriate, wear protective clothing and adhere to the other personal hygiene provisions in this section. | | | |
| SECTION-VIII- TRANSPORTATION | | | | |
| 8.1 | GENERAL | | | |
| | Food must be adequately protected during transport. The type of conveyances or containers required depends on the nature of the food and the conditions under which it has to be transported. | | | |
| 8.2 | REQUIREMENTS | | | |
| | Where necessary, conveyances and bulk containers should be designed and constructed so that they: | | | |
| | • do not contaminate foods or packaging; | | | |
| | • can be effectively cleaned and, | | | |

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| | where necessary, disinfected' | | | |
| | <ul style="list-style-type: none"> • permit effective separation of different foods or foods from non-food items where necessary during transport; | | | |
| | <ul style="list-style-type: none"> • provide effective protection from contamination, including dust and fumes; | | | |

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| | <ul style="list-style-type: none"> • can effectively maintain the temperature, humidity, atmosphere and other conditions necessary to protect food from harmful or undesirable microbial growth and deterioration likely to render it unsuitable for consumption; and | | | |
| | <ul style="list-style-type: none"> • allow any necessary temperature, humidity and other conditions to be checked | | | |
| 8.3 | USE AND MAINTENANCE | | | |
| | Conveyances and containers for transporting food should be kept in an appropriate state of cleanliness, repair and condition. Where the same conveyance or container is used for transporting different foods, or non-foods, effective cleaning and, where necessary, disinfection should take place between loads. | | | |
| | Where appropriate, particularly in bulk transport, containers and conveyances should be designated and marked for food use only and be used only for that purpose. | | | |
| SECTION-IX- PRODUCT INFORMATION AND CONSUMER AWARENESS | | | | |
| 9.1 | LOT IDENTIFICATION | | | |
| | Lot identification is essential in product recall and also helps effective stock rotation. Each container of food should be permanently marked to identify the producer and the lot. Codex General Standard for the Labelling of Prepackaged Foods (CODEX STAN 1-1985, Rev. 1(1991)) applies. | | | |
| 9.2 | PRODUCT INFORMATION | | | |

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| | All food products should be accompanied by or bear adequate information to enable the next person in the food chain to handle, display, store and prepare and use the product safely and correctly. | | | |
| 9.3 | LABELLING | | | |
| | Prepackaged foods should be labelled with clear instructions to enable the next person in the food chain to handle, display, store and use the product safely, Codex General Standard for the Labelling of Pre-packaged Foods (CODEX STAN 1-1985, Rev,(1991) applies. | | | |
| 9.4 | CONSUMER EDUCATION | | | |
| | Health education programmes should cover general food hygiene. Such programmes should enable consumers to understand the importance of any product information and to follow any instructions accompanying products, and make informed choices. In particular consumers should be informed of the relationship between time/temperature control and foodborne illness. | | | |
| SECTION-V- TRAINING | | | | |
| 10.1 | AWARENESS AND RESPONSIBILITIES | | | |
| | Food hygiene training is fundamentally important. All personnel should be aware of their role and responsibility in protecting food from contamination or deterioration. | | | |
| | Food handlers should have the necessary knowledge and skills to enable them to handle food hygienically. | | | |
| | Those who handle strong cleaning chemicals or other potentially hazardous chemicals should be | | | |

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| | instructed in safe handling techniques. | | | |
| 10.2 | TRAINING PROGRAMMES | | | |
| | Factors to take into account in assessing the level of training required includes: | | | |
| | <ul style="list-style-type: none"> the nature of the food, in particular its ability to sustain growth of pathogenic or spoilage micro-organisms; | | | |
| | <ul style="list-style-type: none"> the manner in which the food is handled and packed, including the probability of contamination; | | | |
| | <ul style="list-style-type: none"> the extent and nature of processing or further preparation before final consumption; | | | |
| | <ul style="list-style-type: none"> the conditions under which the food will be stored; and | | | |
| | <ul style="list-style-type: none"> the expected length of time before consumption. | | | |
| 10.3 | INSTRUCTION AND SUPERVISION | | | |
| | Periodic assessments of the effectiveness of training and instruction programmes should be made, as well as routine supervision and checks to ensure that procedures are being carried out effectively. | | | |
| | Managers and supervisors of food processes should have the necessary knowledge of food hygiene principles and practices to be able to judge potential risks and take the necessary action to remedy deficiencies. | | | |
| 10.4 | REFRESHER TRAINING | | | |
| | Training programmes should be routinely reviewed and updated where necessary. Systems should be in place to ensure that food handlers remain aware of all procedures necessary to maintain the safety and suitability of food. | | | |

Checklist filled by (name):
Designation in the food business organization:
Dated:

Signature:

Annexure-III

Ministry of Food Processing Industries
Government of India

AFFIDAVIT

**I.....S/W/D/o.....Resident ofdirector
Proprietor of M/s.....do hereby solemnly affirms and state as follows:-**

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

- (a) that company has not obtained any financial assistance for implementation of HACCP/ ISO 9001, ISO 22000/GHP/GMP in the past from MFPI.
- (b) that the organisation has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./Government of India organisation/agencies and State Govt. for the same purpose/activity/same components.

3. That all the papers documents submitted to Ministry of Food Processing Industries are true and correct and nothing is concealed.

Deponent

All the above information at 1, 2 & 3 are true and correct.

Deponent

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

(Notary)

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

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

1. Signature of witness
Name & Address

2. Signature of witness
Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING INDUSTRIES
(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal & Signature

DETAILS OF PLANT & MACHINERY INSTALLED

Name of the Company: _____

Complete address of the Factory/Unit: _____

This is certified that the following Plant & Machinery has been purchased and installed as per proposed proposal:

| Sr. No | Proposed | | | | | Actual | | | |
|-----------|---|----------|-----------------|-------------------|-------------------|----------|-----------------|-------------------|-------------------|
| | Name of the Machinery/ equipment/Item | Capacity | No. of Units | Rate/ unit (₹) | Total Cost (₹) | Capacity | No. of Units | Rate/ unit (₹) | Total Cost (₹) |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| | | | | | | | | | |

2. It is further certified that Plant & Machinery installed is new and has been purchased after submission of application for financial assistance in the Ministry of Food Processing Industries

(Signature)
Name of Authorised Signatory
of the firm with stamp

DETAILS OF ACTUAL TECHNICAL CIVIL WORK DONE

Name of the Company: _____

Complete address of the Factory/Unit: _____

This is certified that the following Technical Civil Works has been completed as per proposed proposal:

| Sr. No | Proposed | | | | Actual | |
|-----------|-------------------|------------------|---------------------|-------------------|------------------|---------------------|
| | Name of item/Work | Area (Sq. Ft) | Rate/ Sq. Ft (₹) | Total Cost (₹) | Area (Sq. Ft) | Rate/ Sq. Ft (₹) |
| | | | | | | |
| | | | | | | |
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2. It is further certified that Technical Civil Works has been done after submission of application for financial assistance in the Ministry of Food Processing Industries

(Signature)
Name of Authorised Signatory
of the firm with stamp

**C.A. CERTIFICATE FOR ACTUAL PROJECT COST AND
MEANS OF FINANCE**

Name of the Company/Firm: _____

Complete address of the Factory/Unit: _____

The following expenditure incurred on the project i.e. implementation of _____ (Name of Quality/Food Safety Management system– HACCP/ISO 22000/ISO 9001/GHP/GMP etc.) with corresponding sources of finance:-

(a) Project Cost: **(Amount in ₹)**

| Head of Cost | Proposed | Approved | Actual cost as on..... |
|-------------------------------------|----------|----------|------------------------|
| Consultant Fee | | | |
| Fee charged by Certification Agency | | | |
| Plant & Machinery | | | |
| Technical Civil Works | | | |
| Other Expenditure | | | |
| Total | | | |

(b) Means of Finance **(Amount in ₹)**

| | Proposed | Approved | Actual as on..... |
|-------------------|----------|----------|-------------------|
| Promoters Capital | | | |
| Bank Term Loan | | | |
| Grant from MFPI | | | |
| Unsecured Loan | | | |
| Others | | | |
| Total | | | |

(c) Details of Unsecured Loan, if any.

| S. No. | Name of Person | PAN No. | Amount in ₹ |
|--------|----------------|---------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total | | |

2. Kinds of documents checked:-

- i. Invoices/Bills
- ii. Profit and loss accounts
- iii. Balance Sheet

(Signature)
Name of Consultant with stamp

(Signature)
Name & Address of the
Chartered Accountant with stamp

UNDERTAKING
(ON THE LETTER HEAD OF THE FIRM)

Name of the Company: _____

Complete address of the Factory/Unit: _____

We do hereby state that implementation of ISO 22000 and/or HACCP (whichever is applicable) will be continued atleast for a period of 3 years from the date of issue of certificate and guidelines & conditions stipulated in the certificate and FSMS Manual will be followed by the organization, failing which the firm is liable to refund the entire amount of grant-in-aid along with interest @ 10% per annum.

(Signature)
Name of Authorised Signatory
of the firm with stamp

**Revised Guidelines
For

The Scheme of
Research & Development in
Processed Food Sector
During 2017-2020**

**Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan
August Kranti Marg
New Delhi - 110 049
www.mofpi.nic.in**

F.No. Q-30/1/2018-R&D

Date 30.01.2019

MINISTRY OF FOOD PROCESSING INDUSTRIES

Revised Guidelines For The Scheme of Research & Development In Processed Food Sector During 2017-2020

1. INTRODUCTION

The Ministry of Food Processing Industries (MoFPI) extends financial assistance as grant- in-aid to various institutions/universities, Public funded organizations and recognized R&D laboratories both in public and private sector, to promote and undertake demand driven R&D work in the field of Food Processing Sector for product and process development, design and development of equipment, improved storage, shelf-life, packaging etc.

From 1st April, 2017 onwards, the scheme is being implemented directly by the Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi – 110049.

2. OBJECTIVE

Objective of the scheme is that the end product / outcome / findings of R&D work should benefit Food Processing Industry in terms of product and process development, improved preservation, packaging, storage and distribution technologies, value addition, standardization of additives, coloring agents, preservatives, pesticide residues, etc. with focus on enhancement of production, quality, consumer safety, public health and trade.

3. ELIGIBLE INSTITUTIONS

All Universities, IITs, Central/State Government Institutions, Government funded Organisations, R&D laboratories and CSIR recognized R&D units in private sector.

4. ELIGIBLE PURPOSES

4.1 Ministry supports research proposals preferably of applied nature with commercial value resulting in development of innovative products, processes and manufacturing practices, which lead to development of food processing industry in the country.

4.2 Preference would be given to those R&D project proposals which are beneficial for SMEs and farmers, use outcome/ findings of previous R&D projects and are intended towards its commercialization.

4.3 There should be an industrial partner associated with the project. The R&D projects would be carried out in collaboration with the industrial partner, which can take up/ purchase/ commercialize outcome of the project. However, this condition of having an industry partner in the project, may not be applicable, if MoFPI chooses to direct IIFPT, NIFTEM or any other public body to undertake a specific research in public interest.

5. FUNDING PATTERN

5.1 For the Government organizations/universities/institutions, grant is given for the following:

- i) 100% of cost of equipment, consumables and expenditure related to Junior Research Fellow/Senior Research Fellow /Research Associate (JRF/SRF/RA) specific to the project of specified duration for maximum of three years.
- ii) The emoluments for JRF/SRF/RA engaged in the MOFPI's R&D projects will be governed as per the norms of applicant institution / but not exceeding scale laid down for the respective post by DST, ICAR, CSIR etc. Wherever, the norms of DST,ICAR,CSIR etc. have been adopted by applicant institutions, the emoluments may be revised based on notifications in this regard issued by the above agencies. Research Assistant(s)/ Project Assistant(s) may be engaged as an alternative to JRF/SRF/ Research Associate. The emoluments for such Research Assistant(s)/ Project Assistant (s) will be as per the norms of applicant institution but not exceeding the scale laid down for Junior Research Fellow (JRF) of DST. No assistance will be provided for already existing equipment.
- (iii) Lump sum provision up-to Rs.1 Lakh for TA/ DA for project related travel like survey, data/sample collection, etc. and for attending the meetings of the Expert Committee to present the project proposal and subsequently for the project review presentation. TA/DA will be given for an approved project only.
- (iv) Institutional Charges equal to 10% of project cost subject to maximum of Rs. 3 lakh for non-academic institutions and Rs. 5 Lakh for academic institutions.

5.2 For Private organizations/universities/institutions, grant is given to the tune of 50% of equipment cost in general areas and 70% in difficult areas.

- 5.3 Difficult areas include J&K, Himachal Pradesh, Uttarakhand, Sikkim, North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, and Integrated Tribal Development Project (ITDP) areas.
- 5.4 100% Grant is provided for the Ministry's sponsored projects, restricted only to public funded organizations of repute, in the cases of cutting edge areas of research leading to development of innovative products, processes, manufacturing practices and technology .

6. HOW TO APPLY

- 6.1. The Principal Investigator (P.I.) may submit research proposal (three copies along-with a soft version) in prescribed standard proforma (ANNEXURE-A) to the Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi – 110049. Applications for research grants can be submitted at any time during the year.
- 6.2. The application should be forwarded, through the Head of the concerned institution duly certified that (i) the required facilities (viz: land, buildings, laboratory, manpower and other infrastructure etc) are available and will be provided to the investigator(s) to work on the proposed project, and (ii) the department/university/institute will discharge all its obligations, particularly in respect of management of the grant given and patenting as well as commercialisation of the end product.
- 6.3. Three hard copies and one soft copy of the project proposal must be submitted along with the supporting documents (viz: 1. An affidavit / undertaking duly notarized/verified by Competent Authority / Head of the organization in compliance with Rule 230 (1) of GFR 2017 [ANNEXURE-E], 2. A consent letter from industrial partner, confirming that the outcome of the research will be taken up/purchased /commercialized by the industrial partner.
- 6.4. Depending on the magnitude and nature of research involved a research project may have more than one investigator and, in such a case, the first investigator shall be known as "Principal Investigator" (PI). In the event of a collaborative project involving two or more institutions, the consent of each institution must be furnished with the proposal.
- 6.5. Research proposals must be prepared after extensive and exhaustive consultation of available literature and references to ensure that there is no duplication of work. Proposals will be considered only when the end product

is new, innovative, and has commercial value or has relevance to Food Processing Sector.

7. PROCEDURE FOR APPROVAL OF PROPOSALS

- 7.1. Ministry will evaluate the proposals comprising of peer review and/or evaluation by an Expert Committee. In the case of private sector research proposals, the concerned State Govt. representative may be invited to attend the Expert Committee meeting for consideration of such proposals.
- 7.2. After approval of the competent authority, in-principle approval of the project proposal for the approved grant amount will be conveyed to the applicant university/institute/organization and after fulfillment of all the required criteria, sanction will be issued for release of first/second/third installment of grant as per these orders.

8. PROCEDURE FOR RELEASE OF FUNDS

8.1 Release of Funds:

8.1.1. Release of funds for Government/Public Funded Organizations:

- a. After fulfillment of all the required criteria as per para. 8.2.1 (a), first installment of grant comprising (a) 100% of the approved cost of equipment (or as required by the applicant research organization), (b) 50% of the approved cost towards JRF / SRF / RA / Research Assistant / Project Assistant, (c) 50% of the approved cost towards consumables, (d) 50% of the approved cost towards TA/DA, and (e) 50% of the approved institutional charges will be released.
- b. After fulfillment of all the required criteria as per para. 8.2.1(b), second installment of grant comprising (a) 40% of the approved cost towards JRF/SRF/RA/ Research Assistant / Project Assistant, (b) 40% of the approved cost towards consumables, (c) 40% of the approved cost towards TA/DA and (d) 40% of the approved institutional charges will be released.

- c. After fulfillment of all the required criteria as per para. 8.2.1(c), third/ final installment of grant comprising (a) 10% of the approved cost towards JRF/SRF/RA /Research Assistant / Project Assistant, (b) 10% of the approved cost towards consumables, (c) 10% of the approved cost towards TA/DA and (d) 10% of the approved institutional charges will be released.

8.1.2. Release of funds for Private Organizations:

- a. After fulfillment of all the required criteria as per para.8.2.1 (a), first installment of grant comprising 50% of total grant approved for equipment will be released.
- b. After fulfillment of all the required criteria as per para.8.2.1 (b), second installment of grant comprising of 40% of the total grant approved for equipment will be released.
- c. After fulfillment of all the required criteria as per Para.8.2.1(c), final installment of grant comprising 10% of the approved grant for equipment will be released.

8.2. Documents required to be submitted before each release:

- a. Documents required for release of 1st Installment:
 - i. Compliance with the standard conditions as per Annexure- F.
 - ii. Govt. / Public Sector Organizations /Universities/ Institutions shall submit copy of quotation(s) for the equipment to be procured out of grant-in-aid. Private organizations / universities / institutions shall submit copy of the quotations alongwith the purchase order for the equipment to be procured out of 1st installment.
 - iii. Consent of the industrial partner, confirming that the outcome of the research will be taken up/purchased/ commercialized by that industrial partner.

- iv. Submission of an affidavit/undertaking in compliance with Rule 230 (1) of GFR 2017 (ANNEXURE-E).
 - v. Submission of notarized surety bond of Rs. 100/- in the case of private organizations / universities / institutions (ANNEXURE-G). (As per Rule 231 (3) of GFR 2017, execution of surety bond will not apply to quasi- Government institutions, central autonomous organizations and institutions whose budget is approved by Government.)
- b. Documents required for release of 2nd Installment:**
- i. Statement of expenditure (issued by the Competent Authority) countersigned by Chartered Accountant clearly bringing out the expenditure incurred by the applicant from their own internal resources and from the assistance provided by MoFPI, with detailed breakup.
 - ii. In the case of Government Organization/ Institute/ University where 100% cost of equipment grant is released in 1st installment, the applicant University/Institute/organisation must submit the copies of purchase order/invoice for whole equipment as approved by Expert Committee, alongwith statement of expenditure and progress report.
 - iii. In case the applicant University /Institute/organization opts for release of less than 100% of cost of equipment grant in the 1st instalment, the applicant University / Institute/organisation must submit the copies of invoice/bill of equipment purchased out of 1st intalment grant alongwith quotation for equipment to be purchased out of 2nd instalment grant with statement of expenditure and progress report.
 - iv. Further, in the case of private organizations / institutions, they should submit copies of purchase order for the equipment to be purchased out of second instalment alongwith statement of expenditure and progress report.
- c. Documents required for release of 3rd and final instalment:**
- i. Submission and acceptance of Final Project Completion Report (FPCR) in the prescribed format i.e. as per Annexure- C.

- ii. Statement of expenditure (issued by the Competent Authority) countersigned by Chartered Accountant clearly bringing out the expenditure incurred by the applicant from their own internal resources and from the assistance provided by MoFPI, with detailed breakup.
 - iii. In the case of Private Organization/ Institute they should submit copies of invoice/bill for approved equipment, as also duly audited accounts indicating that the entire expenditure has been incurred on the purchase of the approved equipment.
- 8.3. The findings of the project shall be made available (preferably with the demonstration) before the appraising team as and when required.

9. FINAL PROJECT COMPLETION REPORT (FPCR)

- 9.1. The applicant university/institute/organization must submit the FPCR in prescribed format as per (ANNEXURE-C) and shall also discuss how the technology is going to be commercialized, patented and its future potential for technological advancement. The details of scientists/scholars trained and expertise developed, their qualification along with the permanent address shall also be mentioned in the FPCR.
- 9.2. The PI is required to submit FPCR (ten copies) for the entire duration, within three months from the date of completion of the project. The report must be in detail and should include information about (a) the original objective(s) of the scheme, (b) how far these objective(s) have been achieved, and (c) how the results have benefited the country's technological development or enriched the existing knowledge pool on the subject. The actual research achievements made under the scheme may be summarized in about 200 words and mentioned in the FPCR to facilitate publication of the same by MoFPI and for making available on the website of MoFPI.
- 9.3. Copies of manuscripts, preprints and reprints of papers arising from the work completed under the scheme should be attached to the FPCR. Failure to submit the FPCR on completion of the scheme will disqualify the investigator from seeking further assistance from MoFPI. The names of defaulting Principal Investigators (P.Is.)/Institute will be circulated to all the

funding agencies and this may lead to the concerned Investigators/Institute not getting any assistance for his/her new projects in future.

10. TENURE, PROGRESS REPORT

- 10.1. The tenure of a project would normally be 3 years or less as proposed by the investigator. The start of project will be considered from the date of issue of in-principle approval letter for the project. Expert Committee (EC) of MoFPI will evaluate the progress of schemes to ensure that the funds are effectively utilized as per the intended objectives. For this purpose PIs are required to submit a comprehensive progress report as per the format (ANNEXURE- B) as and when demanded by MoFPI, normally after one year. In the case of some deserving cases depending upon the satisfactory progress, MoFPI may extend the project period to one more year on a case-to-case basis without any financial implication.
- 10.2. Progress of the project will be monitored through progress report submitted or onsite inspection (if required) of the project. Periodic review may also be taken by the Expert Committee.

11. RESULTS OF RESEARCH AND INTELLECTUAL PROPERTY(IP) RIGHTS

- 11.1 Investigators are encouraged to seek legal/patent protection for the outcome of research.
- 11.2 Investigators are also encouraged to publish the results of research only after filing the necessary relevant IP protection applications. While doing so, acknowledgement to the effect that financial assistance was received from MoFPI should be made in the research paper(s) published. MoFPI should be acknowledged in similar type of other published work/press reports (please note: releasing to the press before IP protection may invalidate the prior art of the invention as it becomes known to public).
- 11.3 Project Investigators (PI) are encouraged to avail assistance for filing and obtaining patents for research outcome of MoFPI assisted projects through Technology Information, Forecasting and Assessment Council (TIFAC), an autonomous organization under the Department of Science &

Technology. Patent Facilitating Centre (PFC) under TIFAC will facilitate filing and obtaining patents for academic institutions and universities without any charges as MoFPI will make necessary arrangement for the same directly with PFC, TIFAC. The interested PIs/ organizations may apply to:

The Head, Patent Facilitating Centre (PFC), TIFAC, 5th Floor, A-wing, Vishwakarma Bhavan, Sheedjeet Singh Marg, New Delhi-110016 Tel No. 011-4242808/26967458,

Email: dirpfc.tifac@gmail.com for this purpose as per the guidelines of PFC. Copies of such applications may also be endorsed to the Ministry (in such case only MoFPI endorsed applications would be entertained by FPFC).

- 11.4 While PI is recognized as inventor, the title to the patent, or other legal protection accorded to the results of research, shall vest with University/Institute.
- 11.5 Ministry of Food Processing Industries shall reimburse the administrative and other charges, if any, to PFC, TIFAC on this account.
- 11.6 Private institutions may also avail the benefit of this scheme for filing and obtaining patents through PFC, TIFAC under DST, provided they are registered as educational society under the Societies Act.

12. OPERATION OF FUNDS

The general conditions to be complied for operation of the funds are as follows:

- i) The detailed statement of the expenditure certified by the Accounts Officer and countersigned by the Finance Officer/ Registrar / Administrator of the university/institute/organization/ Head of the Department or Chartered Accountant (as required) should be submitted to MoFPI.
- ii) Any unspent balance from earlier payment lying with the Institution at any time due to termination/resignation of the Fellow, etc. must be refunded to MoFPI immediately by means of demand draft in favour of Fund for PAO, Ministry of Food Processing Industries. In case the unspent balance is not returned within three months, it will attract interest as per the existing General Financial Rules (GFR 2017).

- iii) University/institute/organization receiving grants shall have to maintain separate accounts for each research project on ledger type system.
- iv) The released grant shall not be diverted or spent other than for what it has been approved.
- v) All equipments purchased out of the grant shall be the property of the Government of India and have to be entered into the Stock Register maintained by the University/Institution and also in a separate Register maintained by the project Investigator and certified by the Head of the Department.
- vi) The university /institute /organization shall be responsible for the safe custody of the equipment purchased out of the grant.
- vii) Items of equipment should be purchased following a transparent, fair and competitive tender system Second hand equipment is not eligible for grant-in-aid.
- viii) A list of equipment purchased is to be appended with the application for 2nd instalment. The name, description of the equipment, cost in rupees, date of purchase, and the name of the supplier, may be given in the list. The main purpose/function of the equipment may also be mentioned against each item. Equipment should be purchased within 4 months from the date of receipt of the sanction letter of respective installments, otherwise the grant shall be liable to be cancelled and be called back.
- ix) After the termination of project, the University/institute/organization may retain all the equipment purchased for the purpose of the project out of MoFPI grant. A label with the legend "MoFPI FUNDED" shall be stuck prominently on the equipment.
- x) The research carried out with the financial assistance of MoFPI shall be in public domain. The facilities created thereof may be utilized as Business/R&D Incubation Centre after the research is completed for testing/research/product development, etc by other institutes/ organizations on payment basis.

- xi) The books of accounts of the grantee institution shall be open to inspection by the sanctioning authority/audit and by any other authority specified by the Ministry, whenever the institution is called upon to do so.

13. OBLIGATIONS OF PRINCIPAL INVESTIGATOR

The following are the obligations of the PI of a research scheme:

- i) The sanctioned research scheme must commence within 4 months from the date of receipt of the sanction letter of first instalment, unless otherwise authorized by MoFPI, failing which the grant shall be liable to be cancelled and be called back.
- ii) It is mandatory for the PI/Co-PI to come to the Progress Review Presentation when invited to present the progress of the work done on the scheme.
- iii) Acknowledgement of the support given by MoFPI in all the publications arising from the work done under the scheme. MoFPI should be acknowledged in similar type of other published work/press reports etc.
- iv) Submission of the final project completion report (ANNEXURE-C) within 3 months of completion of the project, describing original objective(s), how far these objective(s) have been achieved and how the results have benefited the technological development or enriched the existing knowledge on the subject and enclosing manuscripts, preprints and reprints of the papers arising from the scheme.
- v) Claim for any dues must be made immediately. Submission of the utilization certificate and audited statement of accounts for the grants paid and to arrange refund of unspent amount of the grant must be made immediately on completion of the project. Claim of bills in any case will not be entertained after six months of the completion of project.
- vi) Sending of one reprint of each research paper(s) published as a result of the work done under the MoFPI grant to R&D Division of MoFPI as and when published. (Please ensure that in case you desire to file a patent, it must be done before publishing the results).

- vii) In the event of a PI proceeds on leave or takes up an assignment, alternative arrangements shall be made by the organization, so that project does not suffer.

14. INDEPENDENT ANNUAL EVALUATION

Ministry may undertake evaluation of the project (s) through a 3rd party having requisite expertise in the matter.

Note: These terms and conditions supersede all previous instructions issued in regard to R&D scheme. In all matters, decision taken by Secretary, MoFPI shall be final.

FORMAT FOR SUBMISSION OF PROJECT

(To be filled by applicant)

1. Project Title
2. Broad Subject:
 - I. Product development
 - II. Processing
 - III. Packaging
 - IV. Equipment – Design and Development
 - V. Storage
 - VI. Shelf Life
 - VII. Any other (Please specify)
3. Duration in months
4. Total cost
5. Foreign Exchange Component
6. Principal Investigator
 - 6.1: Category (SC/ST/Others)
7. Designation
8. Department
9. Institute
10. Address
11. Date of Birth: Sex (M/F)
12. Telephone / Fax / E-mail
13. Co-Investigator
14. Designation
15. Department
16. Institute

17. Address

18. Date of Birth: Sex (M/F)

19. Telephone / Fax / E-mail

(Repeat 13 to 19 for additional Co-Investigators, if any)

20. Project summary (maximum 150 words)

21. Key words (maximum 6)

22. Technical details

22.1. Introduction (under the following heads)

22.1.1. Origin of the proposal

22.1.2. Definition of the problem

22.1.3. Objectives

22.1.4. Process/Technology/design of any new machinery and products to be developed including by-products, if any:

22.1.5. Uses of products and by-products:

22.1.6. How demand is being met-indigenous / imported:

22.1.7. Salient features of existing technology/manufacturing problems and technological gaps:

22.1.8. Details of new or improved technology to be developed:

22.1.9. Demand assessment for both domestic and export markets

22.2. Review of status of Research and Development in the subject

22.2.1. International status

22.2.2. National status

22.2.3. Novelty Importance of the proposed project in the context of current status

22.2.4. If the project is location specific, basis for selection of location.

23. Target beneficiaries of the proposed work

24. Review of expertise available with the PI, the proposed investigating group/institution in the subject of the project

- 24.1. Preliminary work already done on the project. Status of research / development by the organization or at the collaborating research laboratory, if any, their scope of work and role in the present project.
- 24.2. Details of Industrial partner indicating name and address of the Industrial unit, who has been associated in the R&D project and its financial contribution, if any. Consent letter of the Industrial partner is to be attached.
- 24.3. If applicant is an industrial unit linked with an R&D institution that may provide technical input, please furnish signed agreement.
- 24.4. Brief history of the Institution / Industrial firm including products being made, capacities, related collaborations, achievements, R&D capabilities, etc. (latest annual report and company brochure may be given):

24.5. Details of the Institute:

(a) Status of the Institute:

| | | |
|--------------------------|--------------------------|--------------------------|
| Public funded | Public funded | Industry |
| Academic Institute | Research Lab | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| Private University | Private College | Private Research Lab |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- (b) Whether Institution is a CSIR/ICAR/ICMR/SAU organization
- (c) Whether In-house R&D unit of the firm is recognized by DSIR, Ministry of Science & Technology
- (d) Please indicate recent major achievements of In-house R&D unit of the Industrial firm in development of new products/processes, indigenous development of capital goods, absorption, adaptation and up gradation of the imported technology, if any.

24.6 Details of the manpower available (Give separate details for Executive and Collaborating Agencies).

| | | |
|----|------------------------------------|---|
| a) | Ph. Ds | - |
| | Engineers | - |
| | Scientists | - |
| | Post/graduates | - |
| | Total S&T Manpower in the R&D Unit | - |

- b) Number of other staff in R&D unit -
(Technical/Non-Technical)

24.7 Financial capabilities of the Executing Agency (in case of Private Institutes other than universities)

Please provide Memorandum & Articles of Association of the company, Annual Reports for the last 3 years, sources of financing the proposed project and financial commitment letter from the competent authority for undertaking the proposed project.

25. Patent details (domestic and international), if applicable

26. Sustainability: Issues relating to sustainability, including stakeholder commitment, operation and maintenance of assets after project completion, and other related issues.

27. Work plan

- 27.1 Methodology
- 27.2 Organization of work elements
- 27.3 Time schedule of activities giving milestones (bar diagram)
- 27.4 Do the physical and financial targets (given in section 30) match with each other
- 27.5 Suggested plan of action for utilization of research outcome expected from the project.

28. The development "Outcomes" and "Outputs" of the project (This may include broad details of relevant aspects)

- 28.1 Expected number of prototypes / pilot plant.
- 28.2 Expected optimization / improvements in products / process design/performance, etc.
- 28.3 Improvements in productivity, yields, efficiencies / quality, value added etc. / (to be quantified)
- 28.4 Any other benefits

29. Economic implications of the proposed work, if any.

30. BUDGET ESTIMATES:**30.1. BUDGET SUMMARY FOR THE GOVERNMENT ORGANIZATIONS / UNIVERSITIES / INSTITUTIONS:**

| Sl.No. | Item | Budget | | | (In Rupees) |
|--------|-------------------------------|----------------------|----------------------|----------------------|-------------|
| | | 1 st Year | 2 nd Year | 3 rd Year | Total |
| A | Non-recurring (Capital Items) | | | | |
| I | Pmt Equipment | | | | |
| B | Recurring (General) | | | | |
| I | Salaries | | | | |
| II | Consumables | | | | |
| III | TA/DA | | | | |
| IV | Institutional Charges | | | | |
| | Total (General) | | | | |
| C | Grand Total | | | | |

*FEC- Foreign Exchange Component

Foreign Exchange component (in US\$) equivalent of rupee amount at the prevailing rates may be furnished.

30.1.1. BUDGET FOR SALARIES/WAGES

| | | BUDGET | | | (in Rupees) |
|---------------------------------------|-----------------------|---------------------|--------------------|--------------------|--------------|
| | | 1st Year (m.m.*) | 2nd Year (m.m.) | 3rd Year (m.m.) | Total (m.m.) |
| Designation & number of persons | Monthly Emoluments | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

*m.m.:man months to be given within brackets before the budget amount

30.1.2. Justification for the manpower requirement.

30.1.3. BUDGET FOR CONSUMABLE MATERIALS

| | | BUDGET | | | (in Rupees) |
|-------|------|----------|----------|----------|-------------|
| Item | | 1st Year | 2nd Year | 3rd Year | Total |
| | Q* | | | | |
| | B** | | | | |
| | F*** | | | | |
| Total | B | | | | |
| | F | | | | |

*Q: Quantity or number, ** Budget, ***F: Foreign Exchange Component in US\$

30.1.4. Justification for consumable materials

30.1.5. BUDGET FOR TA/DA

| | | BUDGET | | | (in Rupees) |
|--|-----------------------------|----------|----------|----------|-------------|
| | | 1st Year | 2nd Year | 3rd Year | Total |
| | Travel (Only inland travel) | | | | |

30.1.6. Justification for intensive travel, if any.

30.1.7. BUDGET FOR EQUIPMENT

| Sl. No. | Generic name of the Equipment along with make & model | Imported/Indigenous | Estimated Costs (in Foreign Currency also)* | Spare time for other users (in %) |
|---------|---|---------------------|---|-----------------------------------|
| | | | | |

30.1.8. Justification for the proposed equipment.

30.2. BUDGET SUMMARY FOR PRIVATE ORGANIZATIONS

| | | |
|----|------------------------------------|---------------|
| | Sanction head | Amount in Rs. |
| A | Non-recurring (Capital Items) | |
| | Pmt Equipment | |
| A' | Total (Capital) | |
| | SERB/MFPI Contribution (50% of A') | |
| | Institute Contribution (50% of A') | |

30.2.1. BUDGET FOR EQUIPMENT

| Sl. No. | Generic name of the Equipment along with make & model | Imported/Indigenous | Estimated Costs (in Foreign Currency also)* | Spare time for other users (in %) |
|---------|---|---------------------|---|-----------------------------------|
| | | | | |

* includes transport, insurance and installation charges.

30.2.2. Justification for the proposed equipment.

31. Time Schedule of Activities through BAR Diagram

32. List of facilities being extended by parent institution(s) for the project implementation.

A) Infrastructural Facilitie

| Sr. No. | Infrastructural Facility | Yes/No/ Not required Full or sharing basis |
|---------|---|---|
| 1. | Workshop Facility | |
| 2. | Water & Electricity | |
| 3. | Laboratory Space/ Furniture | |
| 4. | Power Generator | |
| 5. | AC Room or AC | |
| 6. | Telecommunication including e-mail & fax | |
| 7. | Transportation | |
| 8. | Administrative/ Secretarial support | |
| 9. | Information facilities like Internet/ Library | |
| 10. | Computational facilities | |
| 11. | Animal/ Glass House | |
| 12. | Any other special faciity being provided | |

B. Equipment available with the Institute/ Group/ Department/ Other Institutes for the project:

| Equipment available with | Generic Name of Equipment | Model, Make & year of purchase | Remarks including accessories available and current usage of equipment |
|--------------------------|---------------------------|--------------------------------|--|
| PI & his group | | | |
| PI's Department | | | |
| Other Inst in the region | | | |

34. Detailed Bio-data of the Investigator(s)/Co-Investigator(s)

- Name, Address, Date of Birth, Institution's Address etc.
- Academic Qualifications (University/College from where attained, year of passing, class, Thesis title etc.)
- Publications list (Title of paper, authors, Journal details, pages, year etc.)
Patent list, if any

35. Details of Research Projects being implemented/ completed/ submitted by the Investigator(s)/Co-Investigators

- Investigator(s) Name & Institute
- Project Title
- Project Status
- Completed-duration, period (from.... to.....), funding agency and total cost
On-going-duration, date of start, funding agency and total cost
proposed-duration, funding agency where submitted and total cost
- Summary of the project
- Major Results/ Highlights of the project including achievement (publications, patents etc.), for completed projects
- Up-to date Technical progress report for on-going projects.

36. Any other relevant matter.

File No** _____

1. Title :

2. Proposed Budget for 3 years :

2.1 Total :

2.2 Equipment :

(Please give list of major/
minor equipment)

2.3 Staff (proposed research staff) :

2.4 Other Recurring costs :

Consumables :

TA/DA:

Institutional Charges:

3. Date of receipt** :

4. PI Name, Designation & Address :

5. Date of Birth :

6. Co-Investigator(s) details :

7. Date of Birth(s) :

8. Other projects with the PI/Co-PI(s) :

| Sr.No. | Title | PI / Co-PI Name (s) & Institute | Cost (in rupees) | Duration | Funding Agency |
|--------|-------|------------------------------------|---------------------|----------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Cover sheet to be filled in by the Investigator ** to be filled by MoFPI

ANNEXURE-B**PROGRESS REPORT**

| | |
|---|--------------------------|
| 1. Project Title: | File No: |
| 2. PI (Name & Address): | Date of Birth |
| 3. Co-PI (Name & Address): | Date of Birth |
| 4. Broad area of Research 4.1 Sub Area | |
| 5. Approved Objectives of the Proposal : | |
| Date of Start: | Total cost of Project: |
| Date of completion: | Expenditure as on _____: |

6. Methodology :

7. Salient Research Achievements:

7.1 Summary of Progress

| |
|---|
| 7.2 New Observations: |
| 7.3 Innovations: |
| 7.4 Application Potential: 7.4.1 Long Term 7.4.2 Immediate |
| 7.5 Any other |
| 8. Research work which remains to be done under the project (for on-going projects) |

| 9. Manpower Training : | | | | | |
|---|-----------------|---------------------------------------|-----------------------|---|-------------------------|
| Ph.Ds Produced no: | | Technical Personnel trained: | | Research Publications arising out of the present project: | |
| 10. List of Publications from this Project (including title, author(s), journals & year(s)) | | | | | |
| (A) Papers published only in cited Journals (SCI) | | | | | |
| (B) Papers published in Conference Proceedings, Popular Journals etc. | | | | | |
| 11. Patents filed/ to be filed: | | | | | |
| 12. Equipment | | | | | |
| S No | Sanctioned List | Procured (Yes/ No) Model & make | Cost (Rs in lakhs) | Working (Yes/ No) | Utilisation Rate (%) |
| | | | | | |

| 13. Grant Received, and Expenditure: | | | | | | | |
|--------------------------------------|-----------------------|-------------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|-------|
| Sr. No. | Sanctioned Head | Sanctioned Amount (in Rs.) | Total Released Amount (in Rs.) | Expenditure (in Rs.) | | | |
| | | | | 1st Financial Year | 2nd Financial Year | 3rd Financial Year | Total |
| 1. | Equipment | | | | | | |
| 2. | JRF/SRF/RA | | | | | | |
| 3. | Consumables | | | | | | |
| 4. | TA/DA | | | | | | |
| 5. | Institutional Charges | | | | | | |
| Total | | | | | | | |

Signature of PI

Date

**Signature of
Head of Institute
/ Organization**

Note: No column should be left blank, in such cases write Not applicable (NA) wherever applicable. Additional sheets may attach wherever needed.

FINAL PROJECT COMPLETION REPORT (PCR)

- Notes:**
1. 10 copies of the Final Project Completion Report (PCR) should be sent within one month of the completion or termination of the project.
 2. The PCR should be in bound form.
 3. Cover page should include the title of the project, file number, names and addresses of the investigation.

1. Title of the project:
2. Principal Investigator(s) and Co-Investigator(s):
3. Implementing Institution(s) and other collaborating Institution(s):
4. Date of commencement:
5. Planned date of completion:
6. Actual date of completion:
7. Objectives as stated in the project proposal:
8. Deviation made from original objectives if any, while implementing the project and reasons thereof:
9. Experimental work giving full details of experimental set up, methods adopted, data collected supported by necessary table, charts, diagrams & photographs:
10. Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject:
11. Conclusions summarising the achievements and indication of scope for future work:
12. S&T benefits accrued:

- i. List of Research publications

| S No | Authors | Title of paper | Name of the Journal | Volume | Pages | Year |
|------|---------|----------------|---------------------|--------|-------|------|
| | | | | | | |

- ii. Manpower trained on the project
 - a) Research Scientists or Research Associates
 - b) No. of Ph.D. produced
 - c) Other Technical Personnel trained
- iii. Patents taken, if any

13. Financial Position:

| No | Financial Position/ Budget Head | Funds Sanctioned | Expenditure | % of Total cost |
|-----|---------------------------------|------------------|-------------|-----------------|
| I | Salaries/ Manpower costs | | | |
| II | Equipment | | | |
| III | Consumables | | | |
| IV | Contingencies | | | |
| V | Travel | | | |
| VI | Institutional Charges | | | |
| | Total | | | 100% |

14. Procurement/ Usage of Equipment

a)

| S No | Name of Equipment | Make/ Model | Cost (FE/ Rs) | Date of Installation | Utilisation Rate (%) | Remarks regarding maintenance/ breakdown |
|------|-------------------|-------------|---------------|----------------------|----------------------|--|
| | | | | | | |
| | | | | | | |

b) Plans for utilising the equipment facilities in future

Name and Signature with Date

a. _____
(Principal Investigator)

b. _____
(Co-Investigator)

Date:

Head of Institute/Organization

Note: Final project Completion Report (PCR) is expected to be self-contained complete report of the work done. Please do not leave any column unanswered.

STATEMENT OF EXPENDITURE

1. Sanction Order No and date:
2. Total Project Cost:
3. Revised Project Cost:
(if applicable)
4. Date of Commencement:
5. Statement of Expenditure:
(month wise expenditure incurred during current financial year)

| Month & year | Expenditure incurred/ committed |
|--------------|---------------------------------|
| | |

6. Grant received in each year:
 - a. 1st Year :
 - b. 2nd Year:
 - c. 3rd Year:
 - d. Interest, if any:
 - e. Total (a+b+c+d):

Statement of Expenditure

(to be submitted financial year wise ie. DOS* to 31st March of that financial year say 20XX, 01-04-20XX till 31.03.20XX+1 year and so on)

| Sr No | Sanctioned Heads | Funds Allocated (indicate sanctioned or revised) | Expenditure Incurred | | | | Balance as on (date) | Requirement of Funds upto 31 st March next year | Remarks (if any) |
|-------|-----------------------|---|---|--|--|----------------------|-------------------------|---|---------------------|
| | | | <u>1st Year</u> (DOS to to 31 st March next year) | <u>2nd Year</u> (1 st April to 31 st March next year) | <u>3rd Year & so on</u> (1 st April to 31 st March next year) | Total | | | |
| I | II | III | IV | V | VI | VII (IV + V + VI) | VIII (III – VII) | IX | X |
| 1. | Manpower costs | | | | | | | | |
| 2. | Consumables | | | | | | | | |
| 3. | TA / DA | | | | | | | | |
| 4. | Equipment | | | | | | | | |
| 5. | Institutional charges | | | | | | | | |
| Total | | | | | | | | | |

Name and Signature of Principal Investigator:

Date: _____

Signature of Competent financial authority:

(with seal)

Date: _____

* DOS – Date of Start of project

- Note : 1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of MoFPI i.e. Figures in Column (VII) should not exceed corresponding figures in Column (III)
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed.

COST DETAILS OF PERMANENT EQUIPMENT/ ASSET

| S No | Name of Equipment/ Asset with manufacturer & model name, etc. and date of procurement | Sanctioned Amount | | Actual Expenditure* | | Other expenses, if any ** | Utilisation Rate (%) |
|-------|---|-------------------|----|---------------------|----|---------------------------------|-------------------------|
| | | FE | Rs | FE | Rs | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| Total | | | | | | | |

* This should include only the cost of equipment, insurance and freight charges.

** Other expenses such as bank charges, agency commission etc. should be avoided through appropriate negotiations. If unavoidable expenses are incurred, the same may be indicated.

Name and Signature
of Principal Investigator:
Date:

Signature of Competent
financial authority: _____
(with seal)
Date: _____

PROFORMA FOR RULE 209 (1) OF GFR 2005

UNDERTAKING

I, _____ s/o _____ R/o _____ (*Address*) _____, the deponent do hereby solemnly affirm and declare on oath as under: -

1. That the deponent is the Competent authority in the Organization. (*Name of firm and address*) _____.
2. That the organization has not availed any financial assistance for the same purpose or the R&D activity from the Ministry of Food Processing Industries in the past.
3. That the deponent do hereby affirm that the Organization will not apply/ has not applied for/ obtained any grant/ subsidy from any Ministry/ Central Government Department/ GOI organizations/ any agency of State / Central Government for the same purpose/ activity.
4. That all the documents, explanations/ information's etc. submitted by the organization from time to time are true, correct and complete to the best of its knowledge and belief.

Deponent

Verification:

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organization shall alone be liable jointly and severally for action under the laws, hence verified at _____ (*Place*) _____ on _____ (*Date*) _____.

Deponent

Terms and Conditions of the Grant

1. I shall from time to time disclose fully to Ministry of Food Processing Industries (MoFPI) the progress of any other investigations undertaken by me while in receipt of such assistance as aforesaid.
2. I confirm that, at any time during the course of such assistance or within a period of three years after the completion of the project, if I shall make any invention arising out of or in connection with the said Investigation, I shall hold the same in trust on behalf of MoFPI and I shall forthwith disclose to MoFPI.
3. I confirm that the Applicant organization (Private organization) accepts that the remaining expenditure will be borne by them from their budget.
4. Confirmation that,
 - (a) Necessary provision for housing the equipment procured out of MFPI grant and other infrastructure facilities have been created,
 - (b) These equipment (or any one equipment) will not be shifted to any other place of work/laboratory/Department for any reason, as the set is for specialized research work and,
 - (c) The University/organisation will bear the cost of maintenance and repair of the equipment procured out of MFPI grant.
5. I confirm that the equipment will be procured through competitive bidding directly from manufacturers or their authorized agent(s). Further, in case of private organizations/universities/institutions, they shall submit copy of purchase order for the equipment to be purchased.
6. The result of the project shall be shared with the Ministry within the stipulated time and progress report will be sent (as per standard Proforma) as and when demanded by the Ministry, normally once a year.
7. At the end of each financial year (FY) and at the time of seeking further instalment of grant, I shall submit the following documents strictly as per the Ministry formats:
 - a) Two copies of Statement of Expenditure (SE) including expenditure for the previous financial year (in original); as per Annexure D

- b) Technical Progress Report as mentioned above in Para 6.
 - c) List of Assets acquired till that Financial Year.
8. I confirm that, (a) the research carried out with the financial assistance of MFPI shall be in public domain, (b) the equipment procured out of MFPI grant will be property of MFPI/GOI and may be utilized as Business/R&D Incubation Centre after the research is completed for testing / Research / Product Development etc by other Institute / organizations on payment basis.
 9. I confirm that employing any research or other staff for the instant project does not imply any assurance or guarantee for subsequent employment by MFPI. The Ministry will not be concerned / answerable for any legal issues related to further employment / payment of salary / wages etc and it will be solely the responsibility of the University / Institution where he/she is working.
 10. I confirm that any financial assistance for the proposed project shall not be obtained / taken from other sources (except industrial partner).
 11. As per the current guidelines, an affidavit/undertaking duly notarized / verified by competent authority / chief administrator of the organization in compliance with rule 209 [I] of GFR 2005, (Annexure-E) shall be submitted.
 12. Confirmation that the proposed equipment to be procured out of MFPI fund are not already available with any division/section of the institute/ organization.
 13. Expert Committee recommendation is subject to Administrative and Financial Approval of Competent Authority of the Ministry. The eligibility and pattern of assistance is that the Government organizations will be considered for financial assistance to the tune of 100% of equipment cost plus cost of consumables and expenditure related to JRF/SRF/RA and or Research / Project Assistant, specific to the project of specified duration up to three years only. No assistance will be provided for already existing equipments. Government organization will also be eligible for availing grant towards TA/DA and Institutional Charges as per the guidelines and Private organizations will be eligible for financial assistance towards the cost of equipment only to the tune of 50% in General Areas and 70% in the Difficult Areas. 100% grant will be provided for the Ministry sponsored project to (s) reputed public funded organization only in cases of cutting edge areas of research leading to development of innovative products, processes and manufacturing practices.

14. Undertake to refund unspent balance within 3 months of completion of project, else interest may be levied on that unspent amount as per provisions of GFR(s).
15. I hereby undertake to abide by the current Terms and Conditions for R&D Schemes.

Signature of P.I.

Date:

**Signature of
Head of Institute
/ Organization**

(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 "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 a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

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

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

THAT the 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 grants -in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The 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 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 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

the applicant University/Institute/organisation must submit the quotation, detailed specification alongwith the copy of Purchase Order for the equipments to be procured out of Second instalment

(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal & Signature

**Revised Guidelines
of the
Scheme of Promotional Activities**

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

1. Objectives and focus areas of the scheme

- 1.1. To create awareness among various stakeholders on plan, policy & programmes of the Ministry and the various schemes of Pradhan Mantri Kisan SAMPADA Yojana and its components being implemented by the Ministry through advertisement and publicity material, print, audio-visual media, social media platforms, electronic media like website, development of software, etc;
- 1.2. To encourage investment for the development of food processing sector by extending financial support for organizing / co-sponsoring / sponsoring / participating in an event such as national / international fair, exhibition, roadshow and / or logo support on non-financial terms;
- 1.3. To encourage investment for the development of food processing sector by extending financial support for organizing /co-sponsoring /sponsoring / participating in an event such as seminar, workshop, conference, campaign, symposium for the development of food processing sector in India and / or logo support on non-financial terms;
- 1.4. To disseminate information regarding opportunities in food processing industry;
- 1.5. To familiarize the existing and prospective entrepreneurs with modern technology, processes & products of food processing and packaging;
- 1.6. To develop market and popularization of process, value added products, machinery;
- 1.7. To attract foreign investments into the food processing sector;
- 1.8. To assess potential and other relevant aspects of food processing sector on sectoral / regional basis;
- 1.9. To reduce the wastage of food in entire food processing chain;
- 1.10.To facilitate trade in the food processing sector by extending financial support for organizing / co-sponsoring / sponsoring / participating in trade meet in India and abroad and / or logo support on non-financial terms by linking investors, entrepreneurs, technology providers and traders; and
- 1.11.Focus areas of the scheme - Processing, Storage, Packaging, Marketing & Retailing of Dairy Products and Analogues, Fats, Oils and Fat Emulsions, Fruit & Vegetable Products, Cereals and Cereal Products, Meat and Meat Products, Fish and Fish Products, Sweets & Confectionery, Bakery Products, Eggs and Egg Products, Sweetening Agents including Honey, Salt, Spices, Condiments and Related Products, Ready-to-Eat Savouries, Beverages (other than Dairy and Fruits

& Vegetables based), Proprietary Food, Radiation Processing of Food, Gluten Free Food, Food Specially Processed to Reduce Gluten Content, Other Food Product and food ingredients.

2. Components of the scheme

- 2.1. Seminar, workshop, conference, campaign, symposium in India on objectives and focus areas of these scheme guidelines;
- 2.2. National / International Fair / Exhibition / Roadshow / Mela / Business Summit & Investors Meet / World Food India (WFI) / Food India on objectives and focus areas of these scheme guidelines;
- 2.3. Ministry's Logo support on objectives and focus areas of these scheme guidelines;
- 2.4. Advertisement and publicity; and
- 2.5. Any other methods of disseminating information on food processing.

3. Eligible Organizations

- 3.1. Apex Industry Bodies / Associations / Chambers like Confederation of Indian Industry (CII), Federation of Indian Chambers of Commerce and Industry (FICCI), Associated Chambers of Commerce and Industry of India (ASSOCHAM), PHD Chamber of Commerce and Industry (PHDCCI), All India Food Processors' Association (AIFPA), Indian Chamber of Commerce (ICC), Dalit Indian Chamber of Commerce and Industry (DICCI), Federation of Industry & Commerce of North Eastern Region (FINER) and State Chambers;
- 3.2. Central / State Government and their Institutions like Agricultural and Processed Food Products Export Development Authority (APEDA), Central Food Technological Research Institute (CFTRI), India Trade Promotion Organization (ITPO); and
- 3.3. Central / State University.

4. Seminar, workshop, conference, campaign, symposium in India on objectives and focus areas of these scheme guidelines

- 4.1. Annual Strategy Plan (ASP) - Every year, based on the objectives and focus areas of these scheme guidelines, Ministry will prepare an Annual Strategy Plan (ASP) before 1st week of January in consultation with all Divisions of Ministry and call for Request For Proposal (RFP) from Apex Industry Bodies / Associations / Chambers

and finalize it before 4th week of January. The ASP will include number of event(s) to be conducted.

Provided that the selected Apex Industry Body / Association / Chamber shall sign the Memorandum of Understanding (MoU) with Ministry of Food Processing Industries.

Provided further that Ministry may extend the period of MoU for successive period of three months with nominal escalation of additional 10 % per annum or parts thereof, subject to acceptance by the selected Apex Industry Body / Association / Chamber. The Ministry will publish ASP on its website;

4.2. Pattern of Assistance

4.2.1. When an organization selected through ASP organizes any of the above event, Ministry will extend financial assistance up to 50 % of the actual event cost or maximum of Rs. 5 lakhs per event, whichever is less. If the event is organized in NE Region, Ministry will extend 100 % financial assistance of the actual event cost or maximum of Rs. 5 lakhs per event, whichever is less;

4.2.2. When Ministry sponsors / co-sponsors any of the above event organized by Central / State Government and their institutions like APEDA, CFTRI, ITPO and Apex Industry Bodies / Associations / Chambers, Ministry will extend 100 % financial assistance of the actual event cost or maximum of Rs. 10 lakhs per event, whichever is less;

4.2.3. Ministry may extend financial support to Central / State Government and their Institutions for organizing any of the event(s), subject to participation of Ministry; and

4.2.4. Notwithstanding anything contained above, Ministry may extend financial assistance to deserving cases for organizing an event, subject to participation of Ministry.

5. National / International Fair / Exhibition / Roadshow / Mela / Business Summit & Investors Meet / World Food India (WFI) on objectives and focus areas of these scheme guidelines.

5.1. Pattern of Assistance

- 5.1.1. Ministry will extend financial assistance to organize any of the above event, up to 50 % of the actual event cost or maximum of Rs. 10 lakhs per event, whichever is less;
- 5.1.2. When Ministry organizes World Food India (WFI) and its allied event(s), an international event once in two years, Ministry will select an Event Partner and a Knowledge Partner for organizing such event through Request for Proposal (RFP) or select an agency based on previous experience for organizing WFI and there will be no ceiling on the expenditure to be incurred unless otherwise restricted by Government of India;
- 5.1.3. When Ministry in close association with Central / State Government and their institutions like APEDA, CFTRI, ITPO and Apex Industry Bodies / Associations / Chambers, organize any of the above event in India, Ministry will extend financial assistance up to 25 % of the actual event cost or maximum of Rs. 10 lakhs per event, whichever is less;
- 5.1.4. When Ministry sponsors / co-sponsors any of the above event organized by Central / State Government and their institutions like APEDA, CFTRI, ITPO and Apex Industry Bodies / Associations / Chambers, Ministry will extend 100 % financial assistance of the actual event cost or maximum of Rs. 10 lakhs per event, whichever is less; and
- 5.1.5. When Central / State Government and their Institutions organize any of the above international event or participate in such international event, Ministry will extend financial assistance up to 25 % of the actual event cost or maximum of Rs. 20 lakhs per event, whichever is less.

6. Ministry participation in seminar, workshop, conference, campaign, symposium and national fair, exhibition, mela

- 6.1 Ministry may participate in such events by seeking nominations from the Apex Industry Bodies / Associations / Chambers, of entrepreneurs belonging to SC / ST / NER category and women entrepreneurs, who would be interested in participating in such events and display their products. The stall space in such events would be hired on behalf of the nominated entrepreneurs by the Apex Industry Bodies / Associations / Chambers and reimbursed by MoFPI.

7. Promotion of food processing sector in every Constituency of India

- 7.1. A special dispensation exclusively for organizing any of the event falling under the components of these scheme guidelines in every Constituency of India with reference to objectives and focus areas of these scheme guidelines is being provided;
- 7.2. Ministry will extend this special provision to all elected Members of Parliament (Lok Sabha) subject to receipt of recommendation from the Member of Parliament (Lok Sabha) once in their tenure for organising such event in association with Apex Industry Bodies / Associations / Chambers and involving State Industries Department / State Chambers, wherever possible;
- 7.3. Ministry will extend financial assistance to organize an event in every constituency for the remaining period of 17th Lok Sabha, in every region viz., northern, western, eastern, southern and north-eastern in order to achieve the objectives in a radical way; and
- 7.4. Pattern of assistance - Ministry will extend 100 % financial assistance, maximum of Rs. 5 lakhs for an event in every constituency or actual event cost, whichever is less.

8. Food Processing Industry on wheels – a Mobile Processing Unit (MPU) developed by Indian Institute of Food Processing Technology (IIFPT)

- 8.1. IIFPT will organize events “Food Processing Industry on wheels”, in Tomato / Onion / Garlic / Ginger producing clusters to aid farmers and small processors to process these farm produce in the Mobile Processing Unit (MPU) at field level with no repetition of such event at same location. The objectives of the event are :-
 1. Protecting farmers from price risks during glut in market by converting their produce into value added products;
 2. Minimization of wastages in post-harvest handling of farm perishables;
 3. Livelihood enhancement in rural areas by providing market options for processed foods;
 4. Ensuring good quality processed food at a reasonable price to consumer; and
 5. Strengthening food value chain by eliminating the intermediaries.

- 8.2. Pattern of assistance - Ministry will extend 100 % financial assistance, maximum of Rs. 4 lakhs per event including advertisement or actual event cost, whichever is less.

9. “Food India” to be organized by State Government on objectives and focus areas of these scheme guidelines

- 9.1. “Food India” is a State event organized by the State Government in association with one of the Apex Industry Body / Association / Chamber;
- 9.2. It is a quarterly event, subject to a gap of 2 years between the events, if organized in the same State; and
- 9.3. Pattern of assistance - Ministry will provide financial assistance of 50% of the actual event cost or maximum of Rs. 50 lakh per event, whichever is less.

Provided that Ministry of Food Processing Industries may meet the entire expenditure in situations wherein the State Government does not come forward to fund such an event. However, the State Government will be required to provide logistical support for such event.

10. Advertisement and Publicity

- 10.1. Ministry will publish various advertisements in print media like newspaper, magazine and audio-visual spots in Radio/TVs for promotion of various schemes and allied activities being undertaken by the Ministry to promote Food Processing sector;
- 10.2. Ministry will also create various print materials like brochures, e-books, pocket books, multimedia aids like CDs, pen drives, social media digital contents, promotional movies, software development and required accessories for interactive digital display, investor facilitation website;
- 10.3. The advertisement and publicity and preparation and distribution of publicity material will be undertaken through a professional agency selected through competitive bidding process among the agencies empaneled with Directorate of Audio-Visual Publicity (DAVP) [re-designated as Bureau of Outreach & Communication (BoC)] as per media policy / guidelines laid down by Ministry of Information and Broadcasting and BoC from time to time; and
- 10.4. The expenditure will be borne as per DAVP rates wherever available.

11. Ministry's Logo Support on objectives and focus areas of these scheme guidelines

11.1. Based on the request, Ministry may extend non-financial logo support to an event, if such event is related to food processing sectors. The use of "Ministry's Logo" shall be allowed / permitted subject to the following terms and conditions:-

1. Ministry has the right to withdraw permission for use of its logo with or without giving any notice;
2. The logo of Ministry shall be used for the requested purpose in such a way that it will not affect the name, reputation and interests of the Ministry;
3. The logo support extended by Ministry is only for the event for which Ministry has accorded approval and not for any other purpose or for any future event; and
4. Disputes of any kind, if arises, by virtue of use of Ministry's logo, the same shall be resolved only by applicant organization using their means and resources.

11.2. Ministry will extend logo support without any condition to:-

1. An event organized by all establishments / offices and Institutions under Ministry;
2. Financial support extended by Ministry for an event;
3. An event organized by Central / State Government and their Institutions directly or jointly with Apex Industry Bodies / Associations / Chambers if such event is related to food processing sectors; and an event organized / sponsored / supported by Indian Embassies / Missions abroad to promote Ministry's initiative.

12. Documents required for approval & release of grant shall be submitted by every organization including an agency selected through Request for Proposal (RFP)

12.1. Approval of the grant will be considered on submission of the following pre-event documents / information by every organization and it is applicable for all kinds of event, if otherwise exempted :-

1. An application in the prescribed format A (as in Annexure-I);

2. Estimated expenditure & disclosure of sources of funding;
3. Notarized undertaking to the effect that the organization has not availed / applied for / will not avail grant / subsidy from any other Ministry / Department / Agency of Government of India or State Government for the same purpose / activity / component as in Annexure-II;
4. Pending Utilization Certificates (UC), if any for earlier grants received from Ministry as per format given in GFR, duly countersigned by a Chartered Accountant;
5. Undertaking / Declaration from the organizer that no UC is pending for previous grants, if any, availed from Ministry; and
6. Written confirmation from State Government that their proposal has been shared with industries department of the State Government and they are on board about organizing this event and / or they would be actively participating in the event.

12.2. Release / Reimbursement of the grant-in aid will be considered on submission of the following post-event documents / information by every organization and it is applicable for all kinds of event, if otherwise exempted:- (The post event reimbursement of the grant, shall be done in one installment after receipt of the complete documents / information as mentioned below :-

1. Proceedings of the event;
2. Copies / cutting of advertisements / publicity done by the organizer;
3. List of participants;
4. Photocopy of visitors book;
5. List of exhibitors;
6. Photographs of the event;
7. Pre-receipted bill / Invoice for the expenses incurred and / or claimed;
8. Utilization Certificate in GFR;
9. Proof of registration in Public Financial Management System (PFMS) for payment;
10. Mandate Form / Cancelled Cheque;
11. List of resource persons attended the event with topics / presentations made;
12. Outcome of the event and recommendations for various stakeholders;

13. Details of sources of income and items of expenditure duly audited by C.A;
and
14. Surety Bond on a non-judicial stamp paper of Rs.100/- or above as in Annexure-III, wherever called for (Execution of Bond will not apply to Central/State Government and their Institutions whose budget is approved by Government).

13. HOW TO APPLY

- 13.1 Application in the prescribed format as in Annexure-I shall be submitted by every organization, preferably 2 (Two) months in advance of an event to Ministry for organizing an event. In case an event has already taken place, assistance shall not be provided;
- 13.2 Application format is available on Ministry website:- www.mofpi.nic.in; and
- 13.3 Nodal Officer of the Scheme:-
Director (Promotional Activities), Ministry of Food Processing Industries,
Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.

ANNEXURE-I**Application Form**

For financial assistance from Ministry of Food Processing Industries (MoFPI) for organizing seminar, workshop, conference, campaign, symposium, national / international fair, exhibition, roadshow, mela, business summit & investors meet, food India and such other event(s) Ministry may deem fit;

| | | |
|----|---|--|
| 1. | Organizer / Promoter Name & Address Telephone/fax/e-mail nos. | |
| 2. | Nature/type of Organization (Please attach copies of Registration certificate, Memorandum and Articles of Association) | |
| 3. | Financial standing of the Organizer (Note: Audited Annual Accounts of the applicant organization for the last three years be furnished along with summary of the same) | |
| 4. | Main activities of the Organization | |
| 5. | Name of the event | |
| 6. | Date(s) and period of the proposed event | |
| 7. | Venue (preferential treatment will be given for holding the event in areas where SC/ST Population is predominant) and rationale/ justification for selection of the place/state for holding the event | |
| 8. | Objective of the event (with specific relevance to promotion of food processing industries) | |
| 9. | No. of participants (Target group of the participations may be indicated) 1. From India 2. From Abroad | |

| | | |
|-----|---|--|
| 10. | <p>Possible outcome</p> <ol style="list-style-type: none"> 1. No. of farmers to be benefitted 2. No. of food processing entrepreneurs to be benefitted. 3. No. of beneficiaries to avail benefits under PMKSY Scheme of Ministry | |
| 11. | Details of resources persons and their names, address and topics to be addressed by them to be mentioned | |
| 12. | Programme Schedule | |
| 13. | Total estimated expenditure | |
| 14. | Whether the organization is prepared to contribute 50% of the estimated expenditure | |
| 15. | <p>Sources of funding:-</p> <ol style="list-style-type: none"> 1. Assistance from Ministry 2. Grant sought to be received from Other Government bodies/organizations 3. Assistance from private organizations etc. 4. Organizer's own contribution 5. Income from registration/ participant fee 6. Income from Souvenir and other sources, if any 7. Total funding <p>[Note: This figure should tally with the figure given at 13 above regarding total estimated expenditure]</p> | |
| 16. | Past experience of the organizer/promoter in organizing similar event(s) in food processing in the form of a statement with details of similar event(s) organized by them in food processing and outcome of such event(s) may be furnished. | |

| | | |
|-----|--|--|
| 17. | A separate statement showing details regarding availability of professional / trained man power and infrastructure for organizing the event along with their name, designation, qualification & experience and contact details (Mobile No. & Email) may be furnished. | |
| 18. | If the proposed event is an international event, then a statement showing clearance obtained from Ministry of External Affairs (from political angle)/Ministry of Home Affairs (security angle) /other clearances, including concerned State Government should be furnished. | |
| 19. | Written confirmation from State Government that their proposal has been shared with industries department of the State Government and they are on board about organizing this event and / or they would be actively participating in the event. | |
| 20. | Undertaking as per prescribed proforma (Annexure-II) for not availing grant from other Government sources | |
| 21. | <ol style="list-style-type: none"> 1. Submit pending Utilization Certificates, if any for earlier grants-in-aid received from Ministry in GFR, duly countersigned by a Chartered Accountant. 2. Undertaking / Declaration from organizer that no UC is pending for previous grants, if any, availed from Ministry. | |
| 22. | Please indicate briefly the capabilities of the organization to conduct the event leading to logical conclusions/ recommendations for the benefit of processed Food sector. | |
| | | |

| | |
|----------------------------|--|
| <p>Date:</p> <p>Place:</p> | <p>Signature</p> <p>Name & Designation with Stamp/Seal</p> |
|----------------------------|--|

UNDERTAKING

I.....son ofagedChairman/President/
Director/Secretary/.....of (Name of the organization) and
address..... hereby affirm
and declare as under –

1.That the organization has not availed / applied for / will not avail grant/ subsidy from any
other Ministry / Department / Agency of Government of India or State Government for the
same purpose / activity / component.

2.That all the documents, explanations / information etc. submitted by the company from
time to time are true, correct and complete to the best of the company's knowledge and belief.

I also affirm that the Declaration / Certification given above by me is true and fair to the best
of my knowledge and belief.

| | |
|-------|--|
| Date | Signature and Seal/Stamp of Organization |
| Place | Designation |
| | Tel.No./Mobile No |
| | Email |

VERIFICATION

Verified that the contents of this certificate are true and correct to the best of my personal
knowledge and belief. If anything is found false in this certificate subsequently, my
organization and I shall be liable jointly and severally for action under the laws.

| | |
|-------|--|
| Date | Signature and Seal/Stamp of Organization |
| Place | Designation |
| | Tel.No./Mobile No |
| | Email |

To:

Director (Promotional Activities) Ministry of Food Processing Industries, Panchsheel
Bhawan, August Kranti Marg, New Delhi – 110049

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 ----- (here in after called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for sum of Rs.----- (Rupees -----only). We / I 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 a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aid of Rs.----- (Rupees-----only) for the purpose of----- (description of the project) at-----out of which the sum of Rs.----- (Rupees-----only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

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

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

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire

amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The 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 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 whereof is annexed here to 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) and 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: _____

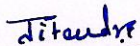
Dated: 11/03/2019

Subject: Amendment in Operational Guidelines for Scheme for Human Resources and Institution -Skill Development (SHRISD) dated 05.10.2018

Ministry of Food Processing Industries is implementing Scheme of Human Resources and Institution- Skill Development (SHRISD) under PMKSY and the operational guidelines for the scheme was uploaded on Ministry website on 05.20.2018. The scheme is open for application for applicants' desirous of availing grants under the scheme.

2. In order to make the scheme more attractive and investor friendly, operational guidelines of the scheme has been further amended by including Ministry assisted Mega Food Parks and Agro Processing Clusters as eligible categories for financial assistance for Plant and Machinery of approved job roles under the Scheme. Also, provision for PMU has been dispensed with under the revised guidelines.

3. Modified operation guidelines **(as enclosed at Annexure-I)** for Scheme of Human Resources and Institution- Skill Development (SHRISD) is hereby notified for information to all the stakeholders and public at large. Interested applicants are requested to apply as per revised guidelines.


(Jitendra Kumar)
Director, Government of India
e-mail: jitendra.shukla73@gov.in

F. No. I-13033/1/2016-Institution Division(Part)
Ministry of Food Processing Industries
Government of India
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Dated: 11.03.2019

Subject: - Revised Operational Guidelines for Scheme for Human Resources and Institution - Skill Development (SHRISD)

1. Introduction:

The Ministry has formulated a Scheme for Human Resources and Institution - Skill Development (SHRISD) under the Central Sector Scheme Pradhan Mantri Kisan Sampada Yojana for a period coterminous with the 14th Finance Commission cycle. The guidelines of the Scheme were issued by this Ministry on 20/11/2017. Now the guidelines of the Scheme are being revised on the basis of inputs received from various stakeholders.

2. OBJECTIVES OF THE SCHEME:

The Scheme aims to achieve the following objectives:

- (i) Develop training/ Course modules in English, Hindi and recognized regional languages based on the Qualification Packages (QPs) validated by the NSDA as National Occupational Standards for different job roles in various sectors of Food Processing Industries.
- (ii) Assist Training Centers (TCs) for building requisite infrastructure for providing skill training for different job roles.
- (iii) Augment number of skilled workforce in different domains of food processing industries like floor level workers, Operators, Packaging and assembly line workers, quality control supervisors etc. and to meet the skilled Human Resources requirement in food processing sector.
- (iv) In the long run, upgrade the skills of the workers for various job roles in food processing sector depending upon their educational qualification, available/ future technological trends and the job role potential in various sectors of food processing, which can make them eligible for a suitable employment or self-employment.
- (v) Help create enabling resources of Training Partners (TPs) and course content developers to implement various skill development programs of food processing sectors in the country dovetailing with initiatives under the Pradhan Mantri Kaushal Vikas Yojana (PMKVY).

3. COMPONENTS OF THE SCHEME:

The Scheme will have following components:

- (i) Development of Course Curriculum/ Training Module in English, Hindi and translation of the same in recognized regional languages (as per 8th schedule) based on the Food Processing QPs validated by NSDA as National Occupational Standards.
- (ii) Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill training on various job roles in food processing as per National Skill Qualification Framework (NSQF).

4. IMPLEMENTATION OF SCHEME COMPONENTS-

The components of the scheme will be implemented as per the National Skill Qualification Framework (NSQF) and operational procedures established by the Sector Skill Council i.e. Food Industry Capacity & Skill Initiative (FICSI). The development of course curriculum/ training modules/ translation of training modules in regional languages is required to be as per validation of NSDC.

4.1. Development of Course Curriculum/ Training Module in English, Hindi and translation of the same in recognized regional languages based on the QPs validated by NSDA as National Occupational Standards

4.1.1. In order to impart standardized skill training, devising modular training curriculum for each job role in accordance to the QPs validated by NSDA is of paramount importance. High quality course content in English, Hindi and Regional languages in print as well as in multi-media for each job role identified under sub-sector, developed and translated under the scheme, shall be available to the training centers for conducting skill training on respective job roles of Food Processing Sector.

4.1.2. Following category of institutions/organizations shall be eligible to (i) All recognized Central / State/ Deemed Universities or its Departments of Food processing Technology, (ii) Colleges/Institutions of Food Technology affiliated with Central/ State Govt. Universities, (iii) Professional agencies with past experience in developing training modules, (iv) National level Food Processing Industry Associations/ Food Processing Wing of National level Industry Associations/Chambers of Commerce

4.1.3 Pattern of Assistance (As Grants-in-aid):

- a) Grants-In-Aid would be provided to the eligible Institutions/organizations upto a maximum of Rs. 5.00 lakhs per QP for development of training module both in print and Multi-media for each job role.

- b) Up to a maximum of Rs. 0.50 lakh per QP would be provided for the translation of already developed training modules in recognized regional languages as per 8th schedule both in print and Multi-media for each job role.
- c) The grant will be released after the training modules are developed / translated and are further validated by Industry and accepted by Food Industry Capacity & Skill Initiative (FICSI).
- d) Copyright of the training module, so developed, shall lie with the respective developer. However, MoFPI shall have unrestricted right of usage without any obligation to pay royalty and may authorize any training center to use the material.

4.1.4. Method of Application:

- a) The applicant institute/*organization* need to apply in prescribed format **(Annexure-I)** submitting therewith Food Processing sector training modules/ translated training modules duly validated by Industry and accepted by FICSI. Development of course content in sectors, other than Food Processing, shall not be eligible for assistance under the scheme.
- b) The application is required to be forwarded by Head of the Department/ Institution/*organization*.
- c) The application is to be accompanied with a confirmation letter from FICSI that the training module/ translation of the training module has not previously been done by any other agency/ institute. The date on which proposed training module is accepted by FICSI should be later to the date on which applications for grants under the scheme is called for by the Ministry.
- d) Applicant has to provide Surety Bond in **Annexure-III** and an affidavit that he has not availed assistance from any Government Agency for development of same training module **Annexure-IV**.

4.2 Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill/ training on various job roles in food processing.

4.2.1 To impart training for specific job roles in food processing sector, TCs are required to be equipped with specific machineries as prescribed under training modules. In order to help establishing new TCs and getting them affiliated/accredited with FICSI/*NSDC*/State Skill *Missions* or to expand the existing TCs, grants in aid will be provided to Training Partners for purchase of plant & machinery as per the requirement of specific Food Processing training module.

4.2.2 Eligibility: Following Institutions/*Organizations* shall be eligible to apply under the scheme-

- a) Recognized Central/State/Deemed University or its Department of Food Processing Technology.
- b) Colleges/Institutions of Food Technology, affiliated with Central/ State Govt. Universities.
- c) Govt. approved Industrial Training Institutes (ITIs),
- d) NABL accredited Food Labs,
- e) Training Partners having permanent/ temporary affiliation with or accreditation by FICSI, NSDC or State Skill Missions.
- f) MoFPI assisted Mega Food Parks and Agro Processing Clusters

4.2.3 Pattern of Assistance (As Grant-in-aid):

- a) Grants-In-Aid will be provided at the rate of 50% of cost of plant & machineries required for a NSDA/NSDC validated training module subject to a maximum of Rs. 15 lakh per training module.
- b) Grants-In-Aid will be provided to maximum of five training modules per TC, provided there is no overlap in plant and machinery. In case any machinery is required for more than one training module, Grants shall be provided only one number of that machinery, irrespective of number of training modules for which Grants is being provided.
- c) The Grants-In-Aid will be released by the Ministry to eligible institutions/organizations in two equal installments i.e. 50% advance and remaining 50% after the plant machinery has been purchased and installed by the Institute/ organization.
- d) Plant and machinery prescribed by NSDC/ FICSI from time to time for different training modules shall be eligible for Grants under the scheme. The current list of plant & machinery is available at URL (http://smart.nsdcindia.org/knowledge_bank.aspx).

4.2.4 Method of application:

- a) The applicant institute/ TC need to apply in prescribed format (**Annexure-II**) with details of Plant & machinery proposed to be purchased as per the training modules validated by NSDA/NSDC along with cost estimate of each item. Application need to be accompanied with Quotations, based on which cost estimates have been arrived at.
- b) The application is required to be forwarded by Head of the Department/ Institution/organization.
- c) The application should be accompanied with certificate from FICSI, NSDC or State Skill Mission to the effect that the training Partner has been affiliated to/accredited with the respective body. TPs with temporary affiliation/ accreditation are also eligible to apply under the scheme. However, prior to release of the second and final installment of Grants in Aid, they shall be required to get their training center audited by the respective affiliation/ accreditation body and should have permanent Affiliation/ Accreditation.

- d) The applicant has to certify that plant & machinery proposed to be purchased for the TC, where Training is proposed to be imparted, is as per the requirement of the training module of _____ (name of Sector and Job role).
- e) Applicant has to submit a Surety Bond (Annexure-III) as well as an affidavit to the effect that no assistance has been availed from any Government Agency for the same purpose (Annexure-IV).

5. SUBMISSION OF PROPOSALS:

All proposals are to be submitted in the prescribed format online on the web portal of MoFPI with relevant documents.

6. APPROVAL OF PROPOSALS & RELEASE OF GRANTS-IN-AID:

The proposals received under both the components of the scheme will be scrutinised by a Scrutiny Committee constituted for this purpose. The Scrutiny Committee will consist of

- a. Joint Secretary (Skill Division) MoFPI - Chairperson
- b. Director/Deputy Secretary (Skill Division) MoFPI - Member Secretary
- c. Deputy Secretary/Under Secretary (Finance) MoFPI - Member
- d. Nominee of NIFTEM- Member
- e. Nominee of IIFPT - Member
- f. CEO, FICSI or his nominee - Member

The proposals recommended by Scrutiny Committee under Development of Course Curriculum/ Training Module component shall be considered by the Ministry for final approval and release of the eligible Grant.

For establishment/ expansion of Training Centre (TC), release of the eligible Grants-in-Aid shall be made in the following two stages:

- i. A proposal meeting the prescribed eligibility conditions and found complete in all respect will be recommended by the Scrutiny Committee to the Ministry for consideration of approval. If approved by the Ministry, 50% of the eligible Grant shall be released in advance.
- ii. After purchase and installation of the equipment for the job role (s) and fulfillment of the following conditions as well as any other condition (s) imposed by the Ministry in Approval letter, release of second and final installment of Grant shall be considered by the Ministry against the eligible expenditure incurred by TP:

- a) Submission of voucher/bill of the Plant and machinery installed.
- b) Submission of certificate of permanent affiliation/ accreditation by FICSI, NSDC or State Skill Mission.
- c) Submission of a certificate from NSDC/FICSI/State Skill Mission/concerned District Labour/Employment Officer to the effect that the applicant Training Center is operational prior to release of the second and final installment of Grants in Aid.
- d) Submission of a Certificate from Chartered Engineer duly countersigned by Head of Department/Institution for installation of plant and machinery as per Annexure-V needs to be submitted.

Release of the instalment(s) of Grant shall be made online through PFMS and applicant need to get registered on PFMS/EAT prior to release of Grant.

ANNEXURE-I

Application for Development of Course Curriculum/ Training Modules based on the QPs validated by NSDA as National Occupational Standards in English, Hindi and translation of the same in recognized regional language, under Scheme for Human Resources and Institution – Skill Development (SHRISD).

| | | |
|-----|---|--|
| 1. | NAME OF THE INSTITUTION | |
| 2. | Nature of Organization (Company, Trust, College, University, Society, etc.) | |
| 3. | Act under which Registered | |
| 4. | Year of Incorporation/ Registration | |
| 5. | Registered Address | |
| 6. | Experience in Skilling ecosystem (In Years) | |
| 7. | PAN No of Organization | |
| 8. | TAN No. of organization | |
| 9. | No of employees in the organization | |
| 10. | Details of developed Training module along with corresponding validated QP | |
| 10a | Whether developed in Print as well as Multi-media? (Pl provide details and enclose copy of the same) | |
| 10b | Whether translated to recognised regional language? (Pl provide details and enclose copy of the same) | |
| 11. | Whether training module validated by Industry and accepted by FICSI? (Pl provide validation letter) | |
| 12. | Bank Account details | |

Certified that the above information is correct and true to the best of my knowledge.

Signature_____

Name_____

Designation_____

Institution_____

Email_____

Mobile_____

Application for Establishing Training Center (TC) / Expansion of Existing Training Centre to impart skill training on various job roles in food processing under Scheme for Human Resources and Institution – Skill Development (SHRISD)

PART A- GENERAL INFORMATION

| | | |
|-----|--|--|
| 1. | NAME OF ORGANIZATION | |
| 2. | Nature of Organization (Company, Trust, College, University, Society, etc.) | |
| 3. | Act under which Registered | |
| 4. | Year of Incorporation/ Registration | |
| 5. | Registered Address | |
| 6. | Experience in Skilling ecosystem (In Years) | |
| 7. | PAN No of Organization | |
| 8. | TAN No. of organization | |
| 9. | No of employees in the organization | |
| 10. | Detail of currently operational Training Centers | |
| 11. | Details of Permanent/ Temporary Affiliation/ Accreditation with NSDC/ FICSI/State Skill Missions | |
| 12. | Bank Account details | |

PART B- FINANCIAL INFORMATION

| | | |
|----|--|--|
| 1. | Audited Annual Turnover for the last three years | |
|----|--|--|

PART C-TRAINING CENTER DETAILS

| | | |
|-----|--|--|
| 1. | Name of the Training Center | |
| 2. | Whether Owned, Leased, Rented or Franchise? | |
| 3. | Address of the Training Center | |
| 4. | Details of the training on-going/ <i>proposed</i> to be conducted in the center <i>including business plan for utilisation of the equipment proposed to be purchased</i> | |
| 5. | Whether training is being conducted under any scheme of govt. to carry out training? | |
| 6. | Details of Job roles (Job Role Name, QP Code, NSQF Level) for which training is being conducted. | |
| 7. | Whether training under any other sector carried out in the training center? | |
| 8. | No. of Classrooms | |
| 9. | Area of each classroom | |
| 10. | Details of the training equipment available | |
| 11. | Job Role details and cost estimate of the proposed Equipments/ plant & Machineries (To be supported with Quotations) | |
| 12. | Total estimated cost | |

Certified that the above information is correct and true to the best of my knowledge.

Signature_____

Name_____

Designation_____

Institution_____

Email_____

Mobile_____

PART D- DOCUMENT CHECKLIST FOR APPLICATION

| Sl No | Items | Details/Documents Furnished or Not Furnished |
|-------|--|--|
| 1. | Certificate of Incorporation | |
| 2. | Rent Agreement/ Franchise Agreement/ Ownership document of the training center, as applicable | |
| 3. | PAN Card | |
| 4. | Tan No. | |
| 5. | Electricity Bill/Telephone Bill/ Municipal House tax Receipt for the last three months of the Training Center. | |
| 6. | NSDC/ FICSI/ Sector Skill Council accreditation or Affiliation Certificate | |
| 7. | Audited Financial Statements for the last three Financial Years. | |
| 8. | Photos of: | |
| | a. Training Center Building | |
| | b. Approach Road | |
| | c. Each Classroom | |
| | d. Existing Plant & Machinery | |
| 9 | Surety Bond (Annexure III) & Affidavit in Rs.100 Non judicial stamp paper duly notarised (Annexure IV). | |
| 10 | Quotation for each equipment for which grant is being applied | |

(Not applicable for quasi Government Institution Central Autonomous Organizations)

ANNEXURE-III

(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 "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
a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in
favour of the Obligors grants-in-aids-in-aid of Rs. _____ (Rupees
_____ only) for the purpose of
_____ (description of the project) at
_____ out of which the sum of Rs. _____ (Rupees
_____ only) have been paid to the Obligors (the receipt of which the
Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in
the terms and manner contained hereinafter which the Obligors have agreed to do.

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

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

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

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

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligors the day herein above written in pursuance of the Resolution No. _____
Dated

_____ passed by the governing body of the Obligors, 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 Obligor 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

(ACCEPTED)

For and on behalf of the President of India

Name:_____

Designation:_____

Dated:_____

Notary Seal & Signature

Affidavit

[As per GFR-230(1)]

I S/o Resident of
director /

proprietor of M/s do here by solemnly affirms and state as follows:

(a) That organization's sister concern (s)/ inter connected company/Group company as well as the applicant company itself has not obtained any financial assistance for similar purpose from MoFPI.

(b) That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.

Deponent

Verification :

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organisation shall be liable jointly and severally for action under the laws, hence verified at (Place) on (Date) .

Deponent

Notary Seal& Signature

[Refer Para 4.3(ii)(a) of Guidelines]

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 Training Centre:

Location with address:

Date of visit by Chartered Engineer:

| Sl. No | Name of Machinery/equipment | Quantity | Actual Cost (Lakh Rs) | | Supplier / Manufacturer | Installed /Not Installed | Comments on quality, Specifications, etc. |
|--------|-----------------------------|----------|-----------------------|---|-------------------------|--------------------------|---|
| | | | Basic Cost | Taxes, Freight, Installation, Insurance | | | |
| | | | | | | | |
| | TOTAL | | | | | | |

It is certified that all plant and machinery for which grant being sought are new.

Signature and Seal of C.E.

Counter signature of authorized signatory of from TC with Seal

I/69549/2020

File No. OP-14/7/2018-DD(OG)

Government of India

Ministry of Food Processing Industries

Panchsheel Bhawan, August Kranti Marg, New Delhi – 110049

Guidelines for short term intervention for all fruits and vegetables under Operation Greens under Atamnirbhar Bharat Abhiyan as on 11.06.2020

Ministry is implementing a central sector scheme, namely “Operation Greens” – A scheme for integrated development of Tomato, Onion and Potato (TOP) value chain with a budgetary allocation of Rs. 500 crores. The scheme has two-pronged strategy of Price stabilisation measures (for short term) and Integrated value chain development projects (for long term).

2. Due to restriction imposed on account of COVID-19, the supply chain has been disrupted and farmers are not able to sell their produce in the market. Hon’ble Finance Minister has announced on 15.05.2020 in the third tranche of measures for revival of the economy affected severely due to COVID-19 pandemic as part of Atamnirbhar Bharat Package Announcements:

- i. Operation Greens will be extended from Tomatoes, Onion and Potatoes (TOP) to ALL fruits and vegetables (TOTAL);
- ii. Scheme features – 50% subsidy on transportation from surplus production to deficient markets and 50% subsidy on storage, including cold storages;
- iii. Pilot for 6 months – will be expanded and extended;

3. After Inter-Ministerial Consultation, the Scheme was approved by Hon’ble Minister, FPI on 10.06.2020. Accordingly, a set of guidelines has been envisaged for quick implementation of the scheme and to encourage evacuation of surplus production of fruits and vegetables from the production area to consumption centres for the six months to moderate and check gluts and shortage. The salient features of the guidelines are as below:

- a. **Objective:** -The objective of intervention is to protect the growers of fruits and vegetables from making distress sale due to lockdown and reduce the post-harvest losses.
- b. **Eligible Crops:** – Following fruits & vegetables, on the basis of recommendation received from the Ministry of Agriculture will be eligible under the Scheme:-

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Fruits- Mango, Banana, Guava, Kiwi, Lichi, Papaya, Citrus, Pineapple, Pomegranate and Jackfruit

Vegetables: - French beans, Bitter Gourd, Brinjal, Capsicum, Carrot, Cauliflower, Chillies (Green), Okra, Onion, Potato and Tomato

Any other fruit/vegetable can be added in future on the basis of recommendation by Ministry of Agriculture or State Government

- c. **Eligible Production Cluster:** - The list of districts for each crop mentioned in Serial No. 7.5 of Horticulture Statistics at Glance 2018 published by Ministry of Agriculture (available at the website agricoop.nic.in) will be taken as eligible production clusters subject to meeting the criterion of essential conditions.
- d. **Duration of Scheme:** - for the period of six months from the date of notification.
- e. **Eligible entities:** - Food Processors, FPO/FPC, Co-operative Societies, Individual farmers, Licensed Commission Agent, Exporters, State Marketing/Co-operative Federation, Retailers etc. engaged in processing/ marketing of fruits and vegetables.
- f. **Pattern of Assistance:** - Ministry will provide subsidy @ 50 % of the cost of the following two components, subject to the cost norms:
 - i. Transportation of eligible crops from surplus production cluster to consumption center; and/or
 - ii. Hiring of appropriate storage facilities for eligible crops (*for maximum period of 3 months*);

Any incidental expenses or taxes, such as GST and other taxes levied at State/Central level will not be considered for the purpose of subsidy.
- g. **Essential conditions:** The subsidy will be disbursed to the eligible entities, in case of fulfilment of the following conditions: -
 - i. Price in the notified production clusters meet any one of the following conditions:
 - a. Price fall below preceding 3 years' average market price at the time of harvest;
 - b. Price fall more than 15% compared to last year market price at the time of harvest;
 - c. Price fall less than the benchmark price for procurement, if any, fixed by the State/Central Government for a specified period;

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- ii. Procurement to be made directly from farmers, FPO/FPC, Co-operative Society or Licensed Commission Agent and payment should be made only through banking channel;
- iii. Minimum quantity to be procured and transported/stored per applicant (*may consist of one or more than notified crops*) will be as under:
 - a. 100 MT for FPO/FPC, Co-operative, Individual farmers;
 - b. 500 MT for Food Processor, Exporter, Licensed Commission Agent;
 - c. 1,000 MT for Retailers, State Marketing/Co-operative Federation;
- ii. Eligible Criterion for Transportation: minimum distance from notified surplus production clusters to consumption centre, processing plant, retail outlet, or ports/ airport/ICD/CFS in India, as the case may be (by road, railway or air):
 - a. 100 Km for Food Processor, FPO/FPC, Co-operative, Individual farmer, Licensed Commission Agent, Exporter;
 - b. 250 Km for Retailers, State Marketing/Co-operative Federation;
- ii. Storage at licensed warehouse or Cold Storage may be at notified production clusters, consumption centers or any place en-route consumption center
- iii. Payment for transportation and storage charges should be made only through banking channel;
- iv. Maximum admissible subsidy amount per applicant will be Rs. 1 crore during the entire period of 6 months;
- v. For Food Processors, eligible quantity of procurement of crops for subsidy purpose will be capped with reference to installed capacity of their processing plant.
- vi. No application should be made after completion of three months from the date of Transport or Storage invoice, as the case may be.
- vii. Ministry shall review the above conditions from time to time and to take suitable decision to amend/modify/ delete any of the provisions of the scheme guidelines
- h. **Submission of claim for subsidy** - Eligible entities, who comply with the aforesaid essential criteria may undertake the transportation and/or storage of notified crops from notified surplus production cluster, without any prior approval from MoFPI and thereafter submit their claim on online portal <https://www.sampada-mofpi.gov.in/Login.aspx>. They need to fill the requisite

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information in the claim form and upload the self-certified supporting documents on the portal.

The applicant should register on the portal before carrying out transportation/storage of fruits and vegetables.

- i. Category -wise weekly summary of claims will be generated and shared with the concerned agencies, as indicated below for the comments. If the comments if not received within 15 days, it will be presumed that they don't have to offer any comments and the claim will be settled based on the merit of the case:

| <u>S. No.</u> | <u>Category</u> | <u>Nodal Agency</u> |
|---------------|---|----------------------|
| 1 | Food Processor | MoFPI |
| 2 | FPO/FPC | SFAC/MoFPI |
| 3 | Co-operative Society | NCDC/MoFPI |
| 4 | Individual farmer | State Marketing dept |
| 5 | Licensed Commission Agent | State Marketing dept |
| 6 | Exporter | APEDA |
| 7 | State Marketing/ Co-operative Federation | MoFPI |
| 8 | Retailer | MoFPI |

- j. **List of supporting documents:** - The applicant will make online submission of the claim for release of subsidy (for transportation and storage) in prescribed format along with the following supporting documents:

- i.i. Purchase Invoice for eligible crops from the notified production cluster;
- i.ii. Farmer's detail from whom crop has been procured;
- i.iii. Sale/Transfer Invoice for eligible crop to consumption center/plant/port/retail outlet;
- i.iv. Transport Invoice & Receipt, and other relevant documents showing payment made for the transportation of crops such as Weighbridge receipts, Toll plaza receipt, Geo-tag photographs (with truck no. date and time).
- i.v. Storage Invoice & Receipt showing payment made for the storage of the crop such as Weighbridge receipts, Geo-tag photographs (with truck no. date and time), Rent/Lease Agreement.
- i.vi. Copy of bank statement showing payment made to the farmers, transport charge and/or storage charge;

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- k. **Program Management Agency (PMA)** – MoFPI will engage services of existing PMAs under Operation Greens scheme to assist the Ministry in implementation and monitoring of the Scheme.
- l. **Deficiency in the application** – Deficiency in the application, if any, shall be communicated by the PMA to the applicant. Rectification of deficiency in application should be done by the applicant within the last date prescribed by the Ministry, failing which it will be rejected.
- m. **Mission Operation Greens (MOG)** meeting will be held regularly on weekly basis (*every Monday, in case of holiday, next working day*) to consider recommendation of PMAs and approval of the claims submitted by applicants. The claims will be settled within 2 weeks of receiving of complete application for claim. In addition, MOG will consider the progress of the scheme, recommendation for inclusion of any more eligible crops, surplus production area and other policy matters.
- m. **Audit mechanism** – 10% of the cases will be selected on random basis. Wherever required, Ministry or its authority agency may call for original documents for verification. Failure to submit documents in original would make applicant liable to refund the subsidy along with interest at the rate of 15% per annum, from the date of sanction of subsidy. In case any discrepancy and/or over claim is found on such examination, the applicant shall be under obligation to rectify such discrepancy and /or refund the excess claimed with interest at the rate of 15% per annum on recoverable amount with one month. Case of fraud, misrepresentation/misdeclaration, falsification and fabrication of documents or other willful default would be dealt as per penal provisions of the relevant Criminal and Civil Law(s).
- o. Central Government Agencies (e.g., NAFED, CONCOR etc.) and State Level Agencies (e.g., State Agri Industries Corporation, Agri Marketing Federation etc.) will be involved in implementation of the Scheme.
- p. **Service Charges**: - Service Charges at the rate of 2.5% of the subsidy amount may be utilized by the Ministry for administrative purpose.
- q. **Cost Norms for subsidy on Transportation and Storage**: - The following cost norms shall be applied while calculating eligible transportation and storage cost for calculation of subsidy admissible under the scheme.

Transport Charge

- i. Normal Truck Rate:- ₹ 2.84 per MT per Km

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- ii. Reefer Van Rate: - ₹ 5 per MT per Km

In case of transportation by Railway and Air, the actual freight amount charged by the Indian Railway and Air India will be considered as eligible cost.

Storage Charge

- i. Warehouse Rate:- ₹ 345 per MT per season
ii. Cold Storage Rate:- ₹ 2,000 per MT per season

Maximum period of three months will be considered for subsidy towards hiring of appropriate storage facilities for eligible crops;

Deendayal Antyodaya Yojana - National Rural Livelihood Mission (DAY-NRLM)

National Rural Livelihoods Mission (NRLM) was launched by the Ministry of Rural Development (MoRD), Government of India in June 2011. The program was renamed as Deendayal Antayodaya Yojana (DAY-NRLM) in November 2015. Aided in part through investment support by the World Bank, the Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services.

NRLM has set up dedicated sensitive support units at each level to catalyze social mobilization, build institutions, capacities and skills, facilitate financial inclusion and access to financial services, support livelihoods and to promote convergence and partnerships with various programmes and stakeholders. The units are:

- **National level** - National Rural Livelihoods Promotion Society (NRLPS)
- **State level** - State Rural Livelihoods Mission (SRLM)
- **District level** – District Mission Management Units (DMMU)
- **Block level** – Block Mission Management Units (BMMU)

An illustrative list of components being funded under the mission is given below:

- i. Social inclusion and institutions for the poor like milk producers' Cooperatives.
- ii. Promotion and setting up institutions of the poor at various levels.
- iii. Training, Capacity building and skill building
- iv. Revolving Fund and Capital Subsidy
- v. Universal Financial Inclusion
- vi. Provision of Interest Subsidy
- vii. Stabilizing and enhancing the existing livelihoods like cattle rearing, forest produce, fishing, and traditional non-farm occupations and subsequently diversifying their livelihoods
- viii. Infrastructure creation and Marketing support
- ix. Convergence with other programmes of the Ministry of Rural Development and other Central Ministries and programmes of state governments for developing synergies directly and through the institutions of the poor.

The details of the components being funded under the mission may be accessed from the NRLM Website: <http://www.aajeevika.gov.in/>.

Source: Information available on NRLM website – [www. aajeevika.gov.in](http://www.aajeevika.gov.in)

E-file No. 253/16/2017-BIOGAS
Government of India / भारत सरकार
Ministry of New and Renewable Energy / नवीन और नवीकरणीय ऊर्जा मंत्रालय
(Biogas Technology Development Division / बायोगैस प्रौद्योगिकी विकास प्रभाग)

Block No. 14, C.G.O. Complex
Lodi Road, New Delhi - 110003

Dated: 11.06.2020.

ORDER

Subject: Continuation/Extension of ongoing public funded Central Sector Scheme, "New National Biogas and Organic Manure Programme (NNBOMP)" beyond 31.03.2020 and during the year 2020-21-reg.

In continuation of this Ministry's Administrative Sanction-cum-Guidelines issued vide letter No. 253/16/2017-BIOGAS, dated 30.05.2018 and subsequent amendment letters of even number dated 25.10.2018, 25.02.2019 for implementation of the Central Sector Scheme, New National Biogas and Organic Manure Programme (NNBOMP) up to 31.03.2020, the undersigned is directed to convey the approval of the President of India, for the **Continuation/Extension of the above ongoing Central Sector Scheme, "New National Biogas and Organic Manure Programme (NNBOMP)" beyond 31.03.2020 and during the year 2020-21** with the same terms and conditions as laid down in the Administrative Sanction-cum-Guidelines issued vide sanction No. 253/16/2017-BIOGAS, dated 30.05.2018 and along with the subsequent amendments/ addendum as mentioned above and until any further change/ amendment by this Ministry, if any.

2. **Further, the ongoing scheme, NNBOMP is being continued for implementation during the F.Y. 2020-21** as per the same Terms & Conditions as laid down in the Administrative Sanction-cum-Guidelines of the NNBOMP scheme dated 30.05.2018 as mentioned above and **without any change in the scope, nature, coverage and creating additional posts till 31st March, 2021** or till the date the recommendations of 15th Finance Commission (FC) come into effect, whichever is earlier.

3. This is also issued with the further elaboration of the para 6.3 of the existing NNBOMP scheme Guidelines as para 6.4 (Addendum- 3 to existing scheme) and Annexed along with this Order.

4. This NNBOMP scheme continuation sanction order is issued in exercise of the powers conferred on the Ministry and in consultation and with the concurrence of Integrated Finance Division of this Ministry vide their Diary Number 27, dated 20.04.2020 and with the approval of the competent authority, Hon'ble Minister of State (I/C) for Power, New and Renewable Energy & MOS for SDE on 05.06.2020.

5. Kindly acknowledge the receipt of this scheme continuation order.

Encl: (i) Administrative Sanction-cum-Guidelines, No. 253/16/2017-BIOGAS, dated 30.05.2018
(ii) Addendum dated 25.10.2018 and 25.02.2019
(iii) Addendum - 3 to existing scheme guidelines (para 6.4 as Annexure -I)

To,

The Pay and Account Officer,
Ministry of New and Renewable Energy,
New Delhi-110003

Yours faithfully,



(S. R. Meena)
Scientist-C (Biogas)

Copy to:

1. Additional Chief Secretary/Principal Secretaries/Secretaries of the States' Rural Development Departments – All States/ Union Territories concerned
2. Additional Chief Secretaries/ Principal Secretaries/Secretaries of the States' Agriculture Departments – All States/ Union Territories concerned .
3. Principal Secretaries/Secretaries of State Nodal Agencies for New & Renewable Energy – States and Union Territories concerned.
4. Heads of State Nodal Agencies for New & Renewable Energy – States and Union Territories concerned.
5. Principal Secretaries/Secretaries of Dairy Co-operatives of States/UTs.
6. Chief Executive Officer, Khadi and Village Industries Commission, Vile Parley (East) Mumbai.
7. Director (Biogas), Khadi and Village Industries Commission, Vile Parley (East) Mumbai.
8. Chairman , National Dairy Development Board (NDDB), Anand, Gujarat- implementing NNBOMP, w.e.f. 2018-19.
9. M D, NDDB, Anand, Gujarat- implementing NNBOMP.
10. VC/ Dean/Director of the concerned Universities / IITs, where Biogas Development and Training Centers (BDTCs) under MNRE scheme NNBOMP are functional.
11. PIs/ PCs of all the 8 BDTCs under MNRE, scheme NNBOMP.
12. M D, IREDA, New Delhi.
13. Chairman, NABARD, Mumbai.

Copy for information to: -

- 1) PS to Hon'ble Minister of State (I/C), Power and NRE.
- 2) Sr. PPS to Secretary, MNRE, New Delhi.
- 3) The Principal Director of Audit (Scientific Deptt.), DGACR Building, I.P. Estate, New Delhi.
- 4) The Principal Director (Local Bodies Accounts) or Director (Local Bodies), Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyaya Marg, New Delhi.
- 5) Sr. PPS to JS & FA, MNRE
- 6) Sr. PPS to JS (Bio-Energy), MNRE.
- 7) PPS to Adviser (Biogas)/Scientist 'G', MNRE
- 8) All Group Heads and Advisers (Sc. G), MNRE
- 9) DS (Finance), US (F) MNRE.
- 10) Individual files of States/UTs/Agencies/Guard file.
- 11) Director, NIC, MNRE for uploading on MNRE Website.
- 12) Concerned E-file No. 253/16/2017-BIOGAS

(S. R. Meena)
Scientist-C (Biogas)

**GOVERNMENT OF INDIA
MINISTRY OF NEW AND RENEWABLE ENERGY
(BIOGAS TECHNOLOGY DEVELOPMENT GROUP)**

**BLOCK NO. 14, CGO COMPLEX,
LODI ROAD, NEW DELHI-110003**

Dated: 30th May, 2018

To,

1. Chief Secretaries of All the States/UTs
2. Principal Secretaries/Secretaries of State Rural Development Departments.
3. State Nodal Agencies - States and Union Territories concerned.
4. Khadi and Village Industries Commission, Head Office, Mumbai.
5. All Biogas Development and Training Centres.
6. Indian Renewable Energy Development Agency (IREDA), New Delhi.
7. National Bank for Agriculture and Rural Development (NABARD).
8. Financial Institutions/Head Offices of all Public Sector Banks (PSBs).

Subject:-Administrative Sanction – cum – Guidelines for implementation of the Central Sector Scheme, New National Biogas and Organic Manure Programme (NNBOMP) during the period 2017-18 to 2019-20, co-terminating with 14th Finance Commission Period on 31.03.2020 – reg.

Sir / Madam,

I am directed to convey the sanction of the Government of India, for continuation of the National Biogas and Manure Management Programme (NBMMP) up to 31.03.2018 (2017-18) and for implementation of Central Sector Scheme, the New National Biogas and Organic Manure Programme (NNBOMP) during the two years period from 2018-19 to 2019-20 in all the States and Union Territories of the country. The previous Administrative Approval of the scheme NBMMP would be applicable up to 31.03.2018 (2017-18) **as per the same norms and provisions of the erstwhile NBMMP Scheme approved during 2014-15 and conveyed vide this Ministry's Sanction No. 5-5/2014-BE (NBMMP) dated 30.06.2014.** Accordingly, the physical targets of setting up 65180 biogas plants during the year 2017-18 as communicated by this Ministry vide sanction No. 5-1/2017 –BG (NBMMP) dated 3rd July, 2017 for implementation during the year 2017-18 to the designated State Nodal Departments (SNDs) and State Nodal Agencies (SNAs), KVIC and BDTCs will be governed by the Administrative Approval -cum –Guidelines of 30.06.2014 as mentioned above.

The Physical Targets under the New National Biogas and Organic Manure Programme (NNBOMP) after coming into effect of its Guidelines w.e.f. 01.04.2018 would be covered by these Guidelines for the year 2018-19 and 2019-20 until further orders.

The details of the new Administrative Sanction –cum- Guidelines for implementation of the New National Biogas and Organic Manure Programme (NNBOMP) are as follows:-

1. OBJECTIVES

The objectives of the scheme are as follows:

- i. To provide clean cooking fuel for kitchens, lighting and meeting other thermal and small power needs of farmers/dairy farmers /users including individual households and to improve organic manure system based on bio slurry from biogas plants in rural and semi urban areas by setting up of biogas plants.
- ii. To mitigate drudgery of women and time saving for them for other livelihood activities and reduce pressure on forests and accentuate social benefits;
- iii. To improve sanitation in rural and semi-urban areas including linking sanitary toilets with cattle dung biogas plants;
- iv. To provide biogas plant produced slurry (liquid / semi-solid or dried) as an organic enriched bio-manure to help reduce use of chemical fertilizers such as urea, linking biogas slurry with enrichment units such as vermicomposting, Phosphate Rich Organic Manure (PROM) plants and other organic enrichment facilities as a source of value addition to bio gas plant slurry.
- v. To meet 'lifeline energy' needs for cooking as envisaged in "Integrated Energy Policy" of NITI Aayog (erstwhile Planning Commission).
- vi. To help in combating and reduction in causes of climate change by preventing emissions of Green House Gases (GHGs) such as carbon dioxide and methane into the atmosphere.

2. PROGRAMME FOR 13th PLAN, a Medium Term Plan of three years 2017-18 to 2019-20.

2.1 Physical targets

There is ample potential of setting up biogas plants considering the livestock population of 512.06 million which includes about 300 million (299.98 million) total population of bovines (comprising of cattle, buffalo, mithun and yak). The livestock sector contributes about 4% to India's GDP and will continue to increase. The integration of biogas programme is a boon for India with its direct and collateral benefits. The programme will be implemented with a total physical target of at least 2.55 lakh biogas plants equivalent to generation of at about 8.40 lakh Cubic Metre of biogas per day by the end of 2019-20 in the capacity range of 1 M³ to 25 M³ per day. Allocation of annual physical targets for installation of biogas plants under the NNBOMP will be kept flexible and shall be fixed in accordance with potential of setting up biogas plants in the States/UTs through the newly designated States Nodal Departments i.e. State Rural Development Departments (SRDDs) as the main Implementing Agencies and other eligible organizations like KVIC and targets to BDTCs for conducting various types of training courses and new pilot demonstration projects. State / UT-wise and agency-wise physical targets allocated for installation of biogas plants for the year 2017-18 are given in **Annexure-I** which were already

fixed and communicated to the States for implementation during 2017-18 . Physical targets for organization of various types of training courses/ programmes by the BDTCs for the year 2017-18 are given at **Annexure-II**.

The Physical Targets allocated to the State Rural Development Departments and KVIC Mumbai under the NNBOMP for the year 2018-19 are given in **Annexure-III A** and targets for organization of various types of training courses/ programmes by the BDTCs for the year 2018-19 are given at **Annexure III B**. The physical targets of current year 2018-19 may be increased or decreased from present one lakh plants to make the programme more effective after mid-year review of the achievement of physical targets.

2.2 Rates of Central Financial Assistance (CFA)

Rates of Central Financial Assistance (CFA) for different approved component of New National Biogas and Organic Manure Programme (NNBOMP) are as given below in the **Table-I:-**

Table-I

Central Financial Assistance under the New National Biogas and Organic Manure Programme, (NNBOMP) w.e.f. 01.04.2018 for the Medium Term Plan of 14th Finance Commission up to March, 2020 for Biogas Plant size from 1 cu.m. to 25 cu.m. per day.

| Sl. No. | Particulars of Central Financial Assistance (CFA) and States / UTs, Regions & Categories of beneficiaries | Biogas Plants under NNB OMP (size 1 to 25 cubic metre biogas per day) | | | | |
|---------|--|---|-----------------|--------------------|----------------|-------------------|
| | | (In Rupees per plant) | | | | |
| A. | Central Subsidy Rates Applicable (In Rs. per plant) | 1 Cubic Metre | 2-6 Cubic Metre | 8 - 10 Cubic Metre | 15 Cubic Metre | 20-25 Cubic Metre |
| 1. | NER States, including Sikkim and including SC and ST Categories of NER. | 17000 | 22,000 | 24000 | 25,000 | 35,000 |
| 2. | Special Category States (Jammu & Kashmir, Himachal Pradesh, Uttarakhand, and Andaman & Nicobar Islands) and Scheduled Castes / Scheduled Tribes of all other States. | 10,000 | 13,000 | 18,000 | 21,000 | 28,000 |
| 3. | All other States (General Category) | 7500 | 12,000 | 16,000 | 20,000 | 25,000 |
| B | Additional Subsidy for cattle dung based biogas plants if linked with sanitary toilets, only for individual households (Rs. Per Biogas Plant) fixed | 1600 | 1600 | 1600 | Nil | Nil |

| | | |
|----|--|---|
| C. | Turn-Key Job Fee for construction, supervision, commissioning, and free O&M warranty for five years trouble free operations of plant including quality control at all levels. | <p>Rs. 2500/- per biogas plant for fixed dome design construction based plants such as Deenbandhu and floating gasholder KVIC type brick masonry models from 1 to 10 M³ and Rs. 4500/- per plant for 15 to 25 M³ plant size. Turn Key Job Fee will also be provided for eligible biogas plants for pre-fabricated plants as per above mentioned models involving part construction work either for digester or dome.</p> <p>Turn Key Job Fee at the flat rate of Rs. 1000/- per plant will be also eligible for biogas plants of size ranging from 1 to 25 M³ which are completely pre-fabricated / manufactured biogas plants and made up of standard quality material FRP / HDPE / PVC etc. as already approved or as and when approved by MNRE. However, no Turn Key Job Fee will be payable for bag type digesters made of rubberized nylon fabric (flexi model) plants as it does not involve higher construction techniques and any supervision of construction. The manufacturers and developers of such biogas plants for implementation under this scheme will have to provide a free warranty and guarantee of five years for all plants for post installation trouble free operations under the terms and conditions of Turn –Key Job Work Scheme applicable including for all those who are implementing the scheme on bidding basis.</p> |
| D. | Administrative Charges – for physical target achievement range of biogas plants | (Amount in ₹) |
| 1. | 100-3,000 nos. of Biogas Plants. | 1,00,000[^] |
| 2. | 3,001-7,000 nos. of Biogas plants | 10,50,000^{^^} |
| 3. | Above 7,000 nos. of Biogas plants | 24,50,000 * |
| E. | Support for Training courses including skill development Programme for Biogas Mitras | (amount in ₹) |
| 1. | Users Course | 4,000 |
| 2. | Staff Course | 10,000 |
| 3. | Construction-cum Maintenance / Refresher | 50,000 |
| 4. | Turn-key Workers & Management Course/Skill Development for TKWs / RETs / SHGs/ Officials of SND and KVIC | 75,000 |

| | | |
|----|---|---|
| F. | Biogas Development & Training Centres. Financial support for set functions and roles of BDTCs would be provided towards staff, conducting training courses, skill development courses, pilot plant demonstration, TA/DA, consumables and contingencies as per allocated targets. | As per the pattern of CFA and staff strength / positions conveyed vide Ministry's sanction letter No. 19- 3/2011-BE (Pt.) dated 16 th November, 2011, dated 2 nd March, 2012 and continued vide sanction No 19-4/2017-BG/ R&D/Biogas dated 14 th July, 2017. The annual outlay allocated year-wise shall be based on the yearly Plan of work & targets as approved activities by the MNRE. |
| G. | Support for Communication & Publicity as per the physical achievement range of Biogas Plants (Amount in ₹) | The financial support would be provided on lump - sum basis which is linked with the physical achievements as per the range/slab of biogas plants achievements. The publicity and information charges would be limited to the actual expenditure claimed and supported by copies of vouchers which would be subject to the maximum limits as given below. |
| 1. | Up to 1,000 plants | ₹ 2,00,000/- |
| 2. | 1,001- 10,000 plants | ₹ 4,00,000/- |
| 3. | More than 10,000 plants | ₹ 6,00,000/- |
| H. | Incentive for saving fossil fuels (diesel, petrol, kerosene, electricity etc.) to farmers by using biogas in 100% Biogas engines. | Incentive is eligible for purchase of 100% biogas engines and transportation of biogas from the site of the biogas plant to the site of biogas engine. The fixed CFA of ₹ 3000/- per 100% Biogas based Generator set / Biogas engine water Pumping System (BPS) for water pumping and meeting other small farm power needs from biogas, subject to a maximum of ₹ 4000/- per plant for plants of 15 to 25 Cubic Metre would be provided. The annual target for this will be approved by the Ministry based on the proposals received from the States and targets allocated by the MNRE. |

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| Additional incentive to PIAs i.e. Rural Development Departments, KVIC etc. for implementation of NBOMP, biogas plants size 1 to 25 M³ (under the component 2.2 D above) |
| ^ Extra Rs. 400 per plant in excess of 100 biogas plants installed. |
| ^^ Extra Rs.350 per plant in excess of 3000 biogas plants. |
| * Extra Rs. 300 per plant in excess of 7,000 biogas plants subject to maximum of Rs. 60.00 lakh (Rupees Sixty Lakhs only). |

3. RELEASE OF FUNDS UNDER NNBOMP

The Central Financial Assistance (CFA) for eligible and approved components of the NNBOMP Scheme as given in **Table-1 under 2.2 above** will be released to the designated Main Programme Implementing Agencies (MPIAs) i.e. State Rural Development Departments and Khadi & Village Industries Commission (KVIC), Mumbai and also to BDTCs for taking up only pilot Biogas Plant Demonstration Projects as approved specially by the MNRE, as well as to other approved implementing agencies @ Rs.20,000/- per plant for NER States and Rs.12,000/- per plant for all other States, as worked out based on an estimated average unit cost of various sizes biogas plants. The 50% advance release of funds for annual allocated targets would be made to the designated SND, MPIAs i.e. State Rural Development Departments and KVIC, Mumbai and to BDTC etc. The CFA released as advance can be used for meeting expenditure for approved components of the scheme such as payment of subsidy, turn-key job fee, administrative charges, publicity, training, etc. **However, no advance CFA would be released for biogas plants of size bigger than 10 cubic metre. Biogas plants of size 15, 20 and 25 cubic metre will have to be set up on reimbursement basis only.** For biogas plants size 1 cu.m. to 10 cu.m. , the eligible CFA will be released in three installments on the following pattern:-

3.1 First installment of advance funds amounting to 50% of the total estimated CFA as per the rates per biogas plant given above, corresponding to the allocated annual targets and after adjusting the unspent balance of previous years, if any, will be released to all the State Nodal Departments that is State Rural Development Departments and Khadi and Village Industries Commission(KVIC) Mumbai and BDTCs and other approved designated Organizations by the MNRE, after issue of the sanction order for physical targets and upon receipt of the Utilization Certificate (UC) in respect of the previous funds released during the previous year/years.

3.2 The second installment of funds amounting to 50% of the estimated CFA worked out at the rate as given under para 3 above will be released based on the receipt of (a) Utilization Certificate of the previous release(s); (b) receipt of Audited Statement of Accounts along with final claims of before previous year that is previous to previous year and settlement of accounts of that year; and (c) based on the satisfactory physical progress of at least 55 % of the annual targets achieved during the year of programme implementation.

3.3 The balance expenditure, if incurred, over and above the funds released in two installments as mentioned above, the State Nodal Departments i.e. State Rural Development Departments and Khadi and Village Industries Commission (KVIC), BDTCs, and other approved organizations, etc. shall forward their final claims in respect of each year for release of funds if any, as balance project completion liability amount and for settlement of accounts to the Ministry in the prescribed Performa/ Format as given at Annexure-IV along with consolidated Utilization Certificate in form 12A/12B/12C as applicable as per **GFR 2017**. A.G. Audit Certificate of Expenditure in case of State Nodal Departments and Audited Audit report along with Statement of Expenditure by duly appointed Chartered Accountants Firms in respect of State Nodal Agencies / Corporations/ Societies. The above documents in original for settlement of accounts should be sent to MNRE after the close of the financial year, by th **30 September**, of the following year. If the conducting of A.G. Audit for the work done is getting delayed and State Rural Development Departments, KVIC needs balance funds to release eligible subsidy and Turn Key Workers' Fee (TKWF), the implementing agency should submit an Internal Audit Certificate of Expenditure along with the claims in prescribed proforma for provisional settlement and to get fund release from the MNRE. However, the documents for final settlement of accounts in all respect including final Audited Statement of Expenditure (ASoE) for all the fund releases and expenditure incurred and ASoE issued by

A.G. as mentioned above should be submitted within three months of the last release of funds, so that the balance funds if any, can be released and accounts of that particular year are settled finally.

3.4 The CFA / Subsidy claimed and paid will be recovered in full along with penal interest, if any irregularity is brought to the notice of Government of India and including fraudulent claim(s) is detected subsequently at any point of time even after the final settlement of the accounts and the decision of the Secretary, MNRE, Government of India, would be final and binding on the Programme Implementing Agencies (PIAs).

4. IMPLEMENTATION

4.1 The New National Biogas and Organic Manure Programme (NNBOMP) will be implemented by the designated State Nodal Departments i.e. the State Rural Development Departments of the States and State Offices of Khadi and Village Industries Commission (KVIC), Mumbai and Biogas Development and Training Centres (BDTC). All the Programme Implementing Agencies (PIAs) that is State Rural Development Departments of the States/UTs within a State/UT **would work in complete coordination and share all the information with each other.** KVIC and State Rural Development Departments may identify its functionaries in the field and take help of Panchayati Raj Institutions / Gram Panchayats, Urban Local Bodies and Block / Taluka Development Officers / District Agriculture Offices, Kissan Vikas Kendras etc. in identification of feasible biogas plant sites and selection of the potential beneficiaries and their applications for biogas plants. SRDDs and KVIC may also involve them in post installation monitoring of the biogas plants.

4.2 Implementation through PSU Banks / NABARD/ IREDA: –

Financing Organizations/ Institutions that is Scheduled Banks / PSU Banks through their Regional Rural Development Banks/ Grameen Banks, IREDA, NABARD, and other RBI approved Financial Institutions may also take part in implementation of the Scheme in consultation with SNDs that is the concerned State Rural Development Department and KVIC. Under this method the biogas developers and entrepreneurs as aggregators may prepare their Detailed Project Reports for a cluster of villages and get the project appraisal and approval done from the above mentioned Banks/ financial institutions. The Banks after giving in- principal approval of the projects, may submit the same to MNRE through the concerned State Rural Development Department/KVIC as the case may be for Administrative Sanction of the Ministry(MNRE). The State Rural Development Department(SRDD) / KVIC after issue of the Administrative Sanction order by the MNRE, may award the projects to the Biogas Developers / Entrepreneurs as Biogas Service Providers under the Bank Implementation Model. Upon the project completion / commissioning and 100 % physical verification by third party, the concerned banks would submit the proposal through respective SRDDs/KVIC for seeking CFA. The MNRE on its part, after having received the proposal from the State Rural Development Department/KVIC as the case may be, may conduct the random third party sample inspections for release of the CFA to the Bank Accounts of the Project Developer i.e. Biogas Service Providers as back ended Central Financial Assistance (CFA) on re-imbursement basis on receipt of the Bank Mandate and Demand and recommendations of the concerned SRDD / KVIC. This guideline is applicable for all sizes of Biogas Plants covered under the Scheme i.e. from 1 cubic metre to 25 Cubic Metre .

4.3 Coordination Committees at the State and District Levels

With a view to ensure proper monitoring, coordination and review of programme implementation, State Rural Development Departments and KVIC or BDTCs etc. should form

their Joint Monitoring and Coordination Committees at District level and include the subject in the Agenda of meetings at District Levels Meeting(DLCs) in every month. Such monthly meetings may be chaired by the District Magistrate & Collector. The major outcomes of the meeting of the District Level Committees (DLCs) held during each month may be included in the **Monthly Progress Report** attaching the list of important decision and progress achieved. The same should be sent to MNRE in the Monthly Progress Report.

4.4 Demarcation of area of operation for KVIC and other Agencies

In order to avoid any duplicity or reporting of achievements of physical progress in any fraudulent manner the main designated SNDs i.e. State Rural Development Department of the State may demarcate a District or a Block/Taluka of operation for each Biogas Implementing Agency in the State/UT. This would be done in the beginning of the financial year, earmarking specific area for implementation for each organization including by KVIC. It would also be necessary that one Agency / Organization is allowed to operate in an identified area for a longer period of 4-5 years. The plants set up by these agencies may also be monitored on a random basis by the higher Officials of SND i.e. Rural Development Department and KVIC for cross verification purpose. Also **these cross verification/ inspections by the higher level Officials of the SRDDs and KVIC would form the part of the Completion Certificate.**

With a view to avoid duplication in reporting of physical achievement and payment of Central Financial Assistance (CFA) / Subsidy, it is mandatory on the part of KVIC and the State Rural Development Departments and other programme implementing organizations to keep the States' Rural Development Departments informed in writing both in hard and soft copies with the relevant information about the biogas plants set up by them on Monthly basis. All the implementing agencies of the State should share the lists of the beneficiaries of Biogas Plants with each other before finally making the entries in their respective Master Inventory Registers and sending the final reports of the year to MNRE. These details would be also maintained in soft and hard copies, District-wise and Village-wise as well as Year-wise in a District Biogas Portal of the SNDs, KVIC etc.

State Rural Development Departments & KVIC and BDTCs and others should share the lists of beneficiaries with each other to avoid any duplication before release of subsidy and Turn Key Job Fee. **States Rural Development Departments and KVIC are requested to issue suitable instructions to their District Nodal Officers on the above mentioned issues on yearly basis while assigning the district-wise targets.**

4.5 Role and Functions of Biogas Development and Training Centres (BDTCs)

Currently, 8 BDTCs have been approved for continuation and sanctioned for providing technical trainings and information & publicity assistance to the State Rural Development Departments and KVIC or other Implementing Agencies including PSU Banks, NABARD, or Financial Institutions and to ensure proper coordination amongst all Implementing Agencies of the State and provide them all kinds of Technical and Trainings, Skill Development as well as developing publicity materials. The State Rural Development Departments may set up **"BDTC Work Advisory & Review Committee"** under the chairmanship of the concerned Principal Secretary / Secretary of the State Rural Development Department / Commissioner RD to review the work of the State BDTC. The BDTCs may be included in the above committee. The BDTCs Committee should meet in the beginning of the financial year for chalking out the Annual Action Plans and the performance to be reviewed thereafter in every quarter.

4.6 Priorities of coverage of areas and communities

The designated State Rural Development Department, KVIC and BDTCs will cover maximum number of beneficiaries by applying innovative techniques and special features of the programme as narrated in the next Para 5, so that the beneficiaries under the Scheduled Castes Category, Scheduled Tribes Category, Forest Areas and forest fringe villages and left wing affected areas are covered. They should be benefitted by targeting up to 35% to 40% of the annual physical targets. The SC and ST component targets are to be achieved up to 25% for Scheduled Castes and 15% for Scheduled Tribes.

4.7 Payment of Subsidy / CFA for Biogas Plants

The Central Financial Assistance (CFA) / subsidy will be disbursed to the beneficiaries of biogas plants by crediting to their Bank Accounts seeded with their Aadhaar Numbers **after completion and commissioning of biogas plants**. Commissioning of Biogas plant includes laying of quality biogas pipeline, water remover, installation of standard biogas stoves/burner, and generation of biogas from the biogas plants for its use by the beneficiary concerned and duly issuing the Completion Certificate (CC) of the Biogas Plant. The applicable CFA amount would be disbursed to the beneficiaries of biogas plants in the following manner-

4.7.1 In case, a biogas plant beneficiary has taken loan for setting up of biogas plant from Scheduled Banks or Cooperative Banks or under the KCC or from NABARD / IREDA, NABARD authorized Financial Institutions for Agriculture, the CFA/subsidy amount would be deposited / transferred directly to his Biogas Loan Account seeded with Aadhar Numbers of the beneficiaries by following DBT route. This would be done immediately after commissioning and issuing of Biogas plant Completion Certificate (CC) duly signed by the beneficiary & concerned Officials and accepted by the higher level management of the Main Programme Implementing Agencies (PIAs) for the biogas plants so that it would help the beneficiary in resourcing funds and his interest burden could be lessened.

4.7.2 In case the entire expenditure of construction and commissioning of a biogas plant is borne by the beneficiary himself, the payment of eligible Subsidy/CFA amount will be paid directly through Direct Benefit Transfer of Biogas (DBTB) route by crediting to the beneficiary's bank account by following DBT route. This would be done immediately after commissioning of the biogas plant and issuing Completion Certificate duly signed and accepted by the higher level management of the Main Programme Implementing Agencies (MPIAs) so that this would help him in recouping funds spent by him.

4.7.3 In case the Programme Implementing Agencies i.e. SRDDs or KVIC or their registered and recognized /TKW/RET/ BM have financed / borrowed & invested their own money in full for installation and commissioning of the biogas plant for a beneficiary, the eligible subsidy amount at the applicable rate of biogas plant size payable to the actual beneficiary of the plant, may be paid to the concerned SRDDs or KVIC or their registered and recognized /TKW/RET/ BM after first transferring the subsidy amount to the bank account of the beneficiary concerned following DBT route and pay back the same amount to the SRDDs or KVIC or their registered and recognized /TKW/RET/ BM (as the case may be) who had installed the Biogas Plant and Completion Certificate (CC) issued in the manner as mentioned above and given in the standard proforma have been accepted by the MPIA. This would be done after commissioning of the biogas plant and issuing the completion certificate of the biogas plant as prescribed in the format at **Annexure XIV** so that this could enable an efficient delivery and ensure the process of authentic verification. In the process of physical verification of the biogas plants/assets everyone would be responsible including the beneficiary as revealed from the Biogas Plant Completion Certificate **Annexure XIV**. The detailed guidelines and procedure

for payment of Turn Key Job Fee may be seen at **Annexure-V** to these Guidelines, which are indicative in nature and can be made further stringent at the implementation level by the State Rural Development Departments and KVIC Mumbai.

4.8 Guidelines for Bank loan for Installation of Biogas plants

All the Public Sector Banks, NABARD / IREDA and Regional Rural Banks of Scheduled Banks would involve themselves in implementation of NNBOMP by financing/lending to (i) Individual beneficiary (ii) A Group of Beneficiaries (iii) Biogas Turn Key Workers/ Biogas Rural Energy Entrepreneurs/ Biogas Developers/ Biogas Mitras by taking into consideration the average unit costs for different models, sizes of Biogas plants and cost applicable to State areas/regions. A few important measures to be taken are given below:

- 4.8.1** Efforts would be made to prepare Bank loan applications in the beginning of the financial year. The banks, in turn, may chalk out a programme for expeditious clearance of the loan applications so that construction/ plant installation activities can start in full swing before the commencement of the monsoon.
- 4.8.2** In case the Banks themselves are involved in implementation of the scheme under this scheme, the provisions Para 4.2 as mentioned above would be applicable. Banks may also further streamline the implementation model at their level based on these guidelines and share the same with the State Rural Development Departments, KVIC and the MNRE before application/implementation.
- 4.8.3** In order to facilitate realistic loan amounts (Bank Loans for Biogas Plants), a Unit Cost Committee at the State Level comprising one member each from SRD Deptt, KVIC, BDTC, Bank (s) and NABARD/ IREDA may be set up. The Unit Cost Committee at the State Level in collaboration with the NABARD and IREDA will examine and fix unit cost of installation of various models and sizes of biogas plants. The unit cost may be fixed yearly as this would avoid problems of non-financing for biogas plants as the committee would also recommend adequate amount for a biogas plants to be financed by the Banks.

5. SPECIAL AND INNOVATIVE FEATURES FOR IMPLEMENTATION OF NNBOMP

- 5.1** To begin with from the year 2018-19, 25% to 30% of the annual allocated physical targets work may be accomplished through competitive bidding by taking the approved Turn-Key Job Fee as the benchmark cost of completing / commissioning and providing of biogas plant post-commissioning operation and maintenance services for 5 years as per the Terms and Conditions of the Turn-Key Job Work Contract. In order to upscale the programme through competitive bidding, State Nodal Departments i.e. State Rural Development Departments and KVIC may involve the recognized and registered Biogas Turn-Key Workers (BTKW) / Biogas Rural Energy Technicians or Renewable Energy Technicians (RRETs) / Biogas Mitras and other experienced, recognized Organizations having experience and vast knowledge of biogas technology implementation / dissemination including MSMEs. The bidders of the tender would be categorized as class A/ class B contractors for providing composite Biogas Services following the procedure like the CPWD manual of works execution practices. Installation of biogas plants with stress on the entrepreneurship model, and involvement of dedicated Self Help Groups (SHGs) with the concept of microfinance for better inclusive and sustainable growth to be worked out at the level of Programme Implementing Agencies (PIAs), SRDDs and KVIC.

5.2 Beneficiary-wise Lists on Websites

5.2.1 Information to be uploaded on websites

Uploading of beneficiary- wise, Village wise / Block / District-wise, and year-wise complete list of installation of commissioned biogas plants along with the amount of subsidy paid and date of commissioning on DBT mode and Aadhaar card numbers (displaying last 4 digits only) and beneficiary's Bank Account number (last four digit only) seeded with Aadhar number to be given on the web sites of the respective programme implementing Agencies/organizations i.e. on websites of the Rural Development Departments & KVIC and the same would be linked with MNRE biogas data portal (MIS). **This would be mandatory for all the Programme Implementing Agencies i.e.** for Rural Development Departments and KVIC etc. It is therefore, imperative to have complete computerization of the programme implementation system including taking and accepting online applications of the potential beneficiaries of the Biogas Plants.

5.2.2 Computerization of the Scheme Implementation

A suitable and simple application for biogas plants to be developed by the MPIAs which would form the initial base of the computerization. Simultaneously, MNRE may also devise an application for accepting the requests of potential biogas beneficiaries online, that will be subsequently forwarded to the respective SRDD / KVIC State Office for accepting and taking further needful actions at their end. All these actions will help in channelizing the information and data for putting it into the MIS and also for DBT Compliance. All the scheme records would be kept intact in 100% computerized form (soft and digitized form) for further useful purposes.

5.3 Incentive for saving of diesel and electricity Bills of Farmers.

Additional incentive as CFA / subsidy would be given to farmers/ dairy farmers for setting up Biogas plants of bigger size **from 10 M³ to 25 M³ size plants for running 100% biogas engines to meet their small farm power needs as per details given in para 2.2 Table -I.** A target of certain numbers of farmers about 5000 farmers in first year (2018-19) to be taken up by the States. The State Nodal Departments i.e. State Rural Development Department and KVIC in consultations with the BDTCs would plan and fix State-wise demand for the year and achieve the physical targets. CFA would be given for the above purpose to purchase 100% biogas engine and rubber/plastic/fabric based biogas containers for transportation of biogas from the site of biogas plant to the site of power point / point of stationary power requirements. A subsidy of Rs 3,000/- per 100% biogas engine generator set (about 50% of the total cost), subject to the maximum of ₹. 4000/- per biogas plant in case of 15 , 20 and 25 Cubic Metre per day size biogas plants would be given to a farmer / beneficiary on actual achievement basis on this account. The reporting about the progress of such plants set up will be given quarterly in the **Annexure-XI** and in claims at **Annexure-IV**.

5.4 Implementation by Main Implementing Agencies RDs & KVIC through Public Sector Banks/Scheduled Banks NABARD and IREDA

The aggregators of biogas plants would prepare commercially viable projects with its all variants on viable and up-scalable basis by taking into account the setting up of Gobar Banks / Cattle Dung Centre (CDC) concept and integrating other

biodegradable organic wastes collection Centres at one place for setting up of biogas plants to produce Bio-Organic Manure and generate Biogas at village level for providing Composite Biogas and Organic Manure Services (CBOMS). The Biogas Plant would serve as a unit of Biogas and Organic Bio-manure production by having slurry value addition and value added products units in the villages. Thus, the biogas plants will become a source of employment generation and livelihood option for both the households/farmers, selling cattle dung to the Biogas Entrepreneurs/ Biogas Mitras / Biogas Developers and Service Providers (BDSPs) and Biogas Entrepreneurs. The Banks would process the proposals of Biogas Aggregators and extend loan at softer terms and condition giving priority as biogas plants are absolute Renewable Energy Systems (RES) which is a priority sector lending area under the RBI Guidelines. Such projects upon their successful commissioning would be provided the eligible subsidy / CFA as back-ended support to lessen the burden of interest on loans. In this model, the scheduled Banks would fix certain minimum targets for their Bank branches which would be called their **Green Loans for Biogas and Organic Manure Service (GLBOMS)** under the NNBOMP. The line of implementation of scheme will be as prescribed under Pars 4.2 above.

5.5 Co-implementation of the Scheme-

As the NNBOMP scheme entails numerous benefits for rural and semi-urban areas and particularly for farmers, therefore, NNBOMP may be implemented along with other similar developmental schemes of the other Ministries/Departments to have better realization of the potential of the Scheme. **However, the financial assistance can be availed in other schemes only for those components for which no CFA is provided under this scheme, NNBOMP of MNRE, GOI.** The following schemes are eligible for co-implementation with the NNBOMP:-

- i. MGNREGA- For tying up labour component of the Ministry of Rural Development (MoRD) wherever possible and feasible for only digging of pits for biogas plants for which no CFA is provided under the NNBOMP.
- ii. Organic Farming Mission and Dairy Entrepreneurship Development Scheme (DEDS) of Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture and Farmers' Welfare, Government of India.
- iii. Swachh Bharat Mission of Ministry of Urban Development.
- iv. Drinking Water and Sanitation Scheme of Ministry of Drinking Water and Sanitation for connecting sanitary toilets to Biogas Plants.
- v. Biogas Scheme is a fit and feasible Scheme for ensuring balanced and rapid Socio-economic developments of the backward regions, / areas, communities such as SCs, STs, other Weaker sections, Forest Dwellers , BPLs and would be accorded priority under the CSR responsibilities of the corporate sector under the Ministry of Corporate Affairs. Ministry of Corporate Affairs, GOI, may issue separate instructions in this regard.
- vi. Installation of Biogas Plants in Organic Farming Clusters so as to make the Biogas slurry available for Organic Farming Mission (OFM). Ministry of Agriculture may issue suitable instructions to the Organic Farming Mission and also for enhancing the income of Farmers through installation of Biogas Plants.
- vii. To include Biogas Plant unit as an eligible item for availing credit under the Kissan Credit Card (KCC), MOAFW and NABARD may include the Biogas Plant in the eligible items of KCC Loan facility to all categories of FARMERS.

5.6 Implementation of pre-fabricated Biogas Plants – (MNRE Approved model or ISI Marked Plants by BIS)

The Main Programme Implementing Agencies i.e. State RDDs and KVIC would devise a standard tender document for calling bids and for implementation of the target of current year 2018-19. For quality materials, life endurance and best service delivery, the quality checks for MNRE approved specifications of pre-fabricated biogas plants would be done on random sample selection basis at the source of manufacturing and/or at delivery points by the authorized Officials of SNDs and KVIC and BDTCs, etc. by constitution of committees for the purpose so that standard quality control for delivery of the Biogas Plants could be ensured. These types of biogas plants would also require compliance to the laid down specifications and should be in conformity with the existing ISI standards and new Standards to be set up by BIS in due course of time.

6. MODELS OF BIOGAS PLANTS AND APPLIANCES

6.1 Approved Models of Family Type Biogas Plants/ Small Biogas Plants

Appropriate size and models of biogas plants would be selected on the basis of preference / choice of the beneficiaries and shall be installed keeping in view the technical requirements such as location, distance between kitchen and cattle-shed, availability of water and main feed-stock cattle dung and other biodegradable organic biomass wastes and sanitary toilets. Approved models for such plants are available from 1 to 25 M³ capacities for fixed dome design and floating Gas holder KVIC design models of plants. In addition, the Ferro-cement and Brick-masonry biogas plants, prefabricated models of Deenbandhu biogas plants made of High Density Polyethelene (HDPE) and KVIC Model and Deenbandhu Model of plants made of Fiber-glass Reinforced Plastic (FRP) and Reinforced Cement Concrete (RCC) material based approved biogas plants would be covered under the scheme. **Only the MNRE approved specifications / ISI marked models of biogas plants as approved by BIS will be eligible for CFA under NNBOMP.**

The MNRE approved models of biogas plants are available for 1 M³ to 25 M³ per day capacities for fixed dome design and floating Gasholder KVIC design type biogas plants. The commonly used and approved models of biogas plants are as given under:-

| Sl. No. | Biogas Plant Models* | Specifications/ Ministry's letter Nos .and date and date of approval. |
|---------|---|--|
| 1. | Fixed Dome / Gasholder Biogas Plants: (i) Deenbandhu fixed dome model with brick masonry construction. (ii) Deenbandhu ferro-cement model with in-situ technique. (iii) Prefabricated RCC fixed dome model. (iv) Solid-state Deenbandhu Fixed Dome | -Ministry's letter No.13-10/96-BG dated 10-1-2002. -Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -Ministry's letter No.13-11/99-BG dated 5-3-1999 -Ministry's O.M.No.13-5/2016-BG(NBMMP) , Dated 07.11.2016 |

| | | |
|----|--|--|
| 2. | Floating Dome Design Biogas Plants: (i) KVIC floating steel metal Gasholder with brick masonry digester. (ii) KVIC floating Gasholder type plant with Ferro- Cement digester. (iii) KVIC design Biogas Plant with Fibre Glass Reinforced Plastic (FRP) and Digester. (iv) Pragati Model Biogas Plants. (v) KVIC design type digester with floating Gasholder, made up of HDPE/PVC/ FRP/RCC etc. material plant | -Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -Code of practice IS-12986:1990 of BIS, New Delhi. Specifications of FRP Gasholder should be as per IS-12986:1990 -Code of Practices (Second Revision), IS 9478:1989 of the BIS, New Delhi. -MNRE O.M.No.18-1/2014-BE(NBMMP) Dated 26.11.2014 |
| 3. | Prefabricated model Biogas Plants: (i) Prefabricated Reinforced Cement Concrete (RCC) digester with KVIC floating drum/ gasholder. | -Ministry's O.M.No.18-1/2014 BE (NBMMP), Dated 26.11.2014 |
| 4. | Bag Type Biogas Plants (Flexi model) | Ministry's letter No.7-39/89-BG dated 14.7.95 |

6.2 In addition to above the plants of KVIC design only in the size range of 1 cubic meter to 25 cubic meter implemented in the field on large scale basis earlier would be eligible under the new scheme NNBOMP.

6.3 Innovative, cost effective and high efficiency new designs models of biogas plants will continue to be added following MNRE approval procedure/ policy for approval of new design / material based biogas plants. The approval of such new designs of biogas plants would be based on the design based on specific feedstock(s) and combinations of Organic Wastes/ feed-stocks, the innovations, technology development, their field evaluations and worthiness brought out through laboratory / pilot field trials/ demonstrations & verifications as well as satisfaction and acceptance of the same by the potential beneficiaries of biogas plants in the country.

6.4 Biogas Plant Appliances:-

In order to give safe, efficient and economic utilization of the biogas obtained from the Biogas Plants the specifications given in the **IS - 8749: 2002**, Indian Standard Biogas Stove-Specifications (second revision) shall be followed in manufacturing techniques, for materials, design, maintenance and finish. The thermal efficiency shall not be below 55% for each burner of the Biogas Stove. Only ISI Marked, double burner biogas stoves / chulhas should be provided under the New National Biogas and Organic Manure Programme irrespective of the size of Biogas Plant. Where the biogas stoves are to be purchased by the beneficiaries themselves, they should be advised/ guided by the Implementing Agencies / Biogas Stove manufacturers and kept informed of the benefits of ISI marked Biogas Stoves. The model names / brand of ISI Marked stoves and their Manufacturers, prominent locations of availability, shops/market places of BIS Standard Mark Biogas Stoves their costs and spare parts should be also covered and included in the information and publicity material of biogas plants. The Biogas Turn Key Workers/ RETs/ BMs working for RDDs and KVIC should

ensure availability of spare parts of the biogas stoves/burners and other appliances for providing trouble free and continuous long period operations of biogas plants. All the Programme Implementing State Rural Development Departments and KVIC would ensure that the Standard Biogas Burners/ Stoves are available to all the beneficiaries either in advance or just –in- time of the commissioning of biogas plants so that there is no chance of any mismatch of timing in the first time biogas generation from the biogas plant and its use by the beneficiaries. New and innovative technology development in biogas saving such as high thermal efficiency Biogas Burners, higher efficiency duel biogas stoves burners for Biogas and LPG, good quality biogas pressure busters would be considered for deployment based on merits.

7. TURN-KEY JOB FEE (TKJF)

7.1 Turn-Key Job Fee Scheme for Biogas Plants

The Turn-key Job Fee Contractual Scheme would be implemented in the following manner. The Scheme is linked with five years' free warranty and guarantee for trouble-free functioning of biogas plants set up both on **Turn-Key Work Contract basis and bidding basis**. Under this scheme the approved and applicable rate of Turn-Key Job Fee per biogas plant according to the size(s) of biogas plants as given in **Table-1** under para 2.2 above would be payable to:

- (i) the duly recognized and registered Biogas Turn Key Workers (BTKWs) / Biogas Rural Energy Technicians (BRETs)/ Biogas Mitras /MSMEs as identified by the SNDs, KVIC or BDTCs following the transparent procedure of "Award of Work";
- (ii) Registered Societies, Registered corporate organizations/bodies identified by the State Governments Departments / Agencies; following the transparent procedure of "Award of Work";
- (iii) Approved, recognized and registered trained entrepreneurs BTKW/RETs /SHGs/ Biogas Small & Medium Enterprises (BSMEs); and
- (iv) Recognized categories of A&B class contractors of CPWD in the field of Biogas Plants construction, commission and supervision & maintenance as found to be successful through bidding route for implementation of the scheme and their subsequent recognition and registration under the NNBOMP by the designated State Programme Implementing Agencies (PIAs) of the scheme i.e. State Rural Development Departments and KVIC.

7.2 Turn-Key Job Scheme – 1

Under the Turn-Key Job Scheme-1, the Biogas plants of approved design, specifications and models including conforming to ISI standards as brought out by BIS would be set up through bidding. Initially the SRDDs, KVIC and BDTC, etc. , as the case may be, would call bids on the standard Tender Document. The tender document for each design and model and size of biogas plant would be devised in such a way that the bidding process and the likely successful bidder should not have any scope for any deviation in the quality installation of biogas plant, appliances, biogas equipment and biogas services to be rendered by him for at least the next five years. The reverse bidding under this Scheme would be done on the MNRE approved and applicable Turn-Key Job Fee as a Benchmark cost as given in Table- I under para 2.2 which has been fixed at ₹ 2500/- per biogas plant for plants up to 10 M³ size and ₹4500/- per biogas plant for plant size above 10 cubic metre and up to 25 M³ / day and Rs.1000/- for

prefabricated/manufactured biogas plants of size from 1 to 25 cubic metre. This is being fixed considering the highly decentralized and distributed nature of the potential of small Biogas Plants (1 M³ to 25 M³) and aggregators in an entrepreneurial mode to take part in the scheme implementation. For the successful bidder who after signing the Contract Agreement with the respective SRDD/ KVIC and BDTC etc. **all other terms and conditions of the Turn Key Job Scheme would be applicable at least for 5 years.** The same terms and conditions would also apply for those who come for Bank Implementation of the Scheme. The indicative guidelines and procedure for payment of Turn Key Job fee for setting up biogas plants and providing post installation free warranty services for five years is given at **Annexure-V**. In this the Turn Key Job Fee as found out in the bidding process would be proportionately divided for making the payments to the successful bidder during the Five Year Contract Period of the Biogas Services with respect to the Bench Marked Turn Key Job Fee as given below in Para 7.3.1 & 7.3.2. **Therefore, the bid out rates of the Turn Key Job Fee should be always lesser than the Benchmarked Turn Key Job Fee as given in these guidelines.**

7.3 **Turn Key Job Scheme-2**

This Scheme is applicable to all those Biogas Turn-Key workers / Rural Energy Technicians who may have already been working as registered and recognized Turn-Key Workers of the SNDs, SNAs, KVIC and BDTCs from the previous years and who have been involved and have implemented the earlier National Biogas and Manure Management Programme (NBMMP) in the past without any complaints of any kind and who still want to continue in the scheme implementation by the State Rural Development Departments (SRDDs) & KVIC. Since, this Scheme has thus become a livelihood programme for most of them, therefore, the State Government Departments i.e. Rural Development Departments and KVIC may continue to take their involvement as per the guidelines being communicated through this. The Turn Key Job Fee to such Biogas Turn Key Workers / RETs/ BMs should be paid to the Turn-Key Job Workers/ Rural Energy Technicians / Entrepreneurs etc. **Contract Agreements of 5 years for providing Biogas Services should be entered into with registered and recognized TKW. The indicative guidelines are given at Annexure-V.** The Programme Implementing Agencies (PIAs) i.e. SRDDs and KVIC at their level may further make the Terms & Conditions of the Contract Agreement more stringent including taking Surety Bond/Bank Guarantee of appropriate amount per biogas plant so that nobody can have any chance of violating the provisions and norms of these guidelines of the NNBOMP. However, with effect from November, 2018 the selection of Biogas Turn Key Workers/RETs will be through bidding process only as defined in para 7.2 above.

7.3.1 **Payment of Turn Key Job Fee (TKJF)**

On getting the beneficiary's consent in the form of Completion Certificate (C.C.) the first installment of ₹ 1500/- per plant (for size range 1-10 M³ per day capacity) out of total eligible amount of Rs.2500/- which is to be released after quality construction, supervision, including use of specified materials of biogas plant in quantity and quality and successful commissioning of the Biogas plants and upon getting beneficiary's signature as a proof of his acceptance of the successful operation of Biogas plant in the Completion Certificate of each and every biogas plant unit in the prescribed proforma as given at **Annexure-XIV**. The Completion Certificate (CC) being issued would be signed by the Beneficiary, Biogas Turn Key Worker, concerned Official of the SRDD/ KVIC or BDTC or Bank Official and two independent witness. The two witnesses could be one of his neighbours and another who may be any Panchayat / Gram Panchayat Ward

Member or Sarpanch. The Completion Certificate should also be countersigned by the concerned higher level Officer of the SRDD /KVIC/PIA/BDTC as the case may be. Thereafter, the balance TKJF of Rs.1000/- may be paid in two installment of Rs.500/- each at the end of third year and fifth year after proper verifications of the services provided by the concerned Turn Key Worker. This is subject to the condition that the Turn- Key Worker would visit their installed plants at least twice in a year during the free warranty period of 5 years.

Guidelines and procedure for engaging and payment of Turn-key Job Fee for setting up biogas plants to be followed by all the States Rural Development Departments and State Nodal Agencies and KVIC & BDTCs and other approved agencies, as given at **Annexure- V**, for ready reference. Turn-Key Job Fee should be paid to the registered and recognized Turn-Key Job Workers / Rural Energy Technicians / Self Help Groups / Entrepreneurs etc. following DBT route only, which should be paid in total three installments as mentioned above. **The written concurrence/consent of respective beneficiaries indicating the satisfactory working of the biogas plant at every stage will form the part of documentation for release of the Turn-Key Worker Charges. The beneficiary's concurrence/consent form may be devised and incorporated in the Beneficiary's Service Card along with User's Complaint Card and its counter foil to be kept in the records of all MPIAs (SRDDs, KVIC etc.).**

The concerned State Rural Development Department (SRDDs) and KVIC, being the Programme Implementing Agencies of the scheme would ensure all the compliances and keep the records of the inspections as well as the visits of Biogas Turn Key Workers, and particularly with regard to the status of working / functioning of the biogas plants constructed under the scheme. The records will have to be kept for post Audit verification purpose also.

7.3.2 The Turn Key Job Fee of ₹ 4,500/- per biogas plant for plants of size bigger than 10 cubic meter and up to 25 cubic meter (specific size 15, 20 and 25 cubic metre) will be payable in three installments. The first installment of ₹ 3000/- per plant after proper commissioning of the biogas plant as mentioned above and certification of completion and commissioning would be paid following the same procedure as mentioned above under Para 7.3.1. The second installment of ₹ 1000/- would be paid at the end of third year and the third and final installment of Rs.500/- after verification/inspection of Biogas Plant by the Officers of SRDDs/SNDs, KVIC and upon meeting the functional/operational requirements of Biogas Plants in their optimal usage as mentioned above shall be payable after five years and following the checks and documents as mentioned above for smaller plants. All the Programme Implementing Agencies (PIAs), the SRDDs and KVIC etc. would enter into very properly worded Contract Agreements with those Biogas Turn Key Workers/Rural Energy Technicians of Biogas who are found to be successful bidders after following the Direct Implementation Process of Turn Key Work / Bidding Process of Turn Key Work as mentioned above. All the payments under the Turn Key Job Scheme will be made after ensuring and recording details of construction, commissioning and subsequent Inspection data of every biogas plants and based on the functional/working conditions of the Biogas Plants. All the records would be kept in 100% computerized form for the services rendered by the Biogas Turn Key Workers.

7.4 Turn-Key Job Fee (TKJF) for Prefabricated Biogas Plants

7.4.1 Turn-key job fee of ₹ 2500/- or 4500/- per biogas plant as applicable according to the size of the plants would also be payable for biogas plants which are prefabricated

meaning, pre-fabrication work having either for digester or dome or for both digester and dome making it one composite biogas unit. **Only MNRE approved models of prefabricated biogas plants are eligible for this assistance.**

7.4.2 Turn Key Job fee at the flat rate of ₹ 1000/- per biogas plants for size 1 M³ to 25 M³ will be provided for 100 % completely prefabricated / manufactured biogas plants which are made up of virgin materials involving standard quality HDPE, FRP and RCC materials etc. However, no Turnkey Job Fee will be paid for bag type digester made up of rubberized / nylon fabric based material plants as these units do not require higher techniques of supervision for construction and installation at beneficiaries' homes.

7.4.3 However, the manufacturers / biogas developers of completely prefabricated (100% biogas plants as a composite unit) will have to provide to beneficiaries a free warranty for five years as part of quality assurance and also provide Turn Key Work Services for five years in the similar manner as a Biogas Turn Key Worker is supposed to provide under the Terms and Conditions of Turn Key Work Scheme as mentioned above under Para 7.3.1 & 7.3.2. **The Turn Key Fee of ₹ 1000/- per plant will be released by the State Rural Development Departments/ KVIC after verifying the satisfactory operations of such biogas plants after two years of the commissioning date i.e. date of commissioning given in the Completion Certificate and verifying the satisfactory functioning of the biogas plants installed through this Manufacturers mode of implementation as explained under para 7.3.1 and 7.3.2 above.** The manufacturers of such biogas plants will have to provide the Certificate of the useful life of the biogas plants not less than 10 years and also declaration in the operation & maintenance and warranty card that the plant has been manufactured using standard virgin materials only and are UV stabilized having no toxicity danger of any kind and tested as per the MNRE approval procedure of biogas plants.

8. ADDITIONAL CFA FOR CATTLE DUNG BASED BIOGAS PLANTS LINKED WITH SANITARY TOILETS

The additional CFA of ₹ 1,600/- per biogas plant for **sizes 1M³ to 10 M³ only** as an additional subsidy can be used only for meeting the extra cost involved in raising the toilet level, and its connection with a biogas plant ensuring the requirement of disposal and storing the slurry effluent in a slurry manure pit of size 2M x 1.5M x 1.5M adjacent to the outlet chamber of the biogas plant and which should be covered properly from the top. However, SRDDs, KVIC and BDTCs etc. should ensure that such plants are set up only after proper persuasion of the beneficiaries and social engineering aspects. The Biogas plant attached with the toilet should be complete in all aspects, including its commissioning for biogas generation and use by the beneficiary. The targets for the sanitary toilet linked biogas plants for the year 2018-19 are included in the overall targets as given at **Annexure- III A**. Rural Development Departments, KVIC, etc. are to make effective coordination with the Departments / Agencies/functionaries concerned with the Swachh Bharat Mission, rural sanitation programme at the State and District level for identification of beneficiaries for linking the biogas plants with sanitary toilets. The village-wise list of selected potential beneficiaries of biogas plants may be provided in advance to the State Departments/ Agencies working for implementation of the rural sanitation programme/Swachh Bharat Mission. For this extra efforts will have to be applied by all the Programme Implementing Agencies of NNBOMP to persuade the potential beneficiaries as part of Swachhta Action Plan so that it would contribute greatly towards the Swachh Bharat Mission.

9. TRAINING COURSES

Annual targets for various approved types of training courses such as Construction-cum-Maintenance , Refresher Training Courses, Users' Courses, Biogas Turn-Key Workers Course, Staff Training Courses and Skill Development Courses have been designed for imparting knowledge and skill development under the scheme . The Fact Sheets for different types of training courses are given in **Annexure- VI to IX B. The design of these courses / course curriculums can be further upgraded, during the course of implementation of the scheme depending upon the requirements inputs from the Main Programme Implementing Agencies (MPIAs) and BDTCs and other stakeholders but within the approved financial limits of each approved course as mentioned above. The annual targets for these courses would be allocated on the exact requirements of the States received directly or through their respective BDTCs. BDTCs would also undertake the targets for imparting skill development programme for Biogas Mitras by designing and formulating new skills and incorporating those into the course curriculum for Biogas Skill Development and Technology Dissemination (BDTCs) and also to become mentor for new innovators / entrepreneurs including Small and Medium Enterprises as Startups.**

10. ADMINISTRATIVE CHARGES (AC) / FOR SUPPORT TO STATES FOR IMPLEMENTATION OF NNBOMP.

Administrative Charges will be given directly to the States i.e. to the State Rural Development Departments , Khadi and Village Industries Commission, Biogas Development and Training Centres, etc. including to the Banks under the proposed scheme of the New National Biogas and Organic Manure Programme (NNBOMP). This would be linked with the annual targets and actual achievements of biogas plants of the Main Programme Implementing Agencies i.e. SRDDs and KVIC. Those who would achieve higher targets would get additional benefit of administrative charges. For claiming the Administrative charges, **the minimum number of biogas plants achievements should not be less than 100** Biogas plants. The Administrative charges under the Scheme shall be provided to States as per the rates given under **para 2.2 D of Table-1**, which is subjected to a maximum of ₹.60.00 Lakh (Rupees Sixty Lakhs Only) for one designated NNBOM Programme Implementing Agency (PIA) for achieving actual target allocated for a year.

The manpower engaged by SNDs, SRDDs/ KVIC and BDTCs or Banks for that matter or by any other Programme Implementing Agencies will not be deemed to be employees of Ministry of New and Renewable Energy, Government of India. The Administrative Charges given to SNDs and KVIC and BDTC etc. may be utilized for the purpose of monitoring, strengthening outreach of the Scheme and extension of the Biogas Programme and for related activities of the projects under the Scheme for which no separate Utilization Certificate needs to be submitted.

11. BIOGAS DEVELOPMENT AND TRAINING CENTRES (BDTCs)

There are three main functions of the BDTCs - Biogas Development and Training Centres (BDTCs):

- (i) To help all the States/UTs for providing all kinds of technical assistance and conducting trainings on Biogas approved courses.
- (ii) Monitoring & evaluation of the Implementation of NNBOMP and preparation of technical booklets / guidelines / technical support for quality implementation of biogas programme; and

(iii) Biogas technology development and its dissemination by setting up pilot demonstrations of new design and models of the Biogas Plants and approved by the MNRE. MNRE may, however also assign various other activities to the BDTCs in their Annual Work Plan in the beginning of the year. Each BDTC would engage manpower only against the approved positions in project mode only on contract basis for all the approved posts / positions, instead of appointment on regular basis or deputation basis and the manpower engaged so shall neither be treated as employees of Ministry of New and Renewable Energy, Government of India nor of the BDTCs/Universities/IITs in which these centres are located.

BDTCs should submit their claims indicating training-wise details (viz: venue, periodicity, number of participants, expenditure incurred etc.) as also the number and names of manpower engaged, emoluments etc. The BDTC-wise annual targets of various trainings and activities shall be earmarked yearly by the MNRE. Their performance will be reflected in their Annual Reports. **Eight Biogas Development and Training Centres (BDTCs)** are being proposed to be continued up to the end of the 14th Finance Commission Period that is up to 31.03.2020. Their locations and States / UTs for work jurisdiction are given in **Annexure-XIII**. However, MNRE may consider to change their States of working/jurisdiction and also manpower requirements if felt necessary. It is proposed to continue the existing 8 Biogas Development and Training Centers and also proposed to add 4 more such centers making the total 12 in numbers from 2018-19. BDTCs will be also assigned specific Annual Task by the Ministry at the start of the year.

12. INFORMATION AND PUBLICITY

12.1 The State Nodal Departments i.e. State Rural Development Departments, KVIC and BDTCs as well as other implementing Agencies if involved at later stage in implementation should prepare standard publicity materials such as Do's and Don'ts, leaflets, booklets, posters, etc. for wider dissemination in the State/UT by availing the financial assistance under NNBOMP. Broad items of publicity campaigns to be taken up by the States are: (a) advertisements in local dailies; (b) preparation and display of posters in Panchayat Offices and schools, Kisan Sewa Kendras; (c) Booklets and Folders on Biogas for biogas users and for distribution during gatherings at exhibitions, Kisan Melas / fairs, etc.; (d) Local folk dances / dramas / songs; (e) exhibitions and demonstrations including exhibits at Regional / District Rural Development Training Institutes; (f) documentary Films / Video Films; (g) Wall paintings / hoardings / wall calendars; (h) participation in exhibition / fair, etc., including setting up of few Biogas plants for demonstration in those remote areas where scheme has not reached so far ; (i) Radio jingles / TV spots in local language; (j) Complaint Cards to Biogas Plant Users; (k) evaluation of publicity campaign, (l) publicity of one prominent Biogas Customers Centre in each Block for dissemination of information / publicity about Biogas Masons/ BTKW/ BRETs , and about their contact numbers, mobile numbers, ISI marked biogas plants, points of availability of Standard ISI Marked biogas stoves and accessories , including unit cost of installations of various sizes of biogas plants and their economics in simple language for beneficiaries of plants should be given in the publicity material.

12.2 Erecting hoardings explaining salient features of biogas plants in the temples/religious places for disseminating information to pilgrims etc. Each beneficiary of a Biogas Plant will be provided a Biogas User's Service-cum-Warranty Card for compliance/adhering and providing Five Year's Free Warranty Services to the beneficiaries of Biogas plants which will also contain 10 complaint cards for the use of beneficiary to be lodged by him in the event of his biogas plant goes non-functional during the warranty period of 5 years. The complaints lodged by the beneficiaries are to be attended within the specified time period of

within a week. The new potential beneficiaries may be also provided above information through SMSs, mobile Apps, social media WhatsApp, etc. Biogas Apps may be developed for catering to the State Specific requirements and integrated with the Farmers App.

12.3 In addition to above, MNRE may also take up the awareness and dissemination programme for publicizing the NNBOMP through Electronic Media, Print Media, Exhibitions, Students visit, outdoor publicity, workshop etc. under the Information & Publicity Awareness (I&PA) Programme of the MNRE for the period 2017-18 to 2019-20 under the continuation of I&PA Programme vide Sanction No. 16/4/2017/I&PA dated 12th January, 2018.

13 SUPPORT FOR REPAIR OF OLD NON-FUNCTIONAL PLANTS

Since, no claim of repair was received from the States during the last 5 years under this component therefore, this component of repair of Non-functional Biogas Plants is being discontinued w.e.f. the approval date of this new Scheme (NNBOMP) of biogas i.e. 26.03.2018. However, even if States wants to have repair scheme for non-functional Biogas Plants after getting/rendering 5 years of useful services, they may devise /formulate such scheme and implement at their State cost/ beneficiary's cost. MNRE will not provide any financial assistance for any repair work as such this repair component is withdrawn, but the terms and conditions of 5 years free warranty services to be provided through BTKWs/RETs will remain as such.

14 SAFEGUARDS AND MAINTENANCE OF RECORDS FOR AUDIT PURPOSES

14.1 Database of Village-wise and year-wise Beneficiaries of Biogas Plants

The State Nodal Departments that is the State Rural Development Departments and KVIC, BDTCs as well as other approved programme implementing Agencies / Organizations under them **are required to maintain computerized database in a proper format strictly as prescribed in (Annexure-XII) in hard form/copies and electronic mode and upload the information data on PMIS portal of the all Main Programme Implementing Agencies.** The detailed particulars of each and every biogas beneficiary at the Block, District and State Headquarters and Headquarters / State Offices of KVIC, Universities / IITs where BDTCs are situated, should be maintained in the form of a Permanent Master Registers (PMRs) and also in soft/ electronic form which should be readily available for post verifications / inspection of the Officers of MNRE / State Govt. Officials / Independent Evaluators and also for post Audit Verification purposes by the Statutory Auditors and by the Audit from the Offices of the Accountant General of the respective State. Each Biogas plant should be assigned a unique serial number ID along with the year of installation and having serially numbered matching with the Biogas Master Register of the year i.e. Biogas Permanent Master Register (BPMR) along with the year of installation /with date of commissioning. The details should include particulars of the beneficiaries viz., name, father / husband's name, address, category of farmer, number of cattle-heads owned, size and model of the plant, amount of CFA / subsidy disbursed with date(s) of disbursement, details of voucher, whether installed on Turn-Key Basis, name & address of the Turn-Key Job Worker / RET or Agency, along with phone/mobile nos., date of completion, date of commissioning, name & address of the trained biogas masons / Entrepreneur who constructed the biogas plant, etc. **The contact / mobile nos. of both the beneficiary and the concerned TKW / RET or Entrepreneur should be also recorded.** The last four digits of the Beneficiary's Aadhaar Card Number and Bank Account Number which has been seeded with the Aadhaar Card Numbers should be also recorded and maintained for Direct Benefit Transfer of the subsidy

amount. Similarly the records of the Turn Key Job Fee disbursement to be maintained for the Turn Key workers to be made through Direct Benefit Transfer (DBT) Scheme of the Government.

14.2 Beneficiary-wise Lists for uploading on Websites/ Biogas Portals

14.2.1 It is mandatory to put village-wise, block-wise, District-wise and year-wise lists of the beneficiaries of biogas plants, prepared in the manner as prescribed above under Para 14.1 and **Annexure XII**, on the websites of the respective Scheme/ Programme Implementing Departments i.e. on the websites of the State Rural Development Departments and KVIC State Offices and KVIC Head Office, Mumbai.

14.2.2 Release of further funds of second installment to SRDDs & KVIC will be made on fulfillment of this condition and along with the settlement of accounts of previous to previous year under the scheme. This should be done in the prescribed format as given in **Annexure-XII**, after finalizing and firming up of the actual achievements against the allocated targets by certifying of the figures of actual achievements against the allocated targets. The firm figures of physical achievements of a year with complete details of all the biogas plants shall be reported to the Ministry (MNRE) by 30th June of the year following the close of the Financial Year.

14.3 Maintenance of Records of Completed Biogas Plants and Completion Certificates

Completion Certificates (CCs) in respect of all the commissioned biogas plants and reported as achievements of the year to the MNRE will be signed by the concerned Officials of the State Rural Development Department / Development Officer/Asst. Development Officer of the KVIC, PIs of Biogas Development and Training Centers etc. as authorized to do so by the SRDDs/KVIC etc. The C. C. issued having the signatures/thumb impression of the actual beneficiary of the biogas plant, signatures of the respective Biogas Turn Key Worker/ Biogas RET, concerned Officials of the SRDDs/ KVIC or BDTC or Bank Officers and signatures of two witnesses, one of them may be from his neighbors and another person who may be a Gram Panchayat / Ward Member or Sarpanch. The Completion Certificate (C.C.) would also be counter signed by the higher level Officer concerned of the SRDDs/KVIC/BDTC as applicable. **The completion Certificate (the template of Completion Certificate is given at Annexure-XIV) in original will be maintained and kept safe in the records/plant documentation for Post – Audit verifications and plant inspection purposes.** States Rural Development Departments and KVIC & BDTC must also keep the details of manpower employed for implementing the NNBOM programme during the year, in support of their administrative charges claimed and also for all the Turn Key Workers Charges claimed and to be disbursed as per these Guidelines of the Scheme, NNBOMP.

14.4 Payment of Turn-Key Work Fee (TKWF)

The details of Turn-key Job Fee (TKJF) payment would be maintained separately both in hard and soft copies for post verification purpose in support of TKJF claimed as well as O&M Services provided by the TKWs/ RETs. The Turn-Key Job Fee would be separately paid by the implementing agencies following the DBT route in the same way as mandated for the Biogas plant subsidy amount transfer to the beneficiary. The dates of visits made by the TKWs/RETs/Biogas Mitras under the warranty agreement of 5 years, applicable after plant commissioning date for providing post installation services will have to be maintained by the Programme Implementing Agencies (PIAs) in hard copies and soft copy / electronic form for post Audit verifications in support of the TKJF claimed and paid under the Scheme.

14.5 Maintenance of up to date Biogas plant operational Status

All the State Nodal Departments, Rural Development Departments and KVIC, BDTCs etc. implementing the programme would also maintain the **records with respect to the status of working biogas plants and also not-working plants, set up by them and should be based on actual inspections / site visits** of biogas plants by the Officials of SRDDs, BDTC, KVIC etc. and District Officials and also inspections by the Head Office of the SRDDs/KVIC etc. They would also monitor all the biogas plants of their registered Biogas Turn-Key Workers/ RETs/ Biogas Mitras. **The status of working/ non-working biogas plants should be updated quarterly on the Project Monitoring Information System (PMIS) portal of the Implementing Agency. For developing such PMIS portals, State Governments Rural Development Departments, KVIC, BDTCs etc. should ensure that these records are computerized, updated on regular basis and maintained.** These Programme Implementing Agencies (PIAs) may utilize the funds being given under the Administrative Charges component of the Scheme.

14.6 Geo-tagging and Identification Mark on the Biogas Plants

Geo-tagging of the Biogas plant site will be done twice, once the project site is finally approved by the Programme Implementing Agency i.e. State Rural Development Department/KVIC for taking up of the plant construction/ installation work. The second time Geo-tagging would be done when the biogas plant is finally commissioned.

In order to avoid duplication / wrong reporting and false and fake claims, each plant should be serialized by giving unique ID number with pre-determined identification mark and date, month and year of commissioning and code for Village, District and Block / Taluka along with name of Implementing SNDs, KVIC or BDTC and other Programme Implementing Agencies. The Unique Number embossed / carved out on the Digester, Inlet and Outlet tank walls of the Biogas plants as well as the serial number on a metal strip / piece is welded on the gas outlet pipe in the dome portion or gas holder depending on the model. All these details should also match correspondingly with the Office records/documents of biogas plants refer para 14.1, 14.2 and 14.3 above and the plant details also be carved out on the body of digester after doing final layer of plastering. On prefabricated models of biogas plants it is to be mentioned on various components of the plants along with the make, model, production serial number and the year of the manufacturing of the pre-fabricated plant. **The unique identification mark and code of each biogas plant should be recorded in the Permanent Master Registers (PMR) as mentioned under para 14.1 above. The above details should be very clear cut and should be prominently visible to anyone visiting the Biogas plants. No tampering is to be done with these identifications marks and shall be ensured by the all Programme Implementing State Rural Development Departments and KVIC as well.**

14.7 Photograph of the Beneficiary in CFA Claims and Affidavit

Four photographs of the biogas plant beneficiary in original should be taken at three different stages viz (i) plant site (ii) under construction stage and (iii) at the time of commissioning of the biogas plant (one with the completed biogas plant and another while beneficiary using biogas for cooking in kitchen , for biogas engine etc.). The 4 photographs should be kept in records along with the original application of beneficiary & the CFA disbursement records. **An affidavit should be taken from every new beneficiary declaring that no biogas plant was set up earlier in the name of his / her spouse or any other member of his family (including minor children), by any Biogas agency and nor he / she availed any subsidy / Government financial help in the name of the biogas plant. In the affidavit the beneficiary would also state that he will be operating the biogas plant by**

feeding daily required feed material into the biogas plant to get the full benefit of the biogas plant facility provided by the Government. This would form the part of the documentation.

15 SUBMISSION OF PROGRESS REPORTS

15.1 Monthly Progress Reports

A Monthly Progress Report (MPR) indicating the number of biogas plants commissioned category-wise against the annual targets and size-wise numbers installed during the month should be sent by post to the Ministry or by fax no. 011-24368904 or e-mail: gl.meena@nic.in, meen.sr@nic.in by the **5th of the following month** in the prescribed proforma (**Annexure- X**). These MPR data will be also maintained on MIS Portal of the State Rural Development Department and Khadi and Village Industries Commission etc., which shall be posted in the quarterly progress reports.

15.2 Quarterly Progress Reports

The quarterly progress report would be sent to the MNRE by **15th of the month**, following the end of each quarter in the prescribed format. (**Annexure-XI**).

15.3 Material for Annual Report and Website of the Ministry of New and Renewable Energy

All State Rural Development Departments and KVIC etc. and other implementing agencies should send a brief write-up on implementation of the programme by the end of the month of December of the programme implementation year for inclusion in the Annual Report of the Ministry. The write-up should highlight the implementation strategies adopted including development of market based business/commercial model in-line with these Guidelines and on working and management of work being done through the registered and recognized BTKWs / RETs / SHGs involvement of panchayats and non-governmental organizations, linkages with other rural development programmes, methodologies adopted for publicity and awareness raising, details of physical verifications of biogas plants, documentations and highlights of feed-back survey, etc. Photographs, video clips of the biogas plants set up/special activities during the year may also be sent along with the write-up.

Success stories on installation of biogas plants in most of the households of a village / area and other innovative features may be sent for hosting on MNRE website. The success stories should be also displayed at the Block Level Offices.

16 MONITORING AND PHYSICAL INSPECTIONS OF PROGRAMME

16.1 Physical Verification and Sample Village-wise Monitoring Report

In order to ensure that incomplete, un-commissioned, bogus/false reporting of biogas plants are not included for reporting and for claiming CFA, **it is mandatory that all the plants set up during each month/ quarter are physically verified on 100% basis at ground level, and a certificate of completion (CC) to that effect is prepared and signed by the concerned Officials of all the Programme Implementing Agencies (PIAs) as prescribed at Para 14.3 above and kept in the records by the Officers concerned for post-audit purposes.** All the newly completed and commissioned biogas plants would be inspected/verified physically on 100% basis by the Officials concerned of the Main Programme Implementing Agencies (MPIAs) i.e. SRDDs and KVIC. Further, the percentage of

physical verifications at least up to 33% on random basis at Block and District level should be carried out by the higher level Officers/ Officials. Cross checking Percentage would be fixed by the Headquarters of the PIAs. The Headquarter Officers will also fix at least 15 per cent of the new plants being reported for a year to be physically inspected / verified by themselves from the 100% inspected lot as done and reported by the ground level Officials. The sample verification by the Headquarter/Head Office may be fixed at not less than 15% of the new plant commissioned for reporting. **The 15% sample would be selected on random basis.**

Further in order to have regular cross checking, State Nodal Departments / Nodal Agencies and KVIC and BDTCs are requested to select at least two villages each month or bimonthly for determining the operational status of biogas plants earlier set up in these villages and prepare inspection reports for posting in Quarterly Progress Reports.

All SNDs i.e. SRDDs & KVIC and other Implementing Organizations are requested to include information on sample village monitoring report in the **Quarterly Progress Report (Annexure- XI)**.

Heads of the SNDs i.e. SRDDs and Directors of the State Offices of KVIC are to make arrangements for inclusion of inspection of biogas plants set up in various districts / blocks in the inspection reports. The District Collectors / District Magistrates / Sub-Divisional Magistrates / Block Development Officers / Taluka Development Officers concerned may also verify on sample basis the plants and send their reports to the Head of the Main Programme Implementing Agency i.e. Commissioner/Secretary of the RDDs.

16.2 Field Inspections by Biogas Development and Training Centres(BDTCs)

Biogas Development and Training Centres (BDTCs) will also conduct inspections of at least 1000 biogas plants in a year in the Villages of Blocks of districts of the States assigned to BDTCs after selecting the beneficiaries strictly randomly from the lists provided by SRDDs/ KVIC **on random basis in their States of jurisdiction (Annexure-XIII)**. In random sampling of the BDTCs at least 75% of the plants should be from the new biogas plants of recent years/current year. All the Programme Implementing SRDDs and KVIC etc. are to extend full help and co-operation to staff of BDTCs in carrying out the above inspections on a regular basis.

16.2.1 Physical Inspections should be carried out by a team comprising of three members, one each from BDTC, Rural Development Department of State Government and KVIC or other implementing agency as the case may be so that possibility of any common plant(s)/double reporting if any could be checked out by the team. The Biogas Development and Training Centres (BDTCs) may select districts in consultation with implementing agency at the commencement of programme but the beneficiaries from the lists would be selected on random table method.

16.2.2 SNDs & KVIC etc. should take immediate remedial action on the findings as brought out in the inspection reports of the Biogas Development and Training Centres (BDTCs) and confirm the action taken to the BDTCs concerned under intimation to MNRE on quarterly basis. All the BDTCs should include few photographs of biogas plants inspected in their inspection reports, which should also be included in the Annual Reports of BDTCs

16.3 Evaluation Study by Independent Organizations

State Rural Development Departments and KVIC at their level should also entrust the

task of regular independent evaluation of the work completed during previous year(s) by assigning the work to reputed and skillful Organizations having vast experience of conducting studies of developmental work particularly biogas technology. Monitoring and evaluation of the programme is a continuous exercise for good delivery. A copy of the report of such monitoring and evaluation studies conducted should also be sent to MNRE. Such evaluation studies can be supported from the provision of the administrative charges.

16.4 In addition to monitoring by SNDs & KVIC, and other implementing Agencies, Ministry of New and Renewable Energy, NITI Aayog, NSSO, Central Statistics Office, Ministry of Statistics and Programme Implementation, Govt. of India, may also take up direct sample inspections or entrust Independent Evaluation studies of New National Biogas and Organic Manure Programme (NNBOMP) to other consultancy organizations.

16.5 MNRE may also depute / assign the work of monitoring to an independent third party after receiving the project completion and commissioning report from the Main Programme Implementing Agencies, i.e. State Rural Development Departments, Khadi and Village Industries Commission (KVIC) etc.

17 SETTLEMENT OF CLAIMS AND ACCOUNTS

The flow of funds for the scheme will be through PFMS and EAT Module. Timely utilization of released funds and physical progress in each of the approved components of the scheme is therefore, of paramount importance. Timely year-wise settlement of accounts is a must for smooth flow of further funds under the scheme. The SRDDs & KVIC and other implementing Agencies should submit Claims (in the format given at Annexure- IV), Utilization Certificate (in GFR-12/A/B/C as applicable) and A. G. Audit Certificate of expenditure in case of State Nodal Departments that is State Rural Development Department and KVIC and detailed Audited Statement of Expenditure (ASoE) duly audited by the Chartered Accountants Firms in case of the State Nodal Agencies / Autonomous Bodies, Universities/ IITs and BDTCs or other corporate organizations as early as possible after the close of the financial year, latest by 30th September of the year, following the closer of the implementation year(Financial Year). Before submitting the final claims in the prescribed proforma ANNEXURE-IV, the Utilization Certificate of the amount spent against each sanction should be submitted in the prescribed Form GFR-12/A/B/C as applicable soon after the closure of the financial year. This would help in expediting the process of further funds releases by the MNRE.

18. AWARD SCHEME UNDER NNBOMP

Under the NNBOMP, MNRE would award three Certificates of Merit by appreciating the best i.e. 1st, 2nd & 3rd to the SRDDs & State Office of KVIC for overall performance and achieving highest annual targets allocated under the Scheme. This is for motivating all the States and KVIC to achieve their physical targets under the New National Biogas and Organic Manure Programme (NNBOMP). Further in order to generate healthy competition and to appreciate the best work of the field functionaries, the State Rural Development Departments and KVIC may institute similar awards at their level for field functionaries of the Biogas Programme on the basis of overall quality, Biogas Services rendered and Functionality of Biogas Plants installed by their registered and recognized BTKWs/BRETs etc. However, MNRE will not provide any financial support for this purpose. The expenditure on such awards should be borne through allocations in the State Plans.

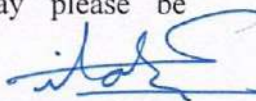
MID – TERM REVIEW

It is proposed to review the progress under the NNBOMP made by different States/UTs in the month of October, 1997 for making mid-course corrections, if required.

19. This Administrative Sanction-cum-Guidelines for the implementation of the NNBOMP up to 31.03.2018 and the New NNBOMP w.e.f. 01.04.2018 entailing an outlay of Rs. 498.70 crore for the three year period of 2017-18 to 2019-20 is issued in exercise of the powers conferred on this Ministry and in consultation with the Integrated Finance Division of this Ministry vide their Dy. No. 80 dated 08.05.2018. **These new guidelines shall be deemed applicable with effective from 01.04.2018 for all purposes. In case of any ambiguity in interpretation of any of the provisions of these Administrative guidelines of the New National Biogas and Organic Manure Programme, the decision of the Secretary MNRE, Government of India, shall be final and binding.**

20. The physical targets for setting up Biogas Plants during the year 2018-19 under these Guidelines are given in Annexure-III-A. It is requested to kindly initiate the actions for planning and execution of the work in accordance with the provisions contained in these Guidelines-cum-Administrative Approval of the NNBOMP.

21. Receipt of this Administrative Sanction-cum-Guidelines for the implementation of the New National Biogas and Organic Manure Programme (NNBOMP) may please be acknowledged.


(S. R. Meena)
Scientist 'C'
(Biogas)


Dated 30.05.2018

Copy to:

1. The Pay & Accounts Officer, Ministry of New & Renewable Energy New Delhi – 110003.
2. The Accountant General (Audit) – All States/UTs
3. The Principal Director of Audit (Scientific Deptt.), AGCR Building, IP Estate, New Delhi.
4. The Principal Director (Local Bodies Accounts)/ Director (Local Bodies), Office of the C&AG of India, 9 Deen Dayal Upadhaya Marg, New Delhi
5. Secretary, Ministry of Programme Implementation, Government of India, New Delhi
6. Secretary, Expenditure, Ministry of Finance, GoI North Block, New Delhi
7. Secretary, Finance/ Planning Department (All States/ UTs)
8. Secretary, Ministry of Agriculture and Farmer's Welfare, New Delhi
9. Secretary, Ministry of Drinking Water and Sanitation , CGO complex New Delhi
10. Secretary, Ministry of Rural Development, GoI, Krishi Bhavan, New Delhi
11. Secretary, Ministry of Environment, Forests and Climate Change, New Delhi
12. Secretary, Ministry of Tribal Affairs New Delhi
13. Secretary, Ministry of Corporate Affairs, New Delhi
14. CEO, NITI Aayog, Sansad Marg, New Delhi

Copy for kind information:

1. PS to Hon'ble Minister of Power and New and Renewable Energy(IC), New Delhi
2. Cabinet Secretariat, New Delhi
3. All Group Heads, MNRE
4. All Advisers, MNRE
5. PPS to Secretary, MNRE, New Delhi
6. PS to JS & FA, MNRE, New Delhi
7. PS to JS (ANS), MNRE, New Delhi
8. PS to Adviser Biogas MNRE New Delhi
9. Sr. Director Technical, NIC, MNRE - for uploading on MNRE's website
10. US (Fin)/ IFD, MNRE, New Delhi
11. SO Budget Division, MNRE, New Delhi
12. Individual Files of State/ UTs / PIAs for the year 2018-19
13. Sanction File/ Guard file.



(S. R. Meena)
Scientist 'C'
(Biogas)

ANNEXURE-I**Allocation of Physical Targets, State-wise and Agency-wise for setting up of family size biogas plants under NBMMP during the current year 2017-18**

| Sl. No. | Name of the SNAs/SNDs/KVIC/ BDTCs | Target Numbers of biogas plants | | | Total Nos. of Biogas Plants |
|---------|-------------------------------------|---------------------------------|-------------|--------------|-----------------------------|
| | | Gen | S.C. | S.T. | |
| 1 | Andhra Pradesh (NEDCAP) | 2430 | 1600 | 2000 | 6030 |
| 2 | Arunachal Pradesh (APEDA) | 50 | - | 50 (T-30) | 100 (T-30) |
| 3 | Assam (FDA) | 6200 | 300 | 2500 | 9000 |
| 4 | Chhatisgarh (CREDA) | 950 | 50 | 1000 | 2000 (T-50) |
| 5 | Gujarat (GAIC) | 700 (T-35) | 100 (T-10) | 800 (T-80) | 1600 (T-200) |
| 6 | Himachal Pradesh (Dr. of Agri.) | 80 (T-20) | 20 (T-5) | - | 100 (T-25) |
| 7 | Jharkhand (JREDA) | 250 | 50 | 50 | 350 |
| 8 | Karnataka (RD&PRD) | 7500 (T-1500) | 250 (T-150) | 250 (T-150) | 8000 (T-1800) |
| 9 | Kerala (Dir. Of Agri.) | 1100 | 50 | - | 1150 (T-100) |
| 10 | Kerala (ANERT, Thiruvanthapuram) | 1100 | 50 | - | 1150 (T-100) |
| 11 | Madhya Pradesh (MPSAIDC) | 5500 | 1000 | 2000 | 8500 (T-4000) |
| 12 | Maharashtra (RD&WCD) | 8200 (T-5000) | 450 (T-315) | 550 (T-330) | 9200 (T-5645) |
| 13 | Meghalaya (MNREDA) | 500 | - | 300 | 800 |
| 14 | Mizoram (Dir. Of AH & V) | 200 | - | 100 | 300 |
| 15 | Nagaland (Dir. Of NRE) | 200 | - | 200 | 400 |
| 16 | Odisha (OREDA) | 1600 | 200 | 200 | 2000 (T-400) |
| 17 | Punjab (PEDA) | 3000 | 50 | - | 3050 (T-100) |
| 18 | Sikkim (SREDA) | 200 | - | 200 | 400 |
| 19 | Telangana (TNREDCL) | 1300 | 700 | 2100 | 4100 (T-200) |
| 20 | Tripura (TREDA) | 120 | 50 | 30 | 200 |
| 21 | Uttar Pradesh (UPNEDA) | 500 | 200 | - | 700 (T-100) |
| 22 | Uttarakhand (UREDA, Dehradun) | 900 | 100 | - | 1000 |
| 23 | KVIC, Mumbai | 2000 (NER-300) (T-400) | 500 (T-200) | 500 (T-200) | 3000 (T-800) |
| 24 | Rajasthan (BDTC, MPUAT, Udaipur) | 500 | 100 | 200 | 800 |
| 25 | Odisha (BDTC, KIIT, Bhubaneswar) | 200 | 100 | 100 | 400 |
| 26 | Tamil Nadu (BDTC, TNAU, Coimbatore) | 200 | 50 | 0 | 250 |
| 27 | Punjab (BDTC, PAU, Ludhiana) | 500 | 100 | 0 | 600 (T-100) |
| | Total | 45980 | 6070 | 13130 | 65180 |

ANNEXURE – II**Allocation of physical targets for training courses for 2017-18 under National Biogas and Organic Manure Programme (NBOMP) for SNDs/SNAs/KVIC:-**

| Sl. No. | State/UT/Agencies | CMC/Refresher Training Courses (10 days) | Users courses (one day) | Turn-Key workers courses (15 days) | Staff courses (4 days) |
|---------|--------------------------------|--|-------------------------|------------------------------------|------------------------|
| 1. | Andhra Pradesh | 6 | 120 | - | - |
| 2. | Arunachal Pradesh | - | 5 | - | - |
| 3. | Chhatisgarh | 7 | 70 | - | - |
| 4. | Gujarat | 1 | 10 | - | - |
| 5. | Kerala (Directorate of Ag.) | 1 | 25 | - | - |
| 6. | Kerala (ANERT) | 2 | - | - | - |
| 7. | Madhya Pradesh (MPSAIDC) | 23 | 77 | 7 | - |
| 8. | Maharashtra | 7 | 184 | 3 | 4 |
| 9. | Odisha (OREDA) | 5 | 50 | - | - |
| 10. | Punjab (PEDA) | 2 | 10 | - | - |
| 11. | KVIC, Mumbai | 10 | 60 | - | - |
| | Total | 64 | 611 | 10 | 4 |

ANNEXURE-III (A)

State-wise and State Nodal Department-wise including KVIC Physical Targets proposed for setting up of small biogas plants under NNBOMP during the year 2018-19

| Sl. No. | Name of the SRDD/ KVIC | Target Numbers of biogas plants | | | Total Nos. of Biogas Plants |
|---------|---|---------------------------------|--------------|--------------|-----------------------------|
| | | General | S.C. | S.T. | |
| 1. | Rural Development Department Govt. of Andhra Pradesh | 2500 (T-100) | 1500 (T-30) | 1000 (T-30) | 5000 (T-160) |
| 2. | Rural Development Department Govt. of Arunachal Pradesh | 100 | - | 300 (T-30) | 400 (T-30) |
| 3. | Panchayat & Rural Development Department Govt. of Assam | 5000 (T-140) | 1000(T-30) | 1500 (T-30) | 7500 (T-200) |
| 4. | Panchayati Raj Department Govt. of Bihar | 3000 (T-300) | 1500(T-100) | - | 4500 (T-400) |
| 5. | Panchayat & Rural Development Department Govt. of Chhattisgarh | 2000 (T-300) | 1000 | 1000(T-100) | 4000 (T-400) |
| 6. | Panchayati Raj Department, Goa | 200 | 100 | - | 300 |
| 7. | Panchayat, Rural Housing and Rural Development Deptt. Govt. of Gujarat | 1000 (T-35) | 600 (T-10) | 1000 (T-80) | 2600 (T-125) |
| 8. | Rural Development Department Govt. of Haryana | 1000 (T-100) | 700(T-80) | - | 1700 (T-180) |
| 9. | Rural Development & Panchayat Raj Department Govt. of Himachal Pradesh | 500 (T-20) | 200 (T-5) | 200 | 900 (T-25) |
| 10. | Rural Development & Panchayati Raj Govt of Jammu and Kashmir | 500 | 200 | 200 | 900 |
| 11. | Rural Development Department, Govt. of Jharkhand | 1000(T-50) | 500(T-50) | 1000 | 2500 (T-100) |
| 12. | Panchayati Raj & Rural Development Deptt. Govt. of Karnataka | 7000 (T-1000) | 1500 (T-100) | 400 (T-100) | 8900 (T-1200) |
| 13. | Rural Development Govt. of Kerala | 2500 (T-180) | 900 (T-100) | - | 3400 (T-280) |
| 14. | Panchayat & Rural Development, Madhya Pradesh | 4000 (T-1500) | 1000 (T-300) | 2000 (T-300) | 7000 (T-2100) |
| 15. | Rural Development And Panchayati Raj Department, Govt. of Maharashtra | 7000 (T-4000) | 1500 (T-200) | 1000 (T-200) | 9500 (T-4400) |
| 16. | Rural Development & Panchayati Raj Govt. of Manipur | 100 | - | 300 | 400 |
| 17. | Community & Rural Development Department Govt of Meghalaya | 100 | - | 400 | 500 |
| 18. | Rural Development Department Govt. of Mizoram | 100 | - | 400 | 500 |

| | | | | | |
|-----|---|-------------------------------|-----------------|-----------------|---------------|
| 19. | Rural Development Deptt. Govt. of Nagaland | 100 | - | 300 | 400 |
| 20. | Rural Development Deptt. Govt. of Odisha | 2000 (T-100) | 1500 (T-30) | 1000 (T-30) | 4500 (T-160) |
| 21. | Deptt. of Rural Development & Panchayat Govt. of Punjab | 3000 (T-800) | 2000 (T-100) | - | 5000 (T-900) |
| 22. | Rural Management & Development Department Govt. of Sikkim | 100 | - | 200 | 300 |
| 23. | Panchayat Raj and Rural Development Govt. of Telangana | 1500 (T-200) | 500 | 500 | 2500 (T-200) |
| 24. | Rural Development Govt. of Tripura | 100 | 200 | 200 | 500 |
| 25. | Deptt. of Rural Development Govt. of Uttar Pradesh | 1500 (T-100) | 2000 | 50 | 3550 (T-100) |
| 26. | Department of Rural Development Pauri Garhwal Govt. of Uttarakhand | 1000 (T-30) | 1000 (T-20) | 200 | 2200(T-50) |
| 27. | Rural Development and Panchayat Raj Department, Govt. of Rajasthan | 1200 (T-100) | 1500 (T-50) | 1000 (T-50) | 3700 (T-200) |
| 28. | Rural Development and Panchayat Raj Department, Govt. of Tamil Nadu | 600 (T-50) | 2000 (T-50) | 500 | 3100 (T-100) |
| 29. | Rural Development Department Puducherry | 100 | 0 | 50 | 150 |
| 30. | Panchayat Raj and Rural Development Lakshadweep | 100 | - | 200 | 300 |
| 31. | Department Of Panchayats & Rural Development Govt of West Bengal | 2000 (T-200) | 1000 (T-100) | 1000 (T-100) | 4000 (T-400) |
| 32. | Rural Development, Panchayati Raj & Community Development Daman & Diu | - | 100 | 100 | 200 |
| 33. | Rural Development, Panchayati raj & Community Development Dadar & Nagar Haveli | - | 100 | 200 | 300 |
| 34. | Department of Rural Development & Panchayats, Chandigarh Union Territory | - | 200 | 0 | 200 |
| 35. | Rural Development Deptt; Govt of NCT of Delhi | 100 | 500 | - | 600 |
| 36. | Khadi and Village Industries Commission, (KVIC), Mumbai | 4000 (NER- 500) (T-200) | 2500 (T-200) | 1500 (T-100) | 8000 (T-500) |
| | Total | 55000 | 27300 | 17700 | 100000 |

**T stands for Toilet Linked Biogas Plants from 1 to 10 cubic meter size only.

The targets allocated as above may be increased or decreased based on the mid-year review of the progress.

ANNEXURE III (B)

Allocation of physical targets for training courses proposed for the year 2018-19 under New National Biogas and Organic Manure Programme (NNBOMP) to Biogas Development and Training Centres (BDTCs).

| Sl. No. | Name of BDTC & (States Covered) | Type of Biogas Training Courses | | | | |
|---------|--|---|-------------------------|------------------------------------|------------------------|---------------------------------|
| | | CMC/ Refresher Training Courses (10 days) | Users courses (one day) | Turn-Key workers courses (15 days) | Staff courses (4 days) | Biogas Skill Development Course |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Indian Institute of Technology, Guwahati (All North-Eastern Region States including Sikkim and West Bengal) | 15 | 100 | 5 | 5 | 3 |
| 2. | Biogas Development and Training Center, Department of Agricultural Engineering, University of Agricultural Sciences, GKVK, Bangalore (Goa and Karnataka) | 10 | 150 | 6 | 7 | 4 |
| 3. | Biogas Development and Training Centre, Centre of Energy Studies and Research (CESR), Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore (Chhattisgarh, Madhya Pradesh and Maharashtra) | 10 | 100 | 6 | 10 | 5 |
| 4. | BDTC Dept. of Civil Engg. Punjab Agricultural University, Ludhiana 141004 (Punjab, Himachal Pradesh, Uttarakhand and Jammu & Kashmir) | 10 | 100 | 6 | 6 | 6 |
| 5. | Biogas Development and Training Centre, College of Technology & Agricultural Engineering, Maharana | 10 | 100 | 6 | 8 | 6 |

| | | | | | | |
|----|--|-----------|------------|-----------|-----------|-----------|
| | Pratap University of Agriculture & Technology, Udaipur-313001 (Rajasthan) | | | | | |
| | (Gujarat, Rajasthan and Daman & Diu) | | | | | |
| 6. | Biogas Development and Training Centre, Agricultural Engineering and Research Institute, Tamilnadu Agricultural University, Coimbatore | 10 | 150 | 7 | 7 | 6 |
| | (Tamil Nadu, Pondicherry, Kerala, Andaman & Nicobar and Lakshadweep) | | | | | |
| 7. | Biogas Development and Training Centre, Center for Rural Development & Technology (CRDT), IIT Hauz Khas, New Delhi- | 10 | 100 | 5 | 10 | 5 |
| | (Haryana, Uttar Pradesh and NCR Delhi) | | | | | |
| 8. | School of Biotechnology Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar | 10 | 150 | 5 | 10 | 6 |
| | (Andhra Pradesh Telangana, Odisha, Bihar and Jharkhand) | | | | | |
| | | 85 | 950 | 46 | 63 | 41 |

ANNEXURE-IV

PROFORMA FOR SUBMISSION OF CLAIMS WITH RESPECT TO MNRE FUNDS ONLY, FOR SETTLEMENT OF ACCOUNTS UNDER NEW NATIONAL BIGOAS AND ORAGANIC MANURE PROGRAMME (NNBOMP):

1. Year of the implementation :
2. Name and address of the State Nodal Department / Agency / KVIC/PIA:
3. Annual Physical target (Category -wise) :
4. Final Physical Achievement (Actual category -wise) Nos. of plants commissioned size wise:
5. Details of the Central Finance Assistance (CFA) claims:
6. Category of Biogas Beneficiaries: General / S.C./ S.T.

| Sl. No. | Particulars | Size of the Plant (in cub. Metre) | No. of Plants actually installed | Rate of CFA per plant (Rs.) | Total amount of CFA disbursed (Rs.) | Remarks, if any |
|-----------|--|-----------------------------------|----------------------------------|-----------------------------|-------------------------------------|-----------------|
| A. | Central Subsidy | | | | | |
| 1. | N.E.R. States, including Sikkim (including SC and ST Categories of NER) | | | | | |
| 2. | Special Category States (Jammu & Kashmir Himachal Pradesh, Uttrakhand & Andaman & Nicobar Islands) and SCs/ STs Categories of all other states | | | | | |
| 3. | All others States (General Category) | | | | | |
| B. | Additional Subsidy for sanitary toilet linked Biogas Plants disbursed (in Rs.) | | | | | |
| | Permissible for Biogas Plants from 1 to 10 cubic meter size only | | | | | |
| | Total Subsidy disbursed (in Rs.) | | | | | |
| | Total Subsidy (A+B) | | | | | |

7. Details of claims of Turn-key Job Fee paid to TKWs / RETs/BMs etc.:

| Sl. No. | Particulars of Biogas plant viz, model, type, size(s) and numbers in each size | Size(s) of biogas plants set up actually on Turn-key basis/bidding basis | Size-wise Nos. of Biogas plants commissioned | Applicable rate of TKFee per biogas plant (Rs.) | Amount disbursed (In Rupees) |
|---------|--|--|--|---|------------------------------|
| | | | | | |

| | | | | | |
|--|---|---|--|--|--|
| (a) | Approved models of Deenbandhu Fixed dome / KVIC Floating dome type design Biogas plants involving brick masonry construction work for digester or gas holder or for both (give the numbers of biogas plants installed size-wise) | a). 1 cu.m. b) 2-6 cu.m. c) 8-10 cu.m. d) 15 cu.m. e) 20-25 cu.m. | | | |
| (b) | Approved prefabricated biogas plants involving part brick masonry / RCC construction work either for digester or for dome. Or for both for completely prefabricated / manufactured biogas plants made of PVC / HDPE /FRP material except Bag type flexi plants made with rubberized or PVC fabric material (indicate the Sizes of biogas plants and nos. installed) under TKJ Work/Bidding process | a). 1 cu.m. b) 2-6 cu.m. c) 8-10 cu.m. d) 15 cu.m. e) 20-25 cu.m. | | | |
| Total Turn –Key Job Charges (a)+(b) (Rs.) | | | | | |

8. Training Courses:-

| Sl. No. | Type of Training Course | Target | Achievement | Venue of Training course | Periodicity (Dates from -- to--) | Nos. of Trainees trained | Nos. of plants constructed during training | Actual Expenditure incurred (Rs.) |
|--------------|--|--------|-------------|--------------------------|----------------------------------|--------------------------|--|-----------------------------------|
| (a) | Construction-cum-Maintenance / Refresher Course (CMC) | | | | | | | |
| (b) | Turn –Key Workers Management Training course for TKW / RET / SHG / Biogas Mitra etc. | | | | | | | |
| (c) | Users Training Course (UTC) | | | | | | | |
| (d) | Staff Training Course | | | | | | | |
| (e) | Skill Development Courses of BDTCs or other Biogas centres authorized and approved by MNRE | | | | | | | |
| TOTAL | | | | | | | | |

9. Details of Administrative Charges (As per physical target and actual achievements):

- (i) Physical achievements
(With reference to CFA claims) : --- Nos. of Biogas Plants
- (ii) Total amount of Claims : Rs. -----
(As per the range given in the Administrative Sanction-cum-Guidelines).

10. Details of Publicity Expenditure:

- (i) Physical Achievements
(With reference to CFA Claims) : ----- Nos. of Biogas Plants
- (ii) Amount of Claims : Rs.-----

(Give details of expenditure on specific items(s) as listed for publicity activities at **Para-12** of this Administrative Sanction-cum-Guidelines and support the claims by enclosing attested photocopies of the vouchers of Biogas Publicity expenditure only.)

11. Claim for Incentive for saving fossil fuel Diesel to farmers by using biogas in 100% biogas engine/Biogas generator sets for water pumping and for other small Farm Power/electricity needs-

| Sl. No | Category of the beneficiary | Installed Actual Nos. of plants with 100% Biogas Engines/ Biogas Genset | CFA/ Subsidy Rate (Rs.) | Beneficiary's share (in Rs.) | Total eligible CFA Expenditure(in Rs.) |
|--------|--|---|-------------------------|------------------------------|--|
| 1. | Biogas plant size up to 10 Cu. Met) With biogas engine/ gen set capacity | | | | |
| 2. | Biogas plant size from 15 , 20 and 25 Cu. Met) With biogas engine/ genset capacity | | | | |
| 3. | Expenditure incurred in actual | | | | |
| | Total eligible claim (in Rs.) | | | | |

12. Further, this is to certify that:

- (i) The Biogas plants for which CFA / subsidies to beneficiaries including additional subsidy for toilet linked plants and additional incentives to farmers for saving fossil fuels, diesel, kerosene, petrol and electricity and Administrative Charges, Turn – Key Job Fee, Publicity and Communication etc. which have been claimed as above , have actually been commissioned during the year from -----to -----and requisite prescribed Completion Certificate and documentations in respect of all these completed and commissioned biogas plants and machineries including 100% Biogas engine genset plants are available in the Office records of the State Nodal Department/ State Rural Development Department/District Offices/State Office and KVIC's State/Head Offices.
- (ii) -----Nos. of Biogas plants have been physically verified on 100% basis at the ground level and sample test checks have been conducted at Regional as well as Head Office level and claims sent herewith relate only to the commissioned biogas plants as reported for actual physical progress for the Financial Year _____, the details of all the commissioned plants in the prescribed proforma have been uploaded on the website of Rural Development Department/KVICs State Offices and KVIC Head Office, Mumbai.
- (iii) The CFA/Subsidy in respect of ----- plants has been disbursed to the beneficiaries concerned according to the prescribed applicable rates for the respective category of beneficiary and size of the plant, after the plant was commissioned and physically verified by an Officer authorized for this purpose. The CFA in respect of the remaining.....Nos. of biogas plants will be disbursed to the beneficiaries concerned according to the rates prescribed for the respective category of beneficiary and size of the plant after receiving the required balance funds amounting to Rs....., This is also to state that no State share has been included in these above mentioned claims.
- (iv) All the Biogas Plant have been assigned an Unique Serial Number for the year which is also the corresponding serial number in the Master Register of Biogas Plants of the same year with its specific code Numbers and photograph of the beneficiary taken at specified

stages and also with the completed and commissioned biogas plant have been kept along with the CFA disbursement records. The Geo-tagging of every biogas plant site has been done & records kept as per the guidelines of the scheme.

- (v) Beneficiary-wise details regarding the category of beneficiary, model, size and location of plant installed with date of commissioning, amount of CFA paid to beneficiary and dates of payments have been maintained and also hosted on the Website of the State Rural Development Department/ State Nodal Agency and the KVIC and the above mentioned details of the beneficiaries have been shared with the other implementing agencies including KVIC who are working in the State and it has been ensured that no case of any kind of duplicity/re-reporting of the old biogas plants installed during previous years by the MNRE's SNAs/SNDs/KVIC etc. in current year reporting is involved. This is also certified that not a single case of re-reporting of old biogas plants installed during previous years is involved in these claims.
- (vi) Out of----- biogas plants installed during the year-----,....biogas plants **have actually been completed on Turn-Key Job Fee basis and Turn – Key Job Fee for these plants have not been claimed earlier from the Central or State Government/ KVIC/ Other Agencies.**
- (vii) The concerned beneficiaries are satisfied with the construction, fabrication, installation & commissioning and working of the biogas plants and certificate to this effect have been obtained from them for record. The overall functionality status of the Biogas plants as on..... is available with the Rural Development Departments/KVIC State Office / KVIC, Head Office, Mumbai. etc.
- (viii) A written undertaking and warranty cards for 5 years free post commissioning maintenance have been given to the beneficiary concerned for free cost service, inspection, guidance and to repair defects, if occurred during the period of five years from the date of commissioning of the plants. Beneficiary's service card containing complaint cards has been also handed over to him for post installation complaints and services.
- (ix) Certified that out of -----Numbers of Biogas plants commissioned during the year.... -Nos. of Biogas plants are of size 1-10M3 and Nos.of Biogas plants are of size 15, 20 and 25M3 have been actually installed for farmers/beneficiaries to save fossil fuel diesel, kerosene, petrol or electricity etc.
- (x) It is certified that detailed documents of accounts/vouchers have been maintained for each of the biogas plants and training course at an appropriate level for post -facto verifications and audit purposes.
- (xi) It is certified that action for rectification of the plants found to be non-functional in the inspections carried out by the BDTCs/Independent Agencies /Third Party has been carried out and that such plants have been made functional.
- (xii) It is also certified that all the terms and conditions stipulated in the Administrative Sanction-cum-Guidelines of the New National Biogas and Organic Manure Programme (NNBOMP) issued vide MNRE sanction No. 253/16/2017-Biogas dated May, 2018 have been followed in all respects.

Signatures with

**Name & Designation of the Head of
the State Rural Development Department/ KVIC
with Official Seal**

**Place:
Date:**

Indicative Guidelines and procedure for payment of Turn-Key Job Fee for setting up of Small Biogas Plants (1 to 25 Cu. Metre) under New National Biogas and Organic Manure Programme (NNBOMP).

(A) Eligibility

- (i) Registered Corporate bodies/ Registered Societies registered under the Societies Registration Act and identified by the State Government's Main Programme Implementing SNDs i.e. State Rural Development Departments and KVIC and intimated in advance to MNRE, Government of India.
- (ii) Approved trained private entrepreneurs registered with the State Nodal Department, KVIC and other Programme Implementing Agencies under the National Biogas and Manure Management Programme but subject to their registration afresh by and under the State Rural Development Department and KVIC, with properly entered Agreement with the new Main Programme Implementing Agency (MPIA) of the State.
- (iii) Recognized and registered Biogas Turn Key Workers/Biogas RETs/Biogas Mitras/ Micro, Small and Medium Enterprises/Renewable Energy Service Corporation (RESCO). After having Registration afresh with the State Rural Development Departments and KVIC with properly entered agreement between the Rural Development Department and Biogas Turn Key Workers or between the KVIC and Biogas RETs as the case may be.

The above mentioned categories of entrepreneurs selected should fulfill inter-alia the following requirements before approval for undertaking Turn –key Jobs under the overall control and supervision of the main designated State Programme Implementing Agencies i.e. State Rural Development Departments and KVIC:

- (a) Received training in the construction and maintenance of biogas plants imparted by the Biogas Development and Training Centres (BDTCs) and possesses at least 5 (Five) years experience of plant construction, supervision and commissioning as well as rendering post-installation operation and maintenance services of Biogas Plants with clean track records.
- (b) Possess requisite facilities like workshop for fabrication of steel/FRP gas holders and storage space for prefabricated biogas plants, gas holders, cement, bricks, biogas stoves/burners, appliances & equipment and machinery etc.
- (c) Possess requisite financial resources and credibility and financial appraisal of the project by the Concerned Bank.
- (d) The Biogas Turn Key Workers/Biogas RET etc. should not have had any complaint of any kind in the past and not debarred or blacklisted in the past by the Programme Implementing Agency of the previous scheme National Biogas and Manure Management Programme (NBMMP).
- (e) A list of such trained and registered Biogas Turn Key Workers recognized Biogas Service Providers should be maintained by the Main programme implementing SNDs i.e. State Rural Development Department and KVIC and others involved in the programme, at the Block/Taluka level and State/ Agency Headquarters and KVIC State Office Headquarters as well as in the field Offices at the Districts and Block levels. The list of registered Biogas TKWs would be prepared with full care and there should not be any common Turn Key Worker/ RET registered for the programme implementation by the main implementing SNDs i.e. State Rural Development Departments and KVIC. The MPIAs SND/ SRDDs, KVIC and others involved in the programme will share their lists of Biogas Turn Key Workers with each other in a regular manner. The MPIAs may seek an affidavit also in this regard from the entrepreneurs / RETs / Biogas Mitras etc. that they would follow the guidelines of the NNBOMP and abide by each and every norms of the scheme and agreement entered into and in case of any violation of the guidelines of the scheme/sanction and agreement is noticed by the Main Programme Implementing

Agency/KVIC he would be liable for recovery of the whole amount involved along with penal interest.

To start with, State Governments i.e SRDDs and KVIC being Main Programme Implementing Agencies (MPIAs) may consider recognition and registration of such persons who may have already been trained in the construction and with maintenance of biogas plants in the training programme conducted by BDTCs under erstwhile National Biogas and Manure Management Programme as mentioned under (a) above or to be conducted under the New National Biogas and Organic Manure Programme (NNBOMP) after proper evaluation of their technical capabilities and resources to undertake Turn Key Jobs work service for Biogas plants.

(B) Mode of release of Funds by MNRE, Govt. of India

Payment of Turn-Key Job Fee at the rates prescribed in Para 7 of these guidelines for setting up of various sizes and models of quality Biogas plants and rendering quality biogas services on turn-key basis by the corporate bodies/ registered Societies/ approved, trained & registered Private entrepreneurs categories as given under eligibility at 'A' above will be released by the MNRE, Government of India, to the State Rural Development Departments & KVIC, Mumbai after satisfactory completion and commissioning of the biogas plants and on receipt of claims in the proforma at **Annexure-IV**. The funds will be released by the Government of India on receipt of the final claims all duly audited and certified by the Head of the main programme implementing agencies i.e. State Rural Development Department and KVIC Mumbai, / other approved Programme Implementing Agencies of the MNRE.

(C) Suggested Procedure for payment to approved and registered Private Biogas Entrepreneurs

- (a) The State Governments Rural Development Departments and KVIC /BDTCs etc. as the case may be should disburse the payment of the Turn-Key Job Fee to their approved trained and registered Biogas Turn-Key Workers / Rural Energy Technicians / Self Help Groups / Entrepreneurs etc. in three installments for biogas plants **up to 10 Cubic meter capacity as per the procedure mentioned under para 7.3.1. The total Turn –key Job fee of Rs. 2500/- per plant is to be paid in three installments.**
- (b) **First installment of Rs. 1500/-** is to be released after proper construction, completion and successful commissioning date and after issue of Completion Certificate of the biogas plant by the concerned authorities and on getting beneficiary's consent and signatures on the completion certificate.
- (c) After signing the completion certificate, the TKW/RET should enter into an another agreement with the RDDs and KVIC involving concerned beneficiary that He/She (TKW/RET) would be responsible for providing satisfactory warranty services through which he/she ensures trouble-free working of biogas plants up to the end of 5th year from the date of commissioning of the Biogas Plant.
- (d) **The second installment of Rs. 500/-** is to be paid to the respective TKW/RET at the end of third year from the date of commissioning of the biogas plant on satisfactory compliance to the free service warranty based on the physical inspection of the biogas plant at the end of 3rd year by the concerned Programme Implementing Agency, RDD and KVIC/BDTC etc. and upon beneficiary's consent in writing. The responsibility of the TKW/RET to ensure trouble free operation of the plant will remain till the end of 5th year. The beneficiary, by then, is expected to get well acquainted with the functioning, servicing and operation maintenance of the plant.
- (e) **The third installment of balance Rupees 500/-** is to be paid to the TKW/RET at the end of fifth year from the date of commissioning of the biogas plant on satisfactory

compliance to the service warranty based on the physical inspection of the biogas plant.

- (f) For biogas plants of size more than 10 Cubic meter and up to 25 Cubic meter (Specific size 15, 20 and 25 cubic metre); the First installment of Rs. 3000/- per plant is to be released after proper construction, completion and successful commissioning of the biogas plant and on getting beneficiary's consent and issue of completion certificate as per the procedure laid down under Para 7.3.2 and the second installment of ₹ 1000/- would be paid at the end of third year and the third and final installment of Rs.500/- after verification/inspection of Biogas Plant by the Officers of SRDDs/SNDs, KVIC and upon meeting the functional/operational requirements of Biogas Plants in their optimal usage as mentioned above and in Para 7.3.2 shall be payable after five years and following the checks and documents as mentioned above for smaller plants. .
- (g) On signing the completion certificate, the TKW/RET enters into an agreement with the beneficiary that the TKW/RET is responsible for providing satisfactory warranty services which ensures trouble-free functioning of biogas plants up to the end of 5th year.
- (h) The Turn Key Job Fee for the prefabricated biogas plants would be paid as per the guidelines given under para 7.2 of these guidelines.
- (i) In case the RET/TKW defaults on the warranty before 5 years, the State Governments/ implementing Agencies SRDDs and KVIC, BDTC etc. may decide to blacklist the concerned agencies, entrepreneurs/ Turn Key Worker /RET and may forfeit the caution money/ en-cash the Bank Guaranty / Surety Bond etc. for setting the biogas plants repaired/ re-commissioned.
- (j) This provision of complaint card to report against any defaulter of the 5-year-warranty may be devised and incorporated in the Beneficiary's Service Card/ User's Complaint Card, so that the beneficiaries could lodge the complaint with the MPIAs in the event of such cases. MPIAs would also have random sampling checking of the Beneficiaries Biogas Service Cards/User Cards.**
- (k) It will be the sole responsibility of the State Government, Rural Development Departments and KVIC as the Main Programme Implementing Agency(MPIA) to ensure all the Terms and Conditions of the Turn-key Job Fee contract provisions and maintain all the record of the payment and services provided for with dates.
- (l) State Governments / Programme Implementing Agencies should also keep caution money/ surety bond/ Bank Guaranty of sufficient amounts with them as a surety for the services from their registered Turn Key Job Workers / RETs / SHGs/ Biogas Mitras to cover the five years warranty period of their providing post installation operation and maintenance services for the biogas plant installed by each of the Turn Key Worker/ RET. **In order to have better checks and balances for this scheme, they will also enter into an Contract Agreement with each of the Turn Key Job Worker / Rural Energy Technician / Self Help Group / Entrepreneur etc. engaged by them for setting up of biogas plants and which should be unambiguous to avoid unnecessary litigations subsequently.**

(D) Guarantee

The agencies/ private entrepreneurs selected and involved for undertaking Turn-key Job Scheme and receiving Turn -key Job Fee shall give a Guarantee of the satisfactory working and also giving free of cost services for inspection and guidance to repair the defects, if any, occurred during the period of five years free warranty from the date of commissioning of the biogas plant **in case of all sizes biogas plants**. In case of defaulters , the State Governments/ Programme Implementing Agencies, SRDDs and KVIC may decide to blacklist the concerned agencies, entrepreneurs/ Turn Key Worker /RET and forfeit the caution money/ encash the Bank Guaranty / Surety Bond etc. obtained while entering into the Contract Agreement for setting the biogas plants. The

recovered amount through this process is to be utilized for repair/ re-commissioning if plants become dysfunctional.

(E) Area of Operation

In case of registered Corporate Bodies / Registered Societies / Self Help Groups / Rural Energy Entrepreneurs, the area of operation should be clearly demarcated by the State Government Rural Development Departments & KVIC as the main Programme Implementing Agencies so that there is no chance of duplication/false reporting of installations of biogas plants. Similarly, for approved trained entrepreneurs allotment of specific areas should be considered by the main PIAs. Wide publicity may be given for these provisions and list of approved and Registered Trained Turn Key Workers / Rural Energy Technician / Entrepreneurs / SHGs registered by the State Governments RDDs and KVIC Mumbai, under the Turn Key Job Provisions of the NNBOMP Scheme, **should also be put on their respective websites and Notice Boards of field Offices at Districts and Block levels and Gram Panchayat Offices for wider information of the biogas beneficiaries.**

MODEL SYLLABUS FOR USERS' ONE DAY TRAINING COURSES ON BIOGAS

1. Objective:

- (i) To raise awareness and publicity about the benefits of biogas plants amongst the current and prospective potential users specially women and farmers/Dairy farmers, Self Help Groups members etc.
- (ii) To impart awareness on operation and maintenance and day to day upkeep of biogas plants.

2. Venue/ Nos. of Participants:

Villages having biogas plants in operation condition or newly commissioned biogas plants will be selected as venue and 50-60 households of the selected village(s) will be contacted and invited for participating in the User's Course. Efforts should be made for involving all potential and exiting beneficiaries to take part in such courses.

3. Medium of Instruction: Local Language

4. Duration of Users' Training: One Day

5. Topics to be covered:

a) Education Programme for awareness raising amongst women, famers/farmers produce organizations

- Why Biogas plants should be given preference over all other cooking fuels
- How to feed and operate a biogas plant
- How to use biogas as cooking fuel and excess available biogas for other applications
- Benefits of Biogas Plants.
- Operation and Maintenance of Biogas Plants.
- Financial and Other Assistance and cost-economics of Biogas Plants of various sizes and Models.
- Preparation of application for Biogas Plants and loan applications.
- Field visits and practical demonstrations on how to connect biogas pipe line to biogas burner/Biogas engines for operating Biogas Water Pump Sets/ Biogas Electricity Generators.
- Training on how to save other cooking fuels including LPG, diesel and electricity by using Biogas for respective end use applications.

b) Users' Course on Operation of biogas plants

- How to collect cattle dung free from sand, stone, gravel etc.?
- How to prepare dung slurry and how and when the slurry should be fed into a biogas plant?
- How to light burner and biogas lamp?
- The method of cooking of chapattis on biogas (direct blowing of chapattis should be demonstrated).
- Type and size of utensils to be used.
- Method for increasing gas production during the winter months.
- How to make best use of biogas plant digested slurry as organic manure and How to make it more in quantity and value added as an Organic Manure for increasing crop yield and maintain soil health.
- How to store the biogas plant digested slurry if wet slurry is being not used directly for manuring of crops?

- How to keep a biogas plant and plant site neat and clean?
- How to use a biogas plant if it is connected with sanitary toilet also?
- When a biogas burner has been left open and the gas has leaked out in the kitchen, what precautions should be taken?

c) Maintenance of Biogas Plants

- How to use the Beneficiaries Biogas Service Card/Biogas Complaint Card when the plant is not giving satisfactory biogas generation.
- From where to get spare parts of biogas plant for post commissioning needs
- How to clean/ wash burner and lamp periodically?
- How to clean biogas holder?
- How to remove water condensation from the Gas Pipe Line?
- Checking of gate valve, Joints in pipeline, pressure tube, gas cook, etc.
- How to lay and maintain the sagging of gas pipeline from the Biogas Plant to Biogas end use point

6. Financial Provisions for Users's Training Course

Estimated Cost for Users' Training Course

| Sl. No. | Item of expenditure | Estimated Proposed Cost (in Rs.) |
|---------|---|----------------------------------|
| 1. | Tea/ snack | 900 |
| 2. | POL | 800 |
| 3. | Honorarium @Rs. 300 per Lecture to expert faculty | 800 |
| 4. | Contingency (Shamiana, Audio and Visual Aids, chairs, banners, Miscellaneous items etc. | 1500 |
| 5. | Total (Rs.) | 4,000 |

NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME (NNBOMP)

Staff Training Course (for State Government RDDs, KVIC / Bank Officers / Field Officers / Field Functionaries etc.)

1. Purpose

To give exposure to Officials of Rural Development Departments and KVIC and other stakeholders such as Supervisors / Functionaries of Panchayati Raj Institutions / Bank Officials & Staff to various aspects of biogas technology and to familiarize them with the importance of Biogas Technology and biogas as a fuel for many applications and present status of biogas programme, inter-alia details about how Biogas Plants are constructed and operated.

2. Participants

The course is intended for field supervisory functionaries involved in the implementation of biogas extension programme. Persons of following categories may be selected / nominated for such training courses-

- (i) Block and District level Supervisory Functionaries involved in the promotion and execution of New National Biogas and Organic Manure Programme (NNBOMP). These functionaries include Block Development Officers, Agriculture Development Officers, Agriculture Extension Officers, Assistant Engineers, Junior Engineers, Assistant Agricultural Engineers, Agricultural Inspectors / Assistant Directors and Development Officers of Khadi and Village Industries Commission and Khadi and Village Industries Board, Field Supervisors and Staff of Agro Industries Corporation Ltd., Dairy Development Board / Corporations, Entrepreneurs of Agro-services Centres, Field Supervisory Staff of recognized Voluntary Organizations / Self Help Groups / Registered Societies. Women-functionaries of all above mentioned organizations should be also nominated.
- (ii) Instructors / Teachers from ITIs, selected Farmers Training Centres / Extension Centres / Gram Sevaks Training Centres etc. Such Training Centres should be selected as the venue for organization of subsequent Training Courses for local masons in the construction of biogas plants.

| | |
|-----------------------------------|---|
| 3. Medium of Instruction | Hindi/ English / Regional Language |
| 4. Duration | Four Days |
| 5. Numbers of Participants | 10 |
| 6. Syllabus / Curriculum | |
| Day SUBJECT | |
| 1st | Introduction to the Biogas Technology & Introduction to National Biogas and Organic Manure Programme (NBOMP) |
| 2nd | (i) Design of different approved models of biogas plants, capacity determination, selection of building materials and accessories. Type of different approved models of Biogas plants based on material and accessories, appliances etc. (ii) Motivation / selection of biogas models and selection of biogas potential beneficiaries, Socio-Economic Aspects, Environmental Aspects of having biogas plants installed in houses (iii) Rates of Financial Assistance / disbursement of subsidy /utilization of funds, |

| | |
|-----|---|
| | <p>maintenance of Accounts</p> <p>(iv) Institutional support for implementation of the NNBOMP Programme</p> |
| 3rd | <p>(i) Construction methodologies for biogas models popular in the region.</p> <p>(ii) Details of biogas stoves / burners / appliances and spares for O & M of biogas plant</p> <p>(iii) Identification of faults and their rectifications.</p> <p>(iv) Connecting a cattle dung based biogas plant with sanitary toilet and its operation</p> <p>Installation and Commissioning of prefabricated approved Biogas Plants</p> |
| 4th | <p>Field / Site Visit to:</p> <p>(i) Operational Biogas Plants,</p> <p>(ii) Biogas plants under construction,</p> <p>(iii) Biogas plants under commissioning for biogas generation,</p> <p>(iv) Connection of biogas plant to biogas burner for use of Gas by the new user,</p> <p>(v) Handling and application of biogas plant effluent</p> <p>(vi) Operation and Maintenance of biogas plant</p> <p>(vii) Valedictory and concluding</p> |

7. Financial Provisions for Training Course for Government Functionaries / Field Officers

8.

| S N | Item of Expenditure | Estimated Cost (in Rs.) |
|--------------|--|-------------------------|
| 1. | Transportation Charges | 3,000 |
| 2. | Technical books, literature, blue prints etc. | 2,000 |
| 3. | Tea/lunch @Rs.80/- per head per day | 3,000 |
| 4. | Contingency and honorarium to guest speakers @ Rs. 300/- | 2,000 |
| TOTAL | | 10,000 |

NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME**Fact Sheet on****10 DAYS CONSTRUCTION-CUM-MAINTENANCE COURSE (CMC) / REFRESHER COURSE****1. Purpose**

To create a cadre of biogas masons and technicians skilled in the construction, installation commissioning and maintenance of approved models of biogas plants i.e. Deenbandhu fixed dome model, KVIC floating metal Gas holder with brick masonry digester models, digester made of ferro-cement, gas holder model of FRP and Pragati models as approved models by MNRE. Also imparting training for new and innovative models of plants as and when approved by MNRE for inclusion in the NNBOMP.

2. Selection of Trainees

Construction-cum-maintenance training course are intended for professional masons having experience of working independently on civil construction works and fabricators/technicians having the facilities of workshop, welding lit, etc. The trainees should have knowledge to understand construction and fabrication, methodology of approved design and specifications of Biogas Plants.

3. Number of Participants : At least ten trainees can be recruited for each course**4. Medium of Instruction : Hindi or Regional Language****5. Duration of Training : 10 Days****6. Syllabus**

The training is of practical in nature. However, a few classroom lectures should be arranged completely tied up with the construction of approved Biogas plants in the field. The suggested curriculum and schedule is given below:-

6.1 Theory

- i. Importance & benefits of biogas programme.
- ii. Appropriate site selection for installation of BGP and Pre-requisite for setting up of a biogas plant such as availability of cattle dung and verify for water need and end usage of biogas.
- iii. Description of different approved models of biogas plants,
- iv. Selection of beneficiaries and selection of site.
- v. Material requirements for biogas plants of different capacities/models.
- vi. Quality of construction materials.
- vii. Construction methodologies for various approved models and designs of plants.
- viii. Plumbing aids and fitting of pipeline, water removal device, gas appliances.
- ix. Installation of system for testing for gas and water leakages.
- x. Commissioning and operational procedure
- xi. The importance of required quantity and quality of materials for construction, commissioning of Biogas Plants.

6.2 Practical

A minimum of two biogas plant needs to be constructed and installed during the training course by the trainees under the full supervision and guidance of experts from the BDTCs. Emphasis should be mainly on proper practical training and not on construction of a large number of biogas plants to achieve targets. The practical training may be also arranged

wherever possible for standard MNRE approved prefabricated design biogas plants.

Work may be organized as follows:

| Approximate value of days | Field work |
|---------------------------|--|
| 1 | • selection of site |
| | • marking of layout |
| | • Digging of pit |
| 1 | • Laying of foundation |
| 4 | • Digester construction |
| | • Construction of outlet chamber in Deenbandhu Model |
| | • Fixation of guide frame in case of floating drum KVIC or Pragati model |
| 2 | • Plastering |
| 5 | • Curing of civil work |
| | • Laying of gas distribution pipeline, fixing accessories etc. |
| 2 | • Slurry making filling of digester |
| 1 | • Testing for gas leakages |

7. Financial Provisions

Estimated cost per course is as under:-

| Sl. No. | Item of Expenditure | Estimated cost |
|---------|--|----------------|
| 1. | Stipend up to a maximum of Rs. 450/- trainees/day or 10 trainees for a maximum period of 10 days (pro-rata basis) to meet boarding and lodging expenditure | 45,000 |
| 2. | To and fro transport charges to 10 trainees as per actual but no exceeding of Rs. 300/- per trainee on pro-rata basis. | 3000 |
| 3. | Contingency for transportation/POL, Stationery, books, honorarium to guest speakers etc. | 2000 |
| | Total | 50,000/- |

8. PLANNING

8.1 The State/Agency should fix location, tentative date for organizing course in the beginning of the year as per the target allocated to them.

8.2 The faculty for training should include a master mason trained in one of the Regional Biogas Development & Training Centre and who have constructed plants no less than ten.

8.3 The Nodal Officer at Block level should ensure the quality of training for the purpose of monitoring the district nodal officer should ensure participation in the course. The State level officials should also visit at least 10% of the course organized.

8.4 Preference should be given for organizing course in such areas where less number of persons have been trained so far and also construction of biogas plants has yet to pick up.

8.5 At the closing of the course a test has to be conducted for ensuring the skill of trainees. Certificates may be issued to qualified trainees and a notification should be issued containing there in their names & address.

8.6 A user training course should be also organized, the day following the closing of course

**NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME Fact
Sheet on
Turn-key Workers Training (TKWT)**

Objective:

To create a cadre of Biogas Turn-Key Workers / Biogas entrepreneurs in rural areas for setting up of biogas plants on Turn-Key basis and providing post-installation servicing of plants as a self-employed vocations.

Participants:

The programme is meant for unemployed rural youths having inclination to take up biogas as a self-vocation. He/She may be functionary in voluntary organization. A minimum educational qualification may be kept as **12th Standard pass or 10th pass with ITI certificate**. If they have already some relevant experience certificate in biogas work, they should also be given chance.

| | |
|-------------------------|---|
| Numbers of participants | 10 (Ten) |
| Medium of instruction | Hindi/ English/ Regional language [depending upon the facility available at the Biogas Development and Training Centre (BDTC)] |
| Duration of training | 15 Days |
| Venue | Biogas Development & Training Centre |

Syllabus:

The programme should cover the following:-

A. Technical Aspects:

- i. Importance and benefits of biogas programme
- ii. Economic viability of biogas plants
- iii. An over-view of Indian Biogas Programme, present level of achievement and estimated potential for future exploitation.
- iv. Technological advances in biogas technology and barriers removal.

B. Management aspects:

- i. **Marketing Management:** Technique of motivation, project formulation, filling up and process of applications for arrangements of subsidy.
- ii. **Personal Management:** Training of masons, placement of masons in different village to be covered, identification of plumber and his training liaison with beneficiary, masons and plumbers, supervision of the persons engaged in plants construction
- iii. **Material Management:** Types of the material required for biogas plant construction, testing of quality of material, procurement of the materials.

Annexure-IX A (continued)

- iv. **Financial Management:** Estimation of Unit cost of biogas plants arrangement of bank loans and subsidy special motivation support from social organizations, principle of accounting.
- v. **Office Management:** Record keeping of individual beneficiaries and other records on financial and physical programmes, methods of maintaining the accounts, payment made to the beneficiary and masons etc.
- vi. **Break-down Management:** Feed-back, monitoring and evaluation of plants repair and maintenance of sick plant.

C. Project Reports:

A project for turn-key operation for their respective areas may be prepared by the trainees during the duration of the training.

D. Field Visit:

Field visits should be organized to banks, to villages having large number of Biogas plants and interactions with the Biogas plant beneficiaries.

E. Financial Provision Turn-key Workers Training Course

Estimated cost per course is as under:-

| Sl. No. | Item of Expenditure | Estimated cost (in Rs.) |
|--------------|---|-------------------------|
| 1. | Stipend up to a maximum of Rs.300/- trainees/day or 10 trainees | 45,000/- |
| 2. | To and fro fare charges/ cost up to a maximum of Rs.700/- per trainee, subject to actual. | 7,000/- |
| 3. | Contingency, POL for field visit, honorarium to guest speakers @ Rs.300/- per lecture, project reports, books, stationery, blue prints, technical literature, manuals, etc. | 23,000/- |
| Total | | 75,000/- |

F. Suggested Planning:

- a. The programme high lights should be widely circulated.
- b. Nomination may be asked from State Nodal Departments/Agencies, Voluntary Organizations in advance.
- c. The faculty for training should include technical and management experts.

NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME**Biogas Skill Development Training Programme(BSDTP)**

Objective: The core objective of the **Biogas Skill Development Training Programme** Training is to empower the individuals, by enabling them to realize their full potential through a process of Skill Development and Entrepreneurship for the purpose of developing competencies/skills in the domain of Biogas Technology sector of Renewable Energy.

1. Make quality vocational training for Biogas sector aspiration for productivity linked to skilled workforce to supplement Skill India Mission. Focus on an outcome-based approach towards quality skilling that on one hand it results in increased biogas production and development and dissemination of Biogas as Renewable Energy source for individuals/societies/communities and on the other increase the capacity and quality of biogas based training infrastructures and trainers to ensure easy access to the potential targeted potential beneficiaries and stakeholders.
2. Promote national standards in the biogas skilling space through active involvement of the Biogas Development and Training Centres/ Institutions and industry in setting occupational standards, helping develop curriculum, providing apprenticeship opportunities, participating in assessments, and create opportunities for gainful employment/ Self Employment to skilled workforce.

Biogas Skill and entrepreneurship development course will cover:

- a) Educate and equip potential and skilful entrepreneurs for BIOGAS across India. The existing 8 Biogas Development and Training Centres would get their affiliations and empanelment as Skill development Centres for Biogas with the Skill Council for Green Jobs under the Ministry of Skill Development & Entrepreneurs , GoI, for the development of standards qualification pack for Biogas Plants and Biogas Plant produced slurry for Level 4/5. This curriculum will be delivered at no cost or as per the guidelines of SCGI.
- b) **Promoting Biogas Entrepreneurship amongst Women and Farmers Producers Group:** Focus will also be placed on encouraging women entrepreneurs and Farmers Groups through appropriate incentives for women owned **Biogas** businesses. Priority will be given for mentorship, support system for women entrepreneurs and farmers/farmers recognized groups in existing **Biogas** Development and Training Centres. This would held in developing Entrepreneurship specially supporting Biogas Sector.

c)

| | |
|-------------------------|--|
| Numbers of participants | Twenty five per course |
| Medium of instruction | Hindi/ English/ Regional language |
| Duration of training | 10 Days |
| Venue | Biogas Development & Training Centre of MNRE as empanelled for by SCGJ |

Annexure-IX B (continued)

Financial Provision for Biogas Skill Development Training Programme

Estimated cost per course is as under:-

| Sl. No. | Item of Expenditure | Estimated cost (in Rs.) |
|--------------|--|-------------------------|
| 1. | Stipend up to a maximum of Rs.250/- Per trainee/day for 25 trainees | 62,500/- |
| 3. | Contingency, POL for field visit, honorarium to guest speakers @ Rs.300/- per lecture, project reports, books, stationery, blue prints, technical literature, manuals, etc. | 12,500/- |
| Total | | 75,000/- |

The course curriculum and inter-component expenditure may be adjusted finally in line with the Surya Mitra Scheme of MNRE including total numbers of training hours to 200 hours and limiting the expenditure per course to a maximum of Rs.75,000/- per course.

**New National Biogas and Organic Manure Programme (NNBOMP)
Monthly Progress Report of setting up Biogas Plants for the year 2018-19**

- a) Name of State/UT Programme Implementing Department/Agency : ;
- b) Progress Report for the Month of----- 2018 : ;
- c) Model, Size and type of Biogas plants installed/set up : Yes/No.
- d) Whether District Level Coordination Committee Meeting held : Yes/No.
- e) Meeting of BDTC Programme Advisory Review Committee held : ;

| Items of Physical Progress | Total Annual Targets | Nos. of Biogas plants commissioned up to the current month of report. | | | | | Cumulative total up to the current month of report | Nos. of plants under Construction Stage | | | Total nos. of plants under construction during the month of report | Unit size of the plants as per approved cap. (Size in Rs.) | Total nos. of training targets allocated including those of BDTCs | Achievement of training courses out of the total Annual targets including those of BDTC |
|---|--|---|---------|----|----|----------------------|--|---|-------------|-------------|--|--|---|---|
| | General ,SC and ST Category separately | Up to previous month | General | SC | ST | | | General category | SC category | ST category | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 (3+4+5+6) | | 8 | 9 | 10 | 11 (8+9+10) | 12 | 13 | 14 |
| (A) Family type plants | (X): (Y): (Z): | | | | | (X): (Y): (Z): | | | | | | | | |
| (i) Total nos. of plant & total size (Cubic. Metre.) | Nos.: | | | | | Nos. : | | | | | | | | |
| (B) Nos. of cattle dung based plants connected with sanitary toilets, out of the total of (A) above | | | | | | | | | | | | | | |
| (C) Cumulative total Nos. of villages covered under the Scheme so far | | | | | | | | | | | | | | |
| Total (A+B) | | | | | | | | | | | | | | |

X – General Category annual target, Y - SC Category annual target, Z - ST Category annual target

ANNEXURE – XI

NEW NATIONAL BIOGAS AND ORGANIC MANURE PROGRAMME (NNBOMP) Quarterly Progress Report for the _____ Quarter of the year _____

1. Name of State/UT/Agency : _____
2. Report for the quarter ending : _____

| 3 | Physical Progress | Annual Target | No. of plants completed | | | | | No. of Biogas plants | |
|-----|--|---|--|-------------------------------------|--|--------------------------|------------------------------------|---------------------------------|---|
| | | | Up to previous quarter | During current quarter | Cumulative (up to current quarter) | SC | ST | Commissioned for Gas Generation | Plants to be commissioned |
| 3.1 | Family type/Small plants | | | | | | | | |
| | Name of District: i) | | | | | | | | |
| 3.2 | Sanitary toilet linked cattle dung plants out of 3.1 above | | | | | | | | |
| | Total | | | | | | | | |
| 3.3 | Number of plants set up for saving of fossil fuel | | | | | During previous quarter | Cumulative (up to current quarter) | | Total plants to be set up |
| | Name of districts | | | | | | | | |
| 4 | Inspection reports of plants as reported & completed upto this quarterly progress report | No. of total biogas plants installed up to the end of the quarter *date of inspection | No. of plants actually inspected | No. of completed & functional plant | No. of plants not found in working /functional condition | No. of dismantled plants | No. of non-traceable plants | | Remarks (action taken for repair) making plant functional |
| 4.1 | Name of village/ block/ district | | | | | | | | |
| i) | | | | | | | | | |
| 5 | Training course | Annual target (no. of courses) | No. of trainees trained (up to previous quarter) | | Nos. of trainees trained in this quarter | | Cumulative numbers trained | | |

| | | | | | | | | | |
|-------|--|--------------------------------|--|--|--|-----------------------------------|--|--|--|
| 5.1 | Users training course | | | | | | | | |
| 5.2 | Staff course | | | | | | | | |
| 5.3 | Construction-cum-Maintenance/ Refresher/ Trainers/ | | | | | | | | |
| 5.4 | Turnkey Workers & Mgt course for TKWs/RE Ts/SHGs/ | | | | | | | | |
| 5.4.1 | Biogas Skill Dev. Course by BDTCs | | | | | | | | |
| 6 | State/ District Level Co-ordination Committee | No. of meetings held with date | | | | Important decisions: i. ii. | | | |

New National Biogas and Organic Manure Programme (NNBOMP)

Village, District and Year-wise and beneficiary-wise detail of beneficiaries of the family type/ Small biogas plants to be displayed on the websites of the respective SND, SRDDs and KVIC and other concerned organizations and for putting on Notice Boards of concerned Village Panchayat/Gram Panchayat.

1. Name of State/UT : _____
2. Name of the SND/ KVIC of the State : _____
3. Block/Taluka : _____
4. District : _____
5. **Report on website for the year** : _____
6. **Total nos. Biogas Plants reported as complete in all respect** : _____
7. **Date of putting the list on web-site** : _____
8. Particulars of the beneficiaries viz:

| Sl. No. | Name / Father's name / Husband's name of beneficiary | Full address (village, block, district and state and contact number of beneficiary) | Categorization of the beneficiary, General/ SC/ST/ Other | Nos. of families | Nos. of cattle owned | Size and Model of biogas plant and unique identification mark/code number of the biogas plant | Date of commissioning of biogas plant | Amount of subsidy paid (in Rs.) | | Date and amount of subsidy disbursed through DBT and Aadhar number and bank account number last 4 digit | Whether plants installed on Turn Key basis, if yes, name and address of registered Turn Key Agency/ Worker/ RET mobile number | Name of the work supervising Officials of the SND/ SNA/ KVIC who also verified the completion of biogas plant for signing the Completion Certificate | Whether ISI marked biogas stove provided. Yes/No | Photograph of the real beneficiary with the commissioned biogas plant (three photos of three different stages of construction & commissioning to be kept in the record along with Geo-tagging of Biogas Plant) |
|---------|--|---|--|------------------|----------------------|---|---------------------------------------|---------------------------------|-----|---|---|--|--|--|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. |

ANNEXURE - XIII**BIOGAS DEVELOPEMNT & TRAINING CENTER (BDTCs)**

| S.No | Locations | Name of Institution | States Covered |
|-------------|------------------|--|---|
| 1. | Guwahati | Programme Coordinator & Head, Department of Mechanical Engineering, Indian Institute of Technology, Guwahati, North Guwahati, Guwahati- 781039 Ph: 0361-258-2651/2662 (O), Fax: 0361- 2690762 Mob:- 09435734561 E-mail: pinak@iitg.ernet.in | All North-Eastern Region States including Sikkim and West Bengal |
| 2. | Bangalore | Programme Coordinator, Biogas Development and Training Center, Department of Agricultural Engineering, University of Agricultural Sciences, GKVK, Bangalore- 560065 Ph: 080- 23330153/335, 080- 23640206 ® M-9901069131 E-mail: vkgouda@rediffmail.com 2.Mr. B.K.Anand Rao HOD. | Goa and Karnataka |
| 3. | Indore | Director, Biogas Development and Training Centre, Centre of Energy Studies and Research (CESR), Devi Ahilya Vishwavidyalaya, Khandwa Road, Indore- 452017. Ph: 0731- 2460309, Fax: 0731- 2467378/2462366 ® 0731- 2446803 Mob: 09424009418 Email: spsanjali@yahoo.co.in | Chhattisgarh, Madhya Pradesh and Maharashtra |
| 4. | Ludhiana | Programme Coordinator Research Engg & Incharge BDTC Dept. of Civil Engg. Punjab Agricultural University, Ludhiana141004, Punjab Ph: 9872084513 (M), 09501034513 (M), 0161- 2401655(F) sssooch@rediffmail.com | Punjab, Himachal Pradesh, Uttrakhand and Jammu & Kashmir |
| | | | |

| | | | |
|----|-------------------------------|---|--|
| 5. | Udaipur | Head, Deptt. of Renewable Energy Engineering Coordinator, Biogas Development and Training Centre, College of Technology & Agricultural Engineering, Maharana Pratap University of Agriculture & Technology, Udaipur-313001 (Rajasthan) Ph: 0294-2471068 (O), 0294-2414021(R) Email: sudhirjain@rediffmail.com Web.: www.ctae.ac.in | Gujarat, Rajasthan and Daman & Diu |
| 6. | Coimbatore, Tamil Nadu | Coordinator, Biogas Development and Training Centre, Agricultural Engineering and Research Institute, Tamilnadu Agricultural University, Coimbatore-641003. Ph: 0422- 6611526, 527, 545 Fax: 0422- 6611454 Email., bioenergy@tnau.ac.in , kamarajs@hotmail.com Mob.: 9442961793 | Tamil Nadu, Pondicherry, Kerala, Andaman & Nicobar and Lakshadweep |
| 7. | Delhi | Programme Coordinator, Biogas Development and Training Centre, Center for Rural Development & Technology (CRDT), IIT Hauz Khas, New Delhi-110016 M- 9871366611 Ph: 011- 26596351, 26596311, Fax: 011- 26591121, 26596351 Email: vkvijay@rdat.iitd.ernet.in bdteiitd@gmail.com | Haryana, Uttar Pradesh and NCR Delhi |
| 8. | Odisha | Programme Coordinator Associate Professor (PI-BDTC), School of Biotechnology, Kalinga Institute of Industrial Technology (KiiT), Bhubaneswar 751024. Odisha, Email: smishra@kiitbiotech.ac.in , snehasish.mishra@gmail.com Mob.: 9437110305, 9438669414 Fax No. 0674-2725732 | Andhra Pradesh, Odisha, Bihar and Jharkhand |

COMPLETION CERTIFICATE OF BIOGAS PLANT UNDER THE NNBOMP

(Fill in Block Letters)

This is to certify that the NNBOMP Implementing State Nodal Department i.e. State Rural Development Department/ KVIC/ BDTC (as applicable) has set up a Biogas Plant of cubic metre capacity (Cu. M. /day) bearing the Unique Code No.....and entered in the Master Register at Entry Serial No.....of the FY..... with sanitary toilet attached/not attachedand.....manure.....pits..... has been commissioned in all respect at & for the Biogas Beneficiary Name Shri/Smt..... Panchayat.....Ward No..... House No.....Village..... Post.....Block.....Taluk.....District..... State..... which has been constructed under the supervision of (Name of the Officer..... and designation of the Officer.....) and the plant has been commissioned to the full satisfaction of the above mentioned beneficiary.

We all undersigned certify that the biogas plant is working satisfactorily from the date..... and the CFA/Grant/loan for this plant was received in the year 20..... through(full name and address of the RD Deptt/KVIC/ Bank/Agency). The Biogas Plants constructed is of Fixed Dome/Floating Gas holder/Bag Type Flexi Model of the approved models of MNRE named as Model. The subsidy amount claimed for the biogas plant is Rs..... being paid to the actual beneficiary upon acceptance of this C.C. by the Higher Authorities of the Main Programme Implementing Deptt./KVIC or BDTC following the DBT route

Date of Commissioning of Biogas Plant:

Date of issuing completion certificate of Plant:

Signature/TI of the
Actual biogas Plant Owner

Signature of the
PIA/TKW/RET/ BM

Signature of the concerned
Officer of the SND/KVIC/PIA/
BDTC etc authorized to sign
the C.C. With official seal

Signature of Two witnesses
1) (Neighbor of the beneficiary)

Counter Signature with Official seal of the
Higher Level Officer of the Rural Development
Deptt./KVIC/BDTC etc as applicable

2) (Gram Panchayat member/Sarpanch)

E- File No. 253/16/2017-BIOGAS
Government of India
Ministry of New and Renewable Energy
(Biogas Tech. Development Division)

Block No 14, CGO Complex
 Lodhi Road, New Delhi – 110003

Dated: 25th October, 2018

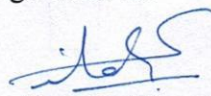
To,

1. Principal Secretaries/Secretaries of the RDDs of States concerned
2. CMD New and Renewable Energy Development Corporation of Andhra Pradesh Ltd. 2(NREDCAP), Tadepalli, Guntur (A.P.)
3. CEO, Chhattisgarh State Renewable Energy Development Agency (CREDA), Raipur (C.G.).
4. Secretary, Directorate of Agriculture Govt of Goa, Goa.
5. Secretary, Agricultural Department, Haryana, Directorate of Agriculture, Chandigarh.
6. Addl. Secretary, Department of Agriculture & Farmer Welfare, Thiruvananthapuram, (Kerala).
7. Secretary, Department of Agriculture, Govt. of M.P. Bhopal, M.P.
8. M D, Madhya Pradesh State Agro Industries Development Corporation (Ltd.) Bhopal (M.P.).
9. Director, Tripura Renewable Energy Development Agency (TREDA), Agaratala, (Tripura).
10. Director, Uttarakhand Renewable Energy Development Agency, Dehradun, U.K.
11. Chief Executive, Odisha Renewable Energy Development Agency (OREDA), Bhubaneswar, (Odisha).
12. C.E.O. Punjab Energy Development Agency, Chandigarh/
13. Director, Punjab Energy Development Agency, (PEDA), Chandigarh
14. PS Energy & I/C-UPNEDA, Lucknow, UP.
15. Director, Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA), Lucknow, UP.
16. C.E.O. Khadi and Village Industries Commission (KVIC), Mumbai.
17. Dy. C.E.O. Khadi and Village Industries Commission (KVIC), Mumbai.
18. Chairman, National Dairy Development Board (NDDB), Anand, Gujarat
19. Project Coordinators of All 8 BDTCs

Subject: Allocation of the revised physical targets for implementation of the Central Sector Scheme, New National Biogas and Organic Manure Programme (NNBOMP) during the year 2018-19, along with changes in originally allocated targets for the current year- reg.

Sir/ Madam,

In continuation of this Ministry's sanction No. 253/16/2017-Biogas dated 30.05.2018 on the subject mentioned above, I am directed to communicate the approval of the competent authority to allocate the revised physical targets for setting up of small size biogas plants under the New National Biogas and Organic Manure Programme (NNBOMP) during the current year, 2018-19 as per the same terms and conditions as given in the Administrative sanction-cum-Guidelines of the Scheme, as conveyed vide **No. 253/16/2017-BIOGAS dated 30.05.2018. (A copy of which is enclosed here-with for the needful purpose)**. The details of the revised physical targets of 22,200 small biogas plants under the above mentioned scheme by transferring and reducing the same numbers from the already allocated targets of SRDs, are as given in the Table below:


 Page 1 of 3

Table

| S. No. | State/ UT | Original targets allocated to SRD Department vide scheme sanction No. 253/16/2017-Biogas dated 30.05.2018 - Annexure-III (A) | Revised targets for 2018-19 (Nos. of Biogas Plants) | | Final targets for RDDs & SNA/SND after approval of the revised targets for 2018-19 (Nos. of Biogas Plants) | |
|--------|----------------|--|--|---|--|--|
| | | | RDD of State | SNA / SND of State | SRD Department | SNA/ SND of the State |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | Andhra Pradesh | 5000 (2500 Gen.+ 1500 SC+ 1000 ST) | 2000 (1500 Gen + 500 SC) | 3000 (1000 Gen.+ 800 SC + 1200 ST) | 2000, (bifurcation as given in column 4) | 3000 plants for NREDCAP Ltd. A.P. (bifurcation as given in column 5) |
| 2 | Chhattisgarh | 4000 (2000 Gen.+ 1000 SC+ 1000 ST) | 1000 (550 Gen.+ 450 SC) | 3000 (1450 Gen.+ 1500 ST+50 SC) | 1000, (bifurcation as given in column 4) | 3000 plants for CREDA, Raipur, Chhattisgarh, (bifurcation as given in column 5) |
| 3 | Goa | 300 (200 Gen.+ 100 SC) | 100 Gen | 200 (175 Gen. +25 SC) | 100, (Gen) | 200 for Agriculture. Deptt. Govt. of Goa (bifurcation as given in column 5) |
| 4 | Haryana | 1700 (1000 Gen.+ 700 SC) | 900 (400 Gen.+ 500 SC) | 700 (Gen.) +100 SC | 900, bifurcation as given in column 4 | 800 to Agriculture. Deptt. Haryana, (bifurcation as per column 5) |
| 5 | Kerala | 3400 (2500 Gen.+ 900 SC) | 1400 (700 Gen. + 700 SC) | 2000 (1800 Gen. + 200 SC) | 1400 as per bifurcation in column 4 | 2000 to Agriculture Deptt. Govt. of Kerala (as per bifurcation in column 5) |
| 6 | Madhya Pradesh | 7000 (4000 Gen.+ 1000 SC+ 2000 ST) | 1000 (600 SC + 400 ST) | 6000 (4800 Gen.+ 400 SC+ 800 ST) | 1000 (600 SC + 400 ST) | 6000 Plants to MPSAIDC Ltd. Bhopal, as per the bifurcation in column 5) |
| 7 | Tripura | 500 (100 Gen.+ 200 SC + 200 ST) | Nil | 500 (200 Gen.+ 250 SC+ 50 ST) | Nil | 500 to TRED, Agartala, (as per the bifurcation given in column 5) |
| 8 | Uttarakhand | 2200 (1000 Gen.+ 1000 SC+ 200 ST) | 600 (500 Gen + 100 ST) | 500 (400 Gen + 100 SC) | 600 bifurcation as given in column 4 | 500 plants to UREDA (as per the bifurcation in column 5) |
| 9 | Odisha | 4500 (2000 Gen + 1500 SC + 1000 ST) | Nil | 2000 (1100 Gen+ 400 SC + 500 ST) | Nil | 2000 for SNA, OREDA, Bhubaneswar, (as per bifurcation in column- 5) |
| 10 | Punjab | 5000 (3000 Gen + 2000 SC) | 2000 (1000 Gen. + 1000 SC) | 3000 (Gen) | 2000 as per bifurcation given in column-4 | 3000 to SNA, PED, Chandigarh, (as per bifurcation in column-5) |
| 11 | U.P. | 3550 (1500 Gen.+ 2000 SC + 50 ST) | Nil | 1200 (1000 Gen + 200 SC) | Nil | 1200 to UP-NEDA Lucknow, (bifurcation in column-5) |

2. Further, with reference to the Letter No. CDB-105/7/27 dated 26.07.2018, from the Chairman NDDDB, the National Dairy Development Board (NDDDB), Anand, Gujarat is also designated as a National Level Programme Implementing Agency (PIA) of the NNBOMP and allocated a physical consolidated target of installing 5000 Biogas plants for implementation during the current year 2018-19 under the same terms and conditions of the scheme as conveyed vide the sanction No. 253/16/2017-Biogas dated 30.05.2018 by reducing the already allocated targets of SRDDs of Odisha, U.P. and U.K. The NDDDB will accordingly make an implementation plan and submit the same to this Ministry at an early date. Accordingly, in the para 4 of the above mentioned Guidelines of the scheme, dated 30.05.2018, the name of NDDDB, Anand, Gujarat stands inserted, who will be covered and governed by para 4.2 specifically for implementation mode of the NNBOMP.

3. This is also to communicate to Khadi and Village Industries Commission (KVIC), Mumbai, w.r. to their letter No. BT/NNBOMP/2018-19 dated 19th June, 2018 for allocation of 20 Nos. of Construction-cum-Maintenance courses and 200 nos. of Users' Courses under the NNBOMP for the current year 2018-19. KVIC is also directed to conduct maximum numbers of training courses possible in the current financial year.

4. With this, the physical targets for installations of biogas plants stand amended to the extent as mentioned in the table in para 1 and as in para 2 above w.r.t to the targets of biogas plants given in **Annexure-III-A** and target for conducting various training courses as given in **Annexure-III-B** of the Administrative Sanction-cum-Guidelines of the NNBOMP dated 30.05.2018.

5. All the SNAs, SNDs, SRDDs and BDTCs as well as NDDDB involved in the implementation of the scheme, NNBOMP are requested to take immediate steps to ensure achievement of the allocated targets in full with quality construction and proper commissioning and functioning of biogas plants and follow all the terms and norms of the Scheme as per the Administrative Sanction-cum-Guidelines of the NNBOMP dated 30.05.2018.

6. This is issued with the approval of the competent authority, the Hon'ble Minister of States (I/C) for Power, New and Renewable Energy.

7. Receipt of this letter may please be acknowledged.



(S R Meena)
Scientist-'C' (Biogas)

Encl: as above.

Copy to:

1. PS to Hon'ble Minister, NRE
2. PPS to Secretary MNRE
3. PS to JS(ANS) MNRE
4. PS to Adviser (BG)
5. Dir (P&C) MNRE
6. US (IFD) MNRE
7. PAO, MNRE
8. M/O Statistics and Programme Implementation (TPP Division) Sardar Patel Bhawan Sansad Marg New Delhi



(S R Meena)
Scientist -'C' (Biogas)

Government of India
Ministry of New and Renewable Energy
(Biogas Tech. Development Division)

Block No 14, CGO Complex
 Lodhi Road, New Delhi – 110003.

Dated: 25th February, 2019.

To,

1. Principal Secretaries/ Secretaries of the States' Rural Development Departments, implementing New National Biogas and Organic Manure Programme (NNBOMP)
2. Principal Secretaries/ Secretaries of State Nodal Departments/ State Nodal Agencies implementing, NNBOMP.
3. Heads of the State Nodal Departments/ State Nodal Agencies implementing, NNBOMP.
4. Chief Executive Officer, Khadi and Village Industries Commission, Head Office, Mumbai.
5. Secretary Govt of Bihar, Rural Development Department, Patna Bihar.
6. Secretary, Department of Forest and Environment, Assam.
7. State Nodal Officer- cum- Addl. PCCF, Social Forestry, Assam.
8. Project Coordinators of BDTCs under NNBOMP.

Addendum

Subject: Addendum to Administrative Sanction -cum-Guidelines dated 30.05.2018 for implementation of the Central Sector Scheme, New National Biogas and Organic Manure Programme (NNBOMP)-reg.

Addendum-1: This Addendum is with reference to this Ministry's sanction No. 253/16/2017-BIOGAS, dated 30.05.2018 on the subject mentioned above, and I am directed to communicate that in **Annexure (III) A** of the MNRE's Sanction No. 253/16/2017-Biogas dated 30.05.2018, for the state of Bihar, the physical targets allocated to the Panchyati Raj Department of the State of Bihar may be read as the same allocated to the **Department of Rural Development, Govt. of Bihar**; and

Addendum-2: The provision of starting implementation of the NNBOMP through **Turn Key Job Scheme- 2** of the scheme's guidelines with effective from November, 2018, for selection of **Biogas Turn Key Workers/ RETS through bidding process only** (as mentioned in para 7.3 of the MNRE's sanction No. 253/16/2017-Biogas dated 30.05.2018) **may be deferred for the current year, 2018-19.** However, the same will be started on pilot basis from 2019-20. In view of the above, this is to convey to defer the condition of Bidding of TKWs as per para 7.3 of the Administrative-Sanction-cum-Guidelines dated 30.05.2018, but implementation may be continued as per the para 7.1 & 7.2 of the above mentioned sanction of the scheme.

2. This is issued with the approval of the competent authority, the Hon'ble Minister of States (I/C) for Power, New and Renewable Energy.

Receipt of this letter may please be acknowledged.



(S R Meena)
 Scientist-'C' (Biogas)

Encl: as above.

Copy to:

1. PS to Hon'ble Minister, NRE
2. PPS to Secretary MNRE
3. Sr PPS to JS(ANS) MNRE
4. PPS to Adviser (BG)
5. Dir (P&C) MNRE
6. DS (IFD) MNRE
7. PAO, MNRE



(S R Meena)
 Scientist -'C' (Biogas)


Subject Guidelines for implementation of New National Biogas and Organic Manure Programme (NNBOMP) during 2020-21 –Administrative Sanction-cum-Guidelines of the NNBOMP issued vide O.M. 253/16/2017-BIOGAS dated 30.05.2018 regarding amendment for elaboration of existing scheme Guidelines 6.3 for approval of New and Innovative, high Efficiency, cost effective, durable and popular new designs and new materials of construction of Biogas Plants under the MNRE Scheme, NNBOMP.

The Ministry has already approved about 12 models of small Biogas plants which are variants of mainly 4 designs viz. (i) Fixed Dome / Gas holder (ii) Floating Dome / Gas Holder (iii) Pre-fabricated biogas plants partly or 100% completely pre-fabricated biogas plants in above designs and (iv) Bag Type Flexi model prefabricated in Rubberized or pvc materials etc. The para 6 of the Administrative Sanction –cum- Guidelines of the NNBOMP Scheme dated 30.05.2018 provides details for approved models of Family Type/ Small Biogas Plants and para 6.2 provide the provision for adding new innovative, cost effective and high efficiency durable designs after approval of the MNRE. It has been observed that the para 6.2 needs further elaboration as far as the process and procedure is to be followed for approval of such new design / new material based biogas plants which is broadly prescribed as under-

- i. Developers / researcher of any new and innovative design / technology based biogas plants including new materials, new construction techniques/ manufacturing will have to submit the details of their product and proposal in MNRE prescribed proforma. The submission of the application as above may be sent in response to MNRE call or otherwise also if they have evaluated performance parameters on their own for the new biogas plant and are sure that the new plant (s) has additional benefits in terms of cost, installation and operation & maintenance as well as ease and comfort to beneficiaries, quality and performance outputs as compared to the same size of the already MNRE approved plants.
- ii. If the Biogas Developer / Researcher wants to manufacture / construct already approved models and designs of biogas plants without any change in specifications / BIS approved standards, he/ she will have to state so clearly and submit the application in the MNRE Prescribed proforma specifying the area/ regions / States where he wants to install the proposed biogas plant under MNRE scheme.
- iii. Upon receipt of the all details as necessary, MNRE will constitute an expert committee such as New Biogas Designs Plants Evaluation and Appraisal Committee (NBPEAC).
- iv. Based on the detail analysis, evaluation and appraisal and recommendations by the NBPEAC committee on the soundness and worthiness of the new design/ product of a biogas plant shall be judged along with its cost affordability by common users and also useful life of 15 to 20 years. The durability of the proposed biogas plant shall be judged based on the Test Reports on the strength of materials from recognized Institutions in the country such as CEPT / IITs/ Universities Centres etc. as decided by the MNRE.
- v. After detail analysis by the New Biogas Designs Plants Evaluation and Appraisal Committee (NBPEAC) considering the suitability and acceptability of the product, the committee may recommend the new plants for laboratory testing at the MNRE recognized centers such as BDTCS/ SSS-NIRE/ NIWE/ NISE and IITs / Universities Centres and SPRERI etc. The entire cost of the product testing including supply,

installation and commissioning shall be borne by the Developer and MNRE will not bear any financial help.

- vi. The laboratory and /or field testing of a new biogas plant will ascertain whether it is suitable and feasible for taking up long term field testing and performance evaluations. Long period field performance will not be less than one-year period and covering operation of a biogas plants for at least all the 3 seasons of a year.
- vii. The biogas plant testing Institutes/ Centres will submit the progress and complete test reports of both laboratory and field tests in actual conditions to the MNRE. MNRE may consider the results based on the further evaluation and analysis of the test reports and recommendations of the NBPEAC to approve or not to approve a new design / material based biogas plant in the MNRE Approved specifications of new biogas plants. MNRE may also refer the same for developing and formulating BIS standards.
- viii. Once the specifications are approved for new designs based biogas plants by the MNRE / BIS or ISO the approved design/ specifications of any such biogas plants will not be sole property of the proponent / biogas developer / researcher, rather it will be free for any other developer/ manufacturer(S) of biogas plant to enter into the manufacturing / production and installations of such approved biogas plants to avail CFA under MNRE on going scheme.



E-File No. 253/17/2017-BIOGAS
Government of India
MINISTRY OF NEW AND RENEWABLE ENERGY
(Biogas Division)

Block No.14, C.G.O. Complex,
Lodi Road, New Delhi-110003

Dated: 11.06.2020

ORDER

Subject: Continuation/Extension of ongoing public funded Central Sector Scheme, "Biogas based Power Generation (Off-grid) and Thermal energy application Programme (BPGTP)" beyond 31.03.2020 and during 2020-21-reg.

In continuation of this Ministry's Administrative Sanction-cum-Guidelines issued vide sanction No. 253/17/2017-BIOGAS dated 29.11.2018 for implementation of the Central Sector Scheme, Biogas based Power Generation (Off-grid) and Thermal energy application Programme (BPGTP)" upto 31.03.2020, the undersigned is directed to convey the approval of the President of India, for the Continuation/Extension of the above ongoing public funded Central Sector Scheme, "**Biogas based Power Generation (Off-grid) and Thermal energy application Programme (BPGTP)**" beyond 31.03.2020 and during 2020-21 with the same terms and conditions as laid down in the Administrative Sanction-cum-Guidelines issued vide sanction No. 253/17/2017-BIOGAS dated 29.11.2018 and until any further change/amendment by this Ministry, if any.

2. Further, the ongoing scheme, BPGTP is being continued for implementation during the F.Y. 2020-21 as per the same Terms & Conditions as laid down in the Administrative Sanction-cum-Guidelines of the BPGTP scheme dated 29.11.2018 as mentioned above and without any change in the scope, nature, coverage and creating additional posts till 31st March, 2021 or till the date the recommendations of 15th Finance Commission (FC) come into effect, whichever is earlier.

3. This scheme continuation sanction order is issued in exercise of the powers conferred on the Ministry and in consultation & with the concurrence of IFD of this Ministry vide their Dy. No. 27 dated 20.04.2020.

4. This has the approval of the competent authority, Hon'ble Minister of State (I/C) for Power, New and Renewable Energy & MOS for SDE on 05.06.2020.

Encl: Administrative Sanction-cum-Guidelines (No. 253/17/2017-BIOGAS dated 29.11.2018)

To,

**The Pay and Account Officer,
Ministry of New and Renewable Energy,
New Delhi**

Yours faithfully,



(S. R. Meena)

Scientist-C (Biogas)

Copy to:

1. Principal Secretaries/Secretaries of the State's Agriculture Departments – All States/ Union Territories concerned
2. Principal Secretaries/Secretaries of the State's Rural Development Departments – All States/ Union Territories concerned
3. Principal Secretaries/Secretaries of State Nodal Agencies for Renewable Energy – States and Union Territories concerned.
4. Heads of State Nodal Agencies for Renewable Energy – States and Union Territories concerned
5. Principal Secretaries/Secretaries of Dairy Co-operatives of States/UTs
6. Chief Executive Officer, Khadi and Village Industries Commission, Mumbai.
7. Chairman, National Dairy Development Board, Anand, Gujarat.
8. Dean/Director of the concerned Universities / IITs, where Biogas Development and Training Centers (BDTCs) under MNRE scheme NNBOMP are functional/.
9. PIs/ PCs of all the 8 Biogas Development and Training Centers(BDTCs) under MNRE, scheme NNBOMP.
10. Chairman and Managing Director, Indian Renewable Energy Development Agency, New Delhi.
11. Chairman, National Bank for Agriculture and Rural Development (NABARD), Mumbai.

Copy for information: -

1. PS to Hon'ble Minister of State (I/C), Power and NRE.
2. Sr. PPS to Secretary, MNRE, New Delhi.
3. The Principal Director of Audit (Scientific Deptt.), DGACR Building, I.P. Estate, New Delhi.
4. The Principal Director (Local Bodies Accounts) or Director (Local Bodies), Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyaya Marg, New Delhi.
5. Sr. PPS to JS & FA, MNRE
6. Sr. PPS to JS (Bio-Energy), MNRE.
7. PPS to Adviser (Biogas)/Scientist 'G', MNRE
8. All Group Heads and Advisers (Sc. G), MNRE
9. DS (Finance), US (F) MNRE.
10. Individual files of States/UTs/Agencies/Guard file.
11. Director, NIC, MNRE for uploading on MNRE Website.
12. Concerned E-file No. 253/17/2017-BIOGAS



(S. R. Meena)
Scientist-C (Biogas)

E-File No. 253/17/2017-BIOGAS
Government of India
Ministry of New and Renewable Energy
(Biogas Technology Development Division)

**Block No.14, C.G.O. Complex,
Lodi Road, New Delhi-110003**

Dated: 29.11.2018

To,

1. Chief Secretaries of State Governments.
2. Principal Secretaries/ Secretaries of Agriculture & Rural Development Departments of States and Dairy Co-operatives.
3. C.E.O., Khadi and Village Industries Commission, Head Office, Mumbai.
4. MD, Indian Renewable Energy Development Agency, (IREDA), New Delhi.
5. National Bank for Agriculture and Rural Development (NABARD), Head Office, Mumbai.
6. Principal Secretaries of State Renewable Energy Departments.
7. Heads of all State Nodal Agencies for Renewable Energy-States & UTs concerned.
8. Pls of All Biogas Development and Training Centres (BDTCs).
9. Heads Offices of all PSU / Pvt. Sector Banks.
10. Chairman, National Dairy Development Board (NDDB), Anand, Gujarat.

Subject: Administrative Sanction -cum-Guidelines for implementation of the Central Sector Scheme, Biogas based Power Generation and Thermal Application Programme (BPGTP) during 2017-18 to 2019-20 (beyond 12th Five Year Plan Period) – reg.

Sir,

I am directed to convey the sanction of the President of India to the continuation of implementation of the Biogas based Power Generation (Off-grid) Programme (BPGP) during the financial year 2017-18 to 2019-20 as a modified Central Sector Scheme after the end of 12th Five Year Plan Period as **Biogas based Power Generation & Thermal application Programme (BPGTP)** at a total outlay of Rs.34.80 crore (Rupees Thirty Four Crore Eighty Lakh Only). The year-wise break-up of the estimated outlay for Biogas Power Generation (Off-grid) Programme during the period 2017-18 to 2019-20 and including the past liabilities of the 12th Five Year Plan, is given at para 14.3 below. The details of the Scheme for projects related to Biogas based Power Generation (Off-grid) and Thermal application Programme (BPGTP) in the power generation capacity range of 3 KW to 250 KW or Equivalent Thermal Energy from biogas plants of same size ranging from 30 Cubic Metre to 2500 Cubic Metre per day are given at Annexures I to III. The above mentioned programme / scheme will be implemented during 2017-18 to 2019-20 that is for the remaining period of the 14th Finance Commission Period ending on 31st March, 2020. The new Administrative Sanction-cum-Guidelines of BPGTP Scheme will be applicable w.e.f. 26.11.2018. Thus, the previous scheme, BPGP Administrative Approval will be applicable up to 25.11.2018.

The subject mentioned Scheme BPGTP is a modified new scheme of Biogas based Power Generation (Off-grid) Programme after its continuation beyond 12th Five Year Plan, as Biogas Power Generation (Off-grid) and Thermal application Programme (BPGTP) and will be implemented according to these guidelines and other provisions contained in this Administrative Sanction-cum-Guidelines of the Scheme, BPGTP, as under:-

1. Biogas Power Generation (Off-grid) and Thermal application Programme (BPGTP):

1.1 Biogas plants are reliable source of decentralized Renewable Energy for heating, cooking as well as generating electricity/ power generation and thermal energy application alternatives in our country. In order to promote this Decentralized Renewable Energy Source (DRES) of power generation, specifically in the small capacity range (3 kW to 250 kW) and thermal energy for heating/cooling from the biogas produced from Biogas plants of 30 M³ to 2500 M³ size, operated based on the availability of required quantity of biodegradable organic waste(s). The scheme has been redesigned to enlarge its pan -India base. The feed stocks for biogas plants that is waste(s) in required quantity and its availability at plant site matching with the biogas plant size from Biomass sources in a sustained manner for a longer period of 15 to 20 years is one of the major parameters for project site selection and feasibility. The eligible feed stock for the purpose of setting up Biogas Plants under this scheme are biomass wastes such as cattle dung/ animal wastes, food & kitchen waste, poultry dropping waste in single mode or with mix of poultry waste and cattle dung/ goat & sheep dropping, paddy straw, green grass including elephant grass/ Napier grass grown specially for biogas plants. Wastes from rural based Industries such as residue/ effluents from Agro Processing Industries and Food Processing Parks/ Units, Agriculture Farms/ Dairy Farms, Gaushalas and Milk Processing effluents from all dairies, wastes from Sago, Tapioca and Starch Industries and Forest Biodegradable Residue including specially grown energy crops in forests and forest fringe villages, waste lands etc. which do not interfere with the Food and Feed Chain.

1.2 A number of projects of different capacities and applications will be taken up for promotion, deployment and dissemination of new Technology including developing manpower skill through Biogas Development and Training Centers (BDTCs), Skill Development Council of India and necessary infrastructure, establishing a proper post installation / commissioning arrangement of operation & maintenance and large scale dissemination through self-sustainable biogas plant operators Organizations/ Rural Energy Technicians/ Biogas Developers etc.

1.3 The BPGTP Programme will be implemented by the Agriculture and Rural Development Departments of the States and Dairy Cooperatives. However, the programme can also be implemented through the State Renewable Energy Agencies (SNAs), Biogas Development and Training Centres (BDTCs), Khadi and Village Industries Commission (KVIC) and National Dairy Development Board (NDDB) in States where Agriculture and State Rural Development Departments are not in a position to implement the above mentioned scheme. The Programme Implementing Agencies (PIAs) may take help of Panchayati Raj Institutions/ Local Bodies (LBs) as an overarching Institutions allowing need based interventions under the community development programme in rural areas as well as areas to cover North Eastern Areas, Forest Fringe Villages, in large population concentration of SC/ ST communities including in tribal areas.

1.4 Dairy Co-operatives/ Co-operative Milk Federations would be responsible to ensure that Individual Dairies should set up such Biogas power/ Thermal application plants. The Rural Industries will also be covered under the Scheme except the industries and commercial establishments covered under Urban, Industrial & Commercial Applications (UICA) under the Waste to Energy Programmes of the MNRE. The power / biogas generated from the biogas plants under the Scheme BPGTP can be utilized by those eligible Industries under the scheme for auxiliary consumption, captive consumption and also for sale of electricity to individual/ community on mutually agreeable terms. For selection of feasible site and potential beneficiary and the project feasibility, the Programme Implementing

Agencies/ Organizations as mentioned in para 1.3 above including biogas developers/ manufacturers must ensure that sufficient feed stock/ organic biodegradable materials/wastes for proposed biogas plants size and power generation capacity are available on sustainable basis at least for 15 years and the beneficiary organization gives an undertaking on specified stamp paper (Non-judicial) that the biogas plant / project would be maintained and operated for a minimum period of 15 years.

1.5 If a biogas plant / project under this scheme found non-functional at any point of time later on after its commissioning during the period of 15 years as committed by the plant end-user by submitting as above, the beneficiary concerned will be liable to refund the subsidy /CFA amount availed from the Government. The status of non-functional/ non-operational project would be judged and decided based on the physical verification and inspections by the third party engaged and entrusted by the Ministry of New and Renewable Energy, Government of India for the purpose. In the event of any such issue cropping up at the subsequent stage, the decision of the Secretary, MNRE, Government of India, will be final and binding on all concerned.

2. Central Financial Assistance (CFA) for setting up Biogas Plants under the (BPGTP):

The applicable rates of CFA/ Subsidy for setting up of Biogas based Power Generation (Off-grid) and Thermal application projects are provided in three slabs of sizes of Biogas Plants and corresponding Power generation/ Thermal Energy generation capacity. The details of applicable CFA for SCs/STs category beneficiaries/ communities of all States and all category beneficiaries of the entire North East Area States including Sikkim are given in Annexure-II A and the same for all other category beneficiaries/ communities of all other States are given in Annexure-II B. In all the projects categories, the CFA will be paid on re-reimbursement basis, except for the SC & ST categories where in the CFA at the rate of 50% of the estimated CFA of the project will be given at the middle of the project execution and the balance 50% after proper completion and commissioning of the project in all respect.

3. Training & Awareness Promotion

3.1 The Programme under this component of the Scheme provides financial support for organizing and conducting special designed workshops, seminars, training programmers for the Programme Implementing Agencies and Biogas Plant Users/ farmers by the MNRE approved Biogas Development and Training Centers (BDTCs) / Skill Development Council etc. with the objectives of developing the required specifications and standards as well as standard plant operating procedures (SOPs) thereby enhancing overall performance of the biogas projects and usage of organic Bio-manure produced from these projects. CFA support will be also provided for establishing a trained pool of manpower/ Skilled Biogas Plant Operators for post-commissioning operation and maintenance mechanism, training of required manpower, capacity building, business meets for the prospective industries, etc. with the ultimate objective of promotion of power generation as well as thermal energy production for various usage based on biogas production in the country.

3.2 The quantum of Central Financial Assistance (CFA) to be provided by the Government of India, Ministry of New and Renewable Energy (MNRE) for conducting the above training/awareness programmes will be decided on the basis of nature & duration of the programme event, number of participants, etc. and the proposal received from the BDTCs. The

maximum assistance, however, is limited to Rs.1,00,000/- (Rupees One Lakh Only) per event subject to the actual.

3.3. The third component of the CFA will be for providing as Administrative Charges to the designated Programme Implementing Agencies (PIAs) of the BPGTP Scheme detail as given in para-1.3 above, for preparing site feasibility report, DPRs, project implementation, supervision, monitoring and evaluation of plant performance after the project completion and commissioning including third party evaluation inspection and verification after the successful commissioning of the project. The project completion and successful commissioning report will have to be submitted by the designated Programme Implementing Agencies of the BPGTP Scheme as mentioned above in para-1.3. Based on the commissioning report of the designated PIAs the project would be inspected by a third party to bring out after conducting the physical inspection/verification the assessment of the performance output parameters as declared in the project report and application and as approved by the MNRE in its Administrative Sanction of the project. The applicable rate of the Administrative Charges for the all above is payable to the designated PIAs as given in para 1.3 above, as per the pattern given in **Annexure-II A** and **Annexure-II B**.

3.4 The commissioning of the projects would mean that the approved capacity of the project has been commissioned to produce/generate the desired quantity of biogas in cubic metre per day as per the declared size of biogas plant and the capacity of power generation in KWhr/day for minimum 10 hours operation daily out of the 24 hours. The Project Developer and the Beneficiary Organizations will have to ensure and give Guarantee that the operation of the Biogas Plant will always be maintained not below the 70 % of the rated capacity of the Biogas Generation Capacity.

4. Project Submission to MNRE

4.1 The Biogas Power Generation (Off-grid) and Thermal application Programme of MNRE will be implemented for setting up of proven standard design specifications and proven Biogas Plants including use of various material and equipment such as 100% Biogas Engines, Biogas Engines of 80:20 biogas -diesel ratio for matching size electricity Generators and accessories and required input and output measuring systems of energy metering and biogas flow meter with precision and daily logging of operational hours of the biogas plants for their intended end usage. Such Biogas Plants would be operated for effective promotion of biogas based decentralized power generation in the range of 3 kW to 250 kW and also for thermal/ cooling applications as given in this Administrative Sanction-cum-Guidelines of the scheme. The Central Financial Assistance (CFA) will be provided based on power generation capacity of biogas plants worked out @ 1 m³ biogas generating 1.250 kW (min.) of power or equivalent thermal energy generation capacity of biogas plants at half the applicable rate for power generation, which ultimately depends upon the generation of biogas in cubic metre per day from the Biogas plants, set up for the project and its optimal functionality by the end users, beneficiaries and plant operators.

4.2 The proposals of the projects under the scheme will be developed and prepared with a complete knowledge of biogas generation through Anaerobic Digestion (AD) process from the available and proposed feeds stocks and requirement of power/ thermal load/cooling load and its handling management at the users end. The proposals will be submitted by the designated Programme Implementing Agencies (PIAs) of the Scheme (as mentioned in para-1.3 of the Guidelines) to the MNRE in the format as annexed to this **Administrative Sanction-cum-Guidelines** as **Annexure-III A** and **Annexure III-B**. The complete details of cattle holding at the proposed plant site /quantity of feeds stock available, estimated power to be generated with a minimum of 10 hours of

operation per day (i.e. in 24 hours duration), load distribution and connected load, details of biogas plants such as design type and model as well as daily design capacity of biogas generation with a particular kind of feed stock/mixed feed stocks, biogas plant digester Volume and HRT in days/hours. The performance rating of biogas engines, biogas generators, power control units, biogas scrubbers and the capacities of connected load of various appliances and biogas consumption rates in cubic metre per hour in case of the thermal applications such as Biogas Burners and furnace/boiler capacity and cooling requirement in cubic metre per hour or per TR to be operated on biogas and other accessories with make and cost of each item should be included in the proposal.

5. Standard Plant Machinery and Equipment under the Projects

5.1 The equipment for the projects should conform to the existing Standards applicable for Biogas Plants, Biogas Engines, biogas dual fuel engines, Generator Sets, Gas Scrubbers, energy meters, biogas flow meters including biogas plants wherever applicable as brought out by BIS and ISO etc. The equipment included for configuration in the project should also meet all the requirements of pollution control Boards including Water and Air Pollution (Prevention and Control) Acts and noise pollution act. **In case of projects installed for thermal energy usage, biogas flow meter will be deployed for biogas plants of above 100 cubic metre size.** All biogas plants of biogas generation capacity of above 100 cubic meter per day for thermal/ cooling applications will necessarily deploy standard Biogas flow meter for measuring biogas generated from the biogas plants and record its daily reading for logging of annual biogas generation and corresponding quantity of input material/ feed stock fed in Kg. per day. The project performance data to be recorded in the prescribed proforma given in Annexure- IV and Annexure- V.

5.2 The Biogas Plants of size upto 100 cubic metre size will necessarily have recorded details of daily exact quantity of feed stock fed into the digester of the biogas plant in Kg. per day and also types of feed stocks for working out the plant performance data as required for reporting by filling in 3 months operating data sheets for the purpose of completion and commissioning of such projects. Similarly, all the biogas power generating projects above 12 KW (Biogas plant capacity > 100 Cu. M.) capacity power generations will be equipped necessarily with energy meters for recording reading of daily electricity (KWh) generated for logging. But biogas plants of size smaller than 100 cubic metre will have recorded details of daily feedstock in Kg. / day fed into the biogas plant digester as mentioned above. All these data recording as mentioned above will form the basis for judging the plant operational performance and shall form the part of completion and commissioning reports of the projects. **The above mentioned performance data of the plants are to be recorded in the prescribed proforma given at Annexure- IV and Annexure-V and submitted as completion and commissioning report of the projects.**

6. Biogas Plant Appliances for Cooking

6.1 In order to give safe, efficient and economic utilization of the biogas obtained from the Biogas Plants the specifications given in the IS - 8749: 2002. Indian Standard Biogas Stove- Specifications (second revision) shall be followed in manufacturing techniques, for materials, design, maintenance and finish. The thermal efficiency shall be more than 55% for each burner. Only double/multi burner biogas stoves/chullahs should be deployed for use of cooking/heating. Where the biogas stoves are to be purchased by the beneficiaries themselves, they should be advised by the Programme Implementing Agencies (PIAs) and kept informed of the above details of ISI marked Biogas Stoves. The names of ISI Marked stoves and their Manufacturers, prominent locations of availability,

shops/market places of BIS Standard Mark Biogas Stoves and their spare parts, should be also covered and included in the information and publicity material of biogas plants.

7. Implementation

7.1 As mentioned in para-1.3 above, the Programme will be implemented by Agriculture and Rural Development Departments of the States and Dairy Co-operatives. However, the Programme can also be implemented through the State Renewable Energy Agencies (SNAs), Biogas Development and Training Centers (BDTCs), Khadi and Village Industries Commission (KVIC) and National Dairy Development Board (NDDB) in States where Agriculture and State Rural Development Departments are not in a position to implement the above mentioned scheme as designated Programme Implementing Agencies (PIAs) of the States, involving reputed Biogas Developers/ Promoters/ Manufacturers, who are selected on a transparent manner by the above mentioned Programme Implementing Agencies. The above mentioned Programme Implementing Agencies are required to submit proposals on prescribed format as given at Annexure-III A or Annexure-III B along with the DPR for projects above 10 KW capacities. Funds for implementation will be disbursed through the above mentioned designated Programme Implementing Agencies, viz. State Agriculture Departments /SRDDs/ Dairy Co-operatives/ KVIC/BDTCs/NDDB as the case may be. The extent of administrative charges to be provided to the designated implementing organizations is given in Annexure-II A and Annexure-II B. Installation of projects should be encouraged by the Programme Implementing Agencies and proposals be submitted after having done duly the site feasibility assessment and if specific responsibilities are taken up by the users Organizations/Institutions/ Project Developers right from the initiation of project to operate and maintain it for the specified period as per DPR norms for a minimum period of 15 years and also operating the plants at about 70% of the rated capacity of biogas generation. All the User Organization/Beneficiaries will have to provide an undertaking in the above regard in the prescribed proforma as given at Appendix-II.

8. Project Performance Reports and Data base:

8.1 The performance database of projects after their completion and commissioning will be recorded on daily basis at the project site by the beneficiary Organizations/ biogas plant manufacturers/ developers as the case may be under the supervision of the above designated main Programme Implementing Agencies/Departments of the State/UT as given in para 1.3 and 7.1 above. The major performance data of the plant to be recorded are filling of daily performance outputs for 3 months continuous period includes quantity of daily feeds stock fed into the biogas plant digester (kg. or in tons/day) in required ratio of feedstock and water, biogas generation from gas flow metre in cu. metre per day and power generation/energy units generated to be read and recorded from energy metre reading (KWh/ day), daily total operating hours of the plants and various usage of the plant on daily basis i.e. power consuming appliances as per the connected load in case of power generating projects and Biogas consumption units in case of thermal / cooling usage.

8.2 They will be also responsible for proper slurry management, sanitation in and around the plant and its safe disposal for useful gains as an Organic Bio-manure, including development of downstream market linkages for tie-up and sale of organic Bio-manure of Biogas plant. All the projects will be operated for a minimum of 10 hours per day at their optimal capacity. The project performance data need to be recorded from the performance measuring instruments/

biogas flow meters, energy meters etc. and submitted in the prescribed pro-forma as given in **Annexure-IV** which is comprising of the following-

- (i) daily power generation and / or daily biogas generation, as the case may be, at about minimum of 70 % of the approved generator capacity/ Biogas generation capacity of the plant for three months duration measured daily and logged after successful commissioning of the project in the prescribed proforma as given in **Annexure-IV** and
- (ii) 72 hours plant operation at 80% of the rated capacity of power generation and / or biogas generation capacity based on the 10 hours daily plant operation and for 8 consecutive days of operation should be measured and recorded in the prescribed proforma as given at **Annexure-V** of Project Performance given in these Guidelines.
- (iii) Project Completion and Commissioning Report duly checked, accepted and issued by the Programme Implementing Agency along with the date of commissioning of the project in the prescribed proforma given in the **Annexure-VI**.
- (iv) The third party Inspection Report after commissioning of the project and completion of the necessary recording of the plant performance data as mentioned above in point (i) and (ii) for at least about 98- 100 days of stabilized operation as mentioned above.

8.2 If the end user/ beneficiary does not have daily 10 hours requirements after commissioning over a period of time, he should also make arrangements and suitable agreements for localized sale of surplus Biogas/ power generated to third party to generate income or allow other entrepreneurs to uptake the surplus Biogas/ power as per agreed terms and conditions between the beneficiary of the project and Biogas Entrepreneur/ Biogas Developer. The entrepreneurs may also distribute the power generated/ biogas generated to the households / small industries in the vicinity of the project. Here, the DISCOMs could also become a good link between the biogas developers/ entrepreneurs and user organization/ beneficiaries.

9. Project Completion and Commissioning

9.1 The installation work of the project should be started soon after issuance of the Administrative Sanction of the project by the MNRE if the project is to be taken up under this MNRE scheme. The completion and commissioning of projects in all respects should be completed within a year and in any case not more than 18 months from the date of the Administrative Sanction of the project sanctioned by MNRE. If a project is not completed within the maximum period of 18 months and there are genuine reasons for delay in completion of the project, the same will have to be brought before the MNRE and for seeking extension of project completion period. If no completion and commissioning report of a project is submitted up to 24 months after the Administrative Sanction date of the project, the MNRE may take up the process of cancelling the Administrative Sanction of the Project.

9.2 The condition for successful commissioning of projects would be as under:-

The project after its successful completion and commissioning date, the user agency will have recording of operational performance data for post successful commissioning period under the direct supervision of the designated Programme implementing agency of the State /UT concerned for at least three months continuous period and further operation of the project for a **total 72 hours** continuous (in series) i.e. **at least for 8 consecutive days continuous operation at a minimum of 80 % of the rated power generation capacity or 80% of the Biogas generation capacity in case of thermal/cooling application** which should be supported

by readings measured and recorded/ logged data of the project and verified by the Officers of Programme Implementing Agency (PIA). The completion and commissioning report will be submitted by the programme implementing Agencies in the prescribed proforma as given in **Annexure IV, Annexure-V and Annexure-VI.**

1. The project developer and main programme implementing agency including end-user will have to provide operational performance data of the biogas power generation and biogas generated etc. to the MNRE in a format specially developed for the purpose for the three months post commissioning of the project in the **Annexure –VI** as mentioned above and thereafter for the same on yearly basis upto 3 years period.
2. On completion of the project, the Programme Implementing Agencies will submit the project completion and commissioning report with duly signed and affixing the seal of the Head of the Programme Implementing Organization/Agency enclosing therewith the Audited Statement of Expenditure (ASoE) of the project relating it to the respective MNRE sanction Number and date of sanction, for seeking MNRE CFA on re-imbursement basis.
3. The completion and commissioning report will include the following papers/documents for its submission to the MNRE:-
 - (i) Complete technical details of biogas plant with design and drawing, scrubber, biogas engine and generator including power control panel, energy meter and Biogas flow meter and accessories.
 - (ii) Photographs of all above with specifications make, model and address of manufacturers given on plant/equipment/ component including the year of manufacture of Biogas Engine and Biogas Generator/Biogas Scrubber, Gas Flow Meter etc.
 - (iii) Commissioning report with plant operating continuously for 72 hours for consecutive 8 days operation at a minimum of 80 % of the rated capacity with data on power generation/ units or Biogas Generation and its use for thermal applications and daily number of operating hours. In case of thermal application, the biogas generated should be measured by employing biogas flow meters in case of Biogas plants of above 100 M³ and measuring quantity of biogas generated as well as its utilization for thermal/heating/cooling energy applications in terms of total kilo calories utilized per day.
 - (iv) Three months performance report giving quantity of feedstock fed daily in to plant digester on daily basis, biogas generated in m³/day and corresponding power generated in K Whr or thermal energy produced in terms of total Kilo calories per day along with operating hours on daily basis and usage of the electricity/ thermal energy.
 - (v) Signatures of the concerned Officers of the designated Programme Implementing Agencies (PIAs) of the State/UT, Beneficiary and the Biogas plant Developer **mentioning the date of commissioning of the project.**
 - (vi) After receipt of the completion/ commissioning report as above, the third party inspection report by the agency/organization authorized by MNRE will be conducted who would verify from the project site of the above mentioned plant the performance details of biogas power/thermal energy plants, which includes verification of make, design and capacity of biogas plant, biogas generator and biogas power generation/control panel unit installed and power generated certifying the electricity generated with operating hours in a day along with the overall status of the project.

(vii) The third party Inspection would also specifically mention about the performance and operational status of the project including the use of Biogas and Biogas slurry/management self-use/sale of Biogas organic manure.

(viii) The Audited Statement of Expenditure should indicate cost of each item of the project, the items of the project verified physically by the Programme Implementing Agencies and cost of each item to be verified by the registered Chartered Accountant Firms. The certified ASOE on the letter Head of CA firm indicating the firm registration number(FRN) and address, CA membership number on their letter heads, linking their Audited Report to the MNRE sanction of the project. The ASOE will be signed by the CA firm and user/beneficiary of the project and countersigned by the concerned officers of the designated Programme Implementing Agencies. However, the cost of the project given in the ASOE should be nearer to the actuals.

(ix) The photographs of the plant beneficiary in original should be taken at three different stages viz. (i) empty plant site after its selection (ii) under construction stage at mid-level and (iii) at the time of commissioning. The photographs of the project with proper captions and address of plant site beneath each photo along with photograph of the project display/sign board indicating full name of beneficiary, site address, MNRE Sanction Number, date of sanction and date of commissioning and Project Implementing Agency/ Organization as well as project cost along with the MNRE CFA to be written on the Display Board. The project Display Board with above mentioned details should be placed at the prominent visible place of the project site and photographed.

10. Maintenance of Projects Records at implementing agency level

10.1 The designated Programme implementing agencies will maintain proper record of the each project implemented by them with all performance data intact. The details of the beneficiaries full address, location of the plant site shall be maintained in a master register of the Biogas based Power Generation and Thermal Application Programme project and along with soft copies of the same which will be put on their website and updated regularly. The same information would be linked to the MNRE website/ MIS portal. The records would also be kept intact for the post audit verifications and inspections of the MNRE Officers and MNRE authorized BDTCs and third party / persons for post commissioning verifications.

11. Release of Central Financial Assistance funds

11.1 Central Financial Assistance (CFA) for duly completed projects and administrative charges to the designated Programme Implementing Agencies are given at Annexure-II-A and Annexure-II-B . The pattern of release of CFA funds would be, as given below:-

The funds would be released on re-imbursement basis after successful commissioning of the biogas based power / thermal plant as per the DPR norms (wherever DPR is required), receipt of utilization certificates, Audited Statement of Expenditure (duly audited by Chartered Accountant Firm and submitted on their letter head). The installation/ commissioning of biogas based power plants should be completed within a year and in any case not more than 18 months from the date of sanction of the project. Project completion and commissioning report along with the required inspection reports and photographs of biogas plants, its equipment and accessories (gas flow meter, energy meter and scrubbers) and power generating systems as explained under Point No.9 above should be submitted to

MNRE by the designated Programme Implementing Agency of MNRE as given in para-1.3 and 7.1 above. The condition of successful commissioning of the plant would, inter-alia, imply generation of power with operational capacity of the sanctioned biogas plants with the power generation data for minimum 3 months period including the plant operational time period and units generated per day. The performance data of three months should indicate the operational capacity of the plants not less than 70% (minimum) of the rated capacity for 3 months period and not less than 80% of the rated capacity for subsequent consecutive 8 days (72 hours).

11.2 In order to maintain plant operational at its optimal level the Developers/ Manufacturer of Biogas Plants or the end-users of the projects may also avail expert help of experienced power management companies such as DISCOMs, but no additional cost of the project on this account would be considered by the MNRE for any CFA support. The designated Programme Implementing Agencies (PIAs) of the States/ UTs and DISCOMS involving SERCs may formulate a scheme at their level on commercial level benefiting the biogas /power generators and the distributors and the beneficiaries.

12. Monitoring and Inspection Mechanism

12.1. The progress of the projects will be monitored monthly by the Programme Implementing Agencies and monthly/quarterly progress report would be submitted to the MNRE on regular basis. The monitoring of the Biogas Power Generation (Off-grid) and Thermal/Cooling application Projects would be done based on half yearly and annual progress reports by the respective Programme Implementing Agency of the States/ UTs as authorized and other designated agencies of MNRE Viz. BDTCs, KVIC, MNRE recognized and appointed institutions in addition to MNRE Officers. The project developers and user organizations/individual beneficiary including Programme Implementing Agencies of the Scheme will extend all help required in monitoring and inspections of the projects.

12.2 After receiving the project completion and commissioning report from the designated Programme Implementing Agencies of States/UTs of the Scheme as designated and given under this scheme in para-1.3 and para-7.1, the MNRE may also assign the work of monitoring and inspection and independent evaluation of the Scheme to a third party.

13. List of required documents for Project Completion & Commissioning and release of CFA under BPGTP scheme.

| S N | Particulars of Document | Prescribed Annexure/ Appendix |
|-----|---|-------------------------------|
| 1 | Joint Project Completion and Commissioning Certificate | Annexure-VI |
| 2 | Affidavits | Appendix-I and Appendix-II |
| 3 | JOINT Technical & Inspection Report (implementing agency) | Annexure-VII |
| 4 | Performance data for three months | Annexure-IV |
| 5. | 8 Days (72 Hours) operation data at 80% rated capacity | Annexure-V |
| 6 | Photographs with Name , Address & Display Board as per para-9.2 (3-ix) | |
| 7 | Format for inspection report by Third Party/ Inspection by BDTC | Annexure-VIII |
| 8 | Audited Statement of Expenditure by CA Firm on the firms Letter Head mentioning FRN number and CA membership number (Certificate on total expenditure incurred for the project) | Annexure-IX |
| 9 | Brief write up of Biogas Power Project | |
| 10 | Bank Mandate Form | |
| 11 | Cancelled Blank Cheque | |

14. Budgetary Provisions for 2017-18 to 2019-20:

14.1 The budgetary provision for implementation of the Programme, BPGTP during the financial-year 2017-18 to 2019-20 amounting to Rs.34.80 crore (Rupees Thirty Four Crore and Eighty Lakh only) will be obtained under Grid Interactive and Distributed Renewable Power (M.H.) Off-grid / Distributed and Decentralized Renewable Power, Biogas Programmes.

14.2. The expenditure on the scheme during 2017-18 to 2019-20 will be met from the budget provision under Biogas Programme as given below:

| Head of Account | Description | Allocated Amount (Rs. in Crore) for 2017-18 |
|--|---|--|
| '2810'-New and Renewable Energy (Major Head) | The expenditure involved is debitable to Demand No. 67, Major Head 2810, New and Renewable Energy, 00.101-Grid Interactive and Distributed Renewable Power, (Minor Head) 02-Off-Grid / Distributed and Decentralized Renewable Power 06- Biogas Programme, 02.06.35 Grants for Creation of Capital Assets, 2017-18 and Budget allocations for 2018-19, 2019-20. | Rs 5.50 Crore. (Rupee Five Crore and Fifty Lakh only) |

An amount of Rs. 5.50 crore was earmarked internally for the year 2017-18 including funds to meet committed liabilities of 12th Five Year Plan.

14.3 The year-wise cost estimates on the basis of numbers of projects targeted and tentative cost estimates received from the previous programme implementing agencies. The total cost estimates, year-wise fund requirement for the scheme is ₹ 34.80 Crore over a period of 3 years (2017-18 to 2019-20) as per detail as follows:

| S. No. | Year | Total Budget Outlay ₹ (Rs.in Crore) |
|--------|--------------|-------------------------------------|
| 1 | 2017-18 | 5.50* |
| 2 | 2018-19 | 13.00 |
| 3 | 2019-20 | 16.30 |
| | Total | 34.80 |

*An amount of Rs. 5.50 crore had been earmarked internally for the year 2017-18 including funds to meet committed liabilities of 12th FYP.

14.4 Each proposal will be examined and concurred in by the Integrated Finance Division of the Ministry, on case-to-case basis. After concurrence by the IFD an Administrative Sanction of the Projects will be issued by the Programme Division after seeking approval of the competent Authority, Secretary MNRE.

14.5 All the designated Programme Implementing Agencies for this Programme viz. State Agriculture and Rural Development Departments and Dairy Co-operatives, State Renewable Energy Agencies (SNAs), Biogas Development and Training Centers (BDTCs), Khadi and Village Industries Commission (KVIC) and National Dairy Development Board (NDDB) as the case may be, are requested to initiate the actions for implementation of Biogas based Power Generation (Off-grid) and Thermal application Programme (BPGTP) during the year 2018-19 to 2019-20 as per the above mentioned norms of this scheme of MNRE. Only firmed up project proposals as per this Administrative Sanction-cum-Guidelines should be submitted to this Ministry for consideration and approval. The careful site selection and beneficiary selection along with the pre-feasibility report and DPR wherever required, for the project prepared by the above designated

Programme Implementing State Agencies/Departments will be a must and crucial for project proposal submissions.

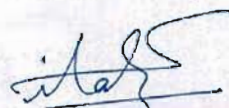
14.6 This sanction issues in exercise of the powers conferred on the Ministry in consultation with the Integrated Finance Division of this Ministry vide their **Diary Number 289 dated 04.09.2018** and approval of the competent authority, Hon'ble Minister, NRE on **26.11.2018**.

14.7 Though MNRE not insisting any yearly physical targets for setting up the project under this Scheme but the States/UTs may plan in advance and submit their target to MNRE.

14.8 In case of any ambiguity in interpretation of any of the provisions of these Administrative Sanction-cum-Guidelines of the Biogas based Power Generation and Thermal Programme (BPGTP), the decision of the Secretary, MNRE, Govt. of India, will be final and binding on all concerned stake holders. The Ministry reserves the right to change or amend these guidelines of the Scheme as and when deemed necessary to do so.

15. Receipt of these Administrative Sanction –cum- Guidelines for the implementation of the Biogas based Power Generation and Thermal Energy Application Programme (BPGTP) may kindly be acknowledged.

Yours faithfully,



(S. R. Meena)

Scientist-C (Biogas)

To,

1. Principal Secretaries/Secretaries of the State's Agriculture Departments – All States/ Union Territories concerned
2. Principal Secretaries/Secretaries of the State's Rural Development Departments – All States/ Union Territories concerned
3. Principal Secretaries/Secretaries of State Nodal Agencies for Renewable Energy – States and Union Territories concerned.
4. Heads of State Nodal Agencies for Renewable Energy – States and Union Territories concerned
5. Principal Secretaries/Secretaries of Dairy Co-operatives of States/UTs
6. Chief Executive Officer/Dept. Chief Executive Officer, Khadi & Village Industries Commission, Mumbai.
7. Chairman, National Dairy Development Board, Anand, Gujarat.
8. Dean/Director of the concerned Universities / IITs, where Biogas Development & Training Centers under MNRE are located.
9. PIs of all the 8 Biogas Development & Training Centers under MNRE.
10. Chairman and Managing Director, Indian Renewable Energy Development Agency, New Delhi.
11. Chairman, NABARD, Mumbai.

Copy for information:-

1. **The Pay & Account Officer, Ministry of New and Renewable Energy, C G O Complex, New Delhi-110003**
2. The Accountant General (Audit) - All States/UTs.
3. The Director of Accounts - (All States/UTs).
4. The Principal Director of Audit (Scientific Deptt.), DGACR Building, I.P. Estate, New Delhi.
5. The Principal Director (Local Bodies Accounts) or Director (Local Bodies), Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyaya Marg, New Delhi.
6. Secretary, Finance/Planning Department (All States/UTs).
7. RBI, Bombay/NABARD, Bombay.
8. Ministry of Statistics and Programme Implementation, New Delhi.
9. PS to Hon'ble Minister, Power and NRE.
10. PPS to Secretary, MNRE, New Delhi.
11. PS to AS and Financial Adviser, MNRE, New Delhi.
12. PPS to JS (ANS).
13. PS to Adviser (Biogas)/Scientist 'G' (GLM).
14. All Group Heads, JS/ Advisers (Sc. G), MNRE.
15. Managing Director, IREDA, New Delhi.
16. All Directors/Scientist 'F', MNRE.
17. US (Fin)/SO (IFD) / SO Budget, MNRE.
18. Individual files of States/UTs/Agencies/Guard file.
19. NIC cell, MNRE.
20. Concerned E-file/Physical File.



(S. R. Meena)
Scientist-C (Biogas)

**GOVERNMENT OF INDIA
MINISTRY OF NEW AND RENEWABLE ENERGY
(BIOGAS TECHNOLOGY DEVELOPMENT DIVISION)**

A BRIEF CONCEPT OF BIOGAS BASED POWER GENERATION SYSTEM

Biogas technology provides an alternative source of energy mainly from organic wastes. It is produced when bacteria degrade organic matter in the absence of air. Biogas contains around 55-65% of methane, 30-40% of carbon dioxide and small quantities of Hydrogen, Nitrogen, Carbon Monoxide, Oxygen and Hydrogen Sulfide. The calorific value of raw biogas is appreciably high around 4713 Kcal or 20 Mega Joule at around 55% methane concentration that is usually available in raw Biogas). After purification through gas scrubbing/ purification technology, the raw biogas can be purified upto 95% methane purity or even more. The purified biogas called Bio-CNG can effectively be utilized for cooking, industrial applications and generation of power through a biogas based power-generation system after dewatering and cleaning of the gas. In addition, the biogas plants slurry produced in the process provides valuable organic Bio-manure for conventional or Organic farming and help in sustaining the soil fertility and conserving water in irrigation.

1. Components of a Biogas based Power Generation System

- Biogas Plants
- Biogas Flowmeters/ Biogas Ballons for Storage and Storage Meters
- Biogas Cleaning/ Purification System
- Engine with alternator
- Control Panel along with Energy Meter
- Machine Room / Shed
- Manure management system / protocol

2. Biogas plants

Standard KVIC floating drum model (vertical or horizontal type) , modified KVIC floating dome Plants, Fixed dome type including Solid State design/ CSTR and Modified CSTR/ UASB designs would be supported. Any new design worthy to fit in the Scheme would be considered by the MNRE but after duly assessing the technological breakthroughs at indigenous or international level. The eligible item associated with a biogas plant includes:

- Digester, gas holder and accessories
- Feed / slurry handling system (composting systems / Slurry value addition systems)
- Use of water supply and storage of Biogas
- Long period availability of plant specific feedstocks
- Gas outlet and Gas pipeline network
- Biogas Storage and Transportation arrangement for localized sell of surplus biogas
- Arrangements for sell of surplus biogas power.

3. Gas Cleaning System:

The raw biogas(biomethane) as obtained from the biogas plants comprises of Methane (CH_4) as the main component (50-70 percent), and Carbon Dioxide (CO_2) (30-40 percent) with varying quantity of Hydrogen Sulfide (H_2S) , moisture and some other gases in trace quantities. The composition varies depending upon the substrate used. Therefore, the raw biogas is processed and purified from the unwanted and harmful gases to the biogas engines like Hydrogen Sulfide, Carbon Dioxide and moisture upto certain limits. Concentration of hydrogen disulfide in excess of 0.1 % is harmful to the engine. Hence it is necessary to remove Hydrogen Sulfide before the gas is taken to the engines by putting with H_2S and CO_2 Scrubber.

4. Engine with alternator

- 100% biogas engines
- Micro-turbines

5. Control / Monitoring Panel

BIS Standard control / monitoring panel would be supported.

6. Machine Room / Shed

A proper machine room with shed would be planned as per standard practices. The biogas generated in the digester, if necessary can be stored in a suitable storage unit or membrane type storage balloon.

7. Manure management system /protocol

Manure management is an integral part of a biogas based power generation system for arriving at an economically feasible operation level. Marketing strategy of the biogas slurry or the value added bio-manure is required to be maintained by the biogas plant users/ biogas plant operators at the behest of the owners and meet the standard specifications of Fertilizer Control Order 1985 to be called as a perfect Organic Bio-manure under the FCO 1985.

8. Any new efficient biogas plant for higher rate of production of biogas, cleaning of the raw biogas to pure biogas and conversion of the biogas to electricity, effective thermal utilization by biogas stoves having thermal efficiency of more than 55 % and also dual appliance i.e .LPG Stove equivalent Biogas Stove in terms of ease and design and thermal efficiency etc. can also be used subject to its verification and substantiation of performance parameter after approval of the Ministry. For use of biogas in cooking in kitchens, the ISI marked Standard biogas stoves as mentioned at para 6.1 of the Guidelines should be provided.

9. Fixed dome design / Deenbandhu and other approved models of biogas plant up to capacity of 120 cubic meter per day or in modular units of the same may also be propagated as per design dimensions and standards for the same developed at BDTC, PAU, Ludhiana, Punjab and medium and large capacity approved models of Biogas plants for digestion of cattle dung and other suitable biomass. Approval of MNRE may be sought for any new model of Biogas plant before submission of project proposal(s) under these guidelines.

ANNEXURE-II A

Pattern of Central Financial Assistance (CFA) & rates applicable under the Biogas Power Generation (Off-grid) and Thermal application Programme (BPGTP) w.e.f. 26-11-2018 and up to 2019-20 (31.03.2020) for SCs, STs, and all Category Beneficiaries of NER States, including other charges are given as below-

| Power generating capacity (kW) | Biogas plant capacity (cubic metre) | Requirement of DPR | CFA/subsidy limited to the following ceiling or 40% of the Project cost whichever is less. | | Administrative Charges to Program Implementing Agencies, State Nodal Departments /Agencies/ BDTCs for providing technical supervision, submission of project completion and commissioning reports of Project and monitoring of the projects. | |
|--------------------------------|--|---|--|--|--|------------------------|
| | | | Power Generation | Thermal applications | Power Generation | Thermal applications |
| 3-20kW | 30 M ³ to 200 M ³ | DPR required above 10 kW (above 100 m ³ biogas plant size) | Rs.40,000/- (Rupees forty thousand only) per kWeq | Rs.20,000/- (Rupees Twenty thousand only) per kWeq thermal/cooling | 10% of the CFA | 5% of the CFA |
| >20kW up to 100kW | Biogas plants of above 200 cu. metre size or any combination of above size plants or approved alternate matching capacity/design | DPR required | Rs.35,000/- (Rupees Thirty five thousand only) per kW | Rs.17,500/- (Rupees Seventeen thousand five hundred only) per kWeq thermal/cooling | Rs. 2,00,000/- (fixed) | Rs. 1,00,000/- (fixed) |
| >100 kW up to 250 kW | 1000 cubic metre biogas plant of single digester or any combination of above sizes approved plants capacity/ design | DPR required | Rs.30,000/- (Rupees Thirty thousand only) per kW | Rs.15,000/- (Rupees Fifteen thousand only) per kWeq/cooling | Rs. 3,00,000/- (fixed) | Rs.1,50,000/- (fixed) |

ANNEXURE-II B

Pattern of Central Financial Assistance (CFA) & rates applicable under the Biogas Power Generation (Off-grid) and Thermal application Programme (BPGTP) w.e.f. 26-11-2018 to 2019-20 (31.03.2020) for All Other States (except SC/ST category beneficiaries of all States/ UTs & NER States) including other charges are given as below-

| Power generating capacity (kW) | Biogas plant capacity (in cubic metre) | Requirement of DPR. | CFA/subsidy limited to the following ceiling or 35% of the Project cost whichever is less. | | Administrative Charges to Program Implementing Agencies, State Nodal Departments / Agencies/BDTCs for providing technical supervision, submission of project completion and commissioning reports of project and monitoring of the Project performance. | |
|--------------------------------|--|---|--|--|---|------------------------|
| | | | Power Generation | Thermal applications | Power Generation | Thermal Applications |
| 3-20 kW | 30 M ³ to 200 M ³ | DPR required above 10 kW (100 m ³ biogas plant size) | Rs.35,000/- (Rupees Thirty five thousand only) per kW | Rs.17,500/- (Rupees Seventeen thousand five hundred only) per kW eq thermal/ cooling | 10% of the CFA | 5% of the CFA |
| >20kW up to 100kW | Biogas plants of above 200 cu. metre size or any combination of above plants or approved alternate matching capacity/design | DPR required | Rs.30,000/- (Rupees Thirty thousand only) per kW | Rs.15,000/- (Rupees Fifteen thousand only) per kW eq thermal/ cooling | Rs 2,00,000/- (fixed) | Rs. 1,00,000/- (fixed) |
| >100kW up to 250 kW | 1000 cu. metre biogas plant of single digester or combination of above plants or approved alternate matching capacity/design | DPR required | Rs.25,000/- (Rupees Twenty five thousand only) per kW | Rs.12,500/- (Rupees twelve thousand five hundred only) per kW eq thermal/ cooling | Rs.3,00,000/- (fixed) | Rs.1,50,000/- (fixed) |

FORMAT FOR BASIC INFORMATION FOR PROJECTS UPTO 10 KW ON BIOGAS based POWER GENERATION (OFF-GRID) & THERMAL APPLICATION PROGRAMME (BPGTP)

| | | |
|----|---|--|
| 1 | Name and address of state Govt. Nodal Deptt. / Nodal Agency / BDTC/ KVIC Or other Approved Organization | |
| 2 | Name & Address of project executing organization/agency (if other than SNA/SND./BDTC/ KVIC) | |
| 3 | Details of Site indicating location and address with expected load and use of electricity or biogas for thermal applications: | |
| 4 | Capacity of the biogas plant (cubic meter per day or cubic meter per hour) | |
| 5. | Details of Cattle viz. in numbers-Adult, smaller than 5 years (Total availability of dung in kg.) plus Any other source of waste like goats, pigs, poultry dairy effluent, food & kitchen, Agro/ Food processing waste etc. (Please specify the Nos. of animals/ birds & its dropping in kg.) to the accuracy so as to work out total quantity of waste in Kgs. / Tonnes/ Litres of dairy effluent etc. | |
| 5 | Name of manufacturer/supplier and cost of 100% biogas engines, DG-Gen-set and associated control panel etc. | |
| 6 | Total daily demand /requirement of power in KWh/day and required amount of biogas generation daily (in cubic metre) for the same including for cooking/ heating / cooling etc. (Kcal requirement per day for thermal energy applications). | |
| 7 | No. of biogas plants Units with capacity of each in m ³ proposed | |
| 8 | Proposed operational hours per day entirely based on Biogas i.e. on 100% biogas utilization basis. | |
| 9 | Estimated actual cost as worked out by the concerned user agency / manufacturer and verified by the concerned SND / SNA / KVIC / BDTC etc. | |
| 10 | Total Estimated cost of the project (in Rs.) | |
| 11 | Amount of Central Financial Assistance (CFA) worked out as per the approved rates and norms of the scheme of BPGTP (in Rs.) And Category of the beneficiary General/ SC/ ST / Others. | |

12. Further this is certified that:

(i) Adequate quantity of surplus cattle dung/biomass/ other eligible wastes are available at the proposed plant site and user/applicant is genuinely interested for installation and operation of biogas power plant/ thermal plant on regular basis at least for 15 years period.

(ii) The User Organization has agreed and tied up to arrange balance funds from Bank and self-contribution over & above the eligible CFA for installation of proposed biogas based power /thermal project.

(iii) User organization has agreed to operate and maintain the biogas project on their own or by engaging the skilled personnel as Biogas Plant Operator on regular basis for a minimum period of 12- 15 years.

(iv) The user organization has the capacity to operate the plant for 12- 15 years and has tied up management of plant slurry and its disposal by making self-use/ sale of organic bio-manure to third party.

Name & Signature of the User Organization/user

Date:

Place:

(Verified & Countersigned by Head of SND/SNA/BDTC and Other Recognized PIA)

ANNEXURE III- B

FORMAT FOR BASIC INFORMATION FOR PROJECTS ABOVE 10 KW BIOGAS BASED POWER GENERATION / THERMAL APPLICATIONS PROGRAMME (BPGTP):

| S.No | Name of the Project | Biogas based power generation/ Thermal application |
|------|--|---|
| 1. | Name of the Beneficiary and address | |
| 2. | Geographical details of the proposed site | |
| | A) Name of the village | |
| | B) Post | |
| | C) Block | |
| | D) Taluk | |
| | E) District | |
| | F) Pin code Number | |
| | G) State | |
| | H) Nearest bus stand /Railway station | |
| | I) Name of the contact person | |
| | J) Telephone /Mobile Nos of contact person | |
| | K) Telephone No. of the site | |
| 3. | Name of address of the State Agency/BDTC who propose to undertake the work | |
| 4. | Category of Beneficiary / Institution Please (✓) tick | a) General/SC/ST/Others b) Private c) Government d) Public Organization e) Others |
| 5. | Proposed use of generated power with detailed configuration | |
| 6. | Mode of use and total requirement of power in kWh/day OR total requirements of biogas in cu.m.per day | |
| 7. | Proposed size of Biogas plant in cubic meter (m ³) | |
| 8. | Available population of cattle | |
| 9. | a) Details of Cattle viz. in numbers-Adult, smaller than 5 years (Total availability of dung in kg.) | |
| | b) Any other source of waste like goats, pigs, poultry dairy effluent, food & kitchen, Agro/ Food processing waste etc. (Please specify the Nos. of animals/ birds & its dropping in kg.) to the accuracy. | |
| | c) Agricultural waste in kg. | |
| | d) Other degradable biomass in kg. | |

| | | |
|-----|---|--|
| | (please attach separate sheet along with the full details of each raw material) | |
| | e) No. of latrine attached & No. of users | |
| | f) Availability of land for proposed biogas plant and housing generator etc. | |
| 10. | Procurement and commissioning of (<i>Name of the proposed power generating system, Mechanism for manufacturers and operation & Maintenance of the system suppliers to be given</i>) | |
| 11. | Estimated quantum of power to be generated through biogas plant, keeping in view the minimum 10 hours daily operation of the proposed power plant entirely based on Biogas generation | |
| 12. | Proposed Electrical Load Distribution with Biogas power plant | |
| | a) Domestic (Details to be given) | |
| | b) Village industry (Details to be given) | |
| | c) Irrigation/Agriculture (Details to be given) | |
| | d) Entire Power to be used for self & / Balance surplus power /biogas to be sold locally or to be fed into Grid OR entire Power Generated to be sold through grid connection route. | |
| 13. | Types of engine proposed for power generation | |
| 14. | Capacity of engine / dual fuel (used with bio fuel only) or Biogas micro turbines etc. in kVA | |
| 15. | a) Cost of 100% biogas engine or dual fuel engine, coupled with Genset, associated Central panel and power room etc. (in Rs) | |
| | b) Cost of internal transmission system used for electrification (for a & b please attach separate sheet along with full details) | |
| 16. | Cost of proposed biogas plant (in Rs): | |
| 17. | Manure Management and Handling system including safe and neat disposal for sale of Bio-manure. | |
| 18. | Approximate cost of electricity that may be generated through Biogas (kWh/ day) | |
| 19. | Source of funding of the project (in Rs) | |
| | a) Own fund (Rs.) | |
| | b) Bank loan (Rs.) | |
| | c) Central financial assistance (Rs.) | |
| | d) Total (in Rs.) | |
| 20. | Source of funds for meeting operation and maintenance cost of the system | |

| | | |
|-----|---|--|
| 21. | Undertaking from State Nodal Deptt.../Agencies/BDTC <i>(An undertaking to this effect from agency for procurement installation, operation and maintenance of the system on regular basis.)</i> | |
| 22. | Mechanism to transfer the power plant to user / panchayat/ Society/ Entrepreneur etc. by SNA/SND/BDTC after specific period if applicable for the project proposal. | |
| 23. | Any other information with regard to the project | |

Date

Signature of the Beneficiary
who undertakes the project

Place

Date

Signature of the agency who
promote/ Undertake the work of
power generation & construction
of Biogas plant etc.

Verified & countersigned by the Head of the
concerned PIA/SND / SNA / KVIC / BDTC/NDDB

On Rs. 50 Stamp paper

UNDERTAKING

The management of <*beneficiary name*> has submitted proposal for setting up of _____ kWe power generation/ _____ Cubic Metre capacity biogas generation project using feed stock <*type of raw material*> as feed material for seeking Central Financial Assistance (CFA) from Ministry of New and Renewable Energy, Government of India.

I/We undertake that,

1. The cost over and above the MNRE, GOI share will be borne by me/ our organization.
2. I/We will operate the plant for a minimum period of 15 years and shall not dislocate or abandon the project including any of the related equipment/ part. If at any point of time the biogas project is found non-operational after its commissioning, I / we shall be liable to refund the Central Financial Assistance / subsidy received for the project installation, with interest thereon as decided and asked by the MNRE, Government of India.

Deponent

Attested as identified
(dated)
Notary Public

Authorized signatory of the industry/Organization/Beneficiary

On Rs. 50 Stamp paper

AFFIDAVIT-I

I, < ***Beneficiary name and full address***> do hereby declare solemnly declare and affirm as under:

1. That the company of <beneficiary name> has applied for setting up of biogas based power generation project/ thermal energy applications at <site address> under the scheme of Biogas Power Generation (Off-grid) Thermal Application Programme (BPGTP) to MNRE, Government of India, New Delhi through <implementing agency name>.
2. That the company has sufficient funds/materials at present and same will be available to run the plant on sustainable basis for a minimum period of 15 years.

Deponent

Verification:

Verified that the content of this affidavit are true and correct to the best of my knowledge and belief nothing has been concealed therein.

Attested as identified

Deponent

(Dated)

Notary Public

Authorized signatory of the industry

AFFIDAVIT-II

I/We _____, do hereby solemnly declare and affirm as under.

1. That biogas power project has been installed at **Village:** _____, **Taluka/ Mandal/ Block;** _____, **District,** _____ **State:** _____ for _____ **KW** sanctioned capacity using cowdung, Tapioca fruit, poultry waste, organic waste and other biomass as feed material. The installed biogas power/ thermal plant have the configuration of all required standard equipment and components as per MNRE- Govt. of India, Scheme norms.
2. I/We / the Company----- have not claimed any subsidy for the above site installed project under any other programmes of Govt. of India. If there is any discrepancy found subsequently, the ministry is allowed to recover the subsidy under Biogas Power/ Thermal Energy projects from us.
3. We/ I will operate the above said biogas plant at about 70 % of the rated capacity daily for 10 hrs. per day and attend operation and maintenance of the project for 15 years after its commissioning and shall not dislocate/ Dismantle the same whatsoever and without the prior permission of the Ministry of New and Renewable Energy, Government of India.
4. The BDTC/MNRE / State Nodal Agency etc. will have the right to get all the project related data to publish success stories/ case studies / technical papers and for third party inspection and evaluation on the operation and performance aspects of the project.
5. Above content of this affidavit are true and correct to the best of my knowledge and acceptable to the undersigned.

Authorized Signature of the beneficiary

Date:

Verification:

Verified that the content of this Affidavit are true and correct to the best of my knowledge and belief nothing has been concealed there in.

ATTESTED AND IDENTIFIED DEPONENT

Dated. _____

NOTARY PUBLIC

ANNEXURE – IV

Details of Three (3) Months Performance Report of Biogas Power / Thermal energy Project under Biogas Power Generation (Off-grid/Grid) and Thermal energy Application Programme of MNRE.

- (i) Sanctioned Capacity of the Project:KW.....m³.
(ii) Installed capacity of the Generator:KW.....m³.

| Name & Address of the beneficiary organization & Project Site: | | | | | | | | | |
|--|-------------------|---|-----------------------------------|---|-----------------|--|------------------------------|------------------------------|--------------------------------------|
| Sl. No. | Date (dd/mm/yyyy) | Daily feedstock feeding & biogas generation | | Operation of Genset -----KW & electricity units produced perday recorded from Energy meter reading (kWhs/day) | | | Plant operating hours | | Total daily plant operational hours. |
| | | Tons/day | Biogas produced (Cubic Metre/Day) | Previous Reading | Current Reading | Total energy units generated/day (KWhrs) | Morning Hours (from—to-----) | Evening Hours (From --to---) | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| Upto 100 days | | | | | | | | | |

1. Signature of the Beneficiary/ User Organization
2. Signatures of Plant Developer
3. Signatures with official seal of the authorized Officer of Programme Implementing Agency
4. Counter Signatures of the Head of the Programme Implementing Agency With Official Seal.

Date:
Place:

72 Hours, 8 DAYS PERFORMANCE REPORT

72 Hours Performance Report for 8 consecutive days operation of the plant at 80% of the rated capacity of Biogas Power Generation/ Thermal energy Project under Biogas Power Generation (Off-grid/Grid) and Thermal energy Application Programme of MNRE.

(i) Sanctioned Capacity of the Project:KW.....m³.

(ii) Installed capacity of the Generator:KW.....m³.

(iii) Rated capacity of the power/ Biogas Generator: KW/KVA Or

Cu. Metre per day.

Name & Address of the beneficiary organization & Project Site:

| Sl. No. | Date (dd/mm/yyyy) | Daily feedstock feeding & biogas generation | | Operation of Genset -----KW & electricity units produced perday recorded from Energy meter reading (kWhs/day) | | | Plant operating hours | | |
|---------|-------------------|---|-------------------------------------|---|-----------------|--|---------------------------------|------------------------------------|--------------------------------------|
| | | Tons/day | Biogas produced (Cubic Metre/ Day) | Previous Reading | Current Reading | Total energy units generated/ day (K Whrs) | Morning Hours (from --- to---- | Evening Hours (From ---- --to---) | Total daily plant operational hours. |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |

1. Signature of the Beneficiary/ User Organization

2. Signatures of Plant Developer

3. Signatures with official seal of the authorized Officer of Programme Implementing Agency

4. Counter Signatures of the Head of the Programme Implementing Agency With Official Seal.

Date:

Place:

JOINT COMMISSIONING CERTIFICATE OF BIOGAS POWER /THERMAL ENERGY PROJECT

(On Letter Head of the designated Programme Implementing Agency)

Date: _____

Reference: MNRE Administrative Sanction No. _____ Dated: _____

It is certified that a Biogas Power Generation (Off-grid/ Grid)/ Thermal Energy application plant of --- KW (KVA) / -----Cubic metre Capacity per day has been installed at the premises of Shri/ Smt. (Name of the Beneficiary) _____, at Village, Mandal/ Taluka -----, District :----- State: --- under the technical guidance, implementation supervision and monitoring of the designated Programme agency “ XYZ ”. We do hereby solemnly declare and affirm as under:-

That the BIOGAS Developer/ Company / Farmer of (Name of the Developer) has supplied , constructed and commissioned the project as per the sanction and Guidelines of the MNRE , Government of India and has started stabilized functioning from the Date(dd/mm/yyyy) which is the declared commissioning date of this project. Thus the installed Biogas Power Project (Off-Grid) has been commissioned on Date (dd/mm/yyyy) and thereafter it is being operated continuously for consecutive 30 days as per MNRE norms and working satisfactorily for measuring and recording the required performance output data. We will ensure to operate and maintain the plant on sustainable basis for a minimum of 15 years.

1. Beneficiary Signature

(Name of the Beneficiary) _____

2. Biogas Developer

3. Authorized Signature of the concerned Officer of the Nodal agency / Programme Implementing Agency with Official Seal.

4. Counter Signatures of the Head of the Programme Implementing Agency With Officers Official Seal.

Date:

Place:

(Programme Implementing Agency)

JOINT PROJECT INSPECTION REPORT AFTER COMPLETION & COMMISSIONING OF THE PROJECT (TECHNICAL & INSPECTION REPORT)**BIOGAS POWER PROJECT (OFF-GRID) – _____ State****Name of the State Nodal Agency / BDTC _____****Sanction No. _____****General Information**

| | | |
|----|-------------------------------------|--|
| 1. | Name and Address of the beneficiary | |
| 2. | Date of commissioning | |
| 3. | Size of the plant/Model | |
| 4. | Capacity of the Genset | |
| 5. | Total Cost of the project | |
| 6. | CFA as per MNRE sanction | |

Technical Specification:**PART – A**

| | | |
|----|--------------------------------|--|
| 1. | Genset Capacity Details | |
| | Engine make /Alternator model | |
| | Capacity of the generator | |
| 2. | Cooling Arrangement | |
| 3. | No. of Cylinders and Alignment | |
| 4. | Out put | |
| 5. | Governing – Electronic | |
| 6. | Engine control panel | |
| | a. Energy meter | |
| | b. Change over switch | |
| | c. Engine Earthing | |
| | d. Canopy | |

| | |
|--------------------------------|--|
| Biogas Flow Meter | |
| Biogas flow meter | |
| Biogas flow meter Manufacturer | |
| Scrubber | |
| Scrubber | |
| Scrubber manufacturer | |

| | |
|---|--|
| Energy Meter Technical Specification | |
| | |
| | |
| | |
| | |

| | |
|--|--|
| | |
| | |
| | |
| | |

Remarks and Recommendation:

Biogas Power Project (Off-Grid) installed by (Name of the Beneficiary) _____ is working satisfactorily. MNRE Govt. of India has sanctioned Central Finance Assistance of Rs. _____ lakhs. The project is working satisfactory in terms of the required and desired outputs parameters as recorded during the first 100 days period post commissioning and now the third party may also inspect the same. Hence, it is recommended to release CFA from MNRE – Govt. of India.

Signature of the Beneficiary

Authorized Signature of the nodal agency

**THIRD PARTY INSPECTION
INSPECTION REPORT AS PER MNRE – GOVT. OF INDIA FORMAT**

BIOGAS POWER PROJECT (OFF-GRID) – _____ State

Name of the State Nodal Agency / BDTC _____

Sanction No. _____

General Information

| | | |
|----|-------------------------------------|--|
| 1. | Name and Address of the beneficiary | |
| 2. | Date of commissioning | |
| 3. | Size of the plant/Model | |
| 4. | Capacity of the Genset | |
| 5. | Total Cost of the project | |
| 6. | CFA as per MNRE sanction | |

Technical Specification

| | | |
|-----|--|---------------------|
| 1. | Genset Capacity Details | |
| | Engine make | |
| | Capacity of the generator | |
| 2. | Cooling Arrangement | |
| 3. | No. of Cylinders and Alignment | |
| 4. | Out put | |
| 5. | Governing – Electronic | |
| 6. | Engine control panel | |
| | a. Energy meter reading | |
| | b. Change over switch provided | Yes/No |
| | c. Engine Earthing | |
| | d. Canopy | |
| 7. | Biogas flow meter Provided/Reading | |
| 8. | Biogas Scrubbing/ Cleaning System | Working/Not Working |
| 9. | Average No. of electrical units generated /day | |
| 10. | No. of hours engine runs /day | |
| 11. | Daily Usage of electricity | |

Remarks and Recommendation:

Biogas Power Project (Off-Grid) installed by _____ is working satisfactorily / not satisfactorily. MNRE Govt. of India has sanctioned Central Financial Assistance of Rs. _____. Hence, it is recommended to release CFA from MNRE – Govt. of India.

ANNEXURE – IX

(Audited Statement of Expenditure (ASoE) by CA Firm on CA Letterhead with Firm Registration Number and Membership Number.) _____

CERTIFICATE

This is to certify that according to the Statement of Expenditure produced and information furnished by _____ (Beneficiary name and address) have incurred the following project expenditure regarding to **Biogas Power Generation (Off-Grid) and Thermal application Project** installed at _____ (site location) and commissioned on dd/mm/Year w.r.t. MNRE Administrative Sanction No.____dated____for Rs._____.

| Sl No | Component | Cost in Rs. |
|-------|---|-------------|
| 1 | Construction of Biogas plant | |
| 2 | Generator, Engine with alternator | |
| 3 | Biogas Scrubbing System | |
| 4 | Control Panel, energy meter and flow meter and pipeline | |
| 5 | Machine Room /Shed | |
| 6 | Manure management System | |
| 7 | Any other | |
| 8 | Others | |

Total cost of installation/commissioning (Rupees _____ only)

Signature of the CA with seal

Signature of the beneficiary

Signature of the beneficiary





Authorized Signature of the
Programme Implementing Agency

Authorized Signature of the Head
of the PIA/State



National Dairy Development Board
Anand 388001, Gujarat

Ph. No. 02692-260148, 260149 | Fax : 02692-260157 | Website : www.nddb.coop

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