

PHYSICAL INSPECTION PROFORMA

Key Parameter	S. No.	Sub-parameter	Mode of Verification	Remarks/Reply/Observation
Governance Compliance and Capacity Building	1	Name and date of registration of the FFPO visited	CIN/Society Reg. Certificate	
	2	Address of FFPO	Physical verification	
	3	Number of Farmer members/shareholders	Share Certificate Issue Register	
	4	Number and Percentage of landless, small and marginal farmer members/shareholders in FFPO	Share Holder Register/Member Register	
	5	Number and Percentage of representation of Women, SC/ST in Board of Directors.	BoD register	
	6	Formation of FIG/ SHG/ Fish Farmers Group (Min. 15-20 members) for company model FFPO	FIG/SHG/ Fish Farmers Group Register	
	7	Appointment of CEO/Manager	Appointment Letter and checking the Field Presence & functioning	
	8	Appointment of Accountant (For Company Model FFPO)	Appointment Letter and checking field Presence & functioning	
	9	Performance of the CEO/Manager (Excellent/ Very Good/Good/Poor)	Letter Certified by Chairman of the FFPO	
	10	Performance report of the Accountant (For Company Model FFPO)	Letter Certified by Chairman of the FFPO	
	11	No. of Board Meetings (Quarterly Meetings)	Board Meeting Register and the copy of Minutes	
	12	Shareholders Meeting Register	Shareholders Meeting Register and interaction with farmers	
	13	General Body Meeting held as per stipulated RoC/Society act guideline	General Body Meeting Register	
	14	Audit of Accounts (Annual Audit of Accounts within prescribed time)	Audited Financial Statements with copy of the Auditors' report	
	15	Annual Accounts (Filing of AOC-4 and MGT-7: Annual Return/ Accounts with the regulatory authorities within prescribed time) of Company/Society Model	Audited Financial Statements with a copy of the Auditors' report. Refer copy of AOC-4 and MGT-7 and the confirmation email received from MCA.	
	16	Filing of INC-20A Commencement of business certificate(For company model)	Copy of INC-20A and the confirmation email received from MCA	
	17	Filing of KYC/e-KYC of directors within the prescribed time (For	Check the confirmation email received from MCA.	

	Company/Society Model FFPO)		
18	Whether FFPO has filed Income Tax Return within the prescribed time?	ITR Return (copy of ITR-V acknowledgment)	
19	No. of Installment of FFPO Management cost applied and received	Management cost application and Bank Account Statement	
20	No. of Installment of CBBO Management cost applied and received	Management cost application and Bank Account Statement	
21	Training imparted by CBBOs for Shareholders/farmers (physically)	No. of Trainings and Institute Name	
		No. of Farmers/ Shareholders	
		No. of BoDs	
		Date of Training	
		Training subject	
22	Training imparted by CBBOs for BoDs (physically)	No. of Trainings and Institute Name	
		No. of BoDs	
		Date of Training	
		Training subject	
23	Training imparted by CBBOs for CEO/Manager and Accountant (physically)	No. of Trainings and Institute Name	
		No. of CEO/Manager	
		No. of Accountant	
		Date of Training	
		Training subject	
24	Visit of Fishery Expert	No. of Visit Verify by Visiting Register	
25	Training done by FFPO CEO/Manager, Accountant and BoD Members on LMS	Training Register and training Certificate	
26	Project submission under PMMSY/FIDF/others scheme	Verify application copy and mention letter No. and date	
		Project Name	
		Project Cost	
		Sanction(Yes/No)	
		If sanction mention subsidy amount and FFPO contribution amount	
27	FFPO Registration in NFDP Portal	Verify Certificate and mention reg. No. and apply date	
28	No. of Farmers trained through LMS	Training certificate and field verification	
Equity Grant provided to the FFPO	29	FFPO amount of equity grant received and in how many tranches	Bank Account Statement
	30	Usage of availed equity grant for business purpose	Bank Account Statement and business transaction
	31		Amount of loan

	Loan availed for working Capital	Institution	
FFPO Business	32 Whether the business plan approved by BoD	Approved Business Plan and discussion in the field	
	33 Digital Accounting and maintenance of records (Tally, ERP, etc)	Name of the Software Verification of system established	
	34 Aqua-input licenses/Dealership viz. Trade licenses, Feed or Medicine Dealership and Others licenses with FFPO	Licenses/Dealership Activity in the field	
	35 GST Licenses with FFPO	GST No. of the FFPO	
	36 FSSAI Licenses(Processed commodity) with FFPO	FSSAI No. of the FFPO	
	37 Whether FFPO has purchase channels in place for Fish-inputs?	Signed Memoranda of Understanding (MoU) and or record of Transaction	
	38 Percentage of member farmers benefitted from inputs (Fish feed /Lime/Fish Medicine/Fish machinery)	Book of Accounts	
	39 Whether marketing channels in place for the sale of Fish-commodities.(Raw fish,Process,Value added fish product)	Signed Memoranda of Understanding (MoU) and bills and book of accounts	
	40 Whether system established for Market Intelligence	Established System	
	41 Percentage of member farmers benefitted from Fish-output business activity	Sales register	
	42 Whether FFPO has necessary assets and consumables in place to facilitate trading (e.g. weighing scale, gunny bags, Water and soil Testing Kit, ICE Box, Secchi disk, capture net etc.)	Records	
	43 Trading in multiple fish species	Details from Sales register	
	44 Product and Business in ONDC	No. of Product	
		Name of Product (verify by ONDC portal)	
		Turnover (Verify by sale register)	
	45 Percentage of member farmers benefitted from primary processing support (Smoking, Scanning, Drying, Quality Analysis)	Field verification	
	Whether Value Addition and Processing started	Verification of Unit	

	46	FFPO business transacted till date	1. Sales Register 2. Audited financial statements (for yearly business turnover verification)	
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XV. Other issues relevant to PMMSY FFPOs implementation.

- (i) Best practices amenable to national scaling up, facilitating learning etc.
- (ii) Overall impact & outcome.
- (iii) Any other issues relevant to PMMSY FFPOs implementation.