

## PHYSICAL INSPECTION PROFORMA

Key Parameter	S. No.	Sub-parameter	Mode of Verification	Remarks/Reply/Observation
	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	
<b>Governance Compliance and Capacity Building</b>	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	
	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	
<b>Equity Grant provided to the FFPO</b>	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)	

**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.