



**Government of India**

**MINISTRY OF FOOD PROCESSING INDUSTRIES**

**Panchsheel Bhawan**

**August Kranti Marg, New Delhi- 110049**

Guidelines dated 08.06.2022

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**“SCHEME OF SETTING-UP/ UP-GRADATION OF  
FOOD TESTING LABORATORIES”**

## **1) Background**

Development of food processing sector has necessitated the requirement of strengthening Quality Assurance and Food Testing Infrastructure. In order to assure availability of wholesome, hygienic and safe food and processed food to the consumer, compliance to the product and safety standards is basic regulatory requirement. Further, there is requirement for the food processing industry to (a) test domestic production in order to ensure that it complies with domestic standards as well as international standards for exports and (b) test imports coming into the country to ensure that they are of the requisite standard. The level of contaminants, additives, and pesticide residues in food items has to be monitored regularly. Therefore, need for a network of food testing and analysis laboratories was felt to support the Food Safety Regulatory activities and help the food processing industry in regard to quality control measures. The Scheme of setting up/ up-gradation of food testing laboratories is under implementation since 2005 and has created supporting infrastructure to assure quality of food being produced and manufactured in India, exported to other countries and also imported in India.

## **2) Objectives**

To strengthen the food quality control infrastructure and to make it available to the food processing sector and other stakeholders in order to ensure compliance to domestic and international food safety standards and also to reduce Turn-around Time (TAT) for analysis of food samples. The food testing facilities so created under the Scheme will be accessible to public at large and will be made available to the food processing units for testing their products.

## **3) Eligible items for calculation of Grants-in-aid**

- (a) Equipment: It includes the equipment essential for the testing requirement of the food and food products being produced and manufactured in the catchment area of the Food Testing Laboratory (FTL).
- (b) Technical civil work (TCW) and Furniture & Fixtures: It includes, only the component of civil work and Furniture & Fixtures essential for installation and operationalization of the equipment.

*Note: It is mandatory that at the time of making application to the Ministry for grant in aid, the basic civil structure and building for the Food Testing Laboratory shall be ready (Finished/semi-finished).*

## **4) Ineligible items for calculation of grants-in-aid**

- (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) Non-technical civil works not related to the components of the scheme
- (i) Margin money, working capital and contingencies
- (j) Fuel, consumables, spares and stores
- (k) Transport vehicles
- (l) Pre-operative expenses
- (m) Service charges, carriage and freight charges or other such charges/ fees
- (n) Expenditure on painting of machinery
- (o) AC ducting, furniture, computers and allied office items.
- (p) Closed Circuit TV Camera and security system related equipment.
- (q) Consultancy fee, taxes, etc. on plant and machinery.
- (r) Stationery items
- (s) Plant & machinery not directly related to components of the scheme
- (t) Fly catchers, hand washer, laundry
- (u) Reconditioned/ refurbished/ second hand/ old plant & machinery.
- (v) Equipment costing less than Rs. 1.00 lakh or otherwise not recommended by TSC (Techno-Scrutiny Committee).

*Note: The Project Approval Committee constituted by the Ministry will be the final authority to decide on ineligibility or otherwise of items for purpose of grants-in-aid.*

#### **5) Eligible entities:**

Any private organisation/ entity (including Joint Ventures/ Public & Private Companies/ Limited Liability Partnerships, Corporate Entity/ Proprietorship/ Partnership Entity)/ Government organization intending to set up/ upgrade its existing Food Testing Laboratory.

*Note:*

- (i) *Grants-in-aid will be provided for commercial purposes only and not for academic or research purposes to educational/ other organisations.*
- (ii) *FTLs to be set-up or upgraded under the Scheme shall be a commercial entity providing food testing services to food industries and shall not be a captive unit of any organisation/ food industry.*
- (iii) *Food testing activity must be indicated as one of the objectives in the by-laws/ Memorandum of Association/ Articles of Association of the organisation (for private as well as government entities).*

#### **6) Eligibility criteria**

- (a) In-principle/ final term loan sanction letter (inter alia, indicating whether proposal is for up-gradation or setting-up) from a Bank.

*Note:*

- (i) *The date of sanction letter of term loan should not be earlier than the date of issue of Expression of Interest inviting applications under the Scheme.*

- (ii) *Bank for the purposes of these Guidelines means a Scheduled Commercial Bank or a Government-controlled Financial Institution or a non-banking financing company approved by the Reserve Bank of India.*
- (b) Term loan from the Bank (in case of non-government entities) for an amount not less than 20% of the proposed total project cost in respect of proposals from General Areas. In case of proposals from Difficult Areas or proposals from SC/ST, term loan amount shall not be less than 10% of the proposed total project cost.
- (c) Equity (in case of non-government entities) shall be at least 20% of the proposed total project cost for proposals from General Areas and 10% of the proposed total project cost for proposals from Difficult Areas or SC/ST).
- Note:
- (i) *Difficult Area for proposals under this Scheme means North-Eastern States (including Sikkim), State of Uttarakhand, State of Himachal Pradesh, Union Territories of Jammu & Kashmir and Ladakh, State Notified ITDP (Integrated Tribal Development Projects) areas and Islands (Union Territories of Andaman & Nicobar and Lakshadweep).*
- (ii) *The value of land in registered sale/ lease deed shall not be considered as part of the total project cost.*
- (d) A detailed Appraisal Note from a Scheduled Commercial Bank specific to the scheme and proposal.
- Note: *Detailed Project Report/ Techno-Economic Viability Report merely stamped or endorsed by the Scheduled Commercial Bank without detailed Appraisal Note shall not be considered as valid for the purpose of these Guidelines.*
- (e) An organisation applying for up-gradation of FTL provided the entity has not availed grants-in-aid under the Scheme shall do so after obtaining regulatory recognition under Integrated Assessment specifying regulatory body (ies) and such proposal will be considered only if market/ regulatory changes necessitate such up-gradation.
- (f) An entity applying for up-gradation of FTL (where the entity has once availed grants-in-aid under the same Scheme) shall be considered only after 2 years of release of final instalment of previous approved project only, if justification in respect of export requirement is submitted.
- (g) No second proposal from an entity or promoter of an entity, who have availed grants-in-aid earlier {other than above f)}, will be considered under the Scheme.

(h) Entities or promoter(s) of entities who have availed financial assistance under another scheme of the Ministry will be eligible for grants-in-aid only after two years from the date of release of final instalment of grants-in-aid of the previous project.

Provided that an entity or promoter(s) of an entity shall not be eligible for financial assistance for more than two projects during a period of 10 years.

7) **Fee**

The entities applying for financial assistance are required to submit a Demand Draft as a non-refundable processing fee of Rs.20,000/- (Rupees twenty thousand only) in favour of "Pay and Accounts Officer, Ministry of Food Processing Industries, New Delhi".

Provided that the non-refundable fee shall be Rs.15,000/- (Rupees fifteen thousand only) for applications from SC/ST.

8) **Performance Security**

On being selected for financial assistance by the Ministry, the successful applicant shall submit a refundable bank guarantee (initially valid till 60 days beyond scheduled completion of the project which would be required to be extended till 60 days beyond revised completion of the project in case the project is delayed) for 5% of eligible grants-in-aid within 30 days of issue of approval letter by the Ministry.

Provided that in case instalment(s) of grants-in-aid is released by the Ministry and the project is not completed by PIA, the Ministry may en-cash such Bank Guarantee.

9) **Application filing and documents required:**

(a) All applications in the prescribed format as given at **Annexure-I** shall be submitted online on the Sampada portal of the Ministry. No physical application will be accepted and such application shall be summarily ignored. Applicants are required to submit following documents:

*Note:*

(i) *All pages of all documents submitted online must be self-attested by the applicant or its authorised signatory. Supporting documents for such authorisation is required.*

(ii) *The Ministry will not be responsible for delay in submission of any proposal within the prescribed time limit indicated in Expression of Interest (EOI) and such proposals (not received in time) shall not be considered. Incomplete information or deficient documents submitted/ uploaded by the applicant may lead to rejection of proposals.*

(iii) *Mere submission of application (with required documents) against EOI does not confer any right on the applicant for claim of grants-in-aid under*



*the Scheme. Grants-in-aid will be sanctioned based on merit, preference criteria and evaluation of the proposal as per the assessment criteria given in **Appendix-A** and recommendation of Technical committee and Project Approval Committee.*

*(iv) When original documents are in regional language, they should be accompanied by self-certified English/Hindi translation.*

(b) In-principle/ final term loan sanction letter from a Bank.

(c) A detailed Appraisal Note, specific to the scheme and the proposal, from a Scheduled Commercial Bank.

(d) Certificate of incorporation/ registration, Memorandum and Article of Association, Bye laws of the Society, Registered Partnership deed, PAN, TAN, SC/ST certificate from the concerned Government Authority (whichever applicable).

(e) Bio-data/ background/ experience of the entity relevant to the scheme.

(f) Annual Reports and Audited Financial Statement of Accounts for last two years (if applicable).

(g) Details of land (on ownership basis or registered leasehold) along with relevant documents.

*Note: Self-attested English/ Hindi version needs to be submitted in case such document is in regional language.*

(h) Proof of submission of requisite fee.

(i) Quotations from Original Equipment Manufacturer (or its authorised dealer/ supplier) in respect of proposed equipment for the project.

(j) In case of up-gradation proposals, annual reports and audited statement of accounts for last two years, with Service Tax Registration Number. The applicant shall also submit proof of Regulatory Recognition under Integrated Assessment specifying regulatory body(ies). The applicant shall also provide the food testing business done during last two years along with the sample size handled during same period.

(k) Blueprint of the proposed building Plan for FTL (working section-wise).

(l) Item-wise details of proposed laboratory equipment with specifications and cost as per **Annexure-II**.



(m) Item-wise and cost-wise details of proposed Technical Civil Work (TCW) and Furniture & Fixtures (F&F) as per **Annexure-III**.

(n) In case of up-gradation of existing FTL, the lists of existing equipment with complete details as per **Annexure-IV**.

(o) Details (in **Annexure-V**) of Food Industries in the nearby area from where business for food testing samples is targeted.

Note: *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) Selection of Proposals for Financial Assistance**

(a) Proposals will be invited by the Ministry through an Expression of Interest (EOI) that will be valid for a period of 45 days and may be extended by the Ministry only in case sufficient proposals are not received. Applications can be filed only online on the Ministry's Sampada Portal (<https://www.sampada-mofpi.gov.in>) by clicking on link "*Apply Online and Track Status here*".

(b) The Ministry will constitute a Technical Committee (TC) and a Project Approval Committee (PAC) for scrutiny/ consideration/ approval of proposals received against EOI. Technical Committee and Project Approval Committee may be assisted by Project Management Agency(ies) (PMA) to be appointed by the Ministry.

(c) The Technical Committee so constituted shall also function as Technical Committee for the purpose of previous guidelines. The Project Approval Committee so constituted shall also function for the purpose of previous guidelines.

(d) The Technical Committee will scrutinize applications with respect to prima facie eligibility based on the eligibility criteria. The proposals found prima facie eligible will be evaluated inter-alia on the basis of technical parameters as well as assessment criteria (**Appendix-A**).

(e) A proposal will have to obtain a minimum of **60** marks in order to become eligible for consideration of grants-in-aid. In respect of proposals that are found eligible for consideration of grants-in-aid, recommendation(s) of the Technical Committee will be placed before Project Approval Committee for consideration and approval.

Provided that the minimum marks will be **45** for an applicant belonging to SC/ ST.

(f) The Ministry shall inform the applicants whose proposals are rejected (either based on eligibility criteria or technical parameters or any other reason) along with the reasons for such rejection by the Technical Committee:

Provided that before conveying rejection of a proposal, the approval of the Secretary of the Ministry shall be sought.

(g) An applicant aggrieved with rejection of its proposal may prefer an appeal before the Project Approval Committee detailing the grounds of such appeal.

(h) In respect of proposals that are found eligible for consideration of grants-in-aid, recommendation(s) of the Technical Committee will be placed before Project Approval Committee for consideration and approval or otherwise.

(i) Presence of applicant or its authorized representative (in-person or virtually) is expected (to explain its proposal) during meetings of the Technical Committee and Project Approval Committee. The applicant/ authorized representative may on its own or when asked by TC/ PAC, shall make a presentation regarding its proposal.

(j) In case of eligible proposals having equal marks, preference will be given to the proposal envisaging higher eligible project cost.

(k) The decision of the Ministry shall be final regarding eligibility or otherwise of the proposals, selection of proposals for grants-in-aid and quantum of grants-in-aid approved.

(l) The Ministry will issue approval letter to the successful applicants giving, inter alia, details of project, total project cost, eligible project cost, approved grants-in-aid, completion schedule of the approved project and other relevant details. The Ministry shall inform the applicants whose proposals are not approved by PAC along with the reasons.

(m) Once approval letter is issued by the Ministry, the applicant has to provide Acceptance Letter as per prescribed format (**Annexure-VI**) along with notarized Affidavit on Rs.100 non-judicial stamp paper as **Enclosure-I**, Agency details for PFMS registration as **Enclosure-II** and Bank ECS Mandate Form as **Enclosure-III** as per prescribed formats along with countersigned copy of Approval Letter.

(n) Once Acceptance Letter along with **Enclosure-I (Affidavit)** is received, the applicant will be called as Project Implementing Agency (PIA).

(o) The Ministry reserves the right to take a decision on the number of projects to be sanctioned for a particular location/area.

## **11) Pattern of assistance**

- (a) Government organizations are eligible for grants-in-aid of (i) entire (100%) cost of the eligible cost of the approved equipment (as per paragraph 3(a) above) and (ii) 2% of the eligible cost of the approved equipment or Rs.15.00 lakh, whichever is lower, towards Technical Civil Work (TCW) and Furniture & Fixtures (as per paragraph 3(b) above) on lump-sum basis.
- (b) Private organizations/ entities are eligible for grants-in-aid of (i) 50% (in General Areas)/ 70% (in Difficult Areas as well as for SC/ST applicants) of the eligible cost of the equipment (as per paragraph 3(a) above) and (ii) 2% of the eligible cost of approved equipment or Rs. 15.00 lakh, whichever is lower, towards Technical Civil Work (TCW) and Furniture & Fixtures (as per paragraph 3(b) above) on lump-sum basis.
- (c) When the Ministry itself establishes Food Testing Laboratories or sponsors such projects, there would be no ceiling to financial assistance and the grants-in-aid to be provided to such FTL will be decided on case to case basis with the approval of competent authority.
- (d) No upward revision, for any reason whatsoever, in approved grants-in-aid will be considered.
- (e) In case of proposals requesting for dropping of any of the approved components, the proportionate grants-in-aid (50% or 70% or 100%, as the case may be) approved for that particular component(s) shall be deducted from the approved grants-in-aid.
- (f) The grants in aid shall not be adjusted / utilized against the expenditure made towards ineligible components of grants-in-aid before/after the issuance of approval letter by the Ministry and same will be verified from the bank statements and invoices.
- (g) Grants-in-aid will be considered in respect of eligible project components only.
- (h) The eligible cost (for grants-in-aid) of equipment for FTL will be as per the cost norms of the Ministry or as proposed by the applicant, whichever is lower. The details are available at [https://www.mofpi.gov.in/sites/default/files/approved\\_cost\\_norm\\_of\\_pm\\_and\\_equipment\\_for\\_ftl.pdf](https://www.mofpi.gov.in/sites/default/files/approved_cost_norm_of_pm_and_equipment_for_ftl.pdf). In case of any equipment which is not reflected in the list of cost norms, then Ministry will take final decision in respect of the cost of such equipment in reference to the justification and the latest quotation already submitted with the application.
- (i) PIA is encouraged to put efforts for reduction in cost of approved equipment by utilising the best available options like combo offer/ negotiations

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from/ with manufacturer/ suppliers/ dealers. This may result into change in the actual PAC approved cost of some of the equipment. In such cases, the total cost of PAC approved equipment is considered as whole and not individual equipment-wise for release of grant in aid.

(j) Proposals received from entities where Scheduled Caste (SC)/ Scheduled Tribe (ST) hold at least 51% stake, will be treated as SC/ST proposals.

(k) If there is any reduction in stake of SC/ST below 51% during implementation of the project, such projects shall be cancelled and grants-in-aid released, if any, shall be ordered to be recovered with 10% of annual interest.

(l) Grants-in-aid will be released subject to availability of funds.

(m) Equipment for FTL must be procured directly from the Original Equipment Manufacturer (OEM) or their authorised suppliers/ distributors (a proof in this regard needs to be submitted while seeking release of instalment).

## 12) Dovetailing of Assistance

Considering the complexities and challenges associated with agricultural infrastructure projects of this nature, PIA 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) Implementation schedule and extension in timelines:

(a) Time for completion and operationalization of projects will be 24 months from the date of issue of approval letter for projects in General Areas and 30 months for projects in Difficult Areas.

(b) Schedule for submission of claims for release of instalments (from the date of issue of approval letter) will be as under:

Sl. No.	Particulars	General Areas	Difficult Areas
1.	1 <sup>st</sup> instalment	12 months	15 months
2.	2 <sup>nd</sup> instalment	24 months	30 months

(c) Time schedule may be extended by Secretary of the Ministry beyond the period as indicated at clause (a) on account of events of force majeure. There shall be commensurate relief towards timelines without deduction in grants-in-aid if such an extension is granted.

Note: *force majeure for the purpose of this Guidelines means act of god including drought, fire and explosion, earthquake, landslide, flood, cyclone and such other events; any unlawful, unreasonable or discriminatory action on the part of an Indian Governmental Instrumentality which is directed against the project provided that a competent court of law declares the action*

*to be unlawful, unreasonable and discriminatory and strikes the same down; war, invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, terrorist or military action; industry wide strikes and labour disturbances, having a nationwide impact in India; a pandemic; or an event declared as an event of force majeure by Government of India for whole of India or a State Government for whole of State where project is located.*

(d) Extension up to six months on account of delay (except for reasons of force majeure) in completion of the projects or submission of final/acceptable documents for 1<sup>st</sup> installment may be granted by concerned Additional Secretary/Joint Secretary of the Ministry, while extension beyond six months may be granted by the Project Approval Committee. Irrespective of any such extension in timelines for completion of the projects, deduction in grants-in-aid will be on basis of implementation schedule as per sub-clause (a) above.

(e) Extension in timeline may be granted for maximum period of six months at a time. Any extension under clauses (c) and (d) shall be in consultation with Financial Advisor of the Ministry.

**14) Change in components and cost of project**

(a) The following can be approved by the concerned Additional Secretary/Joint Secretary:

- (i) Reduction (without change in equipment, civil work) in eligible project cost
- (ii) Reduction in project components
- (iii) Change in Bank
- (iv) Change in shareholding pattern/ Board of Directors
- (v) Change in means of finance

(b) Change in components or cost of the project, other than that at (a) above, shall require approval of the Project Approval Committee.

**15) Release of grants-in-aid**

(a) The grants-in-aid will be released in two (2) equal instalments.

(b) Claim for instalments may be clubbed subject to compliance with requirements of the highest claimed instalment.

(c) Before release of every instalment of grants-in-aid claimed by PIA, the Ministry will get the project visited and verified by PMA/ Ministry officials or Consultants.

(d) Apart from visit by PMA, the Ministry may also depute its officials or consultants/ experts or any other person(s) to inspect the project before release of instalments.

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(e) All the transactions out of the grants-in-aid shall be uploaded on EAT (Expenditure, Advance, Transfer) module of PFMS (Public Financial Management System) and the same will be monitored by the Ministry.

(f) PIA (Private entity) needs to open three dedicated bank accounts with respect to (i) contribution by PIA, (ii) term loan from the bank and (iii) grants-in-aid from the Ministry for implementation of the project. Expenditure on the implementation of the project shall be from these accounts only. Govt entities are required to open only two accounts namely (i) contribution by PIA, and (ii) grants-in-aid from the Ministry for implementation of the project.

(g) Every page of documents uploaded on the Sampada portal of the Ministry for claiming release of grants-in-aid shall be signed by the PIA or its authorized representative.

(h) Before release of the final instalment, it has to be prominently displayed on the front of the project/ Lab "Project is assisted by the Ministry of Food Processing Industries, Government of India".

(i) The final instalment of grants-in-aid will be released after re-calculation. For this, the approved and actual cost for the already approved items will be compared and lower of the two will be considered for re-calculation of grants-in-aid.

## 16) **Requirement of documents before release of instalments**

### A. First instalment (50 % of grants-in-aid):

- (i) Acceptance Letter (**Annexure-VI**) and compliances to its enclosures.
- (ii) In case of up-gradation project, status of Regulatory Recognition under Integrated Assessment specifying regulatory body(ies) for the existing parameters.
- (iii) In case of private PIAs, details of the three bank accounts (current) maintained separately for (a) contribution by PIA, (b) term loan from the bank and (c) grants-in-aid from the Ministry, along with the availability of fund under respective accounts. While in case of Govt PIAs, details of the two bank accounts(current) maintained separately for (a) contribution by PIA and (b) grants-in-aid from the Ministry, along with the availability of fund under respective accounts
- (iv) Certificate as per **Annexure-VII** indicating that at least 50% of the equity and 50% of the Term Loan has been spent on the project after the date of issue of approval letter by the Ministry.

- (v) Geo-tagged photographs of the project from various angles and locations.
- (vi) Final term loan sanction letter from the Bank.
- (vii) Confirmation from bank that 50% of term loan of the total sanctioned term loan has been disbursed by the Bank.
- (viii) Building plan/ Blue Print/ Lay-out/ photo of the building.
- (ix) Utilization certificate of grant availed earlier from MoFPI (if any).
- (x) Copies of Bank statements giving details of payment made to the suppliers.
- (xi) Detailed list of approved equipment procured and installed indicating the approved cost and actual cost as per **Annexure-VIII(a)**.
- (xii) Details of Technical Civil Work and Furniture and Fixture purchased/ done in the food testing laboratory as per **Annexure-VIII(b)**.
- (xiii) Self-attested English/ Hindi version of land document in support of land title (ownership/ registered leasehold) in the name of PIA.  
*Note: In case of registered leasehold land, duration of lease should not be less than 15 years.*
- (xiv) Notarised Surety Bond in prescribed format (**Annexure-IX**) on non-judicial stamp paper of not less than Rs. 100/- and **Annexure-IX(a)**, a part of Surety Bond.

*Note: (a) Original copy of Surety Bond shall be submitted to the Ministry through speed post.*

- (b) *Surety Bond is not required to be executed by the Central/ State Government Department.*
- (xv) Compliance of any other terms & conditions mentioned in the approval letter of the Ministry.

#### **B. Second instalment (50% of grants-in-aid):**

- (i) Utilization Certificate generated through EAT Module of PFMS for the grants-in-aid released as 1st instalment signed by Authorised Signatory and Chartered Accountant (by Comptroller of Accounts

/CFO/FO/Chief Accountant /Accounts Officer in case of Government organizations) along with seal.

- (ii) Certificate as per **Annexure-VII** indicating that 100% of equity, 100% of the Term Loan and 100% grants-in-aid released as 1st instalment has been spent on the project after the date of issue of Approval Letter by the Ministry, as applicable.
- (iii) Copies of Bank statements giving details of payment made to the suppliers.
- (iv) The detailed Status of NABL accreditation for the facility created.
- (v) Detailed list of approved equipment procured and installed indicating the approved cost, actual cost and amount utilised out of MoFPI grant as per **Annexure-VIII(a)**.
- (vi) Details of Technical Civil Work and Furniture and Fixture purchased/ done in the food testing laboratory under grant-in-aid released as per **Annexure-VIII(b)**.
- (vii) Geo-tagged photographs of the project from various angles and locations.
- (viii) Confirmation from bank that full (100%) term loan of the total sanctioned term loan has been disbursed by the Bank.
- (ix) Self-declaration as to completion and commercialization of the project as per **Annexure-X**.
- (x) Compliance of any other terms & conditions mentioned in the approval letter of the Ministry.
- (xi) Proof of prominent display on front of the project/ vehicles stating "Project is assisted by the Ministry of Food Processing Industries, Government of India".

## 17) Monitoring and evaluation

- (a) The Ministry may take assistance of PMA and/or Consultants in scrutiny, examination, monitoring and evaluation of proposals received against EOI and for conduct of site inspections of approved projects.
- (b) The Ministry may also constitute a panel of consultants/ experts for undertaking inspection of projects sanctioned under the Scheme.

- (c) PMAs and/or consultants/ experts shall be selected in a transparent manner in accordance with prevailing norms of the Government.
- (d) Pre and post approval inspection may be undertaken by the Ministry as required (PMA and/or consultant may also be assigned inspection and monitoring works). It will be binding on the entity to allow inspection/ physical verification of the Lab at any time by representatives of Ministry or an authorised representative of the Ministry.

**18) Non-implementation or delay in implementation of project and adjustment, deduction and recall of grants-in-aid**

- (a) PIA shall make all possible efforts to complete the project as per the stipulated timelines (24 months in General Areas and 30 months in Difficult Areas).
- (b) In case of non-adherence to the stipulated timeline (as per clause a), the approved grants-in-aid shall be deduced as below (irrespective of any extension in timelines except for reasons of force majeure):

SI No.	Delay	Deduction of grants-in-aid
(a)	Up to three months	Nil
(b)	More than 3 months and up to 4 months	0.5%
(c)	More than 4 months and up to 5 months	1.0%
(d)	More than 5 months and up to 6 months	1.5%
(e)	More than 6 months and up to 7 months	2.0%
(f)	More than 7 months and up to 8 months	2.5%
(g)	More than 8 months and up to 9 months	3.0%
(h)	More than 9 months and up to 10 months	3.5%
(i)	More than 10 months and up to 11 months	4.0%
(j)	More than 11 months and up to 12 months	4.5%
(k)	More than 12 months	5.0%

*Note: The period of delay will be the time span between due date for project completion (24/36 months from issue of Approval letter) and the date of upload of final acceptable documents on SAMPADA portal.*

- (c) The decision of the Ministry shall be final and binding on period, quantum and deduction in grants-in-aid.
- (d) The Ministry shall have the right to close a project at any stage, after recording reasons thereof, with or without directions as to refund of grants-in-aid released.
- (e) If at any point of time, it comes to the notice of the Ministry that grants-in-aid has been availed by manipulation/ concealment of information/ facts, such grants-in-aid released by the Ministry shall be refunded along with

interest @10% per annum. Manipulation/ concealment of information/ facts may also attract other civil/ criminal liabilities as per the prevailing laws.

- (f) In the event of PIA withdrawing from executing the project, the grants-in-aid amount released to it (along with interest @10% per annum) by the Ministry will be returned by PIA to the Ministry within 30 days of communication for refund of such grants-in-aid.
- (g) In case of failure on part of PIA to refund the grants-in-aid amount (or interest thereon) as directed by the Ministry, the due amount will be recovered as an arrear of land revenue as per the relevant laws in force.

19) **Miscellaneous Provisions**

- (a) Interpretation of the Ministry as regards provisions of the Guidelines and/or approval letter issued by the Ministry shall be final and binding on PIA.
- (b) The Ministry may seek any clarification or direct to submit any document/ information from the applicant or the Project Implementing Agency (PIA) at any stage of implementation of the project.
- (c) The Ministry may inspect the premises of the project during implementation of the project. For this purpose, it may depute its officials, PMA or Consultants or any other person(s) it deems fit. Such inspection may be undertaken in-person or through virtual mode. PIA or its successor, if any, shall extend all support and cooperation in any such inspection.
- (d) PIA will comply with requirements of cold chain infrastructure/component of the project as per directions of Ministry of Environment, Forests & Climate Change, Government of India with respect to use of non-ODS (non-Ozone Depleting Substances) and low-GWP (Low Global Warming Potential) refrigerants-based energy efficient cooling systems.

20) **Jurisdiction of court**

Any dispute, including selection of proposals or release of financial assistance, arising out of implementation of the Guidelines will be subject to courts/ tribunals having jurisdiction over Delhi.

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**Criteria for Evaluation of proposals under Scheme for Setting up/Up gradation of Food Processing Industries**

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 for General Category and 45 marks for SC/ST Category Promoters in order to become eligible for consideration of grant-in-aid)

S. No.	Criteria for Evaluation of proposals	Marks	Max Marks
1	Type of Lab project		30
1.1	Setting Up proposal	30	
1.2*	Up-gradation proposal and Accreditation Available	30	
1.2.1	NABL+FSSAI+APEDA+EIC+Other accreditation	30	
1.2.2	NABL+FSSAI+APEDA	25	
1.2.3	NABL+FSSAI	20	
1.2.4	NABL	15	
2	Total Project cost (as per bank appraisal)		10
2.1	More than Rs.10 crore	10	
2.2	More than Rs. 5 crore and up to Rs.10 crore	08	
2.3	Below Rs. 5 crore	06	
3	Project proposed to be set up in Aspirational/ un-covered Districts (having no FTL projects) but has commercial viability (supported with bank appraisal report)	05	05
4	Status of project land:		20
4.1	Own Land	20	
4.2	Land on Long lease (minimum 15 years)	15	
5	Availability of Building	15	15
5.1	Building ready (finished such as electricity, water connection, testing sections, lab platforms etc) for installation of the proposed equipment (with supporting photographs and layout).	15	
5.2	Building partially/ semi-finished and is not yet ready for installation of the proposed equipment (with supporting photographs and layout).	10	
6	Economic Viability of the proposal (Based on Bank Appraisal) (8.1+8.2)		
6.1	<b>DSCR:</b> <ul style="list-style-type: none"> <li>i. 15 -marks shall be given if <math>DSCR \geq 3.0</math></li> <li>ii. 12- marks shall be given if DSCR is between 2.5 and 2.9</li> <li>iii. 10- marks shall be given if DSCR is between 2.0-2.4</li> <li>iv. 04- marks shall be given if DSCR is between 1.5-1.9 (Nil marks shall be given if <math>DSCR &lt; 1.5</math>)</li> </ul>	15	
6.2	Lending Bank: Scheduled Commercial Bank	05	
	Total		100

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

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Name and Address of entity</b> including Telephone, Fax, email and contact details	
2	<b>Name and Address/Location of Food Testing Laboratory</b> including Telephone, fax, email with contact details etc.	
3	Whether the entity belongs to <b>SC / ST category</b> (if yes, Certificate of SC/ST from the concerned Government Authority, to be submitted)	
4	<b>Type of Organization :</b> (a) In case of Govt., Central / State Government, Public sector, Autonomous, Statutory etc (b) In case of Private, Joint Ventures Private Companies / Limited Liability Partnerships, Corporate Entity / Proprietorship / Partnership Entity, etc.	
5	<b>Background</b> of the entity and their activity	
6	<b>Objectives</b> of the proposed project	
7	The <b>total capacity</b> of the laboratory in terms of number of samples to be handled by utilizing the proposed equipment	
8	In case of up-gradation of existing lab, details of present capacity, capacity utilization, the equipment available and their utilization with products and parameters being tested, the gap proposed to be filled up in terms of meeting the demand and techno economic analysis of the proposed up gradation. This shall include performance	

S.No	Particulars	Details
	of the lab during last two years indicating type of food products tested, parameters, with number of samples tested, revenue earned and any other relevant information.	
9	Number of Food Processing Industries situated in the region/nearby area and other potential users who may avail testing facilities. Attach list indicating names & address of units along with their products- <b>Annexure-V</b>	
10	In case of up-gradation of existing lab, details of lab equipment available and their utilization with products and parameters being tested- <b>Annexure-IV</b>	
11	<b>Total Project cost:</b> <ul style="list-style-type: none"> <li>i. <b>Laboratory Equipment</b></li> <li>ii. <b>Technical civil work</b> which includes only the constructed area required for housing the lab equipment, storage of samples/ chemicals/consumables.</li> <li>iii. <b>Non-technical civil work</b> such as office area, library, roads, boundary wall, canteen, guest house etc.</li> <li>iv. <b>Furniture &amp; Fixtures</b></li> <li>v. <b>Recurring Expenditure</b> <ul style="list-style-type: none"> <li>a. Consumables</li> <li>b. Salaries &amp; Wages etc.</li> </ul> </li> <li>vi. <b>Any other items</b></li> </ul>	

S.No	Particulars	Details																																										
	Total																																											
12	<b>Means of Finance</b> <ul style="list-style-type: none"> <li>a. Promoters Contribution</li> <li>b. Grant from MFPI</li> <li>c. Term Loan from bank</li> </ul> <p style="text-align: center;"><b>Total</b></p> <p><b>(unsecure loan will not be considered)</b></p>																																											
13	Details of Equipment, TCW and Furniture and Fixture proposed to be installed in the laboratory indicating specifications, make, quantity, cost (Please furnish quotations for each proposed equipment)- <b>Annexure II and Annexure III</b>																																											
14	Total no. of Technical/professional manpower available and to be employed (with their qualifications and experience)																																											
15	Blueprint of the laboratory building Plan.																																											
16	Implementation Schedule- Bar chart/ Mile Stone Chart																																											
17	<b>Cash flow for the next five years/ Basic Revenue Projections</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">Year 1</th> <th style="text-align: center;">Year 2</th> <th style="text-align: center;">Year 3</th> <th style="text-align: center;">Year 4</th> <th style="text-align: center;">Year 5</th> </tr> </thead> <tbody> <tr> <td>Turnover</td> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Cost of Operations</td> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Gross Profit</td> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Earnings Before Interest, Tax, Depreciation and Amortization</td> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Profit before taxation</td> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Profit after taxation</td> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Item	Year 1	Year 2	Year 3	Year 4	Year 5	Turnover						Cost of Operations						Gross Profit						Earnings Before Interest, Tax, Depreciation and Amortization						Profit before taxation						Profit after taxation					
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S.No	Particulars	Details			
		S No.	Particulars	Details (Ratio/%)	Ref Page No. in Bank Appraisal Report
18	<b>Financial Parameters</b>	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 (DER)		
19	<ul style="list-style-type: none"> <li>• In case of up-gradation of lab, Proof of Regulatory Recognition under Integrated Assessment specifying regulatory body (ies.).</li> <li>• In case of setting up of lab, time frame by which the NABL accreditation will be obtained</li> </ul>				
20	Employment Generation projections (Proposed and existing (in case of up gradation))		Exiting	Proposed	
		Direct			
		Indirect			
21	Any other relevant details				

**Encl: List of documents attached**

**Signature of the Applicant /Lead Promoter**

**Name and Designation  
Seal of the Organization**

**Date:**



Certified cost estimates 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/ lakh		Produ cts to be tested	Purpose/ Paramete rs of the respectiv e food products
				Basic Cost	Taxe s	Basic Cost	Taxe s		

Signature of authorized signatory with Seal



Annexure-III

Certified cost estimates of the proposed Technical Civil Work (TCW) and Furniture and Fixtures (F&F)

Sl. No.	Name of the TCW and F&F specific to equipment proposed	Purpose	Qty.	Cost in Rupees/ lakh	
				Basic Cost	Taxes

Signature of authorized signatory with Seal



**Annexure-IV**

Details of laboratory equipment available and their utilization with products and parameters being tested (in case of Up-gradation of the lab)

S.No.	Name of the equipment	Year of purchase	Make/Model	Capacity utilization	Food Product tested	Parameters tested of the respective product

Signature of authorized signatory with Seal



Details of Food Industries in the nearby area from where business for food testing samples is targeted

Sr. No	Name of food industry	Business Export/Domestic	Approx. distance from the proposed FTL	Products manufactured	Parameters required to be tested	Expected samples	Expected revenue (Rs. in lakh)

Signature of authorized signatory with Seal



**[ACCEPTANCE LETTER]**

**(To be submitted on the letter Head of entity within 60 days of receipt of approval letter)**

**To**

Under Secretary (FTL)  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg  
New Delhi 110049

**Subject :** Proposal of M/s \_\_\_\_\_ for grant-in-aid for -----  
--- (setting up /up-gradation) of FTL at  
\_\_\_\_\_ (address of main location) under the  
(Name of scheme) -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, \_\_\_\_\_ (Lead Promoter of PIA \_\_\_\_\_) have carefully gone through the provisions of Scheme Guidelines and undertake to abide by the same.

**2.** I hereby also confirm that all terms and conditions mentioned in the aforesaid approval letter are unconditionally acceptable to the PIA ----- (name of PIA). Further, in no case the approved equipment/TCW/Furniture and Fixture will be changed without prior approval of the Ministry.

(Name & Signature with seal)  
(Promoter Director/Proprietor/Partner)

**Note: This acceptance is to be signed only by the Lead Promoter and not by the Authorized Signatory.**

**Enclosed:** 1. Undertaking  
2. Agency detail for registration under PFMS  
3. Mandate form

**(ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-)**

**AFFIDAVIT**

I..... (Name of the authorized representative of PIA), son/daughter of Mr.....(father's name), resident of .....(residential address) declare/ undertake as under:

1. That I am authorized representative of ..... (name of PIA) having its Registered Office at ..... (office address of PIA).
2. I hereby confirm that I am duly authorized in my own right/ by management vide its resolution no. .... dated.....to apply and sign this undertaking on behalf of ..... (name of PIA); and am fully aware of the facts relating to Setting up/Up-gradation of food testing laboratory at ..... (location of the project) for.....(activities to be undertaken by project).
3. I confirm that the term and conditions of the ----- (name of the scheme) scheme of the MoFPI under which an application is made by ----- (name of PIA) have been properly read and understood by ----- (name of PIA) and I affirm that the proposal complies with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines.
4. The proposed activities to be undertaken under the proposal are covered under the above-mentioned 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 PIA) 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 to certify that \_\_\_\_\_ (name of PIA) has not incurred any expenditure on the eligible components of grants-in-aid of the project before the date of issue of approval letter by MOFPI.

7. It is to certify that disbursement and utilisation of term loan sanctioned by bank for the project has been done after the date of issue of approval letter by the Ministry.

8. In case of concealment of any facts in this regard, the MoFPI would have right to reject my application at any stage and recall grants-in-aid released, if any.

9. ----- (name of PIA) will meet, from its own resources, any shortfall due to less admissibility of grants-in-aid or any future reduction in grants-in-aid or any escalation in cost of the project.

10. I shall not dispose-off or encumber or utilize the assets created wholly or substantially out of grants-in-aid for purpose other than those for which they have been sanctioned, without obtaining the prior approval of MOFPI.

11. Before completion of the project, any change in ownership of the project, name of the entity, promoters of the entity, loan sanctioning Bank, loan amount will be brought to notice of MOFPI at the earliest.

12. Before addition/deletion/replacement in the approved equipment/TCW and Furniture & Fixtures, change of location of FTL and request for clubbing of instalments, prior permission of Ministry will be obtained.

13. In case of non-implementation/ delayed implementation of the project, MOFPI may have absolute right to cancel the approved grants-in-aid, recall the released grants-in-aid along with interest as per the scheme guidelines or en-cash the Bank Guarantee.

14. All the information furnished in the application and Detailed Project Report with respect to the eligibility conditions are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

**Signature of the Authorised signatory with Seal**

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

**Agency details for PFMS Registration**

1. Type of Registration: -----
2. PAN Number: -----
3. Agency Name: -----
4. Act/ Registration Number: -----
5. Date of Registration (DD/MM/YYYY): -----
6. Registration Authority: -----

(If registration Authority is not available then choose options others)

1. State of Registration: ----- (Central Agency)
2. TIN Number: -----
3. TAN Number: -----
4. PAN verify status: ----- Yes / No
5. GST Number: ----- (GST numbers maximum 15 characters)
6. Block No./ Building/ Village/ Name of Premises: -----
7. Road/ Street/ Post Office: -----
8. Area/ Locality: -----
9. City: -----
10. State: -----
11. District: -----
12. PIN Code: -----
13. Contact Person: -----
14. Designation: -----
15. Phone No.: +91-----

(Phone number starting with country code). Phone number should be 5 to 12 digits excluding country code

1. Alternate No.: +91 -----  
(Alternate phone number starting with country code). Phone number should be 5 to 12 digits excluding country code
1. Mobile No.: +91-----  
(Mobile number starting with country code)
1. Email: -----
2. Unique Agency Code: ----- (Unique agency code minimum 4 & maximum 15 characters)

**INSTRUCTIONS**

Unique Agency code is unique Identity of agency in system by which agency can communicate with Program Division (Ministry). It will be required for generating sanction ID, which is mandatory for release of funds to agency.

**Note: This is already available on PFMS portal, here it is provided just for information to make the details ready before filling it up or forwarding to the Ministry for doing registration (as the case may be).**



## **Bank ECS-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	
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 along with seal**

Certified that the particulars furnished above are correct as per our records.

(Signature and Seal of Bank)

**Note: The Name of the Account holder in mandate form shall match exactly with the Name of the account holder as in the Bank Pass book/Cheque.**

5

**Chartered Accountant Certificate  
(Letter Head of the Chartered Accountant along with membership/ registration number)**

Date:

This is to certify that .....% of the promoter's equity, .....% of the term Loan and .....% of the Grants-in-aid released as 1<sup>st</sup> installment/2<sup>nd</sup> installment have been spent on the project after date of issue of Approval letter. 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).

Sr. No	Name of the Component	Proposed project Cost	Approved PAC cost	Eligible Cost considered by MOFPI for calculation of Grant-in-aid	Grant Approved by MOFPI	Grant released by MOFPI	Actual Expenditure as on date .....
1	Equipment						
2	TCW						
3	Non-TCW						
4	Furniture & Fixtures						
5	Recurring Cost						
6	Other Expenditure (Please specify)						
<b>Total</b>							

**Means of Finance:**

Sr. No	Item	Proposed Means of Finance	Approved Means of Finance as per PAC	Grant released	Actual Expenditure as on date.....
1	Promoters contribution				
2	Grant from MoFPI				
3	Bank Loan				
	<b>Total</b>				

Signature of CA with date and Seal

Counter signature of authorized signatory of PIA

**# In case of Government organizations, Comptroller of Accounts /CFO/FO/Chief Accountant /Accounts Officer etc may certify it.**

**Details of equipment purchased and installed under grant-in-aid released by Ministry of Food Processing Industries in the food testing laboratory:**

**1. Name of the Laboratory:**

**2. Location of the lab:**

S I. N o .	Name of the PA C approved equipment	Price in US \$/EURO, etc + Custom Duty / Service Tax, etc. (if applicable). (In the case of Imported equipment)	Exchange Rate as on ..... (Date)	Price / Value in Rupees + VAT /Service Tax etc., (if applicable)	Make / Model	Serial Number of the equipment	No. and Date of Invoice (No and date of Purchase or order and Proforma invoice will not be accepted)	Date of Installation of The equipment In the laboratory	Purpose of the equipment and Whether functional or not	Amount utilized Out of grant-in-Aid released By MoFPI for Purchase of equipment
1	2	3	4	5	6	7	8	9	10	11

It is certified that all the above equipment have been procured as per the above certified cost. The invoice no, date and serial number mentioned against each equipment have been verified. All above equipment have been installed on the above lab location.

**Signature of CA (with date and Seal)**

Counter signature of authorized signatory with Seal

**# In case of Government organizations, Comptroller of Accounts /CFO/FO/Chief Accountant /Accounts Officer etc may certify the statement.**

**Details of Technical Civil Work (TCW) and Furniture & Fixtures 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	No. and Date and of Invoice (No and date of Purchase order and Proforma invoice will not be accepted)	Whether completed/ installed or not	Expenditure incurred	Amount utilized out of grant-in-aid released by MoFPI
1.	2.	3.		4.	5.	6.

It is certified that the expenditure on above TCW and Furniture & Fixtures have been verified from the invoice carrying the given number and date.

**Signature of CA(with date and Seal)**

Counter signature of authorized signatory with Seal

**# in case of Government organizations, Comptroller of Accounts /CFO/FO/Chief Accountant /Accounts Officer etc shall certify the statement.**

**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, 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 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 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 Obligors the day herein above written in pursuance of the Resolution No. \_\_\_\_\_ Dated \_\_\_\_\_ passed by the governing body of the Obligors, a copy of whereof is annexed hereto 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

2. Signature of witness

Name & Address

Name & Address

Notary Seal &  
Signature

**TO BE FILLED UP BY**

**THE MINISTRY OF FOOD PROCESSING INDUSTRIES (ACCEPTED)**

For and on behalf of the President of India

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Dated: \_\_\_\_\_

**A part of Surety Bond**

**Resolution No....**

**Date:....**

**RESOLUTION**

On (Date) the Managing Committee/Board of our organization M/s..... have organised a meeting & resolved that (Smt./Shri . Name of the person to be authorized) has been authorized to stand surety on behalf of our Organization & also authorized to submit all the relevant documents regarding grant- in-aid to the Ministry of Food Processing Industries, New Delhi.

**Partner/Director-I**

(NAME, SIGN &SEAL)

**Partner/Director-II**

(NAME, SIGN &SEAL)

**Partner/Director -III**

(NAME, SIGN &SEAL)

**(This annexure may be modified as per the requirement and type of the organisation)**



**Self-Declaration (Letter Head)**

**Name of the proposal:**

**Date of Completion of the proposal:**

**Date of Commercial operation started:**

I (Head of the Organization) Mr./Mrs..... hereby declare that the "Proposal of ..... for Up-gradation/Setting-Up of Food Testing Laboratory" as approved by Ministry of Food Processing Industries vide letter No..... dated..... has been completed and operationalized with effect from..... All of the approved equipment/TCW/Furniture and Fixture have been procured and installed successfully and the details of such equipment are as follows:

S.No.	Name of the Equipment	Date of completion of installation of instrument	Date of commercial operation started
1			
2			
3			
4			

**Signature of the Head of the Organization with seal**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Note: The date of completion of the project will be the date of installation of last equipment and only, thereafter, lab shall be considered as fully operational on commercial front.**

