

F. No. MFPI/NMFP(Guidelines)/2013-17
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi – 110 049

Dated: 23.07.2013

To,
The Chief Secretaries of all States / UTs
(As per list)

Sub.: Continuation of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) during the remainder of 12th Plan (2013-17) – Govt. of India approval and new guidelines of NMFP - issued - reg.

Sir,

Ministry of Food Processing Industries vide its letter No. MFPI/CC (1st)/2012 dated 28.08.2012 conveyed the approval of Govt. of India alongwith guidelines for implementation of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) through States / UTs during the first year (2012-13) of 12th five year Plan. Ministry had also released 1st installment of GOI share (75% of total grant amount) to 32 States / UTs except West Bengal, which has availed both installments during 2012-13. The releases were for taking up preparatory activities / advance action for the Mission and for implementation of NMFP schemes during 2012-13.

2. Accordingly, all the States / UTs are advised to process & sanction (initial & subsequent installment of grant) the applications received during 2012-13 (upto 31.03.2013) strictly as per the NMFP guidelines issued by the Ministry on 28.08.2012.

3. Govt. of India further conveys the approval to the States / UTs for continuation of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) during the remainder of 12th Five Year Plan (2013-17). Accordingly, all the States / UTs may

receive applications under various schemes of NMFP during the above period. A statement indicating state/UT wise allocation (tentative) for 12th Plan (2012-17) is enclosed at **Appendix-I**. Therefore, states are requested to make provision for respective state share in their Annual Plans / 12th Plan. All the states / UTs are advised not to exceed the total allocations (i.e. GOI share in particular) for implementation of NMFP during the 12th Plan (2012-17). It is also informed that no additional Govt. of India (GOI) share over and above the allocations indicated at **Appendix-I** shall be provided.

4. Schemes to be implemented during the remainder of 12th Plan (2013-17):

- (i) Technology Up-gradation/Setting up/Modernisation of Food Processing units
- (ii) Cold Chain, Value Addition and Preservation Infrastructure for Non - Horti. Products
- (iii) Setting up / modernisation / expansion of Abattoirs (to be implemented w.e.f. 2014-17 (Guidelines being issued separately)
- (iv) Human Resources Development (Degree/Diploma courses, EDP, FPTC, Training at recognized Institutes and sensitization cum awareness programme)
- (v) Promotional Activities (Seminar/Workshops, Studies/Surveys, Exhibitions/Fairs, Advertisement & Publicity)
- (vi) Creating Primary Processing Centers / Collection Centers in Rural Areas
- (vii) Modernisation of Meat Shops
- (viii) Reefer Vehicles
- (ix) Old Food Parks

The snap shot of the above schemes and pattern of assistance under NMFP for remainder of 12th Plan (2013-17) is **at Appendix-II**. The new guidelines for all the schemes of NMFP for implementation during the remainder of 12th Five Year Plan (2013-17) are enclosed (**Appendix-III**).

5. Ministry of Food Processing Industries (MoFPI) would be transferring funds to States / UTs only through State / UT budgets for implementation of aforesaid schemes under NMFP during the remainder of 12th FY Plan (2013-17).

6. GOI share for 2013-14 will be released to the extent of 50% allocation meant for the states / UTs, after deducting the opening balance with the state / UT as on 01.04.2013. Next installment in the current year will be released only after utilization of 50% of released amount including the state share during 2012-13.

7. It is requested to take necessary steps for implementation of NMFP during the remainder of 12th five year plan (2013-17).

Encl: As above.

Yours faithfully,


(U. Venkateswarlu)

Joint Secretary to the Govt. of India

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Copy to:

State Secretaries, I/C of Food Processing / State Mission Directors of NMFP.

Copy also to:

- (i) Area Officers of NMFP in MOFPI.
- (ii) Private Secretary to Hon'ble Minister (Agri. & FPI).
- (iii) Shri Vivek Kumar Dewangan, PS to MOS (Agri. & FPI).
- (iv) Shri Umesh Kumawat, PS to MOS (Agri. & FPI).
- (v) Sr. PPS to Secretary, FPI / AS&FA / JS(Fin.).
- (vi) IFW.
- (vii) DDO, MOFPI / PAO, MOFPI.

Appendix- I

Ministry of Food Processing Industries Govt. of India

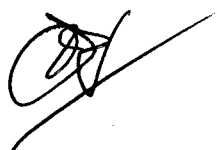
Statement indicating 12th Plan (2012-17) allocation of funds (GOI Share) for National Mission on Food Processing (NMFP) to States / UTs

(a) States:

(Rs. in Crores)

S. No.	State	Tentative allocation of GOI share for 12 th Plan (2012-17)			
		2012-13	2013-14	2014-17* (Tentative)	Total
1	Andhra Pradesh	14.24	11.58	56.43	82.25
2	Bihar	11.42	9.07	42.17	62.66
3	Chhattisgarh	7.88	5.91	24.22	38.01
4	Goa	3.66	2.15	2.82	8.63
5	Gujarat	11.15	8.83	40.80	60.78
6	Haryana	5.92	4.16	14.24	24.32
7	Himachal Pradesh	5.09	3.42	10.06	18.57
8	Jammu and Kashmir	9.00	6.91	29.90	45.81
9	Jharkhand	7.09	5.20	20.20	32.49
10	Karnataka	11.11	8.79	40.55	60.45
11	Kerala	6.23	4.44	15.86	26.53
12	Madhya Pradesh	14.27	11.61	56.57	82.45
13	Maharashtra	16.51	13.61	67.97	98.09
14	Orissa	9.24	7.12	31.09	47.45
15	Punjab	6.16	4.37	15.48	26.01
16	Rajasthan	14.77	12.06	59.15	85.98
17	Tamil Nadu	10.40	8.16	36.98	55.54
18	Uttar Pradesh	20.03	16.75	85.77	122.55
19	Uttarakhand	5.23	3.54	10.76	19.53
20	West Bengal	10.60	8.33	37.99	56.92
Total		200.00	156.00	699.00	1055.00

*The allocation for 2013-17 would be subject to Annual Plan allocations to MoFPI by Planning Commission.



(b) North Eastern States:**(Rs. in Crores)**

S. No.	State	Allocation of GOI share for 12 th Plan (2012-17)			
		2012-13	2013-14	2014-17	Total
1	Arunachal Pradesh	4.20	2.70	13.37	20.27
2	Assam	5.47	3.97	33.94	43.38
3	Manipur	3.79	2.29	6.71	12.79
4	Meghalaya	3.80	2.30	6.89	12.99
5	Mizoram	3.71	2.21	5.39	11.31
6	Nagaland	3.71	2.21	5.47	11.39
7	Sikkim	3.58	2.08	3.31	8.97
8	Tripura	3.74	2.24	5.92	11.90
Total		32.00	20.00	81.00	133.00

(c) UTs:**(Rs. in Crores)**

S. No.	UTs	Allocation of GOI share for 12 th Plan (2012-17)			
		2012-13	2013-14	2014-17	Total
1	Andaman and Nicobar Islands	2.64	1.77	8.72	13.13
2	Chandigarh	2.28	1.06	1.63	4.97
3	Dadra and Nagar Haveli	2.28	1.06	1.62	4.96
4	Daman and Diu	2.26	1.02	1.22	4.50
5	Delhi	2.73	1.97	10.70	15.40
6	Lakshadweep	2.25	1.01	1.06	4.32
7	Pondicherry	2.30	1.11	2.06	5.47
Total		16.74	9.00	27.00	52.74



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SNAP SHOT OF SCHEMES AND PATTERN OF ASSISTANCE UNDER NMFP (2013-17)

S. No.	Scheme	Grant-in-aid (2013-17)			
		General Areas	Difficult areas including Hilly areas like J&K, H.P., Uttarakha- nd & ITDP areas	NE States including Sikkim	Maximum limit of Grant-in-aid
	NMFP				
1.	Technology Up-gradation/ Establishment/ Modernisation of FPIs (Cost of Plant & Machinery & Technical Civil Works)	25%	33.33%	50%	Max. Rs.50 lakhs (for general areas) Max. Rs.75 lakhs (for difficult areas) Max. Rs.100 lakhs (for NE States)
2.	Cold Chain for Non- Horticulture products	35%	50%	50%	Max. Rs. 5 crores Interest subvention @ 6 % & 7%/ per year subject to max of Rs.2/3 crores in general areas and difficult areas for 5/7 years, respectively.
3.	Abattoir (Plant & Machinery, Technical Civil Works)	50%	75%	75%	Max. Rs.15 crores or interest subvention max of Rs.6 crores for 3 years for general areas and Rs.9 crores for 5 years in NE/ Difficult areas, respectively.

4.	HRD				
	1. Infrastructure for running Degree/Diploma course	---	---	---	Max. Rs. 100 lakhs
	2. EDP	---	--	---	Max. Rs. 3 lakhs
	3. FPTC				
	(a) Single Product Line				
	(i) Fixed Capital Cost	---	---	---	Max. Rs. 6 lakhs
	(ii) Revolving Seed Capital	---	---	---	Max. Rs. 3 lakhs
	(b). Multi Product Line				
	(i) Fixed Capital Cost	---	---	---	Max. Rs. 15 lakhs
	(ii) Revolving Seed Capital	---	---	---	Max. Rs. 5 lakhs
5.	Promotional Activities				
	a. Organizing Seminar/Workshops	50%	50%	50%	Max. Rs.4 lakhs
	b. Conducting Studies/Surveys	50%	50%	50%	Max. Rs.4 lakhs
	c. Support to Exhibitions/Fairs	--	--	--	Quantum of assistance will depend on merits of the proposal
	d. Advertisement & Publicity	--	--	--	
6.	Scheme for Creating Primary Processing Centers / Collection Centers in Rural Areas.	50%	75%	75%	Max Rs.2.50 crores (for general & difficult areas including NE States)
7.	Modernisation of Meat Shops.	50%	75%	75%	Max Rs.5 lakhs (for general & difficult areas including NE States)
8.	Reefer Vehicles	50%	50%	50%	Max Rs.50 lakhs (for general & difficult areas including NE States)
9.	Old Food Parks	--	--	--	Left over liabilities to be met from NMFP funds.

Guidelines For Implementation of National Mission on Food Processing (NMFP)

For the remainder of 12th Plan
(2013-14 to 2016-17)



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF FOOD PROCESSING INDUSTRIES

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**Guidelines for implementation of
National Mission on Food Processing (NMFP)**

During the remainder of 12th Plan (2013-17)

1. Introduction:

Ministry of Food Processing Industries (MFPI) has launched a new Centrally Sponsored Scheme (CSS) - National Mission on Food Processing (NMFP) during the 12th Plan (2012-13) for implementation through States / UTs. Further, the Govt. of India have approved continuation of the Mission during the remainder of 12th Five Year Plan (2013-17). The basic objective of NMFP is decentralization of implementation of Ministry's schemes, which will lead to substantial participation of State Governments / UTs. The NMFP contemplates establishment of a National Mission as well as corresponding Missions in the State and District level. NMFP is likely improve significantly the Ministry's outreach in terms of planning, supervision and monitoring of various schemes.

2. Objectives :

- i. To promote facilities for post-harvest operations including setting up of food processing industries.
- ii. To undertake decentralization of the schemes so far operated by the Ministry of Food Processing Industries (MoFPI) in order to take into account the requirements suitable to the local needs.
- iii. To augment the capacity of food processors working to upscale their operations through capital infusion, technology transfer, skill Upgradation and handholding support.
- iv. To support established self-help groups working in food processing sector to facilitate them to achieve SME status.
- v. Capacity development and skill upgradation through institutional training to ensure sustainable employment opportunities to the people and also to reduce the gap in requirement and availability of skilled manpower in food processing sector.
- vi. To raise the standards of food safety and hygiene in order to meet the norms set up by FSSAI.
- vii. To facilitate food processing industries to adopt HACCP and ISO certification norms.
- viii. To augment farm gate infrastructure, supply chain logistics, storage and processing capacity.
- ix. To provide better support system to organized food processing sector.

3. Structure at National Level:

3.1 The Mission will be governed by the National Food Processing Development Council (NFPDC) headed by the Hon'ble Minister of Food Processing Industries as its Chairman and having the following composition:

Sl. No.	Composition	Designation
1.	Hon'ble Minister of Agriculture and Food Processing Industries	Chairman
2.	Hon'ble Minister of State for Agriculture and Food Processing Industries	Vice Chairman

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3.	Hon'ble Minister of State for Agriculture and Food Processing Industries	Vice Chairman
4.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the States of Assam	Member
5.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Bihar	Member
6.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Himachal Pradesh	Member
7.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Andhra Pradesh	Member
8.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Maharashtra	Member
9.	Secretary, Ministry of Food Processing Industries, Govt. of India	Member
10.	Secretary, Department of Agriculture & Co-operation, Ministry of Agriculture, Govt. of India	Member
11.	Secretary, Department of DAHD&F, Ministry of Agriculture, Govt. of India	Member
12.	Secretary, DARE, Ministry of Agriculture, Govt. of India	Member
13.	Secretary, Department of Consumer Affairs, Govt. of India	Member
14.	Chairman, FSSAI, Ministry of Health, Govt. of India	Member
15.	Additional Secretary & Financial advisor, Ministry of Food Processing Industries	Member
16.	Representative of Planning Commission, Yojana Bhawan, New Delhi	Member
17.	Representative of CII (To be nominated by CII)	Member
18.	Representative of FICCI (To be nominated by FICCI)	Member
19.	Representative of PHDCCI (To be nominated by PHDCCI)	Member
20.	Representative of ASSOCHAM (To be nominated by ASSOCHAM)	Member
21.	Representative of AIFPA (To be nominated by AIFPA)	Member
22.	Joint Secretary / Mission Director, Ministry of Food Processing Industries	Member Secretary

3.1.1 The representation of the State Governments at the level of Minister (Sl. No. 4-8 of above table) will be for a period of two years. Thereafter, the States will be nominated afresh by the Hon'ble Minister (Agri. & FPI) on rotation basis.

3.1.2 The Council will be the policy making body giving overall direction and guidance to the National Mission on Food Processing (NMFP), and will monitor and review its progress and performance. The NFPDC will meet at least twice a year.

3.2 To administer the Mission, an **Executive Committee (EC)** headed by Secretary, MFPI has been constituted with Joint Secretary, MFPI as Member Secretary having the following composition :

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(i)	Secretary, MOFPI	Chairperson
(ii)	Secretaries - Ministry/Department of Commerce, Health, Agriculture, Panchayati Raj, Rural Development, Science & Technology, Animal Husbandry & Dairying and Planning Commission	Members
(iii)	Additional Secretary (I/c Horticulture), D/o Agri. & Cooperation; Additional Secretary & FA, Ministry of Food Processing Industries	Members
(iv)	Institutions – Director General, ICAR; Director General, CSIR; SERB under DST; Chairman, APEDA; Managing Director, NHB	Members
(v)	Secretary I/c of Food Processing Industries of 5 States – Arunachal Pradesh, Gujarat, Kerala, Rajasthan and West Bengal	Members
(vi)	Three Experts (Food Processing, Post Harvest Management and Marketing) – CIPHET, CFTRI and NERAMAC	Members
(vii)	Mission Director of NMFP (Joint Secretary, MFPI)	Member Secretary

3.2.1 The Ministry of Food Processing Industries (MFPI) will provide necessary support to the EC and NFPDC for administering the NMFP. The EC will ensure smooth functional linkages amongst the different agencies. The EC would meet once in every quarter.

3.3 The Mission would have Mission Directorate at National level in the Ministry of Food Processing Industries. The Mission Directorate will have dedicated structure headed by Joint Secretary as Mission Director and required supporting manpower.

4. Structure at State Level:

4.1 State Level Empowered Committee (SLEC)

4.1.1 To carry out administration of the State Food Processing Mission, a State level Empowered Committee (SLEC) will be constituted by the State Government under the Chairmanship of the Chief Secretary having representatives from other concerned Departments, as deemed proper by the concerned State Governments including the representative of Finance Department of the State. MFPI will also nominate its representative who will be a Member in the SLEC. The State Mission Director to be appointed by the State Government will be the nodal agency and they would be responsible for implementation and monitoring of NMFP.

4.1.2 State food processing departments/Directorate of Food Processing Industry/any suitable organization so identified by the State will act as Mission Directorate for

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state food processing Mission.

5. Funding Pattern of NMFP: This scheme will be implemented as a new centrally sponsored scheme in all the States in the ratio of 75:25 (Govt. of India and States) except for North Eastern States, where the ratio would be 90:10. All the UTs would be funded on 100% grant basis.

6. Criteria for allocation of funds to the States:

6.1 Ministry of Food Processing Industries (MoFPI) would be transferring funds to States / UTs only through State / UT budgets for implementation of aforesaid schemes under NMFP during the remainder of 12th FY Plan (2013-17). MoFPI will communicate the allocations of each state separately.

6.2 Accordingly, states are requested to make provision for respective state shares in their Annual Plans / 12th Plan (2013-17).

6.3 All the states / UTs are advised not to exceed the total allocations (i.e. GOI share in particular) for implementation of NMFP during the 12th Plan (2012-17). It is also informed that no additional Govt. of India (GOI) share shall be provided over and above the 12th plan allocations of NMFP.

6.4 GOI share for 2013-14 will be released to the extent of 50% allocation meant for the states / UTs, after deducting the opening balance with the states / UT as on 01.04.2013. GOI share will be released in the corresponding years after deducting the balance in the previous financial year.

6.5 Second/ subsequent instalments in the respective financial year will be released to the states on submission of the following documents:

- Proposal for release in prescribed format. **(Annexure-I).**
- Utilization certificate of 50% of the amount including the opening balance duly certified by Financial Authority of the State. **(Annexure-II).**

7. Schemes to be implemented under the Mission during 2013-17:

7.1.1 The Major Programmes/Schemes to be implemented under NMFP during the remainder of 12th Plan (2013-17) are:

- (i) Scheme for Technology Up-gradation / Establishment / Modernisation of Food Processing Industries.
- (ii) Scheme for Cold Chain, Value Addition and Preservation Infrastructure for Non Horticultural Products .
- (iii) Setting up / modernisation / expansion of Abattoirs (to be implemented w.e.f. 2014-17. Guidelines are being issued separately).

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- (iv) Scheme for Human Resource Development (HRD).
 - (a) Creation of Infrastructure facilities for running Degree/Diploma/Certificate Courses in Food Processing Technology.
 - (b) Entrepreneurship Development Program (EDP).
 - (c) Food Processing Training Centre (FPTC).
 - (d) Training at recognised Institutes and sensitization cum awareness programme.
- (v) Scheme for Promotional Activities .
 - (a) Organizing Seminar/Workshops.
 - (b) Conducting Studies/Surveys.
 - (c) Support to Exhibitions/Fairs.
 - (d) Advertisement & Publicity.
- (vi) Scheme for Creating Primary Processing Centres / Collection Centres in Rural Areas.
- (vii) Modernisation of Meat Shops.
- (viii) Reefer Vehicles.
- (ix) Old Food Parks.

7.1.2 Salient features of the guidelines to be followed by the State / UT Governments for the above mentioned schemes are enclosed.

8. Scheme-wise allocation of funds:

State level Empowered Committee (SLEC) will be the competent authority to decide *interse* allocation of funds amongst the above schemes. However, not more than 10% and 20% of the allocation will be utilized for Promotional Activities and Human Resources Development schemes, respectively. SLEC may allocate resources to the other schemes as per local requirements in the states.

9. Administrative Expenses for implementation of NMFP:

States may utilize 5% of the actual expenditure incurred in a financial year under NMFP by states / UTs during 12th Plan (2013-17) for meeting the administrative expenses towards supporting the State Missions for implementation of NMFP. However, the same may not be utilized for purchase of vehicles.

10. Procedure for approval:

10.1 The SLEC may decide the level competent to accord project specific approvals under all the schemes of the Mission. SLEC may also decide the modalities, including delegation of sanction powers under the schemes to sub committees / officers, including the scrutiny of individual proposals and release of funds. SLEC may periodically monitor, review and evaluate the implementation of NMFP in

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the State.

10.2 State Mission Directorate would ensure identification of beneficiaries in the respective States / UTs for various schemes of NMFP during 2013-17. They will also ensure physical verification of the projects assisted, concurrent evaluation as well as submission of monthly progress reports to the Ministry in soft and hard copies in the prescribed reporting format. **(Annexure-XXII)**

10.3 The Area Officers of the Ministry will also participate in the meetings of SLEC. They may also help in monitoring the progress of implementation of NMFP in the concerned state, undertake physical visits of some projects and ensure overall coordination between the State Mission Directorates and the Ministry.

10.4 Ministry of Food Processing Industries may also undertake evaluation of the implementation of the schemes of the Mission by engaging professional agencies, if necessary.

11. Recall of Grant:

SLEC will have the authority to re-call the grant in case of mis-utilization of grants by the applicants:

- (a) If the project is not completed in time even within the approved/ extended project period.
- (b) If the grant released is utilized for the purpose other than the approved components / activities.
- (c) If the institute / organization becomes non-functional or said activity / organization is closed before 3 years of release of final instalment.

12. Convergence with the schemes of State Governments:

Benefits under this scheme can be given in addition to the benefits under the schemes of the State Governments, if any, at the discretion of the State Governments / SLEC. Each State may design State specific schemes under which additional benefits can be provided in addition to the NMFP assistance.

13. Flexibility to States / UTs for considering deviation proposals under National Mission on Food Processing (NMFP)

13.1 For 2013-17 (remainder of 12th Five Year Plan), it has been decided to limit the flexibility to states / UTs under NMFP to the extent of 20% of the allocated funds to the respective States / UTs in a financial year.

13.2 All the deviation proposals may be approved by the State Level Empowered Committee (SLEC) under the Chairmanship of Chief Secretary of the respective state for the remainder of 12th Five Year Plan (2013-17).

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13.3 The guidelines for considering the deviation proposals by SLEC are as under :

- 13.3.1 During 2012-13, states / UTs were given flexibility to take up new schemes/ components not envisaged in the guidelines or deviate from the NMFP guidelines with prior approval of the National Food Processing Development Council (NFPDC), headed by Minister (Agri& FPI).
- 13.3.2 During the implementation of NMFP during 2012-13, there was a demand from the States / UTs to provide them more flexibility to bring about synergy with the agriculture and allied sectoral plans not only to ensure more efficient use of funds but also for sectoral integration as well as to complete the food supply chain without any break. This may bring about more value addition by providing incremental output for food processing sector.
- 13.3.3 Keeping the above objective in view, flexibility has been provided to States / UTs during the remainder of 12th Plan (2013-17) for taking up innovative schemes / components under NMFP to suit the local requirements.

13.5 Flexibility for deviation proposals may include –

- Any New scheme for development of infrastructure facilities for promotion of food processing sector.
- Facilitate customized trainings for skill development in food processing sector.
- Any other State specific activities deemed fit for utilizing the locally grown horti./ non-horti. produce beneficial for promotion of food processing sector.

13.6 Flexibility under NMFP does not include:

- Any activity which does not enhance food processing capacity / value addition and remunerative prices to farmers etc.
- Activities other than directly related to food processing i.e. recurring expenditure related to any scheme / project, working capital, utilities, Vehicles purchase, manpower, salaries, foreign deputation etc.

13.7 Criteria for allocation of funds for deviation proposals under NMFP:

The deviation under NMFP would be limited to 20% of the allocated funds to the respective States / UTs in a financial year during the remainder of 12th FY Plan (2013-17). The grants-in-aid approved for deviation proposals under NMFP by States / UTs implemented in the ratio of 75:25 (Govt. of India : States) except for North Eastern States, where the ratio would be 90:10 (Govt. of India : States). All the UTs are funded by Government of India on 100% grant basis.

13.8 Procedure for approval:

All the deviation proposals may be approved by the State Level Empowered Committee (SLEC) under the Chairmanship of Chief Secretary of the respective state for the remainder of 12th Five Year Plan (2013-17).

14. Supervision and monitoring by MoFPI.

To supervise and monitor the implementation of NMFP by States/ UTs, Ministry of Food Processing Industries (MoFPI) has appointed Project Management Agencies (PMAs). The details of the PMAs and allocated States/UTs to them are as under:

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Sl. No.	Name of the PMA	Zone	States / UTs
1.	WAPCOS Ltd., Haryana	North	Uttar Pradesh, Haryana, Punjab, Chandigarh, Madhya Pradesh, J&K, Himachal Pradesh, Uttarakhand & Delhi = 9
		East	West Bengal, Orissa, Bihar, Jharkhand & Chhattisgarh = 5
2.	IL&FS Cluster Development Initiative Ltd., New Delhi	South	Andhra Pradesh, Tamil Nadu, Kerala, Karnataka, Pondicherry, Lakshadweep, Andaman & Nicobar = 7
3.	NABCONS, Mumbai	West	Gujarat, Maharashtra, Rajasthan, Goa, Daman & Diu, Dadra Nagar & Haveli = 6
4	NERAMAC, Guwahati	North East	Assam, Arunachal Pradesh, Meghalaya, Nagaland, Tripura, Sikkim, Manipur, Mizoram.

The PMA will assist Ministry in implementation of the NMFP and coordination with states / UTs and perform the following functions:

- (i) The PMA will prepare a state-wise monthly progress report on utilization of funds and physical progress of projects in each state. The same should be submitted by 10th of every month, for the previous month.
- (ii) The PMA will visit each State Capital at least once in a quarter and send a report on the meeting indicating the difficulties being faced, highlights of the achievements and innovative practices and any other feature. This report should be sent by 15th of subsequent month of quarter ending.
- (iii) During the visit to the state, they should also inspect 5 assisted units spread over the different schemes as may be applicable in a state. The location to be inspected by the PMA should be approved by the Area Officer of Ministry appointed for the purpose of NMFP.
- (iv) Any others assignment relating to implementation and monitoring of the NMFP scheme.

15. Top up of funds by the State Government:

State Governments, on case to case basis may top up i.e. provide additional funds from its resources for any scheme of NMFP. Such top up may be resorted to only after GOI share and State share are fully utilized. No top up may be done from the funds of MoFPI or any other Centrally Sponsored Scheme of any Ministry.

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Annexure-I

Format for release of second/subsequent instalment of funds (GOI share) under National Mission on Food Processing (NMFP) to the States / UTs.

Name of the State _____

Year

(Rs. in lakh)

S. No.	Item	Amount released as 1 st instalment by GOI	Corresponding share released by State Govt.	Total	Amount utilized*	Proposal for release of next instalment
1.	Preparatory activities under NMFP					
2.	NMFP schemes					
	Total					

Justification:

Signature

(Name & seal of Principal Secretary to State Govt.)

I/c FPI

Date.....

*Utilization means amount of money released to ultimate beneficiary. Copies of monthly progress report upto previous month may be included.

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Annexure-II

Utilization Certificate

**PROFORMA AS PER GFR 19-A
(See GF rule 212 (1))**

S. No.	Letter No. & Date	Amount
1.		

Certified that out of **Rs. -----** of grant-in-aid sanctioned during the year ----- in favour of ----- under this Ministry/ Department letter No. given in the margin and **Rs.-----** on account of unspent balance of the previous year, a sum of ***Rs. -----** has been utilized for the purpose of ----- for which it was sanctioned, that the balance of **Rs. -----** remaining un-utilized at the end of the year ---- has been surrendered to Government (vide No. ---- dated ----) will be adjusted towards the grants-in-aid payable during the next year -----.

2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised :

- 1.
- 2.
- 3.

Signature _____
(Name & seal of Principal Secretary to State Govt.)
I/c FPI

Date_____

Counter signature by Financial Authority of the State Govt.

*Utilization means payment to ultimate beneficiary.

2. Guidelines for implementation of Scheme of Technology Upgradation / Establishment/ Modernisation of Food Processing Industries during the remainder of 12th Plan (2013-17) under NMFP.

1. Objectives:

The main objective of the scheme is to increase the level of processing, reduction of wastage, value addition, enhance the income of farmers as well as increase exports thereby resulting in overall development of food processing sector. The scheme envisages to extend the financial assistance for establishment of new food processing units as well as Technology Upgradation and Expansion of existing units in the country.

2. Eligible sectors:

Food processing sectors like fruits & vegetables, milk/meat/poultry/fish products, cereal/other consumer food products, rice/flour/pulse/oil milling and such other agri-horti sectors including food flavours, colours, oleoresins, spices, coconut, mushrooms, wines and hops will be covered under the Scheme. The activities of aerated water, packaged drinking water and soft drinks will not be considered for financial assistance under the Scheme.

3. Eligible organizations:

All implementing agencies / organizations such as Govt. / PSUs / Joint Ventures / NGOs / Cooperatives / SHG's / Private Sector / individuals engaged in establishment / upgradation/ modernization of food processing units would be eligible for financial assistance under the scheme.

4. Pattern of assistance:

The scheme envisages financial assistance to food processing units in the form of grant-in-aid :

- 25% of the cost of Plant & machinery and technical civil works, subject to a maximum of Rs. 50 lakhs in general areas
- 33.33% of the cost of Plant & machinery and technical civil works, subject to a maximum of Rs. 75 lakhs in difficult areas(i.e. Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nicobar Islands and Lakshadweep) and Integrated Tribal Development Project (ITDP) areas.
- 50% of the cost of Plant & machinery and technical civil works, subject to a maximum of Rs.100 lakhs for North Eastern States including Sikkim.

5. Eligible/ Ineligible components:

5.1 Ineligible items of civil works:

- (i) Compound wall.
- (ii) Approach Road.
- (iii) Administrative Office Building.
- (iv) Toilets.
- (v) Labour Rest Room and quarters for workers.
- (vi) Sanitation Room.
- (vii) Security/ Guard Room or enclosure.

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(viii) Consultancy Fee.

In short, all expenditure on account of civil works that are not related to the production or processing is excluded. Construction activities on account of labour welfare are excluded totally.

5.2 Ineligible list of plant and machinery:

- (i) Fuel, consumables, spares and stores.
- (ii) Electrical fixtures not mounted on the machine.
- (iii) Computers and allied office furniture.
- (iv) Transport vehicles.
- (v) Erection, installation and Commissioning charges.
- (vi) Second hand/ old machines / refurbished machinery.
- (vii) All types of service charges, carriage and freight charges.
- (viii) Expenditure on painting of machinery.
- (ix) Closed Circuit TV Camera and related equipment.
- (x) Consultancy Fee.
- (xi) Stationery items.

6. Receipt of applications:

State Mission Directorate of NMFP may assess the load of applications to be received by them and accordingly, decide with the approval of SLEC, modus operandi of receipt of applications directly or through banks / Financial Institutions / e-portal etc. In case the applicant does not propose to avail any term loan, proposals are compulsorily required to be appraised by any nationalized bank / financial institutions. SLEC may decide the financial institutions which can appraise such projects.

7. Procedure for submission of applications / project proposals for financial assistance:

Applicants seeking financial assistance are required to submit their applications to the designated authority / State Mission Directorate of NMFP. Applicants must submit their applications at least 2 months before the date of start of Commercial production in prescribed format **(Annexure-III)*** alongwith the enclosures / documents.

8. Release of grant: The grant-in-aid will be released in two equal instalments:

8.1 Release of 1st instalment:

The first instalment of grant would be released after the firm has utilized 50% of the term loan as well as 50% of promoter's contribution and on production of the following documents by the firm:

- (i) **Duly notarized Surety Bond** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- **(Appendix-A). ****
- (ii) **Duly notarized Affidavit** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- **(Appendix-B).**
- (iii) **Bank Certificate** certifying that they have released 50% of term loan and have no objection on release of 1st instalment of grant being provided by state / UTs **(Annexure- IV).**
- (iv) **CA certificate – (Appendix-C).**

Note: *Annexures are scheme specific.

**Appendixes are common for all schemes.

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Based on the CA certificate, the Competent Authority as designated by SLEC would arrive at the eligible amount of grant, and release 50% of the eligible amount as 1st instalment subject to the availability of all other requisite documents as per scheme guidelines (para 9 below).

8.2 Release of 2nd instalment:

The second instalment of the grant would be released only after confirming the commencement of commercial production through physical verification by the State Mission Directorate of NMFP and submission of documents specified below by the firm, utilization of first instalment of the grant, 100% of Term Loan as well as 100% of Promoter's contribution.

- (i) **Utilization Certificate** – as per GFR 19A, Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company **(Appendix-D)**.
- (ii) **Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 1st instalment of released grant **(Appendix-C)**.
- (iii) **Bank Certificate** – certifying that they have released 100% of term loan and 1st instalment of grant released by the States / UTs. They have no objection in releasing 2nd instalment of grant being released by States / UTs **(Annexure-V)**.
- (i) **Chartered Engineer Certificates** – certifying the Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) and Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).

9. Documents required:

- (ii) Application in the prescribed format **(Annexure-III)**.
- (iii) Detailed Project Report (DPR).
- (iv) Sanction letter of term loan from bank / financial institutions, if any.
- (v) Appraisal report from Bank / Financial Institution.
- (vi) Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- (vii) Bio-data/background of the office bearers/promoters of the organization.
- (viii) Annual reports and Audited Statement of Accounts of last three years, in case of expansion / upgradation proposals/cases.
- (ix) Blue Print of the building Plan.
- (x) Notarized English version of land document (in case it is in any of the regional languages).
- (xi) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).
- (xii) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).
- (xiii) Quotations from the suppliers of Plant & machinery and equipments etc. required for the project.
- (xiv) Marketing strategy.
- (xv) Process Flow diagram.
- (xvi) SSI/IEM registration etc.
- (xvii) Implementation schedule indicating (a) date of acquiring land (b) date of start of construction of building (c) date of completion of building (d) date for placing order for

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plant & machinery (e) date of installation/erection (f) date of trial production/ running and (g) date of commercial production/ running.

(xviii) An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming that:

- (a) organization's sister concern (s)/ related company / group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from the Ministry of Food Processing Industries (MoFPI) or not, if yes, the details thereof.
- (b) 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. If yes, the details thereof.

10. Implementation and monitoring of the projects sanctioned:

The implementation schedule for the projects would be about 12 months from the date of the issue of approval letter.

State Mission Directorate (SMD) of NMFP will develop a mechanism to verify the project at every stage to assess the performance. State Mission Directorate may also devise evaluation, monitoring and reporting procedures.

11. State specific sectorial focus:

SLEC may decide whether the State will have any focus areas for selection of sector under the scheme. For example, States in Eastern India may consider setting up/ modernization of rice mills. States already having well developed rice milling industry (e.g. Punjab, Haryana, AP etc.) may consider focussing on other horticultural/ agricultural products. States are further inform that the proposals under all the sub-sectors including grain milling (i.e. Rice/ Pulse/ Flour/Oil milling) are eligible for assistance under the scheme.

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Annexure- III

Application Form for Scheme of Technology Upgradation / Establishment/ Modernisation of Food Processing Industries

S.No.	Particulars	Details
A. Promoters		
1.	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation like Govt. Institution /organisation, Industry Association, University, NGO, Co-operative, others etc.	
3.	Background/credentials of applicant organisation	
4.	Financial Status	
5.	Existing Industry if any	
B. Project Description		
6.	Name of the Project	
7.	Location/Area of the project	
8.	Products/By Products	
9.	Process with complete flow chart	
10.	Technology (Indigenous/ imported)	
11.	Capacity of the Plant/Unit	
12.	In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilisation)	
C. Project Cost (indicating proposed cost, appraised cost separately)		
13.	Capital Investment (Fixed Capital) <div style="margin-left: 40px;"> i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works </div>	
14.	Plant & Machinery (Indigenous) (Capacity/Specification /Cost)	
15.	Imported Machinery (Capacity/Specification /Cost)	
16.	Pre-operative expenses	
17.	Working Capital	
18.	Raw Material/Packaging (Source/Quantity/Cost)	
19.	Labour (Quantity/Cost)	

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20.	Effluent Disposal (Method/Machinery/Cost)	
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 under NMFP d) other sources <div style="text-align: right;">TOTAL</div>	
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. Marketing		
25.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages	
F. Implementation Schedule		
26.	Item of work Date of implementation (Bar charts/Milestone Charts may be enclosed)	
G. Personnel		
27.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.	
H. Employment Generation- Direct/Indirect		
28.	a) Direct b) Indirect	

Date:
Place:

Signature
Name and Designation
Seal of the organisation

Encl: List of documents attached.

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Annexure- IV

(Letter Head of the Bank)

Certificate

1. Certified that this bank has appraised the project of M/s (Name and address of the organization) for NMFP grant as per guidelines of the scheme and also sanctioned term loan of Rs.lakh (if applicable).
2. It is further certified that we have released Rs..... lakh (50% of sanctioned term loan) to M/s (Name and address of the organization).
3. We have no objection in releasing 1st instalment of grant if sanctioned by the State Govt.

(Signature)
(Name)
(Branch Manager)
(Branch IFSC Code)

State Mission Director
National Mission on Food Processing (NMFP)
State_____

Annexure- V

(Letter Head of the Bank)

Certificate

1. Certified that this bank has released 100% of term loan (if applicable) sanctioned i.e. Rs.lakh and also 1st instalment of grant of Rs. lakh released by the State Mission Directorate vide sanction order No. Dated..... to M/s (Name and address of the organization), which has been credited in account number..... of the firm.
2. We have no objection in releasing 2nd instalment of grant if sanctioned by the State Govt.

(Signature)
(Name)
(Branch Manager)
(Branch IFSC Code)

State Mission Director
National Mission on Food Processing (NMFP)
State_____

3. Guidelines for the scheme of Cold Chain, Value Addition and Preservation Infrastructure (for non-horticultural products) during the remainder of 12th plan (2013-17) under NMFP.

1. Objectives:

The objective of the scheme is to provide integrated and complete cold chain and preservation infrastructure facilities from the farm gate to the consumer or from the production site to the market. Pre-cooling facilities at production sites, reefer vans, and mobile cooling can be assisted under the Scheme. This Scheme may also help to link groups of producers to the processors and markets through well-equipped supply chain.

2. Components of the scheme:

2.1 The Scheme of Cold Chain, Value Addition and Preservation Infrastructure will have the following components:

- (a) Minimal Processing Centre at the farm level which will have facilities for weighing, sorting, grading, packing, pre-cooling, chilling, cold storage and Individually Quick Freezing (IQF).
- (b) Mobile cooling trucks and reefer trucks as may be suitable for transport of Non-horticulture produce.
- (c) Distribution hubs with multi product cold storage /Variable chilling/ freezing Chambers, Packing facility, IQF and Blast/ Plate freezing etc.
- (d) Irradiation facility.

2.2 Irradiation facilities may also cover warehousing, cold storage facilities etc. for storage of raw material and finished products for efficient utilization of the facility.

2.3 To avail financial assistance, any two of the components, from (a), (b) or (c) above will have to be set-up by the promoters. Irradiation facility can be set up as standalone for the purpose of availing grant.

3. Eligible Sectors:

Following sectors may be covered under the scheme:

- (a) Dairy – All milk and milk products, etc.
- (b) Meat – All meat and meat products etc.
- (c) Aquaculture and marine products like Prawns, Seafood, Fish, and their processed products etc.
- (d) Any other non- horticultural food products requiring integrated cold chain.

4. Eligible Organizations:

Integrated cold chain and preservation infrastructure may be set up by individuals or groups of entrepreneurs interested in supply chain management, organizations such as Govt. / PSUs / Joint Ventures / NGOs / Cooperatives / SHG's / Private Sector Companies and Corporations etc.

5. Eligibility Conditions:

5.1 The applicant should have sound financial back ground. **The net worth of the applicant(s) should be more than 1.5 times of the grant applied for.**

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- 5.2** The project proposals are required to be duly appraised by the bank/financial institution and avail term loan. **The term loan will not be less than 25% of the project cost.**
- 5.3** Project Appraisal Report from Bank/Financial Institution **must contain all the project components for which grant is sought.**
- 5.4** Date of commercial production should not be prior to the date of submission of application.
- 5.5** Any two of the project components, from (a), (b) or (c) mentioned in para 2 above will have to be set-up by the applicant(s). Irradiation facility can be set up as stand alone for the purpose of availing grant.
- 5.6** No second proposal from the same applicant / company.

6. Ineligible components:

6.1 The following items of civil works will not be considered for grant-in-aid (The list is only indicative and not exhaustive):

- (i) Compound Wall.
- (ii) Approach Road/internal Roads.
- (iii) Cost of Land and its Development.
- (iv) Any residential building or rest room/guest house
- (v) Canteen.
- (vi) Labour Rest Room and quarters for workers.
- (vii) Security/ Guard Room or enclosure.
- (viii) Consultancy fee, taxes, etc.
- (ix) Non-technical civil works not directly related to cold chain or storage infrastructure.

6.2 The following items of plant and machinery will not be considered for grant-in-aid (The list is only indicative and not exhaustive):

- (i) Margin money, working capital and contingencies.
- (ii) Fuel, consumables, spares and stores.
- (iii) Computers and allied office furniture.
- (iv) Transport vehicles other than the Reefer trucks/vans/refrigerated carrier/insulated milk tankers.
- (v) Second hand/ old machines.
- (vi) All types of service charges, carriage and freight charges.
- (vii) Closed Circuit TV Camera and security system related equipment.
- (viii) Consultancy Fee, Taxes, Freights, etc.
- (ix) Stationery items.
- (x) Plant & machinery not directly related to cold chain or storage infrastructure.

7. Financial assistance:

7.1 General areas:

- a) Grant-in-aid:** Grant-in-aid @ 35% of the bank appraised project cost including Interest during Construction (IDC), subject to a maximum of Rs. 5 crores per project. The cost of land and pre-operative expenses will not be eligible for the purpose of calculation of grant-in-aid.

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- b) Interest-subsidy:** The interest subvention will be for a period of 5 years from the date of completion of the project. Every year the interest subsidy @ 6% will be paid to the Bank/FI directly against the term loan sanctioned by it, subject to a maximum of Rs. 2 crores per project or actual interest accrued on term loan, whichever is less.

7.2 Difficult areas and NER:

- a) Grant-in-aid:** Grant-in-aid @ 50% of the bank appraised project cost including Interest during Construction (IDC), subject to a maximum of Rs. 5 crores per project. The cost of land and pre-operative expenses will not be eligible for the purpose of calculation of grant-in-aid.
- c) Interest-subsidy:** The interest subvention will be for a period of 7 years from the date of completion of the project. Every year the interest subsidy @ 7% will be paid to the Bank/FI directly against the term loan sanctioned by it, subject a maximum of Rs. 3 crores per project or actual interest accrued on term loan, whichever is less.

Difficult areas are Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nicobar Islands and Lakshadweep and Integrated Tribal Development Project (ITDP) areas.

- 7.3** IDC would be provided to the actual period taken for completion of the project or 18 months from the date of approval of the project, whichever is less.

7.4 Renewable Energy based pilot cold chain projects:

Grant in aid @ 90% of the bank appraised cost including the cost towards setting up of the solar power plant, subject to a maximum of Rs. 5 crore. There will be no component of Interest subsidy.

8. Procedure for submission of applications / project proposals for financial assistance:

Applicants/firms seeking financial assistance are required to submit their applications in the manner to be decided by the State Level Empowered Committee (SLEC), which will also decide the modus operandi of processing/approval/release of grants-in-aid to the sanctioned projects.

9. Documents required (The list is only indicative):

- (i) Application in the prescribed format (**Annexure-VI**).
- (ii) Detailed project report.
- (iii) Sanction letter of term loan from bank / financial institutions, if any.
- (iv) Appraisal report from Bank / Financial Institution.
- (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) Bio-data/background of the office bearers/promoters of the organization.
- (vii) Annual reports and Audited Statement of Accounts of last three years, in case of expansion proposals/cases.
- (viii) Blue Print of the building Plan.
- (ix) Notarized English version of land document (in case it is in any of the regional languages).
- (x) Item wise and cost wise details of civil works envisaged duly certified by Chartered Engineer (Civil).
- (xi) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).

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- (xii) Quotations from the suppliers of Plant & machinery and equipments etc. required for the project.
- (xiii) Marketing strategy.
- (xiv) Process Flow diagram.
- (xv) Manufacturing permission such as SSI/IEM registration etc.
- (xvi) Implementation schedule indicating (a) date of acquiring land (b) date of start of construction of building (c) date of completion of building (d) date for placing order for plant & machinery (e) date of installation/erection (f) date of trial production/ running and (g) date of commercial production/ running.
- (xvii) In case of irradiation facility, the following documents are required to be furnished:
 - a. Authenticated copy of the letter from BARC/BRIT that technology is approved for intended process/products.
 - b. Technical agreement with BARC/BRIT for installation & operationalization of plant.
 - c. Details of technical personnel/expertise by implementing agency showing the competence to run the operations.
- (xviii) An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming:
 - a. that organization's sister concern (s)/ related company / group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from MFPI or not. If yes, the details thereof.
 - 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 for the same purpose/activity /same components.

10. Release of Grant: The grant-in-aid amount will be released in three instalments after the Beneficiary has spent his share as per the following schedule :

10.1 Release of 1stinstalment:

1st instalment of 25% of the total grant under the scheme will be released after ensuring that 25% of the promoters contribution and 25% of the term loan has been spent on the project. The applicant will have to submit the following documents along with the request for the 1st Instalment.

- (i) **Duly notarized Surety Bond** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-A**).
- (ii) **Duly notarized Affidavit** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-B**).
- (iii) **Bank Certificate** certifying that they have released 25% of term loan and have no objection on release of 1stinstalment of grant being provided by state / UTs (**Annexure VII**).
- (iv) **Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances and 25% utilization of Promoters contribution, 25% of Term loan (**Appendix-C**).
- (v) Invoices/receipts from the suppliers/vendors.
- (vi) Certificate of the Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (vii) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (viii) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any.
- (ix) Site inspection to ascertain the physical progress of the project.

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Based on the above documents, the competent authority as designated by SLEC would arrive at the eligible amount of grant after proper financial scrutiny and release 25% of the eligible amount as 1st instalment.

10.2 Release of 2nd Instalment:

The second instalment of 50% of the total grant may be released by the competent authority based on submission of the documents specified below by the unit on utilization of the first instalment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoter's contribution.

- (i) **Utilization Certificate** –Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company **(Appendix-D)**
- (ii) **Bank Certificate** – certifying that they have released 75% of term loan and 1stinstalment of grant released by the States / UTs. They have no objection in releasing 2ndinstalment of grant being released by States / UTs. **(Annexure VII)**
- (iii) **Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances and 75% utilization of Promoters contribution, 75% of Term loan and 1stinstalment of released grant. **(Appendix-C)**
- (iv) **Certificate of the Chartered Engineer (Civil)** for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (v) **Certificate of the Chartered Engineer (Mech.)** for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (vi) Compliance of conditions imposed at the time of release of 1st Instalment of grant, if any.
- (vii) **Site inspection** to ascertain the physical progress of the project.

10.3 Release of 3rd instalment:

The Third and final instalment of the grant may be released by the competent authority based on submission of the documents specified below by the unit the first and second instalment of the grant released and also the utilization of 100% of Term Loan and 100% of Promoter's contribution.

- (i) **Utilization Certificate** –Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company **(Appendix-D)**.
- (ii) **Bank Certificate** – certifying that they have released 100% of term loan and 2ndinstalment of grant released by the States / UTs. They have no objection in releasing 3rdinstalment of grant being released by States / UTs **(Annexure-VII)**.
- (iii) **Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 2ndinstalment of released grant. **(Appendix- C)**.
- (iv) Certificate of the Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (v) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (vi) Compliance of conditions imposed at the time of release of 2nd Instalment of grant, if any.
- (vii) **Site inspection** to ascertain the completion of the project and start of commercial production.
- (viii) Before release of 3rd & final instalment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed/appraised /actual cost, whichever is less, for the

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already approved items and released accordingly.

11. Implementation and Monitoring of the Project:

- (i) The implementation schedule for the project would be about 18 months from the date of the issue of approval letter unless extended by SLEC for the reasons to be recorded in writing.
- (ii) State Mission Directorate (SMD) of NMFP will develop a mechanism to verify the project at every stage to assess the performance.
- (iii) State Mission Directorate may engage project management consultants/Project management Agency (PMA), if so decided by the SLEC, for devising the model project, inviting Expression of Interest, project evaluation, assisting State Government in release of grant and for monitoring and reporting. The selection of the project management consultants/PMA will be carried out through open transparent bidding process.

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Annexure - VI

**Application Form for the Scheme of Cold chain, value addition and Preservation infrastructure
(Non-Horti products)**

S.No	Particulars	<u>Details</u>
A. Promoters		
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation like Govt. Institution /organisation, Industry Association, University, NGO, Co-operative, Entrepreneur, partnership firm, Company, etc.	
3.	Background/credentials of applicant organization . Details of having experience in food processing or supply chain management, if any.	
4.	Financial Status	
5.	Existing Industry, if any	
B. Project Description		
6.	Name of the Project	
7.	Location/Area of the project	
8.	Products/By Products	
9.	Cold chain Process with complete flow chart	
10.	Technology (Indigenous/ imported)	
11.	Capacities of the various components of the Integrated cold chain (Cold storage, CA/MA chamber, Deep freezer, IQF (in MT/Hr.), Reefer Van (in numbers and in MT)	
12.	In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilisation)	
C. Project Cost (indicating proposed cost, appraised cost separately)		
13.	Capital Investment (Fixed Capital) <ul style="list-style-type: none"> i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works 	
14.	Plant & Machinery (Indigenous)(Capacity/Specification /Cost)	
15.	Imported Machinery (Capacity/Specification /Cost)	
16.	Pre-operative expenses	

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17.	Working Capital	
18.	Raw Material/Packaging (Source/Quantity/Cost)	
19.	Labour(Quantity/Cost)	
20.	Effluent Disposal (Method/Machinery/Cost)	
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) Assistance from other sources d) Fund requirement under NMFP <div style="text-align: right;"><i>TOTAL</i></div>	
22.	Financial Benchmarks a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ration e) Debt Service Coverage Ratio	
23.	In case of expansion/modernization all the above benchmarks to be given separately- existing we well as projected	
E. Marketing		
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages	
F. Implementation Schedule		
25.	Item of work Date of implementation (Bar charts/Milestone Charts or PERT/CPM may be enclosed)	
G. Personnel		
26.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required& available.	
H. Employment Generation- Direct/Indirect		
27.	a) Direct (Male & Female Separately) b) Indirect (Male & Female Separately)	

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Signature

Date:

Name and Designation

Place:

Seal of the organization

Encl: List of documents attached.

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Annexure-VII

**(Letter Head of the Bank)
Certificate**

1. Certified that this bank has appraised the project of M/s (Name and address of the organization) for NMFP grant as per guidelines of the scheme and also sanctioned term loan of Rs.lakh (if applicable).
2. It is further certified that we have released Rs..... lakh (----% of sanctioned term loan) to M/s (Name and address of the organization).
3. We have no objection in releasing 1st/2nd /3rd (delete whichever not applicable) instalment of grant if sanctioned by the State Govt.

(Signature)
(Name)
(Branch Manager)
(Branch IFSC Code)

State Mission Director

National Mission on Food Processing (NMFP)

State_____

4. Guidelines for implementation of Human Resources Development scheme during the remainder of 12th Plan (2013-17) under NMFP

1.0 Introduction:

The Scheme for Human Resources Development aims at augmenting the supply of trained manpower/personnel at all levels for food processing sector namely entrepreneurs, managers, sales persons, floor workers etc. The scheme comprises of the following four components:

- (i) Creation of infrastructure facilities for running Degree/ Diploma courses in Food Processing Technology.
- (ii) Entrepreneurship Development Programme (EDP).
- (iii) Food Processing Training Centre FPTC).
- (iv) Training at recognized institutes such as CFTRI / DFRL/ any other reputed State / National level training institutes of GOI/ State Govt.

Component-wise details of the Human Resources Development Scheme are as follows:

2.0 Creation of Infrastructure facilities for running Degree / Diploma Course in food processing technology:

2.1 Objectives:

To cater to the growing need of the food processing industries for trained manpower (including entrepreneurs, managers, technologists, skilled workers) and also keep abreast with latest technology & diversification and new ways of managing and marketing to face global competition.

2.2 Eligibility:

All recognized Universities / Institutions /Colleges, whether in Govt. Sector or private sector, will be eligible for grant-in-aid.

Duly recognized B. Tech / M. Tech Degree in Food Technology or Food Processing or Food Science or Management in Food technology or Food safety / 3years B.Sc. / 2 years M Sc. Food Technology or Food Processing or Food Science or Management in Food technology or Food safety / 1 year post graduate diploma or 1 year Diploma course in Food Technology / Food Processing/ Food Science or Management in Food technology or Food safety and UG/PG programmes in Dairy products Processing Technology, Meat processing Technology and Fisheries processing Technology will be eligible for financial assistance for starting the course as well as for upgradation of existing infrastructure facilities for above courses.

2.3 Submission of applications :

The applications have to be submitted to designated State Mission Directorate set up under National Mission on Food Processing (NMFP), in prescribed format (**Annexure VIII**), with complete details of project indicating cost of land, building, equipments and recurring expenditure, copy of quotations for equipments and duly forwarded by Vice Chancellor/ Registrar of University or Director of Institution/ Organization.

Applicants may clearly indicate the equipments already available as well as that are required for the institute. They should also give a clear commitment that any non- recurring cost over & above the Government funding & total recurring cost of manpower, consumables etc. will be borne by them.

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Applicants will submit affidavit on non-judicial stamp paper of minimum value of Rs. 10/-, duly notarized, indicating that they have not applied to any other Central Govt. / State Govt. Ministry/ Department for funding of components of the project.

2.4 Pattern of assistance:

Maximum eligible amount of Rs. 100 Lakhs. To be released in two equal installments of 50% each.

The assistance will be for pilot plants, laboratory equipments required as per the syllabus of the proposed course, technical / academic books/journals including online publications etc. To make Universities / Institutions more accountable, share of these institutes in the creation of infrastructure, will be in form of Land, Building and Manpower & all other recurring costs. Amount of assistance for technical / academic books and subscriptions for journals including e-journals / magazines on related subjects will not exceed 10% of equipment cost.

The scheme will finance only those equipments/ Pilot plant for processing of food products followed by facilities for testing of food items, as per syllabus of proposed course. Items like computer / laptop etc. will not be considered for assistance.

2.5 Release of grants:

2.5.1 1st instalment of grant will be released after approval of Competent Authority subject to fulfillment of the following :

- Receipt of notarised Surety Bond in case of private organizations.
- Before release of fund College / Institute will have to furnish proof that course has been recognized by AICTE / University/ Deemed University as applicable.
- In case the course is not recognized by AICTE, University / Institute has to give an undertaking, on non judicial stamp paper of minimum value of Rs. 10/-, duly notarised, indicating that standards and norms laid down by AICTE for purpose of ensuring co-ordinated and integrated development of technical education and standards will be maintained.
- Private Institutes are also required to give an undertaking on non judicial stamp paper of minimum value of Rs. 10/- duly notarised, confirming that the institute will run the course for a minimum period of 10 years.
- An undertaking that the equipments approved by the competent authority shall be purchased by following due tender procedure.
- An undertaking that the university will prominently display on stone of the building where facilities created that the project is assisted Under Centrally sponsored scheme - National Mission on Food Processing.

2.5.2 2nd installment will be released subject to fulfillment of following :

- Certificate duly attested by Vice Chancellor/ Registrar / Director/ Head of Institute that equipments have been purchased and installed (list of equipments purchased out of 1st installment and list of equipments to be purchased out of 2nd installment to be submitted)
- Utilization Certificate as per GFR 19A for first installment (**Appendix- D**) and CA certificate for ascertaining actual expenditure on the project (**Appendix- C**).
- The Mission Directorate or designated department of States/UTs shall undertake inspection of the grantee institution before the release of second installment of grant or at any time after the sanction of project.

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2.5.3 In the case of Govt. Institutes as well as private college/ University/ Institute, grant will be released through their bank.

2.6 Project may have to be implemented within two years from the date of release of 1st installment of grant. On case to case basis the extension beyond 2 years could be decided by the Competent Authority in the States/UTs under NMFP.

2.7 Conditions for assisting and monitoring of the projects :

The Institute is required to give yearly progress report (by 31st December) in the **Annexure- XIV- A** and it should be submitted to the State Mission Directorate latest by 31st January every year on utilization of funds, installation of Machinery & equipments, No. of courses conducted, No. of students enrolled during the year etc.

Funded Institutions will be required to work as business incubation centres for food industry / take up training programme on behalf of the State/UT Government. The project will be subjected to periodical evaluations. The institute, if required by State/UT Government, may undertake field evaluation studies related to food processing sector.

3. Entrepreneurship Development Programmes (EDPs).

Government is emphasizing the processing of agri-horti. produce into value added products to reduce wastage and increase income of the farmers. In order to achieve the same, it is necessary to train the farmers and prospective entrepreneurs / unemployed youth through EDPs in an intensive manner so as to sensitise them to the idea of value addition, food processing and encourage them to establish food processing industries through conduct of EDP. The trainees would be selected on the basis of the interest shown by them for a regular four week EDP to be conducted at the block / sub divisional/ district headquarters. The four week EDP would have the following two components:

- (i) Four weeks EDP programme.
- (ii) One year follow up programme.

3.1 Objectives:

The objectives of the Entrepreneurship Development programme is to enable trainees to establish commercially viable enterprises in Agri. and Horti. based food processing :

- (i) Providing basic knowledge of project formulation and management including technology, marketing, and profitability.
- (ii) Motivating the trainees and instilling confidence in them to start and manage a business venture.
- (iii) Educating them on the opportunities & financial assistance available for food processing units.
- (iv) Providing escort services to enable them to avail credit facilities from banks/financial institutions and other support services from the developmental organizations/ to source equipments, raw material etc/ to guide them in establishing marketing linkage to their products and possible risk factors in running the units.

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3.2 Eligible Organizations:

- (i) Central/State Govt. organizations, Institutions, Universities etc.
- (ii) National level Institutes like EDII, NIFTEM, IICPT, CFTRI etc.
- (iii) Professional Institutes for Entrepreneurship Development.
- (iv) State Level Consultancy Organizations formed by State Govt. / financial institutions.
- (v) Industry Organizations/ Associations
- (vi) Reputed Non Government Organizations including self-help groups with professional competency & experience in organising EDPs. Such organizations compulsorily to have a minimum of revenue/ income of Rs. 2.00 lakhs (other than Grants/ donations).

3.3 Duration of EDP:

4 weeks including field visits, project formulation, works related to financial assistance, assessment of need for higher training plus follow-up phase of 12 months.

3.4 No. of Trainees:

25 to 35. Proper representation to be given to SC / ST / Women and minority candidates.

3.5 Course Content:

Suggested content for EDP course is as under:

- (i) Motivation training / soft skills required for entrepreneurs.
- (ii) Business Opportunities available for starting enterprises.
- (iii) Imparting knowledge about supporting organization & including financial institutions and their schemes.
- (iv) Market surveys, identification of project in food processing.
- (v) Preparation of Project Report for Bank Financing.
- (vi) Management of resources viz. men, materials and money
- (vii) Rules/ Regulations of Local bodies.
- (viii) Food Laws (Food Safety & Standards Act, Rules & Regulations, Bureau of Indian Standards, Agricultural Produce Grading & Marking Act (AGMARK) etc.).
- (ix) Appropriate and latest Machinery including information on manufacturers.
- (x) Factory visits, meetings with successful / unsuccessful entrepreneurs.
- (xi) Market Survey Tools, market perception, market intelligence and marketing, particularly in respect of the areas from which trainees are drawn.
- (xii) Book keeping & Accounts (Preliminary idea).
- (xiii) Presentation by Industry Associations regarding (a) possible areas for setting up units considering the local comparative advantage and (b) difficulties generally faced by entrepreneurs.
- (xiv) Costing and pricing of products.
- (xv) Various Govt. Schemes where financial assistance i.e. subsidy/ grants /loans are available for entrepreneurs / self-employed.
- (xvi) Approach & planning of small scale units.
- (xvii) Assessing financial viability of the project.
- (xviii) Presentation / Discussion of case studies of successful / unsuccessful entrepreneurs.

The training module of EDP is enclosed at **Annexure- IX** as a model. In case any training institution wants to adopt a different syllabus the prior approval of SLEC may be obtained.

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3.6 Criteria for Selection of Trainees:

- i) Minimum Qualification should be 10+2. However, candidates having higher qualifications may be given priority.
- ii) Aptitude for entrepreneurship may also be considered while selection the candidate.

3.7 Composition of Selection Committee For Selection of Trainees:

The applicant organization which proposes to conduct EDP will constitute a selection committee. It will comprise of representatives of the training agency, financial institutions/ lead banks, and independent experts from food processing discipline.

3.8 Selection Procedure of Trainees:

The selection of trainees would be done in a transparent manner by calling applications through open advertisement in newspaper followed by evaluation and recommendation by the selection committee.

3.9 Financial Assistance:

Financial assistance for EDP upto Rs. 3.00 lakhs per EDP will be provided by the State/UT Govt. as follows:-

	Maximum Limits of Expenditure (In Rs.)
a. Pre-training and promotional expenses, surveys, advertisement & Publicity/ selection of candidates.	25,000
b. Inauguration/ valediction.	15,000
c. Printing cost of course material banners/ certificate etc.	20,000
d. TA/Honorarium to guest faculties/ speakers/resource persons.	50,000
e. Traveling cost of visits to factories of successful enterprises.	30,000
f. Light refreshment.	50,000
g. Rent of Hall including audio-visual & Manpower expenses.	30,000
h. Follow-up expenses.	80,000

No fees /Charges of any kind will be taken from the candidates at any stage.

3.10 Submission of the applications:

The applicant organization seeking financial assistance are required to submit their applications to the designated officer/ Mission Director of NMFP in State as may be decided by SLEC. The applicant may submit the application in prescribed format **Annexure – X** alongwith all the enclosures/ documents to the designated authority as may be specified by the respective State/UT.

3.11 Documents to be Submitted:

1. Application in the prescribed format. (**Annexure- X**).
2. Registration certificate of NGO and its objectives.
3. Annual report and audited statements of accounts of the organization for the last three years.
4. Details of the faculty (Resource persons).

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5. Past experience in conduct of such courses.
6. An affidavit on a non judicial stamp paper of Rs. 10 or more indicating details of grant received from the State or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted to be furnished.
7. An affidavit on a non judicial stamp paper of Rs. 10 or more duly attested by notary that organisation has not applied for or will not apply for financial assistance for the same purpose or activity from any other Ministry or other Departments of State Government or Government of India. **(Appendix-E)**.
8. If MFPI assistance under any scheme received earlier, whether Utilisation Certificate in Form 19-A **(Appendix-D)** duly countersigned by Chartered Accountant furnished. If not, the same may be furnished alongwith the Application.

3.12 Release of Grant: The financial assistance will be released in 3 installments as under:

- i) 50% as advance on approval of the proposal and on submission of Surety Bond by the Non-Government agencies. **(Appendix-A)**
- ii) 25% on completion of EDP, submission of Income-expenditure statement, UC of 1st instalment, submission of EDP report and feed back form in **(Annexure- XI & XI A)**.
- iii) 25% on completion of follow-up action and on submission of UC for the entire amount of the grant-in-aid as per GFR 19-A **(Appendix-D)** and statement of actual expenditure in respect of follow-up expenses duly certified by a Chartered Accountant and progress of EDP as well as list of the units established by the trainees in **(Annexure- XI B)**.

3.13 Follow-up Phase:

The training agencies will:

- i) Help trainees in identification of viable project based on locally available raw material or market and preparation of project report
- ii) Conduct the follow-up meetings to help the trainees in filling up the application form for financial assistance from various agencies including financial institutions and State Govt.
- iii) Pursue their application with the concerned agencies to get the finance sanctioned.
- iv) Help the trainees in the allocation of land/building/electricity and water for starting new enterprises.
- v) To help trainees in identifying suitable machinery and machinery suppliers and sourcing of raw materials.
- vi) The follow-up phase should continue for a period of 12 months and more than 50% of trainees should set up their processing units.

3.14 Monitoring:

An independent evaluation of completed EDPs after two years would be done by an independent professional organisation selected by the State Mission Directorate for this purpose. They will

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submit their report to the State Mission Directorate directly.

The agencies monitoring shall look into following aspects:

- i) The effect of motivation and training – whether it has enabled the trained hands to take a decision on risk-taking and start their own enterprises.
- ii) How many of the trained people decided to set up units – products, places and employment generated directly or indirectly to be indicated.
- iii) The agencies should document its monitoring experiences & see whether records have been maintained to (i) Indicate the number of trained hands who have started and are running the units successfully or got employment in food processing industry (ii) started units but failed due to reasons to be specified & (iii) did not start the unit at all with reasons there for. The documentation may also indicate the change/ refinements/ reforms that may be needed to improve the system of training and follow-up to make the programme more successful.

4. Food Processing Training Centre (FPTC)

4.1 Objectives:

Development of Rural Entrepreneurship and transfer of technology for processing of food products by utilizing locally grown raw material and providing “Hands-on” experience at such production cum training centres, while according priority to SC/ST/OBC/women and minority candidates.

4.2 Eligibility:

Central or State Government Organizations, Educational & Training Institutions, Schools and Colleges, ITIs, NGOs, Co-operatives and Self-help groups (SHGs) will be eligible for grant to set up FPTC.

FPTCs will preferably be sanctioned in those clusters, which have been selected for EDPs.

4.3 Pattern of Assistance :

Grants-in-aid would be available to the FPTCs only to the following extent:

Single Product Line Centre (for any one group of processing activities)	Rs. 6.00 lakhs for Fixed capital costs and Rs. 3.00 lakh as revolving seed capital
Multi Product Line Centre (for more than one group of processing activities)	Rs. 15.00 lakhs for Fixed capital costs and Rs. 5.00 lakh as revolving seed capital

The grantee organization will be required to run the FPTC for a minimum period of ten years and run “hands-on” training course for EDP trainees/ workers etc. without charging any fees. All other expenses shall be the responsibility of the grantee organization.

4.4 Recurring Expenditure:

After utilization of grant released under NMFP for installation of Plant & machinery, the

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organization will also be given revolving seed capital (required for raw materials and consumables i.e. Preservatives/ additives/ packaging etc.) towards recurring expenditure of the centre only for the first year. Thereafter, the recurring expenditure required may have to be recouped from the sale proceeds of products processed and the processing charges paid by the growers/ entrepreneurs for the raw materials processed at the centre.

4.5 Submission of applications:

- (i) Applications have to be submitted in the prescribed format (**Annexure- XII**) with complete details of the project indicating cost of land, building, equipments and recurring expenditure, copy of quotation for equipments, to the Competent Authority of the State/ UT Govt. **Checklist (Annexure- XIII)**. Organizations may seek assistance for single or multi product line FPTC. While submitting applications the following documents may have to be enclosed :
- (i) The promoters must have the basic infrastructure of building to the satisfaction of State Govt. keeping in view the number of trainees and the requirements of production activity.
- (ii) Annual Reports and audited statement of accounts for last 3 years.
- (iii) A committee to select the trainees have been constituted by the organization.
- (iv) Bank account statement for last 3 years and a certificate from the Bank showing cash balance (as on date).
- (v) Building premises proposed for FPTC must be owned by the applicant organization. An appropriate document of premises pertains to ownership of organization to be submitted.
- (vi) Confirmation letter from the concerned civic authorities to the effect that infrastructure facilities like drainage, power, water etc. are available in the building premises.
- (viii) An affidavit / undertaking on non-judicial stamp paper (Rs. 10/-or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run “hands on” training course for EDP trainees / workers etc. without charging any fee.
- (ix) The organization shall have to procure furniture, teaching material and other items required for training from their own resources.
- (ix) The expenditure on account of salary of the Staff will have to borne by the promoters.
- (xi) The organization should have a minimum income / revenue (other than grants / donations) of Rs. 4.00 lakhs in case of multi line and Rs. 2.00 lakhs for single line FPT centre from its activities in the preceding years.
- (xii) An affidavit (in original) on non-judicial stamp paper (Rs. 10/-or above) duly notarized about grants received from other Ministries / Departments / Organizations of the Central government and whether the grant has been utilized properly for the purpose for it was given. It may also be indicated whether utilization certificates for the same have been furnished to the concerned Ministry / Department / Organization. The copies of utilization certificate may also be furnished to the State Mission Directorate of NMFP.
- (xiii) An affidavit (in original) on a non-judicial stamp paper (Rs. 10/-or above) duly notarized to effect that the organization / company has not applied or obtained / will not obtain any subsidy / grant from any Ministry or Department of State Government or Government of India for the same purpose / activities. The format is at **Appendix -E**.
- (xiv) Copy of quotations from reputed machinery supplier for the proposed equipments is

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enclosed

- (xv) The organization shall have to impart training to at least 50 trainees per year with minimum of 2 batches per year.
- (xvi) The organization shall have to obtain a licence as per Food Safety & Standards Act, 2006 for FPTC for Food Products processing activity after installation of plant & machinery and before applying for seed capital.
- (xvii) The organization shall have to make arrangements for sale of their products to the Cooperatives / Departmental Stores / Marketing Association / Food Processing Industries / local markets.
- (xviii) The organization shall have professional trainer for the FPTC.
- (xix) The organization while selecting trainees would accord priority to the people belonging to SC/ST/OBC/Women and Minority candidates. At least 35% of the trainees shall belong to SC/ST/OBC/Women and Minority categories.
- (xx) The organization may also like to have an arrangement with nearby Agricultural University/College/Govt. Training Centre for providing technical support and guidance to the centre, as and when required.

4.6 Processing of Applications:

The applicant organization seeking financial assistance are required to submit their applications to the designated officer/ Mission Director of NMFP in State as may be decided by SLEC. The applicant may submit the application in prescribed format **Annexure – XII** alongwith all the enclosures/ documents to the designated authority as may be specified by the respective State/UT.

4.7 Release of Grant: The grant will be released in two installments:-

4.7.1 Release of 1st installment:

- 1st installment i.e. Fixed capital cost will be released on submission of following documents :
- Surety bond and acceptance of terms and conditions of the Scheme.
- An undertaking (duly notarized) on non-judicial stamp paper, minimum value Rs. 100/- , solemnly affirming that the grant will be utilized for the purpose it is sanctioned.
- Confirmation that no UC is pending against the organizations.
- Confirmation that equipments and machinery as approved by the competent authority will be purchased and installed.

4.7.2 Release of 2nd installment :

- 2nd installment i.e. Seed capital will be released on submission of the following documents within six months after release of fixed capital cost-
- Utilization certificate in Form 19-A (**Appendix-D**) duly signed by Chartered Accountant.
- CA certificate for ascertaining actual expenditure on the project.
- Details of equipment procured alongwith their cost (copies of Bills/vouchers to be attached).
- Copy of Food Business Operators (FBO) license in the case of FPTC for Food Products Processing.
- The Mission Directorate or designated department of States/UTs shall undertake inspection of the FPTC before the release of seed capital to ascertain the installation of approved equipments and to confirm that FPTC is ready for commencement of Food

processing training.

4.8 Monitoring:

A yearly status report (31st December) in the **Annexure- XIV-B** is required to be furnished by the organization and it should be submitted to the State Mission Directorate latest by 31st January every year.

5.1 Training at recognised institutes such as CFTRI /DFRL /IICPT/NIFTEM any other reputed State / National level training institute of GOI/ State Govt.

5.1.1 Objectives:

- (i) To impart specialized training to EDP trainees who are in the advanced stage of setting up their own food processing units including higher levels of training after periodic intervals.
- (ii) To upgrade the knowledge / skill level of entrepreneurs who are already running their Food Processing units but are desirous to expand / modernize their unit.

5.1.2 Eligibility criteria:

Grant will be provided to the State/ National level recognized training institutions or any other reputed State/ National level institutions selected by State Mission Directorate of NMFP for such training programme.

5.1.3 Pattern of assistance:

The quantum of assistance will vary with the number of trainees and duration of training subject to a maximum of Rs. 1,00,000 per training programme for 20 trainees for 10 working days or Maximum Rs. 5,000 per trainee for the specialized training programmes in food processing.

5.1.4 Submission of applications:

The applicant organization seeking financial assistance are required to submit their applications to the designated officer/ Mission Director of NMFP in the State. The applicant may submit the application in prescribed format **Annexure – XV** alongwith all the enclosures/ documents to the designated authority as may be specified by the respective State/UT.

5.1.5 Release of grant:

Grant will be released in two installments of 70% and 30%, respectively. First instalment will be released on selection of trainees and second instalment of 30% will be released on submission of completion report of training, Utilization of 1st instalment and expenditure statement duly certified by Chartered Accountant.

5.2 A one day sensitization cum awareness programme

5.2.1. Objectives:

- Sensitizing the progressive farmers / prospective entrepreneurs about the benefits of food processing at farm gate level in a Block/District level. Atleast 100 progressive farmers / prospective entrepreneurs will be sensitized / made aware of the concept of value addition, food processing, opportunities, potentiality and its benefits.
- The trainees will be motivated to establish food processing units and to attend courses in EDP and specialized trainings. The location of the training site would be decided by a Pre EDP screening of the area to be done by the organisation conducting the EDP to know about the cluster of production of various commodities etc. The organisation, sanctioned for conduct of EDP, will make an assessment of the need and submit the proposal accordingly.
- The trainees would be selected by a transparent procedure of inviting applications based on newspaper advertisement.

5.2.2 Eligibility

All the eligible organizations mentioned in the EDP component or any other reputed State/ National level institutions selected by State Mission Directorate of NMFP for such sensitization cum awareness programme.

5.2.3 Pattern of assistance:

Financial assistance of upto Rs. 20,000 per batch based on need / demand, will be provided by the State Mission Directorate of NMFP as follows:-

	Maximum Limits of Expenditure (In Rs.)
a. Advertisement & Publicity / Selection of candidates	3,000
b. Inauguration / rent of hall	2,500
c. Reading/reference material, Stationery etc.	7,500
d. TA/ Honorarium to guest faculties	4,000
e. Light refreshment	3,000

5.2.4 Submission of applications:

The applicant has to apply in the prescribed format (**Annexure- XVI**) with complete details of the programme.

The financial assistance will be released in 2 instalments as under:-

- i) 50% as advance on approval of the proposal and on submission of Surety Bond by Non-Govt. Agencies.
- ii) 50% on completion of sensitization cum awareness training

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Annexure- VIII

**Application form for Assistance for Creation of Infrastructural Facilities under the Scheme for
Human Resources Development**

1	Name and address of the Institute/College / University	
2	Status of college / University- whether Government or Private	
3	Name of the University with which affiliated.	
4	Brief of the past activity	[Give details as Enclosure-I]
5	Disciplines covered /proposed to be covered & objectives of the project.	[Give details as Enclosure-II]
6	Details of Degree /diploma to be awarded and whether recognized by University/AICTE etc.	<ul style="list-style-type: none"> - Give details here. - [Enclose copy of recognition as Enclosure-III]
7	Course content and duration of the course.	<ul style="list-style-type: none"> - Give details here. - [Enclose copy of Syllabus as Enclosure-IV]
8	Details of Laboratory/ Pilot plants proposed to be set up	[Give details at Enclosure-V]
9	Details of equipments a. Existing	[Give details of existing equipments in a tabulated format as Enclosure-VI indicating name, no., cost]
	b. Proposed	[Give details of proposed equipments in a tabulated format as Enclosure-VII indicating Name of the equipment, make, specifications, justification, number, cost]
10	Details of infrastructure including space available /proposed.	[Give details of classrooms, laboratories, pilot plant, library etc in numbers for the proposed courses with area of each as Enclosure-VIII]
11	Details of faculties available	[Give details of existing and proposed faculties in a tabulated format as Enclosure- IX indicating name of the faculty, qualification, experience]

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12	<p>Total Project Cost (Rupees in Lakhs)</p> <p>a. Recurring</p> <p>5 Salaries & Wages</p> <p>6 Utilities</p> <p>7 Consumables</p> <p>8 Others (Pl. Specify)</p> <p>b. Non- Recurring</p> <ul style="list-style-type: none"> • Land • Building • Machineries <ul style="list-style-type: none"> - Indigenous - Imported • Pilot Plant • Books & Journals <p style="text-align: right;">TOTAL</p>	
13	<p>Means of Finances (Rupees in Lakhs)</p> <ul style="list-style-type: none"> • MFPI Grant • Own Contribution • Other Organization (Please specify) <p style="text-align: right;">TOTAL</p>	
14	Affidavit as per GFR 209(1)	[Attach Affidavit on a non-judicial stamp paper of minimum value of Rs. 10/-, duly notarized as Enclosure-X as per format at Annexure-XII of the guidelines]
15	Implementation schedule.	[Attach detailed implementation schedule in bar chart indicating various milestones to be achieved for completion of the project as Enclosure-XI]

[Note: All documents to be attached in portrait format on A4 paper]

MODEL COURSE CONTENT OF EDP

The course content for EDP would include the following:

- (i) Motivation training / soft skills required for entrepreneurs.
- (ii) Business Opportunities available for starting enterprises.
- (iii) Imparting knowledge about supporting organization & including financial institutions and their schemes.
- (iv) Market surveys, identification of project in food processing.
- (v) Preparation of Project Report for Bank Financing.
- (vi) Management of resources viz. men, materials and money
- (vii) Rules/ Regulations of Local bodies.
- (viii) Food Laws such as Food Safety & Standards Act, Rules & Regulations etc.
- (ix) Appropriate and latest Machinery including information on manufacturers
- (x) Factory visits, meetings with successful / not successful entrepreneurs
- (xi) Market Survey Tools, market perception, market intelligence and marketing, particularly in respect of the areas from which trainees are drawn.
- (xii) Book keeping & Accounts (Preliminary Idea)
- (xiii) Presentation by Industry Associations regarding (a) possible areas for setting up units considering the local comparative advantage and (b) difficulties generally faced by entrepreneurs.
- (xiv) Costing and pricing of products.
- (xv) Various Govt. Schemes where financial assistance i.e. subsidy/ grants /loans are available for entrepreneurs / self-employed.
- (xvi) Approach & planning small scale units.
- (xvii) Assessing financial viability of the project.
- (xviii) Presentation / Discussion of case studies of successful and not-so successful entrepreneurs.

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Annexure - X

Application Form
to conduct Entrepreneurship Development Programmes (EDPs)

1	Name of the Organisation: Address: Tel. No. Fax No: E-mail: (Please attach Certificate of Incorporation / Registration, Memorandum & Articles of Association / Bye-laws & Audited Annual Report / Accounts for the last three years)	
2	Main activities of the Organisation:	
3	No of EDP Proposed with places.	
4	Revenue/Income (other than Grants & Donations) as per audited statements of accounts of the organization for last three years.	
5	No. of Participants (not less than 30) (Their qualification, economic background etc., proposed to be prescribed)	
6	Number of SC/ST/Women candidates proposed to be selected for the Course. (Not less than 35% of the total)	
7	Duration of the course (not less than 4 weeks) (Should include follow-up phase for a period of 12 months)	
8	Selection procedure and completion of the selection committee.	
9	Course content in brief. A copy of the course material may be enclosed.	
10	Expenditure with detailed break-up (including follow-up phase).	
11	Source of Funding: a. Grants from other sources b. Participants fee to be charged from trainees c. Organizers own contribution d. Grant sought from MFPI Total.....	
12	Details of the faculties (Resource persons)	
13	Past experience in conducting such courses.	
14	An affidavit on a non judicial stamp paper of Rs. 10 or more indicating details of grant received from this Ministry or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted may be furnished.	
15	An affidavit on a non judicial stamp paper of Rs. 10 or more duly attested by notary that organisation has not applied for or will not apply for financial assistance for the same purpose or activity from any other Ministry or other Departments of Government of India or State Government.	
16	If MFPI assistance under any scheme received earlier, whether Utilisation Certificate in Form 19-A duly countersigned by Chartered Accountant furnished. If not, the same may be furnished alongwith this Application.	
17	If the Organisation has been provided financial assistance for conducting EDP courses by this Ministry earlier, the following information may be furnished. a. Number of EDPs supported by MFPI b. Places c. Date of completion d. Number of participation trained & declared successful e. How many of them has set up their own units – indicate places, products, and employment generated directed and indirectly.	

PROFORMA FOR SUBMISSION OF EDP REPORT ON COMPLETION OF THE COURSE

- 1** Name of the EDP Agency with address, Tel/ Fax /E-mail No.
- 2** Place of EDP conducted
- 3** No. of Trainees
 - (a) General
 - (b) SC / ST
 - (c) Women
 - (d) Minorities
- 4** Name, addresses, qualifications, etc. of trainees
- 5** Duration & period of EDP (From) (To)
- 6** Name & address of faculties both in-house and outside faculties
- 7** Details of factory visits
 - (a) Name of the factories visited
 - (b) No. of meetings held
- 8** Details of meetings held with machinery manufacturers
- 9** Feed back reports from trainees
- 10** No. of trainees declared successful
- 11** Assessment of training agency about the success of the programme.

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Annexure- XI A

PROFORMA FOR FEED BACK FORM

1	All the relevant aspects pertaining to the following areas were covered during the programme.	Fully / Generally/ not satisfactorily
2	Information about industrial / Dev. Organisation a. Identification of Project. b. Selection of industry c. Financing of industry d. How to manage you unit	
3	The sequencing of the topic was	good/ average/ inappropriate
4	How do you rate the faculty in general considering their knowledge, methodology, presentation etc.	Excellent / Good / Fair/ Satisfactory/ Poor
5	Name at least five faculty members whom you liked most a) b) c) d) e)	
6	Name the faculty members who you think not adequate for the job undertaken by them a) b) c) d) e)	
7	How do you rate the background material / information provided to you.	Very good / good/ average/ poor
8	Do you think background materials were adequate.	Yes/ No
9	What are the topics which you think were quite relevant to you and were presented properly. a) b) c) d) e)	
10	Which were the topics which you think were neither relevant to you not presented in a satisfactory manner: a) b) c) d) e)	
11	The session timings were Convenient / appropriate / not appropriate	
12	The course duration was adequate / not adequate / too long	
13	The achievement motivation training was very useful / satisfactory	
14	The factory visit was very useful / not useful	

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15	Which were the sessions you liked most? Why a) b) c) d) e)	
16	Which were the sessions you did not like a) b) c) d) e)	
17	The Group /personal counseling by the Consultants was-	Excellent / Good / Satisfactory
18	The role played by the trainers / help and assistance rendered by them was	Excellent / good / satisfactory
19	The Programme was	Very good / good / satisfactory
20	How is the training imparted during the programme is likely to benefit you in future	In a very big way / in a big way / not at all
21	Your suggestions for improving the programme a) b) c)	
22	Anything you wish to bring to our notice by way of improvement in the programme	

REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD

- 1** Name of the Training Agency with address, Tel / Fax / E-mail No.
- 2** Period and place of EDP conducted
- 3** No. of Trainees
- 4** No. of trainees who have set up their Food Processing Units, indicating
 - (a) Name
 - (b) Place where the unit has been set up.
 - (c) Products
 - (d) Employment generated (directly & indirectly to be indicated separately)
- 5** No. of trainees who made efforts to set up their units but failed, with reasons therefore.
- 6** No. of drop outs, i.e. who have made no efforts to set up their FP units and reasons therefore
- 7** Suggestions for improvement to increase the success rate in future EDPs.

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Annexure- XII

**Application form
For Food Processing Training Centres**

A Organisation

1. Organisation / Promoter
(Name / Address / Tel / & Fax No.)
2. Type of Organisation
(NGO / Cooperative / Institution / Govt. Body etc. (enclose copy of Registration Certificate)
3. Objective of the Organisation
(Enclose a copy of bye Laws, Memorandum of Association)
4. Background of Activities during the last three years supported by Documents.
5. Details of development projects Implemented and financial aid received from any Govt. Department / Institutions etc.
6. Financial status (Enclose a copy of bank account of last three years.)

B Project Details of the Proposed FPTC.

1. Production activities
(Single line / Multi line)
2. Location (certificate from concerned authority to be attached)
3. Details of building with covered area (Documents to be attached)
4. Details of infrastructure facilities available
(water, power, pollution free drainage etc.) (enclose certificate)
5. Details of Plant & Machinery to be installed and their cost (item -wise details)
6. Cost / Quantity of raw materials / preservative / packaging etc.
7. Details of other training infrastructure required.
Also specify (a) non-recurring cost (b) Recurring cost
8. Total Project Cost.
9. Means of Finance
(both non-recurring and recurring)
10. Share of the organization in total project cost.
11. Implementation schedule.

C Training

1. Details of Trainees
(Names, qualifications & experience-certificates to be attached)

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2. Annual training schedule of the proposed training centre
(subject of training, number of batches / persons per batch) (at least 9% should belong to SC/ST)
3. Details of agreement with Agriculture university or Institutions of Govt. Training Centre for technical support and guidance (Copy to be attached)

D Marketing

1. Tie up/ Buy-back arrangements with marketing agencies / departmental stores / Cooperative FPO Units / Govt. Organizations (copy to be attached)

E Employment

1. Details of employment likely to be generated as a result of setting up of the centre:
 - a) Direct
 - b) Indirect.

Place:

Date:

Signature and Designation

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Annexure- XIII

CHECK LIST FOR FPTC

			Explanations/Remarks,
i)	Whether the application is in prescribed form	Y/N	
ii)	Whether the proposed FPTC is in rural or semi-urban area	Y/N	
iii)	Whether the Registration certificate, Memorandum Constitution, Bye-laws etc. of the organization is enclosed	Y/N	
iv)	Whether the Annual Reports and Audited Statement of Account of the organization for last three years is enclosed	Y/N	
v)	Whether the organization have constituted a Committee to select the trainees	Y/N	
vi)	Whether the organization have the building with covered area necessary for running the FPTC	Y/N	
vii)	Whether the copy of Bank Account for the last three years with certificate from the bank showing cash balance (as on date in the bank) is enclosed	Y/N	
viii)	Whether the organization has submitted an affidavit regarding any assistance received from any Government Department or organization along with status of submission UCs.	Y/N	
ix)	Whether the organization has submitted an affidavit / undertaking on non-judicial stamp paper (Rs.10/- or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run "hands on" training course for EDP trainees / workers etc. without charging any fee.	Y/N	
x)	Whether the organization has submitted an affidavit (in original) on a non-judicial stamp paper (Rs.10/- or above) duly notarized to effect that the organization / company has not applied or obtained / will not obtain any subsidy / grant from any Ministry or Department of Government of India or State Government for the same purpose / activities.	Y/N	
xi)	Whether the proposed FPTC is to be run from a rented building. If so, whether the copy of the rent agreement duly executed with the landlord duly notarized, for a minimum period of 10 years has been submitted	Y/N	
xii)	Whether confirmation letter from the concerned civic authorities to the effect that other infrastructure facilities like drainage system, power, water etc. are available	Y/N	

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xiii)	Whether the details of professional training has been furnished.	Y/N	
xiv)	Whether any arrangement with nearby Agricultural University / College or Government Training Centre for technical support and guidance is made as and when required.	Y/N	
xv)	Whether items wise cost of plant & machinery and equipments alongwith their capacity and specifications required for setting up the proposed FPTC alongwith quotations of the equipments, has been furnished	Y/N	
xvi)	Whether arrangements are made with various marketing agencies like co-operatives/ departmental stores/ Marketing Association / Food Processing Industries / local markets.	Y/N	
xvii)	Whether details of project cost, Means of finance has been submitted.	Y/N	
xviii)	Whether a training centre has already been assisted in the same Block. If so, whether the proposed FPTC is justified keeping the requirement and availability of raw materials in the area in view	Y/N	
xix)	Whether having regard to all factors in view the project is recommended by the PIA.	Y/N	
<p>Signature (with rubber stamp of the Officer of the PI Agency)</p>			

Yearly progress report for Creation of Infrastructure Facilities for running Degree/ Diploma in Food Processing Technology.

Report for the period ending December_____ (Year)

1. Name of the Institute
2. Address
3. Objective of Project
4. Total Project Cost
 - a) Amount of grant sanctioned (facility / equipment wise)
 - b) Amount of grant released with date
 - c) Amount spent during the period
 - d) Amount spent so far component wise details as per sanction
 - e) Date by which amount is likely to be fully utilized
5. Progress report (briefly) indicating Activities undertaken / action initiated
6. Programme / activities for next 6 months (keeping overall project implementation in view)

Yearly Status Report for FPTC

(To be submitted for the year ending 31st December)

- 1 Name of the organization
- 2 Location of the project
- 3 Year in which assistance was released
 - (a) 1st Installment
 - (b) 2nd Installment
- 4 Status of the project
- 5 Date when the 1st batch of training commenced
- 6 Number of training batches conducted during the year
- 7 How many persons have completed the training courses during the year
- 8 Out of 7 above, how many belong to the following categories:-

(a) SC (b) ST (c) OBC d) Women
- 9 How many of the trainees have been self employed and have set up tiny/cottage FP units (Category wise)
- 10 How many trainees have been employed in FP unit (Category wise)

Application form

For assistance under the **Training at recognised institutes such as CFTRI / DFRL/IICPT/ NIFTEM any other reputed State / National level training institute of GOI/ State Govt.**

1. Name of the Institute / Organisation
2. Duration and details of Training.
3. Number of Trainees
(at least 15% should belong to SC/ST/OBC/Women)
4. Objective of the training.
5. Subjects to be covered
6. Details of assistance sought from MFPI
7. Details of requirements (e.g. follow up needs etc.) may be stated

**5. GUIDELINES FOR IMPLEMENTATION OF SCHEME OF PROMOTIONAL ACTIVITIES DURING THE
REMAINDER OF 12TH PLAN (2013-17) UNDER NMFP.**

1. Objectives:

The scheme of promotional activities aims at development of the Food processing sector by creating awareness, disseminate information regarding food processing industries, familiarizing the existing and prospective entrepreneurs with modern techniques of production and packaging, development of market and popularisation of products, attracting investments and participation in National exhibitions / fairs. The scheme also aims at assessing food processing potential as well as impact of the scheme /policies etc. and exposure of the sector through study tours. The scheme has the following four components:

- (i) Seminars / Workshops.
- (ii) Studies / Surveys.
- (iii) Exhibitions/Fairs.
- (iv) Study Tours.

The scheme & its all the four components may be implemented for the activities related to food processing sector within the country and not for outside the country. Guidelines for each of the above components are as follows:

2.0 Seminars / Workshops.

2.1 Objectives:

- i) To create awareness.
- ii) To disseminate information.
- iii) To attract investments.
- iv) And, focus attention on the development of Food Processing Industries.

2.2 Eligibility:

Government/Autonomous/Statutory Bodies/ Academic Institutions/Bodies, Cooperative Societies, Industry Associations, Private Bodies, SHGs, NGOs etc., are eligible to seek assistance for organizing conference/seminars/workshops etc. The event must benefit the food processing sector in the State.

2.3 Receipt of applications:

Applicants may apply for organizing Conferences/Seminars/Workshops with required/necessary documents as per prescribed format (**Annexure- XVI**) to the State Mission Directorate of NMFP normally 3 months in advance from the date of the event.

2.4 Pattern of assistance:

For organizing the conferences/seminars/ workshops, applicants will be eligible for a financial assistance up to 50% of the cost, subject to a maximum of Rs. 4.00 lakhs. When the State Mission Directorate of NMFP sponsors/co-sponsors such events, there would be no financial ceilings.

2.5 Release of Grant: Grant will be released in two equal instalments of 50% each.

- 2.5.1** Release of first instalment : 50% of the grant will be released on submission of the following information / documents:

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- i) Confirmed date and venue of the event / programme.
- ii) Indication of sources of funding and item-wise estimated expenditure.
- iii) Surety Bond (notarised) on a non-judicial stamp paper of Rs.100/- or above in the prescribed format (except Govt. organizations).
- iv) A certificate/confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State Mission Directorate of NMFP/Ministry of Food Processing Industries.
- v) An affidavit to the effect that the organization has not availed / applied for / will not avail grant/ subsidy from the State Govt. or Govt. of India for the same purpose / activity under the provisions of GFR 209(1) in the prescribed format.

2.5.2 Release of Second instalment:

The remaining 50% grant will be released on receipt of complete post event details alongwith the following information/documents:

- i) Event report and proceedings of the event.
- ii) Copies/cutting of advertisements/publicity done.
- iii) List of participants.
- iv) List of resource persons with topics/presentations made by them.
- v) Suggestions/Queries of participants.
- vi) Details of sources of income and items of expenditure duly audited by a Chartered Accountant (C.A).
- vii) Outcome of the event / recommendations.
- viii) Follow up action taken / to be taken.
- ix) UC for the first instalment of the grant in form GFR 19-A.
- x) A certificate/confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State NMFP Directorate/Ministry of Food Processing Industries.

In case the 1st instalment is not released prior to the event, the grant-in-aid will be released in one lump-sum on successful completion of the event and submission of the complete information/documents.

3. STUDIES / SURVEYS/ FEASIBILITY REPORTS.

3.1 Objectives:

- i) To provide financial assistance for conducting studies/ surveys or preparation of feasibility reports/ Detailed Project Reports (DPR) relating to food processing sector.
- ii) To commission/conduct studies/surveys to address food processing potential in the State.
- iii) To conduct evaluation/impact study of food processing related schemes/ policies of the State.
- iv) To assess the losses/wastage of various crops (including fruits & vegetables) post harvest including supply chain.

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3.2 Receipt of applications:

Applicants may apply for conducting studies/surveys/feasibility reports/DPRs with required/necessary documents as per prescribed format (**Annexure- XVII**) to the State Mission Directorate of NMFP normally 3 months in advance from the date of the event.

3.3 Eligibility:

Government/Autonomous/Statutory Bodies/Academic Institutions/Bodies, Cooperative Societies, Industry Associations, Private Bodies, SHGs, NGOs etc., are eligible to seek assistance for conducting studies/surveys/feasibility reports/ DPR etc. The studies/surveys/feasibility reports must benefit the food processing sector in the State.

3.4 Pattern of assistance:

For conducting studies/surveys, applicants will be eligible for financial assistance up to 50% of the cost, subject to a maximum of Rs. 4.00 lakhs. When the State Mission Directorate of NMFP commissions the study/ survey, there will be no financial ceilings.

3.5 Release of Grant:

The grant will be released in three instalments:

- i) 30% will be released as advance after signing of the MOU between State Mission Directorate of NMFP & the applicant and after executing a surety bond (except Govt. organisations) in the prescribed format on a Rs. 100/- stamp paper duly signed by the obligers, 2 sureties and 2 witnesses.
- ii) 30% will be released on submission of the draft report along with the executive summary.
- iii) 40% will be released on submission and acceptance of the final report (10 hard copies and CDs) by the State Mission Directorate of NMFP.

4. EXHIBITIONS/FAIRS

4.1 Objectives:

- To disseminate information regarding food processing industry.
- To familiarize the existing and prospective entrepreneurs with modern techniques of food processing, packaging and product development.
- Development of market and popularisation of food products.
- Attracting investments in Food Processing Sector.

4.2 Receipt of applications:

Applicants may apply for organizing exhibitions/fairs with required/necessary documents as per prescribed format (**Annexure- XVI**) to the State Mission Directorate of NMFP normally 3 months in advance from the date of the event.

4.3 Eligibility:

Government/Autonomous/Statutory Bodies/Academic Institutions/Bodies, Cooperative Societies, Industry Associations, Private Bodies, SHGs, NGOs etc., are eligible to seek assistance for conducting Exhibition and Fair etc. The exhibition/fair must benefit the food processing sector in the State.

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4.4 Pattern of assistance:

- i) In case of organizing a fair/exhibition, quantum of assistance would be decided on merits of the proposal.
- ii) When State / UTs participates in national exhibitions /fairs jointly with State Level Industry Associations/State Chapter of Apex Industry Association like FICCI, CII, ASSOCHAM & PHD Chamber of Commerce etc., financial assistance may be provided for common items of expenditure like, space rentals, construction of stall, publication of literature etc. Quantum of assistance may be decided by the competent authority accordingly.
- iii) The State / UTs may also directly participate in national exhibitions /fairs like, Aahar Fair at Delhi, Regional edition(s) of Aahar Fair, Food Pro Fair and Food & Beverages Exhibition by CII, Annapoorna- World of Food India by FICCI etc. either through its own officials/resources or by engaging the services of an Event Management Agency through a transparent procedure. The payment shall be released to the selected event manager in one lump sum after receipt of post event report along with invoice/bill, photographs, Visitors book/visiting cards etc. The rate for hiring of space in case of domestic fairs/ exhibitions (including international fairs held within India) would not exceed the rates charged by India Trade Promotion Organisation (ITPO) for AAHAR Fair.

4.5 Release of Grant: Grant will be released in two equal instalments of 50% each.

4.5.1 Release of first instalment :

The first instalment of 50% of the grant will be released on submission of the following information/ documents:

- i) Confirmed date and venue of the event / programme.
- ii) Indication of sources of funding and item-wise estimated expenditure.
- iii) Surety Bond (notarised) on a non-judicial stamp paper of Rs.100/- or above in the prescribed format (except Govt. organizations).
- iv) A certificate/confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State Mission Directorate of NMFP/Ministry of Food Processing Industries.
- v) An affidavit to the effect that the organization has not availed / applied for / will not avail grant/ subsidy from the State Govt. or Govt. of India for the same purpose / activity under the provision of GFR 209(1) in the prescribed format.

4.5.2 Release of Second instalment:

The remaining 50% grant will be released on receipt of complete post event details alongwith the following information/documents:

- i) Event report.
- ii) Copies/cutting of advertisements/publicity done.
- iii) List of visitors and participants.
- iv) Details of sources of income and items of expenditure duly audited by a Chartered Accountant (C.A.).
- v) Suggestions/Queries if any, of participants and visitors.
- vi) Outcome/recommendations of the event for various stakeholders.
- vii) Follow up action taken/to be taken.
- viii) UC for the first instalment of the grant in form GFR 19-A.

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- ix) A certificate/confirmation from the organizers that no Utilization Certificate is pending submission by them in respect of previous grant(s) availed from the concerned State NMFP Directorate/Ministry of Food Processing Industries.

In case the 1st instalment is not released prior to the event, the grant-in-aid shall be released in one lump-sum on successful completion of the event and submission of complete information/documents as prescribed.

5. STUDY TOURS

- 5.1** Assistance may also be provided for organizing domestic study tours for exposure to various aspects of Food Processing. Participants could be representatives from the Government, Food Industry associations/organizations/entrepreneurs. The organization seeking the assistance for organizing a study tour may submit a proposal indicating objectives of the study tour, place(s) to be visited during the tour, composition of the study team, bio-data of the members of the study team, detailed justification for the study tour, total estimated expenditure on the tour along with its break-up, assistance sought, contribution from the organizers and sources of funding.

Each study tour group may consist of upto 25 persons in a batch, not more than 2 (two) such tours may be undertaken in a year. The financial ceiling shall not exceed Rs. 4.00 lakhs per batch. The expenditure in a financial year shall not exceed Rs. 8.00 lakhs under this component of the scheme.

Application Form

For Financial Assistance for organizing Seminars/ Workshops/Exhibitions/Fairs

1. Organiser/Promoter:
Name & Address
Telephone/fax/e-mail nos.
(Please attach copies of Registration certificate,
Memorandum and Articles of Association
and Audited Annual Accounts for the last three years)
2. Main activities of the Organization
3. Name of the event, i.e., Seminar/workshop/
Exhibition/Fairs (Subject details of the event
may be indicated)
4. Date(s) and period of the proposed event
5. Venue (preferential treatment will be given for
holding the event in areas where SC/ST
Population is predominant)
6. Objective of the event (with specific relevance
to promotion of food processing industries)
7. No. of participants (Target group of the
Participations may be indicated)
From India
From Abroad
8. Estimated expenditure with detailed
break- up of expenditure
9. Whether the organization is prepared
to contribute 50% of the estimated expenditure
10. Sources of funding: -
 - i. Financial assistance/Grant sought under NMFP
 - ii. Grant sought to be received from
Other Government bodies/organizations
Including private organizations etc
 - iii. Organizers' own contribution
 - iv. Income from registration/ participation fees
 - v. Income from souvenir
 - vi. Income from other sources (to be identified)
11. Details of Resources persons (Faculties/speakers)
(Their names, address and topics to be addressed by them to be mentioned)
12. Experience of the Organiser/promoter (In case,
they have organized similar event (s) earlier, their
details along with the outcome may also be indicated)

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13. An affidavit indicating details of grants received from Ministry of Food Processing Industries and/or any other Ministry /Department of the Central/State Government duly Affirmed and attested by Notary (applicable in the case of NGOs)

14. Whether Utilisation Certificates in form 19-A for earlier grants-in-aid received from MFPI/concerned State Government Department, duly countersigned by a Chartered Accountant have been furnished if so, a copy of the same may be enclosed. If not, the same may please be furnished along with this application.

15. Please indicate briefly the capabilities of the organization to conduct the event leading to logical conclusions/recommendations for the benefit of processed Food sector.

Date: _____

Signature
(Stamp)

Application Form

For Financial Assistance for Conduct of Studies/ Surveys/Feasibility Reports

1. Name of the Organization
Address

Telephone/fax/E-mail nos.

(please attach copies of Registration certificate.

Memorandum and Articles of Association

And audited annual accounts for the last three years)
2. Main activities of the organization
3. Purpose and subject of the study/Survey
4. Methodology to be adopted
5. Detailed terms of reference
6. Benefits from the proposed study/Survey
7. Whether at least two beneficiaries have been roped with the study and whether beneficiaries are prepared to contribute 10% of the cost.
8. Whether SCs & STs would be benefited directly or indirectly from the project.
9. Time for completion of the study
& Implementation schedule
10. Cost of the study along with detailed break-up.
11. Whether the organization is agreeable
to contribute 50% of the cost of the study.
if so, the source of funding may be indicated
12. Amount of assistance sought
13. Payment Schedule
14. Details of previous studies conducted by
the organization. Please furnish a copy

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of best report with following details: -

	<u>Subject of Study</u>	<u>Organization</u>	<u>Year</u>	<u>Amount</u>
	For which done			
15	An affidavit indicating details of grants received from Ministry of Food Processing Industries, Govt of India and/or any other Ministry/Department of the Central Government/ concerned State Government Department duly affirmed on oath and attested by Notary (applicable in the case of NGOs)			
16	Whether Utilization Certificate for earlier Grants-in-aid received from MFPI/ concerned State Government Department in Form 19-A, duly counter signed by a Chartered Accountant has been furnished. If so, a copy of the same to be enclosed. If not, the same to be furnished along-with this application.			
17	Enclose technical bio-data of Consultants Proposed to be engaged for the project.			

Date: _____

Signature

(Stamp)

6. Guidelines for implementation of Setting up of Primary Processing Centres/Collection Centres in the rural areas during the remainder of 12th Plan (2013-17) under National Mission on Food Processing.

1. Objective:

The objective of the scheme is creation of effective backward linkages and empowerment of farmers. This can be achieved by providing processing and preservation facilities at village level to help the farmers to enhance shelf life of perishable produce resulting in better remunerative prices for their agricultural produce.

2. Salient Features of the Scheme:

The Scheme of setting up of PPCs/CCs will have the following components:

- (i) Minimum land requirement will be 1-2 acres.
- (ii) Minimum Processing Facilities at the firm level which may include facilities for weighing, cleaning, sorting, grading, packing, pre-cooling, Controlled Atmosphere (CA)/ Modified Atmosphere (MA), Cold Storage, Dry Warehouses and IQF.
- (iii) Mobile Pre-cooling trucks and reefer trucks which may be suitable for transportation of the perishable agricultural produce/horticulture/dairy/meat/fish produce.

3. Eligible Sectors:

The Scheme is applicable to both horticulture and non-horticulture produce such as: fruits, vegetables, grains & pulses, dairy products, meat, poultry and fish etc.

4. Eligible organizations:

The individual entrepreneurs/ farmers, group of entrepreneur/ farmers, associations, co-operative societies, self-help groups, non-government organizations are eligible for assistance under the scheme for developing the above facilities.

5. Eligibility Conditions:

- i). The applicant should have some financial back ground to implement the project.
- ii). The Proposals for the project should be duly appraised by the Bank/ Financial Institutions.
- iii). The appraisal report should contain all the project components for which grant is sought.
- iv). Date of commercial operations should not be prior to the date of submission of application.
- v). No second proposal from the same applicant/ organization.

Procedure for Submission of Applications:

Applicants seeking financial assistance are required to submit their applications in prescribed format **(Annexure -XVIII)** to State NMFP Director or in the manner to be decided by the State Level Empowered Committee (SLEC), which will also decide the modus operandi, processing / approval / release of grants-in-aid to the sanctioned projects.

7. Pattern of Assistance: Maximum of amount of grant-in-aid admissible under the scheme is Rs.2.50 crore as per details given below:

- i). Grant-in-aid for PPC/CC will be provided @ 50% of the eligible project cost for the general

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areas and 75% in North-East, ITDP & Difficult Areas (NE States including Sikkim, notified ITDP areas and hilly states like H.P., J&K, Uttarakhand), respectively.

- ii). Cost of land, preoperative expenses, margin money for working capital and contingency, non-technical civil works and plants & machinery not directly related to the PPC/CC will not be eligible for calculating eligible product cost.

8. Release of grant: The approved grant-in-aid will be released in 2 instalments after the beneficiary has spent his share of equity as per the following schedule:

8.1 Release of the 1st instalment @ 50% of the approved grant amount will be released, subject to production of proof of 50% expenditure by the promoter out of its share of equity subject to production of the following documents:-

- i). Duly notarized Surety Bond- To be executed on Non-Judicial stamp paper of not less than Rs. 100 **(Appendix -A)**
- ii). Duly notarized Affidavit- To be executed on Non-Judicial stamp paper of not less than Rs.100**(Appendix- B)**
- iii). Chartered Accountant Certificate- Actual expenditure incurred on the project showing the means of finances and 50% utilization of promoters contribution**(Appendix -C)**
- iv). Site inspection report by State Mission Directorate.

8.2 The 2nd instalment @ 50% will be released subject to the following condition:

- i). UC of 1st instalment as per GFR 19A **(Appendix-D)**
- ii). CA certificate showing 100% expenditure of promoters contribution **(Appendix- C)**
- iii). Site inspection report by State Mission Directorate.

9. Implementation and Monitoring of Project:

The implementation schedule for the project will be about 24 months from the date of the approval of project. The application for 1st instalment should be made within 6 months from the date of approval failing which the project may be cancelled by the Competent Authority.

State Mission Directorate (SMD) of NMFP will develop a mechanism to verify the project at every stage to assess the performance. They may engage project management consultants/Project Management Agency (PMA) with approval of SLEC, for preparing the model project, inviting Expression of Interest, project evaluation, assisting State Government in release of grant and for monitoring and reporting. The selection of the project management consultants/ PMA will be carried out through open transparent bidding process.

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Annexure –XVIII

Application Form for Setting up of Primary processing Centres/ Collection centres in rural areas.

S.No	Particulars	<u>Details</u>
A. Promoters		
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation like Govt. Institution /organisation, Industry Association, University, NGO, Co-operative, Entrepreneur, partnership firm, Company, etc.	
3.	Background/credentials of applicant organization . Details of having experience in food processing or supply chain management, if any.	
4.	Financial Status	
5.	Existing Industry, if any	
B. Project Description		
6.	Name of the Project	
7.	Location/Area of the project	
8.	Products/By Products	
9.	Complete flow chart of the activities proposed to be undertaken	
10.	Technology (Indigenous/ imported)	
11.	Capacities of the various components of the PPC/CC	
12.	Commodities/ Products to be handled at PPC/CC	
C. Project Cost (indicating proposed cost, appraised cost separately)		
13.	Capital Investment (Fixed Capital) <ul style="list-style-type: none"> i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works 	
14.	Plant & Machinery (Indigenous) (Capacity/Specification /Cost)	
15.	Imported Machinery (Capacity/Specification /Cost)	
16.	Pre-operative expenses	
17.	Working Capital	
18.	Raw Material/Packaging	

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	(Source/Quantity/Cost)	
19.	Labour (Quantity/Cost)	
20.	Effluent Disposal (Method/Machinery/Cost)	
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) Assistance from other sources d) Fund requirement under NMFP <div style="text-align: right;"><i>TOTAL</i></div>	
22.	Financial Benchmarks a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ration e) Debt Service Coverage Ration	
23.	Details of quality/ safety standards to be followed (if any)	
E. Marketing		
24.	Marketing f) Existing Market g) Future Demand h) Marketing Strategy i) Linkage to farm/backward linkages j) Forward market linkages	
F. Implementation Schedule		
25.	Item of work Date of implementation (Bar charts/Milestone Charts or PERT/CPM may be enclosed)	
G. Personnel		
26.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required& available.	
H. Employment Generation- Direct/Indirect		
27.	c) Direct (Male & Female Separately) d) Indirect (Male & Female Separately)	
Signature		
Date:		Name and Designation
Place:		Seal of the organization
Encl: List of documents attached.		

7. Guidelines for implementation of Scheme of Modernization of Meat Shops during the remainder of 12th Five Year Plan (2013-17) under NMFP.

1. Introduction:

The majority of the population in India consumes meat from traditional meat shops, where individual butchers slaughter sheep/goats for sale of meat in small quantities throughout the day. Traditional meat shops are final points in the meat supply chain from where consumers pick up, their meat requirements. Retailing of meat mostly takes place in these shops.

2. Objectives:

The scheme aims at improving the overall hygiene in the meat shops by providing basic infrastructure and equipment. This will also ensure food safety rules and regulation compliances as per FSS Act, 2006 and caters to public health concerns as a whole. This in turn will provide wholesome meat to the consumers. Modernization of meat shops will also help to protect and sustain the livelihoods of people involved. Modernization of meat shops will improve the competitiveness in the supply of wholesome meat vis-à-vis the development of new retail chains.

3. Eligibility:

All implementing agencies/organizations such as Government/PSUs/Joint Ventures/NGOs/Cooperatives/SHGs/Private Sector/Individuals engaged in the operations of meat shops would be eligible for financial assistance under the scheme.

4. Receipt of Applications:

4.1 Applicants seeking financial assistance are required to submit their applications in the manner to be decided by the SLEC which will also decide the modus operandi for processing/approval/release of grants-in-aid to the sanctioned projects.

4.2 A format for submission of applications is given at **Annexure-XIX**.

4.3 Each applicant will enclose the following documents while applying for grant in aid under this scheme :

- (i) Copy of the valid license of local body/municipality/competent authority for running the meat shop at the premises for which grant-in-aid is applied.
- (ii) Proof of ownership of the shop/premises such as copy of sale deed, long term lease deed/ rent agreement/ allotment letter from Wakf Board etc.
- (iii) Proof of the electric supply to the shop from local authority.
- (iv) Proof of water supply to the shop from local authority.
- (v) Any other relevant document required by Local Body / Municipality as per applicable rules and regulations.
- (vi) List of plant & machinery and civil work proposed for modernization of meat shop duly certified by Chartered Engineer.

5. Eligible and ineligible items:

5.1 In order to improve the hygiene levels of the Meat Shops the following components are eligible for assistance:

5.1.1 Civil Structure Items:

- (i) Tiles finish up to minimum 1.8 Mtrs level.
- (ii) Monolithic Epoxy Coated Flooring.
- (iii) Food Grade Stainless Steel Wash Basin with all attachments.
- (iv) Exhaust and Ventilation system.
- (v) Septic tank, drainage system.

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5.1.2 Machinery / Equipment / Mechanical Items:

- (vi) Hot Dip Galvanized Carcass Hanging System with Food Grade Stainless Steel Hooks and Chain.
- (vii) Food Grade Stainless Steel Meat cutting table top with Hot Dip Galvanised base.
- (viii) Refrigerated Display Cabinet and Air Conditioning.
- (ix) Deep Freezer to store surplus carcass.
- (x) Food Grade Stainless Steel knives Set with knife Sterilizer and tools.
- (xi) Food Grade Stainless Steel Meat Mincer.
- (xii) Digital Scale with Stainless Steel Tray.
- (xiii) Vacuum Packer or Sealing Machine.
- (xiv) Fly Proofing equipment in the form of air contains and fly traps.
- (xv) Geyser.
- (xvi) Genset.
- (xvii) UV lamp for controlling microbial load after day's operation.

5.1.3 The above list of eligible items is indicative and the State Level Empowered Committee (SLEC) / Competent Authority may consider suitable addition, if any on case to case basis of items under the Scheme.

5.2 Ineligible items: The following items will be ineligible for assistance under the scheme:

5.2.1 Ineligible Civil Works:

- (xviii) Cost of Land and Land Development.
- (xix) Consultancy fee, taxes, etc.

5.2.2 Ineligible Machinery / Equipment / Mechanical Items:

- (xx) Fuel, consumables, stores and spares.
- (xxi) Computers, office furniture and equipment.
- (xxii) Transport vehicles .
- (xxiii) Second hand/ old machines/equipment.
- (xxiv) Expenditure on painting of machinery .
- (xxv) Closed Circuit TV Camera and security system related equipment.
- (xxvi) Service charges, Consultancy Fee, Taxes, Freight, etc.

6. Quantum of assistance :

General Areas	50% of the cost of Machinery/ Equipment and Technical Civil Works (TCW) and other eligible items mentioned in Para 5 above subject to a maximum of Rs.5.00 Lakhs
NE States including Sikkim and difficult areas such as J&K, Himachal Pradesh, Uttarakhand and ITDP notified areas of the States	75% of the cost of Machinery/ Equipment and Technical Civil Works (TCW) and other eligible items mentioned in Para 5 above subject to a maximum of Rs.5.00 Lakhs

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7. Pattern of release of grant: The grant-in-aid will be reimbursed in one instalment after submission of following documents:

- (i) Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance **(Appendix- C)**
- (ii) Surety Bond in the prescribed format **(Appendix- A)**
- (iii) Item-wise and cost wise details of Civil Work and Plant and Machinery commissioned duly certified by the Chartered Engineer.
- (iv) A copy of FBO license/ Registration under FSSA

8. Implementation Schedule:

The implementation period for the modernization of meat shop shall be 9 months (but not exceeding 12 months) from the date of approval of the grant-in-aid.

9. Project Monitoring and Evaluation:

The State Govt. will undertake monthly review of the progress of the projects under the scheme. The State Government shall submit monthly report to the MFPI in the prescribed format.

10. Compliance of regulations under Food Safety & Standards Act, 2006:

The applicant may consider regulations laid down under FSSA, 2006 while modernizing the meat shop.

Application format for Scheme of Modernization of Meat Shops

A. Prospective Beneficiary :

Name of Applicant	
Office Address	
Phone No./Fax No.	
E-mail	
Mobile No.	
Residential Address	

B. Project Description

1	Name of the Meat Shop		
2	Mode of the Project: Own/ PPP/ HUF; Details of partner, if applicable		
3	Location and Address of the Meat Shop		
4	Land		
	I. Area (in sqm)		
	II. Whether in possession of prospective beneficiary (Submit documentary evidence towards proof of ownership or proof of rent / lease)		
	III. Details of License granted by Local body/ Municipality/ Competent Authority		
5. Capacity of the Meat Shop. Existing Proposed Total			
I.	Meat Products (Raw Meat / Poultry Meat)		
II.	Chilling capacity (Kg per day)		
III.	Freezing capacity (Kg per day)		
IV.	Packing capacity (Kg per day)		
6. Estimated cost		(Rs in Lakhs)	
A	Civil Work		
(i)	Technical Civil Work		
(ii)	Non-technical Civil Work		
(iii)	Others		

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B	Cost of Equipment/Machinery/Mechanical items	
	Total Project Cost (A+B)	
Note: The Item-wise details of Technical Civil Work and Machinery/Equipment/Mechanical items for which grant-in-aid is applied for should be annexed with the application alongwith estimated cost.		
7. Means of Finance		(Rs In Lakhs)
i.	Promoter's equity	
ii.	Bank / Term Loan	
iii.	Other sources (specify)	
iv.	NMFP Grant-in-aid	
	Total	
C. Project Preparedness		
		Number and Date
1.	FSSAI License/ Registration	
2.	Registration of shop under Shop Establishment Act/any other Act	

Certified that the information given above is true to the best of my knowledge and enclosures submitted are duly verified in accordance with the guidelines of the scheme. The proposal may be considered for financial assistance.

Signature of Shop Owner
Name
Designation

Date:-
Place:-

**8. GUIDELINES FOR IMPLEMENTATION OF THE SCHEME OF REEFER VEHICLES DURING THE
REMAINDER OF 12TH PLAN (2013-17) UNDER NMFP**

1. OBJECTIVES:

The objective of the scheme is to provide financial assistance to standalone reefer vehicle/s and mobile pre-cooling van/s (reefer unit and refer cabinet permanently mounted on the vehicle) for carrying & transporting both Horticultural & non-Horticultural produce. Standalone reefer vehicle/s can be purchased under the scheme. This scheme will enable linking groups of producers to the processors and markets through well-equipped supply chain management.

2. ELIGIBILITY:

2.1 The assistance will be available to the individual Entrepreneurs, Partnership firms, Regd. Societies, Co-operatives, NGOs, SHGs, Companies and Corporations etc.

2.2 The applicant/beneficiary should have sound financial back ground and the Projects necessarily be supported by Bank/FIs by way of term loan.

3. SALIENT FEATURES:

The Scheme will provide financial assistance for purchase of reefer vehicle/s and mobile pre-cooling van/s (reefer unit and refer cabinet permanently mounted on the vehicle) for carrying & transporting both Horticultural & Non-Horticultural produce. It does not include reefer container (not mounted on vehicles permanently) used for shipment / transportation of perishable commodities.

4. PATTERN OF ASSISTANCE:

Reefer Vehicles/ Mobile pre-cooling vans: Credit linked back ended grants-in-aid @ 50% of the cost of New Reefer Vehicle(s)/ Mobile pre-cooling van(s) upto a maximum of Rs. 50.00 lakh. The reefer unit and refer cabinet permanently mounted on the vehicle are eligible.

5. PROCEDURE FOR SUBMISSION OF APPLICATIONS / PROJECT PROPOSALS FOR FINANCIAL ASSISTANCE:

Applicants/firms seeking financial assistance are required to submit their applications in the manner to be decided by the State Level Empowered Committee (SLEC), which will also decide the modus operandi of processing/approval/release of grants-in-aid to the sanctioned projects.

6. Documents required (The list is only indicative):

- (i) Application in the prescribed format (**Annexure -XX**).
- (ii) Sanction letter of term loan from bank / financial institutions, if any.
- (iii) Appraisal report from Bank / Financial Institution.
- (iv) Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society / partnership deed etc. (if applicable).
- (v) Bio-data/background of the promoter/promoters of the organization.
- (vi) Quotations from the suppliers of Reefer Vehicles/ Mobile pre-cooling vans required for the project, duly certified by Chartered Engineer (mech).
- (vii) An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming:
 - a. that organization's sister concern (s)/ related company / group company as well as the applicant company itself availed any financial assistance for a food processing project in

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the past from MFPI or not. If yes, the details thereof.

- 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.

7. Release of Grant:

The credit linked back ended grant-in-aid @ 50% of the cost of the project subject to a maximum of Rs. 50 lakh will be released after submission of the following documents:

- (i) **Duly notarized Surety Bond** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-A**).
- (ii) **Duly notarized Affidavit** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-B**)
- (iii) **Bank Certificate** certifying that they have released term loan and have no objection on release of back ended subsidy being provided by state / UTs (**Annexure VII**)
- (iv) **Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances (**Appendix-C**)
- (v) Copy of Registration certificate issued by the concerned Regional Licensing Authority (RLA), duly certified by notary.
- (vi) It will be prominently displayed that the “Reefer Vehicle/ Mobile pre-cooling van has been financially assisted under the Scheme of National Mission on Food Processing of Ministry of Food Processing Industries, Govt. Of India, New Delhi”.
- (vii) Photograph and video CD of the Reefer Vehicles/ Mobile pre-cooling vans from all directions clearly indicating the front and back number plate, and the Reefer Vehicles/ Mobile pre-cooling vans.
- (viii) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any.
- (ix) Physical inspection of the Reefer Vehicles/ Mobile pre-cooling vans.

8. Implementation and Monitoring of Project:

The State Mission Directorate (SMD) of NMFP may take into consideration the clusters of agricultural/ horticulture/ non-horticulture farm produce and markets in the state while considering the applications under the scheme. State Mission Directorate (SMD) of NMFP will develop a mechanism of efficient monitoring of the projects under this scheme.

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Annexure -XX

Application Form for scheme of Reefer Vehicles

S.No.	Particulars	<u>Details</u>
A. Promoters		
1.	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation like Govt. Institution /organisation, Industry Association, University, NGO, Co-operative, Entrepreneur, partnership firm, Company, etc.	
3.	Background/credentials of applicant organization.	
4.	Financial Status	
5.	Existing Industry if any	
B. Project Description		
6.	Name of the Project	
7.	Number and capacities of the Reefer Vehicles/ Mobile pre-cooling vans	
C. Project Cost (indicating proposed cost, appraised cost separately)		
8.	Reefer Vehicles/ Mobile pre-cooling vans (Capacity/Specification /Cost)	
9.	Pre-operative expenses	
10.	Working Capital	
D. Means of Finance (indicating proposed & appraised means of finance, separately)		
11.	Means of Financing a) Promoter's contribution b) Loan (Term/working capital) c) Assistance from other sources d) Fund requirement from State Mission Directorate (SMD) <div style="text-align: right;"><i>TOTAL</i></div>	
E. Implementation Schedule		
12.	Anticipated date of purchase of reefer van/ reefer trucks.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Date:</p> <p><i>Place:</i></p> <p>Encl: List of documents attached.</p> </div> <div style="width: 45%; text-align: right;"> <p>Signature</p> <p>Name and Designation</p> <p><i>Seal of the organization</i></p> </div> </div>		

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9. Guidelines for implementation of partially completed projects of Old Food Park Scheme(Sanctioned during 8th to 10th Plan) during the remainder of 12th Plan (2013-17) under National Mission on Food Processing

1. Objectives:

1.1 Central Sector Food Parks was implemented during 8th to 10th Plan periods with the following objectives:

- (i) Development of infrastructure and common facilities for use by small and medium enterprises which enhance value addition.
- (ii) Common processing, packaging, marketing intelligence platform facilitated by large industry and utilized by small and medium industry and farmers.
- (iii) Quality assurance through input of quality control and food analysis laboratory.

1.2 The financial assistance for the old Food Parks was provided during 11th Plan and 12th Plan (2012-13) from the budget of Mega Food Parks scheme for incomplete Old Food Parks . However, no new Food Parks were sanctioned in the 11th Plan as well as 12th Plan (2012-13). The financial assistance to the old Food Parks has been discontinued with effect from 1-04-2013, as it was subsumed in the NMFP for the remainder of 12th Plan (2013-17). Accordingly, no State Government would approach the Ministry for release of funds for incomplete Old Food Parks. Present status of these incomplete Old Food Parks is at **Annexure-XXI**.

2. Salient Features of the Scheme:

Grant in aid under the Food Parks scheme was provided for development creation of the common facilities such as warehouse, cold storage, food testing and analysis laboratory, effluent treatment plant, power supply etc.

3. Eligible organizations:

PSUs, Private Sector, NGOs and cooperative were eligible for grant under the scheme. No fresh applications will be entertained under the scheme since the scheme has been discontinued. The assistance under NMFP will be restricted to the on-going partially completed Food Park only.

4. Submission of Proposals / Applications:

No Fresh applications will be entertained since the scheme has been discontinued by the Government.

5. Pattern of Assistance:

The grant-in-aid was provided @ 25% of the project cost in general areas and @ 33.33% in Difficult Areas (North Eastern Region including Sikkim, Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Andaman & Nicobar Islands, Lakshadweep and ITDP Areas) subject to a maximum of Rs. 4.00 Crore for provision of common facilities.

6. Release of remaining instalments of grant:

6.1 These are partially completed Food Parks to which one or more instalments of grant-in-aid have been released. The release of remaining instalments of grant to these projects will be subject to

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the following conditions:

- (i) Second instalment (25%) will be released subject to production of UC for 1st instalment, CA certificate is towards expenditure of 50% of the amount of promoter's contribution as well as term loan component or of 50% of total project cost, report by State Mission Directorate (SMD) after verification & physical inspection of the project.
 - (ii) 3rd instalment (25%) will be released subject to production of UC of 2nd instalment, CA certificate towards expenditure of 75% of the amount of promoter's contribution as well as term loan component or of 75% of total project to verification & physical inspection by SMD.
 - (iii) Fourth and final instalment will be released subject to production of UC of 3rd instalment, CA certificate towards (i) expenditure of 100% of the promoters contribution as well term loan component or (ii) 100% project cost duly endorsed by SMD after physical inspection.
- 6.2** The SMD would be required to specifically certify that the project has come up and is ready for commercial operations / has commenced commercial operations in the case of option (i) being exercised the promoter shall have to propose an acceptable mechanism so that from ministry are expended on eligible activities.

7. Implementation and Monitoring:

State Mission Directorate (SMD) of NMFP will periodically review the progress of implementation of the partially completed Food Parks and will make all possible efforts to complete these projects at the earliest.

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Annexure -XXI

Present Status of Incomplete Old Food Parks Of 8th -10th Plan Period.

Sl. No .	State	Location of the Project	Implementing agency	Year of approval	Approved MFPI grant (Rs. In lakhs)	Grant released (Rs. in lakhs)	Status
1.	Andhra Pradesh	Kuppam, Dist.- Chittoor	Andhra Pradesh Industrial Infrastructure Corporation Ltd.,	2000-01	398.12	200.00	The Park is partially operational. A total of 12 plots allotted, 4 units are operational and 1 unit is under construction.
2.	Assam	Chaygaon, Distt. Kamrup	Assam small Industries Development Corporation Ltd.,	2000-01	350.00	262.50	22 plots have been allotted. No unit is functional.
3.	Haryana	Rai, Dist.- Sonipat,	Haryana state Ind. Dev. Corporation Ltd.,	2001-02	400.00	300.00	The Park is partially operational. Out of 223 plots, 217 plots have been allotted, 159 units are operational and 53 units are under construction.
4.	Jammu & Kashmir	Khunmoh, Distt.- Srinagar,	J&K State Industrial Development Corporation Ltd.	2000-01	400.00	360.28	The Park is partially operational. A total of 46 plots have been allotted, 28 units are operational and 18 are under construction.
5.	Jammu & Kashmir	Sopore, Baramulla	J&K State Industrial Development Corporation Ltd. (J&K SIDCO)	2002-03	400.00	268.00	The park is partially operational. Out of total 30 plots 15 plots have been allotted, 5 units are operational and 10 units are under construction.

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6.	Karnataka	Bagalkot	Karnataka Industrial Areas Development Board / Food Karnataka Limited	2000-01	400.00	300.00	The Park is partially operational. A total of 21 plots have been allotted and 2 units are under construction.
7.	Karnataka	Jevargi	Karnataka Industrial Areas Development Board Food Karnataka Limited	2002-03	398.45	196.25	No plots have been allotted so far.
8.	Maharashtra	Vinchur, Distt. Nashik	Maharashtra Industrial Development Corporation	2001-02	400.00	300.00	The Park is partially operational. Out total plots of 97, 63 plots have been allotted, 7 units are operational and 2 units are under construction.
9	Maharashtra	Palus, Distt.-Sangli	Maharashtra Industrial Development Corporation	2003-04	400.00	300.00	The Park is partially operational. Out 106 plots 55 have been allotted, 5 units are operational and 5 units are under construction.
10	Nagaland	Bamunpukri	Manipur Food Industries Corporation Ltd.	2001-02	387.12	193.56	No plot has been allotted.
11	Orissa	Khurda	Orissa Indl. Infrastructure Development Corporation	2001-02	400.00	300.00	The Park is partially operational. Out of total 85 approved plots 81 have been allotted, 17 units are operational and 11 units are under construction.

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12.	Rajasthan	Sri Gangana gar	RIICO	2003-04	131.00	115.50	The Park is partially operational. A total of 77 plots have been allotted, 24 units are operational and 43 units are under construction.
13.	Rajasthan	Alwar	RIICO	2006-07	342.37	172.785	The Park is partially operational. Out of 203 plots 132 have been allotted, 9 units are operational and 23 units a under construction
14	West Bengal	Haldia District Midnapore	Haldia Development Authority, Haldia,	2002-03	400.00	300.00	No plot has been allotted.

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Annexure-XXII

**Format of Monthly Financial Progress under National Mission on Food Processing (NMFP)
implemented by States / UTs.**

State:

Year

Agency/ Department :

Month

(I) Preparatory activities (NMFP):

(Rs. in lakh)

S. No.	Name of the activity	Fund placed by MOFPI	Funds placed by State Govt.	Total amount utilized*	Status of UC
(1)	(2)	(3)	(4)	(5)	(6)
1.	Administrative strengthening				
2.	Preparation of vision document				
3.	Promotional activity / awareness creation				

Note: 75 (GOI): 25 (States); 90 (GOI): 10 (NE States); UTs-100%.

*Utilization means payment to the ultimate beneficiary.

(II) Status of Scheme-wise utilization of funds under NMFP:

State:

Year

Agency/ Department :

Month

(Rs. in lakh)

S. No.	Name of the scheme under NMFP	Funds Released		
		GOI share	State share	Total*
(1)	(2)	(3)	(4)	(5)
1.	TUS			
2.	Cold Chain for Non-Hort. products			

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3.	HRD			
4.	Promotional Activities			
5.	Setting up/ modernization/ expansion of Abattoirs.			
6.	Creating Primary Processing Centres/ Collection centres in Rural areas			
7.	Modernization of Meat Shops			
8.	Reefer Vehicles			
9.	Old Food Parks			
10.	5% Administrative Expenses			
	Total			

Note: 75 (GOI): 25 (States); 90 (GOI): 10 (NE States); UTs-100%.

***Utilization means payment to the ultimate beneficiary.**

(III). Scheme-wise Physical & financial achievements under NMFP:

State:

Year

Agency/ Department :.....

Month

(Report as on.....)

S. No.	Scheme	Expenditure (Rs. in Lakhs)			% of allocation utilized	Physical Achievements (in Nos of proposals approved and sanctioned)	
		Allocation*	During reporting month	Cumulative during the year		During reporting month	Cumulative during the year
1.	Scheme for Technology Up-gradation / Establishment / Modernisation of Food Processing Industries.						
2.	Scheme for Cold Chain, Value Addition and						

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	Preservation Infrastructure for Non Horticultural Products.						
3.	Scheme for Human Resource Development (HRD)						
4.	Scheme for Promotional Activities						
5.	Scheme for Setting up/ modernization/ expansion of Abattoirs.						
6.	Scheme for creating Primary Processing Centres/ Collection Centres in Rural Areas						
7.	Modernization of Meat Shops						
8.	Reefer Vehicles						
9.	Old Food Parks						
10	5% Administrative expenses.						

*As may be decided by State Level Empowered Committee (SLEC).

(IV) Information required for Result Framework Document (RFD).

Sr. no.	Parameters	No.	Remarks
1	No. of Food Processing Units set up		
2	No. of Food Processing courses started		
3	No. of persons trained through EDP/ FPTC		

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Appendix-A

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 Governor of State _____ (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 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 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 State Government of _____, 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 Chief Secretary to the State Govt. of _____ 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 Governor of State _____ on the date appearing below:-

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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 MISSION DIRECTORATE OF NMFP
(ACCEPTED)
For and on behalf of the Governor of State _____

Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature

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Appendix-B

On non-judicial stamp paper of Rs. 100/-

**Affidavit
[As per GFR-209(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 a food processing project in the past from MFPI.
- (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

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Appendix-C

(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 as appraised by the Bank	Actual Cost
1.	Land			
2.	Building / Civil Works			
3.	Plant & Machinery			
4.	Misc. Fixed Assets			
5.	Other's			
	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.	NMFP Grant			
5.	Other's			
	Total			

Details of unsecured loans, if any, duly certified by CA.

Signature and Seal of C.A.

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Appendix-D

(Letter Head of the CA)

**PROFORMA AS PER GFR 19-A
(See GF rule 212 (1))**

S. No.	Letter No. & Date	Amount
1.		

Certified that out of **Rs. -----** of grant-in-aid sanctioned during the year ----- in favour of ----- under this Ministry/ Department letter No. given in the margin and **Rs.-----** on account of unspent balance of the previous year, a sum of **Rs. -----** has been utilized for the purpose of ----- for which it was sanctioned, that the balance of **Rs. -----** remaining un-utilized at the end of the year ---- has been surrendered to Government (vide No. ----dated ----) will be adjusted towards the grants-in-aid payable during the next year -----.

2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.
- 3.

Signature __ (CA) _____
Designation _____
Date _____

Counter signature of promoter of company with Seal
--

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Appendix-E

AFFIDAVIT [as per GFR 209(1)]

I..... S/oResident of.....
.....Director/Proprietor of M/s..... do here by solemnly affirms
and state as follows:

That I am the deponent herein and I am fully acquainted with the information given below.

1. That the unit/organization has not obtained or applied for or will not apply for grant /subsidy for the same purpose or activity from any other Ministry or Department of Govt. of India or State Govt.
2. 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 are true and correct.

Deponent

Solemnly affirmed and signed before me on this day.....

(Notary)