



Govt. of Jharkhand

FOOD PROCESSING INDUSTRY POLICY 2015
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झारखण्ड सरकार

रघुवर दास
मुख्यमंत्री
झारखण्ड सरकार

Raghubar Das
Chief Minister
Govt. of Jharkhand

Message

It gives me immense pleasure in dedicating the **Jharkhand Food Processing Industry Policy 2015** to the people of the state. This policy has been formulated after intensive interaction with representatives from Industry Associations, Investors, Subject Experts and other stakeholders.

About half of Jharkhand's population is engaged in agriculture and allied sectors, which has huge untapped potential. Jharkhand offers favourable climatic environment for agriculture, horticulture and minor forest produce. This potential can be utilised for the development of a vibrant food processing sector in Jharkhand, thereby also ensuring enhancement of farm incomes.

I am happy to release this policy for development of Food processing sector in Jharkhand and invite entrepreneurs to take advantage of the policy. The biggest beneficiaries of this policy will be the farmers and forest dwellers of the state, who will be able to realise good value for their produce. Food sector is also suitable for MSMEs ecosystem and thus this policy should benefit them most.

I am sure that this policy will help in overcoming the challenges being faced by the food processing sector in the state and will place Jharkhand as one of the top destinations for food processing in India. I wish all success in implementation of the policy.

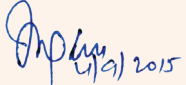

(Raghubar Das)

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GOVERNMENT OF JHARKHAND DEPARTMENT OF INDUSTRIES

RESOLUTION

INTRODUCTION

Jharkhand has huge untapped potential in Agriculture, Horticulture, Fishery and Animal Husbandry. Horticultural development has a vast potential not only in terms of meeting the local requirements of fruits, vegetables, medicinal and aromatic plants but also in terms of exploiting the opportunities for exports. There are many horticultural commodities from Jharkhand which can be made available in National and International markets. The State of Jharkhand is endowed with a climatic condition that is conducive for successful cultivation of a diversity of horticultural crops. The wide product base, high volume of round the year production, strategic geographical location, abundant sunlight and high domestic demand automatically project horticulture as the thrust area for development. The horticultural produce including off-season vegetables from the State are being preferred in the neighboring states for their quality and time of availability.

Jharkhand has high potential for processing of vegetable crops as the State is the second largest producer of Peas, 6th largest producer of Tomato in the country. Jharkhand is the only state in the country where Cauliflower is produced throughout the year and it is exported throughout the country. The State also produces significant amount of French Bean, Capsicum, Chilly etc. Moreover, the State has about 2 million tons of high quality surplus vegetables available for processing or export and the climate is also very conducive for round the year cultivation of high value crops viz., Cauliflower, Broccoli, Lettuce etc. Most of the Vegetables grown in the State have good acceptability in fresh retail markets. Tomato and Potato are produced in abundance in the State which often causes glut situation leading to distress sale and high wastage as the surplus produce cannot be converted in to value added products. Because of the geographical diversity, Potato is available with an almost yearround supply. There are many pockets in the State where farmers have developed expertise in the field of high quality vegetable production.

Mango is grown all over the State, the major growing areas being Ranchi, Gumla, Lohardaga, Hazaribagh and Giridih. Litchi is grown in Dumka, Deoghar, Godda, Jamtara and Ranchi. Jackfruit is also one of the important fruit crops in the area and grown massively in West Singhbhum, East Singhbhum, Chatra, Simdega. Jackfruit is in high demand in the neighboring states of Bihar, West Bengal and Chhattisgarh and also to Delhi and is traded extensively from Jharkhand. Recent initiatives of the State Government and especially the National Horticulture Mission are indicative of strong focus and thrust to promote fruit cultivation and enhance the acreage under fruit in the State. Fruits like Litchi, Custard Apple, Lemon, Mango and Guava are being promoted for commercial cultivation.

Jharkhand has emerged as new cashew nut growing pocket wild varieties of Cashewnut are produced in different pockets of the State which have been brought under the Area Expansion Program of National Horticulture Mission. It has been implemented systematically in districts of East Singhbhum and Pakur - Santhal Pargana. The crop has emerged as one of the important crop in the State with increasing

acreage and hence emerging scope of processing. Districts like Saraikela, East Singhbhum and West Singhbhum have the major chunk of the Cashewnut plantation.

Spices are produced mainly in Hazaribagh, Dumka, Pakur and Ranchi with Ginger, Garlic and Coriander being the prominent crops. Jharkhand spices are known for their high quality and thus have strong market demand and most of the spices produced are locally consumed. Chilly has been identified as the focal spice crop for boosting the commercial production in eight districts. The farmers are already producing this crop in these districts.

Jharkhand has 23.60 lakh ha. (29.61%) covered under forest and host a large number of medicinal and aromatic plants. The commercial production of these plants will provide additional income to farmers. With aromatic plant species Lemon grass and Rosa Damascena having been identified for focal attention, the production of these plants is completely organic that also furthers their value. Tamarind, Mahua, Sal Seeds, Chiraunji, Karanj and Kusum are available widely and in huge quantities with high scope of commercialization.

Animal Husbandry offers great scope for changing the fortunes of the State. The State has large potential for Dairy Development as the State is short of 50% milk and there is ready market for consumption of milk. Currently, our milk production is very low, hence requirement is being fulfilled from the neighboring state of Bihar and Orissa. The State also figures as 6th largest fresh water fish producer in the country with over 1.00 Lakh MT production and is also the leading State in Cage Culture Production.

The State of Jharkhand has tremendous business and investment opportunities arising from its resource endowments. Jharkhand is strategically located to tap the processed food demand of the country, particularly, Eastern India and export demand of SAARC nations. The State has a wide network of progressive farming community involved in Agriculture, Horticulture, Dairy and Organic Farming. With abundant labor and other inputs and its proximity to industrial and urban centers of West Bengal and Odisha, Jharkhand is an ideal place for value addition in food processing activities.

To facilitate industrialization and to attract investors, both the Central and State Governments have provided several investors friendly Policies and Incentives on Infrastructure, Transportation, Training, Power, etc. The State is also going through significant transformation in terms of developments in connectivity and infrastructure. Industrial Infrastructure has seen significant improvements in the last decade. Therefore, Jharkhand which was seen as a distant outpost now stands poised for a high growth trajectory.

The Government of Jharkhand strongly advocates focused effort towards the development of food processing enterprises which will provide a big fillip in placing Jharkhand on the Food processing Map of India. With a large number of farmers untouched by new and innovative means of marketing their produce, Jharkhand presents an untapped potential in the sectors of Horticulture, Fisheries, Meat & Meat Products, Dairy, Minor Forest Produce, Organic Produce & Spices. In this very context, the Jharkhand Food Processing Industry Policy 2015 is being enunciated to underline the specific importance of food processing industries and provide due benefits to all the stakeholders.

CHAPTER - I

1.0 Vision, Objective and Strategy

The Jharkhand Food Processing Industry Policy 2015 aims at creating favorable atmosphere for setting-up of Food Processing Units in the State through the creation of infrastructure facilities, encouragement of capital investment and technology up-gradation, development of marketing network, development promotion, grants and concessions.

1.1 Vision

To ensure balanced economic development of the State by favoring agricultural and allied sector and to provide maximum benefits to all stakeholders by establishing Jharkhand as a leading State in the Food Processing Sector.

1.2 Objectives

The main objectives of this policy are:

- a) 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
- b) To increase the level of processing, reduction of wastage, value addition of minor forest produce and herbal produce of Jharkhand to enhance the income level of tribal peoples and forest dwellers
- c) To extend the financial assistance for establishment of new food processing units as well as Technology Upgradation and Expansion of Existing units in the state
- d) 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 Policy
- e) To link groups of producers to the processors and markets through well-equipped supply chain
- f) To create 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
- g) To improve the overall hygiene in the meat and fish 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 and fish to the consumers. Modernization of meat and fish shops will also help to protect and sustain the livelihoods of people involved. Modernization of meat and fish shops will improve the competitiveness in the supply of wholesome meat and fish vis-a-vis the development of new retail chains.

1.3 Strategy

- a) Development of Infrastructure Facilities
- b) Creation of a favorable atmosphere for setting up of Food Processing Industries
- c) Capital Investment Promotion

- d) Promotion of Technology Up-gradation
- e) Financial Grant-in-aids and Concessions
- f) Market Development and Export Promotion
- g) Value Addition to Food Products
- h) Other Promotional Facilities

1.4 Duration

This policy will remain operational till five years from the date of publication in the Gazette.

1.5 State Level Empowered Committee (SLEC)

To carry out administration of the Jharkhand Food Processing Industry Policy 2015, a State Level Empowered Committee (SLEC) is constituted under the Chairmanship of the Chief Secretary and having following composition:

Sl. No.	Composition	Designation
1.	Chief Secretary	Chairman
2.	Development Commissioner	Co-Chairman
3.	Principal Secretary / Secretary, Industry	Member
4.	Principal Secretary / Secretary, Health (Food Safety)	Member
5.	Principal Secretary / Secretary, Agriculture, Animal Husbandry and Cooperative	Member
6.	Principal Secretary / Secretary, Forest	Member
7.	Principal Secretary / Secretary, Planning-cum-Finance	Member
8.	Chairman, Jharkhand State Pollution Control Board	Member
9.	Director, National Horticulture Mission	Member
10.	Representative of SIDBI	Member
11.	Representative of NABARD	Member
12.	Coordinator, SLBC	Member
13.	One Industry Representative	Member
14.	One NGO Representative	Member
15.	Director, Department of Industries	Member- Secretary

1.6 Receipt of Applications under the Policy

- a) Only the applications / project proposals submitted after the date of publication of Jharkhand Food Processing Industry Policy, 2015 in the Gazette will be considered under the Policy
- b) The application(s) will be processed within 45 days from the date of completion of the entire documentation as required under the respective scheme after a field inspection of the project has been completed from the Directorate of Industries
- c) The application(s) for the release of eligible grants-in-aid shall be processed within 60 days from the dated of field inspection report submitted by the Directorate of Industries

1.7 Procedure for Approval

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 Jharkhand Food Processing Industry Policy 2015 in the State.

1.8 Modalities for Release of Grants-In-Aid

The grantee institution / organization shall be required to maintain Bank Subsidy Reserve Fund Accounts of the Government grant and the modalities governing the amount released as Grants-in-Aid will be as follows:

- a) The amount of grant shall be released into the Bank Subsidy Reserve Fund Account through Cheques / RTGS in Installments
- b) The Bank / FI shall create an FD (Fixed Deposit) Lien A/c for the subsidy amount in the name of the applicant organization. The fixed deposits created for the Grants-in-Aid should run for a minimum period of 3 years from the date of release of 2nd Installment
- c) A bridge loan / credit limit to the applicant may be provided against the FD amount, however, there should be no interest charged for bridge loan / credit limit
- d) In case the applicant chooses not to avail bridge loan / credit limit, the interest charged thereof, on the existing term loan, shall be on the basis of the outstanding amount of existing term loan less the grant
- e) The bank shall appoint a representative for Joint Inspection Visit of the said project before release of 2nd Installment of Grant
- f) In case of recall of grant because of non-fulfilment of any of the sanction conditions as mentioned in the Sanction Letter, the Bank / FIs shall refund the complete grant amount to the Directorate of Industries, Govt. of Jharkhand

For the Scheme of Establishment & Modernization of Meat and Fish Shops, Bank Subsidy Reserve Fund Account is not mandatory and the amount of Grants-in-aid could be directly credited into the Bank Account through RTGS or Cheques.

1.9 Conditions Governing the Sanction of Projects

- a) All the projects need to mandatorily take a term loan from a recognized financial institution and have the project appraised by the same lending financial institution for all the project components for which subsidy is being sought. For the Scheme of Establishment & Modernization of Meat and Fish Shops, term loan is not mandatory.
- b) The grant-in-aid shall be utilized exclusively for the purpose(s) for which it is sanctioned
- c) The assets, permanent or semi-permanent, acquired wholly or substantially out of this grant-in-aid shall not without prior concurrence of the Department of Industries, GoJ; be disposed-off or encumbered or utilized for the purpose other than these for which this grant has been sanctioned
- d) The application for 1st Installment should be made within 6 months from the date of approval failing which the project may be cancelled by the SLEC.

1.10 Monitoring & Reporting

- a) The accounts of the grantee Institution or Organization shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor-General of India

under the provision of CAG (DPC) Act, 1971 and internal audit by the Principal Accounts Officer of the Ministry or Department, whenever the Institution or Organization is called upon to do so and a provision to this effect should invariably be incorporated in all orders sanctioning grants-in-aid

- b) The books and accounts of the grantee institution shall be kept open to inspection by the sanctioning authority / audit and by any other authority specified by the Director, Department of Industries whenever the institution is called upon to do so
- c) The grantee shall fully cooperate and provide required information to any study team authorized by the Department of Industries, GoJ for assessing the performance of this project

1.11 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 Installment

CHAPTER - II

2.0 Processing Units (New Unit, Modernisation, Upgradation, Expansion & Diversification)

2.1 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 Flavors, Colors, Oleoresins, Spices, Coconut, Mushrooms, Wines and Hops will be covered under the policy. The activities of Aerated Water, Packaged Drinking Water and Soft Drinks will not be considered for financial assistance under the Policy.

Minor Forest Product Processing units and Herbal Product Processing units will be covered under the policy.

2.2 Eligible Organizations

All implementing agencies / organizations such as Government Departments / PSUs / FPOs / Producer Companies / Joint Ventures / NGOs / Cooperatives / SHGs / Private Sector Companies / individuals engaged in Establishment / Upgradation / Modernization of Food Processing Units, Minor Forest Product Processing Units and Herbal Product Processing Units would be eligible for financial assistance under the policy.

2.3 Pattern of Assistance

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

- a) 35.00 % of the Cost of Plant & Machinery and Technical Civil Works, subject to a maximum of Rs. 500.00 lakhs in General Areas
- b) 45.00% of the Cost of Plant & Machinery and Technical Civil Works, subject to a maximum of Rs. 500.00 lakhs in Integrated Tribal Development Project (ITDP) Areas

2.4 Eligible / Ineligible Components

The following items of civil works will not be considered for grant-in-aid:

- a) Compound Wall
- b) Approach Road
- c) Administrative Office Building
- d) Toilets
- e) Labour Rest Room and Quarters for Workers
- f) Sanitation Room
- g) Security / Guard Room or Enclosure
- h) Consultancy Fee

In short, all expenditure on account of civil works that are not related to the production, processing or packaging are excluded. Construction activities on account of labour welfare are excluded totally. This list is only indicative and not exhaustive.

The following items of plant and machinery will not be considered for grant-in-aid:

- a) Fuel, Consumables, Spares and Stores
- b) Computers and Allied Office Furniture
- c) Transport Vehicles
- d) Erection, Installation and Commissioning Charges
- e) Second Hand / Old Machines / Refurbished Machinery
- f) All types of Service Charges, Carriage and Freight Charges
- g) Expenditure on painting of Machinery
- h) Closed Circuit TV Camera and related Equipment
- i) Consultancy Fee
- j) Stationery Items

In short, all expenditure on account of plant and machinery works that are not related to the production, processing or packaging are excluded. This list is only indicative and not exhaustive.

2.5 Receipt of Applications

Directorate of Industries 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. All the projects need to mandatorily take a Term Loan to the tune of minimum 25 % of the total project cost from a recognized financial institution and be appraised by the same lending financial institution for all the project components for which subsidy is being sought.

2.6 Procedure for Submission of Applications for Financial Assistance

Applicants seeking financial assistance are required to submit their applications to the Directorate of Industries. Applicants must submit their applications at least 2 months before the date of start of *actual commercial production* in prescribed format (Appendix II) along with the enclosures / documents.

2.7 Documents Required

- i. Application in the prescribed format (Appendix II) with all the fields clearly filled
- ii. Detailed Project Report (DPR) (Appendix XI), self-attested
- iii. Sanction Letter of Term Loan from Bank / Financial Institution
- iv. Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI
- 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 / upgradation / modernization / diversification proposals / cases
- viii. Blue Print of the Building Plan
- ix. Notarized English / Hindi version of land document
- x. Item wise and cost wise details of Technical Civil Works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)

- xi. Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)
- xii. Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement
- xiii. Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non - technical civil works
- xiv. Manufacturing Permissions such as S.S.I / IEM / LOI / SIA Registration etc. (as applicable)
- xv. NOC Certificate from Pollution Control Board
- 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. Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed
- xviii. An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public affirming 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 any other Central or State Food Processing Scheme or not; if yes, the details thereof.
 - 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 purpose / activity / components. If yes, the details thereof.

The Checklist for the documents has been provided in Appendix I

2.8 Release of Grant

Release of 1st Installment : The first installment of 50% of the total grant under the scheme will be released after ensuring that 50% of the Promoters' Contribution and 50% of the Term Loan has been utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment

- a) Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)
- b) Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)
- c) Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st installment of grant being provided by the State (Annexure E)
- d) Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50% or above utilization of Promoters Contribution & Term loan (Annexure C)
- e) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival

at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers

- f) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- g) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site (Annexure G)
- h) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site (Annexure H)
- i) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any
- j) Bank Subsidy Reserve Fund Account Details of the Bank Account for the organization on the letterhead of the Bank
- k) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Based on the above documents, the Director, Department of Industries as designated by SLEC would arrive at the eligible amount of grant and release 50% of the eligible amount as 1st Installment subject to the availability of all other requisite documents as per policy guidelines.

Release of 2nd Installment : The second installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and and submission of documents specified below by the firm, utilization of first installment of the grant, 100% of Term Loan as well as 100% of Promoters' contribution.

- a) Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 installment of released grant (Annexure C)
- c) Bank Certificate - certifying that they have released 100% of term loan and 1st installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by State (Annexure F)
- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)

- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site (Annexure H)
- h) Site inspection to ascertain the completion of the project and start of commercial production and issue of Consent-to-Operate from the Pollution Control Board
- i) Before release of 2nd & final installment 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 already approved items and released accordingly

2.9 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. Directorate of Industries will develop a mechanism to verify the project at every stage to assess the performance and may also devise evaluation, monitoring and reporting procedures.

CHAPTER - III

3.0 Cold Chain, Value Addition and Preservation Infrastructure

3.1 Components

The Policy 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 Individual Quick Freezing (IQF)
- b) Mobile Cooling Trucks and Reefer Trucks as may be suitable for transport of Horticulture & 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

Irradiation facilities may also cover Warehousing, Cold Storage Facilities etc. for storage of raw material and finished products for efficient utilization of the facility. 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.

3.2 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 Fish Products like Prawns, Seafood, Fish, and their Processed Products etc.
- d) Horticultural Products
- e) Minor Forest Products & Herbal Products

3.3 Eligible Organizations

Integrated Cold Chain, Value Addition and Preservation Infrastructure may be set up by individuals or groups of entrepreneurs interested in supply chain management, organizations such as Government Departments / PSUs / FPOs / Producer Companies / Joint Ventures / NGOs / Cooperatives / SHGs / Private Sector Companies.

3.4 Eligibility Conditions

- a) 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
- b) 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
- c) Project Appraisal Report from Bank / Financial Institution must contain the entire project components for which grant are sought

- d) Any two of the project components, from (a), (b) or (c) mentioned in para 3.1 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

3.5 Ineligible Components

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

- a) Compound Wall
- b) Approach Road / Internal Roads
- c) Cost of Land and its Development
- d) Any Residential Building or Rest Room / Guest House
- e) Canteen
- f) Labour Rest Room and Quarters for Workers
- g) Security / Guard Room or Enclosure
- h) Consultancy Fee, Taxes, etc.
- i) Non-technical civil works not directly related to cold chain or storage infrastructure

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

- a) Margin Money, Working Capital and Contingencies
- b) Fuel, Consumables, Spares and Stores
- c) Computers and Allied Office Furniture
- d) Transport Vehicles other than the Reefer Trucks / Vans / Refrigerated Carrier / Insulated Milk Tankers
- e) Second Hand / Old Machines
- f) All types of Service Charges, Carriage and Freight Charges
- g) Closed Circuit TV Camera and Security System Related Equipment
- h) Consultancy Fee, Taxes, Freights, etc.
- i) Stationery Items
- j) Plant & Machinery not directly related to cold chain or storage infrastructure

3.6 Financial Assistance

(i) 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. 7.00 crores per project. The cost of land and pre-operative expenses will not be eligible for the purpose of calculation of grant-in-aid.
- 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. 2.00 crores per project or actual interest accrued on term loan, whichever is less.

(ii) Integrated Tribal Development Areas:

- 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. 7.00 crores per project. The cost of land and pre-operative expenses will not be eligible for the purpose of calculation of grant-in-aid.
- b) **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. 3.00 crores per project or actual interest accrued on term loan, whichever is less.

(iii) Interest During Construction:

- a) 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.

3.7 Procedure for Submission of Applications for Financial Assistance

Applicants / firms seeking financial assistance are required to submit their applications to the Directorate of Industries. Applicants must submit their applications at least 2 months before the date of start of *actual commercial production* in prescribed format (Appendix IV) along with the enclosures / documents.

3.8 Documents Required

The following documents will be required to be submitted. The list is only indicative and not exhaustive.

- i. Application in the prescribed format (Annexure IV) with all the fields clearly filled
- ii. Detailed Project Report (Appendix XI), self-attested
- iii. Sanction Letter of Term Loan from Bank / Financial Institution
- iv. Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI
- 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 (if any)
- viii. Blue Print of the Building Plan
- ix. Notarized English / Hindi version of land document
- x. Item wise and cost wise details of Technical Civil Works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)
- xi. Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)
- xii. Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement

- xiii. Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works
- xiv. Manufacturing Permission such as S.S.I. / IEM / LOI / SIA / Registration etc. (as applicable)
- xv. NOC Certificate from Pollution Control Board
- 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. Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed
- xviii. In case of irradiation facility, the following documents are required to be furnished:
 - Authenticated copy of the letter from BARC / BRIT that technology is approved for intended process / products
 - Technical agreement with BARC/BRIT for installation & operationalization of plant
 - Details of technical personnel/expertise by implementing agency showing the competence to run the operations
- xix. An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public affirming:
 - 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 any other Central or State Food Processing Scheme or not; if yes, the details thereof.
 - 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 / components. If yes, the details thereof.

The Checklist for the documents has been provided in Appendix III

3.9 Release of Grant

The grant-in-aid amount will be released in three installments after the beneficiary has spent his share as per the following schedule:

Release of 1st Installment : The first installment 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 utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment

- a) Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)
- b) Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)

- c) Bank Certificate certifying that they have released 25% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Annexure E)
- d) Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 25% or above utilization of Promoters Contribution & Term loan (Annexure C)
- e) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- f) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- g) Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank
- h) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site (Annexure G)
- i) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site (Annexure H)
- j) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any
- k) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Based on the above documents, the Director, Department of Industries as designated by SLEC would arrive at the eligible amount of grant and release 25% of the eligible amount as 1st Installment subject to the availability of all other requisite documents as per policy guidelines.

Release of 2nd Installment : The second installment of 50% of the total grant may be released by the Director, Department of Industries based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoters' contribution.

- a) Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 1st Installment of released grant (Annexure C)
- c) Bank Certificate - certifying that they have released 75% of term loan and 1st Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the State (Annexure F)

- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- h) Compliance of conditions imposed at the time of release of 1st Installment of grant, if any
- i) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Release of 3rd Installment : The third and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first and second installment of the grant, 100% of Term Loan as well as 100% of Promoters' contribution.

- a) Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 and 2nd installment of released grant (Annexure C)
- c) Bank Certificate certifying that they have released 100% of term loan and 2nd Installment of grant released by the State. They have no objection in releasing 3rd Installment of grant being released by State (Annexure F)
- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)

- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- h) Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any
- i) Site inspection to ascertain the completion of the project and start of commercial production and issue of Consent-to-Operate from the Pollution Control Board
- j) Before release of 3rd & final installment 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 already approved items and released accordingly

3.10 Implementation and Monitoring of the Project

- a) 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.
- a) Directorate of Industries will develop a mechanism to verify the project at every stage to assess the performance. They may engage Project Management Consultants (PMC) / 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 PMC / PMA will be carried out through open & transparent bidding process.

CHAPTER - IV

4.0 Primary Processing Centres / Collection Centres in Rural Areas

4.1 Components

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

- a) Minimum Processing Facilities at the Farm 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
- b) Mobile Pre-cooling Trucks and Reefer Trucks which may be suitable for transportation of the perishable Agricultural Produce / Horticulture / Dairy / Meat / Fish Produce

4.2 Eligible Sectors

The Policy is applicable to both horticulture and non-horticulture produce such as: Fruits, Vegetables, Dairy Products, Meat, Poultry and Fish, Minor Forest Produce And Herbs etc.

4.3 Eligible Organizations

All implementing agencies / organizations such as Government Departments / PSUs / FPOs / Producer Companies / Joint Ventures / NGOs / Cooperatives / SHGs / Private Sector Companies / individuals / Organised Retail Chains and association or societies of farmers are eligible for assistance under the scheme for developing the above facilities.

4.4 Eligibility Conditions

- a) The applicant should have some financial back ground to implement the project.
- b) The Proposals for the project should be duly appraised by the Bank / Financial Institutions and avail term loan. The term loan will not be less than 25% of the project cost.
- c) Project Appraisal Report from Bank / Financial Institution must contain all the project components for which grant is sought

4.5 Procedure for Submission of Applications for Financial Assistance

Applicants / firms seeking financial assistance are required to submit their applications to the Directorate of Industries. Applicants must submit their applications at least 2 months before the date of start of actual commercial production in prescribed format (Appendix VI) along with the enclosures / documents.

4.6 Pattern of Assistances

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

- a) Grant-in-aid for PPC / CC will be provided @ 50% of the Bank Appraised Project Cost for the General Areas and 75% in Integrated Tribal Development Project (ITDP) Areas respectively
- b) 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 project cost

4.7 Ineligible Components

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

- a) Compound Wall
- b) Approach Road / Internal Roads
- c) Cost of Land and its Development
- d) Any Residential Building or Rest Room / Guest House
- e) Canteen
- f) Labour Rest Room and Quarters for Workers
- g) Security / Guard Room or Enclosure
- h) Consultancy Fee, Taxes, etc.

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

- a) Margin Money, Working Capital and Contingencies
- b) Fuel, Consumables, Spares and Stores
- c) Computers and Allied Office Furniture
- d) Transport vehicles other than the Reefer Trucks / Vans / Refrigerated Carrier / Insulated Milk Tankers
- e) Second Hand / Old Machines
- f) All types of Service Charges, Carriage and Freight Charges
- g) Closed Circuit TV Camera and Security System related Equipment
- h) Consultancy Fee, Taxes, Freights, etc.
- i) Stationery Items

4.8 Document Srequired

The following documents will be required to be submitted. The list is only indicative and not exhaustive.

- i. Application in the prescribed format (Appendix VI) with all the fields clearly filled
- ii. Detailed Project Report (DPR) (Appendix XI), self-attested
- iii. Sanction Letter of Term Loan from bank / financial institution
- iv. Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI
- 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 (if any)
- viii. Blue Print of the Building Plan
- ix. Notarized English / Hindi version of land document

- x. Item wise and cost wise details of Technical Civil Works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)
- xi. Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)
- xii. Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement
- xiii. Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non-technical civil works
- xiv. Manufacturing permission such as S.S.I. / IEM / LOI / SIA / Registration etc. (as applicable)
- xv. NOC from the Pollution Control Board
- 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. Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed
- xviii. An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public affirming 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 any other Central or State Food Processing Scheme or not; if yes, the details thereof.
 - 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 / components. If yes, the details thereof.

The Checklist for the documents has been provided in Appendix V

4.9 Release of Grant

The approved grant-in-aid will be released in 2 installments after the beneficiary has spent his share of Equity and Term Loan sanctioned by the lending financial institution as per the following schedule:

Release of the 1st Installment : The first installment of 50% of the total grant under the scheme will be released after ensuring that 50% of the Promoters' Contribution and 50% of the Term Loan has been utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment

- a) Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)
- b) Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)

- c) Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Annexure E)
- d) Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50% utilization of Promoters Contribution & Term loan (Annexure C)
- e) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- f) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- g) Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank
- h) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- i) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- j) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any
- k) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Based on the above documents, the Director, Department of Industries as designated by SLEC would arrive at the eligible amount of grant and release 50% of the eligible amount as 1st Installment subject to the availability of all other requisite documents as per policy guidelines.

Release of the 2nd Installment : The second and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first installment of the grant, 100% of Term Loan as well as 100% of Promoters' contribution.

- a) Utilization Certificate - as per GFR 19A, Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 installment of released grant (Annexure C)
- c) Bank Certificate certifying that they have released 100% of term loan and 1st installment of

the grant. They have no objection on release of 2nd Installment of grant being provided by State (Annexure E)

- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- h) Compliance of conditions imposed at the time of release of 1st Installment of grant, if any
- i) Site inspection to ascertain the completion of the project and start of commercial production and issue of Consent-to-Operate from the Pollution Control Board
- j) Before release of 2nd & final installment 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 already approved items and released accordingly

4.10 Implementation and Monitoring of Project

The implementation schedule for the project will be about 18 months from the date of the approval of project. Directorate of Industries will develop a mechanism to verify the project at every stage to assess the performance. They may engage Project Management Consultants (PMC) / 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 PMC / PMA will be carried out through open transparent bidding process.

CHAPTER - V

5.0 Mega Projects In Food Processing

5.1 Definition

The Policy of Mega Projects in Food Processing would refer to any project envisioned as large scale investments to develop the food processing industry in Jharkhand and placing Jharkhand on the Food Processing Map of India.

The Bank Appraised Project Cost for such projects should be more than Rs. 30.00 Cr (excluding working capital).

5.2 Eligible Sectors

The Policy is applicable to both horticulture and non-horticulture produce such as: Fruits, Vegetables, Consumer Food Products, Dairy Products, Meat, Poultry and Fish, and such other Agri - Horti sectors including Food Flavors, Colors, Oleo-resins, Spices, Coconut, Mushrooms. The activities of Aerated Water, Packaged Drinking Water and Soft Drinks will not be considered for financial assistance under the Policy.

Minor Forest Product Processing Units and Herbal Product Processing Units will be covered under the policy.

5.3 Eligible Organizations

Mega Projects may be set up by individuals or groups of entrepreneurs interested in setting up large scale food processing enterprises & supply chain management organizations such as Government Departments / PSUs / FPOs / Producer Companies / Joint Ventures / Cooperatives / Private Sector Companies etc.

5.4 Eligibility Conditions

- a) 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.
- b) The project proposals are required to be duly appraised by the bank / financial institution and avail term loan on the basis of a comprehensive DPR which will include all the components segregated in a detailed manner. The term loan will not be less than 25% of the project cost.
- c) Project Appraisal Report from Bank / Financial Institution must contain the entire project components for which grant are sought.
- d) Applicants must submit their applications at least 2 months before the date of start of Actual Commercial Production in prescribed format along with the enclosures / documents
- e) Only new projects with fresh investments will be eligible under the Policy

5.5 Ineligible Components

The following items of civil works will not be considered for grant-in-aid.

- a) Compound Wall
- b) Approach Road / Internal Roads

- c) Cost of Land and its Development
- d) Any Residential Building or Rest Room / Guest House
- e) Canteen
- f) Administrative Office Building
- g) Toilets
- h) Labour Rest Room and Quarters for Workers
- i) Sanitation Room
- j) Security / Guard Room or Enclosure
- k) Consultancy Fee, Taxes, etc.

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. This list is only indicative and not exhaustive.

The following items of plant and machinery will not be considered for grant-in-aid.

- a) Margin Money, Working Capital and Contingencies
- b) Fuel, Consumables, Spares and Stores
- c) Computers and Allied Office Furniture
- d) Transport Vehicles other than the Reefer Trucks / Vans / Refrigerated Carrier / Insulated Milk Tankers
- e) Erection, Installation and Commissioning Charges
- f) Second hand / Old Machines / Refurbished Machinery
- g) All types of Service Charges, Carriage and Freight Charges
- h) Expenditure on painting of Machinery
- i) Closed Circuit TV Camera and related Equipment
- j) Consultancy Fee, Taxes, etc.
- k) Stationery Items

In short, all expenditure on account of plant and machinery works that are not related to the production or processing is excluded. This list is only indicative and not exhaustive.

5.6 Fiscal Assistance

(i) 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. 12.00 crores per project. The cost of land and pre-operative expenses will not be eligible for the purpose of calculation of grant-in-aid.
- 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. 2.00 crores per project or actual interest accrued on term loan, whichever is less.

(ii) Integrated Tribal Development Areas:

- b) **Grant-in-aid:** Grant-in-aid @ 50% of the Bank Appraised Project Cost including Interest during Construction (IDC), subject to a maximum of Rs. 12.00 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. 3.00 crores per project or actual interest accrued on term loan, whichever is less.

(iii) Interest During Construction:

- a) 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.

5.7 Procedure for Submission of Applications for Financial Assistance

Applicants / firms seeking financial assistance are required to submit their applications to the Directorate of Industries. Applicants must submit their applications at least 2 months before the date of start of actual commercial production in prescribed format (Appendix VIII) along with the enclosures / documents.

5.8 Documents Required

The following documents will be required to be submitted. The list is only indicative and not exhaustive.

- i. Application in the prescribed format (Annexure VIII) with all the fields clearly filled
- ii. Detailed Project Report (Appendix XI), self-attested
- iii. Sanction letter of Term Loan from Bank / Financial Institutions
- iv. Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI
- 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 (if any)
- viii. Blue Print of the Building Plan
- ix. Notarized English / Hindi version of land document
- x. Item wise and cost wise details of Technical Civil Works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)
- xi. Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)
- xii. Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement
- xiii. Estimate of Civil Construction with the complete breakdown of costs for each of the technical or non- technical civil works

- xiv. Manufacturing permission such as S.S.I. / IEM / LOI / SIA / Registration etc. (as applicable)
- xv. NOC Certificate from Pollution Control Board
- 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. Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed
- xviii. An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public affirming:
 - 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 any other Central or State food Processing Scheme or not, if yes, the details thereof.
 - 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 / components. If yes, the details thereof.

The Checklist for the documents has been provided in Appendix VII

5.9 Release of Grant

The grant-in-aid amount will be released in three installments after the Beneficiary has spent his share as per the following schedule:

Release of 1st Installment : 1st installment 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 Installment

- a) Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)
- b) Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)
- c) Bank Certificate certifying that they have released 25% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Annexure E)
- d) Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 25% or above utilization of Promoters contribution & Term loan (Annexure C)
- e) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date Of Order, Date Of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers

- f) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers
- g) Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank
- h) Certificate of the Chartered Engineer (Civil) for Technical Civil Work indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- i) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- j) Compliance of conditions imposed in the approval letter of the grant-in-aid, if any
- k) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Based on the above documents, the Director, Department of Industries as designated by SLEC would arrive at the eligible amount of grant and release 25% of the eligible amount as 1st Installment subject to the availability of all other requisite documents as per policy guidelines.

Release of 2nd Installment: The second installment of 50% of the total grant may be released by the Director, Department of Industries based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoters' Contribution.

- a) Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 1st Installment of released grant (Annexure C)
- c) Bank Certificate - certifying that they have released 75% of term loan and 1st Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the State (Annexure F)
- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)
- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost

on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)

- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)
- h) Compliance of conditions imposed at the time of release of 1st Installment of grant, if any
- i) Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project

Release of 3rd Installment : The third and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first and second installment of the grant, 100% of Term Loan as well as 100% of Promoters' Contribution.

- a) Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)
- b) 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 and 2nd installment of released grant (Annexure C)
- c) Bank Certificate certifying that they have released 100% of Term Loan and 2nd Installment of grant released by the State. They have no objection in releasing 3rd Installment of grant being released by the State (Annexure F)
- d) Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA with a declaration that all the vouchers have been properly checked and verified (for the components not submitted earlier)
- e) Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA with a declaration that all the vouchers have been properly checked and verified (for the components not submitted earlier)
- f) Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure G)
- g) Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site (Annexure H)

- h) Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any
- i) Site inspection to ascertain the completion of the project and start of commercial production and issue of Consent-to-Operate from the Pollution Control Board
- j) Before release of 3rd & final installment 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 already approved items and released accordingly

5.10 Implementation and Monitoring of The Project

- a) 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.
- b) Directorate of Industries will develop a mechanism to verify the project at every stage to assess the performance. They may engage Project Management Consultants (PMC) / 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 PMC / PMA will be carried out through open transparent bidding process.

CHAPTER - VI

6.0 Establishment and Modernisation of Meat and Fish Shops

6.1 Introduction

The majority of the population in Jharkhand consumes meat and fish from traditional meat shops and fish shops, where individual butchers slaughter Sheep / Goats / Chicken / Fish 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. Similarly, fish are purchased in the retail by consumers.

6.2 Eligibility

All implementing agencies / organizations such as Dept. / PSUs / Joint Ventures / NGOs / Private Sector / Cooperatives / SHGs / Individuals engaged in the operations of Meat and Fish shops would be eligible for financial assistance under the policy

6.3 Receipt of Applications

Applicants / firms seeking financial assistance are required to submit their applications to the Directorate of Industries. Applicants must submit their applications in prescribed format (Appendix X) along with the enclosures / documents.

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

- a) 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
- b) 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.
- c) Proof of the electric supply to the shop from local authority
- d) Proof of water supply to the shop from local authority or Self – Certification for adequate water supply availability in the premises
- e) Any other relevant document required by Local Body / Municipality as per applicable rules and regulations
- f) List of plant & machinery and civil work proposed for modernization of meat shop duly certified by Chartered Engineer. (Annexure G and Annexure H)
- g) Detailed Project Report (Appendix XI), self-attested

6.4 Eligible Items

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

- a) Civil Structure Items:
 - i. Tiles finish up to minimum 1.8 meters 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
- b) Machinery / Equipment / Mechanical Items:
 - i. Hot Dip Galvanized Carcass Hanging System with Food Grade Stainless Steel Hooks and Chain
 - ii. Food Grade Stainless Steel Meat cutting table top with Hot Dip Galvanized base
 - iii. Refrigerated Display Cabinet and Air Conditioning
 - iv. Deep Freezer to store surplus carcass
 - v. Food Grade Stainless Steel knives Set with knife Sterilizer and tools
 - vi. Food Grade Stainless Steel Meat Mincer
 - vii. Digital Scale with Stainless Steel Tray
 - viii. Vacuum Packer or Sealing Machine
 - ix. Fly Proofing equipment in the form of air contains and fly traps
 - x. Geyser
 - xi. Genset
 - xii. UV lamp for controlling microbial load after day's operation

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

6.5 Ineligible Items

The following items will be ineligible for assistance under this policy:

- a) Ineligible Civil Works:
 - i. Cost of Land and Land Development
 - ii. Consultancy Fee, Taxes, etc.
- b) Ineligible Machinery / Equipment / Mechanical Items:
 - i. Fuel, Consumables, Stores and Spares
 - ii. Computers, Office Furniture and Equipment
 - iii. Transport Vehicles
 - iv. Second Hand / Old Machines / Equipment
 - v. Expenditure on painting of Machinery
 - vi. Closed Circuit TV Camera and Security System related Equipment
 - vii. Service Charges, Consultancy Fee, Taxes, Freight, etc.

6.6 Quantum of Assistance

General Areas	50% of the cost of Machinery / Equipment and Technical Civil Works (TCW) and other eligible items mentioned in Para 5.4 above subject to a maximum of Rs. 5.00 Lakhs
Integrated Tribal Development Project (ITDP) Areas	75% of the cost of Machinery / Equipment and Technical Civil Works (TCW) and other eligible items mentioned in Para 5.4 above subject to a maximum of Rs. 5.00 Lakhs

6.7 Pattern of Release of Grant

The grant-in-aid will be reimbursed in one installment after submission of following documents:

- a) Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)
- b) Chartered Accountant Certificate - Actual expenditure incurred on the project showing the Means of Finances and Corresponding Expenditure incurred on the project in details (Annexure C)
- c) Item-wise and cost wise details of Civil Work and Plant and Machinery commissioned duly certified by the Chartered Engineer (Annexure G and Annexure H)
- d) A copy of FBO License / Registration under FSSA, 2006

6.8 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.

6.9 Project Monitoring and Evaluation

The SLEC will undertake monthly review of the progress of the projects under this policy.

6.10 Compliance of Regulations under Food Safety & Standards Act, 2006

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

CHAPTER - VII

7.0 Miscellaneous

- 7.1 Notwithstanding anything contained in the foregoing paragraphs of the Jharkhand Food Processing Industry Policy, the State Government by issuance of notification in the official gazette may amend or withdraw any of the provisions and or the schemes mentioned herein above.
- 7.2 The Industrial Units which are getting benefitted under this policy will not be eligible for any other financial incentives or benefits under any other schemes or policy of the Govt. of Jharkhand and Govt. of India. The benefits provided under Chapter 2, 3, 4, 5 and 6 are mutually exclusive. A unit will get benefit from any one these chapters.
- 7.3 In case of any discrepancy between the English and Hindi Version of this policy, the English Version of the policy will be considered as final
- 7.4 If any difficulty arises in giving effect to provisions of the Jharkhand Food Processing Industry Policy 2015, the same shall be referred to the State Government through Chief Secretary and thereon the decision taken shall be final.

Order : It is ordered that a copy of the resolution should be sent for publication in the special edition of the Jharkhand Gazette, reputed Journals and Newspapers and be circulated among all the Department / Departmental heads and Subordinate offices of the Government.

By the Order of the Governor of Jharkhand

Sd / -
(Himani Pande)
Secretary
Industries Department
Government of Jharkhand

Memo No. : 2744 / Ranchi, Dated 03.09.2015
6 / DI / Food Processing Policy - 01 / 2015

Copy: Forwarded to the Superintendent, Government Press, Hinoo, Ranchi with enclosure for its publication in the special edition of Jharkhand e-Gazette.

By the Order of the Governor of Jharkhand

Sd / -
(Himani Pande)
Secretary
Industries Department
Government of Jharkhand

Document Check List

Scheme for Processing Units (New Unit, Modernization, Upgradation, Expansion & Diversification)

Name of the Project:

S. NO.	DOCUMENT NAME	COMPLETED YES/NO	REMARKS
A. List of Documents required before Sanctioning of the Project			
1	Application in the prescribed format (Appendix II) with all the fields clearly filled		
2	Detailed Project Report (DPR) (Appendix XI), self-attested		
3	Sanction Letter of Term Loan from Bank / Financial Institution		
4	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5	Certificate of Incorporation / Registration of the Organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6	Bio-data / Background of the office bearers / promoters of the organization		
7	Annual Reports and Audited Statement of Accounts of last three years (in case of expansion / upgradation / modernization / diversification proposals / cases)		
8	Blue Print of the Building Plan		
9	Notarized English / Hindi version of land document		
10	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)		
11	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)		
12	Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement		
13	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14	Manufacturing permission such as S.S.I / IEM / LOI / SIA / NOC / Registration etc. (as applicable)		
15	NOC Certificate from Pollution Control Board		
16	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed and existing (if any), which should be properly indexed and annexed with a summary statement of plant and machinery, existing (if any) and proposed		
17	An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs. 100/- or more duly notarized by Notary Public		

B. Release of 1st Installment: The first installment of 50% of the total grant under the scheme will be released after ensuring that 50% of the promoters' contribution and 50% of the term loan has been utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment			
18	Request Letter from the Applicant for the Release of 1st Installment of the Grant		
19	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)		
20	Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)		
21	Bank Certificate certifying that they have released 50% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Annexure E)		
22	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50 % utilization of Promoters Contribution & Term Loan (Annexure C)		
23	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
24	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
25	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
26	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality annexed with color photographs (with date stamps) of the project site		
27	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
28	Bank Subsidy Reserve Fund Account Details of the Bank Account for the organization on the letterhead of the Bank		
29	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
C. Release of 2nd Installment: The second installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first installment of the grant, 100% of Term Loan as well as 100% of Promoters' Contribution			
30	Request Letter from the Applicant for the Release of 2nd Installment of Grant		
31	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		

32	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 installment of released grant (Annexure C)		
33	Bank Certificate - certifying that they have released 100% of Term Loan and 1st installment of grant released by the State. They have no objection in releasing 2nd installment of grant being released by the State (Annexure F)		
34	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
35	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
36	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
37	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
38	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
39	Consent-to-Operate from the Pollution Control Board		
40	Before release of 2nd & final installment 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 already approved items and released accordingly		

Application Form

Scheme for Processing Units (New Unit, Modernization, Upgradation, Expansion & Diversification)

Name of the Project:

S. No.	Particulars	Details		
A. Promoters				
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	Name: Address: Phone: Fax: Email:		
2.	Type of organization like Govt. Institution / organization, Industry Association, University, NGO, Co-operative, others etc.			
3.	Background/credentials of applicant organization			
4.	Financial Status (applicable for expansion and modernization projects)	Turnover: Profit:		
5.	A. Existing Industry if any B. For New Unit: Industrial registration	A. B.		
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 Plan / Unit	Existing: Proposed:		
12.	In case of expansion / modernization of existing facilities / unit (details of existing capacity and proposed capacity after expansion & along with capacity utilization)		Existing	Total After
		Capacity		
		Capacity Utilization		
C. Project Cost (indicating Proposed Cost, Appraised Cost Separately)				
	Capital Investment (Fixed Capital)	Proposed Cost	Appraised Cost	
13.	i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	i. ii. iii. iv.	i. ii. iii. iv.	

14.	Plant & Machinery (Indigenous) (Capacity / Specification / Cost) List all the machines to be installed and grants-in-aid applied for, adding rows as necessary	Capacity	Specification	Cost (Rs.)
15.	Plant & Machinery (Imported) (Capacity / Specification / Cost) List all the machines to be installed and grants-in-aid applied for, adding rows as necessary	Capacity	Specification	Cost (Rs.)
16.	Pre-operative Expenses (in Rs.)			
17.	Working Capital (in Rs.)			
18.	Raw Material / Packaging (Source / Quantity / Cost) List all the raw materials and packaging items required for the project, adding rows as necessary	Source	Quantity	Cost (Rs.)
19.	Labour (Quantity / Cost)	Quantity	Cost (Rs.)	
20.	Effluent Disposal (Method / Machinery / Cost) List all the machines to be installed and grants-in-aid applied for, adding rows as necessary	Method	Machinery	Cost (Rs.)
D. Means of Finance (indicating Proposed & Appraised Means of Finance, Separately)				
21.	Means of Financing	Proposed		Appraised
	a) Equity (Promoter / Foreign / Other)	a) Rs.		a) Rs.
	b) Loan (Term / Working capital)	b) Rs.		b) Rs.
	1. Name of the Bank / FI	1		1
	2. Amount of term loan sanctioned	2.		2.
	3. Date of sanction	3.		3.
	4. Rate of interest	4.		4.
	5. Repayment schedule	5.		5.
	c) Assistance from other sources	c) Rs.		c) Rs.
	d) Grant-in-aid	d) Rs.		d) Rs.
e) Others	e) Rs.		e) Rs.	
	TOTAL	TOTAL		

Financial Benchmarks		Existing	Projected
22.	a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio Attach the Details of Calculation of each of the above on a separate sheet, must be cross-signed by the Chartered Accountant	a) b) c) d) e)	a) b) c) d) e)
23.	In case of expansion/modernization all the above benchmarks to be given separately-existing as well as projected		
24.	In case of expansion/modernization proposals Audited Balance sheet of last three years to be enclosed		
E. Marketing			
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages List out each one of the parameters in details	a) b) c) d) e)	
F. Implementation Schedule			
25.	Item of work and Date of implementation (Bar charts / Milestone Charts may be enclosed)	Item of work	Date
		a. Acquiring land	
		b. Start of construction of building	
		c. Completion of building	
		d. Placing order for plant & machinery	
		e. Installation / erection	
		f. Trial production / running	
		g. Commercial production/ running	
G. Personnel			
26.	Details of Technical & Managerial Personnel (Operation, Maintenance, Managerial, Finance, Marketing Etc.) Required & Available.		

H. Employment Generation- Direct/Indirect					
			Male	Female	Total
27.	a) Direct (Male & Female Separately)	Direct			
	b) Indirect (Male & Female Separately)	Indirect			
		Total			

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.

Date: _____ **Signature:** _____

Place: _____ **Name and Designation:** _____

_____ **Seal of the Organization:** _____

Document Check List

Scheme of Cold Chain, Value Addition and Preservation Infrastructure

Name of the Project:

S. No.	DOCUMENT NAME	COMPLETED YES/NO	REMARKS
A. List of Documents required before Sanctioning of the Project			
1	Application in the prescribed format (Annexure IV) with all the fields clearly filled		
2	Detailed Project Report (Appendix XI), self-attested		
3	Sanction letter of Term Loan from Bank / Financial Institution		
4	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5	Certificate of Incorporation / Registration of the organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6	Bio-data / Background of the office Bearers / Promoters of the organization		
7	Annual Reports and Audited Statement of Accounts of last three years (if any)		
8	Blue Print of the Building Plan		
9	Notarized English / Hindi version of land document		
10	Item wise and cost wise details of civil works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)		
11	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)		
12	Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement		
13	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non-technical civil works		
14	Manufacturing permission such as S.S.I. / IEM / LOI / SIA / NOC Registration etc. (as applicable)		
15	NOC Certificate from Pollution Control Board		
16	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed		

17	In case of irradiation facility, the following documents are required to be furnished: <ul style="list-style-type: none"> • Authenticated copy of the letter from BARC / BRIT that technology is approved for intended process / products • Technical agreement with BARC / BRIT for installation & operationalization of plant • Details of technical personnel / expertise by implementing agency showing the competence to run the operations 		
18	An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public		
19	Net Worth Certificate of the Applicant (s) certified by a C. A. certifying that “the net worth of the applicant(s) is be more than 1.5 times of the grant applied for”		
20	Projected Interest During Construction Certificate on the letterhead of the bank based on the projection construction completion date (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)		
B. Release of 1st Installment: The first installment 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 utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment			
21	Request Letter from the applicant for the release of 1 st Installment of the Approved Grant-in-Aid		
22	Duly Notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)		
23	Duly Notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)		
24	Bank Certificate certifying that they have released 25% of Term Loan and have no objection on release of 1st Installment of grant being provided by the State (Annexure E)		
25	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 25% or above utilization of Promoters Contribution & Term loan (Annexure C)		
26	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
27	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
28	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		

29	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
30	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
31	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
32	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
C. Release of 2nd Installment: The second installment of 50% of the total grant may be released by the Director, Department of Industries based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoters' Contribution.			
33	Request Letter from the applicant for the release of 2 nd Installment of the Approved Grant-in-Aid		
34	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		
35	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 1st Installment of released grant (Annexure C)		
36	Bank Certificate - certifying that they have released 75% of Term Loan and 1st Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the States (Annexure F)		
37	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
38	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
39	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
40	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
41	Compliance of conditions imposed at the time of release of 1 st Installment of grant, if any.		

42	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
D. Release of 3rd Installment: The third and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first and second installment of the grant, 100% of Term Loan as well as 100% of Promoters' Contribution.			
43	Request Letter from the applicant for the release of 3rd Installment of the Approved Grant-in-Aid		
44	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		
45	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 and 2nd installment of released grant (Annexure C)		
46	Bank Certificate certifying that they have released 100% of Term Loan and 2nd Installment of grant released by the States. They have no objection in releasing 3rd Installment of grant being released by States (Annexure F)		
47	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
48	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
49	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
50	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
51	Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any		
52	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
53	Consent-to-Operate from the Pollution Control Board		
54	Before release of 3rd & final installment 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 already approved items and released accordingly		

Application Form

Scheme of Cold Chain, Value Addition and Preservation Infrastructure

Name of the Project :

S. No.	Particulars	Details	
A. Promoters			
1.	Name & Address of the Promoter including telephone, fax, e-mail etc.	Name: Address: Phone: Fax: Email:	
2.	Type of organization like Govt. Institution / organization, Industry Association, University, NGO, Co-operative, others etc.		
3.	Background / credentials of applicant organization		
4.	Financial Status (projected for next 5 years)	Turnover: Profit:	
5.	A. Existing Industry if any B. For New Unit: Industrial registration	A. B.	
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)		
C. Project Cost (indicating proposed cost, appraised cost separately)			
13.	Capital Investment(Fixed Capital)	Proposed Cost	Appraised Cost
	i. Land Area Cost	i.	i.
	ii. Building	ii.	ii.
	iii. Civil Works	iii.	iii.
	iv. Technical Civil Works	iv.	iv.

14.	Plant & Machinery (Indigenous) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
15.	Plant & Machinery (Imported) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
16.	Pre-operative expenses (in Rs.)			
17.	Working Capital (in Rs.)			
18.	Raw Material / Packaging (Source / Quantity / Cost) List all the raw materials and packaging items required for the project, adding rows as necessary	Source	Quantity	Cost (Rs.)
19.	Labor (Quantity / Cost)	Quantity	Cost (Rs.)	
20.	Effluent Disposal (Method / Machinery / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Method	Machinery	Cost (Rs.)
D. Means of Finance (indicating Proposed & Appraised Means of Finance, Separately)				
21.	Means of Financing	Proposed		Appraised
	a) Equity (Promoter / Foreign / Other)	a) Rs.	a) Rs.	
	b) Loan (Term / Working capital)	b) Rs.	b) Rs.	
	1. Name of the Bank / FI	1	1	
	2. Amount of term loan sanctioned	2.	2.	
	3. Date of sanction	3.	3.	
	4. Rate of interest	4.	4.	
	5. Repayment schedule	5.	5.	
	c) Assistance from other sources	c) Rs.	c) Rs.	
	d) Grant-in-aid	d) Rs.	d) Rs.	
e) Others	e) Rs.	e) Rs.		
	TOTAL	TOTAL		

22.	Financial Benchmarks	Projected	
	a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio Attach the Details of Calculation of each of the above on a separate sheet, must be cross-signed by the Chartered Accountant	a)	
E. Marketing			
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm / backward linkages e) Forward market linkages (Please elaborate each point in a detailed manner)	a)	
F. Implementation Schedule			
25.	Item of work and Date of implementation (Bar charts/Milestone Charts or PERT/CPM may be enclosed)	Item of work	Date
		a. Acquiring land	
		b. Start of construction of building	
		c. Completion of building	
		d. Placing order for plant & machinery	
		e. Installation / erection	
		f. Trial production / running	
		g. Commercial production / running	
G. Personnel			
26.	Details of Technical & Managerial Personnel (Operation, Maintenance, Managerial, Finance, Marketing etc.) Required & Available.		

H. Employment Generation- Direct/Indirect				
		Male	Female	Total
27.	a) Direct (Male & Female Separately)	Direct		
	b) Indirect (Male & Female Separately)	Indirect		
		Total		

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.

Date:

Signature:

Place:

Name and Designation:

Seal of the Organization:

Document Check List

Scheme for Setting up of Primary Processing Centres & Collection Centres in Rural Areas

Name of the Project:

S. NO.	DOCUMENT NAME	COMPLETED YES/NO	REMARKS
A. List of Documents required before Sanctioning of the Project			
1	Application in the prescribed format (Appendix VI) with all the fields clearly filled		
2	Detailed Project Report (DPR) (Appendix XI), self-attested		
3	Sanction Letter of Term Loan From Bank / Financial Institutions		
4	Appraisal Report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5	Certificate of Incorporation / registration of the organization, Memorandum and Articles of Association and Bye laws of the Society (if applicable) / Partnership Deed etc.		
6	Bio-data / Background of the office bearers / promoters of the organization		
7	Annual Reports and Audited Statement of Accounts of last three years (if any)		
8	Blue Print of the Building Plan.		
9	Notarized English / Hindi version of land document		
10	Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)		
11	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)		
12	Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement		
13	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14	Manufacturing permission such as S.S.I. / IEM / LOI / SIA / NOC Registration etc. (as applicable)		
15	NOC from the Pollution Control Board		
16	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed		
17	An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public		
<p>B. Release of the 1st Installment: The first installment of 50% of the total grant under the scheme will be released after ensuring that 50% of the Promoters' Contribution and 50% of the Term Loan has been utilized on the project. The applicant will have to submit the following documents along with the request for the 1st Installment</p>			

18	Request letter on the letterhead of the organization for the release of 1st Installment of Grant-in-Aid		
19	Duly notarized Surety Bond - To be executed on Non-Judicial stamp paper of not less than Rs. 100 (Annexure A)		
20	Duly notarized Affidavit - To be executed on Non-Judicial stamp paper of not less than Rs.100 (Annexure B)		
21	Bank Certificate certifying that they have released 50% of term loan and have no objection on release of 1st Installment of grant being provided by State (Annexure E)		
22	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 50% utilization of Promoters Contribution & Term loan (Annexure C)		
23	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
24	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
25	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		
26	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
27	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
28	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
29	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<p>C. Release of the 2nd Installment: The second and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first installment of the grant, 100% of Term Loan as well as 100% of Promoters' Contribution.</p>			
30	Request letter on the letterhead of the organization for the release of 1st Installment of Grant-in-Aid		

31	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		
32	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 installment of released grant (Annexure C)		
33	Bank Certificate certifying that they have released 100% of term loan and 1st installment of the grant. They have no objection on release of 2nd Installment of grant being provided by the State (Annexure E)		
34	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
35	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers (for the components not submitted earlier)		
36	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site with date-stamps		
37	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
38	Compliance of conditions imposed at the time of release of 1st Installment of grant, if any		
39	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
40	Consent – to – Operate from Pollution Control Board		
41	Before release of 2nd & final installment 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 already approved items and released accordingly		

Application Form

Application Form for Setting up of Primary Processing Centres / Collection Centres in Rural Areas

Name of the Project:

S. No.	Particulars	Details	
A. Promoters			
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	Name: Address: Phone: Fax: Email:	
2.	Type of organization like Govt. Institution / organization, Industry Association, University, NGO, Co-operative, others etc.		
3.	Background / credentials of applicant organization. Details of having experience in food processing or supply chain management, if any.		
4.	Financial Status (projected for the next 5 years)	Turnover: Profit:	
5.	A. Existing Industry if any B. For New Unit: Industrial registration	A. B.	
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)			
	Capital Investment (Fixed Capital)	Proposed Cost	Appraised Cost
13.	i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	i. ii. iii. iv.	i. ii. iii. iv.

14.	Plant & Machinery (Indigenous) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
15.	Plant & Machinery (Imported) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
16.	Pre-operative Expenses (in Rs.)			
17.	Working Capital (in Rs.)			
18.	Raw Material / Packaging (Source / Quantity / Cost) List all the raw materials and packaging items required for the project, adding rows as necessary	Source	Quantity	Cost (Rs.)
19.	Labour (Quantity / Cost)	Quantity	Cost (Rs.)	
20.	Effluent Disposal (Method / Machinery / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Method	Machinery	Cost (Rs.)
D. Means of Finance (Indicating Proposed & Appraised Means of Finance, Separately)				
21.	Means of Financing	Proposed		Appraised
	a) Equity (Promoter / Foreign / Other)	a) Rs.	a) Rs.	
	b) Loan (Term / Working capital)	b) Rs.	b) Rs.	
	1. Name of the Bank / FI	1	1	
	2. Amount of term loan sanctioned	2.	2.	
	3. Date of sanction	3.	3.	
	4. Rate of interest	4.	4.	
	5. Repayment schedule	5.	5.	
	c) Assistance from other sources	c) Rs.	c) Rs.	
	d) Grant-in-aid	d) Rs.	d) Rs.	
e) Others	e) Rs.	e) Rs.		
	TOTAL	TOTAL		

Financial Benchmarks		Projected	
22.	a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio Attach the Details of Calculation of each of the above on a separate sheet, must be cross-signed by the Chartered Accountant	a)	
		b)	
		c)	
		d)	
		e)	
23.	Details of quality / safety standards to be followed (if any)		
E. Marketing			
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages (Elaborate each point in detail)	a)	
		b)	
		c)	
		d)	
		e)	
F. Implementation Schedule			
25.	Item of work and Date of implementation (Bar charts / Milestone Charts or PERT / CPM may be enclosed)	Item of work	Date
		a. Acquiring land	
		b. Start of construction of building	
		c. Completion of building	
		d. Placing order for plant & machinery	
		e. Installation / erection	
		f. Trial production / running	
		g. Commercial production / running	
G. Personnel			
26.	Details Of Technical & Managerial Personnel (Operation, Maintenance, Managerial, Finance, Marketing Etc.) Required & Available.		

H. Employment Generation- Direct/Indirect				
		Male	Female	Total
27.	a) Direct (Male & Female Separately)	Direct		
	b) Indirect (Male & Female Separately)	Indirect		
		Total		
<p>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.</p> <p>Date: _____ Signature: _____</p> <p>Place: _____ Name and Designation: _____</p> <p>_____ Seal of the Organization: _____</p>				

Document Check List

Scheme of Mega Projects

Name of the Project:

S. NO.	DOCUMENT NAME	COMPLETED YES/NO	REMARKS
A. List of Documents required before Sanctioning of the Project			
1	Application in the prescribed format (Annexure VIII) with all the fields clearly filled		
2	Detailed Project Report (Appendix XI), self-attested		
3	Sanction Letter of Term Loan from Bank / Financial Institution		
4	Appraisal report from Bank / Financial Institution along with sanctioned DPR from the Bank / FI		
5	Certificate of Incorporation / Registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable) / Partnership Deed etc.		
6	Bio-data / background of the office bearers / promoters of the organization		
7	Annual reports and Audited Statement of Accounts of last three years (if any)		
8	Blue Print of the Building Plan.		
9	Notarized English / Hindi version of land document		
10	Item wise and cost wise details of civil works envisaged duly certified by Chartered Engineer (Civil) (Annexure G)		
11	Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical) (Annexure H)		
12	Quotations from the suppliers of Plant & Machinery and Equipments with Summary Statement		
13	Estimate of Civil Construction with the complete breakdown of costs for each of the technical and / or non- technical civil works		
14	Manufacturing permission such as S.S.I. / IEM / LOI / SIA / NOC Registration etc. (as applicable)		
15	NOC Certificate from Pollution Control Board		
16	Civil Layout Plan superimposed with Machine Layout clearly indicating all the Machines proposed which should be properly indexed and annexed with a summary statement of plant and machinery proposed to be installed		
17	An Affidavit (Annexure B) duly executed on Non-Judicial Stamp Paper of Rs.100/- or more duly notarized by Notary Public		
18	Net Worth Certificate of the Applicant (s) certified by a C. A. certifying that "the net worth of the applicant(s) is be more than 1.5 times of the grant applied for"		

19	Projected Interest During Construction Certificate on the letterhead of the bank based on the projection construction completion date (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)		
<p>B. Release of 1st Installment: 1st installment 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 Installment</p>			
20	Request Letter from the applicant for the release of 1 st Installment of the Approved Grant-in-Aid		
21	Duly notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)		
22	Duly notarized Affidavit - To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure B)		
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24	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the means of finances and 25% or above utilization of Promoters Contribution & Term loan (Annexure C)		
25	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
26	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers		
27	Bank Subsidy Reserve Fund Account Details of the Bank Account on the letterhead of the Bank		
28	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
29	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date stamps) of the project site		
30	Compliance of conditions imposed in the approval letter of the grant-in-aid, if any		
31	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<p>C. Release of 2nd Installment: The second installment of 50% of the total grant may be released by the Director, Department of Industries based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the Term Loan and 75% of the Promoters' Contribution.</p>			

32	Request Letter from the applicant for the release of 2 nd Installment of the Approved Grant-in-Aid		
33	Utilization Certificate - as per GFR 19A, duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		
34	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 1st Installment of released grant (Annexure C)		
35	Bank Certificate - certifying that they have released 75% of term loan and 1st Installment of grant released by the State. They have no objection in releasing 2nd Installment of grant being released by the States (Annexure F)		
36	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of machine name, supplier, date of order, date of payment, date of arrival at factory, Gross Cost, VAT, Service Tax, other taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
37	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
38	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality with color photographs (with date-stamps) of the project site		
39	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
40	Compliance of conditions imposed at the time of release of 1st Installment of grant, if any.		
41	Site Inspection Report by the Directorate of Industries to ascertain the physical progress of the project		
<p>D. Release of 3rd Installment: The third and final installment of the grant would be released only after confirming the commencement of commercial production through physical verification by the Directorate of Industries and issue of Consent-to-Operate from the Pollution Control Board and submission of documents specified below by the firm, utilization of first and second installment of the grant, 100% of Term Loan as well as 100% of Promoters' contribution.</p>			
42	Request Letter from the applicant for the release of 3rd Installment of the Approved Grant-in-Aid		
43	Utilization Certificate - as per GFR 19A, Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company (Annexure D)		

44	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 and 2nd installment of released grant (Annexure C)		
45	Bank Certificate certifying that they have released 100% of term loan and 2nd Installment of grant released by the State. They have no objection in releasing 3rd Installment of grant being released by the States (Annexure F)		
46	Itemized Summary Statement of expenses incurred on Plant and Machinery components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
47	Itemized Summary Statement of expenses incurred on Technical Civil Works components with breakup of Machine Name, Supplier, Date of Order, Date of Payment, Date of Arrival at Factory, Gross Cost, VAT, Service Tax, Other Taxes, Freight, Other Charges and Net Cost on the letterhead of CA (with a declaration that all the vouchers have been properly checked and verified) & enclosure of all the bills and vouchers(for the components not submitted earlier)		
48	Certificate of the Chartered Engineer (Civil) for Technical Civil Works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
49	Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality with color photographs (with date-stamps) of the project site		
50	Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any		
51	Site Inspection Report by the Directorate of Industries to ascertain the completion of the project, start of commercial production and issue of Consent-to-Operate from the Pollution Control Board		
52	Consent-to-Operate from the Pollution Control Board		
53	Before release of 3rd & final installment 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 already approved items and released accordingly		

Application Form

Scheme of Mega Projects

Name of the Project:

S. No.	Particulars	Details	
A. Promoters			
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	Name: Address: Phone: Fax: Email:	
2.	Type of organization like Govt. Institution / organization, Industry Association, University, NGO, Co-operative, others etc.		
3.	Background / credentials of applicant organization		
4.	Financial Status (projected for next 5 years)	Turnover: Profit:	
5.	A. Existing Industry if any B. For New Unit: Industrial registration	A. B.	
B. Project Description			
6.	Name of the Project		
7.	Location / Area of the project		
8.	Products/By Products		
9.	Process Flow with complete flow chart		
10.	Technology (Indigenous / Imported)		
11.	Capacity of the Plan / Unit		
C. Project Cost (Indicating Proposed Cost, Appraised Cost Separately)			
	Capital Investment(Fixed Capital)	Proposed Cost	Appraised Cost
13.	i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	i. ii. iii. iv.	i. ii. iii. iv.

14.	Plant & Machinery (Indigenous) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
15.	Plant & Machinery (Imported) (Capacity / Specification / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Capacity	Specification	Cost (Rs.)
16.	Pre - operative expenses (in Rs.)			
17.	Working Capital (in Rs.)			
18.	Raw Material/Packaging (Source / Quantity / Cost) List all the raw materials and packaging items required for the project, adding rows as necessary	Source	Quantity	Cost (Rs.)
19.	Labor (Quantity / Cost)	Quantity	Cost (Rs.)	
20.	Effluent Disposal (Method / Machinery / Cost) (List all the machines to be installed and grants-in-aid applied for, adding rows as necessary)	Method	Machinery	Cost (Rs.)
D. Means of Finance (Indicating Proposed & Appraised Means of Finance, Separately)				
21.	Means of Financing	Proposed		Appraised
	a) Equity (Promoter / Foreign / Other)	a) Rs.		a) Rs.
	b) Loan (Term / Working capital)	b) Rs.		b) Rs.
	1. Name of the Bank / FI	1		1
	2. Amount of term loan sanctioned	2.		2.
	3. Date of sanction	3.		3.
	4. Rate of interest	4.		4.
	5. Repayment schedule	5.		5.
	c) Assistance from other sources	c) Rs.		c) Rs.
	d) Grant-in-aid	d) Rs.		d) Rs.
e) Others	e) Rs.		e) Rs.	
	TOTAL		TOTAL	

	Financial Benchmarks	Projected	
22.	<ul style="list-style-type: none"> a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio <p>Attach the Details of Calculation of each of the above on a separate sheet, must be cross-signed by the Chartered Accountant</p>	<ul style="list-style-type: none"> a) b) c) d) e) 	
E. Marketing			
24.	<p>Marketing</p> <ul style="list-style-type: none"> a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages <p>(Please elaborate each point in a detailed manner)</p>	<ul style="list-style-type: none"> a) b) c) d) e) 	
F. Implementation Schedule			
25.	<p>Item of work and Date of implementation (Bar charts / Milestone Charts or PERT / CPM may be enclosed)</p>	Item of work	Date
		a. Acquiring land	
		b. Start of construction of building	
		c. Completion of building	
		d. Placing order for plant & machinery	
		e. Installation / erection	
		f. Trial production / running	
		g. Commercial production / running	
G. Personnel			
26.	<p>Details of Technical & Managerial Personnel (Operation, Maintenance, Managerial, Finance, Marketing etc.) Required & Available.</p>		

H. Employment Generation- Direct/Indirect				
		Male	Female	Total
27.	a) Direct (Male & Female Separately)	Direct		
	b) Indirect (Male & Female Separately)	Indirect		
		Total		

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.

Date:

Signature:

Place:

Name and Designation:

Seal of the Organization:

Document Check List

Scheme of Establishment and Modernization of Meat Shops & Fish Shops

Name of the Project:

S. No.	DOCUMENT NAME	COMPLETED YES/NO	REMARKS
A. List of Documents required before Sanctioning of the Project			
1	Application in the prescribed format (Appendix X)		
2	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		
3	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.		
4	Proof of the electric supply to the shop from local authority		
5	Proof of water supply to the shop from local authority or Self-Certification for adequate water supply availability in the premises		
6	Any other relevant document required by Local Body / Municipality as per applicable rules and regulations		
7	List of plant & machinery and civil work proposed for modernization of meat shop duly certified by Chartered Engineer. (Annexure G and Annexure H)		
8	Detailed Project Report (Appendix XI), self-attested		
9	Quotations of Machines to be installed		
B. The grant-in-aid will be reimbursed in one installment after submission of following documents			
10	Duly Notarized Surety Bond – To be executed by the beneficiary company on Non-Judicial Stamp Paper of not less than Rs. 100/- (Annexure A)		
11	Chartered Accountant Certificate - Actual expenditure incurred on the project showing the Means of Finances and Corresponding Expenditure incurred on the project in details (Annexure C)		
12	Item-wise and cost wise details of Civil Work and Plant and Machinery commissioned duly certified by the Chartered Engineer (Annexure G and Annexure H)		
13	A copy of FBO license / Registration under FSSA		

APPLICATION FORM

Scheme of Establishment and Modernization of Meat Shops & Fish Shops

S. No.	Particulars	Details		
A. Prospective Beneficiary				
1	Name of the Applicant			
2.	Office Address			
3.	Phone No. / Fax No.			
4.	E-mail			
5.	Mobile No.			
6.	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 sq. m.)			
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	Amount (Rs. In Lakhs)		
	A. Civil Work			
	(i) Technical Civil Work			
	(ii) Non-technical Civil Work			
	(iii) Others			
	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 along with estimated cost.	
7.	Means of Finance	Amount (Rs. in Lakhs)
	(i) Promoters' Equity	
	(ii) Bank / Term Loan	
	(iii) Other Sources (specify)	
	(iv) Grant-in-aid	
	Total	
8.	Project Preparedness	Number and Date
	(i) FSSA License / Registration	
	(ii) Registration of shop under Shop Establishment Act /any other Act	
<p>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.</p> <p>Date: _____ Signature: _____</p> <p>Place: _____ Name and Designation: _____</p> <p>_____ Seal of the Organization: _____</p>		

Format For DPR

- 1. Executive Summary**
- 2. Background**
 - 2.1. Sector Background
 - 2.2. Project Background
 - 2.3. Promoters' Background
- 3. Land Details & Logistics**
 - 3.1. Character of the Land
 - 3.2. Requirement of Land Area
 - 3.3. Ownership of the Land
 - 3.4. Present Status of Land
 - 3.5. Location of Land –
- 4. Procurement Strategy of Raw Material & Other Inputs**
 - 4.1. Raw Material Availability
 - 4.2. Sources of Procurement
 - 4.3. Process of Procurement
- 5. Techno-Commercial Viability Assessment**
 - 5.1. Technology Used
 - 5.2. Possible Source of Equipments / Machine Suppliers
 - 5.3. Capacity & Production
 - 5.4. Pollution Control (Please provide the details precisely)
 - 5.4.1. Amount of Generation of Pollution / Wastage
 - 5.4.2. Mode of Waste Disposal
 - 5.4.3. Machines to be installed for adhering to pollution norms
- 6. Process Flow Diagram**
 - 6.1. Machine Layout Plan
 - 6.2. Process Flow Table
- 7. Infrastructure Source**
 - 7.1. Power (if from JESB, Permission Letter required)
 - 7.2. Water
 - 7.3. Manpower

8. Marketing Strategy

- 8.1. Market Opportunities
- 8.2. Approach

9. SWOT Analysis

10. Financial Analysis

- 10.1. Cost Estimates
- 10.2. Working Capital Requirement
- 10.3. Revenue Projections
- 10.4. Fund Flow Statement
- 10.5. Financial Ratios
- 10.6. Break Even
- 10.7. Term Loan
- 10.8. Internal Rate of Return

11. Investment Details

- 11.1. Equity Contribution & Source
- 11.2. Debt Contribution, Source & Cost of Debt
- 11.3. Total Fixed Capital
- 11.4. Net Worth of the Company
- 11.5. Appraisal Letter from Bank or Lending Institution

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

Surety Bond

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____
, a _____ (Type of organization) incorporated / registered under
the _____ (Name of the Act) and having its registered office
at _____ (hereinafter called the “Obligors”) are held fully and firmly bound
to the 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 Enclosure - I, agreed to make in favor
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 Governor of Jharkhand, the entire amount of the grants-in-aid with interest of 10%
per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is
required to be spent, interest @10% per annum shall be charged up to the date of its refund to the Government,
unless it is agreed to be carried over.

The Obligers agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the 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 Obligers.

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 Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. _____ Dated _____ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Enclosure - II and by _____ for and on behalf of the Governor of State _____ on the date appearing below.

Signature of the AUTHORISED SIGNATORY
Signed for and on behalf of
(Name of the Obliger in block letters)
(Seal / Stamp of Organization)

1. Signature of witness

Name & Address

2. Signature of witness

Name & Address

To be filled up by the Directorate of Industries

(ACCEPTED)

For and on behalf of the Governor of State _____

Name : _____

Designation : _____

Dated : _____

Notary Seal & Signature

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 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 organization shall be liable jointly and severally for action under the laws, hence verified at _____ (Place) _____
on _____ (Date) _____

Deponent

Notary Seal & Signature

(Letter Head of the CA)

CA certificate (With membership No. of CA) in the following format:-

(i) Project Cost:

(Rs. In Lakhs)

S. No.	Name of the Component / Item	Project Cost	Cost as Appraised by Bank	Actual Cost
1	Land			
2	Building / Civil Works			
3	Plant & Machinery			
4	Misc. Fixed Assets			
5				
6				
7				
	Total			

(ii) Means of Finance:

(Rs. In Lakhs)

S. No.	Item	Project Cost	As per Appraisal Report	Actual Cost
1	Promoters Equity			
2	Term Loan			
3	Unsecured Loan			
4	Grant			
5	Other's			
	Total			

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

Signature and Seal of C.A

(Letter Head of the CA)

Proforma as PER GFR 19-A

(See GF Rule 212 (1))

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

- a) Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favor 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 _____
- b) 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.

Counter signature of promoter of company with seal

Signature (CA) _____

Designation _____

Date _____

(Letter Head of the Bank)

Certificate

- a) Certified that this bank has appraised the project of M/s _____ (Name and address of the organization) as per guidelines of the scheme and also sanctioned Term Loan of Rs _____ lakh (if applicable).
- b) It is further certified that we have released Rs _____ lakh _____ % of sanctioned term loan) to M/s _____ (Name and address of the organization)
- c) We have no objection in releasing 1st installment of grant if sanctioned by the State Govt.

(Signature)

(Name)

(Branch Manager)

(Branch IFSC Code)

Directorate of Industries

Jharkhand Food Processing Industry Policy 2015

State _____

(Letter Head of the Bank)

Certificate

- a) Certified that this bank has appraised the project of M/s _____
(Name and address of the organization) as per guidelines of the scheme and also sanctioned term
loan of Rs. _____ lakh (if applicable).
- b) It is further Certified that this bank has released 100% of term loan sanctioned i.e.
Rs. _____ lakh and also 1st installment of grant of Rs. _____ lakh
released by the Directorate of Industries vide sanction order No. _____ Dated
_____ to M/s _____ (Name and address of the organization),
which has been credited in account number _____ of the firm.
- c) We have no objection in releasing 2nd installment of grant if sanctioned by the State Govt.

(Signature)

(Name)

(Branch Manager)

(Branch IFSC Code)

Directorate of Industries

Jharkhand Food Processing Industry Policy 2015

State _____

(Letter Head of Chartered Engineer - Civil)

Format for Item Wise and Cost Wise Details of Technical Civil Works

Name of the Project :

Location of the Project :

Sr. No.	Machinery	Existing		New				
		No.	Capacity	No.	Capacity	Rate	Value (Lakhs)	Eligible/ Non-Eligible
1								
2								
3								
4								
Total								

Signature and Seal of Chartered Engineer (Civil)

Date _____

(Letter Head of Chartered Engineer - Mechanical)

Format for Item Wise and Cost Wise Details of Plant & Machinery

Name of the Project :

Location of the Project :

Sr. No.	Machinery	Existing		New				Eligible/ Non-Eligible
		No.	Capacity	No.	Capacity	Rate	Value (Lakhs)	
1								
2								
3								
4								
Total								

Signature and Seal of Chartered Engineer (Mechanical)

Date _____

Note:

- a. Rate and Value of the Machines will be the Basic Cost and should not include any duty, charges, taxes, freight, insurance, erection or installation charges
- b. Eligible / Non-Eligible will be based on the criteria mentioned in the respective scheme as mentioned in the Policy



Single Window

Single Window Helpline Number : **0651-6556666**

www.advantage.jharkhand.gov.in



Government of Jharkhand

Department of Industry

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