

ANNEXURE-1:

CHECK LIST

(Indicative List of Documents Required for Release of Installments of Grant-in-aid)

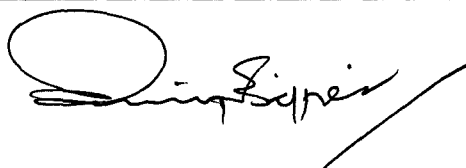
(A) Release of 1st installment:

Eligibility Criteria:

1. 25% of the promoters' contribution and 25% of the term loan has been spent on the project. **(Y/N)**

Documents Required in support

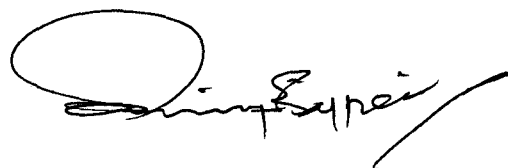
1	CA certificate - Latest certificate of actual expenditure along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should establish that atleast 25% of the promoters' contribution and atleast 25% of the term loan has been utilized on the project	(Y/N)
2	Certificate from Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
3	Certificate from Chartered Engineer (Mechanical) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
4	Details of unsecured loan (along with PAN numbers of lenders) , if any, duly certified by Chartered Accountant and countersigned by the promoter.	(Y/N)
5	Bank Certificate - Certificate from bank that it has disbursed 25% of the term loan out of the total sanctioned term loan.	(Y/N)
6	Bank Consent Letter - Consent letter from Bank recommending disbursement of financial assistance to the unit through loan account.	(Y/N)
7	Bank statement showing payment made to suppliers/vendors, in case of advance payments	(Y/N)
8	Invoices/receipts from the suppliers/vendors	(Y/N)



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2. Other documents required as mentioned in the approval letter:

1	<p>Surety Bond - To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/-, duly notarized and signed by two independent witnesses (other than promoters of the company) along with Board resolution certificate (Annexure-II of surety bond) from Board of Directors authorizing one of the Director / partner as signatory of documents.</p> <p>The Surety Bond should include a confirmation of facilities as annexure (in the prescribed format)</p>	(Y/N)
2	<p>Affidavit - An affidavit from the applicant company / firm on non-judicial stamp paper of not less than Rs. 100/-, duly notarized confirming that the proposed project had not started commercial production / operation prior to the date of submission of application.</p>	(Y/N)
3	<p>CGA Registration - Controller General of Accounts (CGA) registration of firm under agency type "private sector companies" and under the scheme name "scheme for infrastructure development FPI (0386)"</p>	(Y/N)
4	<p>Details of the company duly filled in the ECS format and certified from the Bank along with a cancelled cheque</p>	(Y/N)
5	<p>Duly notarized English version of land documents in support of land title in the name of the applicant or land lease, duly registered with the competent authority in favour of the applicant for not less than the period of 15 years, along with the Change in Land Use (CLU) permission.</p>	(Y/N)
6	<p>Compliance of conditions imposed and documents required in the approval letter of the grant-in-aid, if any.</p>	(Y/N)
6a		(Y/N)
6b		(Y/N)



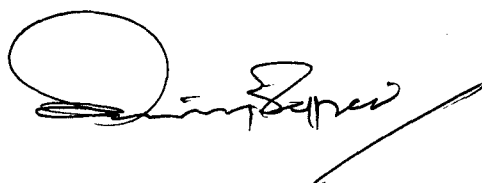
(B) Release of 2nd installment:

Eligibility Criteria:

1. Utilization of first installment of grant and 75% of promoters' contribution and 75% of term loan have been spent on the project. **(Y/N)**

Documents required in support:

1	Utilization Certificate of the 1st Installment of the grant -In the format provided in the approval letter i.e. GFR 19-A duly certified by Chartered Accountant and countersigned by the promoter and bank.	(Y/N)
2	CA certificate - Latest certificate of actual expenditure along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should establish that atleast 75% of the promoters' contribution and atleast 75% of the term loan has been utilized on the project	(Y/N)
3	Certificate from Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
4	Certificate from Chartered Engineer (Mechanical) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
5	Bank Certificate - Certificate from bank that it has disbursed 75% of term loan and released 1st installment of grant provided by MFPI and recommendations for releasing 2nd installment of grant to the company/firm.	(Y/N)
6	Bank statement showing payment made to suppliers/vendors.	(Y/N)
7	Invoices/receipts from the suppliers/vendors.	(Y/N)
8	Compliance of conditions imposed at the time of release of 1st Installment of grant, if any.	(Y/N)
8 a		(Y/N)



8 b		(Y/N)
8 c		(Y/N)

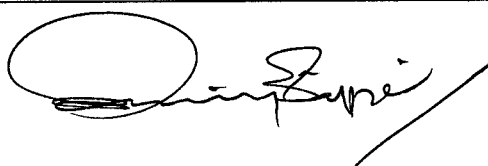
(C) Release of 3rd installment:

Eligibility Criteria:

- Utilization of the second installment and 100% of promoters' contribution and 100% of term loan has been invested on the project and the project has achieved completion and commercial operation has started. (Y/N)

Documents required in support

1	Utilization Certificate of the 2nd Installment of the grant -In the format provided in the approval letter i.e. GFR 19-A duly certified by Chartered Accountant and countersigned by the promoter and bank.	(Y/N)
2	CA certificate - Latest certificate of actual expenditure along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the promoter, which should establish that 100% of the promoters' contribution and 100% of the term loan has been utilized on the project	(Y/N)
3	Certificate from Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
4	Certificate from Chartered Engineer (Mechanical) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturers / suppliers and comment on quality and status of implementation duly countersigned by the promoter.	(Y/N)
5	Bank Certificate - Certificate from bank that it has disbursed 100% of term loan and released 2 nd installment of grant provided by MFPI and recommendations for releasing 3 rd installment of grant to the company/firm.	(Y/N)
6	Bank statement showing payment made to suppliers/vendors.	(Y/N)



7	Invoices/receipts from the suppliers/vendors.	(Y/N)
8	Letter confirming commencement of commercial operations by the project	(Y/N)
9	Statutory licenses / clearances such as FSSAI license etc.	(Y/N)
10	Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any.	(Y/N)
10 a		(Y/N)
10 b		(Y/N)
10 c		(Y/N)

A handwritten signature in black ink, appearing to read "S. S. S. S. S.", with a large circular flourish at the beginning and a diagonal slash at the end.

ANNEXURE-2:

CA Certificate Format:

(Letter Head of the CA)

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

(i) Project Cost: (Rs. in lakh)

Sl No.	Name of the Component/Item	Approved project cost	Actual Cost as on date
1.	Land/development charges		
2.	Civil works - Technical civil works - Other civil works		
3.	Plant & Machinery		
4.	Misc. Fixed Assets		
5.	Other's		
	Total		

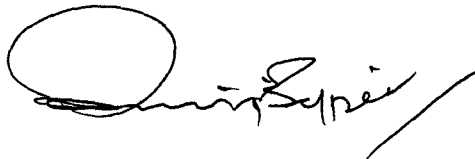
(ii) Means of Finance: (Rs. in lakh)

Sl. No.	Item	Approved means of finance	Actual mobilization as on date
1.	Promoter's Equity		
2.	Term Loan		
3.	Unsecured Loan		
4.	Grant from MFPI		
5.	Other's		
	Total		

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

Signature and Seal of C.A.

(The certification by CA should be based on the verification of books of accounts, bills, invoices, work orders, bank statements, etc. related to the project.)



ANNEXURE-3:

CE Certificate (Civil) Format for Technical Civil Work:

(Letter Head of the CE)

CE certificate (With membership/registration No. of CE) in the following format:-

Name of project:

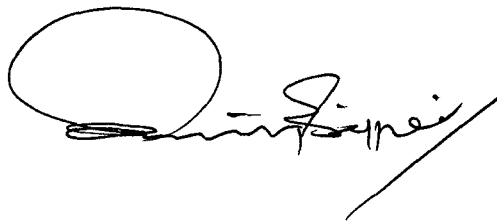
Location with address:

Date of site Visit by Chartered Engineer:

Project Progress: (if project has multiple locations, the location wise details should be submitted in below format)

Sr. No.	Name of Component	Proposed/ appraised Area (sqm)	Proposed/ appraised Cost (Lakh Rs)	Actual Area (sqm)	Actual Cost (Lakh Rs)	Rate/ Unit (Rs/Sqm)	Remarks about the status of implementation	Comments on quality, construction standards, market rates
	Total							

Signature and Seal of C.E.



ANNEXURE-4:

CE Certificate (Mechanical) Format for P&M:

(Letter Head of the CE)

CE certificate (With membership/registration No. of CE) in the following format:-

Name of project:

Location with address:

Date of site Visit by Chartered Engineer:

Project Progress: (if project has multiple locations, the location wise details should be submitted in below format)

Sr. No	Name of Component	Proposed/ appraised Quantity	Proposed/ appraised Cost (Lakh Rs)	Actual Quantity	Actual Cost (Lakh Rs)	Supplier/ Manufacturer	Status of implementation	Comments on quality, specifications, etc.
	Component-1						Such as ordered/ received at site/ installation in progress/ installed, etc.	
	Component-2							
	Component-3							
	Total							

Signature and Seal of C.E.



ANNEXURE-5:

GFR 19-A Format:

(Letter Head of the CA)

PROFORMA AS PER GFR 19-A

(See Government of India's Decision (1) below rules 150) form of Utilization Certificate

S. No.	Sanction order No. and date of previous installment	Amount
1.		

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

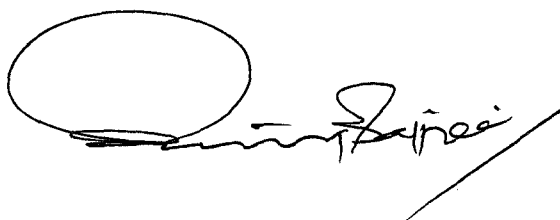
2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature (CA) _____
Designation _____
Date _____

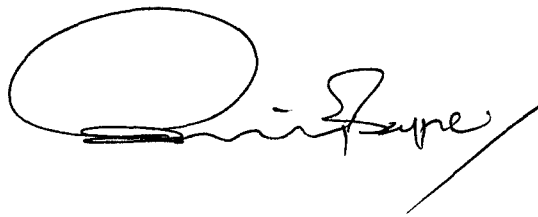
Counter signature of promoter of company with Seal



ANNEXURE-6:

Confirmation of facilities (as annexure of Surety Bond):

Details of facilities indicated in approval letter		Confirmation of actual facilities to be created.			Changes, if any, with justification
Name	Capacity/Specifications	Name	Capacity/Specifications	Location	

A handwritten signature in black ink, appearing to read "Q. S. S. S.", with a large loop at the beginning and a diagonal slash at the end.

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____, a _____ (Type of organization) incorporated / registered under the _____ (Name of the Act) and having its registered office at _____ (hereinafter called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for the sum of 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 _____.

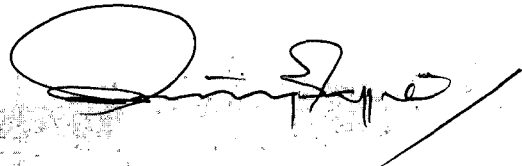
WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries's Sanction Order No. _____ Dated _____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligors.



AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the 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 Annexure-II and by _____ for and on behalf of the president 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 MINISTRY OF FOOD PROCESSING INDUSTRIES
(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal &
Signature

