

**Format for requisition of Second installment of approved grant**

Director  
Ministry of Food Processing Industries,  
Government of India

Date:

Sub: Request letter for requisition of second installment of approved grant for the Integrated Cold Chain Project of \_\_\_\_\_ at \_\_\_\_\_.

Dear Sir,

We are pleased to inform you that implementation of the approved Integrated Cold Chain Project is underway and \_\_\_% of promoters' contribution and \_\_\_% of bank term loan (if any) have been utilized towards implementation of the project making us eligible for receipt of the second installment of the approved grant from the Ministry (50% of total approved grant).

We are hereby submitting the following documents as required.

Sl. No.	List of Documents	Enclosed (Yes/No)
1	Utilization Certificate (in the format provided in the approval letter i.e. GFR 19-A) of the first installment of grant duly certified by Chartered Accountant and countersigned by the promoter.	
2	a. CA certificate to the effect that 75% of promoter's share and 75% of term loan and first installment of grant have been utilized for the approved project components	
	b. Certificate from Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality.	
	c. Certificate from Chartered Engineer (Mechanical) for plant & machinery indicating item wise progress, cost, quantity, manufacturer / supplier and comment on quality.	
3	Certificate from bank that it has disbursed 75% of term loan and released 1 <sup>st</sup> installment of grant provided by MFPI and recommendations for releasing 2 <sup>nd</sup> installment of grant to the company/firm.	
4	Compliance of conditions imposed at the time of release of 1 <sup>st</sup> Installment of grant, if any.	
5	Any other document (Provide list of documents below)	

We would request you to release the second installment of the approved grant amount. We further confirm that project would be implemented in the manner and time period given in the approval letter.

Yours sincerely,

Signature  
Name and Designation  
Seal of the organization