

F. No. MFPI/CC (1st)/2012
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi – 110 049

Dated: 28.08.2012

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

Sub.: Implementation of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) w.e.f. 2012-13 (01.04.2012) – Guidelines of NMFP-Issued-reg.

Sir,

In continuation to this Ministry's previous letters and discussions held with States / UTs through series of video conferences / workshops held in the last 8-9 months regarding the above mentioned subject, this is to inform that Government of India has approved launching of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) main scheme for implementation through States / UTs during 2012-13 of 12th five year Plan.

2. Ministry of Food Processing Industries (MOFPI) had already released towards 1st installment Rs. 1.125 crore to States and Rs. 0.9375 crore to UTs, respectively for taking up preparatory activities / advance action for implementation of NMFP during 2012-13.

3. Govt. of India further conveys the approval to the States / UTs for implementation of NMFP main scheme during 2012-13. Accordingly, guidelines for the NMFP main scheme as well as for the following 4 (four) continuing / ongoing components of 11th Plan under NMFP are enclosed:

- (i) Scheme for Technology Up-gradation / Establishment / Modernisation of Food Processing Industries.
- (ii) Scheme for Cold Chain, Value Addition and Preservation Infrastructure for Non Horticultural Products.
- (iii) Scheme for Human Resource Development (HRD).
 - (a) Creation of Infrastructure Facilities for Running Degree/Diploma/Certificate Courses in Food Processing Technology.

- (b) Entrepreneurship Development Program (EDP).
- (c) Food Processing Training Centre (FPTC).

(iv) Scheme for Promotional Activities.

- (a) Organizing Seminar/Workshops.
- (b) Conducting Studies/Surveys.
- (c) Support to Exhibitions/Fairs.
- (d) Advertisement & Publicity.

4. Ministry of Food Processing Industries (MFPI) will be transferring funds to States / UTs through state budgets for implementation of aforesaid components under NMFP main scheme during 2012-13 of 12th five year plan. It is also requested that all the States, which have not created budget heads and received funds through State Nodal Agencies for starting preparatory activities / advance action for implementation of NMFP, may also create budget heads urgently, as the funds for NMFP main scheme will be transferred to States / UTs through state budget only.

5. It is requested to take necessary steps for implementation of NMFP during 2012-13 of 12th five year plan.

Yours faithfully,

Encl: As above.


(U. Venkateswarlu)

Joint Secretary to the Govt. of India
Tel. No. 011-26494032
Fax No. 011-26492176
Email: venkateswarlu86@nic.in

Copy to:

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

Copy also to:

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

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

During 12th Plan (2012-13)



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF FOOD PROCESSING INDUSTRIES

INDEX FOR NMFP GUIDELINES/ COMPONENTS

Sr No	Particulars	Page No
1	Guidelines for implementation of National Mission on Food Processing (NMFP) during 12th Plan (2012-13)	4-8
1.1	Format for release of 2 nd installment of funds under National Mission on Food Processing (NMFP) to the States / UTs.	Annexure- I 9
1.2	Utilization Certificate (PROFORMA AS PER GFR 19-A)	Annexure- II 10
1.3	List of Area Officers (Refer Annexure XIX at Pg. No. 56-57)	-- --
1.4	Format of Monthly Financial Progress under National Mission on Food Processing (NMFP) implemented by States / UTs (Refer Annexure XX at Pg. No. 59-60)	-- --
2	Guidelines for implementation of Scheme of Technology Upgradation, Establishment, Modernisation of Food Processing Industries during 12th Plan (2012-13) under NMFP	Annexure-A 11-13
2.1	Bank certificate for release of 1 st installment.	Annexure- III 14
2.2	Bank certificate for release of 2 nd installment.	Annexure- IV 14
2.3	Application format	Annexure -V 15-16
3	Guidelines for implementation of scheme of Cold Chain, Value Addition and Preservation Infrastructure (for non-horticultural products) during 12th plan (2012-13) under NMFP.	Annexure- B 17-21
3.1	Illustrative Criteria for Assessment of Proposals received under the scheme for Cold Chain, Value Addition and Preservation Infrastructure under NMFP.	Annexure- VI 22
3.2	Application Format	Annexure- VII 23-24
3.3	Bank Certificate for release of 1 st /2 nd /3 rd installment.	Annexure- VIII 25
4	Guidelines for implementation of HRD scheme during 12th Plan (2012-13) under NMFP	Annexure- C 26-34
4.1	Application form for Creation of Infrastructural Facilities under the Scheme for HRD	Annexure- IX 35-36
4.2	Application Form to conduct Entrepreneurship Development Programmes (EDPs)	Annexure- X 37
4.3	Model course content of EDP.	Annexure- XI 38
4.4	Proforma for submission of EDP Report on completion of the	Annexure- XII 39

	course.		
4.5	Proforma for Feedback form.	Annexure- XIIA	40-41
4.6	Proforma for Report of Follow up phase	Annexure- XIIB	42
4.7	Application Form for Food Processing Training Centre	Annexure- XIII	43-44
4.8	Checklist for FPTC	Annexure- XIV	45-46
4.9	Format for submission of Half yearly Report by FPTC	Annexure- XV	47
4.10	Application form For assistance under the Training Programmes Sponsored by Ministry of Food Processing Industries/ State Government	Annexure- XVI	47
5	Guidelines for Implementation of Promotional Activities through National Exhibitions/ Fairs and Studies/ Surveys, Workshops, Seminars during 12th Plan (2012-13) under NMFP.	Annexure- D	48-51
5.1	Application Form For Financial Assistance for organizing Seminars/ Workshops/Exhibitions/Fairs	Annexure- XVII	52-53
5.2	Application Form For Financial Assistance for Conduct of Studies/ Surveys/Tours	Annexure- XVIII	54-55
6	List of Area Officers	Annexure- XIX	56-58
7	Format of Monthly Financial Progress under National Mission on Food Processing (NMFP) implemented by States / UTs w.e.f. 01.04.2012 (2012-13)	Annexure- XX	59-60
8	Surety Bond	Appendix-A	61-62
9	Affidavit [As per GFR-209(1)]	Appendix-B	63
10	CA Certificate.	Appendix-C	64
11	Utilization Certificate (PROFORMA AS PER GFR 19-A)	Appendix-D	65
12	Affidavit [As per GFR-209(1)] for HRD & PA Scheme	Appendix-E	66

MINISTRY OF FOOD PROCESSING INDUSTRIES

Guidelines for implementation of National Mission on Food Processing (NMFP) during 12th Plan (2012-13)

1 Introduction:

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

2 Objectives :

- i. To augment the capacity of food processors working to upscale their operations through capital infusion, technology transfer, skill Upgradation and handholding support.
- ii. To support established self help groups working in food processing sector to facilitate them to achieve SME status.
- iii. Capacity development and skill upgradation through institutional training to ensure sustainable employment opportunities to the people and also to reduce the gap in requirement and availability of skilled manpower in food processing sector.
- iv. To raise the standards of food safety and hygiene to the globally accepted norms.
- v. To facilitate food processing industries to adopt HACCP and ISO certification norms
- vi. To augment farm gate infrastructure, supply chain logistic, storage and processing capacity.
- vii. To provide better support system to organized food processing sector.

3 Structure:

(A) National Level:

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

Sl. No.	Composition	Designation
1.	Hon'ble Minister of Agriculture and Food Processing Industries	Chairman
2.	Hon'ble Minister of State for Agriculture and Food Processing Industries	Vice Chairman
3.	Hon'ble Minister of State for Agriculture and Food Processing Industries	Vice Chairman
4.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Assam	Member
5.	Hon'ble Minister Incharge of Food Processing Industries Deptt. from the state of Bihar	Member

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

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

The Mission would have Mission Directorate at National level in the Ministry of Food Processing Industries.

- ii. To administer the Mission, a **National Executive Committee** headed by Secretary, MFPI has been constituted with Joint Secretary, MFPI as Member Secretary having the following composition:-

(i)	Secretary, MOFPI	Chairperson
(ii)	Secretaries - Ministry/Department of Commerce, Health, Agriculture, Panchayati Raj, Rural Development, Science & Technology, Animal Husbandry & Dairying and Planning Commission	Members
(iii)	Additional Secretary (I/c Horticulture), D/o Agri. & Cooperation; Additional Secretary & FA, Ministry of Food Processing Industries	Members

(iv)	Institutions – Director General, ICAR; Director General, CSIR; SERB under DST; Chairman, APEDA; Managing Director, NHB	Members
(v)	Secretary I/c of Food Processing Industries of 5 States – Arunachal Pradesh, Gujarat, Kerala, Rajasthan and West Bengal	Members
(vi)	Three Experts (Food Processing, Post Harvest Management and Marketing) – CIPHET, CFTRI and NERAMAC	Members
(vii)	Mission Director of NMFP (Joint Secretary, MFPI)	Member Secretary

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

- iii. The Mission Directorate will have dedicated structure headed by Joint Secretary as Mission Director and required supporting manpower.

(B) State Level:

State Level Empowered Committee (SLEC)

- (a) To carry out administration of the State Food Processing Mission, a State level Empowered Committee (SLEC) will be constituted by the State Government under the Chairmanship of the Chief Secretary having representatives from other concerned Departments, as deemed proper by the concerned State Governments including the representative of Finance Department of the State. Central Government will nominate its representative who will be a Member in the SLEC. The State Mission Director to be appointed by the State Government will be the nodal agency and they may be invited in the implementation and monitoring of NMFP.
- (b) State food processing departments/Directorate of Food Processing Industry/any suitable organization so identified by the State will act as Mission Directorate for state food processing Mission.
- (c) States may decide whether to implement the NMFP scheme through State level bodies or district level bodies or as the case may be or as may be decided by SLEC.
- (d) At the operational level, State Governments would have the freedom to nominate, or create a suitable autonomous agency to be registered under the Societies Registration Act for implementing the Mission programmes at the State and District levels. The Panchayati Raj Institutions existing in the State may be involved in the implementation structure.

4 Funding Pattern for NMFP:

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

5 Criteria for allocation of funds to the States:

Ministry of Food Processing Industries will allocate funds to the states in proportion to their population and area and also minimum/floor amount. During the first year i.e. 2012-13, 75% allocation of the States will be released as first installment. The remaining 25% will be released based on the submission of utilization certificate of 50% of the allocated amount (including state's share). In case any state is not able to draw its entitled 2nd installment during the financial year, the same will be allocated to the states who require additional funds. This will normally be decided by the Ministry in the 3rd quarter of the financial year (by 31.12.2012).

Second installment will be released to the states on submission of following documents:

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

The above norms will be reviewed as and when the full scheme of NMFP for the remaining period of 12th Plan is approved by the Competent Authority.

6 Components of the Mission proposed to be implemented during 2012-13:

During the 1st year of the 12th Plan (2012-13), only those components will be implemented by the state governments / UTs, which were part of the 11th Plan central sector schemes implemented by the Ministry. Broadly, the guidelines for the 1st year of 12th Plan (2012-13) for these components will be the same as was followed during the 11th Plan by the Ministry. Necessary changes will, however, be made when the proposal for full fledged scheme is placed before the competent authority for approval for the remaining period of 12th Plan. During the first year of 12th Plan (2012-13) the states will implement the following components:-

- i. Technology Upgradation/ Establishment/ Modernization of Food Processing Industries. **(Annexure-A)**
- ii. Cold Chain, Value Addition and Preservation Infrastructure for non-horticultural produce. **(Annexure-B)**
- iii. Human Resource Development. **(Annexure-C)**
- iv. Scheme for promotional activities. **(Annexure-D)**

Salient features of the guidelines to be followed by the State / UT Governments for above mentioned 4 components are enclosed **Annex- A to D**. In case State / UT Governments desires to deviate from the Mission guidelines and / or add new components, they may submit proposals to the Mission Directorate in MOFPI, Govt. of India, which will be placed before NFPDC for a final decision.

7 Component-wise allocation of funds:

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

8 Approval Procedure:

The SLEC will decide the level competent to accord project specific approvals under all the 4

components. SLEC will also decide the modalities, including delegation of sanction powers of the schemes to sub committees / officers, including the scrutiny of individual proposals and release of funds. SLEC periodically will monitor, review and evaluate the implementation of NMFP in the State. The Area Officers of the Ministry **(list at Annexure-XIX for ready reference)** will be responsible to participate in the SLEC meetings, regularly and help in monitoring the progress of implementation of NMFP in the concerned state, undertake the physical visits in the state, submit periodic reports to the Mission Directorate and also to ensure overall coordination with the State Mission Directorate and the Ministry.

State Mission Directorate would ensure identification of beneficiaries in the respective States / UTs for various schemes of NMFP during 2012-13. They will also ensure physical verification of the projects assisted including taking up concurrent evaluation as well as submission of monthly progress reports to the Ministry in soft and hard copies in the prescribed reporting format. **(Annexure-XX)**

Ministry of Food Processing Industries will also undertake periodical evaluation of the implementation of the scheme by engaging professional agencies, if necessary.

9 Recall of Grant:

SLEC will have the authority to re-call the grant in case of mis-utilization of the grant by the applicant.

- (a) If the project is not completed even within the extended project period.
- (b) If the project is not completed even within the extended project period.
- (c) If the institute / organization become non-functional or said activity / organization is closed before 3 years of release of final installment.

10 Convergence with schemes of State Governments:

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

11 States / UTs will submit Utilization Certificate (UCs) timely in prescribed format of GFR 19-A [see Rule 212(1)] and 19(B). **(Annexure-II)**

Annexure-I

Format for release of 2nd installment of funds under National Mission on Food Processing (NMFP) to the States / UTs.

Name of the State _____

(Rs. in lakh)

S. No.	Item	Amount released as 1 st installment by GOI	Corresponding share released by State Govt.	Total	Amount utilized*	Proposal for release of 2 nd installment
1.	Preparatory activities under NMFP					
2.	Main NMFP scheme					

Justification:

(Principal Secretary to State Govt.)
I/c FPI

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

Utilization Certificate

PROFORMA AS PER GFR 19-A

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

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

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

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

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature _____
(Principal Secretary to State Govt.)
I/c FPI

Date _____

Counter signature by Financial Authority of the State Govt.

*Utilization means payment to ultimate beneficiary.

Guidelines for implementation of Scheme of Technology Upgradation, Establishment, Modernisation of Food Processing Industries during 12th Plan (2012-13) under NMFP.

1 Objectives:

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

2 Eligible sectors:

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

3 Eligible organizations:

All implementing agencies / organizations such as Govt. / PSUs / Joint Sector / NGOs / Cooperatives / Private Sector / individuals engaged in setting up / expansion / modernization of food processing units would be eligible for financial assistance under the scheme.

4 Financial grant:

The scheme envisages financial assistance to food processing units in the form of grant-in-aid @ 25% of the cost of plant and machinery and technical civil works subject to a maximum of Rs.50.00 lakhs in general areas and @ 33.33% subject to maximum of 75.00 lakhs in difficult areas such as Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Sikkim and North Eastern States, A & N Islands, Lakshadweep and ITDP areas.

(A) Ineligible items of non-technical civil works:-

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

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

(B) Ineligible list of plant and machinery:-

- (i) Fuel, consumables, spares and stores are not considered
- (ii) Electrical fixtures not mounted on the machine are excluded
- (iii) Computers and allied office furniture are excluded
- (iv) Transport vehicles are excluded
- (v) Erection, installation and Commissioning charges are excluded

- (vi) Second hand/ old machines are not considered
- (vii) All types of service charges, carriage and freight charges are excluded
- (viii) Expenditure on painting of machinery are excluded
- (ix) Closed Circuit TV Camera and related equipment are excluded
- (x) Consultancy Fee
- (xi) Stationery items

5. Mode Of Selection Of Beneficiaries:

As per para 8 of NMFP guidelines.

6. Release of grant:

The financial assistance as grant-in-aid will be released in two equal instalments. The first instalment would be released after the firm has utilized 50% of the term loan and 50% of promoter's contribution and on production of the following documents by the firm.

(A) Release of 1st installment:

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

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

(B) Release of 2nd installment:

The second instalment of the grant may be released by the State Mission Directorate (SMD) based on submission of the documents specified below by the unit indicating that the first instalment of the grant has been utilized and also the utilization of 100% of Term Loan and 100% of Promoter's contribution.

- (i) **Utilization Certificate** – Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company. **(Appendix-D)**
- (ii) **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. **(Appendix-C)**
- (iii) **Bank Certificate** – certifying that they have released 100% of term loan and 1st installment of grant released by the States / UTs. They have no objection in releasing 2nd installment of grant being released by States / UTs. **(Annexure-IV)**

Note: In case the applicant does not avail any term loan, such proposals are compulsorily required to be appraised by any nationalized bank / financial institutions.

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

Applicants / firms seeking financial assistance are required to submit their applications to the designated officer as may be decided by SLEC.

8. Receipt of applications:

State Mission Directorate of NMFP may assess the load of application to be received by them and accordingly, decide with the approval of SLEC, modus operandi of receipt of applications directly or through banks / FIs / e-portal etc.

9. Documents required:

- (i) Application in the prescribed format. **(Annexure-V)**
- (ii) Detailed project report
- (iii) Sanction letter of term loan from bank / financial institutions, if any
- (iv) Appraisal report from Bank / Financial Institution
- (v) Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- (vi) Bio-data/background of the office bearers/promoters of the organization
- (vii) Annual reports and Audited Statement of Accounts of last two years, in case of expansion proposals/cases
- (viii) Blue Print of the building Plan
- (ix) Notarized English version of land document (in case it is in any of the regional languages)
- (x) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).
- (xi) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).
- (xii) Quotations from the suppliers of Plant & machinery and equipments etc. required for the project
- (xiii) Marketing strategy
- (xiv) Process Flow diagram
- (xv) Manufacturing permission such as SSI/IEM registration etc.
- (xvi) Implementation schedule indicating (a) date of acquiring land, (b) date of start of construction of building, (c) date of completion of building, (d) date for placing order for plant & machinery (e) date of installation/erection (f) date of trial production/ running and (g) date of commercial production/ running.
- (xvii) An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming:
 - (a) that organization's sister concern (s)/ related company / group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from MFPI or not. If yes, the details thereof.
 - (b) that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components. If yes, the details thereof".

(Letter Head of the Bank)

Certificate

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

(Signature)
(Name)
(Branch Manager)

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

(Letter Head of the Bank)

Certificate

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

(Signature)
(Name)
(Branch Manager)

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

Application Form

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

20.	Effluent Disposal (Method/Machinery/Cost)		
D. Means of Finance (indicating proposed & appraised means of finance, separately)			
21.	Means of Financing a) Equity Promoter/Foreign/Other) b) Loan (Term/working capital) c) Assistance from other sources d) Fund requirement from Ministry (MFPI) TOTAL		
22.	Financial Benchmarks a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ration e) Debt Service Coverage Ration		
23.	In case of expansion/modernisation all the above benchmarks to be given separately- existing as well as projected		
E. Marketing			
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages		
F. Implementation Schedule			
25.	Item of work	Date of implementation (Bar charts/Milestone Charts may be enclosed)	
G. Personnel			
26.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.		
H. Employment Generation- Direct/Indirect			
27.	a) Direct (male & Female Separately) b) Indirect (male & Female Separately)		

Date:
Place:

Signature
Name and Designation
Seal of the organisation

Encl: List of documents attached.

Guidelines for implementation of scheme of Cold Chain, Value Addition and Preservation Infrastructure (for non-horticultural products) during 12th plan (2012-13) under NMFP.

1. Objectives:

The objective of the scheme is to provide integrated and complete cold chain and preservation infrastructure facilities without any break, 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 units also assisted under the Integrated Cold Chain projects. Scheme helps linking groups of producers to the processors and market through well equipped supply chain and cold chain.

2. Salient Features of the Scheme:

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

- a. Minimal Processing Centre at the farm level and this centre is to have facilities for weighing, sorting, grading, packing, pre-cooling, Controlled Atmosphere (CA) / Modified Atmosphere (MA) cold storage, normal storage and IQF.
- b. Mobile pre-cooling vans and reefer trucks as may be suitable for transport of Non-horticulture produce.
- c. Distribution hubs with multi product and multi CA /MA chambers cold storage /Variable Humidity Chambers, Packing facility, CIP Fog treatment, IQF and blast freezing.
- d. Irradiation facility.

To avail financial assistance, any two of the components, from (a), (b) or (c) above will have to be set-up by the units. Considering the functional nature of the facility, Irradiation facility can be treated as a stand alone one for the purpose of availing grant.

- To provide integrated and complete cold chain facilities without any break from the farm gate to the consumer, Pre-cooling facilities at production sites, reefer vans, and mobile cooling units has been covered under the Integrated Cold Chain projects. Stand alone facilities, except irradiation facility will not be considered for assistance.
- Value addition Centers may also include infrastructural facilities including processing / multi-line processing / collection centers, etc.
- Irradiation facilities may also cover warehousing, cold storage facilities etc. for storage of raw material and finished products for efficient utilization of the facility.

3. Eligible Sectors:

The Integrated Cold Chain **Value Addition and Preservation Infrastructure** Projects pertaining to **Non-Horticultural Products** such as:

- a. Dairy – All milk and milk products, etc.
- b. Meat – Red meat, white meat, beef, pork, lamb, mutton, poultry, bovine meat and their processed products thereof, etc.
- c. Aquaculture and marine products like Seafood, Fish, Prawns and their processed products, etc.

4. Eligible Organizations:

Integrated cold chain and preservation infrastructure can be set up by individuals, or groups of entrepreneurs with business interest in cold chain solutions and also by those who manage supply chain.

The assistance will be available to the individual Entrepreneurs, Partnership firms, Society, Regd. Society, Co-operatives, Companies and Corporation etc. However the person/agency/group having received grants from any other State/Central Govt. etc. for the similar type of items/project components shall not be entitled to avail assistance again on those items/project components.

A. Eligibility Conditions:

1. The applicant should have sound financial back ground. **The net worth of the applicant should be more than 1.5 times of the grant applied for.**
2. Authenticated copy of the term loan sanction letter from the Bank/Financial Institution, if applicable
3. Project Appraisal Report from Bank/Financial Institution. **In case the applicant does not avail any term loan, such proposals are compulsorily required to be appraised by any Bank / Financial Institutions. The Appraisal must contain all the project components for which grant is sought.**
4. Date of commercial production should not be prior to the date of submission of application.
5. Any two of the project components, from (a), (b) or (c) mentioned in para 2 above will have to be set-up by the units. Considering the functional nature of the facility, Irradiation facility can be treated as a stand alone one for the purpose of availing grant.
6. No second proposal from the same applicant / company or from applicant/ company who has obtained assistance from MoFPI earlier.

5. Financial Grant:

Financial assistance (grant-in-aid) of 50% the total cost of plant and machinery and technical civil works in General areas and 75% for NE region and difficult areas (North East including Sikkim and J&K, Himachal Pradesh and Uttarakhand) subject to a maximum of Rs 10 Crore.

A) Ineligible project components: cost of land, preoperative expenses, margin money for working capital and contingency, Interest During Construction (IDC), Non technical civil works and plants & machineries not directly related to the cold chain or storage infrastructure.

B) Ineligible items of non-technical civil works:-(The list is only indicative and not exhaustive)

- (i) Compound Wall
- (ii) Approach Road/internal Roads
- (iii) Land Development
- (iv) Administrative Office Building
- (v) Canteen
- (vi) Toilets
- (vii) Labour Rest Room and quarters for workers
- (viii) Lift & Platform, loading & unloading docks/platforms, raw material hall, etc.
- (ix) Dock Leveler, stacker, etc.
- (x) Septic tank, drainage, etc.
- (xi) Sanitation Room
- (xii) Security/ Guard Room or enclosure
- (xiii) Consultancy fee, taxes, etc.

In short, all expenditure on account of civil works that are not directly related to the cold chain or

storage infrastructure are excluded. Construction activities on account of labour welfare are excluded totally.

C. Ineligible items of plant and machinery:--(The list is only indicative and not exhaustive)

- (i) Fuel, consumables, spares and stores
- (ii) Racks or any other stacking system including stackers and fork lifts in cold storage
- (iii) Plastic crates/bins/pellets for pack house and Cold storage
- (iv) Electrical fixtures not mounted on the machine
- (v) Computers and allied office furniture
- (vi) Transport vehicles other than the Reefer trucks/vans/refrigerated carrier/insulated milk tankers
- (vii) Erection, installation and Commissioning charges
- (viii) Second hand/ old machines
- (ix) All types of service charges, carriage and freight charges
- (x) Expenditure on painting of machinery
- (xi) Fire fighting equipment, AC ducting, furniture, computers and other office items.
- (xii) Closed Circuit TV Camera and security system related equipment
- (xiii) Consultancy Fee, Taxes, Freights, etc.
- (xiv) Stationery items

6. Procedure for Submission of Applications / Project Proposals for Financial Assistance:

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

Documents required: (The list is only indicative)

- (i) Application in the prescribed format.(**Annexure- VII**)
- (ii) Detailed project report
- (iii) Sanction letter of term loan from bank / financial institutions, if any
- (iv) Appraisal report from Bank / Financial Institution
- (v) Certificate of incorporation/registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- (vi) Bio-data/background of the office bearers/promoters of the organization
- (vii) Annual reports and Audited Statement of Accounts of last two years, in case of expansion proposals/cases.
- (viii) Blue Print of the building Plan
- (ix) Notarized English version of land document (in case it is in any of the regional languages)
- (x) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).
- (xi) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).
- (xii) Quotations from the suppliers of Plant & machinery and equipments etc. required for the project
- (xiii) Marketing strategy
- (xiv) Process Flow diagram
- (xv) Manufacturing permission such as SSI/IEM registration etc.
- (xvi) Implementation schedule indicating (a) date of acquiring land, (b) date of start of construction of building, (c) date of completion of building, (d) date for placing order for plant & machinery (e) date of installation/erection (f) date of trial production/ running and (g) date of commercial production/ running.
- (xvii) In case of irradiation facilities, the following documents are required to furnish.
 - a. Letter from BARC/BRIT that technology is approved for intended process/products & copy of such letter.
 - b. Technical agreement with BARC/BRIT for installation & operationalization of plant.
 - c. Details of technical personal/expertise by implementing agency showing the competence to run the operations.

- (xviii) An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming:
- that organization's sister concern (s)/ related company / group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from MFPI or not. If yes, the details thereof.
 - that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components. If yes, the details thereof.

7. 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:-

(A) 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 Following documents along with the request for the 1st Installment.

- Duly notarized Surety Bond** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-A**)
- Duly notarized Affidavit** – To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (**Appendix-B**)
- 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 state / UTs (**Annexure VIII**)
- Chartered Accountant Certificate** – Actual expenditure incurred on the project showing the means of finances and 25% utilization of Promoters contribution,25% of Term loan (**Appendix-C**)
- All requisite documents mentioned in the approval letter.
- Bank statement showing payment made to suppliers/vendors.
- Invoices/receipts from the suppliers/vendors
- Certificate of the C.E.(Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- Certificate of the C.E.(Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- Compliance of conditions imposed in the approval letter of the grant-in-aid, if any.
- Site inspection to ascertain the physical progress of the project.

Based on the above documents, the competent authority would arrive at the eligible amount of grant after proper financial scrutiny , and release 25% of the eligible amount as 1st installment subject to the availability of all other requisite documents as per scheme guidelines (para 5A) and after obtaining the approval of the competent authority.

(B) Release of 2nd Installment:

The second installment of the grant may be released by the competent authority based on submission of the documents specified below by the unit indicating that the first installment of the grant has been utilized and also the utilization of 75% of the Term Loan and 75% of the Promoter's contribution.

- Utilization Certificate** –Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company. (**Appendix-D**)
- 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. (**Appendix-C**)

- (iii) **Bank Certificate** – certifying that they have released 75% of term loan and 1st installment of grant released by the States / UTs. They have no objection in releasing 2nd installment of grant being released by States / UTs. **(Annexure VIII)**
- (iv) Bank statement showing payment made to suppliers/vendors.
- (v) Invoices/receipts from the suppliers/vendors
- (vi) **Certificate of the C.E.(Civil)**for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (vii) **Certificate of the C.E.(Mech.)**for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (viii) Compliance of conditions imposed at the time of release of 1st Installment of grant, if any.
- (ix) **Site inspection** to ascertain the physical progress of the project.

(C) Release of 3rdinstallment:

The Third installment of the grant may be released by the competent authority based on submission of the documents specified below by the unit indicating that the first installment of the grant has been utilized and also the utilization of 100% of Term Loan and 100% of Promoter's contribution.

- (i) **Utilization Certificate** –Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company. **(Appendix-D)**
- (ii) **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 2nd installment of released grant. **(Appendix- C)**
- (iii) **Bank Certificate** – certifying that they have released 100% of term loan and 2nd installment of grant released by the States / UTs. They have no objection in releasing 3rd installment of grant being released by States / UTs. **(Annexure VIII)**
- (iv) Bank statement showing payment made to suppliers/vendors.
- (v) Invoices/receipts from the suppliers/vendors
- (vi) Certificate of the C.E. (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (vii) Certificate of the C.E. (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (viii) Compliance of conditions imposed at the time of release of 2nd Installment of grant, if any.
- (ix) **Site inspection** to ascertain the completion of the project and start of commercial production.

8. Implementation and Monitoring of Project:

The implementation schedule for the project would be about 18 months from the date of the approval of each project. The application for first installment should be made within 9 months of approval, failing which the project may be cancelled by the appropriate authority.

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

Illustrative Criteria for Assessment of Proposals received under the scheme for Cold Chain, Value Addition and Preservation Infrastructure under NMFP.

S. No.	Criteria	Points
1	Viability - Adequate volume of raw materials - A wider mix/variety of raw materials - Agreements /arrangements of raw materials such as backward / forward linkages	25
2	Proposal investment in core processing facilities / distribution hub / value addition centre / multi chamber& multi product cold storage facilities	25
3	Proposed investment in minimal processing centre / farm level infrastructure	15
4	Proposed investment in collection centres at farm level including refer / cooling transport	10
5	Employment generation	5
6	Leveraging of investment in the project	5
7	Adoption of modern technology such as CA / MA storages, packing facilities, IQF etc.	15
Total		100

Application Form

S.No.	Particulars	Details
A. Promoters		
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation like Govt. Institution /organisation, Industry Association, University, NGO, Co-operative, Entrepreneur, partnership firm, Company, etc.	
3.	Background/credentials of applicant organization . Details of having experience in food processing or supply chain management, if any.	
4.	Financial Status	
5.	Existing Industry if any	
B. Project Description		
6.	Name of the Project	
7.	Location/Area of the project	
8.	Products/By Products	
9.	Cold chain Process with complete flow chart	
10.	Technology (Indigenous/ imported)	
11.	Capacities of the various components of the Integrated cold chain (Cold storage, CA/MA chamber, Deep freezer, IQF (in MT/Hr.), Reefer Van (in numbers and in MT)	
12.	In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilisation)	
C. Project Cost (indicating proposed cost, appraised cost separately)		
13.	Capital Investment (Fixed Capital) i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	
14.	Plant & Machinery (Indigenous) (Capacity/Specification /Cost)	
15.	Imported Machinery (Capacity/Specification /Cost)	
16.	Pre-operative expenses	
17.	Working Capital	

18.	Raw Material/Packaging (Source/Quantity/Cost)		
19.	Labour (Quantity/Cost)		
20.	Effluent Disposal (Method/Machinery/Cost)		
D. Means of Finance (indicating proposed & appraised means of finance, separately)			
21.	Means of Financing a) Equity (Promoter/Foreign/Other) b) Loan (Term/working capital) c) Assistance from other sources d) Fund requirement from SMD <p style="text-align: right;"><i>TOTAL</i></p>		
22.	Financial Benchmarks a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ratio e) Debt Service Coverage Ratio		
23.	In case of expansion/modernization all the above benchmarks to be given separately- existing as well as projected		
E. Marketing			
24.	Marketing a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/backward linkages e) Forward market linkages		
F. Implementation Schedule			
25.	Item of work	Date of implementation (Bar charts/Milestone Charts or PERT/CPM may be enclosed)	
G. Personnel			
26.	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.		
H. Employment Generation- Direct/Indirect			
27.	a) Direct (Male & Female Separately) b) Indirect (Male & Female Separately)		
Signature Date: _____ Name and Designation Place: _____ Seal of the organization			
Encl: List of documents attached.			

(Letter Head of the Bank)

Certificate

1. Certified that this bank has appraised the project of M/s (Name and address of the company) for MFPI grant as per guidelines of the Ministry of Food Processing Industries and also sanctioned term loan of Rs.lakh (if applicable).
2. It is further certified that we have released Rs..... lakh (----% of sanctioned term loan) to M/s (Name and address of the company).
3. We have no objection in releasing *1st / 2nd / 3rd installment of grant if sanctioned by the State Govt.

(Signature)
(Name)
(Branch Manager)

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

*Tick mark as appropriate.

Guidelines for implementation of HRD components
Under
National Mission on Food Processing during 12th Plan (2012-13)

Introduction:

The Food Processing Industry is critical to India's development as it establishes a vital linkage and synergy between the two pillars of the economy – Industry and Agriculture. Food Processing sector employs about 13 million people directly and about 35 million indirectly. Available trained work force would reduce the wastages by 2% to 3%. Demand for trained manpower including entrepreneurs, managers, technologists, skilled workers to cater to the growing needs of the food processing industry likely to surge further. Besides latest technology & diversification and new ways of managing and marketing is required by the existing food processing industry to face global competition.

Ministry of Food Processing Industries (MFPI) has been implementing the Scheme for Human Resources Development since 9th Plan and onwards to augment the supply of trained manpower/personnel at all levels for food processing sector namely entrepreneurs, managers, sales persons, floor workers etc.

During the 12th Five Year Plan (2012-13) the HRD Scheme has been subsumed under the National Mission on Food Processing, which is being implemented through State/ UT Governments.

The following are the four components in the HRD Schemes:

1. Creation of infrastructure facilities for running Degree/ Diploma courses in Food Processing Technology.
2. Entrepreneurship Development Programme (EDP).
3. Food Processing Training Centre (FPTC).
4. Training at Recognised National/State level Institutes etc sponsored by MFPI/ other training programmes.

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

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

1.1 Objectives:

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

1.2 Eligibility:

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

Duly recognized B. Tech / M. Tech Degree in Food Technology or Food Science / 3years B.Sc. / 2 years M Sc. Food Technology or Food Processing or Food Science / 1 year post graduate diploma or 1 year Diploma course in Food Technology / Food Processing/ Food Science will be eligible for financial assistance for starting the course as well as for upgradation.

1.3 Quantum of Assistance:

Quantum of assistance will be maximum Rs. 75 lakh for creation of infrastructure; like technical / academic books/journals including online publications, laboratory equipments, pilot plant etc. To make Universities / Institutions more accountable, share of these institutes is the creation of infrastructure, will be in form of Land, Building and Manpower & all other recurring costs. Amount of assistance for technical / academic books and subscriptions for journals including e-

journals / magazines on related subjects will not exceed 10% of equipment cost.

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

1.4 Pattern of Assistance

Maximum eligible amount of Rs. 75 Lakh will be released in two equal installments.

1.5 Processing of the Application:

The applicant organization will submit the application in prescribed format **Annexure – IX** and application should be processed as per the para 8 of NMFP main guidelines.

1.6 Release of Grants:

(a) Approved grant-in-aid will be released in two equal instalments of 50% each.

(b) First instalment will be released after approval by Competent Authority and fulfilment of conditions of sanction and receipt of notarised Surety Bond in case of private organizations. Before release of fund College / Institute will have to furnish proof that course has been recognized by AICTE / University/ Deemed University as applicable. In case the course is not recognized by AICTE, University / Institute has to give an undertaking, on non judicial stamp paper of minimum value of Rs. 10/-, duly notarised, indicating that standards and norms laid down by AICTE for purpose of ensuring co-ordinated and integrated development of technical education and standards will be maintained. Private Institute are also required to give an undertaking on non judicial stamp paper of minimum value of Rs. 10/-, duly notarised, confirming that the institute will run the course for a minimum period of 10 years.

(c) Second instalment will be released only after receipt of certificate duly attested by Vice Chancellor/ Registrar / Director/ Head of Institute that equipments have been purchased and installed and on receipt of UC for first instalment. The Mission Directorate or designated department of States/UTs (like SNA etc) shall also undertake inspection of the institution before the release of second instalment of grant or at any time after sanction of project.

(d) In the case of Govt. Institutes, grant will be released directly in favour of Registrar/ Vice Chancellor/ Director/ Head of the Institute. In case of private college/ University/ Institute grant will be released through their bank.

1.7 Project shall be implemented within two years from the date of release of 1st instalment of grant.

2. Entrepreneurship Development Programmes (EDPs).

Since the Government is emphasizing the processing of agro product into value added products with a view to reduce the wastage of agricultural produce and increase in the income of farmers, it requires to train the farmers and prospective entrepreneurs / unemployed youth in an intensive manner so as to sensitise them to the idea of value addition, food processing and encourage them to establish food processing industries. To achieve these objectives, the integrated frame work of EDP in the 12th plan (2012-13) will have the following activities:-

(a) The trainees would be selected on the basis of the interest shown by them for a regular six week EDP to be conducted at the block / sub divisional/ district head quarters. This six week EDP would have the following three components:

(i) Six weeks EDP programme.

(ii) One year follow up programme.

(iii) Higher level of sector specific training in reputed institutions e.g. CFTRI / IITs / Universities, Colleges etc based on requirement.

2.1 Objectives:

The objectives of the Entrepreneurship Development programme is to enable trainees to establish commercially viable enterprises in food and agri- processing by:-

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

2.2 Eligible Organizations:

- (i) Central/State Govt./organizations, R&D Institutes, Universities.
- (ii) National level Institute like EDII, Ahmadabad etc.
- (iii) Professional Institutes for Entrepreneurship Development.
- (iv) State Level Consultancy Organizations formed by State Govt. / financial institutions.
- (v) Industry Organizations/ Associations
- (vi) Reputed Non Government Organizations with professional competency & experience in organising EDPs.

The above organizations need to submit applications in **Annexure- X** to Competent Authority of NMFP in the State.

2.3 Duration of EDP:

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

2.4 No. of Trainees:

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

2.5 Course Content:

The course content for EDP would include the following:

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

- available for entrepreneurs / self-employed.
- (xvi) Approach & planning small scale units.
- (xvii) Assessing financial viability of the project.
- (xviii) Presentation / Discussion of case studies of successful and not-so successful entrepreneurs.

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

2.6 Criteria for Selection of Trainees:

- i) Minimum Qualification should be 10+2, however candidates having higher qualifications may be given priority.
- ii) The educational and economic background of trainees should be such that they are able to set up food processing industrial units.

2.7 Composition of Selection Committee For Selection of Trainees:

It will comprise representatives of the training agency, financial institutions/ lead banks, and independent experts from food processing discipline.

2.8 Selection Procedure of Trainees:

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

2.9 Financial Assistance:

Financial assistance for EDP upto Rs. 2 lakhs per EDP will be provided by the State/UT Govt. as follows: -

	Maximum Limits of Expenditure (In Rs.)
a. Pre-training and promotional expenses, surveys, advertisement & Publicity/ selection of candidates	15000/-
b. Inauguration/ valediction	10000/-
c. Printing cost of course material banners/ certificate etc.	15000/-
d. TA/Honorarium to guest faculties/ speakers/resource persons	30000/
e. Traveling cost of visits to factories of successful enterprises	25000/-
f. Light refreshment	25000/-
g. Rent of Hall including audio-visual & Manpower expenses	20000/-
h. Follow-up expenses	60000/-

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

2.10 Release of Grant:

The financial assistance will be released in 3 installments as under: -

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

2.11 Follow-up Phase:

The training agencies will:

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

2.12 Monitoring:

An annual independent evaluation of completed EDPs would be done by an independent professional organisation selected by the State Mission Directorate for this purpose. They will submit their report to the State Mission Directorate directly.

During Monitoring the concerned agencies should specifically look into following aspects:

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

2.13 Documents to be Submitted:

1. Application in the prescribed format. **(Annexure- X)**.
2. Registration certificate of NGO and its objective.
3. Annual report of the organization for last three years.
4. Details of the faculties (Resource persons).
5. Past experience in conducting such courses.
6. An affidavit on a non judicial stamp paper of Rs. 10 or more indicating details of grant received from the State or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted may be furnished.
7. An affidavit on a non judicial stamp paper of Rs. 10 or more duly attested by notary that organisation has not applied for or will not apply for financial assistance for the same purpose or activity from any other Ministry or other Departments of Government of India or State Government. **(Appendix-E)**
8. If MFPI assistance under any scheme received earlier, whether Utilisation Certificate in Form 19-A **(Appendix-D)** duly countersigned by Chartered Accountant furnished. If not, the same may be furnished alongwith the Application.

3. Food Processing Training Centre (FPTC)

3.1 Objectives:

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

3.2 Eligibility:

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

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

3.3 Pattern of Assistance (As grants-in-aid):

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

Single Product Line Centre (for any one group of processing activities)	Rs. 4.00 lakhs for Fixed capital costs and Rs. 2.00 lakh as revolving seed capital
Multi Product Line Centre (for more than one group of processing activities)	Rs. 11.00 lakhs for Fixed capital costs and Rs. 4.00 lakh as revolving seed capital

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

3.4 Recurring Expenditure:

Further recurring expenditure needed for the revolving seed capital on raw materials and consumables (preservatives/additives/packaging etc.) is expected to be recouped from sale proceeds of products processed at the centre and the processing fees paid by the growers of the raw materials.

3.5 How to apply:

The applicant has to apply in the prescribed format (**Annexure- XIII**) with complete details of the project indicating cost of land, building, equipments and recurring expenditure, copy of quotation for equipments, to the Competent Authority of the State/ UT Govt. **Checklist (Annexure- XIV)**

While submitting applications the following points may be kept in view :

- (i) Organizations can seek assistance for single or multi product line FPTC.
- (ii) The promoters must have the basic infrastructure of building to the satisfaction of State Govt. keeping in view the number of trainees and the requirements of production activity.
- (iii) Annual Reports and audited statement of accounts for last 3 years are enclosed.
- (iv) A committee to select the trainees have been constituted by the organization.
- (v) Bank account statement for last 3 years and a certificate from the Bank showing cash balance (as on date) is enclosed.
- (vi) In case of rented premises, the rent agreement should be for a period of minimum 10 years.
- (vii) Confirmation letter from the concerned civic authorities to the effect that infrastructure facilities like drainage, power, water etc. are available
- (viii) An affidavit / undertaking on non-judicial stamp paper (Rs. 10/-or above) duly notarized indicating that the organization will run the FPTC for a minimum period of 10 years and run “hands on” training course for EDP trainees / workers etc. without charging any fee.
- (ix) The organization shall have to procure furniture, teaching material and other items required for training from their own resources.
- (x) The expenditure on account of salary of the Staff will have to borne by the promoters.

- (xi) The organization should have a minimum income / revenue (other than grants / donations) of Rs. 2.50 lakh in case of multi line and Rs. 1 lakh for single line centre from its activities in the preceding year.
- (xii) An affidavit (in original) on non-judicial stamp paper (Rs. 10/-or above) duly notarized about grants received from other Ministries / Departments / Organizations of the Central government and whether the grant has been utilized properly for the purpose for it was given. It may also be indicated whether utilization certificates for the same have been furnished to the concerned Ministry / Department / Organization. The copies of utilization certificate may also be furnished to the State Mission Directorate of NMFP.
- (xiii) An affidavit (in original) on a non-judicial stamp paper (Rs. 10/-or above) duly notarized to effect that the organization / company has not applied or obtained / will not obtain any subsidy / grant from any Ministry or Department of Government of India or State Government for the same purpose / activities. The format is at **Appendix -E**.
- (xiv) Copy of quotations from reputed machinery supplier for the proposed equipments is enclosed
- (xv) The organization shall have to impart training to at least 50 trainees per year with minimum of 2 batches per year.
- (xvi) The organization shall have to obtain a licence as per FSS Act, 2006 for FPTC for Food Products processing activity after installation of plant & machinery and before applying for seed capital.
- (xvii) The organization shall have to make arrangements for sale of their products to the Cooperatives / Departmental Stores / Marketing Association / Food Processing Industries / local markets.
- (xviii) The organization shall have professional trainer for the FPTC.
- (xix) The organization while selecting trainees would accord priority to the people belonging to SC/ST/OBC and Women. At least 35% of the trainees shall belong to SC/ST/OBC and Women categories.
- (xx) The organization may also like to have an arrangement with nearby Agricultural University/College/Govt. Training Centre for providing technical support and guidance to the centre, as and when required.

3.6 Processing of Applications:

As per para 8 of the NMFP main guidelines.

3.7 Release of Grant:

Grant will be released in two installments as follows:-

- (i) Fixed capital cost on submission of surety bond and acceptance of terms and conditions of the Scheme.
- (ii) Seed capital will be released on submission of the following documents
 - a) Utilization certificate in Form 19-A (**Appendix-D**) duly signed by Chartered Accountant.
 - b) Details of equipment procured alongwith their cost (copies of vouchers to be attached).
 - c) Copy of FBO licence in the case of FPTC for Food Products Processing.

3.8 Monitoring:

A half yearly status report (ending 30th June & 31st December) in the **Annexure- XV** is required to be furnished by the organization and it should be submitted to the State Mission Directorate latest by 30th July and 31st January every year.

4 (i) **Training at recognised institutes such as CFTRI / DFRL/ any other reputed State / National level training institute / college of GOI/ State Govt.**

a. Purpose:

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

b. Eligibility Criteria:

Grant will be provided to the institutions eligible for EDP grant or other institutions selected by State Mission Directorate of NMFP for such training programme.

c. Quantum of Assistance:

The quantum of assistance will vary with the number of trainees and duration of training subject to a maximum of Rs. 1,00,000/- per training programme for 20 trainees for 10 working days.

d. How to apply:

Application in prescribed format (**Annexure- XVI**) may be submitted to the State Mission Directorate of NMFP.

e. Processing of Application:

As per para 8 of the NMFP main guidelines.

f. Release of Funds:

Fund will be released in two installments of 70% and 30% respectively. First instalment will be released on selection of trainees and second instalment of 30% will be released on completion of training.

4 (ii) **A one day sensitization cum awareness programme**

a. Purpose:

Sensitizing progressive farmers / prospective entrepreneurs about the benefits of food processing at farm gate level itself at Block/District level in food cluster areas only, wherein about 100 progressive farmers / prospective entrepreneurs will be sensitized / made aware of the concept of value addition, food processing, opportunities, potentiality and its benefits.

The trainees will be motivated to establish food processing units and to attend courses in EDP and specialized trainings. The location of the training site would be decided by a Pre EDP screening of the area to be done by the organisation conducting the EDP to know about the cluster of production of various commodities etc. The organisation, sanctioned for conduct of EDP, will make an assessment of the need and submit the proposal accordingly.

The trainees would be selected by a transparent procedure of inviting applications based on newspaper advertisement.

b. Financial Assistance:

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

	Maximum Limits of Expenditure (In Rs.)
a. Advertisement & Publicity / Selection of candidates	3000/-
b. Inauguration / rent of hall	2500/-
c. Reading/reference material, Stationery etc.	7500/-
d. TA/ Honorarium to guest faculties	4000/-
e. Light refreshment	3000/-

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

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

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

1	Name and address of the Institute/College / University	
2	Status of college / University- whether Government or Private	
3	Name of the University with which affiliated.	
4	Brief of the past activity	[Give details as Enclosure-I]
5	Disciplines covered /proposed to be covered & objectives of the project.	[Give details as Enclosure-II]
6	Details of Degree /diploma to be awarded and whether recognized by University/AICTE etc.	- Give details here. - [Enclose copy of recognition as Enclosure-III]
7	Course content and duration of the course.	- Give details here. - [Enclose copy of Syllabus as Enclosure-IV]
8	Details of Laboratory/ Pilot plants proposed to be set up	[Give details at Enclosure-V]
9	Details of equipments a. Existing	[Give details of existing equipments in a tabulated format as Enclosure-VI indicating name, no., cost]
	b. Proposed	[Give details of proposed equipments in a tabulated format as Enclosure-VII indicating Name of the equipment, make, specifications, justification, number, cost]
10	Details of infrastructure including space available /proposed.	[Give details of classrooms, laboratories, pilot plant, library etc in numbers for the proposed courses with area of each as Enclosure-VIII]

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

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

Application Form

For Financial assistance to conduct Entrepreneurship Development Programmes (EDPs)

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

MODEL COURSE CONTENT OF EDP

The course content for EDP would include the following:

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

PROFORMA FOR SUBMISSION OF EDP REPORT ON COMPLETION OF THE COURSE

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

PROFORMA FOR FEED BACK FORM

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

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

REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD

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

Application form
For Food Processing & Training Centres

A Organisation

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

B Project Details of the Proposed FPTC.

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

C Training

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

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

D Marketing

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

E Employment

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

Place:

Date:

Signature and Designation

CHECK LIST FOR FPTC

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

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

Signature (with rubber stamp of the Officer of the PI Agency)

Half yearly Status Report

(To be submitted for the six month period ending 30th June / 31st December)

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

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

Application form

For assistance under the Training Programmes Sponsored by
Ministry of Food Processing Industries/ State Government

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

GUIDELINES FOR IMPLEMENTATION OF PROMOTIONAL ACTIVITIES THROUGH NATIONAL EXHIBITIONS / FAIRS AND STUDIES/ SURVERYS, WORKSHOPS, SEMINARS DURING 12TH PLAN (2012-13) UNDER NMFP.

Objectives:

The promotional activities are aimed at the development of the processed food sector, creating awareness, attracting investment etc. Participation in national exhibitions / fairs is made to disseminate information regarding food processing industries, familiarizing the existing and prospective entrepreneurs with modern techniques of production and packaging, development of market and popularisation of products. The scheme also provides assistance for organizing workshops, seminars, exhibitions/fairs and studies/surveys / feasibility reports etc. Such studies/surveys/feasibility reports are essential to monitor/review/assess and revise various schemes/plans/vision of the State's food processing sector including allied sectors. Assistance is also provided for organizing study tours for exposure to various aspects of Food Processing.

The scheme has four components broadly-

1. Seminars / Workshops.
2. Studies / Surveys.
3. Exhibitions/Fairs.
4. Study Tours.

Guidelines for each of the components of the scheme are as follows: -

1 Seminars / Workshops

1.1 Objectives:

To focus attention on the development of Food Processing Industries.

1.2 Eligible Organizations:

Government/Academic Bodies, Industries' Associations, Cooperatives, State/district level Industry Associations, private bodies and NGOs etc., are eligible to seek assistance for organizing seminars/workshops etc. in the prescribed application format (**Annexure- XVII**). The proposal should be submitted at least 2 months in advance of event to the designated officer as may be decided by the State Level Executive Committee of NMFP. In case an event has taken place before application, assistance shall not be considered.

1.3 Criteria:

The organization must ensure that the target group of participants is from processed food sector.

1.4 Pattern of assistance:

For organizing seminars/ workshops agencies will be eligible for grant up to 50%of the cost subject to a maximum of Rs. 3 lakhs. When the State Mission sponsors/co-sponsors such events, there would be no ceiling to financial assistance provided. Sponsoring / co-sponsoring of the event organized by other organizations would be decided by the designated officer as may be decided by the State Level Executive Committee of NMFP without any legal, administrative and financial commitment or responsibility.

1.5 Release of Grant:

The grant will be released in two equal installments: -

1. First installment of 50% of the grant will be released on submission of the following information / documents: -
 - i. Confirmed date of the event / programme.

- ii. Disclosure of sources of funding.
- iii. Surety Bond on a non-judicial stamp paper of Rs.100/- or above as per Proforma enclosed **(Appendix-A)**, wherever called for.
- iv. Confirmation from the organizers that no Utilization Certificate is pending submission by them in respect of previous grant(s), if any, availed from Ministry of Food Processing Industries/concerned Department of the State Government.
- v. An affidavit to the effect that the organization has not availed / applied for / will not avail grant/ subsidy from any other Ministry / Department / Agency of Govt. of India or State Govt. for the same purpose / activity / component under the provision of GFR 209(1) as per pro-forma enclosed **(Appendix-E)**.

The above-mentioned information / documents are required to be received in this Ministry prior to the event.

2. Second and final installment will be released on receipt of complete post event details containing the following documents: -
 - i. Proceedings of the event.
 - ii. Copies/cutting of advertisements/publicity done.
 - iii. List of participants.
 - iv. List of resource persons with topics/presentations by them.
 - v. Suggestions/Queries of participants, if any.
 - vi. Details of sources of income and items of expenditure duly audited by C.A.
 - vii. Outcome of the event / recommendations for various stakeholders.
 - viii. Follow up action taken / to be taken.
 - ix. UC for the first installment of the grant in the pro-forma for GFR 19-A enclosed **(Appendix-D)**.

In case of post event release of grant for a seminar/workshop, it shall be released lump-sum in one installment after receipt of the complete information/ document as required for release of first & second installment both as mentioned above.

2 STUDIES / SURVEYS

State Mission Directorate of NMFP or the designated officer as may be decided by the State Level Executive Committee of NMFP may provide financial assistance for conducting studies / surveys or preparation of feasibility reports as well as may commission conduct/preparation of studies / surveys / feasibility reports.

2.1 Objectives:

To monitor/review/assess and revise various schemes/plans/vision for the State / UTs as well as allied sectors.

2.2 Eligible Organizations:

Government / Academic Bodies, Cooperatives, State/District level Industry Associations, NGOs and other Private Bodies, Government/Academic Bodies, National Level Industries Associations like FICCI, CII, ASSOCHAM, PHD Chamber of Commerce and AIFPA etc, are eligible to seek assistance for conducting studies/surveys/feasibility reports in the prescribed application format **(Annexure-XVIII)**.

2.3 Criteria:

Study/ Survey must be useful in monitoring/reviewing/assessing and revising various schemes/ plans/ vision for the State's Food Processing Sector including allied sectors.

2.4 Pattern of assistance:

For organizing studies/surveys, agencies will be eligible for grant up to 50%of the cost subject to a maximum of Rs. 3 lakhs. When the State / UT commissions the study/ survey, there will be no ceiling on the upper limit of the assistance/expenditure incurred.

2.5 Release of Grant:

The grant will be released in three installments as per the following terms of payment: -

- i. 30% will be released as advance after signing of the MOU by both the parties concerned and after executing a surety bond in the prescribed format (Appendix-A) on a Rs. 100/- stamp paper duly signed by the obligers, 2 sureties and 2 witnesses.
- ii. 30% will be released on submission of the draft report along with executive summary.
- iii. 40% will be released on submission and acceptance of the final report (10 hard copies and CDs) by the State Mission Directorate of NMFP or the designated officer as may be decided by the State Level Executive Committee of NMFP.

3 EXHIBITIONS/FAIRS

3.1 Objectives:

- To disseminate information regarding food processing industry.
- To familiarize the existing and prospective entrepreneurs with modern techniques of production and packaging.
- Development of market and popularisation of products.
- Attracting investments by focusing attention on the development of Food Processing Industries
- Assessment of potential and other relevant aspects of Food Processing Industries on sectoral and regional basis.

3.2 Eligible Organization:

The State / UTs on its own or in close association with APEDA, CFTRI, Industry Associations etc. may participate in national exhibitions/fairs. Government/Academic Bodies, National Level Industries Associations like FICCI, CII, ASSOCHAM, PHD Chamber of Commerce and AIFPA etc as well as State/District level Industry Associations, Co-operatives, NGOs and other private agencies can apply in the prescribed format to the State Mission Directorate of NMFP or the designated officer as may be decided by the State Level Executive Committee of NMFP. The proposal to be submitted at least 2 months in advance of event. In case an event has taken place before applying for assistance the same shall not be considered.

3.3 Criteria:

The target group must be from processed food sector.

3.4 Pattern of assistance:

- i. The quantum of assistance depends on the merits of proposal.
- ii. When State / UTs in close association with APEDA, CFTRI, Industry Associations etc. participates in national/fairs, financial assistance shall be provided for common item of expenditure like space rentals, construction of stall, publication of literature etc.
- iii. In case of financial assistance to any institution/ organization for organizing a fair/exhibition or sponsoring/co-sponsoring of a fair/exhibition, quantum of assistance shall be decided on merits of the proposal. Sponsoring / co-sponsoring of the event organized by other organizations would be done by the State Government without any legal, administrative and financial commitment or responsibility provided at least 50% coverage is given to processed food sector.

3.5 Release of Grant:

In case of post event payment, financial assistance will be released lump - sum in one instalment.

In other cases, the financial assistance will be released in two equal installments as per the following terms of payment: -

1. First installment of 50% of the grant will be released on submission of following information/documents prior to the event: -

- i. Confirmed date of the event / programme.
- ii. Disclosure of sources of funding.
- iii. Surety Bond on a non-judicial stamp paper of Rs.100 or above as per Proforma enclosed, wherever called for.
- iv. Confirmation from the organizers that no Utilization Certificate is pending submission by them in respect of previous grant, if any, availed from the State Government

2. Second installment will be released on receipt of complete post event details containing the following documents: -

- i. Proceedings of the event.
- ii. Copies/cutting of advertisements/publicity done.
- iii. List of visitors and participants.
- iv. Details of sources of income and items of expenditure duly audited by C.A.
- v. UC for earlier State Government grant, if received.
- vi. Suggestions/Queries if any, of participants and visitors.
- vii. Outcome/recommendations of the event for various stakeholders.
- viii. Follow up action taken/to be taken.

PARTICIPATION OF THE STATE / UTs ON ITS OWN IN THE FAIRS / EXHIBITIONS

Participation of the State/UTs on its own in the fairs/exhibitions shall be made either through its own offices/resources or through engagement of empanelled Event Management Agency selected, short listed and empanelled after following due procedure through a transparent competitive bidding process. The event manager shall submit a post event report along with the photographs, Visitors book and visiting cards etc and invoice/bill. After receipt of the afore-mentioned documents etc and on the basis of the report submitted by the representative to the State Mission Directorate of NMFP their payment shall be released lump sum in one installment or in the manner to be decided by the State Level Executive Committee of NMFP. The rate for hiring of space in case of domestic fairs / exhibitions excluding international fairs in India would be equivalent to the prevailing rate charged by India Trade Promotion Organisation (ITPO).

4 STUDY TOURS

Assistance may also be provided for organizing domestic study tours only for exposure to various aspects of Food Processing. Participants could be representatives from the Government, Food Industry associations/organizations.

The organization seeking the assistance for organizing a study tour must submit an application indicating objective of the study tour, Place(s) to be visited during the tour, composition of the study team, bio-data of the members of the study team, detailed justification for the study tour, total estimated expenditure on the tour along with its break-up, assistance sought, contribution from the organizers and sources of funding.

4.1 How to apply:

Application in the prescribed format i.e. **Annexure- XVIII** for organizing a seminar/workshops/exhibitions/fairs and Appendix-V for conduct of studies/surveys to be submitted to the State Mission Directorate of NMFP or the designated officer as may be decided by the State Level Empowered Committee (SLEC) of NMFP.

Application Form

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

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

and/or any other Ministry /Department of the Central/State Government duly Affirmed and attested by Notary (applicable in the case of NGOs)

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

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

Date: _____

Signature
(Stamp)

Application Form

For Financial Assistance for Conduct of Studies/ Surveys/Tours

1. Name of the Organization
Address

Telephone/fax/E-mail nos.

(please attach copies of Registration certificate.

Memorandum and Articles of Association

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

of best report with following details: -

<u>Subject of Study</u>	<u>Organization</u>	<u>Year</u>	<u>Amount</u>
-------------------------	---------------------	-------------	---------------

For which done

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

Date: _____

Signature

(Stamp)

No. 1-54/2011-PC (NMFP)
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi – 110 049

Dated: 14.06.2012

OFFICE ORDER

In supersession to the office Order of even no. dated 7.3.2012 , the Competent Authority has re-allocated the states / UTs to Area Officers designated under the new centrally sponsored scheme - “National Mission on Food Processing” (NMFP) w.e.f. 1.4.2012 (2012-13-1st year of 12th Plan). This scheme would enable state governments to implement certain schemes that were hitherto implemented by GOI.

2. The following schemes of the 11th Plan of the Ministry are going to be subsumed in the proposed Mission:

(I). Continuing Components / Schemes (as in 11th Plan):

- (i) Scheme for Technology Up-gradation / Establishment / Modernisation of Food Processing Industries.
- (ii) Scheme for Cold Chain, Value Addition and Preservation Infrastructure for Non Horticultural Products.
- (iii) Scheme for Modernisation of Abattoirs
- (iv) Scheme for Human Resource Development (HRD)
 - (a) Creation of Infrastructure Facilities for Running Degree/Diploma/Certificate Courses in Food Processing Technology.
 - (b) Entrepreneurship Development Program (EDP)
 - (c) Food Processing Training Centre (FPTC)
- (v) Scheme for Promotional Activities
 - a. Organizing Seminar/Workshops
 - b. Conducting Studies/Surveys
 - c. Support to Exhibitions/Fairs
 - d. Advertisement & Publicity

(II). New Components / Schemes (proposed for 12th Plan):

- (i) Scheme for Creating Primary Processing Centers / Collection Centers in Rural Areas.
- (ii) Modernisation of Meat Shops.
- (iii) Reefer vans.

3. JS(UV) assisted by Dir(SG) are coordinating the implementation of this scheme and will look after the overall work of the Food Processing Mission Directorate. To assist them as well as for smooth implementation of all the scheme under NMFP, the following officers are hereby designated as Area Officers:

S. No.	Name of the Area Officer	States / UTs for which responsible	No.
1.	JS(JPM)	Bihar, Jharkhand, Assam and Meghalaya	4
2.	JS(UV)	A.P., T.N., Pondicherry and Sikkim	4
3.	JS(AP)	M.P. , Chhattisgarh and Manipur	3
4.	EA (GB)	Kerala, Karnataka and Lakshadweep	3
5.	Dir(SK)	Delhi, H.P. and Maharashtra	3
6.	Dir (SG)	J&K, U.P. and Tripura	3
7.	Dir (RSP)	Gujarat, Dadra & Nagar Haveli and Nagaland	3
8.	Dir(PK)	A&N Islands, Goa and Arunachal Pradesh	3
9.	Dir (RBS)	W.B., Orissa and Daman & Diu	3
10.	DS (SKA)	Uttarakhand, Rajasthan and Mizoram	3
11.	DS (RM)	Haryana, Punjab and Chandigarh	3
		Total	35

5. The following are the responsibilities of Area Officers:

- 6.
- (i) To coordinate and monitor progress of NMFP and other schemes of the Ministry in the allocated States / UTs.
 - (ii) To attend the meetings of State Level Empowered Committee under intimation to the Mission Directorate, MFPI.
 - (iii) To submit action points of the meetings attended in the States / UTs to Mission Directorate, MFPI.
 - (iv) To report any other matter relating to NMFP to Mission Directorate, MFPI for smooth implementation of various schemes under the Mission.
 - (v) May visit selected project locations alongwith State representatives.
 - (vi) The area officers will, however, make correspondence with the States / UTs only on coordination and monitoring issues related to NMFP and will not make any other substantive correspondence, which will be done by the Mission Directorate.
7. This issues with the approval of the Competent Authority.

(Sanjay Gahlot)
Director
Tel. No. 26492113
Email: sanjay.gahlot@nic.in

To

1. JS(JPM) / JS (UV) / JS(AP) / EA(GB)

2. Dir. (SK) / Dir. (SG) / Dir. (PK) / Dir. (RSP) / Dir. (RBS) / DS (RM) / DS (SKA)

Copy to

1. PS to Hon'ble Minister for Agriculture and Food Processing Industries- (Shri Sharad Pawar).
2. PS to Hon'ble Minister of State for Agriculture and Food Processing Industries- (Dr. Charan Das Mahant)
3. PS to Hon'ble Minister of State for Agriculture and Food Processing Industries- (Shri Harish Rawat)
4. Sr. PPS to Secretary (FPI)
5. All State/ UT Governments (As per list annexed)
6. IF Wing, MFPI
7. All Under Secretaries / DIA/AIA of MFPI
8. NIC, MFPI – with a request to upload the same on the Ministry's website.

**Format of Monthly Financial Progress under National Mission on Food Processing (NMFP)
implemented by States / UTs w.e.f. 01.04.2012 (2012-13)**

Month.....

(I) Preparatory activities (NMFP):

(Rs. in lakh)

State:

Agency:.....

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

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

*Utilization means payment to the ultimate beneficiary.

(II) NMFP:

A. Main Scheme (status of funds):

Month.....

State:

(Rs. in lakh)

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

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

B. Main Scheme (physical & financial achievements):

Month.....

(Report as on.....)

S. No.	Scheme	Expenditure (Rs. in Lakhs)			% of allocation utilized	Physical Achievements (in Nos of proposals approved and sanctioned)	
		Allocation*	During reporting month	Cumulative during the year		During reporting month	Cumulative during the year
1.	Scheme for Technology Up-gradation / Establishment / Modernisation of Food Processing Industries.						
2.	Scheme for Cold Chain, Value Addition and Preservation Infrastructure for Non Horticultural Products.						
3.	Scheme for Human Resource Development (HRD)						
4.	Scheme for Promotional Activities						

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

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____, a _____ (Type of organization) incorporated / registered under the _____ (Name of the Act) and having its registered office at _____ (hereinafter called the "Obligors") are held fully and firmly bound to the Governor of State _____ (hereinafter called the "Government") for the sum of Rs. _____ (Rupees _____ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in the year Two Thousand _____.

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

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

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

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

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

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Chief Secretary to the State Govt. of _____ on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors and

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

Signature of the AUTHORISED SIGNATORY

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

1. Signature of witness
Name & Address

2. Signature of witness
Name & Address

TO BE FILLED UP BY THE MISSION DIRECTORATE OF NMFP
(ACCEPTED)
For and on behalf of the Governor of State_____

Name: _____
Designation: _____
Dated: _____

Notary Seal & Signature

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

Affidavit
[As per GFR-209(1)]

I S/o Resident of director / proprietor of M/s do here by solemnly affirms and state as follows:

- (a) That organization's sister concern (s)/ inter connected company/Group company as well as the applicant company itself has not obtained any financial assistance for a food processing project in the past from MFPI.

- (b) That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.

Deponent

Verification :

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent and organisation shall be liable jointly and severally for action under the laws, hence verified at (Place) on (Date) .

Deponent

Notary Seal& Signature

(Letter Head of the CA)

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

(i) Project Cost:

(Rs. in lakh)

Sl No.	Name of the Component/Item	Project Cost	Cost as appraised by the Bank	Actual Cost
1.	Land			
2.	Building / Civil Works			
3.	Plant & Machinery			
4.	Misc. Fixed Assets			
5.	Other's			
	Total			

(ii) Means of Finance:

(Rs. in lakh)

Sl. No.	Item	Project Cost	As per appraisal report	Actual Cost
1.	Promoter's Equity			
2.	Term Loan			
3.	Unsecured Loan			
4.	Grant from MFPI			
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 Government of India's Decision (1) below rules 150) form of Utilization Certificate

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

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

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

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature _(CA)_____

Designation_____

Date_____

Counter signature of promoter of company with Seal
--

AFFIDAVIT [as per GFR 209(1)]

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

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

1. That the unit/organization has not obtained or applied for or will not apply for grant /subsidy for the same purpose or activity from any other Ministry or Department of Govt. of India or State Govt.
2. That all the papers, documents submitted to Ministry of Food Processing Industries are true and correct and nothing is concealed.

Deponent

All the above information at 1 & 2 are true and correct.

Deponent

Solemnly affirmed and signed before me on this day

(Notary)