

Department of Industries

Notification

3/58/2012-IND

The Government of Goa is hereby pleased to frame a scheme for providing better support system, to promote facilities for post harvest operations including setting up of food processing industries to augment the capacity of food processors working to upscale their operations through capital infusion, technology transfer, skill up-gradation, to support established self-help groups working in food processing sector to facilitate them to achieve MSME status and ensure sustainable employment opportunities.

1. *Short title, commencement and duration.*— (1) The scheme shall be called “The State Mission for Food Processing Scheme (SMFP)–2016”.

2. The scheme shall be in force for a period of 5 years effective from 01-04-2015.

3. Those Entrepreneurs, who have applied on or after 01-04-2015, under the erstwhile National Mission for Food Processing and whose application have not been considered shall be considered under this Scheme subject to budget provision and eligibility under this Scheme.

Introduction.— (1) The Ministry of Food Processing Industries (MoFPI) Government of India was implementing Centrally Sponsored Scheme (CSS) National Mission of Food Processing (NMFP). The basic objective of NMFP was to decentralize implementation of Ministry’s schemes, which could lead substantial participation of State Governments/UTs. However, the Government of India has delinked NMFP Scheme from Central financial assistance and has left it to States to decide to continue (or not) NMFP Scheme out of the increased resources resulting from the recommendations of the 14th Finance Commission.

As there is a good scope for developing food based industries and generate sustainable employment, the State Government intends to continue the Scheme with modifications as per the requirements of the State in line with the guidelines of the National Mission on Food Processing as “State Mission on Food Processing”.

2. *Objectives.*— (1) 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.

(2) The scheme envisages extending the financial assistance/incentive for establishment of new food processing units as well as technology up gradation and expansion of existing food processing units which can help in creating sustainable local employment in the State.

3. *Eligibility.*— (i) In terms of the objectives of the scheme, food processing sectors like fruits & vegetables, dairy/meat/poultry/fish products, bakery products, cereal/other consumer food products, rice/flour/pulse/oil milling and such other agri-horti sectors including food flavors, colours, oleoresins, spices, coconut, mushroom wines and hops will be covered under the scheme. The activities of aerated water, packaged drinking water and aerated drinks will not be considered for financial assistance under the scheme.

(a) Following items are not eligible under civil works:-

- (1) Compound wall.
- (2) Approach Road.
- (3) Administrative Office Building.
- (4) Labour Rest Room and quarters for workers.
- (5) Security/Guard Room or enclosures.
- (6) Consultancy Fee.

In short, all expenditure on account of civil works that are not related to the production

or processing is excluded, except toilets and sanitation room including septic tank, drainage system and water storage tanks.

(b) Following items are not eligible under plant and machinery:—

- (1) Fuel, consumables, spares and stores.
- (2) Electrical fixtures not mounted on the machine.
- (3) Computers and allied office furniture.
- (4) Transport vehicles.
- (5) Erection, installation and commissioning charges.
- (6) Second hand/old machines/refurbished machinery.
- (7) All types of service charges, carriage and freight charges.
- (8) Expenditure on painting of machinery.
- (9) Closed Circuit TV Camera and related equipment.
- (10) Consultancy Fee.
- (11) Stationery items.

(ii) Organizations such as Individuals/Partnership, Private Sector, State Government Undertaking/Co-operatives/Self Help Groups engaged in establishment/up-gradation/modernization of food processing units would be eligible for financial assistance/incentives under the scheme.

(iii) Such units/enterprises that are covered under sub-clause (i) and (ii) above shall be eligible to avail financial assistance including incentives offered by the State Government under various schemes implemented in the State with a maximum ceiling of Rs. 30.00 lakhs.

4. *Benefits under the Scheme.*— The scheme provides incentives to food processing units in the form of financial assistance to the extent of 25% of the cost of Plant and Machinery and Technical Civil Works, subject to a maximum of Rs. 30 lakhs, to be released in two equal installments.

5. *Procedure for filing of applications.*— (i) The applicants seeking financial assistance are required to submit their applications to the Directorate of Industries, Trade & Commerce/

Mission Directorate in the prescribed format (Annexure-I) at least 2 months before the date of start of commercial production/or expansion/or up-gradation as the case may be, along with the enclosures/documents prescribed at (Annexure-II).

(ii) However, Clause (1) shall be relaxed to those units coming under Clause 1(3) of the Scheme.

(iii) The Directorate of Industries, Trade & Commerce shall place the application before the Internal Screening Committee (ISC) comprising of the following members for verification scrutiny and recommending the applications to SLEC for final decision:

- | | |
|---|------------|
| (1) General Manager (DIC) | — Chairman |
| (2) Principal or its Nominee
Govt. Polytechnic, Panaji | — Member |
| (3) Asst. Accounts Officer,
DITC, Panaji | — Member |
| (4) Deputy Director, ITC,
Panaji | — Member |

6. *State Level Empowered Committee (SLEC) to decide the applications.*— (i) There shall be a State Level Empowered Committee (SLEC) to decide on the application of the food processing units, recommended by the ISC. The composition of the State Level Empowered Committee (SLEC) shall be as under:—

- | | |
|--|--|
| (1) Secretary (Industries) | — Chairman |
| (2) Additional Secretary/
Joint Secretary (Finance) | — Member |
| (3) Director of Agriculture | — Member |
| (4) Director of Animal Husbandry & Veterinary Services | — Member |
| (5) Director of Fisheries | — Member |
| (6) Director of Industries,
Trade and Commerce | — Mission
Director/
/Member
Committee |

(ii) The SLEC shall meet once in three months and in no case the application of the unit shall be delayed to be placed before the SLEC beyond a period of four months and shall also periodically monitor, review and evaluate the implementation of State Mission Food Processing Scheme (SMFP).

(iii) If the proposal is not recommended by the SLEC, the applicant shall be intimated within a period of fifteen days.

7. *Disbursement procedure.*— The financial assistance/incentives will be released in two equal instalments of 50% each.

Release of 1st instalment:

The 1st instalment would be released after the firm has utilized 50% of the term loan as well as 50% of promoter's contribution and on production of the following documents by them:-

(i) Duly notarized Surety Bond - To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs. 100/- (Annexure-IV).

(ii) Bank Certificate certifying that they have released 50% of term loan and have no objection on release of 1st instalment of financial assistance/incentives being provided by State Mission Directorate (Annexure-V).

(iii) CA certificate - The first instalment of financial assistance/incentives would be released after the firm has utilized 50% of the term loan as well as 50% of the promoter's contribution (Annexure-VI).

Release of 2nd instalment:

The second instalment of financial assistance would be released only after confirming the commencement of commercial production and 80% employment of local youth through physical verification by the State Mission Directorate and utilization of first instalment of the financial assistance/ incentives, 100% of Term Loan as well as 100% of Promoter's contribution and submission of documents specified below by the firm.

(i) Utilization Certificate duly certified by the C.A. and countersigned by the promoter of the beneficiary company (Annexure-VII).

(ii) CA Certificate - Actual expenditure incurred on the project showing the

means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 1st instalment of released subsidy (Annexure-VI).

(iii) Bank Certificate - certifying that they have released 100% of term loan and 1st instalment of financial assistance/ incentive released by the State and that they have no objection in releasing 2nd instalment of financial assistance being released by State Mission Directorate (Annexure-VIII).

(iv) Chartered Engineer Certificates certifying:-

(a) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).

(b) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).

(v) The Mission Directorate will confirm 80% employment of the local youth employed/engaged by the unit for release of second instalment.

(vi) Human Resource Development Format along with documentary proof of Goans in (Annexure-X).

8. *Implementation and monitoring.*— (a) The implementation schedule for the projects would be 12 months from the date of the issue of approval letter.

(b) The units/beneficiaries assisted under this Scheme, shall furnish quarterly reports to the Mission Directorate on the steps taken towards the implementation of the project and the factual position of the unit will be physically verified by the Mission Directorate.

9. *Recall of Financial Assistance.*— The Director of Industries, Trade & Commerce shall be empowered to recall the financial assistance/incentives sanctioned:-

(1) If the project is not completed in the time frame approved or within the extended project period.

(2) If the financial assistance/incentives provided is utilized for the purpose other than the approved activities.

(3) If the unit becomes non-functional before 5 years.

(4) If the unit is not engaging 80% Goan regular employees.

10. *Annual Production Returns.*— The unit/ /beneficiary should also submit the Annual Production Returns in the prescribed format

supported with the balance sheet for a period of 5 years, (Annexure – IX).

11. *Interpretation.*— Where any matter arises for the purpose of interpretation or in case where any suggestions are made in regard to the implementation of the Scheme, such matter shall be referred to the State Level Empowered Committee (SLEC), for its decision.

By order and in the name of the Governor of Goa.

Georgina Saldanha, Under Secretary (Industries).

Porvorim, 20th March, 2017.

State Mission on Food Processing

Government of Goa

ANNEXURE-I

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

S. No.	Particulars	Details
A. Promoters		
1.	Name & Address of the Promoter including telephone, fax, email etc.	
2.	Type of organization like Government Organization, Co-operatives, SHGs, Private Sector, Individuals, Partnership.	
3.	Background/credentials of applicant organization.	
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.	Production Capacity of the Plant/Unit.	
12.	In case of expansion/modernization of existing facilities/unit (details of existing production capacity and proposed capacity after expansion & alongwith capacity utilization).	
C. Project Cost (indicating proposed cost, appraised cost separately)		
13.	<i>Capital Investment</i> (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) Subsidy in aid under NMFP
 - (d) Other sources
- TOTAL

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

24. In case of expansion/modernization proposals Audited Balance sheet of last three years to be enclosed.

E. *Marketing*

25. *Marketing*

- (a) Existing Market
- (b) Future Demand
- (c) Marketing Strategy
- (d) Linkage to farm/backward linkages
- (e) Forward market linkages

F. *Implementation Schedule*

26. *Item of work* Date of implementation
 (Bar charts/Milestone
 Charts may be enclosed)

G. *Personnel*

27. Details of technical & Managerial personnel (Operation, maintenance, managerial, finance, marketing etc.) required & available.

H. *Employment Generation - (80% Goan Employment)*

28. (a) Regular
 (b) Contract/Temporary/Casual

Goan - Non-Goan

Date:
 Place:

Encl: List of documents attached.

Signature
 Name and Designation
 Seal of the Organization

Undertaking

This is to certify that the information furnished in the application is true and correct to the best of my knowledge.

Date: _____ (Signature of the Applicant/Authorized Person)

Place: _____

ANNEXURE - II

Check list along with the list of supporting documents required to be furnished:-

- (i) Application in the prescribed format (Annexure-I).
- (ii) Detailed Project Report (DPR).
- (iii) Sanction letter of term loan of at least 10% of the project cost from bank/financial institution is mandatory.
- (iv) Appraisal report from Bank/Financial Institution.
- (v) Certificate of incorporation/registration of the organization, Memorandum & Articles of Association and Bye laws of the society (if applicable)/partnership deed etc.
- (vi) Bio-data/background of the office bearers/promoters of the organization.
- (vii) Annual reports and Audited Statement of Accounts of last three years, in case of expansion/ /upgradation proposals/cases.
- (viii) Blue Print of the building plan.
- (ix) Documents related to premises from local bodies/GIDC, Panaji.
- (x) Certificate of employment certified by the employer of the unit/enterprise that the unit is providing regular employment to 80% Goan.
- (xi) Item wise and cost wise details of technical civil works envisaged duly Certified by Chartered Engineer (Civil).
 - (A list of ineligible items of civil works)
 - (a) Compound wall.
 - (b) Approach Road.
 - (c) Administrative Office Building.
 - (d) Labour Rest Room and quarters for workers.
 - (e) Security/Guard Room or enclosure.
 - (f) Consultancy Fee.

(In short, all expenditure on account of civil works that are not related to the production or processing is excluded, except toilets and sanitation room including septic tank, drainage system and water storage tanks.)

- (xii) Quotations from the suppliers of plant & machinery and equipments etc. along with catalogue, required for the project.
- (xiii) Item wise and cost wise details of plant & machinery envisaged duly certified by Chartered Engineer (Mechanical).

- (A list of Ineligible items of plant & machinery):-
- (a) Fuel, consumables, spares and stores.
 - (b) Electrical fixtures not mounted on the machine.
 - (c) Computers and allied office furniture.
 - (d) Transport vehicles.
 - (e) Erection, installation and commissioning charges.
 - (f) Second hand/old machines/refurbished machinery.
 - (g) All types of service charges, carriage and freight charges.
 - (h) Expenditure on painting of machinery.
 - (i) Closed Circuit TV Camera and related equipment.
 - (j) Consultancy Fee.
 - (k) Stationery item.
- (xiv) Marketing strategy.
- (xv) Process Flow diagram.
- (xvi) SSI/EM-II/Udyog Aadhaar Memorandum (UAM).
- (xvii) A copy of Aadhaar card and two photographs.
- (xviii) Implementation schedule (ANNEXURE-III).
- (xix) Self Certification/Undertaking stating that Organizations such as Individuals/Partnership, Private Sector, State Government Undertaking/Co-operatives/Self Help Groups has obtained/not obtained/ /not applied for financial assistance under any Schemes implemented by the State Government. If in the affirmative, give details thereof:

ANNEXURE - III

Name of the Unit:

IMPLEMENTATION SCHEDULE

(Technical Civil Works)

Land:

1. Date of acquiring of land

Building:

1. Date of start of construction of building.
2. Date of completion of building.

Plant & Machinery:

1. Date of placing order for plant & machinery.
 2. Date of installation/erection.
 3. Date of trial production.
 4. Date of Commercial Production.
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Signature

ANNEXURE - IV

Surety Bond

KNOW ALL MEN BY THESE PRESENTS that we, a
 (Type of organization) registered under the (Name of Act) and having its registered office
 at (hereinafter called the “Obligors”) are held fully and firmly bound to the Governor of
 State of GOA (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 obligers’ 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 obligers
 financial assistance/incentives 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 obligers on condition of the obligers executing a bond in the terms and manner
 contained hereinafter which the obligers have agreed to do.

Now the conditions of the above written obligations is such that if the obligers 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 obligers will abide by the
 terms and conditions of the financial assistance/incentives by the target dates, if any specified therein.

That the obligers shall not divert the financial assistance/incentives and entrust execution of the Scheme
 or work concerned to another institution(s) or organization(s).

That the obligers shall abide by any other conditions specified in this agreement and in the event or their
 failing to comply with the conditions or committing breach of the bond, the obligers individually and jointly
 will be liable to refund to the President of India, the entire amount of the financial assistance/incentives
 with interest of 10% per annum thereon. If a part of the financial assistance/incentives 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 obligers agree and
 undertake to surrender/pay the Government the monetary value of all such pecuniary or other benefits
 which it may receive or derive/have received or derived through/upon unauthorized use of (such as letting
 out the premises on adequate or less than adequate consideration or use of the premises for any purpose
 other than that for which the financial assistance/incentives was intended of the property) buildings created/
 /acquired constructed largely from out of the financial assistance/incentives sanctioned by the State
 Government of Goa, or the administrative Head of the Department concerned. As regards the monetary
 value aforementioned to be surrendered/paid to the Government, the decision of the Government will be
 final and binding on the obligers.

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

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

Signature of the AUTHORISED SIGNATORY
 Signed for on behalf of
 (Name of the obliger in block letters)
 (Seal/Stamp of Organisation)

1. Signature of witness
 Name & Address

.....

2. Signature of witness
 Name & Address

.....

TO BE FILLED UP BY THE MISSION DIRECTORATE OF SMFP
(ACCEPTED)

For and on behalf of the Governor of State GOA

Name:- Shri/Smt.

Designation: Director of Industries, Trade and Commerce/Mission Director

Dated:-

—————
ANNEXURE - V

(Letter Head of the Bank)

Certificate

1. Certified that this bank has appraised the project of M/s (Name and address of the organization) for SMFP financial assistance/incentives as per guidelines of the scheme and also sanctioned term loan of Rs. lakh (if applicable).

2. It is further certified that we have released Rs. lakh (50% of Sanctioned term loan) to M/s..... (Name and address of the organization).

3. We have no objection in releasing 1st installment of financial assistance/incentives if sanctioned by the State Government.

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

State Mission Director
State Mission on Food Processing (SMFP)
State

—————
ANNEXURE - VI

(Letter Head of the CA)

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

(i) Project Cost:

(Rs. in lakhs)

Sr. No.	Name of the Components/Item	Project cost	Cost as appraised by the Bank	Actual Cost

(ii) Means of finance:

(Rs. in lakhs)

Sr. No.	Item	Project cost	As per appraised report	Actual Cost

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

Signature and Seal of C.A.

ANNEXURE - VII

(Letter Head of the CA)

Utilization Certificate

Certified that an amount of Rs. (Rupees in words) released as financial assistance/incentive for implementation of establishment/technology upgradation/modernization under the State Mission Food Processing (SMFP) vide Order No. dated, has been fully utilized for the purpose of for which it was sanctioned.

2. Certified that I have satisfied myself that conditions on which the financial assistance/incentives was sanctioned has been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature (CA)

Designation

Date

Counter signature of promoter of company with Seal
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ANNEXURE - VIII

(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 financial assistance/incentives of Rs. lakh released by the State Mission Directorate vide sanction order No. dated to M/s (Name and address of the organization), which has been credited in account number of the firm.

2. We have no objection in releasing 2nd installment of financial assistance/incentives if sanctioned by the State Government.

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

State Mission Director
State Mission on Food Processing (SMFP)
State

ANNEXURE - IX

Industrial Production Returns

(For the year)

1. Name of the Unit:-
2. Office Address:-
3. Location Address of the unit:-
4. Registration (SSI/EM-II/UAM)/ No. and Date:-
5. Workers employed:-
 - (a) Supervisory
 - (b) Others
6. Fixed Investment:-
 - (a) Plant & Machinery/equipment/vehicle
Rs. (original value)
 - (b) Others Rs.
7. Total amount borrowed
 - (a) Long term loan Rs.
 - (b) Short term loan Rs.
8. Production/sales/turn over during the period (in value)

Dated:-

Signature of the
Proprietor/Partner/
/Director of the Unit.

ANNEXURE - X

Human Resources Development Foundation

Name of the Industry/Enterprise

Tel: No.

Name of the Proprietor/Partners/Directors:

Address/Location of the Factory/Enterprise:

Sr. No.	Name of the Employees/workers	Designation	Pay Scale/Daily Wages	Employment Reg. No./Birth Certificate/Residence/Domicile certificate for 15 years		Whether Goan/Non-Goan workers	Remarks
				Goans	Non-Goans		
	Regular						
	Contract/Temporary/Casual						

Place:

Dated:

Signature of the owner

Do you feel shortage of manpower in any field? If so, the area where shortage has occurred. The information is safely to be used for building data base to train Goan manpower in the required areas.

Department of Personnel

Notification

1/2/2015-PER

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of the Government Notification No. 1/2/2015-PER dated 26-7-2016, published in the Official Gazette, Series I No. 17 dated 28-7-2016, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Goa General Service, Group 'A', Gazetted post, in the Secretariat, Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Secretariat, Goa General Service, Group 'A', Gazetted post, Recruitment Rules, 2017.

(2) They shall apply to the post specified in column (1) of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Number, classification and scale of pay.*— The number of posts, classification of the said posts and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule:

Provided that the Government may vary the number of posts as specified in column (2) of the said Schedule from time to time subject to exigencies of work.

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected

therewith shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where, the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Goa Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

These rules are issued in consultation with the Goa Public Service Commission conveyed vide its letter COM/II/13/42(1)/94/196 dated 17-5-2017.

By order and in the name of the Governor of Goa.

Yetindra M. Maralkar, Additional Secretary (Personnel).

Porvorim, 22nd May, 2017.