

**F. No. Z-14/13/2018-APC**  
**भारत सरकार/Government of India**  
खाद्य प्रसंस्करण उद्योग मंत्रालय  
**Ministry Food Processing Industries**  
पंचशील भवन, अगस्त क्रांति मार्ग  
**Panchasheel Bhawan, August Kranti Marg**  
नई दिल्ली/New Delhi-110049

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Dated: 05.08.2019

**Subject: Revised operational guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters of Pradhan Mantri Kisan Sampada Yojana (PMKSY).**

Ministry of Food Processing Industries (MoFPI) is implementing a Central Sector Scheme for Creation of Infrastructure for Agro Processing Clusters under Pradhan Mantri Kisan Sampada Yojana (PMKSY) for the period upto 2019-20. The proposals under the scheme are invited online through Expression of Interest (EOI) issued by the Ministry from time to time.

2. Based on the decisions taken in various Inter-Ministerial Approval Committee (IMAC) meetings, the operational guidelines of the Scheme for Creation of Infrastructure for Agro Processing Clusters have been further revised to make the scheme more investor friendly.

3. The revised operation guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters are hereby notified for the information of all the stakeholders and public at large.



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**F. No. Z-14/13/2018-APC**  
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**Subject:- Revised Operational Guidelines for the Scheme for Creation of Infrastructure for Agro Processing Clusters**

**1. Introduction:**

1.1 The Ministry has formulated the Scheme for Creation of Infrastructure for Agro Processing Clusters as a sub-scheme of Central Sector Scheme - "PRADHAN MANTRI KISAN SAMPADA YOJANA (PMKSY)" coterminous with the 14<sup>th</sup> Finance Commission cycle.

1.2 The scheme aims at development of modern infrastructure to encourage entrepreneurs to set up food processing units based on cluster approach. The scheme is to be implemented in area of horticulture / agriculture production identified through a mapping exercise. These clusters will help in reducing the wastage of the surplus produce and add value to the horticultural / agricultural produce which will result in increase of income of the farmers and create employment at the local level.

1.3 There are certain capital intensive common facilities which are required to be created by food processing units irrespective of nature of their processing. These capital intensive facilities like cold storages, blast freezers, specialized packaging, IQF, warehousing etc if developed as common facilities, will encourage entrepreneurs to set up more food processing units. The nature of operation of the food processing units also requires development of basic enabling infrastructure to take care of continuous process, water supply, effluent treatment and clean surrounding, etc. There is lack of such modern infrastructure in the country which is hampering the development of food processing sector. If this infrastructure is made available with the financial support from the government, there is a potential of developing food processing sector with much higher speed than it is today.

**2. Objectives of the Scheme**

The major objectives of the scheme are:

- i. To create modern infrastructure for food processing closer to production areas.
- ii. To provide integrated and complete preservation infrastructure facilities from the farm gate to the consumer.
- iii. To create effective backward and forward linkages by linking groups of producers / farmers to the processors and markets through well-equipped supply chain.

**3. Salient Features of the Scheme**

3.1. At least 5 food processing units with a minimum aggregate investment of Rs. 25 crore will be set up in the Agro-processing cluster. These units may be set up by the promoters and associates of Project Execution Agency (PEA) and by other entrepreneurs. The investment in these units will not be eligible under this scheme.

3.2. Food processing units will be set up simultaneous to the creation of core infrastructure in the cluster. The core infrastructure facilities being developed in the agro-cluster shall be as per the requirement of food processing units to be set up in the cluster or as per the available raw material for processing in the area.

3.3. Agro-processing clusters may be developed by:

- the promoter(s) willing to set up own units in the cluster and also allow utilization of common infrastructure to other units in the area;
- the promoter(s) willing to develop common infrastructure for use by the units to be set up in the food processing cluster by other entrepreneurs;
- the promoter(s) willing to develop common infrastructure in the existing food processing cluster

3.4. The extent of land required for establishing the agro-processing cluster would depend upon the business plan of Project Execution Agency (PEA), which may vary from project to project. At least **10 acres** of land for the project shall be arranged by the PEA either by purchase or on lease of at least **50 years**.

3.5. Preference will be given to setting up agro-clusters in agri-horti clusters identified by Central / State Governments, if any.

3.6. It is expected that on an average, each project may have around 5-10 food processing units to be set up in each Agro-processing cluster with an employment generation potential, both direct and indirect of about 500 to 1500 persons. This employment generation will provide livelihood to about 6000 persons based on an average household size of 4 members. However, the actual configuration of the project may vary depending upon the business plan for each Agro –processing cluster.

3.7. The food processing industries that make food products fit for human and animal consumption (except alcoholic products) may be permitted to be set up in these clusters. Preference will be given to projects proposing preservation and/or processing of perishable food products. Packaging facilities of food products as ancillary to the food processing industries (proposed to be setup in the cluster) may also be allotted land in the agro cluster.

#### **4. Components of the Scheme:**

4.1. The scheme will have following components:

(i) **Basic enabling infrastructure:** It will include site development including development of industrial plots, boundary wall, roads, drainage, water supply, electricity supply including power backup, effluent treatment plant, parking bay, weigh bridges, common office space etc. However, the cost of basic enabling infrastructure not exceeding 40 percent of the eligible project cost would be eligible for grant purpose. The cost of any basic enabling infrastructure outside the boundary wall of the agro cluster will not be eligible for grant assistance.

(ii) **Core infrastructure:** The common facilities will be based on the needs of the units which will be set up in these clusters. The common facilities of capital intensive nature may include food testing laboratory, cleaning, grading, sorting and packing facilities, steam generation boilers, dry

warehouse, cold storage, pre-cooling chambers, ripening chambers, IQF, specialized packaging, other common processing facilities, etc.

The above mentioned facilities are only illustrative and the exact nature of facilities may vary from project to project based on requirements of the units in the cluster and availability of agriculture / horticulture produce in the catchment area of the project.

4.2. Any modification in the common facilities / core infrastructure after approval of the proposal will not be approved by the IMAC, unless request for modifications submitted with a compelling rationale and endorsed by the lending institutions.

## **5. Pattern of Assistance**

5.1 The Scheme envisages grants-in-aid @ 35% of eligible project cost in general areas and @50% of eligible project cost in the North East States including Sikkim and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands of Union Territories of Lakshadweep and Andaman & Nicobar Islands subject to max. of Rs. 10.00 crore per project. The grants-in-aid will be credit linked but not back-ended. The eligible project cost will exclude cost of land, pre-operative expenses and margin money for working capital from the total project cost.

5.2 "SC or ST promoter(s), as the case may be, shall hold 100% stake in the Project Execution Agency (PEA). Such Project Execution Agency (PEA) will be treated at par with the difficult areas for the purpose of extending benefits under the scheme. For any change in the constitution / composition of such Project Execution Agencies (PEAs), prior permission of Ministry shall be required.

5.3 The registered value of the land would be taken as part of the total project cost. The Gol grant shall not be used for procurement/purchase of land. In case of land acquired by PEA on lease, such cost may not be part of project cost and may be considered part of operating cost.

5.4 The cost norms notified by MIDH/ NHB/ MoFPI, wherever available, will be applied while calculating the eligible project cost and grants-in-aid for the proposals received under the scheme.

## **6. Project Execution Agency (PEA):**

6.1 Govt. Departments / PSUs / Joint Ventures / NGOs / Cooperatives / Self Help Groups (SHGs) / Farmer Producer Organizations (FPOs) / Private Sector Companies / Partnership Firms / Proprietorship Firms etc. can be Project Execution Agency (PEA) who will be eligible for financial assistance under the scheme.

6.2 Govt. of India has decided to earmark funds for extending benefit of the scheme to SC & ST. Therefore, subject to meeting the basic eligibility criteria, SC / ST beneficiaries will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category.

6.3 The Project Execution Agency (PEA) would be responsible for the following:

- i. To formulate the Detailed Project Report (DPR) and execute the project in a transparent, efficient and timely manner.
- ii. To arrange land only lease / purchase and ensure external infrastructure linkages for the project.
- iii. To obtain statutory approvals/clearances including environmental clearances, which are prerequisite for commencement and operation of the Project.
- iv. To achieve financial closure and ensure timely completion of the project in specified timelines.
- v. To own and maintain the enabling infrastructure and common facilities.
- vi. To receive grant-in-aid under the Scheme, and to ensure its utilization in a transparent and judicious manner.
- vii. To maintain proper accounts of the project implementation and the maintenance of infrastructure and common facilities after commissioning of the project.
- viii. Upload monthly progress report with pictures / photographs of site.
- ix. Publish the user charges/hiring rates for common facilities and lease rental rates / sale price for plots in agro-processing cluster on their websites and also on a board at the gate of the agro cluster for wider information of the prospective investors. Rate of plots in the Agro Processing Cluster will also be made available to Ministry of Food Processing Industries (MoFPI) and State Government concerned for uploading on their websites.
- x. PEA may sell / lease plots in agro-processing cluster to other food processing units. But the common facilities in the cluster cannot be sold or leased out. They can only be offered to units on rental basis.

## 7. Eligibility criteria for PEA:

7.1 The combined net worth of the PEA should not be less than 1.5 times of the grant amount sought.

7.2 PEA needs to bring in at least 20% of the total project cost as equity / contribution in general areas and at least 10% of the total project cost in the North East States (including Sikkim) and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands.

7.3 PEA needs to bring in term loan from the Bank/Financial Institution for an amount not less than 20% of the project cost.

7.4 The land for the project shall be arranged by the PEA either by purchase or on lease of at least 50 years.

7.5 Only one agro-processing cluster will be sanctioned in a district. In case of more than one proposal from same district, the proposal having higher score in the merit based on criteria for assessment as per **Annexure-I** will be considered. However, in case there are more than one proposal with same marks, the proposal with higher equity / contribution (in Rupees term) will be considered.

7.6 Any entity / applicant which has availed financial assistance for a project under this scheme of the Ministry, will not be eligible to apply for another project under same scheme until one year after operationalisation of earlier project.

7.7 The same applicant / entity shall not be sanctioned more than two projects in five years under this scheme of MoFPI from the date of sanction of first project (including first project).

7.8 The promoter(s) of the Agro Processing Clusters approved by MoFPI, will be eligible for availing financial assistance under other schemes of State / Central Governments including MoFPI for setting up of the unit(s) in these cluster(s).

7.9 New Agro processing cluster will not be sanctioned in the same district where CPC of Mega Food Park (MFP) approved by the Ministry is located. The promoters, who have been sanctioned Mega Food Parks by the Ministry, will not be eligible under the scheme for a period of two years from the date of completion of the MFP.

7.10 The proposals, meeting the cut off marks of at least 60 as per the criteria for assessment in the **Annexure-I**, will be considered eligible subject to fulfillment of other conditions prescribed in the Scheme guidelines. The proposals will be selected in order of merit on a monthly basis till the time number of clusters allocated of a state gets exhausted. Further, the proposals will be selected in order of merit of total marks (descending order of total marks) in a particular State.

7.11 Based on the agriculture production of States / UTs, State-wise allocation of 100 agro processing clusters is at **Appendix-A**. However, in case of lack of suitable proposals or non-receipt of proposals from a State / UT, IMAC may decide to allocate more agro processing clusters to that State / UT, over and above the allocated clusters as per **Appendix-A**, in order of merit of score / marks obtained by the eligible proposals.

## **8. Program Management Agency (PMA)**

8.1 In the interest of expeditious implementation of the projects, the Ministry may engage Program Management Agency (PMA) to assist MoFPI for implementation of the scheme. The PMA will be a reputed institution with extensive experience in project development, management, financing and implementation of infrastructure projects of similar nature. The expenses of PMAs, promotional activities, office and travel expenses will be met from the allocation of the grant-in-aid for the scheme.

8.2 The PMA will have the following role:

- i. To assist the Ministry in organizing workshops/media campaigns aimed at sensitizing the potential stakeholders about the scheme.
- ii. To assist the Ministry in inviting applications for projects under the Scheme.
- iii. To assist the Ministry in selection of projects through evaluation/appraisal of techno-feasibility reports and DPRs submitted for projects. Appraisal of the DPRs will include examination of financial viability and sustainability of Ownership & Management structure of the projects.
- iv. To assist in the evaluation of any amendments to the projects/DPRs.
- v. To assist the PEAs in achieving financial closure and obtaining necessary clearances from various authorities for the Project.
- vi. To assist the Ministry in release of the grant under the Scheme.
- vii. To monitor and report the progress of the agro-processing cluster projects to the Ministry periodically.
- viii. To maintain and update the database of the projects on monthly basis in the software decided by the Ministry.

## **9. Expression of Interest**

In response to the notice inviting Expression of Interest (EoI) by Ministry for selection of Projects, a proposal for the proposed agro-processing cluster will be submitted by the applicant in the prescribed application format (**Annexure-II**) including the information/documents to be covered in the EoIs (**Annexure-III**) along with following information/documents:

- (a) Detailed Project Report (DPR) consisting of technical, commercial, financial and management aspect of the project. The proposal would have tentatively identified location of the cluster, availability of land, potential investors for food processing units in the cluster, proposed level of investment including the estimated project cost, the proposed means of finance and the number and type of food processing units along with complete details.
- (b) In-principle or final term loan sanction from any Bank/ Financial Institution including Non-Banking Financial Companies (NBFCs) registered with Reserve Bank of India(RBI).
- (c) A detailed appraisal note from the Bank / Financial Institution including Non-Banking Financial Companies (NBFCs) registered with Reserve Bank of India(RBI).
- (d) Certificate of incorporation/ registration of the applicant firm, Memorandum and Articles of Association in case of Company/ Bye laws of the Society, Co-operative, Self Help Group/ Registered partnership deed, etc.
- (e) Bio-data/background/ experience of the project promoter(s) / PEA.
- (f) Documents in support of net-worth of the PEA and also promoter(s) / proposed shareholder(s) of PEA. The details of each promoter/proposed stakeholder in the PEA shall also be provided as per **Annexure-XII**.
- (g) Annual reports and Audited Financial Statement of Accounts of the applicant firm/company/cooperative/ Partnership/ Self Help Group, etc. for last three years.
- (h) Documents in support of land title in the name of the applicant or land lease, duly registered with the competent authority for not less than the period of 50 years. The proposals having ownership and possession of suitable land with Change in Land Use (CLU) for the project will be given preference.
- (i) Undertaking by PEA as per **Annexure-IV**

**Note:**

- i. The PEA shall submit the final term loan sanction letter from Bank/FI, within two months from the date of issue of approval letter, in case these documents have not already been submitted along with the proposal.
- ii. All pages of the proposal are to be properly numbered and the proposal should contain an Index as first page of the proposal indicating the various documents submitted along with page number, failing which the proposal is likely to be rejected.

**10. Approval of the project:**

10.1 Technical Committee (TC) headed by the Special / Additional / Joint Secretary (MoFPI) would scrutinize the proposals and submit its recommendations to the Inter-Ministerial Approval Committee (IMAC). Other members of the Technical Committee (TC) shall be as follows:

- i. Joint Secretary (MIDH), Department of Agriculture & Cooperation or his nominee - Member
- ii. Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries or his nominee- Member
- iii. Chairman, APEDA or his nominee - Member
- iv. Representative of NITI Aayog - Member
- v. Representative of Financial Adviser, MoFPI - Member

- vi. Joint Secretary, MNRE or his nominee - Member
- vii. Principal Secretary / Secretary of the concerned State or his nominee - Member
- viii. NABARD as Financial institution - Member
- ix. Representative of National Horticulture Board - Expert Member
- x. Representatives of IIFPT and NIFTEM- Technical Experts
- xi. Deputy Secretary / Director, MoFPI - Member Secretary

The criteria for evaluation of EOI/ proposals by TC is given at **Annexure-I**.

10.2 The Inter-Ministerial Approval Committee (IMAC) headed by Hon'ble Minister of Food Processing Industries shall select the projects and grant approval to the projects keeping in view the TC recommendations. The IMAC will also monitor the implementation of the projects sanctioned under the Scheme. The composition of the IMAC shall be as follows:

- (i) Hon'ble Minister of Food Processing Industries- Chairperson
- (ii) Hon'ble Minister of State of Food Processing Industries- Vice Chairperson
- (iii) Secretary, MoFPI - Member
- (iv) Additional / Joint Secretary & Financial Advisor, MoFPI - Member
- (v) Special / Additional / Joint Secretary, In-charge, Agro-processing cluster Scheme, MoFPI - Convener & Member
- (vi) Principal Secretary / Secretary (Industries / FPI) of the concerned State or his nominee – Member
- (vii) Joint Secretary (MIDH), Department of Agriculture & Cooperation, Ministry of Agriculture or his nominee - Member
- (viii) Joint Secretary, Department of Animal Husbandry, Dairying and Fisheries or his nominee - Member
- (ix) Joint Secretary, Department of Commerce or his nominee – Member
- (x) Joint Secretary, MNRE or his nominee - Member
- (xi) Representative of NABARD as Financial Expert - Member

## **11. Role of State Government / UTs:**

The role of the State Government / UTs is envisaged in the following areas:

- i. To facilitate PEA in procurement/purchase lease of suitable land.
- ii. Providing all the requisite statutory clearances including permission for sub-leasing of land by PEA, wherever needed, for setting up the agro-processing cluster
- iii. Providing the necessary connecting infrastructure for Power, Water, approach roads and other external infrastructure to the project
- iv. Providing flexible and conducive labour environment and consider special facilities like exemption of stamp duty, Tax exemption etc. for the agro-processing cluster and the units located in the agro-processing cluster.
- v. Monitor the implementation of projects.



## 12. Dovetailing of Assistance and Revisions in Project Cost:

Considering the complexities and challenges associated with agricultural infrastructure projects of this nature, the PEA may dovetail assistance available under various other schemes of other Central / State Governments, which would improve the viability of the project. While dovetailing such assistance, it will be ensured that there is no duplication of assistance for the same component/activity of the project.

## 13. Release of Funds:

The grants-in-aid will be released to PEA in four installments as below:

(I). First installment of 35% of the total approved grant will be released to the PEA in the designated Bank account after incurring an expenditure of 35% of the bank term loan and 35% PEA contribution / equity on eligible project cost and submission of following documents:

- a. Establishment of Trust & Retention Account (TRA) and signing the TRA agreement with the designated Bank. Draft TRA agreement will be shared by the Ministry with PEA.
- b. CA certificate for actual expenditure on the components of the basic enabling infrastructure of the project duly certified by the PEA indicating utilization of at least 35% of term loan & 35% PEA contribution / equity as per **Annexure-V**.
- c. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA (**Annexure-VI**).
- d. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA (**Annexure-VII**).
- e. **Certificate** from the concerned bank/ financial institution (**Annexure-VIII**) which has sanctioned and disbursed term loan for the project certifying that:-
  - (i). It has disbursed 35% of the total sanctioned term loan and the same being used on the approved components; and
  - (ii). Has no objection for disbursement of 35% of the grant-in-aid being released by the Ministry.
- f. Surety Bond (**Annexure-IX**) to be executed by the PEA on a Non-Judicial stamp paper of not less than Rs.100, duly notarized and signed by two independent witnesses (other than promoters of PEA) along with Board resolution/certificate from Board of Directors/promoters of PEA (as applicable) authorizing one of the directors/partners as authorized signatory of documents. Surety Bond is not required to be executed by the Central / State Government Department.
- g. "Consent to Establish" for the project from Central / State PCB.
- h. PFMS (CGA) Registration of PEA and Mandate Form (**Annexure-X**).
- i. Inspection report of the PMA based on site visit recommending release of the installment.

- j. Any other condition which may be specified from time-to-time.

(II). Second installment of 40% of the total approved grant will be released to the PEA in the designated Bank account after incurring an expenditure of 75% of the bank term loan and 75% of PEA contribution / equity on eligible project cost and submission of the following documents:

- a. Statement indicating 100% utilization of first installment of grant duly signed by the PEA and countersigned by the CA (**Annexure-XI**).
- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 75% of term loan and 75% PEA contribution / equity.
- c. Details of unsecured loan (along with PAN numbers of lenders) or bridge loan, if any, duly certified by Chartered Accountant and countersigned by the PEA are to be given (**Annexure-V**).
- d. Completion of at least 60% expenditure in basic enabling infrastructure and at least 40% expenditure in core processing facilities / infrastructure.
- e. Statement of TRA from the Bank / Financial Institution relating to the project.
- f. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.
- g. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.
- h. **Certificate** from the concerned bank/ financial institution which has sanctioned and disbursed term loan for the project certifying that:-
  - (i). It has disbursed 75% of the total sanctioned term loan and the same being used on the approved components; and
  - (ii). Has no objection for disbursement of 40% of the grant-in-aid being released by the Ministry.
- i. Proof of 100% allotment of leasable plots / areas to food processing units.
- j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
- k. Any other condition which may be specified from time-to-time.

(III). Third installment of 15% of the approved grant will be released to PEA in the designated Bank account after incurring an expenditure of 90% of the bank term loan and 90% of PEA's contribution / equity on eligible project cost and submission of the following documents:

- a. Statement indicating 100% utilization of second installment of grant duly signed by the PEA and countersigned by the CA (**Annexure-XI**).

- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 90% of term loan and 90% PEA contribution / equity.
- c. Details of unsecured loan (along with PAN numbers of lenders) or bridge loan, if any, duly certified by Chartered Accountant and countersigned by the PEA are to be given **(Annexure-V)**.
- d. Statement of TRA from the Bank / Financial Institution relating to the project.
- e. Completion of Core Infrastructure Facilities and basic enabling infrastructure.
- f. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.
- g. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.
- h. **Certificate** from the concerned bank/ financial institution which has sanctioned and disbursed term loan for the project certifying that:-
  - (i). It has disbursed 90% of the total sanctioned term loan; and
  - (ii). Has no objection for disbursement of 15% of the grant-in-aid being released by the Ministry?
- i. Proof of starting of construction work by all the food processing units.
- j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
- k. Any other condition which may be specified from time-to-time.

(IV). Fourth & final installment of 10% of the approved grant will be released to PEA in the designated Bank account on completion of the project and submission of following documents:

- a. Statement indicating 100% utilization of third installment of grant duly signed by the PEA and countersigned by the CA **(Annexure-XI)**.
- b. CA certificate for actual expenditure on each of the components of the project duly certified by the PEA indicating utilization of 100% of term loan and 100% PEA contribution / equity.
- c. Valid Consent to Operate from Pollution Control Board along with submission of Statutory Clearance(s) / Approval(s) for power, water connections etc.
- d. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.
- e. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost,

quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the PEA.

- f. Statement of TRA from the Bank / Financial Institution relating to the project.
- g. Proof of setting up and operationalisation of at least five food processing units with an aggregate investment of Rs. 25.00 crore in the cluster along with copies of licenses issued under Food Safety and Standards Act, 2006.
- h. Certificate from the concerned bank/ financial institution which has sanctioned and disbursed 100% term loan for the project certifying that it has no objection for disbursement of 10% of the grant-in-aid being released by the Ministry.
- i. Declaration of completion of the project and start of commercial operation, duly certified by the Bank.
- j. Recommendation of PMA after site visit certifying the fulfillment of conditions as per guidelines of the scheme.
- k. Any other condition which may be specified from time-to-time.

#### 14. Time Schedule:

14.1 The time schedule for completion and operationalisation of project will be 20 months from the date of approval for general areas and 24 months for North East States including Sikkim and difficult areas namely Himalayan States (i.e. Himachal Pradesh, Jammu & Kashmir and Uttarakhand), State notified ITDP areas & Islands, unless extended by IMAC for the reasons to be recorded.

14.2 Schedule for release of grants-in-aid:

Sl. No.	Particulars	Time Period
<b>General Areas</b>		
1.	Date of approval to release of 1 <sup>st</sup> installment	6 months
2.	1 <sup>st</sup> installment to release of 2 <sup>nd</sup> installment	4 months
3.	2 <sup>nd</sup> installment to release of 3 <sup>rd</sup> installment	4 months
4.	3 <sup>rd</sup> installment to release of 4 <sup>th</sup> installment	6 months
<b>Difficult Areas</b>		
1.	Date of approval to release of 1 <sup>st</sup> installment	6 months
2.	1 <sup>st</sup> installment to release of 2 <sup>nd</sup> installment	6 months
3.	2 <sup>nd</sup> installment to release of 3 <sup>rd</sup> installment	6 months
4.	3 <sup>rd</sup> installment to release of 4 <sup>th</sup> installment	6 months

14.3 The PEA shall make all possible efforts to complete the project as per the stipulated timelines committed to while seeking approval for the project. In case of non-adherence to stipulated timeline, except in case of force majeure or reasons beyond the control of PEA, penalty shall be imposed.

14.4 In case of non-adherence of time lines, a penalty of 1% of the quantum of installment amount due for release for that installment, will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 10% of the installment to be released to PEA. However, IMAC will have power to waive the penalty fully or partially in deserving cases.

14.5 In the event of PEA withdrawing from executing the project and the project not being completed by the PEA for any reason, the grant-in-aid amount released will be returned by the PEA along with interest (as per GFR) accrued thereon to MoFPI within 30 days of communication of the order for refund of such grant.

#### **15. Project Monitoring and Evaluation:**

15.1 The Ministry will periodically review the progress of the projects under the Scheme.

15.2 Pre and post inspection would also be undertaken by the Ministry officials, PMA and State Govt. to find out the physical, financial and operational progress as and when required.

15.2 The decision of the IMAC shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related / incidental thereto.

#### **16. Court's Jurisdiction:**

Any dispute arising out of selection of proposals and implementation of approved project under this scheme guideline will be subject to Courts/ Tribunals having jurisdiction over Delhi.

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## Criteria for Assessment/ Evaluation of EOIs/ Proposals

Sl. No.	Criteria	Max. Score	Reference Documents to be reviewed
<b>A</b>	<b>Land</b>	<b>50</b>	
<b>A 1</b>	<b>Possession of Appropriate Land</b>	<b>25</b>	
a)	Complete title and possession of land in the name of PEA along with CLU	25	CLU and Land Ownership Documents
b)	Complete title and possession of land in the name of PEA (without CLU)	15	Land Ownership documents
c)	Allotment letter from State Govt. Agencies in the name of the PEA	10	State Govt. land allotment letter
d)	Agreement to Sale/Purchase of Land in the name of PEA	5	Copy of Agreement
e)	Land identified, but not acquired	0	
<b>A 2</b>	<b>Location of Land</b>	<b>25</b>	
a)	Proof of Water and Power Connection (5 marks each)	10	Letter/Certificate from respective Municipal body/Govt. authority
b)	Availability of Approach Road	5	Letter from local body confirming the availability of approach road
c)	Nearness to the location of the crop production cluster	10	DPR/ Cluster Analysis and Project Components / concerned State Govt. Authority letter
<b>B</b>	<b>Viability of Cluster</b>	<b>15</b>	
a)	Synchronization of Core Processing facilities with requirements of food processing units & crops in agro cluster	15	DPR/ Cluster Analysis and Project Components
b)	Synchronization of Core Processing facilities with requirements of food processing units	10	DPR/ Cluster Analysis and Project Components
c)	Synchronization of Core Processing facilities with crops in agro cluster	5	DPR/ Cluster Analysis and Project Components
d)	No synchronization	0	
<b>C</b>	<b>Details of PEA</b>	<b>25</b>	
<b>C 1</b>	<b>Net-worth of PEA</b>	<b>15</b>	Audited Balance Sheet/ CA Certificate/ Related Net-worth Documents
a)	More than 20 crore	15	
b)	Rs 15 cr - Rs 20 cr	10	
c)	Less than Rs. 15 cr	5	
<b>C 2</b>	<b>Food Processing Experience of promoter(s) having at least 10% shareholding in PEA</b>	<b>10</b>	Balance Sheet of existing operations / FSSAI license
a)	Turnover > Rs.5 crore*	10	"

b)	Turnover from Rs. 1 crore to Rs.5 crore*	5	”
c)	Turnover < Rs. 1 crore	3	“
<b>D</b>	<b>Special Strength</b>	<b>10</b>	
a)	Adoption of modern technology for reducing carbon foot print, energy efficiency, fast-tracking & optimizing operations / use of automated technology / systems	5	Supporting documents
b)	Focus on processing and preservation of perishables in core processing facilities and proposed food processing units in the cluster	5	Supporting documents / DPR / Bank Appraisal
	<b>Total</b>	<b>100</b>	

\*Annual turnover of the promoter claiming food processing experience shall be in at least two of the years out of previous three years.

**APPLICATION FORM**

## 1. Details of the applicant:

Sl. No.	Particulars	Details
i.	Name of company/firm with complete contact details / address, Tel/Fax No. , Mobile No., E-mail	
ii.	Legal status of applicant (Govt. Institution / organization / PSUs, Joint Venture, NGO, Co-operative/ Company/ partnership firm/ proprietorship, Farmer Producer Company, Self Help Group, etc.)	
iii.	Registration No. /CIN	
iv.	PAN / TIN /TAN	
v.	Aadhar Registration No.	

## 2. Details of the Director(s)/ Promoter(s)/Partner(s) of PEA

Sl. No.	Name of Promoter(s)/Partner(s)	Address	Tel/Fax No. /Mobile No. /E-mail	Aadhar No.	PAN No.	Shareholding pattern	Net-worth
Please add additional rows, if needed.							

## 3. Experience of the lead Promoter(s)/Partner(s) of PEA in Food / agro produce processing

Sl. No.	Name of lead Promoter(s)/Partner(s)/ Applicant Entity	Details of Experience	Details of Turnover (year-wise)	Supporting Document attached, if any (Yes/No)

4. **PROFILE OF THE PROPOSED PROJECT:**(a). **Details of location of Agro processing cluster proposed to be set up**

- (i). Proposed location of land for agro cluster (Name Village/Dist./state)
- (ii). Area of Land required (In acres)





**(d). Enabling basic Infrastructure**

Type of infrastructure	Capacity /Built-up Area	Estimated Investment

**(e). Non-core Infrastructure**

Type of infrastructure	Capacity /Built-up Area	Estimated Investment

**(f). Utilities Requirement:**

Utility	Units	Requirement
Power (maximum demand)	KW	
Water- industrial	Kilo Liters / Day	
Water- potable	Kilo Liters / Day	
Gas	Cubic Meters / Day	
Telephone (including fax)	No. of lines	
Waste disposal requirement (solid)	Kg / Day	
Waste disposal requirement (effluents)	Kilo Liters / Day	

**5. PROJECT FINANCIALS AND BUSINESS PLAN:****(a). Estimated Project Cost Details**

Item	Amount (Rs. in crore)
Land	
Land development	
Basic enabling Infrastructure	
Core Processing Infrastructure	
Non-core Infrastructure	
Other pre-operative expenses	
Margin money for working capital	
Contingencies/ pre-operative expenses	
Total	

**(b). Proposed Means of Finance**

Source	Amount (Rs. in crore)
PEA's contribution / equity	
Bank loan	
Grants-in-aid from MoFPI	
Unsecured Loan/ Bridge Loan	
Total	

**(c). Basic Revenue Projections**

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Days of operations of each of the core facilities					
Revenue earning from different facilities					
Turnover					
Cost of operations					
Gross profit					
Profit before taxation					

**(d). Financial Parameters (as per Bank Appraisal Note)**

S No.	Particulars	Details (Ratio/%)	Ref Page No. in DPR*
i.	Internal Rate of Return (IRR) - with grant - without grant]		
ii.	Avg. Debt Service Coverage Ratio (DSCR)		
iii.	Break Even Point (BEP)		
iv.	Debt-Equity Ratio		

**(e). Other Details:**

Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside agro cluster, including estimated quantities	
Available raw material crop-wise in the catchment area indicating source of data	
Crop matrix for seasonal availability of raw materials indicating source of data	
Estimated turnover of the proposed food processing units covered in the project	
Any other relevant details / documents	

6. No. of farmers expected to be benefited

7. Employment Generation projections

- a. Direct Employment: .....
- b. Indirect Employment : .....

8. Details of renewable/ alternate energy sources including solar energy, if any, proposed to be used for operating the project including inter alia, details of power generation.

**Signature of the authorized representative of PEA**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**The list of the Points / Information to be covered in the EoIs / Proposals**

**1. Profiles of the applicant firm / company**

- 1.1. Names and brief profiles of the proposed promoters of PEA along with their contact details.
- 1.2. Indicate the nature and location of existing operations of the Promoters.
- 1.3. Audited balance sheets for last 3 years and current year audited balance sheet or Chartered Accountant (CA) Certificates that would establish the net worth of each of the promoters / PEA along with supporting documents as mentioned in Para-4 of this Annexure. In case of companies, CA certificates need to be certified by their statutory auditors.
- 1.4. A brief note as to why the promoters are keen to undertake the Agro Processing Cluster, their vision etc.
- 1.5. Any other relevant information that would establish the credentials and suitability of the promoters / PEA in the context of the Scheme.

**2. Profile of the Proposed Project**

- 2.1. Rationale for proposed cluster/location in terms of availability of agricultural produces and marketable surplus, with focus on perishable produces.
- 2.2. Proposed Area and availability of requisite land for establishment of Agro Processing Cluster.
- 2.3. Selection of site needs to be justified in terms of connectivity and availability of basic infrastructure including power, water, approach road etc.
- 2.4. In case of land being available with PEA, proof of possession of land in form of sale deed/lease deed (CLU if applicable).
- 2.5. Details of the proposed core processing facilities and rationale for their selection in terms of availability of raw materials/market and type of food processing units being targeted.
- 2.6. Details of proposed enabling basic infrastructure including requirements of basic utilities like power, water, effluent treatment along with rationale in terms of overall business plan
- 2.7. Details of proposed non-core infrastructure and their justification
- 2.8. Above details for various project components should include area required, estimated capacities and costs for various facilities
- 2.9. Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside agro cluster, including estimated quantities
- 2.10 Estimated turnover of the proposed food processing industry units covered in the project, after successful execution of the project
- 2.11 Estimated direct and indirect employment generation out of implementation of the project, and other impact on the industry and farm produce in the project area such as no. of farmers would be benefited, quantum of agri-horti produce to be handled and also processed per year in the cluster including in the food processing units proposed to be set up in the cluster etc.
- 2.12. Any other related information.

### 3. Project Financials and Business Plan

- 3.1 Summary of estimated cost of each of the eligible components of the project for funding by Government as outlined in the Scheme
- 3.2 Proposed means of finance to fund the project: equity, debt etc
- 3.3 The amount of grant support needed for the project, as per the Scheme
- 3.4 Tie-ups with Financial Institutions/Banks, if any, for funding of the Project
- 3.5 Proposed Business Plan –Estimated revenue sources and assumptions, Estimated operating costs and assumptions, Projected profit and loss statements, balance sheets and cash flows based on these assumptions
- 3.6 Key financial indicators such as IRR, DSCR based on above financial assumptions

### 4. Documents in support of network:

The net worth will be calculated as follows: -

#### **(I). In respect of Pvt. Ltd./ Public Ltd. Companies:**

(a). The net worth will be ascertained based on the paid-up share capital of the company and reserves created out of profits.

(b). Revaluation reserves only in respect of land & building may be considered for ascertaining the net worth, which will be based on circle rates duly supported by circle rate notification and land ownership documents. Such revaluation reserves shall also be reflected in forward going balance sheet of the company.

(c). Share application money would be considered towards calculation of net worth provided the same has been converted into Paid up Capital within stipulated time as per Companies Act but, in any case, it should be converted into paid up capital before submission of the proposal to the Ministry.

(d). A latest provisional balance sheet duly certified by the Statutory Auditor of the Company needs to be submitted for ascertaining the net worth.

(e). In case of Pvt. Ltd./ Public Ltd. Companies where a significant portion of its net worth stands invested in equity shares of unlisted companies or is shown as loans & advances to various parties with nil or negligible income/revenue, then following additional documents would be required to be submitted by the applicant to ascertain the net worth:-

- i. Details of Investments made in unlisted companies by the applicant company.
- ii. Audited Financial Statements (AFS) for the previous year or latest provisional Balance Sheet of the companies wherein the investment has been made.
- iii. Details of loans & advances along with reasons/justification for the same.

- iv. In case it is observed that the equity contribution made by the promoter company has been utilised by the investee company in creating tangible assets/ Capital work in progress in projects which are under execution then such investments in shares would be considered at face value.
- v. However, in case it is observed that the investment by the promoter company is further being reinvested by the investee company in equity shares of unlisted companies or given away as long term/short term advance to individuals/related party/other companies and the investor company has nil/negligible income/ revenue, then no additional clarification shall be asked for and the net worth of such promoter company shall be considered after deducting such investments/loans & advances

(f). In case of newly formed companies (Limited / Pvt. Ltd.), Net-worth of individual promoter(s)/director(s)/ shareholders(s) will be considered to assess the combined net-worth of PEA.

**(II). In respect of Proprietorship/ Partnership firms / NGOs / Cooperatives/ SHGs / LLPs etc.**

The net worth of all entities other than companies will be ascertained on the basis of latest balance sheet of individual proprietor/partner(s) i.e. assets minus all liabilities, duly certified by the Chartered Accountant (CA). Assets include cash, current value of investments, land and building (supported by valuation report at circle rate, circle rate notification and land ownership documents), Bonds, cash value of life insurance, current total balance of savings, current or fixed deposit accounts. The following methodology shall be adopted for determining the net worth:

- a. Net-worth would be sum of the net-worth of the Individual partners and the partnership firm (avoiding duplication of the investment in the partner's capital account of the firm) & the investments of each individual partner towards the partnership firm.
- b. If the applicant is ongoing partnership/proprietorship firm and the applicant has submitted audited balance sheet of such partnership/proprietorship firm, net worth based on the audited balance sheet will be taken into consideration. However, if the net worth as per balance sheet is insufficient then the CA certified statement of Assets and Liabilities of the individual Partners/Proprietors will be taken into consideration provided assets are supported by relevant documents as per the guidelines.
- c. However, since in a partnership/proprietorship firm, liability of partners/proprietors is unlimited, therefore the applicant should submit CA certified "Nil Liability Statement" or Statement of "Assets and Liabilities" of the individual partners/proprietors and the net liabilities based on these statements will be deducted while ascertaining the net worth.

**(III). The aforesaid net worth components need to be supported by relevant documents**

**(IV). Shares of unlisted companies will be considered at face value for net worth and shares of listed companies will be considered based on the average market price of the share for a period of 6 months prior to date of submission of proposal.**

**(V). Assets such as car, jewellery, antiques, gold etc. would not be considered for net worth.**

**(VI). Loans and advances given to group companies/related concerns/individuals will also not be considered towards computation of net worth.**

(VII). In the case of proposed shareholders, if there is cross holding of the net-worth amongst the Members (e.g. both a company as well as the shareholders that company are the proposed shareholders), the net-worth of the company would be considered in full, however, net-worth of the individual would be considered only to the tune after discounting its shareholding in the company which is a proposed shareholder.

(VIII). The applicant(s) will have to give a self-certification regarding the details of the encumbrance of the property submitted by them towards the net worth.



**UNDERTAKING**

I ..... (Name of the Lead Promoter/ Director/ Partner/ Proprietor etc.) son of Mr..... (father's name) resident of ..... (residential address) do hereby solemnly affirm and declare/undertake as under:

1. That I am promoter/ director/ partner/ proprietor of M/s..... (name of applicant) having its Registration no. ....and Registered Office at ..... (office address of applicant).
2. I hereby make application and I am duly authorized in my own right/by management vide its resolution no. ....dated.....to apply and sign all required documents including this undertaking on behalf of company/partnership firm/cooperative society etc. named as .....; and am fully aware of the facts relating to the setting up of Agro-processing Clusters project at Survey/ Plot No....., Village....., Tehsil....., District....., State....., PIN code ..... (location of the main facility) for.....(activities to be undertaken by project) and application is being made to the Ministry of Food Processing Industries (MoFPI) under the Central Sector Scheme for Agro-processing Clusters.
3. That the term and conditions of the above scheme of the MoFPI under which an application is made by the applicant have been properly read and understood by me and I affirm that the project/ proposal comply with all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines.
4. That the proposed activities to be undertaken by the project/proposal are covered under the above scheme of MoFPI and no part of the scheme/infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
5. It is certified that ..... (name of applicant) has obtained / not obtained or applied for grants for the same component / activity of the project from any other Ministry or Department of the Government of India or State Government or their agencies. If obtained / applied for, the details thereof.
6. It is certified that applicant's sister concern (s)/ related company / group company/firms as well as the applicant itself has availed / not availed any financial assistance for a food processing project in the past from MFPI [if availed, the details shall be furnished separately].
7. I also solemnly affirm/undertake that the proposed project components in the application are a completely new activity and not a pre-existing activity or any component thereof.
8. In case of concealment of any facts in this regard, the Ministry would have right to reject/ cancel my application/project out right at any stage.
9. I will meet any shortfall in means of finance due to less admissibility of grant or any future reduction in grant-in-aid or any escalation caused in the cost of the project.

10. I shall not dispose-off or encumber or utilize the assets created wholly or substantially out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in- aid.
11. In case of non-implementation/ delayed implementation of the project the Ministry will have absolute right in cancelling the approval granted and also recall the grant released, if any, along with interest as per the scheme guidelines.
12. In case of failure to operate the project for at least three years after commencement of commercial operation, I shall return the entire grant-in-aid with interest @ 10% per annum.
13. User charges/hiring rates of the facilities created under the project will be disseminated to the public including uploading of the same on the website of the project/ organization. A copy of the same will also be made available to the Ministry.
14. I also undertake that all the information furnished in the application and the DPR with respect to the eligibility conditions, etc. are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

**Signature of the PEA / Lead Promoter**

**CA Certificate Format  
(Letter Head of the CA)**

**CA certificate (With membership No. and firm registration No. of CA) in the following format:-**

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

<b>Sl. No.</b>	<b>Name of the Component/Item</b>	<b>Cost approved by the Ministry</b>	<b>Actual expenditure incurred as on -----</b>
1.	Land/development charges		
2.	Civil works  7. Technical civil works 8. Other civil works		
3.	Plant & Machinery		
4.	Misc. Fixed Assets		
5.	Others		
	<b>TOTAL</b>		

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

<b>Sl. No.</b>	<b>Item</b>	<b>Means of finance approved by the Ministry</b>	<b>Actual expenditure incurred as on -----</b>
1	PEA's Equity		
2	Term Loan		
3	Grant from MoFPI		
4	Unsecured loan*		
5	Others		

\*Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

**Signature and Seal of C.A (Statutory Auditor in case of company)**

**Date:** \_\_\_\_\_

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

Counter signature of promoter/ authorized signatory of PEA with Seal



**Annexure-VI**

**CE Certificate (Civil) Format for Technical Civil Work  
(Letter Head of the CE)**

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

**Name of Project:**

**Location with address:**

**Date of site Visit by Chartered Engineer:**

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

<b>Sl No.</b>	<b>Name of Co mpon ent</b>	<b>Propos ed/ appr aised Ar ea (sqm )</b>	<b>Propos ed/ appr aised C ost (Lak h Rs)</b>	<b>Actu al Ar ea(s qm)</b>	<b>Act ual Cos t(La kh Rs)</b>	<b>Rate/ Unit( Rs/S qm)</b>	<b>Remarks about the status of i mplemen tation</b>	<b>Comments on quality, constr uction standar ds, market rate s</b>
	<b>Total</b>							

**It is certified that the material/ components used in the Technical Civil Work are new.**

**Signature and Seal of C.E.**

Counter signature of promoter/ authorized signatory of PEA with Seal

**CE Certificate (Mechanical) Format for Plant & Machinery  
(Letter Head of the CE)**

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

**Name of project:**

**Location with address:**

**Date of Visit by Chartered Engineer:**

**Project Progress (If project has multiple locations, the location wise details should be submitted in below format for each location)**

Sl. No.	Name of Component	Proposed/ appraised Quantity	Proposed/ appraised Cost (Lakh Rs)	Actual Quantity	Actual Cost (Lakh Rs)		Supplier/ Manufacturer	Status of implementation	Comments on quality, specifications, etc.
					Basic Cost	Taxes, Freight, installation, insurance			
	Component - 1							Such as: <ul style="list-style-type: none"><li>• Ordered</li><li>• Received at site</li><li>• Installation in progress</li><li>• Installed</li><li>• Commissioned</li></ul>	
	Component - 2								
	Component - 3								
	<b>TOTAL</b>								

**It is certified that all the plant and machinery for which grant has been approved are new.**

**Signature and Seal of C.E.**

Counter signature of promoter/ authorized signatory of PEA with Seal

**(Letter Head of the Bank)**

**Certificate**

1. Certified that this bank has appraised the project of M/s.....(Name and Address of the project) for grant as per scheme guidelines of the Ministry of Food Processing Industries and also sanctioned term Loan of Rs. ....lakh.
2. It is further certified that we have released Rs. ....lakh (---% of sanctioned term loan) and Rs.....lakh (1<sup>st</sup>/ 2<sup>nd</sup> Installment of grant-in-aid) to M/s ..... (Name and Address of the project).
3. We have no objection in releasing 1<sup>st</sup>/ 2<sup>nd</sup> (delete whichever not applicable) installment of grant.

Signature with seal  
(Name of authorised signatory)  
(Branch Name)

Counter Signature of promoter/ Authorized  
Signatory of PEA with seal

**SURETY BOND**

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

SIGNED on the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand \_\_\_\_\_

WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries' Sanction Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids 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 and conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aid 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 up to the date of its refund to the Government, unless it is agreed to be carried over.

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

AND These Presents Also Witness that the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors and



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

Signature of AUTHORIZED SIGNATORY  
SIGNED FOR AND ON BEHALF OF  
(Name of the obliger in block letters)  
(seal/ stamp) of Organization)

1. Signature of witness  
Name & Address

2. Signature of witness  
Name & Address

**TO BE FILLED UP BY**  
**THE MINISTRY OF FOOD PROCESSING INDUSTRIES (ACCEPTED)**

For and on behalf of the President of India

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Notary Seal & Signature

Dated: \_\_\_\_\_

**Mandate Form**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) /REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

**BANK ACCOUNT DETAILS:-**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS	
TELEPHONE NUMBER AND EMAIL	
BRANCH'S IFSC CODE	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT:-**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the Ministry of Food Processing Industries responsible.

**Date**

**Signature of Customer**

Certified that the particulars furnished above are correct as per our records.

**(Signature and Seal of Bank / Financial Institution)**

**(Note: Please attach a self-attested photocopy of cheque along with the verification obtained from the bank)**

**Annexure-XI**

**Statement indicating expenditure / utilization of the grant-in-aid released**

Certified that Rs. \_\_\_\_\_ of grant-in-aid sanctioned by the Ministry of Food Processing Industries towards first / second installment of grant-in-aid in favour of \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned.

Signature of Authorized Signatory of PEA with Seal

Date\_\_\_\_\_

Countersigned of Chartered Accountants with CA registration number

**Net-worth Certificate**

This is to certify that networth of Mr./Mrs./Ms. -----  
-----

S/D/W/o Mr./Mrs. -----resident of---  
-----

-----  
-----  
having PAN #-----and Aadhar #-----and having date of birth--  
-----

is Rs. \_\_\_\_\_ lakh (Rupees-----  
-----

lakh only) as on \_\_\_\_\_ as per the computation given hereunder:

Computation of Net Worth as on \_\_\_\_\_

Rs. lakh

Sl. No,	Particulars	List	Sub-total	Grand Total
<b>I</b>	<b>Assets</b>			
A	Fixed Assets (landed properties, other than agricultural land)	A		
B	Other Assets			
a	Value (approx.) of Investments in shares and securities of various outside companies and Family Owned Companies / Business Establishments	B		
b	Investment in Mutual Funds	C		
c	Savings / Investments (Bank / Post Office deposits, Insurance policies, National Pension Scheme, PPF, etc.) (Paid up premium value for insurance policies)	D		
d	Personal Jewelleries (at cost)	E		
e	Personal Vehicles (at cost)	F		
f	Other Assets (specify)			
<b>I</b>	<b>Total Assets (A + B)</b>			

Rs. lakh

Sl. No.	Particulars	List	Sub-total	Grand Total
<b>II</b>	<b>Liabilities</b>			
A	Borrowings from Bank	G		
B	Borrowings from other sources Unsecured loan			
C	Other liabilities (specify)			
<b>II</b>	<b>Total Liabilities</b>			
<b>III</b>	<b>Networth ( I - II )</b>			

#### IV Guarantees (personal) issued

Sl. No.	Guarantee Deed executed with/issued to	Guarantee issued in favour of	Purpose of loan	Amount of loan (Rs. 'lakh)	Date of execution I issue of Guarantee
	<b>Total</b>				

#### V. Adjusted Tangible Networkw [ I - (II + IV) ] (Rs. 'lakh):

It is further certified that computation of Networkw based on my scrutiny of records and documents is true and correct to the best of my knowledge and belief and as per the information provided to my satisfaction.

All the Lists referred above form an integral part of this certificate.

For Chartered Accountants

Seal

Place:

Date:

Proprietor I  
Partner  
Membership  
No.

### Details of Assets and Liabilities

#### List A (Landed properties / other than agricultural lands)

Sl. No.	Nature of property  (commercial plot / commercial building / residential plot / non-agricultural land / apartment / independent house, etc.)	Area  (acre, sq. m.)	Location and Address	Value as per Govt. Circle Rate declared within period of 30 days prior to signing of this certificate  Rs. lakh	Liability, if any, on this property

#### List B (Investments in shares and securities of various outside companies and Family Owned Companies / Firms, etc.)

Sl. No.	Company / Firm	No. of shares / bond held	% shareholding if it is > 10%	Present Value (as on date of signing of this document)
	Listed Companies			
	Unlisted Companies			
	Family Owned Business / Firm			

- Value of shares of unlisted companies to be reckoned at cost
- Value of shares of listed companies to be reckoned at market value as on date of signing of this document

**List C (Investments in Mutual Funds)**

Sl. No.	Name of the Asset Management Company of the Mutual Fund / Firm	Name of the Fund / Scheme	No. of units / shares / bonds held	Present market value of unit / share / bond (as on date of signing of this documents)

**List D (Savings / Investments such as Bank Post Office deposits, Insurance policies, National Pension Scheme, PPF, etc.)**

Sl. No.	Nature of Savings / Investments	Present Value (as on date of signing of this document)

**List E Personal Jewelleries (at cost)**

Gold Ornaments Silver Diamond, etc.	Gold Bullion	Net Weight	Valued at cost

**List F Personal Vehicles (at cost)**

Type, Brand, Make of Vehicle	Date of Purchase	Valued at cost

**List G Borrowings from Banks**

Bank, Branch, IFS Code	Purpose (Education, housing, vehicle, business, etc.)	Loan amount sanctioned	Loan repayment period	Outstanding Balance as on date of signing of this document

## State-wise ceiling limit out of 100 Agro Processing Clusters (APC)

Sl. No.	State	No. slots allotted as per scheme guidelines dated 07.07.2017	Revised No. slots Allotted (IMAC dated 05.03.2019)
1	Andhra Pradesh	5	5
2	Arunachal Pradesh	1	1
3	Assam	2	2
4	Bihar	5	5
5	Chhattisgarh	2	2
6	Goa	1	1
7	Gujarat	5	5
8	Haryana	4	5
9	Himachal Pradesh	1	1
10	Jammu & Kashmir	1	1
11	Jharkhand	2	2
12	Karnataka	5	5
13	Kerala	2	2
14	Madhya Pradesh	6	6
15	Maharashtra	6	8
16	Manipur	1	1
17	Meghalaya	1	1
18	Mizoram	1	1
19	Nagaland	1	1
20	Orissa	3	3
21	Punjab	5	5
22	Rajasthan	5	5
23	Sikkim	1	1
24	Tamil Nadu	5	5
25	Telangana	2	2
26	Tripura	1	1
27	Uttar Pradesh	12	12
28	Uttarakhand	1	1
29	West Bengal	6	6
30	A & N Islands	1	4
31	Chandigarh	1	
32	D & N Haveli	1	
33	Delhi	1	
34	Daman & Diu	1	
35	Lakshadweep	1	
36	Pondicherry	1	
	<b>Total</b>	<b>100</b>	<b>100</b>