

# Guidelines for Implementation of State Mission on Food Processing (SMFP)



Government of Himachal Pradesh  
Department of Industries,  
Udyog Bhawan, Bemloe, Shimla

Website: [www.himachal.nic.in](http://www.himachal.nic.in)

# State Mission on Food Processing (SMFP) Himachal Pradesh

## Department of Industries Guidelines for implementation of State Mission on Food Processing (SMFP)

### **1. Introduction:**

Ministry of Food Processing Industries (MFPI) had launched a new Centrally Sponsored Scheme (CSS)- National Mission on Food Processing (NMFP) during the 12<sup>th</sup> Plan (2012-13) for implementation through states/ UTs. Further, the Govt. of India have approved continuation of the Mission during the remainder of 12<sup>th</sup> Five Year Plan (2013-17). The basic objective of NMFP is decentralization of implementation of Ministry's schemes, which will lead to substantial participation of State governments/ UTs. The NMFP contemplates establishment of a National Mission as well as corresponding Missions in the State and District level. NMFP is likely improve significantly the Ministry's outreach in terms of planning supervision and monitoring of various schemes. This scheme has been delinked from Central Assistance and would be now continued by the State Government from 2015-16 onwards.

### **2. Objectives:**

- i. To promote facilities for post- harvest operations including setting up of food processing industries.
- ii. To undertake decentralization of the schemes so far operated by the Ministry of Food Processing Industries (MoFPI) in order to take into account the requirements suitable to the local needs.
- iii. To augment the capacity of food processors working to upscale their operations through capital infusion, technology transfer, skill Up gradation and handholding support.
- iv. To support established self –help groups working in food processing sector to facilitate them to achieve SME status.
- v. Capacity development and skill upgradation through institutional training to ensure sustainable employment opportunities to the people and also to reduce the gap in requirement and availability of skilled manpower in food processing sector.
- vi. To raise the standards of food safety and hygiene in order to meet the norms setup by FSSAI
- vii. To facilitate food processing industries to adopt HACCP and ISO certification norms.
- viii. To augment farm gate infrastructure , supply chain logistics, storage and processing capacity

- ix. To provide better support system to organized food processing sector.

### **3. Structure of State Level:**

#### **3.1 State Level Empowered Committee (SLEC)**

**3.1.1** To carry out administration of the State Food Processing Mission, a State Level Empowered Committee (SLEC) has already been constituted by the State Government under the Chairmanship of the Addl. Chief Secretary (Inds) / Pr. Secretary (Inds.) having representatives from other concerned Departments **Annexure-I**. The Director of Industries has been appointed by the State Government as Mission Director. He is responsible for implementation and monitoring of SMFP.

**3.1.2** Industries Department will act as Mission Directorate for State Food Processing Mission.

### **4. Funding Pattern of SMFP:**

This scheme will be implemented as a 100% State sponsored scheme throughout the State.

### **5. Schemes to be implemented under the Mission:-**

5.1.1. The Major Programmes /schemes to be implemented under SMFP :

- (i) Scheme for Technology up-gradation/ Establishment / Modernization of Food Processing Industries .
- (ii) Scheme for Cold Chain, Value Addition and Preservation Infrastructure for Non-Horticultural Products.
- (iii) Scheme for Promotional Activities.
  - (a) Organizing Seminar/ Workshops
  - (b) Conducting Studies/ Surveys
  - (c) Support to Exhibitions/ Fairs
  - (d) Advertisement & Publicity
- (iv) Scheme for Creating Primary Processing Centers/ Collection centers in Rural areas
- (v) Modernization of Meat Shops
- (vi) Reefer Vehicles.

### **6. Scheme-wise allocation of funds:**

State Level Empowered Committee (SLEC) will be the competent authority to decide interse allocation of funds amongst the above schemes. However, not more than 5% and 10% of the allocation will be utilized for Promotional Activities and Human Resources Development schemes respectively. SLEC may allocate resources to the other schemes as per local requirements in the State.

### **7. Administrative Expenses for implementation of SMFP:**

Mission Directorate may utilize 5% of the actual expenditure incurred in a financial years under SMFP for meeting the administrative expense towards supporting the State Missions for implementation of SMFP. However, the same may not be utilized for purchase of vehicles.

#### **8. Procedure for approval :**

- 8.1. The SLEC may decide the level competent to accord project specific approvals under all the schemes of the Mission. SLEC may also decide the modalities, including delegation of sanction powers under the schemes to sub committees/ officers, including the scrutiny of individual proposals and release of funds. SLEC may periodically monitor, review and evaluate the implementation of SMFP in the State.
  
- 8.2. State Mission Directorate would ensure identification of beneficiaries in the various schemes of SMFP. They will also ensure physical verification of the projects assisted, concurrent evaluation as well as submission of monthly progress reports to the State Govt. in soft and hard copies in the prescribed reporting format (**Annexure-XIII**).

#### **9. Recall of Grant:**

SLEC will have the authority to re-call the grant **as arrears of land revenue**, in case of mis-utilization of grants by the applicants.:

- (a) If the project is not completed in time even within the approved/ extended project period.
  - (b) If the grant released is utilized for the purpose other than the approved components/ activities.
  - (c) If the institute/ organization becomes non-functional or said activity/ organization is closed before 3 years of release of final installment.
- 10.** Convergence with other schemes of State Government benefit under the scheme can be given only under one scheme of the State Government /Central Government.

Government of Himachal Pradesh  
Department of Industries

26/16  
27/6/12

File No. Ind-A (F) 19-29/2007-I

Dated. 28-5-2012

**NOTIFICATION**

The Governor, Himachal Pradesh is pleased to constitute State Level Executive Committee (SLEC) for the implementation of the proposed New Centrally Sponsored Scheme National Mission on Food Processing (NMFP) in the State consisting of the following with immediate effect:-

**State Level Empowered Committee**

1.	ACS/Pr. Secretary (Inds) in the GoHP.	Chairman
2.	Pr. Secretary (Revenue) to the GoHP.	Member
3.	Pr. Secretary (Horticulture) to the GoHP.	Member
4.	Pr. Secretary (UD) to the GoHP.	Member
5.	Pr. Secretary (P. Raj & RD) to the GoHP.	Member
6.	Pr. Secretary (Agriculture) to the GoHP.	Member
7.	Pr. Secretary (S&T) to the GoHP.	Member
8.	Member Secretary, HP, Pollution Control	Member
9.	Sr. Industrial Advisor Directorate of (Inds)	Member
10.	Director (Agriculture), HP.	Member
11.	Director (Horticulture), HP.	Member
12.	Director (Animal Husbandry), HP.	Member
13.	Director (Health), HP.	Member
14.	Director, University (Nauni)	Member
15.	Chief Engineer (I&PH)	Member
16.	Director Research CSK Palampur	Member
17.	Chief Engineer HPSEB Ltd.	Member
18.	Two Members to be nominated by the State	Member
19.	One Representative of MFP, GOI	Member
20.	GOI Zonal Manager UCO Bank, Shimla	Member
21.	Mission Director (Director Industries)	Member Secretary

The above Committee will discharge the following functions:-

1. To decide inter component allocation of the resources to be Allocated for the schemes to be implemented under Food Processing Mission.

2. To decide the level competent to accord project specific Approval.
3. To regularly monitor progress of implementation of the NMFP.
4. To sanction and clear the cases/proposals received under the New Scheme on NMFP.

By Order

Pr. Secretary (Inds) to the  
Government of Himachal Pradesh.

Encl. No. As above. Dated Shimla-171002 28-5-2012  
Copy forwarded to the following for information and necessary  
action-

1. All Members of the above Committee
2. All Administrative Secretaries to the Govt of Himachal Pradesh.
3. Director, Government of India, Ministry of Food Processing Industries, New Delhi.
4. Director of Industries, Himachal Pradesh.

*Roche*  
Special Secretary (Inds) to the  
Government of Himachal Pradesh

**State Mission on Food Processing (SMFP)  
Government of Himachal Pradesh**

**ANNEXURE-II**

**Utilization Certificate**

**PROFORMA AS PER GFR 19-A  
(SEE GF RULE 212 (I))**

Sr. No.	Letter No. & Date	Amount

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

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

Kinds of checks exercised:

- 1.
- 2.
- 3.

Signature \_\_\_\_\_

Name & seal of Mission Director (SMFP), H.P

Date \_\_\_\_\_

Counter signature by Financial Authority of the State Govt.
---

**\*Utilization means payment to ultimate beneficiary.**

## **2. Guidelines for Implementation of Schemes of Technology Upgradation/ Establishment / Modernization of Food Processing Industries under SMFP.**

### **1. Objectives:**

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

### **2. Eligible sectors:**

Food processing sectors like fruits & vegetables, milk/ meat/poultry/fish products, cereal/ other consumer food products, rice/flour/pulse/ oil milling and such other agri/horti/sectors including food flavours, colours, oleoresins, spices, coconut, mushrooms, wines and hops will be covered under the scheme. The activities of aerated water, packaged drinking water and soft drinks will not be considered for financial assistance under the Scheme.

### **3. Eligible organizations:**

All implementing agencies/ organizations such as Govt. /Pus/ Joint Ventures / NGOs/ Cooperatives/ SHG's/ Private Sector/ Individuals engaged in establishment/ up- gradation/ modernization of food processing units would be eligible for financial assistance under the scheme.

### **4. Pattern of assistance:**

The scheme envisages financial assistance to food processing units in the form of grant-in-aid:

- 33.33% of the cost of Plant & machinery and technical civil works, subject to a maximum of Rs. 75 lakhs throughout the State.

### **5. Eligible /Ineligible components:**

#### **5.1. Ineligible items of civil works:**

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

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

## **5.2. Ineligible list of plant and machinery:**

- (i) Fuel, consumables, spares and stores
- (ii) Electrical fixtures not mounted on the machine.
- (iii) Computers and allied office furniture
- (iv) Transport vehicles
- (v) Erection, installation and Commissioning charges
- (vi) Second hand/ old machines/ refurbished machinery
- (vii) All types of service charges, carriage and freight charges
- (viii) Expenditure on painting of machinery
- (ix) Closed Circuit TV Camera and related equipment
- (x) Consultancy Fee
- (xi) Stationery items.

## **6. Receipt of applications:**

State Mission Directorate of SMFP may assess the load of applications to be received by them and accordingly, decide with the approval of SLEC, modus operandi of receipt of applications directly or through banks/ financial Institutions/ e-portal etc. In case the applicant does not propose to avail any term loan, proposals are compulsorily required to be appraised by any nationalized bank/ financial institutions. SLEC may decide the financial institutions which can appraise such projects.

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

Applicants seeking financial assistance are required to submit their applications to the designated authority/ State Mission Directorate of SMFP. Applicants must submit their applications at least 2 months before the date of start of Commercial production in prescribed format (**Annexure -III**)\* along with the enclosures/ documents.

## **8\*. Release of grant:**

State Level Empowered Committee(SLEC) of SMFP may decide whether to release grants-in-aid at one go or in installments on case to case basis, subject to fulfillment of all terms & conditions prescribed in the guidelines, provided the project has been commissioned fully by the time the grant-in aid is considered for release.

However this will not be applicable, if the eligible grants-in-aid is more than Rs. 50.00 lakhs under schemes of SMFP {such as TUS(NER), Cold Chain, primary processing/collection centres, degree/diploma of HRD}

### **8.1 Release of 1<sup>st</sup> installment:**

In case of release of amount in two installments the first installment of grant 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 the firm:

**\*As amended by Govt. of India vide letter F.No.MFPI/NMFP/Guidelines/2013-17 dated 22.05.2014.**

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

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

## **8.2 Release of 2nd Installment:**

In case where grant is to be released in one installment or two installments, the grant would be released only after confirming the commencement of commercial production through physical verification by the State Mission Directorate of SMFP and submission of documents specified below by the firm, utilization of first installment of the grant, 100% of Terms Loan as well as 100% of Promoter's contribution:

- (i) Utilization Certificate:-** as per GFR 19A, Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company **(Appendix-D)\*\*.**
- (ii) Chartered Accountant Certificate:** Actual expenditure incurred on the project showing the means of finances and 100% utilization of Promoters contribution, 100% of Term loan and 1<sup>st</sup> installment of released grant **(Appendix-C)\*\***
- (iii) Bank Certificate:** Certifying that they have released 100% of term loan and 1<sup>st</sup> installment of grant released by the States/UTs. They have no objection in releasing 2<sup>nd</sup> installment of grant being released by States/ UTs **(Appendix-V)\*.**

**Note:- \* Annexure are scheme specific**

**\*\* Appendixes are common for all schemes**

- (iv) **Chartered Engineer Certificates:** certifying the Item wise and cost wise details of Technical civil works envisages duly certified by Chartered Engineer (Civil) and Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).

**9. Documents required:**

- (i) Application in the prescribed format (**Annexure-III**)
- (ii) Detailed Project Report (DPR)
- (iii)\* Sanction letter of term loan from bank / financial institution. Sanction of term loan of atleast 10% of the project cost from bank/financial institutions is mandatory.
- (iv) Appraisal report from Bank/Financial Institution
- v) Certificate of incorporation/ registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- vi) Bio-data/background of the office bearers/ promoters of the organization.
- (vii) Annual reports an Audited Statement of Accounts of last three years, in case of expansion/ upgradation proposals/ cases.
- viii) Blue Print of the building plan.
- ix) Notarized English version of land document (in case it is in any of the regional languages)
- x) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil).
- xi) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical).
- xii) Quotations from the suppliers of Plant & Machinery and equipments etc. required for the projects.
- xiii) Marketing strategy
- xiv) Process Flow diagram
- xv) SSI/ IEM registration etc.
- xvi) Implementation schedule indicating (a) date of acquiring land (b) date of start of construction of building (c ) date of completion of building (d) date of placing order for plant & machinery (e) date of installation/ erection (f) date of trial production/ running and (g) date of commercial production / running.
- xvii) Affidavit as per Appendix B
  - (a) Organization's sister concern (s) / related company/ group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from the Ministry of Food Processing Industries (MoFPI) or not, if yes, the details thereof.

**\*As amended by Govt. of India vide letter F.No.MFPI/NMFP/Guidelines/2013-17 dated 22.05.2014.**

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

**10. Implementation and monitoring of the projects sanctioned:**

The implementation schedule for the projects would be about 12 months from the date of the issue of approval letter.

State Mission Directorate (SMD) of SMFP will develop a mechanism to verify the project at every stage to assess the performance. State Mission Directorate may also devise evaluation, monitoring and reporting procedures.

**11. State specific sectorial focus:**

SLEC may decide whether the State will have any focus areas for selection of sector under the scheme.

**State Mission on Food Processing (SMFP)  
Government of Himachal Pradesh**

**Annexure-III**

**Application Form for Scheme of Technology Up-gradation/ Establishment / Modernization of Food Processing Industries.**

S r . No.	Particulars	Details
<b>A. Promoters</b>		
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2	Type of organization like Govt. Institution/ Organization, Industry Association, University, NGO, Co-operative, others etc.	
3	Background/ credentials of applicant organization	
4	Financial status	
5	Existing Industry if any	
<b>B. Project Description</b>		
6	Name of the project	
7	Location ./ Area of the project	
8	Products / By Products	
9	Process with complete flow chart	
10	Technology (Indigenous / imported)	
11	Capacity of the Plant //Unit	
12	In case of expansion/ modernization of existing facilities/ unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilization).	
<b>C. Project Cost (Indicating proposed cost, appraised cost separately)</b>		
13	Capital Investment (Fixed Capital) i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	
14	Plant & Machinery (Indigenous) (Capacity/ Specification/Cost)	

15	Imported Machinery (Capacity /Specification/ Cost)	
16	Pre-operative expenses	
17	Working Capital	
18	Raw Material/ Packaging (Source /Quantity/Cost)	
19	Labour (Quantity/Cost)	
20	Effluent Disposal (Method/ Machinery/Cost)	
<b>D. Means of Finance (indicating proposed &amp; appraised means of finance, separately)</b>		
21	Means of Financing :  a) Equity Promoter/Foreign/Other) b) Loan (Term / working capital) c) Grant in aid under SMFP d) Other sources.  <b>TOTAL</b>	
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 above benchmark to be given separately- existing as well as projected.	
24	In case of expansion/ modernization proposal Audited Balance sheet of last three years to be enclosed.	
<b>E. Marketing</b>		
25	Marketing  a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm /backward linkages e) Forward market linkages	
<b>F. Implement schedule</b>		

26	Item of work	Date of implementation (Bar charts/Milestone charts may be enclosed)	
<b>G. Personnel</b>			
27	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.		
<b>H. Employment General-Direct/Indirect</b>			
28	a) Direct b) Indirect		

Signature  
Name and Designation  
Seal of the Organization

Date:  
Place:  
Encls: List of documents attached.

**State Mission on Food Processing (SMFP)  
Government of Himachal Pradesh**

**Annexure-IV**

**(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 grant as per guidelines of this 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 1<sup>st</sup> installment of grant if sanctioned by the State Govt.

(Signature)  
(Name)  
(Branch Manger)  
(Branch IFSC Code)

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

---

**Annexure-V**

**(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 1<sup>st</sup> Installment of grant of Rs. \_\_\_ lakh released by the State Mission Directorate vide which has been credited in account number \_\_\_\_\_ of the firm.
2. We have no objection in releasing 2<sup>nd</sup> installment of grant if sanctioned by the State Govt.

(Signature)  
(Name)  
(Branch Manger)  
(Branch IFSC Code)

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

### **3. Guidelines for the scheme of Cold Chain, Value Addition and Preservation Infrastructure (for non-horticultural products) under SMFP:**

#### **1. Objectives:**

The objective of the scheme is to provide integrated cold chain and preservation infrastructure facilities from the farm gate to the consumer or from the production site to the market. Pre-cooling facilities at production sites, reefer vans and mobile cooling vans can be assisted under the scheme. This Scheme may also help to link groups of producers to the processors and markets through well equipped supply chain.

#### **2. Components of the scheme:**

2.1. The scheme of cold chain, value addition and preservation infrastructure will have the following components:

- (a) Minimal Processing Centre at the farm level which will have facilities for weighing, sorting, grading, packing, pre-cooling, chilling, cold storage and individually quick freezing (IQF).
- (b) Mobile cooling trucks and reefer trucks as may be suitable for transport of non horticulture produce.
- (c) Distribution hubs with multi product cold storage /variable chilling/ freezing chambers, packing facility, IQF and Blast/ Plate freezing etc.
- (d) Irradiation facility

2.2. Irradiation facilities may also cover warehousing, cold storage facilities etc. for storage of raw material and finished products for efficient utilization of the facility.

2.3. To avail financial assistance, any two of the components, from (a) , (b) or (c ) above will have to be set u by the promotes. Irradiation facility can be set up as standalone for the purpose of availing grant.

#### **3. Eligible Sectors:**

Following sectors may be covered under the scheme:

- (a) Dairy-All milk and milk products, etc.
- (b) Meat- All meat and meat products etc.
- (c) Aquaculture and marine products like Prawns, Seafood, Fish, and their processed products etc.
- (d) Any other non-horticultural food products requiring integrated cold chain.

#### **4. Eligible Organizations:**

Integrated cold chain and preservation infrastructure may be set up by individuals or groups of entrepreneurs interested in supply chain management, organizations such as Govt. /PSUs/Joint Ventures/ NGOs/Cooperatives/ SHG's/private Sector Companies and Corporations etc.

## **5. Eligibility Conditions:**

- 5.1. The applicant should have should have financial back ground. The net worth of the applicant(s) should be more than 1.5 times of the grant applied for.
- 5.2. The project proposals are required to be duly appraised by the bank/financial institutions and avail term loan. The term loan will not be less than 25% of the project cost.
- 5.3. Project Appraisal Report from Bank/Financial Institution must contain all the project components for which grant is sought.
- 5.4. Date of commercial production should not be prior to the date of submission of application.
- 5.5. Any two of the project components, from (a), (b), (c ) mentioned in para 2 above will have to be set up by the applicant(s). Irradiation facility can be set up as stand alone for the purpose of availing grant.
- 5.6. No second proposal from the same applicant/ company.

## **6. Ineligible components:**

### **6.1. The following items of civil works will not be considered for grant –in-aid (the list is only indicative and not exhaustive):**

- (i) Compound Wall
- (ii) Approach Road/ Internal Roads
- (iii) Cost of land and its development
- (iv) Any residential building or rest room/ guest house
- (v) Canteen
- (vi) Labour Rest Room and quarters for works
- (vii) Security/ Guard Rood or enclosure
- (viii) Consultancy fee, taxes etc
- (ix) Non technical civil works not directly related to cold chain or storage infrastructure.

### **6.2. The following items of plant and machinery will not be considered for grant –in-aid (The list is only indicative and no exhaustive):**

- (i) Margin money, working capital and contingencies
- (ii) Fuel , consumables, spares and stores
- (iii) Computers and allied office furniture
- (iv) Transport vehicles other than the Reefer trucks/vans/ refrigerated carrier/insulated milk tankers
- (v) Second hand/old machines
- (vi) All types of service charges, carriage and freight charges
- (vii) Closed Circuit, TV Camera and security system related equipment
- (viii) Consultancy Fee, Taxes, Freights etc.
- (ix) Stationery items
- (x) Plant & machinery not directly related to cold chain or storage infrastructure.

## 7. Financial assistance

### 7.1. Throughout the State

- a) **Grant-in-aid:** Grant-in-aid @ 50% of the bank appraised project cost or 50% of actual investment on building, Plant & Machinery whichever is less subject to a maximum of Rs. 5 Crore per project. The cost of land and pre-operative expenses and any component other than cost of building and plant & machinery will not be eligible for the purpose of calculation of grant-in-aid.
- b) **Interest subsidy:** The interest subvention will be for a period of 7 years from the date of completion of the project and commencement of commercial production as certified by concerned GM, DIC/MS,SWCA. Every year the interest subsidy @ 7% will be paid to the Bank/FI directly against the term loan sanctioned and availed by it, subject to a maximum of Rs. 25.00 lakhs per year.

### 7.2. Renewable Energy based pilot cold chain projects:

Grant in aid @ 90% of the bank appraised cost including the cost towards setting up of the solar power plant, subject to a maximum of Rs. 5 cores. There will be no component of interest subsidy.

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

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

## 9. Documents required (The list is only indicative):

- (i) Application in the prescribed format (**Annexure-VI**)
- (ii) Detailed project report
- (iii) Sanction of term loan of atleast 10% of the project cost from bank/financial institutions is mandatory.
- (iv) Appraisal report from Bank/Financial Institution
- (v) Certificate of incorporation/ registration of the organization, Memorandum and Articles of Association and Bye laws of the society (if applicable)/ partnership deed etc.
- (vi) Bio-data/background of the office bearers/ promoters of the organization .
- (vii) Annual reports and Audited Statement of Accounts of last three years, in case of expansion proposals/ cases.
- (viii) Blue Print of the building Plan
- (ix) Notarized English version of land document (in case it is in any of the regional languages)
- (x) Item wise and cost wise details of civil works envisaged duly certified by Chartered Engineer (civil).

- (xi) Item wise and cost wise details of plant & machinery envisaged duly certified by Chartered Engineer (mechanical).
- (xii) Quotation from the suppliers of plant & machinery and equipments etc. required for the project
- (xiii) Marketing strategy
- (xiv) Process flow diagram
- (xv) Manufacturing permissions such as SSI/IEM registration etc.
- (xvi) Implementation schedule indicating (a) date of acquiring land (b) date of start of construction of building (c) date of completion of building (d) date for placing order for plant & machinery (e) date of installation/ erection (f) date of trial production/ running and (g) date of commercial production/ running.
- (xvii) In case of irradiation facility, the following documents are required to be furnished:
  - a. Authenticated copy of the letter from BARC/BRIT that technology is approved for intended process/ products.
  - b. Technical agreement with BARC/BRIT for installation & operationalization of plant.
  - c. Details of technical personnel/expertise by implementing agency showing the competence to run the operations
- (xviii) An affidavit duly executed on non-judicial stamp paper of Rs. 100/- or more duly notarized by Notary Public affirming
  - a. That organization's sister concern(s) related company/ group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from MFPI or not. If yes, the details thereof.
  - b. That the organization has not obtained/ applied for or will not obtain any grant/ subsidy from any Ministry/ Department of Central Govt./GOI organization/ agencies for the same purpose/ activity/ same components.

#### **10. Release of 1<sup>st</sup> installment:**

**Release of Grant:** The grant –in-aid amount will be released in three installments after the beneficiary has spent his share as per the following schedule.

**10.1. Release of 1<sup>st</sup> installment:** 1<sup>st</sup> installment of 25% of the total grant under the scheme will be released after ensuring that 25% of the promoters contribution and 25% of the term loan has been spent on the project. The applicant will have to submit the following documents along with the request for the 1<sup>st</sup> installment.

- (i) **Duly notarized surety bond-** To be executed by the beneficiary company on Non judicial stamp paper of not less than Rs. 100/- (Appendix-A)
- (ii) **Duly notarized Affidavit-** To be executed by the beneficiary company on Non judicial stamp paper of not less than Rs. 100/- (Appendix-B)

- (iii) **Bank certificate-** certifying that they have released 25% of term loan and have no objection on release of 1<sup>st</sup> installment of grant being provided by state /UTs (**Annexure-VII**)
  - (iv) **Chartered Account Certificate-** Actual expenditure incurred on the project showing the means of finances and 25% utilization of Promoters contribution 25% of Terms loan (Appendix-C)
  - (v) Invoices/ receipts from the suppliers/vendors
  - (vi) Certificate of the Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality
  - (vii) Certificate of the Chartered Engineer (Mechanical) for plant & machinery indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality
  - (viii) Compliance of conditions imposed in the approval letter of the grant-in-aid , if any.
  - (ix) Site inspection to ascertain the physical progress of the project.
- Based on the above documents, the competent authority as designated by SLEC would arrive at the eligible amount of grant after proper financial scrutiny and release 25% of the eligible amount as 1<sup>st</sup> installment.

#### 10.2. Release of 2<sup>nd</sup> installment:

The second installment of 50% of the total grant may be released by the competent authority based on submission of the documents specified below by the unit on utilization of the first installment of the grant released and also the utilization of 75% of the term loan and 75% of the promoter's contribution.

- (i) **Utilization certificate-**Duly certified by the C.A and countersigned by the Bank and promoter of the beneficiary company (**Appendix-D**)
- (ii) **Bank Certificate-** certifying that they have released 75% of term loan and 1<sup>st</sup> installment of grant released by the States/ UTs. They have no objection in releasing 2<sup>nd</sup> installment of grant being released by States/UTs (**Annexure-VII**).
- (iii) **Chartered Accountant Certificate-** Actual expenditure incurred on the project showing the means of finances and 75% mutilation of promoters contribution, 75% of term loan and 1<sup>st</sup> installment of released grant (**Appendix-C**)
- (iv) **Certificate of the Chartered Engineer (Civil)** for technical civil works indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality.
- (v) **Certificate of the Chartered Engineer (Mech.)** for plant & machinery indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality

- (vi) Compliance of conditions imposed at the time of release of 1<sup>st</sup> installment of grant, if any. Site inspection to ascertain the physical progress of the project.

### 10.3. Release of 3<sup>rd</sup> installment:

The third and final installment of the grant may be released by the competent authority based on submission of the documents specified below by the unit the first and second installment of the grant released and also the utilization of 100% of term loan and 100% of promoter's contribution.

- (i) **Utilization certificate-** Duly certified by the CA and countersigned by the Bank and promoter of the beneficiary company (**Appendix-D**)
- (ii) **Bank Certificate-** certifying that they have released 100% of term loan and 2<sup>nd</sup> installment of grant released by the States/ UTs. They have no objection in releasing 3<sup>rd</sup> installment of grant released by the Sates/UTs (**Annexure-VII**).
- (iii) **Chartered Accountant Certificate-** Actual expenditure incurred on the project showing the means of finances and 100% of term loan and 2<sup>nd</sup> installment of released grant (**Appendix-C**)
- (iv) Certificate of the Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- (v) Certificate of the Chartered Engineer (Mechanical) for plant & machinery indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality
- (vi) Compliance of conditions imposed at the time of release of 2<sup>nd</sup> installment of grant, if any
- (vii) Site Inspection to ascertain the completion of the project and start of commercial production.
- (v) Before release of 3<sup>rd</sup> & final installment of grant –in-aid eligible grant-in-aid for the project will be re-calculated based on the proposed/ appraised /actual cost, whichever is less, for the already approved items and released accordingly.

### 11. Implementation and Monitoring of the Project:

- (i) The implementation schedule for the project would be about 18 months from the date of the issue of approval letter unless extended by SLEC for the reasons to be recorded in writing.
- (ii) State Mission Directorate (SMD) of NMFP, will develop a mechanism to verify the project at every stage to assess the performance.
- (iii) State Mission Directorate may engage project management consultants/ project management Agency (PMA), if so decided by SLEC for devising the model project, inviting expression of interest, project evaluation, assisting state government in release of grant and for monitoring and reporting. The selection of the project management consultants/ PMA will be carried out through open transparent bidding process.



**State Mission of Food Processing**

**Government of Himachal Pradesh**

**Annexure-VI**

**Application Form for the Scheme of Cold chain, value addition and Preservation  
Infrastructure (Non Horti. products)**

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

14	Plant & Machinery (Indigenous)(Capacity/Specification/Cost)	
15	Imported Machinery (Capacity/Specification/Cost)	
16	Pre-operative expenses	
17	Working Capital	
18	Raw Material/Packaging (Source/Quantity/Cost)	
19	Labour (Quantity/Cost)	
20	Effluent Disposal (Method/Machinery/Cost)	
<b>D. Means of finance (indicating proposed &amp; appraised means of finance, separately)</b>		
21	<ul style="list-style-type: none"> <li>a) Equity (Promoter/Foreign/Other)</li> <li>b) Loan (Term /working capital)</li> <li>c) Assistance from other sources</li> <li>d) Fund requirement under SMFP</li> </ul>	
22	<b>Financial Benchmarks</b> <ul style="list-style-type: none"> <li>a) Cash Flow</li> <li>b) Break Even Point</li> <li>c) Internal Rate of Return</li> <li>d) Debt Equity Ration</li> <li>e) Debt Service Coverage Ratio</li> </ul>	
23	In case of expansion/modernization all the above benchmarks to be given separately- existing as well as projected	
<b>E. Marketing</b>		
24	Marketing <ul style="list-style-type: none"> <li>a) Existing market</li> <li>b) Future Demand</li> <li>c) Marketing Strategy</li> <li>d) Linkage to farm/backward linkages</li> <li>e) Forward market linkages</li> </ul>	
<b>F. Implementation schedule:</b>		
25	Item of work	Date of implementation (Bar charts/Milestone Charts or PERT/CPM may be enclosed)
<b>G. Personnel</b>		
26	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc) required & available	
<b>H. Employment Generation- Direct/Indirect</b>		

27	a) Direct (Male & Female Separately) b) Indirect (Male & Female Separately)	
----	--	--

<p data-bbox="970 383 1342 495"><b>Signature</b> <b>Name and Designation</b> <b>Seal of the organization</b></p> <p data-bbox="201 533 300 607"><b>Date:</b> <b>Place:</b></p> <p data-bbox="201 645 727 678"><b>Ecnls: List of documents attached</b></p>
--

**State Mission on Food Processing  
Government of Himachal Pradesh**

**Annexure –VII**

**(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 grant 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 (\_\_\_\_\_ % of  
sanctioned term loan) to M/s \_\_\_\_\_ (Name and address of the  
organization).
3. We have no objection in releasing 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> (delete whichever not applicable)  
installment of grant if sanctioned by the State Govt.

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

State Mission Director  
State Mission on Food Processing (SMFC)  
Himachal Pradesh.

## 4. GUIDELINES FOR IMPLEMENTATION OF SCHEME OF PROMOTIONAL ACTIVITIES UNDER SMFP

### 1. Objectives:

The scheme of promotional activities aims at development of the Food Processing sector by creating awareness , disseminate information regarding food processing Industries, familiarizing the existing and prospective entrepreneurs with modern techniques of production and packaging development of market and popularization of products, attracting investments and participation in Nation exhibitions/ fairs .The scheme also aims at assessing food processing potential as well as impact of the scheme/ policies etc. and exposure of the sector through study tours. The scheme has the following four components:

- (i) Seminars/ Workshop
- (ii) Studies/ Surveys
- (iii) Exhibitions/ Fairs
- (iv) Study Tours

### 2.0. Seminars/ Workshops:

#### 2.1 Objectives:

- i) To create awareness
- ii) To disseminate information
- iii) To attract investments
- iv) And, focus attention on the development of Food Processing Industries.

#### 2.2 Eligibility:

Government / Autonomous / Statutory Bodies/ Academic Institutions/ Bodies, Cooperative Societies, Industry Associations, Private Bodies , SHGs, NGOs etc. are eligible to seek assistance for organizing conference / seminars/ workshops etc. The event must benefit the food processing sector in the State.

#### 2.3 Receipt of applications:

Applicants may apply for organizing Conferences/ Seminars/ Workshops with required/ necessary documents as per prescribed format (**Annexure-VIII**) to the State Mission Directorate of SMFP normally 3 months in advance from the date of the event.

#### 2.4 Pattern of assistance :

For organizing the conferences / seminars/ workshops, applicants will be eligible for a financial assistance upto 50% of the cost, subject to a maximum of Rs. 4.00 lakhs . When the State Mission Directorate of SMFP sponsors / co-sponsors such events, there would be no financial ceilings.

#### 2.5 Release of Grant: Grant will be released in two equal installments of 50% each.

**2.5.1 Release of first installment:** 50% of the grant will be released on submission of the following information/ documents.

- I. Confirmed date and venue of the event/ programme
- II. Indication of sources of funding and item wise estimated expenditure

- III. Surety Bond (notarized) on a non judicial stamp paper of Rs. 100/- or above in the prescribed format (except Govt. organizations).
- IV. A certificate/ confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State Mission Directorate of SMFP/ Ministry of Food Processing Industries.
- V. An affidavit to the effect that the organization has not availed/ applied for/ will not avail grant/ subsidy from the state Govt. or Govt. of India for the same purpose/ activity under the provisions of GFR 209 (1) in the prescribed format.

### **2.5.2 Release of Second installment :**

The remaining 50% grant will be released on receipt of complete post event details alongwith the following information/ documents:

- i) Event report and proceedings of the event.
- ii) Copies / cutting of advertisements / publicity done
- iii) List of participants
- iv) List of resource persons with topics/ presentations made by them
- v) Suggestions/ Queries of participants
- vi) Details of sources of income and items of expenditure duly audited by a Chartered accountant (CA)
- vii) Outcome of the event / recommendations
- viii) Follow up action taken / to be taken
- ix) UC for the first installment of the grant in form GFR 19-A
- x) A certificate / confirmation from the organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State SMFP Directorate/ Ministry of Food Processing Industries.

In case the 1<sup>st</sup> installment is not released prior to the event, the grant-in-aid will be released in one lump-sum on successful completion of the event and submission of the complete information / documents.

## **3 STUDIES / SURVEYS/ FEASIBILITY REPROTS:**

### **3.1.Objectives:**

- i) To provide financial assistance for conducting studies/ surveys or preparation of feasibility reports/ Detailed Project Reports (DPR) relating to food processing sector.
- ii) To commission/ conduct studies/ surveys to address food processing potential in the State.
- iii) To conduct evaluation/ Impact study of food processing related schemes/ polices of the State.
- iv) To assess the losses/ wastage of various crops (including fruits & vegetables) post harvest including supply chain.

### **3.2.Receipt of applications:**

Applicants may apply for conducting studies/ surveys / feasibility reports/ DPRs with required /necessary documents as per prescribed format (**Annexure-IX**) to the State Mission Directorate of SMFP normally 3 months in advance from the date of the event.

### **3.3.Eligibility :**

Government/Autonomous/Statutory Bodies/Academic Institutions/Bodies, Cooperative Societies, Industry Associations, Private Bodies, SHGs, NGOs

etc., are eligible to seek assistance for conducting studies/surveys/feasibility reports/DPR etc. The studies/surveys/feasibility reports must benefit the food processing sector in the State.

### **3.4. Pattern of assistance :**

For conducting studies/survey, applicants will be eligible for financial assistance upto 50% of the cost, subject to a maximum of Rs. 4.00 lakhs. When the State Mission Directorate of SMFP commissions the study/survey, there will be no financial ceilings.

### **3.5. Release of Grant :**

The grant will be released in three installments:

- i) 30% will be released as advance after signing of the MOU between State Mission Directorate of SMFP & the applicant and after executing a surety bond (except Govt. organizations) in the prescribed format on a Rs. 100/- stamp paper duly signed by the obligers, 2 sureties and 2 witnesses.
- ii) 30% will be released on submission of the draft report along with the executive summary.
- iii) 40% will be released on submission and acceptance of the final report (10 hard copies and CDs) by the State Mission Directorate of SMFP.

## **4. Exhibitions/Fairs**

### **4.1. Objectives:**

- To disseminate information regarding food processing industry.
- To familiarize the existing and prospective entrepreneurs with modern techniques of food processing, packaging and product development.
- Development of market and popularization of food products.
- Attracting investments in Food Processing Sector.

### **4.2. Receipt of applications:**

Applicants may apply for organizing exhibitions/fairs with required/ necessary documents as per prescribed format (**Annexure-VIII**) to the State Mission Directorate of SMFP normally 3 months in advance from the date of the event.

### **4.3. Eligibility:**

Government/Autonomous/Statutory Bodies/Academic Institutions/Bodies, Cooperative Societies, Industry Associations, Private Bodies, SHGs, etc. are eligible to seek assistance for conducting Exhibition and Fair etc. The exhibition/ fair must benefit the food processing sector in the State.

### **4.4. Pattern of assistance:**

- i) In case of organizing a fair / exhibition quantum of assistance would be decided on merits of the proposal.
- ii) When State participates in national exhibitions/fairs/ jointly with State Level Industry Associations/ State Chapter of Apex Industry Association like FICCI, CII, ASSOCHAM & PHD Chamber of Commerce etc. financial assistance may be provided for common items of expenditure like, space rentals, construction of stall, publication of literature etc.

Quantum of assistance may be decided by the competent authority accordingly.

- iii) The State may also directly participate in national exhibitions/ fairs like, Aahar Fair at Delhi, Regional edition (s) of Aahar Fair, Food Pro Fair and Food & Beverages Exhibition by CII, Annapoorna- World of Food India by FICCI etc. either through its own officials/ resources or by engaging the services of an Event Management Agency through a transparent procedure. The payment shall be released to the selected event manager in one lump sum after receipt of post event report along with invoice / bill, photographs, Visitors book/ visiting cards etc. The rate for hiring of space in case of domestic fairs/ exhibitions (including international fairs held within India) would not exceed the rates charged by India Trade Promotion Organization (ITPO) for AAHAR Fair.

**4.5.Release of Grant:** Grant will be released in two equal installments of 50% each.

**4.5.1. Release of first installment:**

The first installment of 50% of the grant will be released on submission of the following information/ documents:-

- i) Confirmed date and venue of the event / programme
- ii) Indication of sources of funding and item-wise estimated expenditure
- iii) Surety Bond (notarized) on a non judicial stamp paper of Rs. 100/- or above in the prescribed format (except Govt. organizations).
- iv) A certificate/ confirmation from organizers that no Utilization Certificate is pending in respect of previous grant(s) availed from the concerned State Mission Directorate of SMFP/ Ministry of Food Processing Industries.
- v) An affidavit to the effect that the organization has not availed/ applied for/ will not avail grant/ subsidy from the State Govt. Or Govt. of India for the same purpose/ activity under the provision of GFR 209 (1) in the prescribed format.

**4.5.2. Release of second installment :**

The remaining 50% grant will be released on receipt of complete post event details alongwith the following information / documents:

- i) Event report
- ii) Copies / cutting of advertisements / publicity done
- iii) List of visitors and participants
- iv) Details of sources of income and items of expenditure duly audited by a Chartered Accountant (CA)
- v) Suggestions/ Queries if any, of participants and visitors
- vi) Outcome/ recommendations of the event for various stakeholders
- vii) Follow up action taken / to be taken
- viii) UC for the first installment of the grant in form GFR 19-A
- ix) A certificate/ confirmation from the organizers that no Utilization Certificate is pending submission by them in respect of previous grant (s) availed from the concerned State SMFP Directorate / Ministry of Food Processing Industries.

In case the 1<sup>st</sup> installment is not released prior to the event, the grant-in-aid shall be released in one lump-sum on successful completion of the event and submission of complete information/ documents as prescribed.

## **5. STUDY TOURS**

5.1. Assistance may also be provided for organizing domestic study tours for exposure to various aspects of Food Processing participants could be representatives from the Government, Food Industry associations/ organizations/ entrepreneurs. The organization seeking the assistance for organizing a study tour may submit a proposal indicating objectives of the study tour, place(s) to be visited during the tour, composition of the study team, bio –data of the members of the study team, detailed justification for the study tour, total estimated expenditure on the tour along with its break-up, assistance sought, contribution from the organizers and sources of funding.

Each study tour group may consist of upto 25 persons in a batch, not more than 2 (two) such tours may be undertaken in a year. The financial ceiling shall not exceed Rs. 4.00 lakhs per batch. The expenditure in a financial year shall not exceed Rs. 8.00 lakhs under this component of the scheme.

**State Mission on Food Processing  
Government of Himachal Pradesh**

**Annexure-VIII**

**For Financial Assistance for organizing seminars/ workshops/ exhibitions/fairs**

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

13	An affidavit indicating details of grants received from Ministry of Food Processing Industries and/or any other Ministry/ Department of the Central/ State Government duly Affirmed and Attested by Notary (applicable in the case of NGOs).
14	Whether Utilization Certificates in form 19-A for earlier grants-in-aid received from MFPI/ concerned State Government Department, duly countersigned by a Chartered Accountant have been furnished if so, a copy of the same may be enclosed. If not, the same may please be furnished along with this application.
15	Please indicate briefly the capabilities of the organization to conduct the event leading to logical conclusions/ recommendations for the benefit of processed Food sector.

Signature

Stamp

Date:

**State Mission on Food Processing  
Government of Himachal Pradesh**

**Annexure-IX**

**Application Form**

**For Financial Assistance for Conduct of Studies/ Surveys/ Feasibility Reports**

1	Name of the Organization Address Telephone /fax/Email Nos. (please attach copies of Registration certificate Memorandum and Articles of Association And audited annual accounts for the last three years)
2	Main activities of the organization
3	Purpose and subject of the study/ survey
4	Methodology to be adopted
5	Detailed terms of reference
6	Benefits from the proposed study/ survey
7	Whether at least two beneficiaries have been roped with the study and whether beneficiaries are prepared to contribute 10% of the cost
8	Whether SCs & STs would be benefited directly from the project
9	Time for completion of the study & implementation scheme
10	Cost of the study along with detailed break- up
11	Whether the organization is agreeable to contribute 50% of the cost of the study, If so, the source of funding may be indicated
12	Amount of assistance sought
13	Payment scheme

14	<p>Details of previous studies conducted by The organization. Please furnish a copy of best report with following details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Subject of study</td> <td style="width: 30%;">Organization</td> <td style="width: 15%;">Year</td> <td style="width: 25%;">Amount</td> </tr> <tr> <td colspan="4" style="text-align: center;">For which done</td> </tr> </table>	Subject of study	Organization	Year	Amount	For which done			
Subject of study	Organization	Year	Amount						
For which done									
15	<p>An affidavit indicating details of grants received from Ministry of Food Processing Industries, Govt. of India and /or any other Ministry/ Department of the Central Government/ concerned State Government Department duly affirmed on oath and attested by Notary (applicable in the case of NGOs.</p>								
16	<p>Whether Utilization Certificate for earlier Grants-in-aid received from MFPI/ concerned State Government Department in Form 19-A duly counter signed by a Chartered Accountant has been furnished. If so, a copy of the same to be enclosed If not, the same to be furnished along with this application.</p>								
17	<p>Enclose technical bio-data of Consultants Proposed to be engaged for the project.</p>								

Date:

Signature

(Stamp)

**State Mission on Food Processing  
Government of Himachal Pradesh**

**5. Guidelines for Implementation of setting up of Primary Processing Centers / Collection Centers in the rural areas under State Mission on Food Processing.**

**1. Objectives:**

The objectives of the scheme is creation of effective backward linkages and empowerment of farmers. This can be achieved by providing processing and preservation facilities at village level to help the farmers to enhance shelf life of perishable produce resulting in better remunerative prices for their agricultural produce.

**2. Salient Features of the Scheme:**

The Scheme of setting up of PPCs/CCs will have the following components:

- (i) Minimum land requirement will be 1-2 acres
- (ii) Minimum Processing Facilities at the firm level which may include facilities for weighing cleaning, sorting, grading, packing, pre-cooling, controlled Atmosphere (CA)/ Modified Atmosphere (MA), Cold Storage, Dry Warehouses and IQF
- (iii) Mobile Pre-cooling trucks and reefer trucks which may be suitable for transportation of the perishable agricultural produce/ horticulture/ dairy/ meat/ fish produce.

**3. Eligible Sectors:**

The Scheme is applicable to both horticulture and non-horticulture produce such as fruits, vegetables, grains & pulses, dairy products, meat , poultry and fish etc.

**4. Eligible organizations:**

The individual entrepreneurs/ farmers, group of entrepreneur/ farmers, associations, co-operative societies, self-help groups, non-government organizations are eligible for assistance under the scheme for developing the above facilities.

#### **5. Eligibility Conditions:**

- i) The applicant should have some financial back ground to implement the project.
- ii) The proposals for the project should be duly appraised by the Bank/ Financial Institutions
- iii) The appraisal report should contain all the project components for which grant is sought
- iv) Date of commercial operations should not be prior to the date of submission of application
- v) No second proposal from the same applicant /organization
- vi) Sanction of term loan of atleast 10% of the project cost from bank/financial institution is mandatory.

#### **6. Procedure for Submission of Applications:**

Applicants seeking financial assistance are required to submit their applications in prescribed format (**Annexure-X**) to State SMFP Director or in the manner to be decided by the State Level Empowered Committee (SLEC), which will also decide the modus operandi, processing/ approval/ release of grants-in aid to the sanctioned projects.

#### **7. Pattern of Assistance:** Maximum of amount of grant-in-aid admissible under the scheme is Rs. 2.50 crore as per details given below:

- i) Grant-in-aid for PPC/CC will be provided @ 75% of the eligible project cost.
- ii) Cost of land, preoperative expenses, margin money for working capital and contingency, non-technical civil works and plants & machinery not directly related to the PPC/CC will not be eligible for calculating eligible product cost.

#### **8. Release of grant:** The approved grant-in-aid will be released in 2 installments after the beneficiary has spent his share of equity as per the following scheme:

8.1. Release of the 1<sup>st</sup> installment @ 50% of the approved grant amount will be released, subject to production of proof of 50% expenditure by the promoter out of its share of equity subject to production of the following documents:-

- i) Duly notarized Surety Bond:-To be executed on Non-judicial stamp paper of not less than Rs. 100/- (**Appendix-A**)
- ii) Duly notarized Affidavit:-To be executed on Non-judicial stamp paper of not less than Rs. 100/- (**Appendix-B**)

- iii) Chartered Accountant Certificate- Actual expenditure incurred on the project showing the means of finances and 50% utilization of promoters contribution (**Appendix-C**)
- iv) Site inspection report by State Mission Directorate

8.2. The 2<sup>nd</sup> installment @ 50% will be released subject to the following condition:

- i) UC of 1<sup>st</sup> installment as per GFR 19-A (**Appendix-D**)
- ii) CA certificate showing 100% expenditure of promoters contribution (**Appendix –C**)
- iii) Site inspection report by State Mission Directorate.
- iv)

**9. Implementation and Monitoring of Project:**

The implementation schedule for the project will be about 24 months from the date of the approval of project. The application for 1<sup>st</sup> installment should be made within 6 months from the date of approval failing which the project may be cancelled by the Competent Authority.

State Mission Directorate (SMD) of SMFP will develop a mechanism to verify the project at every stage to assess the performance. They may engage project management consultants / Project Management Agency (PMA) with approval of SLEC, for preparing the model project, inviting Expansion of Interest, project evaluation, assisting State Government in release of grant and for monitoring and reporting. The selection of the project management consultants/ PMA will be carried out through open transparent bidding process.

**Annexure-X**

**Application Form for setting up of primary processing Centers/ Collection centers in rural areas**

Sr. No.	Particulars	Details
<b>A. Promoters</b>		
1	Name & Address of the promoters including telephone, fax, e-mail etc	
2	Type of organization like Govt. Institution/organization , Industry Association, University, NGO, Cooperative, Entrepreneur, partnership firm, Company etc.	
3	Background/ credentials of applicant organization, Details of having experience in food processing or supply chain management, if any	
4	Financial status	
5	Existing Industry, if any	
<b>B. Project Description</b>		
6	Name of the project	
7	Location/Area of the project	
8	Products /By Products	
9	Complete flow chart of the activities proposed to be undertaken	
10	Technology (Indigenous/ imported)	
11	Capacities of the various components of the PC/CC	
12	Commodities/ Products to be handled at PPC/CC	
<b>C. Project cost (indicating proposed cost, appraised cost separately)</b>		
13	Capital Investment (Fixed Capital) i. Land Area Cost ii. Building iii. Civil Works iv. Technical Civil Works	
14	Plant & Machinery (Indigenous) (Capacity /Specification/Cost)	
15	Imported Machinery (Capacity /Specification/Cost)	
16	Pre-operative expenses	
17	Working capital	

18	Raw material /Packaging (source /quantity/cost)	
19	Labour (quantity/cost)	
20	Effluent Disposal (Method/Machinery/Cost)	
<b>D. Means of Finance (Indicating proposed &amp; appraised means of finance, separately)</b>		
21	<b>Means of Financing</b> a) Equity (Promoter/Foreign./Other) b) Loan (Term /working capital) c) Assistance from other sources d) Fund requirement under SMFP  Total	
22	<b>Financial Benchmarks</b> a) Cash Flow b) Break Even Point c) Internal Rate of Return d) Debt Equity Ration e) Debt Service Coverage Ration	
23	Details of quality/ safety standards to be followed (if any)	
<b>E. Marketing</b>		
24	<b>Marketing</b> a) Existing Market b) Future Demand c) Marketing Strategy d) Linkage to farm/ backward linkages e) Forward market linkage	
<b>F. Implantation schedule</b>		
25	<b>Item of work</b> <b>Date of implementation</b> <b>(Bar charts/Milestone Charts or</b> <b>PERT/CPM may be enclosed)</b>	
<b>G. Personnel</b>		
26	Details of technical & Managerial personnel (Operation, Maintenance, managerial, finance, marketing etc.) required & available.	
<b>H. Employment Generation-Direct/Indirect</b>		
27	a) Direct (Male & Female Separately) b) Indirect (Male & Female Separately)	

	<b>Signature</b>
<b>Date:</b>	<b>Name and Designation</b>
<b>Place</b>	<b>Seal of the organization</b>
<b>Encl: List of documents attached.</b>	

**State Mission of Food Processing  
Government of Himachal Pradesh**

**6. Guidelines of Implementation of Scheme of Modernization of Meat Shops under State Mission of Food Processing.**

**1. Introduction:**

The Majority of the population in India consumes meat from traditional meat shops, where individual butchers slaughter sheep/goats for sale of meat in small quantities throughout the day. Traditional meat shops are final points in the meat supply chain from where consumers pick up, their meat requirements. Retailing of meat mostly takes place in these shops.

**2. Objectives:**

The scheme aims at improving the overall hygiene in the meat shops by providing basic infrastructure and equipment. This will also ensure food safety rules and regulation compliances as per FSS Act, 2006 and caters to public health concerns as a whole. This in turn will provide wholesome meat to the consumers. Modernization of meat shops will also help to protect and sustain the livelihoods of people involved. Modernization of meat shops will improve the competitiveness in the supply of wholesome meat vis-à-vis the development of new retail chains.

**3. Eligibility:**

All implementing agencies/organizations such as Government/PSUs/ Joint Ventures/ NGOs/Cooperatives/SHGs/ Private Sector/ Individuals engaged in the operations of meat shops would be eligible for financial assistance under the scheme.

**4. Receipt of Applications:**

4.1. Applicants seeking financial assistance are required to submit their applications in the manner to be decided by the SLEC which will also decide the modus operandi for processing/ approval / release of grants-in-aid to the sanctioned projects

4.2. A format for submission of applications is given at **Annexure-XI**

4.3. Each applicant will enclose the following documents while applying for grant in aid under this scheme:

- (i) Copy of the valid license of local body/ municipality/ competent authority for running the meat shop at the premises for which grant in aid is applied
- (ii) Proof of ownership of the shop/ premises such as copy of sale deed, long term lease deed/ rent agreement/ allotment letter from Wakf Board etc.
- (iii) Proof of the electric supply to the shop from local authority
- (iv) Approval of competent authority for supply of water & electricity (in case documents at (ii) & (iii) are not available) .
- (v) Any other relevant document required by Local Body/ Municipality as per applicable rules and regulations
- (vi) List of plant & machinery and civil work proposed for modernization of meat shop duly certified by Chartered Engineer.

**\* Approval of competent authority for supply of water & electricity in case document at (iii) & (iv) are not available.**

## 5. Eligible and ineligible items:

5.1. In order to improve the hygiene levels of the Meat Shops the following components are eligible for assistance.

### 5.1.1. Civil Structure Items:

- (i) Tiles finish up to minimum 1.8 Mtrs. level
- (ii) Monolithic Epoxy Coated Flooring
- (iii) Food Grade Stainless Steel Wash Basin with all attachments
- (iv) Septic tank, drainage system

### 5.1.2. Machinery/ Equipment/ Mechanical items:

- (i) Hot Dip Galvanized Carcass Hanging system with Food Grade Stainless Steel Hooks and Chain
- (ii) Food Grade Stainless Steel Meat cutting table top with Hot Dip Galvanized base
- (iii) Refrigerated Display Cabinet and Air Conditioning
- (iv) Deep Freezer to store surplus carcass
- (v) Food Grade Stainless Steel Knives Set with knife Sterilizer and tools
- (vi) Food Grade Stainless Steel Meat Mincer
- (vii) Digital Scale with Stainless Steel Tray
- (viii) Vacuum packer or Sealing Machine
- (ix) Fly Proofing equipment in the form of air contains and fly traps
- (x) Geyser
- (xi) Genset
- (xii) UV lamp for controlling microbial load after day's operation

5.1.3. The above list of eligible items is indicative and the State Level Empowered Committee (SLEC) / Competent Authority may consider suitable addition, if any on case to case basis of items under the Scheme.

5.2. **Ineligible Items:** The following items will be ineligible for assistance under the scheme

### 5.2.1 Ineligible Civil Works:

- (i) Cost of Land and Land Development
- (ii) Consultancy fee, taxes, etc.

### 2. Ineligible Machinery/ Equipment/ Mechanical Items:

- (i) Fuel, consumables, stores and spares,
- (ii) Computers, office furniture and equipment
- (iii) Transport vehicles
- (iv) Second hand/ old machines/ equipment
- (v) Expenditure on painting of machinery
- (vi) Closed Circuit TV Camera and security system related equipment
- (vii) Service charges, Consultancy fee, taxes, Freight etc.

**6. Quantum of assistance:**

75% of the cost of Machinery/Equipment and Technical Civil Works (TCW) and other eligible items mentioned in Para 5 above subject to maximum of Rs. 5.00 lakh.

**7. Pattern of release of grant:** The grant in aid will be reimbursed in one installment after submission of following documents:

- (i) Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance (**Appendix-C**)
- (ii) Surety Bond in the prescribed format (**Appendix-A**)
- (iii) Item wise and cost wise details of Civil Work and Plant and Machinery commissioned duly certified by the Chartered Engineer
- (iv) A copy of FBO license/ Registration under FSSA

**6. Implementation Schedule:**

The implementation period for the modernization of meat shop shall be 9 months (but not exceeding 12 months) from the date of approval of the grant in aid.

**7. Project Monitoring and Evaluation :**

The State Govt. will undertake monthly review of the progress of the projects under the scheme.

**8. Compliance of regulations under Food Safety & Standards Act, 2006:**

The applicant may consider regulations laid down under FSSA, 2006 while modernizing the meat shop.

**State Mission of Food Processing  
Government of Himachal Pradesh**

**Annexure –XI**

**Application format for Scheme of Modernization of Meat Shops**

**A. Prospective Beneficiary:**

Name of Applicant	
Office Address	
Phone No./Fax No	
E-mail	
Residential Address	

**B. Project Description**

<b>1</b>	Name of the Meat Shop			
<b>2</b>	Mode of the Project: Own /PPP/ HUF Details of partner, if applicable			
<b>3</b>	Location and Address of the Meat Shop			
<b>4</b>	Land i. Area (in sqm)  ii. Whether in possession of prospective beneficiary (Submit documentary evidence towards proof of ownership or proof of rent/ lease)  iii. Details of License granted by local body/ Municipality/ Competent Authority			
<b>5</b>	<b>Capacity of the Meat Shop</b>	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
(i)	Meat Products (Raw meat/ poultry meat)			
(ii)	Chilling capacity (Kg per day)			
(iii)	Freezing capacity (Kg per day)			
(iv)	Packing capacity (Kg per day)			
<b>6</b>	<b>Estimated cost</b>	<b>(Rs. in lakhs)</b>		
<b>A</b>	<b>Civil work</b>			
(i)	Technical civil work			
(ii)	Non technical civil work			
(iii)	Others			

<b>B</b>	Cost of Equipment/ Machinery/Mechanical items	
	<b>Total project cost (A + B)</b>	
<b>Note: The item –wise details of Technical Civil Work and Machinery/ Equipment/ Mechanical items for which grant in aid is applied for should be annexed with application alongwith estimated cost.</b>		
<b>7</b>	<b>Means of Finance</b>	<b>(Rs. in lakhs)</b>
(i)	Promoter's equity	
(ii)	Bank/ Term Loan	
(iii)	Other sources (Specify)	
(iv)	SMFP Grant in aid	
	<b>Total</b>	
<b>C</b>	<b>Project Preparedness</b>	<b>Number and Date</b>
1	FSSAI License/ Registration	
2	Registration of shop under shop establishment Act/ any other Act	

Certified that the information given above is true to the best of my knowledge and enclosures submitted are duly verified in accordance with the guidelines of the scheme. The proposal may be considered for financial assistance.

Signature of Shop Owner

Name

Designation

Date:

Place:

**State Mission of Food Processing  
Government of Himachal Pradesh**

**7 GUIDELINES FOR IMPLEMENTATION OF THE SCHEME OF REEFER VEHICLES UNDER SMFP**

**1. Objectives:**

The objective of the scheme is to provide financial assistance to standalone reefer vehicle/s and mobile pre-cooling van/s (reefer unit and refer cabinet permanently mounted on the vehicle) for carrying & transporting both Horticultural & non Horticultural produce. Standalone reefer vehicle/s can be purchased under the scheme. This scheme will enable linking groups of producers to the processors and markets through well –equipped supply chain management.

**2. Eligibility**

- 2.1. The assistance will be available to the individual entrepreneurs, partnership firms, registered societies , co-operatives, NGOs, SHGs, Companies and Corporations etc.
- 2.2. The applicant / beneficiary should have sound financial back ground and the Projects necessarily be supported by Bank/ FIs by way of term loan.
- 2.3. Application should be submitted to State MD/DIC/SWCA three months prior to purchase of reefer vehicle.

**3. Salient features:**

The scheme will provide financial assistance for purchase of reefer vehicle/s and mobile pre-cooling van/s (reefer unit and refer cabinet permanently mounted on the vehicle) for carrying and transporting both Horticultural and Non Horticultural produce. It does not include reefer container (not mounted on vehicles permanently) used for shipment/ transportation of perishable commodities.

**4. Pattern of Assistance**

Refer Vehicles/ Mobile Pre-Cooling vans: Credit linked back ended grants in aid @ 50% of the cost of New Reefer Vehicle(s) / Mobile pre-cooling van(s) upto a maximum of Rs. 50.00 lakh. The reefer unit and refer cabinet permanently mounted on the vehicle are eligible.

**5. Procedure for submission of applications/ project proposals for financial assistance**

Applicants/ firms seeking financial assistance are required to submit their applications in the manner to be decided by the State Level Empowered Committee (SLEC). Which will also decide the modus operandi of processing/ approval /release of grants –in- aid to the sanctioned projects.

**6. Documents required (The list is only indicative)**

- (i) Application in the prescribed format (**Annexure-XII**)
- (ii) \*Sanction of term loan of atleast 10% of the project cost from bank/ financial institutions is mandatory.
- (iii) Appraisal report from Bank/Financial Institutions
- (iv) Certificate of incorporation / registration of the organization, Memorandum and Articles of Association and Bye laws of the society/ partnership deed etc (if applicable)
- (v) Bio-data /background of the promoter/ promoters of the organization

- (vi) Quotations from the suppliers of Reefer Vehicles / Mobile pre-cooling vans required for the project, duly certified by Chartered Engineer (mech.)
- (vii) An affidavit duly executed on non judicial stamp paper of Rs. 100/- or more duly notarized by Notary Public affirming
  - a. That organization's sister concern(s) / related company/ group company as well as the applicant company itself availed any financial assistance for a food processing project in the past from MFPI or not. If yes, the details thereof.
  - b. That the organization has not obtained/ applied for or will not obtain any grant / subsidy from any Ministry/ Department of Central Govt./GOI organization/ agencies and State Govt. for the same purpose/ activity/ same components.

**(\*\* Approval of competent authority for supply of water & electricity in case document at (iii) & (iv) are not available).**

#### **7. Release of Grant:**

The credit linked back ended grant in aid @ 50% of the cost of project subject to a maximum of Rs. 50 lakh will be released after submission of the following documents.

- (i) **Duly Notarized Surety Bond-** To be executed by the beneficiary company on Non judicial stamp paper of non less that Rs. 100/- **(Appendix-A)**
- (ii) **Duly notarized Affidavit-** To be executed by the beneficiary company on Non judicial stamp paper of non less that Rs. 100/- **(Appendix-B)**
- (iii) **Bank Certificate-** certifying that they have released term loan and have no objection on release of back ended subsidy being provided by State **(Annexure-VII)**
- (iv) **Chartered Accountant Certificate:** Actual expenditure incurred on the project showing the means of finances **(Appendix-C)**
- (v) Copy of Registration certificate issued by the concerned Regional Licensing Authority (RLA) duly certified by notary.
- (vi) It will be prominently displayed that the Reefer Vehicle/ Mobile pre-cooling van has been financially assisted under the Scheme of State Mission on Food Processing, Department of Industries, Govt. of Himachal Pradesh, Shimla..
- (vii) Photograph and video CD of the Reefer Vehicles/ Mobile pre-cooling vans from all directions clearly indicating the front and back number place, and the Reefer Vehicles/ Mobile pre-cooling vans.
- (viii) Compliance of conditions imposed in the approval letter of the grant in aid, if any
- (ix) Physical inspection of the Reefer Vehicles/ Mobile pre-cooling vans.

## **8. Implementation and Monitoring of Project:**

The State Mission Directorate (SMD) of SMFP may take into consideration the clusters of agricultural/ horticultural /non- horticultural farm produce and markets in the state while considering the applications under the scheme. State Mission Directorate (SMD) of SMFP will develop a mechanism of efficient monitoring of the projects under this scheme.

**State Mission of Food Processing  
Government of Himachal Pradesh**

**Annexure –XII**

**Application Form for scheme of Reefer Vehicles**

Sr. No.	Particulars	Details
<b>A. Promoters</b>		
1	Name & Address of the promoter including telephone, fax, e-mail etc.	
2	Type of organization like Govt. Institution/ organization, Industry Association, University, NGO, Co-operative, Entrepreneur, partnership firm, company etc.	
3	Background/ credentials of applicant organization	
4	Financial status	
5	Existing industry if any	
<b>B. Project Description</b>		
6	Name of the project	
7	Number and capacities of the Reefer Vehicles/ Mobile pre-cooling vans	
<b>C. Project Cost (Indicating proposed cost, appraised cost separately)</b>		
8	Reefer Vehicles/ Mobile pre-cooling vans (capacity/ specification /cost)	
9	Pre-operative expenses	
10	Working capital	
<b>D. Means of Finance (Indicating proposed &amp; appraised means of finance, separately)</b>		
11	Means of Financing  a) Promoter's contribution b) Loan (Term/working capital) c) Assistance from other sources d) Fund requirement from State Mission Directorate (SMD)	
<b>E. Implementation Schedule</b>		
12	Anticipated date of purchase of reefer van/ reefer trucks	

Signature

Name and Designation

Seal of the organization

Date: Place:

Encls: List of documents attached

**Format of Monthly Financial Progress under State Mission on Food Processing (SMFP) implemented by the State.**

**ANNEXURE-XIII**

**(I) Status of Scheme-wise utilization of funds under SMFP:**

Year-----

Month-----

(Rs. in lakh)

<b>S r . No.</b>	<b>Name of the scheme under SMFP</b>	<b>Total funds released</b>
1	TUS	
2	Cold Chain for Non Horticultural Products	
3	HRD	
4	Promotional Activities	
5	Creating Primary Processing Centers/ Collection centers in Rural areas	
6	Modernization of Meat Shops	
7	Reefer Vehicles	
8	5% Administrative Expenses	
	<b>Total</b>	

- Utilization means payment to the ultimate beneficiary

**(II) Scheme -wise Physical & financial achievements under SMFP:**

Year-----

Month-----

(Report as on--



Sr. No.	Scheme	Expenditure			% of allocation utilized	Physical Achievements (in Nos of proposals approved and sanctioned)	
		Allocation*	During reporting month	Cumulative during the year		During reporting month	Cumulative during the year
1	Scheme for Technology up-gradation / Establishment / Modernization of Food Processing Industries						
2	Scheme for Cold Chain, Value Addition and preservation infrastructure for non Horticultural products						
3	Scheme for Human Resource Development (HRD)						
4	Scheme for Promotional activities						
5	Scheme for creating Primary Processing Centers / Collection Centers in Rural Areas						
6	Modernization of Meat Shops						
7	Reefer Vehicles						
8	5 % Administrative expenses.						

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

**(III) Information required for Result Framework Document (RFD)**

S r . No.	Parameters	No.	Remarks
1	No. of Food Procesing Units set up		
2	No. of Food Processing course started		
3	No. of persons trained through EDP/ FTPC		

## 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 bounded to the Governor of State \_\_\_\_\_ (hereinafter called the "Government") for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

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

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

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

THAT the obligors shall not divert the grants –in-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 Governor of Himachal Pradesh the entire amount of the grants –in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @ 10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/ upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created/ acquired constructed largely from out of the grants-in-aid sanctioned

by the State Government of Himachal Pradesh 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 PRESETNS ALSO WITNESS THAT the decision of the Chief Secretary to the State Govt. of Himachal Pradesh on the question whether the has been breach or violation of any of the terms or conditions mentioned in the sanctioned letter shall be final and binding upon the obligers and

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

\_\_\_\_\_  
Signature of the AUTHORISED  
SIGNATORY  
Signed for and on behalf of  
(Name of the Obliger in block letters)  
(Seal/ Stamp of Organization)

1 Signature of witness Name & Address	2 Signature of witness Name & Address
_____	_____
—	—
_____	_____
—	—
_____	_____
—	—

TO BE FILLED UP BY THE MISSION DIRECTORATE OF SMFP  
(ACCEPTED)  
For and on behalf of the Governor of State, H.P

Name :

Designation :

Dated :

Notary Seal & Signature

**State Mission on Food Processing  
Government of Himachal Pradesh**

**Appendix-B**

**Affidavit**

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

- (a) That organization's sister concern {s} /inter connected company/Group company as well as the application company itself has not obtained any financial assistance for a food processing project in the past from MFPI.
- (b) That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt. for the same purpose/activity/same components.

Deponent

Verification:

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

Deponent

**State Mission on Food Processing**

**Government of Himachal Pradesh**

**Appendix-C**

**(Letter Head of the CA)**

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

**(i) Project cost:**

**(Rs. in lakh)**

S.No.	Name of the Component/ Item	Project cost	C o s t appraised by the Bank	Actual Cost
1.	Land			
2.	Building/Civil Works			
3.	Plant & Machinery			
4.	Misc. Fixed Assets			
5.	Other's			
	Total			

**(ii) Means of Finance:**

**(Rs. in lakh)**

S.No.	Item	Project cost	As appraisal report	Actual Cost
1.	Promoter's Equity			
2.	Term Loan			
3.	Unsecured Loan			

4.	SMFP Grant			
5.	Other's			
	Total			

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

Signature and Seal of C.A.

**State Mission of Food Processing  
Government of Himachal Pradesh**

**Appendix-D**

**(Letter Head of CA)**

**Performa as per GFR 19-A**

**(See GF rule 212 (1))**

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

1. Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during the year \_\_\_\_\_ under this Department letter No. given in the Margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned, that the balance of Rs. \_\_\_\_\_ remaining un-utilized at end of the year has been surrendered to Government (vide No. - \_\_\_\_ dated \_\_\_\_\_ will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_
  
2. Certified that I have satisfied myself that conditions on which the grant-in-aid was sanctioned have been dully fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised:-

- 1.
- 2.
- 3.

Signature (CA) \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

Counter signature of  
promoter of company  
with Seal

**State Mission of Food Processing**

**Government of Himachal Pradesh**

**Appendix-E**

**Affidavit [as per GFR 209 (1)]**

I \_\_\_\_\_ S/o \_\_\_\_\_ Resident of  
\_\_\_\_\_ Director/Proprietor of M/s \_\_\_\_\_ do here  
by solemnly affirms and state as follows:

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

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

Deponent

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

Deponent

Solemnly affirmed and signed before me on this day .....