

OPERATIONAL GUIDELINES

Schemes of National Horticulture Board



**National Horticulture Board
Ministry of Agriculture
Government of India**

July 2010

P.K. Basu, I.A.S
Secretary



Government of India
Ministry of Agriculture
Department of Agri & Coopn
Krishi Bhawan, New Delhi
Ph.No.23382228, 23382651
July 13, 2010

FOREWORD

National Horticulture Board (NHB) was set up in 1984 as a registered Society with a view to promote integrated development of commercial horticulture in the country.

After the launch of Horticulture Mission for North East & Himalayan States, earlier called the Technology Mission for Integrated Development of Horticulture in North Eastern States, Sikkim, Jammu & Kashmir, Himachal Pradesh and Uttarakhand and National Horticulture Mission (NHM), it became imperative for NHB to re-position itself and assume a new role to accelerate planned development of commercial horticulture sector. To achieve this, the schemes of NHB have been modified to generate synergy with the other two schemes and fulfil the aim of development of horticulture sector by removal of overlap in area expansion programmes, promotion of precision farming, adoption of energy efficient & environment friendly technologies and effective transfer of technology.

New components for setting up of Mother Plant Nurseries /Scion and Root Stock Banks, Accreditation & Rating of Horticulture Nurseries, Horticulture Parks, Market Intelligence and National Cold Chain Development Centre have also been incorporated in the NHB Scheme. The ongoing scheme of Development & Transfer of Technology and Horticulture Promotion has been made more focused. This would help in attaining the objectives of enhancement of production and productivity and provide increased returns to the farmers.

The new Operational Guidelines for the schemes of NHB are effective from 1st May, 2010. This publication is expected to serve as a reference document for not only the staff & officers of NHB but also for the beneficiaries, financial institutions, R&D Institutions and extension agencies.


(P.K. Basu)

Office : Krishi Bhawan, New Delhi - 110001, Phone : 23382651, 23388444, Fax No.: 23386004
Email: secy-agri@nic.in



Bijay Kumar, I.A.S
Managing Director

PREFACE

National Horticulture Board (NHB) has been implementing a set of innovative schemes for development of hi-tech commercial horticulture since the year 1999-2000. The schemes of NHB have resulted into attracting a sizable private investment in projects of hi-tech commercial horticulture and post harvest infrastructures. NHB is, therefore, credited with promotion of horticulture hubs in the country for crops like Grape, Pomegranate, Mango, Banana, Citrus, Sapota, protected cultivation of Cut Flowers etc.

However, shortfall of NHB schemes in effective transfer of technology and product promotion and market development has been felt throughout this period. After the launch of mission mode schemes for horticulture development, the issue of duplication of NHB scheme components with the schemes of National Horticulture Mission and Technology Mission for NE & Himalayan States too, has been flagged. I have pleasure in stating that the schemes of NHB have been modified with the objective of removing said overlap and generating synergies with mission mode schemes of NHM and Horticulture Mission for NE and Himalayan States. These schemes have been made effective from 1st May 2010 for remaining period of 11th Five-Year Plan.

This compendium of Operational Guidelines of the Schemes of National Horticulture Board is being brought out with the objective of bringing the process of sanction of financial assistance in public domain. The guidelines are self-explanatory, containing information on procedure for filing application including making online application, procedure for getting Letter of Intent, for making subsidy claims and availing assistance under promotional schemes of NHB.

It may be noticed that while a number of existing scheme components continue to be operational with necessary modifications, a number of new Scheme components like Accreditation and Rating of Horticulture Nurseries, Mother Plant Nurseries for high pedigree planting material for fruits crops and assistance for Common Facilities in Horticulture Parks/Agri Export Zones etc. have also been incorporated. In order to promote investment in post harvest management facilities for horticulture crops, which is the prime mandate of NHB, the Govt. has approved higher level of subsidy of 40% for PHM components and Cold Storages for horticulture produce maintain to parity with the scheme of NHM. In order to promote appropriate and energy efficient technology for PHM facilities and Cold Storages, the Board has prescribed minimum Technical Standards which form pre-condition to having access to financial assistance under its schemes.

The Board has brought about desirable changes in implementation protocol for schemes relating to Development and Transfer of Technology with the aim to have an effective partnership with growers associations/ self help groups and experts/ R & D institutions.

In order to serve the entrepreneurs effectively, the Board has made efforts to make the Operational Guidelines available in a number of Indian languages listed in eighth schedule of Indian Constitution. In addition, these guidelines are also available on official web site of NHB <http://www.nhb.gov.in>. These efforts are being supplemented by providing facility for online application, tracking of application and management information system. It is our effort to introduce a system of electronic transfer of subsidy amount in back-ended subsidy mode to term loan accounts of beneficiary-entrepreneurs and also to have reverse MIS for monitoring of performance of projects assisted by the Board.

I hope that the stake-holders will find this compendium of Operational Guidelines for Schemes of NHB for 11th Plan period useful.

(Bijay Kumar)
Managing Director

Date:- 13/07/2010

CONTENTS

Description	Page No.
Introduction of NHB, List of Schemes, Aims and Objectives of Schemes	1-2
General Guidelines for all the Schemes	3
Guidelines for specific schemes	4-22
(I) Scheme-1 :	4-6
Development of Commercial Horticulture through Production and Post-Harvest Management of horticulture crops	
(II) Scheme 2 :	7-8
Capital Investment Subsidy Scheme for construction/ expansion/modernization of Cold Storages/ Storages of Horticulture Produce	
(III) Scheme 3 :	9-18
Technology Development and Transfer for Promotion of Horticulture	
(IV) Scheme 4 :	19
Market Information Service Scheme for Horticulture Crops	
(V) Scheme 5 :	20-22
Horticulture Promotion Service	
Annexure-I	23-61
Annexure-II	62-87
Annexure-III	88-92

Abbreviations

APEDA	Agricultural & Processed Food Products Export Development Authority
APMC	Agriculture Produce Market Committee
ATMA	Agriculture Technology Management Agency
CA	Controlled Atmosphere
CFC	Common Facilities Centre
CISH	Central Institute for Subtropical Horticulture
DAC	Department of Agriculture & Cooperation
DAVP	Directorate of Advertising & Visual Publicity
IARI	Indian Agriculture Research Institute
ICAR	Indian Council of Agricultural Research
IFFCO	Indian Farmers Fertilizer Cooperative Limited
IIHR	Indian Institute of Horticultural Research
KVK	Krishi Vigyan Kendra
LoI	Letter of Intent
MA	Modified Atmosphere
MANAGE	National Institute of Agricultural Extension Management
MFPI	Ministry of Food Processing Industry
MOU	Memorandum of Understanding
NAFED	National Agricultural Cooperative Marketing Federation of India Ltd
NCCD	National Cold Chain Development Centre
NERAMAC	North East Region Agricultural Marketing Corporation
NGO	Non-Government Organizations
NHB	National Horticulture Board
NHM	National Horticulture Mission
NHRDF	National Horticultural Research and Development Foundation
NIRD	National Institute of Rural Development
NMPB	National Medicinal Plants Board
PHM	Post Harvest Management
PP	Primary Processing
R&D	Research and Development
SAU	State Agriculture University
TERI	The Energy & Resources Institute
TMNE	Technology Mission for Integrated Development of Horticulture in North-Eastern States including Sikkim, Jammu & Kashmir, Himachal Pradesh and Uttarakhand.

National Horticulture Board

1. Introduction

National Horticulture Board (NHB) was set up by the Government of India in 1984 as an autonomous society under the Societies Registration Act 1860. Board has its Head Quarter in Institutional Area, Sector 18, Gurgaon (Haryana).

The Managing Director is the Principal Executive of NHB who implements various schemes under overall supervision and guidance of the Board of Directors of NHB as well as the Department of Agriculture & Co-operation, Ministry of Agriculture, Govt. of India.

1.1 List of schemes administered by NHB

- (i) Development of Commercial Horticulture through Production and Post Harvest Management of Horticulture Crops
- (ii) Capital Investment Subsidy Scheme for construction/ expansion/ modernization of Cold Storages/Storages of Horticulture Produce
- (iii) Technology Development and Transfer for promotion of Horticulture
- (iv) Market Information Service for Horticulture Crops
- (v) Horticulture Promotion Service

1.2 Aims & Objectives of NHB Schemes

The broad aims & objectives of all the above mentioned schemes are as under :-

- i) Development of hi-tech commercial horticulture in identified belts and make such areas vibrant with horticultural activity, which in turn will act as hubs for development of horticulture
- ii) Development of *modern* post-harvest management infrastructure as an integral part of area expansion projects or as common facility for cluster of projects
- iii) Development of integrated, energy efficient cold chain infrastructure for fresh horticulture produce,
- iv) Popularization of identified new technologies / tools / techniques for commercialization / adoption, after carrying out *technology need assessment*
- v) Assistance in securing availability of quality planting material by promoting setting up of scion and root stock banks / mother plant nurseries and carrying out accreditation / rating of horticulture nurseries and need based imports of planting material.
- vi) Promotion and market development of fresh horticulture produce.
- vii) Promotion of field trials of newly developed/imported planting materials and other farm inputs; production technology; PHM protocols, INM and IPM protocols and promotion of applied R&D programmes for commercialization of proven technology.

- viii) Promotion of applied R & D for standardizing PHM protocols, prescribing critical storage conditions for fresh horticulture produce, bench marking of technical standards for cold chain infrastructure etc.,
- ix) Transfer of technology to producers/farmers and service providers such as gardeners, farm level skilled workers, operators in cold storages, work force carrying out post harvest management including processing of fresh horticulture produce and to the master trainers.
- x) Promotion of consumption of horticulture produce and products.
- xi) Setting up of Common Facility Centers in Horticulture Parks and Agri-Export Zones.
- xii) Strengthen market intelligence system by developing, collecting and disseminating horticulture database.
- xiii) Carrying out studies and surveys to identify constraints and develop short and long term strategies for systematic development of horticulture and providing technical services including advisory and consultancy services.

General Guidelines for all the Schemes

2.1 Procedure for filing applications

Detailed procedure for filing applications for financial assistance under all schemes, including on-line applications, cost of application, inspection of projects, scrutiny norms and procedure for scrutiny of project proposals, communication of various sanctions and approvals and record keeping shall be as prescribed by the Board of Directors from time to time.

2.2 Procedure for in principle approval, appraisal of projects by NHB and sanction of financial assistance

Giving in-principle approval of Letter of Intent (LoI), appraisal of project proposals, finalizing normative cost of model projects and their components, sanction of financial assistance etc. shall be carried out as per the procedure prescribed by the Board of Directors from time to time.

2.3 Date of coming in to force: The Scheme guidelines shall be effective from 1st May 2010.

2.4 Eligible Organizations : Unless otherwise specified, organizations/promoters, such as NGOs, Association of Growers, Individuals, Partnership/Proprietary Firms, Companies, Corporations, Cooperatives, Agricultural Produce Marketing Committees, Marketing Boards/ Committees, Municipal Corporations/ Committees, Agro-Industries Corporations, SAU's and other concerned R&D organizations are eligible to get assistance under all the NHB schemes.

2.5 The details of components and pattern of assistance under various schemes are given in their respective Chapters. The schemes of NHM and NHB will be mutually exclusive and benefit can be claimed only from one scheme for one project. Components, which are assisted under any other central scheme, such as APEDA, MFPI, NMPB etc., shall not be eligible for NHB assistance.

Guidelines for specific schemes

SCHEME-1

Development of Commercial Horticulture through Production and Post Harvest Management of Horticulture Crops

Description of components and Pattern of Assistance

I. **Production related components:** - Credit linked projects relating to establishment of hi-tech commercial production units involving any of the following items are eligible for assistance under this component :-

- i) High quality commercial horticulture crops
- ii) Indigenous crops / produce, herbs, spices
- iii) Aromatic & Medicinal Plants
- iv) Seed & Nursery
- v) Bio-Technology, micro-biology, bio-chemistry, bio-diversity & tissue culture
- vi) Protected cultivators
- vii) Bio-pesticides
- viii) Organic fertilizers, organic foods, bio-dynamic farming, vermi-compost
- ix) Establishment of Hort. Health clinics / laboratories
- x) Hydroponics, Aeroponics
- xi) Beekeeping and its products
- xii) Mushrooms and its products
- xiii) Nuts and its products

Pattern of Assistance

Credit linked back-ended subsidy @ 20% of the total project cost limited to *Rs 25 lakh per project in general area and Rs 30.00 lakh in NE Region, Hilly and Scheduled areas. However, for capital intensive and high value crops under protected cultivation and open air cultivation of date palm, olive and saffron subsidy will be @ 25% of project cost with ceiling of Rs.50 lakh (33% of project cost with ceiling of Rs.60 lakh for scheduled and hilly areas).*

General conditions

- i) The above assistance shall be available for projects covering area above four hectares (above 10 acres) in case of open cultivation, and more than 1000 sq. meter in case of protected cultivation.
- ii) Credit component as means of finance of the project should be term loan from banking or non banking financial institutions and should be at least 15 % more than the admissible rate of subsidy.
- iii) Projects relating to setting up of new production units shall be appraised to ensure and enable entrepreneur to incorporate essential hi-tech components in the form of planting material, plantation, irrigation, fertigation, precision farming, on farm PHM/ primary processing related infrastructure, GAP etc.; and to that extent, the project shall be integrated in nature.
- iv) Normative cost of various components shall be prescribed by NHB.

II. PHM/Primary Processing related components: - credit linked projects involving the following items are eligible for assistance under this component :-

- i) Washing, drying, sorting, grading, waxing, packing, palletizing, freezing units etc.
- ii) Pre-cooling units / Cool Stores
- iii) Reefer Van / Containers
- iv) Specialized Transport Vehicle
- v) Retail outlets
- vi) Auction platform
- vii) Ripening / curing chamber
- viii) Market yards / rope ways
- ix) Irradiation / Vapour Heat Treatment unit
- x) Primary processing of products (fermentation, extraction, distillation, juice vending, pulping, dressing, cutting, chopping, dehydration etc.)
- xi) Natural colour and dyes extraction
- xii) Essential oils, perfumery and cosmetics out of horticulture products
- xiii) Products out of horticulture waste
- xiv) Horticulture ancillary industry for promoting indigenous manufacturing of horticulture related farm tools & machineries, equipments, plastics containers, packaging etc.
- xv) Adoption of Quality Assurance Systems (HACCP, TQM, ISO, Euro-GAP etc.)
- xvi) Plastic Crates and Bins, Cartons, Aseptic Packaging and Nets

Pattern of Assistance

Credit linked back-ended subsidy @ 40% of the total project cost limited to *Rs 50 lakh per project in general area and @ 55% of project cost limited to Rs 60.00 lakh in Hilly and Scheduled areas*. Pattern of assistance for plastic crates will be 50% of the total cost.

General conditions for PHM/PP projects

- i) Primary Processing and Post Harvest Management related projects shall be implemented either as on-farm projects linked with individual projects of area expansion of commercial horticulture or as a common facility for cluster of new projects of commercial horticulture and existing orchards / farms. Projects relating to introduction of new plant/ machinery/ equipment to effect automation, introduction of latest processing technology etc. in existing PHM infrastructure may also be considered; however, components covered by regular repairs & maintenance and replacement of old plant & machineries on attaining near zero book value is not to be incorporated. *PHM components such as pack-house will be eligible for enhanced rate of subsidy only when infrastructure is as per prescribed level of technology, if any.*
- ii) Subsidy @ 50% as per prescribed norms will be available for crates and nets (shed and anti-hail only) in integration with commercial horticulture projects of production as one time assistance. Subsidy for crates shall be released only after its actual purchase at appropriate stage, which shall be at stage of fruiting / harvesting. Accordingly, release of subsidy for crates shall be made separately at appropriate stage later.
- iii) As financial assistance for plastic crates / bins is given at producers' end itself and it is aimed to increase producer's share in consumer-end price of horticulture produce; assistance for plastic crates / bins shall be considered along with

a new, credit-linked project of pack-house / ripening or curing chamber / cold storage unit/ primary processing unit or their suitable combination when Producers' Company / Registered Growers Association / PSU is the promoter of such projects. The proposal shall be considered on merit in view of business model of the project, stocking & stacking system and actual need. But for this, the crates must be integral part of fixed capital investment under such credit linked projects and should be appraised by the lending Bank accordingly. Committee of NHB shall formulate formula for assessing admissible number of crates / bins in respect of any such project.

- iv) Shade nets and anti hail nets shall be considered as one time assistance for credit linked project for the benefit of existing commercial horticulture projects of fruit orchards qualifying area norm of above 4 Ha. Assistance in case of CFB Cartons, Aseptic Packaging, Punnets / Poly bags etc shall be available on merit for launching a new horticulture product during its first year and for introduction of horticulture products in a market as one time assistance.
- v) Benefit of exclusive components of cold storage scheme shall also be available to the promoters over and above the assistance that will be provided under Commercial Horticulture Scheme to set up integrated projects for production and PHM components.
- vi) Selection of units for promotion of *indigenous manufacturing* of items covered by item II(xiv) shall be decided on merits by a Committee of NHB.
- vii) Credit component as means of finance of the project should be term loan from banking or non banking financial institutions and should be at least 15 % more than the admissible rate of subsidy.
- viii) Projects relating to setting up of new production units shall be technically and financially appraised to ensure and enable entrepreneur to incorporate latest available technology to take care of quality of produce, economy in cost of production, energy saving, safety and environmental concerns.
- ix) Projects under this scheme component may be integrated as part of new *Production Related* projects or in integration with existing *Production Related* projects set up with or without assistance under NHB schemes and falling under category of Production related Components; certain components may be on-farm and other may be off-farm; in addition, such projects may be set up by a service provider/ trader / processors with proper backward linkage with production of fresh horticulture produce.
- x) Normative cost for various components shall be prescribed by NHB from time to time.

Detailed instructions for making application for LOI, formats and other relevant information are given in Annexure-I (Pages 23 to 61 of this booklet)

SCHEME-2

Capital Investment Subsidy Scheme for construction/ expansion/ modernization of Cold Storages/Storages of Horticulture Produce

Description of components and Pattern of Assistance

Components: - Credit linked projects relating to Cold Storages including Controlled Atmosphere (CA) and Modified Atmosphere (MA) Stores, pre-cooling units, other Storages for onion, etc., their modernization are eligible for assistance under this component.

Pattern of Assistance: - The assistance will be as *credit linked back-ended subsidy @ 40% of the capital cost of project* in general areas and 55% in case of Hilly & Scheduled Areas for a maximum storage capacity of 5000 MT per project for item (i) to (iv) below: -

General conditions for cold storage projects

- i) Multi-chamber cold storages with mezzanine floors of RCC and or wooden structure for products not requiring pre-cooling, temperature range 0°C plus to 16°C or above with fin-coil cooling system, with control system for humidity (RH 80% to 95% in general and 65%-70% for onion & garlic or appropriate level for seed storage etc) and appropriate handling of stored commodity with safety system against accidents of fire, leakage of refrigerant etc. Minimum of two chambers, Standard insulation material, with civil structure, insulations and cooling system as per prescribed Standards - @ Rs 6,000 per MT
- ii) Multi-chamber and Multi-Product cold storage for whole range of horticulture produce but without pre-cooling system (temperature range from -2°C or lower to +16°C plus (with temperature, humidity and CO₂ control (RH= 80% to 95% for F & V in general and 65%-70% for onion & garlic or appropriate level for seed storage etc), fin-coil cooling system and energy saving devices for peak and lean load period, heat exchanger with CO₂ control system, appropriate technology for control of microorganism / dust mite and mechanical handling of stored commodity such as racks, pallets & forklift / stacker (as per site conditions); bags/ bins and crates/ CFB boxes and also safety devices against accident.
 - (a) With civil structure/ pre-fabricated engg. Structure, insulation, cooling system etc as per prescribed standards excluding cold storage with mezzanine floors @ Rs 7000/- per MT
 - (b) With civil structure/ pre-fabricated engg. structure, insulation, cooling system etc. as per prescribed standards (excluding cold storage with mezzanine floors) and having on-farm or off-farm pack house facility of washing/ de-sapping (as per requirement), drying, sorting, grading, waxing, packing etc and *pre-cooling* @ Rs 8000/- per MT.
- iii) Modernization of Cold Storages
 - a) Up gradation of thermal insulation
 - b) Up gradation of cooling system, refrigeration, air flow, electric installation, handling devices, safety devices etc.

Project based @ maximum 1000/MT for (i) and up to Rs. 2000/MT for (ii) above

Benefit of (i) and (ii) above may go together for complete modernization.

- iv) CA Storages (@ Rs 32,000 per MT)
- v) Credit components as means of finance of the project should be term loan from banking or non banking financial institutions and should be at least 15% more than the admissible rate of subsidy.
- vi) Only such projects under this component shall be eligible to get financial assistance as per revised norms, which meet prescribed minimum technical standards; this shall be ascertained as per implementation protocols prescribed in this regard.
- vii) Rack, pallets and design-appropriate system for mechanized handling are incorporated in above type designs.
- viii) In respect of projects, which have addition of components or technically recommended different combinations of components of pre-cooling, pack house etc, the normative cost shall be worked out by the Committee of the Board.
- ix) NHB assistance is available only when notified latest technical standards and protocol for the purpose by the Ministry of Agriculture are followed by the beneficiary.

Detailed instructions for making application for LOI, formats and other relevant information are given in Annexure-II (Pages 62 to 85 of this booklet)

SCHEME-3

Technology Development and Transfer for promotion of Horticulture

Components

- i) Introduction of New Technology
- ii) Visit of progressive farmers
- iii) Promotional and Extension Activities
- iv) Technical knowhow from India/Abroad
- v) Technology Awareness
- vi) Organising/participation in seminars/symposia/exhibitions
- vii) Udyan Pandit
- viii) Publicity and Films
- ix) Awareness for technology up gradation and markets
- x) Honorarium to scientists for effective transfer of technology.
- xi) Accreditation and Rating of Horticulture Nurseries
- xii) Mother Plant Nurseries for pedigreed planting material for fruit crops
- xiii) Assistance for Common Facilities in Horticulture Parks/ Agri Export Zones etc.

Description of components and Pattern of Assistance

(I) Introduction of New Technologies

- A. Undertaking Pilot Projects for introduction of new farm inputs, new and appropriate technologies for promoting high quality commercial production and or increase in productivity, growth regulation, plant protection.
 - i) Commercial sustenance shall be the main criteria for selecting such pilot projects.
 - ii) The project shall have one of the following aspects:-
 - Developing prototype for adoption on a commercial scale
 - Demonstration and training on new farm inputs/ technology/tool/ equipments etc.
 - iii) Implementation of technology/concept
 - iv) Seeds and planting material (imported/indigenous) to be tested preferably on farmers' field for adoption & commercialization.
 - v) Funding requirements for each item to be indicated with justification.
- B. *Development and introduction of new protocols relating to Post Harvest Management, Cold Chain, Primary Processing, Biotechnology and Introduction of New tool/ equipment/ machinery for PHM, storage including cold chain system and handling. Such projects are to be considered on merit with atleast one of the following broad considerations:-*
 - i) Increase in efficiency of farm operations, PHM, storage and handling operations,
 - ii) Reduction in post harvest losses and cost of operation,

- iii) Increasing shelf-life of horticulture produce Partner
 - iv) Contribution to productivity, improvement in overall quality of produce and value addition,
 - v) Benefit of introduction of such technology over the existing level must be enunciated
 - vi) It should be relatively advanced tool/ machinery/equipment.
- C. R&D projects for solving specific problems relating to production, PHM, packaging, storage, handling and transport would also be considered on merit basis. Project based on indigenous fruit, vegetables, flowers, medicinal and aromatic plants would also be encouraged for promoting domestic market and exports.
- D. R&D facilities for bee-keeping and honey production, processing and storage

Assistance under this scheme component is available mainly for applied R & D projects and not for R & D projects, which fall under domain of regular R & D activities of ICAR/ SAU or any other applicant organization. NGO's are not eligible for assistance for R&D projects.

Pattern of Assistance

- a) Introduction of new technologies shall be carried out by NHB by in-house efforts.
- b) *Committee constituted by the Board* may designate any organization as Partner Institution for this purpose and provide grants up to 100% of the cost of project. Quantum of grants for partner institution shall be restricted as follows:-
- c) Upper ceiling of Rs. 10.00 lakh in case of projects falling under Category (A)
- d) Upper ceiling of Rs 25.00 lakh for projects falling under Category (B), (C) & (D)
- e) State Agricultural/Horti. Universities, National Premier Institutes, State Deptt. of Horticulture/Agriculture, PSU's and other State agencies shall generally be the *Partner Institution* for transfer and demonstration of proven technology on commercial scale and R&D efforts on specific issues.
- f) NHB can avail the services of experts if required for project evaluation for sanctioning such projects.

(II) Visit of Progressive Farmers

Purpose of visits

- i. To attend structured crop specific production, PHM, processing and marketing related farmers' training courses organized by NHB as per its annual action plan, with the help of ICAR institutions, SAUs, KVKs /ATMA Society and any other professional institutions such as MANAGE, NIRD, HTC Pune, TERI, selected international organizations etc. Course shall be designed by NHB and training institution jointly, keeping in view training needs of the participants.
- ii. To expose groups of farmers to field demonstrations of technology organized by ICAR Institutions, SAUs, State Horticulture Directorates, etc. on their own farms or on farms of KVKs/ ATMA Societies, selected progressive farmers etc. The technology component to be demonstrated should be new and relevant to the group and must be specifically stated.
- iii. To participate in exhibitions within Country relating to horticulture production, PHM technology and to display their produce/equipment in stalls provided by NHB
- iv. To visit specialized wholesale, terminal markets, modern auction centres / processing unit / storage / PHM infrastructure, etc.

- v. To participate in exhibitions and horticulture fairs organized by NHB, crop specific National Research Centres for Horticulture Crops, ICAR Institutions, Agricultural Universities or Colleges / KVKs / State Directorates of Horticulture/ State, PSUs or National Federations like IFFCO, NAFED, Marketing Boards, NEC, Industries Associations or registered and functional Growers Associations, etc.

Conditions for participation

- i) NHB shall prepare Annual Action Plan for training and structured field visit / visit to exhibitions, etc. enunciating the objective of such visits;
- ii) Selected farmer should be in the age group of 20 to 55 years. He/she should be cultivating the relevant horticulture crops on his own land or intend to establish horticulture farm/garden/ industry and should have applied for assistance under NHB schemes No. 1 or 2
- iii) Preference should be given to small, marginal and women farmers and beneficiaries of NHB, NHM and TMNE schemes.
- iv) Such farmers should be selected who are willing to share their experiences in workshops / seminars at District and State Level as resource persons.
- v) One to two representatives of State department of Agriculture/Horticulture or SAU may accompany farmers' groups for the assistance of the visiting farmers.
- vi) The maximum size of a training group may be, as decided by NHB in consultation with the training institute. However, it should not be of more than 30 farmers including Govt officers.
- vii) The selection of farmers to form group will be done by the State Govt. or NHB officer of the concerned State/UT's who may propose and organize such training / visits.
- viii) Travel plan should be made through the shortest practically suitable route of mass public transport.

Pattern of Assistance

Assistance shall be limited to 'to & fro' rail fare of Sleeper Class by Indian Railways or Second Class Cabin in Shipping Service equivalent to shipping service of Government Organisation for A & N and Lakshdweep people, in addition to boarding charges @ Rs. 150/- per day, per farmer. However, farmers from TMNE States (NE & Hilly Areas) shall be considered for air journey from air port near their place of residence limited to airport located in NE States including Sikkim and in Himalayan states.

(III) Promotional and Extension Activities

Components

- i. To organize demonstrations of modern scientific techniques / technologies, package of production and PHM practices at suitable locations / areas by the NHB
- ii. To organize demonstrations of improved / high yielding varieties of fruits, vegetables, flowers, ornamental plants etc, by NHB

Implementation

- i. A committee of NHB shall examine such proposals
- ii. NHB will organize field demonstrations and display for product promotion and market development with or without the help of out-sourced agency / experts.

- iii. Demonstration for product promotion and market development by display of horticulture products and farm machinery & tools will be organized by NHB in the form of horticulture fairs, which shall provide the participants an opportunity to display and sale the exhibits. These events shall also provide opportunity to producer farmers to learn from one another's experience and performance. Selected horticulture-producer-farmers' associations and their self help groups who adopt prescribed production, PHM, packaging, storage and transportation technology under supervision of NHB or any public sector engaged in organizing farmers groups and so designated by NHB, shall be the *Targeted Participants* for such horticulture fairs. Similarly ICAR Institutions / SAUs and any other R & D Institution and manufacturer of farm machinery / tools / equipments relating to horticulture development may also be included in targeted participants by selecting them based on requirement of promoting the product intended to be promoted. Scheme Components of *Technology Development and Transfer for promotion of Horticulture* may be converged with such Horticulture Fairs organized by NHB. '*Targeted Participants*' shall be encouraged to participate in horticulture fairs by providing them stall space for display of produce for sales and storage space for horticulture produce for participation in the event without rent or tariff for stall space and storage space. One-time assistance for trial use of recommended packaging material and transport of horticulture produce in technically recommended manner from production centre to place of horticulture fair may be given to *targeted participants* through their group / association or organizing public agency like ICAR Institution / SAU/ Marketing Boards/ Agro Industries Development Corporation, PSU / NERAMAC etc. Boarding & lodging in group on room sharing basis / dormitory in farmers' hostels run by ICAR institutions / SAU / APMC's may be provided by NHB for first time participants from *Targeted Participants*' groups. Cost towards hiring of venue, stall preparations, decoration of exhibition place, public address system, security, lighting, water supply, ceremonial functions and publicity of event shall be borne by NHB under this component.

(IV) Expert's Services from India/Abroad

Experts from India / abroad may be engaged by NHB for implementation of the components of the scheme of Technology Development and Transfer

(a) Expert's Services from Abroad

- i) Criteria for selection of experts would be based on technology needs of horticulture sector
- ii) Services of Expert (s) would be permitted on individual project basis for a period not exceeding 15 days per year for first two years only
- iii) Selection of Experts would be done by a Committee of NHB
- iv) Pattern of Assistance- Expenditure on expert's services for travel and per diem shall be in accordance with the Government of India's approved rates

(b) Experts from India

Experts from India as consultants may be engaged as per provisions of standing orders in this regard issued by the Government of India. Selection of experts will be as per technology needs of horticulture sector including production, plant protection, post harvest management, storage, cold chain infrastructure, handling, marketing and exports etc.

(V) Technology Awareness

Under this component, extension related events shall be organized with field demonstration of technology and evaluation of extension effort

(a) Implementation

- i. Carry out extension for increasing productivity, improving quality of fruits, vegetable and flowers produced to export standards, canopy management, crop husbandry, plant protection and disease control, integrated nutrient management, Integrated pest management, IndiaGAP, organic certification, seed varieties and seed production technology & certification, nursery management, farm mechanization, PHM practices, commodity storage manual, marketing etc. by organizing workshop/seminars / exhibition at the Block / District level,
- ii. Such events will be organized by NHB or through ICAR Institutions/ SAUs/ State Departments / PSUs/ KVKs / ATMA Societies / Primary Growers Associations who are engaged in providing services to growers for inputs, credit, marketing, processing or storage etc and generate adequate revenue to manage their day to day affairs without Govt. assistance.
- iii. The amount sanctioned for a particular year is required to be spent within the same financial year giving proper justification, unless revalidated.

(b) Pattern of Assistance

Up to Rs.50,000/- per event including cost of organizing field trials of technology on participating farmers' fields and carrying out programme evaluation, preparation of programme evaluation report and its submission to NHB by the Organizer. Committee of NHB will approve proposals under this component.

(VI) Organization/Participation in Seminars/Workshops/Exhibition, etc. for promotion of Horticulture**(a) Implementation**

- i) Seminars/workshop/exhibition etc shall be organized at the state, national and international levels for promotion of horticulture.
- ii) For State level events NHB / NHM / TMNE beneficiaries from the same State in minimum of 50 in number should be invited in consultation with NHB and State Horticulture Mission (SHM).
- iii) For National level event NHB / NHM / TMNE beneficiaries, producer States should be invited for the event by the organizers in consultation with NHB and State Mission Directorates. At least 50 beneficiaries from at least five main producer states would be required for the event.
- iv) Such beneficiaries should not be charged any registration fee, etc. and should be provided with same facility as other registered participants.
- v) The amount sanctioned for a particular year is required to be spent within the same financial year, unless revalidated.

(b) Pattern of Assistance

- i) The financial assistance would be limited up to Rs.3.00 lakh for organizing State Level event, up to Rs. 5.00 lakh for organizing National level event and up to Rs.10.00 lakh per event for International participation (3-5 days).

- ii) In case of short duration (1-2 days) seminars, financial assistance would be limited to:
 - Rs.1.00 lakh per event for State Level event,
 - Rs. 2.00 lakh for National level event and
 - Rs 3.00 lakh for International event (for organizations/participation of international event within India).

(c) Manner of Implementation

- i) The seminars / workshops / Exhibitions shall be organized primarily for beneficiaries of NHB / NHM and TMNE schemes, however, if such beneficiaries are not available in required number, then other growers of horticulture crops can also be included.
- ii) These events will be primarily organized through crop specific National Research Centre for Horticulture Crops, any other ICAR Institution, Agricultural Universities or Colleges / KVKs / State Directorates of Horticulture / State or National Federations of primary level registered and functional Growers Associations, who generate enough resources internally to manage their day to day affairs on their own.
- iii) So far as participation in State and National level exhibitions whose organizers have not been extended financial assistance, registered associations of horticulture farmers shall be extended financial assistance of stall space at subsidy up to 50% of tariff for stall, not exceeding Rs. 15000 per stall per Association for display of their fresh or primary processed horticulture produce, for participation in any State and National fairs / exhibitions under this scheme component. NHB may hire stall / exhibition space / display space in selected international fairs / exhibitions, develop the same and make the same available to selected NHB beneficiaries and registered associations of horticulture farmers free of tariff for enabling them to promote their product i.e. fresh horticulture produce for getting direct access to export markets. Total financial implication of such participation per event will be governed by aforesaid approved pattern of assistance given above.
- iv) Financial assistance for attending workshops / seminars / training course shall be limited to the event relating to horticulture sector. Training need assessment should be done for the group of participants and duly considered before sponsoring participants to attend the event.
- v) Crop specific training to producer farmers, training to operators of PHM infrastructures, processing units, cold storage operators, laboratory technicians etc., shall also be given financial assistance under this sub-component.
- vi) Quantum of financial assistance per participant for per day of training shall be fixed by NHB after assessing cost implication as submitted by the organizing agency.
- vii) Financial assistance to group of farmers participating under this sub component will be extended only to such workshops / seminars / training courses, which have not been directly assisted under this subcomponent for organizing the event.
- viii) Benefits under scheme subcomponents of **Visit of Progressive Farmers** may also be made available to participants of above mentioned workshops / seminars/ exhibitions / training courses.

(VII) Udyan Pandit Competitions

- i) For organizing such competition, the State Deptt. of Horticulture/Agriculture is required to submit detailed proposal
- ii) NHB can also organize such events at national level.
- iii) NHB assistance shall be limited to Rs.1.50 lakh per event.

(VIII) Publicity

(a) Publications

- i) Brochures and other publicity material for media (news papers/ magazines/ audio/ video) meant for farmers and other beneficiaries to be prepared/published directly for NHB in English/Hindi.
- ii) NHB's news letters.
- iii) In house publications of NHB.
- iv) Publication of horticulture related books by NHB

(b) Patterns of Assistance

- i) For items (i), (ii) & (iii), the work would be handled either by NHB or awarded to the specialized outside agencies empanelled by NHB for printing, formatting, designing and art-work.
- ii) For item iv, assistance would be provided by NHB subject to a ceiling up to Rs. 1.00 lakh per beneficiary/ organization. However, assistance from NHB shall be duly acknowledged on the front / last page of the publication.

(c) Films : For preparation of fresh video films, detailed script would be submitted to NHB with objectives of audio/ Visual & estimated cost details, name of the producers empanelled with DAVP/DAC, expected time of completion, etc.;

- i) Script & cost ceiling on the basis of DAVP/Extension Division rates would be scrutinized by a Script Committee of the Board.
- ii) MOU on the line of DAVP/DAC shall be signed between NHB & organization /producer
- iii) Video films / TV film prepared by NHB shall be screened in various States/UTs during horticulture fairs. Films prepared by Extension Division and ICAR on relevant topics shall also be screened by NHB
- iv) Cost of preparation of television programme and its telecast, preferably with the help of Doordarshan, may be met under this scheme component.

(d) Pattern of Assistance- 100% cost to be borne by NHB

(IX) Awareness of technology up-gradation, production development, product promotion and market intelligence

Implementation and pattern of assistance

- i) Awareness for technology up-gradation, product development, product promotion, exploring improved varieties of fruits, vegetables and flowers and market intelligence, shall be in consonance with the WTO commitments and the same would remain as an integrated component as per the objectives of the scheme for the government officers.

- ii) Visits shall be conducted by Officers of NHB, DAC and the State Horticulture Departments / Horticulture Division of SAUs to give exposure to the officers about horticulture industry in the advanced countries.
- iii) The team shall comprise of officials from NHB and there shall be one team leader.
- iv) The visit should normally not exceed seven days excluding the journey time.
- v) The expenditure for travel and per diem shall be borne by NHB as per the Government of India approved rates. The names of the officers from the State Horticulture Departments shall be finalized by NHB in consultation with DAC with reference to the merit and performance of such officers in the field.

(X) Honorarium to Scientists for effective transfer of Technology

Implementation and pattern of assistance

- a) Scientists/Experts facilitating effective transfer of technology as per the details of schemes covered under Development of High quality commercial Horticulture and Transfer of Technology, shall be eligible for honorarium provided they are engaged by NHB for in-house effort of transfer of technology and have not been paid any other fee / emolument etc for the same services.
- b) Grant up to Rs 20,000/- per expert for a group comprising of maximum 5 experts per project would be provided with a ceiling of Rs 1.00 lakh per project.

(XI) Accreditation and Rating of Horticulture Nurseries

Implementation and pattern of assistance

Accreditation system will be based on rating in a scale of single star to five star with appropriate weightage on production system, nursery management practices and quality of planting material produced. The single star to five star scale rating will be based on following criterion-

- i) Application by the Nursery seeking NHB Recognition, showing layout of Nursery, location of infrastructure components and land utilization plan, details of technically qualified staff in the nursery, major farm machineries and operational manual prepared by nursery for selection and maintenance of mother plants, process followed for production of planting material and management of inventory of planting material.
- ii) Assessment of Nursery will be made by a duly constituted Assessment Team on laid down parameters such as location of nursery, mother plants of both scion & rootstock, propagation technology, infrastructure for production, bio-security and disease free conditions, operation manual, quality of man power and trade relations
- iii) Fulfillment of Technical specifications of horticulture planting material and its production procedure as per ICAR document entitled “ **Handbook of seed and planting material testing manual for Horticulture crops**” and technical capability of management,
- iv) Availability of required infrastructure as per specified nursery standards of NHM for Model Nursery, such as greenhouses, mist chambers, efficient nursery tools and gadgets, implements and machinery etc.,
- v) Adoption of Good Nursery Management practices including proper record keeping
- vi) Any other condition stipulated by NHB

- vii) The process of carrying out accreditation and rating of horticulture nurseries will be as per protocol approved by the Department of Agriculture & Cooperation, Ministry of Agriculture. It will be followed by periodic surveillance of accredited nursery. It may be implemented by NHB directly or through nominated accrediting agency.
- viii) Proposals regarding nominations of accrediting agency and financial assistance shall be decided by the Board. Average expenditure on accreditation & rating of horticulture nursery would be Rs 1.00 lakh per nursery.

Guidelines along with Technical Manuals of NHM and ICAR for establishment of Nursery have been notified and published by NHB.

(XII) Mother Plant Nurseries for high pedigree planting material for fruit crops

Implementation and pattern of assistance

This activity is for Setting up Mother Blocks and Bank for Root Stock and Scion / bud stick of higher pedigree for making the same available to commercial nurseries for raising mother trees on their commercial nursery and also for multiplication and sale to farmers, in which following components are for implementation:

- i) Mother block of scion and root stock, infrastructure for production of disease free planting materials such as poly house / green house, net house, mist chamber, hot beds, sterilization of media and TC lab, referral lab, QC lab, weather station;
- ii) Water supply, electric supply with generator, ETP, farm equipments/ farm machineries, tools, portrays, root trainers, container, computer system for data management and analysis etc; as per need.
- iii) Projects under this component shall be appraised by NHB with the help of a committee of experts and should be linked with future area expansion plan under government schemes.
- iv) Crop & variety specific modern mother plant nurseries shall be managed by ICAR Institutes/NRCs, SAUs or public sector agency.
- v) Institution(s) willing to set up mother plant nursery for any crop / crops should apply along with Detailed Project Report.
- vi) Applicant organization will have to bear capital cost on account of land, staff component, water & electricity consumption and annual maintenance etc. NHB would provide 100 percent cost of nursery infrastructure, plant health management system, procurement of planting material of breeder and foundation seed grade and plantation and initial input. To begin with, planting materials for major crops like citrus, mango, apple, stone fruits, guava, litchi, sapota, aonla, pomegranate etc. will be given priority. Assistance would be up to Rs 75.00 lakh for one ha. of effective nursery area.

(XIII) Assistance for common facilities in Horticulture Parks/ Agri Export Zones etc.

Implementation and pattern of assistance

- (i) Horticultural parks set up in identified industrial estates or identified cluster of production proposed to be developed as production hub for back end support to marketing and export needs shall be eligible for assistance. Notified Agri-Expo Zones shall also be treated at par with Horticulture Park for the purpose of extending the operation of schemes having component of granting benefits for setting up of common infrastructure/ facilities with regard to production, PHM and Processing.

- (ii) NHB will facilitate PSU and Growers Associations *or companies engaged in contract farming* in establishment of common infrastructure facilities like collection, sorting, grading, primary processing, packaging, storage godowns, cold chain infrastructure, transport, value addition, marketing, quality control labs, logistics, water supply, effluent treatment plant, training / conference facility etc. If a public sector organization is the promoter agency for such Horticulture Park then a society of the stakeholders shall be formed in the beginning itself to take care of *day-to-day* management activities of the park in due course.
- (iii) NHB will extend one-time financial assistance to the promoter agency up to 50% of the eligible project cost with ceiling of subsidy of Rs. 4.00 crore per Horticulture Park for setting up of common Facilities Centre (CFC) such as mobile pre-coolers, pack house, cold chain infrastructure, storage godowns, quality control labs, logistics, primary processing facilities, water supply, effluent treatment plant, training / committee room etc.
- (iv) *Projects promoted by growers associations or companies engaged in contract farming must be credit linked wherein credit component is in the form of term loan from Bank / non-banking financial institution / Marketing Board and subsidy will be back-ended. Term loan component should be at least 15% more than admissible percentage of financial assistance in terms of percentage of eligible project cost. For this purpose NHB shall prescribe normative cost of components of Horticulture Park.*
- (v) The cost of setting up of individual production unit would be borne by the entrepreneurs who will set up projects in the park, for which they shall also be eligible for back ended capital investment subsidy under the commercial horticulture scheme of NHB.

Application Form and Undertaking Format are given in Annexure-III (Pages 88-92 of this booklet)

SCHEME-4

Market Information Service for Horticulture Crops

Objectives

- i) To generate information on wholesale prices, arrivals and trends in various markets of the country for important fruits, vegetables & flowers etc and also on retail prices for increased number of selected markets
- ii) To analyze the trends of arrivals, prices and other related factors of the selected fruit and vegetables such as stock in storage, crop stand etc and generate Market Intelligence Reports
- iii) To establish a nation-wide communication network for speedy collection and dissemination of market information data for its efficient and timely utilization.
- iv) To prepare farmers' advisory and issue the same for the benefit of producer farmers especially by making use of statistics so generated and collected for optimizing returns to the producers
- v) To collect and disseminate information on international prices prevailing in potential foreign markets
- vi) To collect and compile horticulture database and strengthen existing system of 'Crop Estimation Survey-Fruits & Vegetables' (CES-F&V) as far as possible

Implementation

Coverage of markets by NHB shall be increased from present 36 fruits and vegetables markets to 100 markets. This would be done by outsourcing existing marketing/professional agencies/ unemployed Agriculture graduates or recognized/ established brokers in Mandi etc. at a fixed monthly remuneration (including transport) per month as decided by the Board plus actual expenses on transmission of information to NHB (fax, internet and telephone). The NHB would identify these markets in consultation with concerned State Govts. An exclusive cell shall be set up at NHB, Gurgaon for on-line receipt, data entry, analysis, dissemination and web-site management. The work relating to this proposed MIS cell shall also be undertaken by outsourcing services of selected professional agency.

SCHEME-5

Horticulture Promotion Service

Under this component, specialized studies and surveys shall be carried and study / survey reports shall be brought out for use by targeted beneficiaries. In addition, technical laboratories shall be set up or cause to be set up and also provide technical services including advisory and consultancy services. This shall be done by NHB with or without services of outsourced experts.

Components

- i) Review the present situation of horticulture development in particular area/ State
- ii) Identify constraints in horticulture development and suggest remedial measures
- iii) Develop short term and long term strategies for systematic development of horticulture,
- iv) Develop primary/secondary data of various aspects on horticulture,
- v) Provide consultancy services, expert services & establishing labs etc. in pursuance thereof,
- vi) Conduct technical scrutiny and certification of cold chain infrastructure as per implementation protocol for Technical Standards for cold storages etc.
- vii) Preparing reports relating to export competitiveness in the area of fresh horticulture produce,
- viii) Any other component of expert services provided by NHB addressing to identified needs of the sector

Pattern of Assistance for above components

100% cost of the study shall be borne by the Board.

Nodal Organizations

- i) NHB itself
- ii) State Governments/UT's and organizations under it,
- iii) Central Government Organizations/ agencies
- iv) Other organizations such as Quality Council of India / NHRDF etc.

Aspects of Studies/Surveys

- i) Techno Economic Feasibility Studies for development of horticulture in States/UT's/Belts/ Zones etc.
- ii) Market Studies /special problems/Area/Commodity based study/ other aspects – Terms of Reference will vary on case to case basis
- iii) Expert Services for project identification, formulation, implementation, monitoring & evaluation etc.
- iv) Multi disciplinary and specific studies by NHB such as Performance Rating of infrastructure components, tools, equipments, machineries for use in horticulture sector, Firming up of PHM, storage and specialized handling related protocols
- v) Issues relating to protocols for Good Agricultural Practices, quality standards for fresh horticulture produce such as under CODEX and EC standards;
- vi) Export competitiveness in respect of fresh horticulture produce,

- vii) E-solutions for business process of NHB office
- viii) To facilitate the consultancy services relating to production, plant protection, PHM, packaging, storage, marketing and exports,
- ix) All above aspects are illustrative and not exhaustive

Criteria for empanelment of consultants / consultancy firms

- i) The consultancy firms should be registered and it should be multi-disciplinary having minimum experience of 3-5 years. Individual consultants or subject matter specialist of horticulture /agriculture experts, economist/ management/ legal / personnel/ financial/ marketing/information-technology experts etc, can be engaged for specific activities, where the expertise of an individual will meet requirement.
- ii) The consultants must have expertise and experience in the field of horticulture, financial management, project formulation, project evaluation, monitoring etc.
- iii) Consultants should have capability, as evident from their past experience in similar work in relevant field such as agriculture/ horticulture/post-harvest management / refrigeration, e-governance, marketing and exports.
- iv) The consultants must have required infrastructure for taking up consultancy as per job requirements
- v) Preference would be given to such consultancy firms, who have experience in conducting similar studies for similar conditions
- vi) The selection of experts for specific/multi disciplinary studies shall be finalized by the committee of NHB keeping in mind their known professionalism in the field.

Procedure for engaging the services of consultants / consultancy firms

- i) Study would be conducted and consultancy services rendered through empanelled consultants. The panel of Consultancy firms / consultants would be updated periodically, after every three years.
- ii) A public notice will be issued calling offers from consultant / consultancy firms for empanelment. A panel of consultancy firms / consultants would be finalized by *Empowered Committee* of the Board.

Procedure for award of studies/surveys or consultancy assignment to a consultant / Firm in panel so prepared by NHB

- i. Consultants / Firm would send their detailed offer taking into consideration scope of work/term of reference within prescribed period.
- ii. Consultants would be required to give offer in-respect of technical & financial aspects.
- iii. Offers would be scrutinized by the Board for consideration of Empowered committee.
- iv. Consultants would present their case in person before the Empowered Committee on the date & time to be decided by the Board.
- v. Period of study would be decided by the *Empowered Committee* on case to case basis.
- vi. The study would be awarded by the Board on the recommendation of the Empowered Committee.

Mode of Payment

- i) 25% on award of work
- ii) 50% on submission of Draft Report.

- iii) 25% after final report and its acceptance by Board/ Concerned State Govt./ Organization.

Note: - The consultant / consultancy firm shall be required to furnish an indemnity bond and personal guarantee before the release of advance payments. For any delay in submission of Draft Report, penalty @ 1 % of total fee may be levied on the consultants for every delay of one month or part thereof.

Submission of Draft Study / Survey Report

- i) Draft report would be submitted by the consultants within the prescribed time.
- ii) Consultants would also present the study undertaken through slides etc. before the NHB & concerned sponsoring organization.
- iii) Comments of NHB/sponsoring organization would be included in the study report.
- iv) Consultants would coordinate for organizing the presentation of the report.

Submission of Final Report

Consultants would be required to submit requisite number of copies of Draft Report and Final Report duly bound along with soft copy.

NHB can undertake consultancy services including setting up of specialized laboratory with the help of empanelled consultants/ consultancy firms.

National Cold Chain Development Centre

- i) A National Cold Chain Development Centre (NCCD) shall be set up by NHB with private sector participation in technology up-gradation, human resource development for meeting the requirements of post harvest management of horticulture crops and management of cold chain infrastructure and carrying out applied research & development related to post harvest management and storage of horticulture produce.
- ii) NCCD is envisaged to operate in Public-Private Partnership Mode (PPP mode) with stake-holders' participation. Organisation structure of National Cold Chain Development Centre and its bye-laws shall be as approved by the Department of Agriculture & Cooperation, Ministry of Agriculture, Govt. of India.
- iii) One time grant of Rs. 25 crore, including cost of construction and furnishing of HRD Centre at Nangaloi is earmarked for establishment of the National Cold Chain Development Centre during XI plan. There shall be *No cost on NHB* on account of operation and maintenance of the NCCD. *NCCD shall generate its own resources from services rendered.*
- iv) NCCD will be responsible for bench marking of technical standards of cold chain and PHM infrastructures, carrying out technical scrutiny and appraisal of cold storage and PHM projects, certification of cold storage and PHM projects as per approved Implementation Protocols for Technical Standards, carrying out Human Resource Development Programmes for meeting needs of skilled manpower for effective management of integrated cold chain infrastructure, promote private- investment in integrated cold chain infrastructure including development of National Green Grid and undertaking applied R &D relating to critical storage conditions for fresh horticulture produce, energy efficiency and performance rating of refrigeration equipments etc.

ANNEXURE - I

ANNEXURE - I

“Development of Commercial Horticulture through Production and Post Harvest Management”

Items	Description	Page No.
Chapter-I	Procedure for Making Application for a Letter of Intent	25-30
Chapter-II	Guidelines for Inspection / Joint Inspection of Projects on Completion	31-32
Chapter-III	Guidelines for Making Subsidy Claims	33-34
Chapter-IV	Guidelines for subsidy ceiling on per project Basis	35
Format-I	Application Form for Letter of Intent	36-41
Format-II	Affidavit	42
Format-III	Joint Inspection Report and Pre-Inspection Format	43-48
Format-IV	Affidavit	49
Format-V	Duly Certified Expenditure Statement by Bank or CA Certificate	50-51
Format-VI	RTGS - Proforma	52
Format-VII	Forwarding Letter by Bank along with List of Documents	53
Format-VIII	Utilization Certificate	54
Appendix-I	List of National Horticulture Board Offices	55
Appendix-II	Cost Norms	56-61

CHAPTER-I

Making Application for a Letter of Intent under the scheme “Development of Commercial Horticulture through Production and Post Harvest Management”

1. Who can apply for getting Letter of Intent

A natural person, a group of individuals or a legal person (Partnership Firm, a Trust, Cooperative Society, a Society registered under Registration of Society Act, a company, self-help group) may apply for issue of LOI.

2. Where to Apply for Issue of LOI

A. Physical Application on Prescribed Format

- (i) To respective State Office of NHB – upto the project cost of Rs 50.00 lakh.
- (ii) To NHB, HO, Gurgaon where the project cost is above Rs 50.00 lakh, however, a copy of application should also be sent to the respective state office of NHB.

B. Online Submission of Application

NHB has introduced a system for online filing of applications for Letter of Intent (LOI) on its website www.nhb.gov.in. The Homepage of the Website provides a link “[Apply Online and Track Status here](#)”. This section contains information like how to apply, cost of application & payment options, checklist, etc. to help applicants to apply online. Applicant has following three options to pay the cost of application:-

- Demand Draft
- Electronic Transfer of funds in NHB's account
- Credit/Debit Card (VISA/Master)

Following is the structure for cost of application

Cost of Application	Demand Draft and Electronic Transfer category	Credit or Debit Card (VISA/MASTER)
For Projects having cost upto Rs 10.00 lakh	Rs 1,000/-	1,000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 20 lakh and upto Rs 50 lakh	Rs 2,000/-	Rs 2,000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 20 lakh and upto Rs 50 lakh	Rs 5,000/-	Rs 5,000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 50 lakh	Rs 10,000/-	Rs 10,000/- (plus applicable charges towards payment of gateway transaction fee)

In case, the payment option is Demand Draft or through Electronic Transfer in NHB's account, applicant will have to first get the demand draft prepared or transfer the funds in NHB's account, as DD/Electronic Transfer number is required to be given in the online application. In this case, an applicant will be issued Temporary ID. Permanent LOI Code in case of electronic payment would be issued on receipt of funds in NHB's account and in the case demand draft on receipt of demand draft by the NHB.

In case applicant opts to pay cost of application through Credit or Debit Card, he is issued on the spot acknowledgement alongwith permanent LOI Code.

After filing online application, applicant should take print out of his online application form. He may take a print out in duplicate, retain one copy for his records and the second copy may be attached with the physical application alongwith other necessary documents. It is necessary for the applicants to fill up and submit the detailed application form (**Format-1**) apart from online application form.

3. How to establish Identity of Applicant

- i. In cases of applicant being a natural person, his name, sex, age, occupation, father's / husband's name, permanent address, full postal address supported by self-attested passport size photograph of applicant affixed on application may normally suffice for establishing identity of natural person or group of individuals.
- ii. In cases the applicant is a statutory person, to know the applicant following details must be insisted upon-
 - a. Attested copy of Document of Registration of the applicant body/company.
 - b. Memorandum and Articles of Association of applicant body/company.
 - c. Board of Director's Resolution, duly passed and authorizing signatory of application to apply for bank loan, NHB subsidy and take all other related necessary steps in this regard. Signatory of the application must be described in the Board resolution with name, age, sex, designation / occupation, father's or husband's name, permanent address, postal address and his self attested photograph should be attached with the application form
 - d. Applicant body's Board of Director's / Competent Body of Management's Resolution permitting or approving Investment proposal, taking of bank loan etc should also be enclosed.
 - e. A copy of applicant body's latest Audit-Report and Annual-Report

4. Title of the land and copy of record of right

The title of the piece of land on which the project is proposed to be set up should be in the name of applicant in the capacity of owner or lessee for minimum period of 10 years. However, for fruit orchards and plantation crops having longer gestation period the minimum period of lease should be 15 years. In case of land leased, lease deed it should be registered with the Authority like office of Sub-Registrar, etc. A latest copy of record of right showing this fact should be enclosed with the application. Mortgaged land shall not be treated at par with lease even if the credit institution might have considered so. Similarly, Power of Attorney given by owner of land in favour of applicant shall not qualify him for benefit under the scheme.

5. Documents to be enclosed along with application form

- a. Copy of record of right over the piece of project-land

- b. In case of lease of land for the project a certified copy of lease deed which should be registered at the time of submission of LOI application.
- c. Affidavit in enclosed format
- d. Prescribed cost of application form and scheme brochure
- e. Copy of last submitted income tax return, if any
- f. A copy of Project Report submitted to any FI/Bank with loan case, along with letter from FI/Bank that the loan case is under consideration of it
- g. Key map of the project land (free hand sketch) showing lay out of the project and land boundary features, source of irrigation water (if any), existing land use etc.
- h. In case of applicant being member of co-op society, partnership firm having similar activity, the NOC issued by such institution.
- i. In case the project includes component of primary processing of fruits & vegetables and any of the fruit product covered by FPO 1955 is to be manufactured, then NOC issued by Ministry of Food Processing Industries (MFPI) be submitted.

6. Scrutiny Points for Application of LOI – Following scrutiny points are suggested and scrutiny are may add addition security point as per need of the case

- i. Application is duly filled in all respect and signed on all pages and annexed with required/relevant papers/documents.
- ii. Identity and existence of Applicant should be confirmed from scrutiny of documents accompanying the application form.
- iii. Land area under project is either ownership / lease (Registered) hold right for prescribed number of years in the name of applicant and free from any burden such as mortgage to third party,
- iv. Crop / activity proposed is permissible under NHB scheme
- v. Full details of project land (Survey number / plot number, village or town / Tehsil, District and State must have been mentioned. Key map of project land enclosed with application shows irrigation water source (if needed), existing structure, proposed structure, existing plantation & plantation area. Key map may not be as per scale but it may be sketch for the purpose of getting idea of project land. Concerned AD and LOI scrutiny authority should try to ascertain that beneficiary does not miss technically necessary infrastructure components.
- vi. Crop, its variety, plant density, plant matrix its proposed area and source of planting material, is clearly shown. This detail should be looked into and suitable technical advice may be given to applicant. For this the indicative key-map of the project land should be referred to.
- vii. It should be ensured that the funding institution has valid existence; in case of doubt about any bank its Banking License issued by Reserve Bank of India may be referred to. In case funding is proposed by Credit Society then the funding Institution will be not only the concerned credit society but the Bank proper too which provides credit to the Society. In such cases, the proposal should be routed through the funding bank to NHB for consideration of subsidy and subsidy reserve fund a/c in the name of beneficiary shall be maintained at funding bank. Clarification,

if needed may be sought from the NABARD/SLBC and District Registrar of Cooperative Societies, in case of doubt.

- viii. From the project report the means of finance should be checked to ensure that the project is not proposed to be funded by subsidy from two or more central schemes to avoid doubling of subsidy for the same project from two or more organizations. Similarly, the term loan component is not less than minimum prescribed limit.
- ix. The project details given in application form and in the project report conform to each other.
- x. In case of applicant being a company the same has enough authorized capital and reserves & surplus to provide required amount of equity. Unsecured loan should not be treated as equity.
- xi. Implementation schedule of the project should be properly examined to avoid LOI for old plantation, activities and components.
- xii. If the proposed primary processing unit produces items covered under definition of "Fruit Product" as defined under FPO 1955, then no objection certificate from MFPI be taken. NOC should be to the effect that same project component has neither been assisted by it nor is under consideration for assistance by MFPI and it has no objection to NHB granting assistance under its scheme.

7. Keeping Proper Record of Applications Received

Particulars of applications for LOI must be recorded in a **Register of Applications for LOI** in chronological order. The **Register of Applications for LOI** must be properly bound and page numbered and attested by Assistant Director I/c of Area Office or by Additional Managing Director at the Head Office. This should also contain date of entry in on line software and unique LOI number generated by the software.

8. Deciding Application for Issue of LOI and Pre-LOI Inspection

a) Power to decide LOI Application

Area Office	-	State Committee headed by concerned Area Officer.
Head Office	-	IC/PAC.

However, in case of refer van/specialized transport vehicle, all the proposals shall be submitted to Head Office for consideration of LOI. No proposal of refer van/specialized transport vehicle will be dealt at State Office for LOI.

b) Pre-LOI inspection

Project shall be selected for pre-LOI inspection on sample basis as follows:-

Upto Rs 50.00 lakh (at Area Office)	100%, as far as possible
Project costing above Rs 50.00 lakh	100%
Refer van	100%
Short duration crop like Banana, Papaya, Strawberry, Gladiolus	100% on priority basis

Following would be the check points during pre-inspection:-

- Suitability to site
- Soil and Water Reports
- Source of Irrigation

- Hi-tech Components
- Cost norms vis-a-vis costing of Project
- Key map
- Skill Level of beneficiary

A Copy of Pre-Inspection Forms is given at **Format-III A**.

Note: Officer carrying out pre-LOI inspection should prepare key map of project land (free hand sketch) and show irrigation source (if any), existing civil structure, existing land use too. He may advice beneficiary about suitable modification i.e. crop, plant density, crop matrix, infrastructure canopy etc. and if beneficiary agree with such suggestions he may get application so modified. Any part of project, if already completed, the suitable description of the same be recommended.

c) Appraisal of Projects

An Expert Committee at State Level shall carry out appraisal of Project at initial stage by considering investor's profile, project component, soil & water test reports, marketing opportunities, skill level of beneficiary etc. and advising the beneficiary to adopt latest technologies including irrigation and fertigation system, precision farming, GAP, modern farm machinery etc.

Validity Period of LOI

- For a period of one year from the date of issue of LOI for sanction of term loan.
- The project should be completed within two years from the date of sanction of term loan. Project time over run should be suitably examined.
- Revalidation of LOI by the concerned Area Officer for a further period of one year on merit.

9. Important Instructions for the beneficiary

(Procedure for On-Line Application will be notified on NHB website after its commissioning)

- LOI application with project cost up to Rs. 50.00 lakh may be sent to Center Incharge of the respective State as per address given at **Appendix-I**). Any change in address, Centre may notify on NHB website from time to time.
- LOI application with project outlay above Rs. 50.00 Lakh may be sent directly to Managing Director, National Horticulture Board, Plot No. 85, Sector 18, Institutional Area, Gurgaon - 122 015 (Haryana) with a copy to the concerned State Office of NHB.
- All relevant columns of the applications must be filled up and application should be duly signed by the beneficiary on each page.
- Over writing should be avoided. Over writing in all cases should be duly authenticated.
- Applicant must attach all enclosures such as affidavit, proof of land records, detailed project report, bank term loan application form; self attested photographs etc., failing which the application will not be considered.
- The affidavit should be in the prescribed enclosed format only.
- The LOI will be revalidated by the Competent Authority only once on merit for a period of one year on application submitted by applicant/entrepreneur.
- Lease deed be duly registered with the competent Registration Authority.
- Applicant should preferably take prior approval from the Board before effecting change of project land, crop, area, bank, etc. in the proposal.**

- (x) Components of projects not included in project proposal submitted by entrepreneur and are not forming part of bank appraisal note is not eligible for NHB subsidy unless the same cannot be assessed at the time of submission of application or Bank Appraisal such as requirement of electric transformer etc.
- (xi) Some components like farm machinery, electric connection charges, Banana bunch cover, shade net, PHM infrastructure, security and storage facilities etc. which might not have been mentioned in LOI application but proof of whose purchase or construction for project can be secured beyond doubt, may be allowed within the over all cost norms of the project and the individual cost norms of the relevant component. Similarly, any gross error of judgment made about cost of any component of project within which the execution of component is not technically possible, then the same may be allowed to be improved not exceeding normative cost, if any.
- (xii) Components like shade net, mulch cover, stakes, plastic crates etc. which are eligible for subsidy as part of project only but are taken up at the time of production and harvesting should appear in project proposal for making them admissible for subsidy after bank loan has been received for the same at a appropriate later stage.
- (xiii) If applicant is a member of Co-op. Society or a partner in Partnership firm having similar activity funded by NHB, no objection certificate by Cooperative Society, Partnership Firm should be submitted with application form.
- (xiv) If applicant is one or few of joint owners of project land and project is proposed on applicant's portion of land then NOC from others co-owners be submitted.
- (xv) Bank term loan should constitute atleast 15% higher than the subsidy envising and in the project, failing which project will not be eligible for subsidy under the scheme:-
- (xvi) Key map of project land need not be "to the scale". It may be free hand sketch to show present land use, its boundary features, location of source of irrigation (if any), proposed land use pattern.
- (xvii) In case project includes item of 'Primary Processing' of fruits & vegetables, FPO license is required for running such primary processing unit under FPO 1955, then NOC from MFPI, Govt. of India should be enclosed to avoid duplication of scheme and subsidy. In case, such NOC is not submitted alongwith application of LOI, conditional LOI may be issued subject to its submission before undertaking the primary processing unit.
- (xviii) For change of crop in a project during the implementation, promoter should request for it to Bank/NHB prior to completion of project,. In case, Bank has reappraised with changed crop and modified the loan sanction letter and only prior approval of NHB has not been taken and the project is completed. Such cases should be processed with following conditions:
 - a. Documentary Proof of purchase of changed planting material from nursery is produced.
 - b. Documentary proof that the bank had been informed about change in crop, bank had reappraised the project and revised loan sanction letter had been issued at appropriate time, loan disbursement details support the above.
 - c. Joint Inspection of the project will be mandatory.
 - d. The lower out of original cost and revised cost of plantation will be taken in to account for subsidy calculation and similarly any change towards lower side the cost of any other component such as micro-irrigation etc. shall be duly taken in to account but no enhancement of cost towards any other component of project shall be allowed and
 - e. Inter category change such as orchard to controlled condition cultivation will not be allowed.

CHAPTER-II

Guidelines for Inspection / Joint Inspection Projects on Completion

Objective

Inspection / Joint Inspection of the project is carried out with the prime objective of ensuring that the project has been completed as per original project report at approved project site and all essential components have been completed with satisfactory quality of execution and acceptable standard of workmanship. It is also aimed at verifying the vouchers and other records maintained by the beneficiary in order to make assessment about the component-wise actual expenditure incurred by the beneficiary and making assessment about cost of the project. It not only gives pen-picture of the project but also provides photographs / video films as per standing instructions of NHB by way of proof of existence of assets created.

Intimation of completion of project and carrying out Inspection / Joint Inspection

On completion of credit linked project for which LOI has been issued by the Board, promoter will inform the concerned financing institution (FI) / Bank about the completion of the project. As soon as possible after receipt of the information/documents regarding completion of the project for which Banker himself has been authorized by NHB to carry out Inspection of the Project along with the beneficiary, the banker will make the spot inspection of the project and submit the Inspection Report duly signed on each page by the Bank Officer in the NHB prescribed format. In cases requiring Joint Inspection the concerned FI / Bank will fix the date for Joint Inspection of the project in consultation with concerned State I/c of NHB. Such cases will be jointly inspected by representative of NHB and representative of financing institution (FI) / Bank in presence of beneficiary. Representative of State Directorate of Horticulture may also be associated as per standing orders of NHB.

Salient features of Inspection Report

Bank Inspection Report / Joint Inspection Report will be submitted in the form given at **Format-III** by the concerned FI / Bank to NHB. Inspection report is in writing giving necessary description of various components of the project and project land, source of funding, whether all the components of the project are new etc; it is supported by photograph or video film as per standing instructions of NHB.

Some points which must be recorded in Inspection Report by Inspecting team:-

- i) **In case of the orchard/plantation crop** - date of plantation, plant density, name of the varieties grown and source and cost of purchase of quality planting material is to be clearly mentioned in the report.
- ii) **In case of tissue culture/mushroom production/aromatic plants and processing unit** – installed capacity for production of the tissue culture plants (nos.) / annum, mushroom production/aromatic oil (MT / annum) mentioned clearly and separately.
- iii) **In case of vermi-compost unit under the project** – status of kuchha / pukka foundation / superstructure along with the dimensions.
- iv) **In case of mix fruit crops** – area and plant density of each crop to be mentioned crop-wise separately.
- v) **In case of infrastructure like Labour Quarter, Store Room, Water Storage tank, etc.** – complete dimension/ area having length and width, ceiling height and type of roof, material used for wall (Brick with cement mortar or mud mortar, RCC etc) to be mentioned clearly.

- vi) **In case of Tractor** – The Inspecting Officer must ensure that a photograph of the tractor along with beneficiary and Bank Officer and attested copy of tractor registration certificate (RC) are to be sent. The registration number of the tractor must tally as per the photographs/RC as mentioned in the inspection report of the Bank Officer / JIT.

Making Assessment of cost of components of project and project as a whole on completion of project

Inspecting Officer / Joint Inspection Team is also responsible for making assessment of the cost of various components of the project and the project as a whole. It is generally made by verifying documentary proof such as vouchers / money receipts relating to procurements / services received etc. At times, when veracity of vouchers / money receipt is not certain, a fair assessment of cost may be made taking into account the local rates etc. Valuation made by Chartered accountant may also be taken into account. Generally, the FIs / Banks release subsequent and final installments of loan after ascertaining value of work executed through CA certificate etc. Such documents may also form the basis of assessing cost of components of the project and project as a whole.

Note

It is advisable to inform the beneficiary about the compliances to be made by him for forwarding subsidy claim for his project; such as, requirement of fresh affidavit in prescribed Performa etc.

CHAPTER-III

Guidelines for Making Subsidy Claims

Procedure for submission of documents/papers for final subsidy claim to the Board - The concerned FI / Bank who has provided credit for the project has to submit subsidy claims to respective office of NHB directly according to the delegation of powers for sanctioning subsidy for the project. In all cases, the subsidy claims must be submitted in the following manner by speed post / registered post / or by messenger of the Bank who must have Identity Proof of being messenger or must carry authorization certificate from the concerned bank branch. This will help eliminate possibility recurrence of cases of submission of fake subsidy claims as had happened in some States. NHB is proposing to make provisions enabling Financing Institution to make online entry about loan sanction, release of installments of loan, progress of project implementation and making subsidy claims which may facilitate reporting of progress of project and later on, processing by competent authority in NHB of subsidy claims pending receipt of signed and attested copies of documents.

Eligible Project Cost (EPC)- It is observed that the farmers/beneficiaries and bankers are sometimes under impression that the subsidy @ 20% or 40% of the project cost as appraised or as assessed during Inspection / Joint Inspection of completed project will be sanctioned. This is not true. Therefore, it is being clarified that 20% or 40% subsidy will be sanctioned and released against the eligible project cost (EPC). EPC is calculated taking in to account per unit area project cost, and component-wise cost norm. In addition, it is to be noted that the component wise eligible cost shall be least of cost indicated in project report, cost appraised by the bank / FI and cost assessed during Inspection / Joint Inspection of the project. The components not indicated in project report, appraisal report shall, therefore, be not eligible for inclusion for the purpose of calculation of EPC. Similarly, change in crop or project site without prior approval of NHB shall make the component or project, as the case may be, ineligible for getting subsidy. Even the change in FI / Banker should be done with prior approval of NHB. It should also be ensured that condition of prescribed minimum percentage of term loan is fulfilled otherwise, subsidy claims will be rejected. Crop-wise and component-wise cost norms are enclosed at **Appendix-II**.

Documents to be submitted with subsidy claims- Keeping in view of the above, the subsidy claims must be submitted in the form prescribed at **Format-VII** along with following documents including the Bank Inspection Report :-

- (a) Completion certificate of the project as issued by the Bank.
- (b) Financial appraisal carried out by the Bank before sanction of term loan showing means of finance along with any other details showing investment components and their costs. In case, pre-sanction inspection of project site is carried out by the FI / Bank, then a certified copy of each of such documents should also be submitted along with subsidy claim.
- (c) Term loan sanction letter issued by the Bank to the beneficiary with detailed terms & conditions clearly mentioning the purpose of term loan, period of repayment along with the activities e.g. plantation of fruits crops with drip/sprinkler system, establishment of hi-tech green house for commercial cut flower/horticulture produce, tissue culture unit, primary processing of horticulture produce, establishment of quality planting material nursery, etc. for which loan sanctioned.
- (d) Date wise term-loan disbursement detail for the project.
- (e) Extract of term-loan account of promoter related to the project.
- (f) Notarized Affidavit by the farmer on Rs 20/- stamp paper as per NHB prescribed format. (**Format-IV**)

- (g) Copy of Record of Rights of project land as appended in loan document by the beneficiary along with Search Report, if any, got done by the FI / Bank. This will enable NHB tally the same with the copy of record of right submitted by the beneficiary to NHB along with application for Lol.
- (h) Photographs taken at the time of inspection of the project **duly signed by the Bank Officer and the promoter**. It should be ensured that the Inspecting Officer (Bank Officer) along with Promoter and NHB officer (in case of JIT) should also be seen in the photographs.
- (i) All major components of the project i.e. Drip irrigation system, PHM infrastructure, store room, watchman / servants waiting room, water harvesting pond, tube-well, tractor and planted crop in the field along with sign board of project etc. must be covered in the photographs.
- (j) Duly certified expenditure statement (prepared on the basis of vouchers/bills) by Bank or CA certificate as per NHB format **(Format-V)** by way of proof of assessed cost of the project during Inspection / Joint Inspection
- (k) If release of subsidy by RTGS is preferred by the Bank then application for the same with details of corresponding subsidy reserve fund account **(Format-VI)**.

Procedure for adjustment of borrower's account

The subsidy released by NHB to Bank/FI in favour of the project shall be kept in the separate account termed as **Subsidy Reserve Fund**. The adjustment of subsidy to term loan account shall be made only as back-ended subsidy. Accordingly, the full project cost including the subsidy amount but excluding the margin money contribution from the beneficiary would be disbursed as loan by the banks. The repayment schedule will be drawn on the loan amount in such a way that the subsidy amount is adjusted after the bank loan portion (excluding subsidy) is liquidated. The subsidy amount in the borrower's Term Loan account should be adjusted only as a part of the recovery of last installment which should not be prior to 36 months period from the date of release of Term Loan. Therefore, term loan account of borrower should not be charged interest from the date subsidy amount is received by the Bank.

Submission of the Utilization Certificate by the Bank/FI

After completion of the project and closure of borrower's term loan account and on adjustment subsidy amount as part of the last installment which should not be prior to 36 months period from the date of release of Term Loan, the Bank/FI shall submit to NHB Utilization Certificate of the subsidy amount in Performa prescribed **(Format-VIII)**.

Chapter-IV

Operational Guidelines for Switching Over to system of applying subsidy ceiling on per project basis from per beneficiary basis

Board of Directors in its last meeting held on 03.12.2009 approved the subsidy of production related projects on per project basis on the pattern of subsidy admissible under NHB scheme for all other credit linked components viz PHM and Cold Storage and storage of Horticulture Produce. However, MC desired that NHB should frame guidelines to prevent willful splitting of projects with the sole intention of availing higher subsidy. Accordingly following guidelines shall be applicable for consideration and approval of subsidy:

1. Admissible limit of subsidy per project shall not exceed 20% or 25% or 40%, as the case may be, of the project cost maximum upto Rs. 50.00 lakh (Rs.60.00 lakh per project in the case of Hilly areas and scheduled areas). Restrictions of number of projects and time limit shall not apply for subsidy up to Rs.50.00 lakh (Rs.60.00 lakh per project in the case of Hilly and scheduled areas per beneficiary).
2. The beneficiary could also establish new project (s) and avail further subsidy without any restriction of place subject to the following conditions:-
 - a. The project should not be established on the same piece of land on which subsidy had already been availed. However, if the extent of area of a piece of land is larger than the area covered earlier for subsidy, the subsidy shall be admissible only for un-covered area. In other words, subsidy shall not be admissible for re-plantation on a piece of land for which plantation assistance has already been given.
 - b. New project should be altogether a complete project with separate term loan and viability worked out separately by the bank. It should not be willfully split part of any other project for the purpose of availing higher subsidy. Accordingly splitting of an integrated project for the purpose of getting subsidy more than ceiling limit shall not be allowed.

Illustrations

- i. Protected cultivation under separate poly-houses / green houses may be considered as separate project.
- ii. Projects in open cultivation at new piece of land may be considered as separate project.
- iii. A project of producing frozen peas / cut vegetables when split into processing unit with IQF as one unit and cold storage as second component shall not be admissible as two separate projects for the simple reason that processing with IQF components without storage facility at sub-zero temperature has to be integrated structurally and therefore, the processing unit without cold storage cannot be considered to be a complete project.
- c. Wherever subsidy is claimed for the 2nd project or subsequent project (s) by same beneficiary, it would be essential that previous project (s) must be complete, operational and not abandoned by the promoter.
- d. Multiple proposals of Public Sector undertaking / State Govt. or state Govt. as partner under PPP arrangement may be accepted at a time wherever sizeable quantity of a produce is needed for commercial viability.
- e. These guideline shall be applicable w.e.f. 3 Dec 2008. As a result, proposal of issue of LOI turned down solely on the ground of upper limit of eligible subsidy on per beneficiary basis can be re-opened and decided as per revised guidelines. However, subsidy claims already decided for eligible subsidy, even though actual release of subsidy might not have taken place, should not be re-opened. Subsidy claims yet to be decided would be eligible for decision in accordance with the revised guidelines.

FORMAT-I

- 1) Date of application
- 2) Control No. :
 (to be given by NHB)

PHOTO

To,
 The Centre In-Charge
 National Horticulture Board

.....
 (only projects upto Rs. 50.00 Lakh may be sent to this address)

OR

To
 The Managing Director
 National Horticulture Board
 Plot No. 85, Sector-18, Institutional
 Area, Gurgaon-122015
 (Haryana)

(projects above Rs. 50.00 Lakh may be sent to this address and a copy of the same to concerned State Office too)

Application for Letter of Intent (LOI) under the scheme "Development of Commercial Horticulture through production and post Harvest Management" of National Horticulture Board)

A. Grower/Entrepreneur

1. Name : _____
 Permanent Address : _____
 Postal Address : _____
2. Category : SC/ST/OBC/Ex-Service Man
3. Gender : Male/Female _____ Age _____
4. Occupation: _____
5. Promoters/beneficiary profile
 - i) Principal Promoter/Beneficiary
 - ii) Others
 - iii) In case of companies -
 - Registration number & date of registration
 - Registering authority
 - Act under which Registered
 - Authorized share capital _____
 - Paid-up share capital _____ Reserves & surplus _____
 (by end of last financial year)

B. Proposed Activity

(Cultivation/PHM/Primary Processing/Horticulture ancillary)

1. Name of the Project
2. Location:
Survey/Khasra No. _____ Village _____, Taluka _____,
District _____, State _____
3. Activity proposed under the project in details:-
(a) Area under cultivation/project

	<u>Name of the Crops</u> <u>Planting</u>	<u>Variety (s)</u>	<u>Area (acres)</u>	<u>No. of plants</u>	<u>Source of</u> <u>Material</u>
i)
ii)
iii)
iv)
v)

- b) PHM Activity
 - Grading & packing/Pre-cooling/Refer Van:-
- c) Primary processing
 - Activity in brief with details of products:-
- d) Horticulture ancillary industry e.g. tools, equipments, plastics, packaging etc.
 - Activity in brief :-
- e) Misc. activities (Not covered in a to d)
 - Activity in brief :-
- f) Refer Van/Specialized Transport Vehicle

- B.II (a)** Whether proposed activity in application is Yes/No
a completely a new activity

**(if No, the details of pre-existing activity
or any component thereof included in the
application should be indicated clearly)**

.....

.....

- (b) Whether any subsidy has been availed Yes/No
for the proposed proposal/activity from
Central Govt. or any of its Agencies.
- (if YES, please indicate clearly in detail)**
-
-

C. Proposed Project Cost (Component-wise)

Component/Item	(Proposed Cost)
(a) Cultivation	(Amount in Rs.)
1) Cost of Cultivation	
(i) Cost of planting material
(ii) Cost of fertilizer & manure
(iii) Source of planting material & proposed variety(ies)

- (iii) Cost of insecticides & pesticides
- (iv) Cost of labour
- (v) Other expenditure, if any (pl. specify)

2) Irrigation

- (i) Bore-well/Tube-well (new/old)
- (iii) Cost of pipeline (length, diameter & type of material used)
- (iv) Water harvesting pond (existing/new & size)
- (v) Other expenditure, if any (pl. specify)

3) Micro Irrigation, use of plastic mulching etc.

- (i) Cost of drip irrigation
- (ii) Cost of sprinkler
- (iii) Cost of plastic mulching
- (iv) Other expenditure, if any (pl. specify)

4) Infrastructure

- (i) Pump House
- (ii) Store
- (iii) Labour quarter
- (iv) Generator room
- (v) Other expenditure, if any (pl. specify)

5) Cost of Tractor & accessories

[If area under cultivation (project) is above 05 acres]

6) Land development (including digging of pit & fencing)

7) Cost of Land, if purchased

8) Creation of controlled atmosphere	Area (sq. mtrs)	Cost
a) Green house/poly house (size)
b) Shade net (size)
Total

(b) Post Harvest Infrastructure

1. Cost of grading/packing house
2. Cost of grading/packing line
3. Cost of pre-cooling unit (capacity)
4. Cost of refrigerated van (capacity)
5. Zero Energy Cool Chamber
6. Other components, if any (pl. specify)

Total

(c) Primary Processing

1. Cost of civil constructions
2. Cost of plant & machinery
3. Other components, if any (pl. specify)

Total

4. Name the product of primary processing

D. Proposed Means of Finance

(i) Promoter's share

(ii) Bank/FI term loan

(iii) Proposed subsidy from other sources, if any

a) From State Govt.

b) From Central Govt. other than NHB

Total

(Note: Unsecured loans from friends/relatives will not be treated as equity)

Expected back-ended subsidy from NHB: Rs.

(NHB subsidy will be considered as per Board's guidelines, if found in order, but not guaranteed)

E. Existing Status of Project

(Please give details about the activities of the proposed project already completed at the time of submission of application of Letter of Intent (LOI))

.....

F. Whether any assistance in the form of soft loan and subsidy has been availed by the beneficiary earlier from the National Horticulture Board? If yes, give details thereof.

.....

G. Whether any subsidy has been availed from the Board, other Central Govt. organization or State Govt. for the same activity on same piece of land, khasra no. etc.?

.....

Details of subsidy, if availed from:

- (i) MFPI :
- (ii) AYUSH (Ministry of Health & Family Welfare) :
- (iii) APEDA :
- (iv) NHM :
- (v) Technology Mission :
- (vi) National Bee Board (NBB) :

H. Name of the Bank/FI from where the term loan is availed/to be availed by the Beneficiary (Please enclose a copy of the duly filled up term loan Application).

- a) Name of Bank:
- b) Details of Bank Branch:
- c) Bank Code:

I. Date & Amount of sanction of term loan, if any : _____

J. Details of release of term loan, if any : _____

K. Details of Land

- i) Whether own land (ancestral) : _____
 ii) Whether own land purchased : _____
 iii) Whether leased : _____
 If so, how many years lease : _____
 iv) **Whether lease/tenancy/contract is registered with the Competent Registration Authority**
 (copy of the proof of each title be enclosed)

L Implementation Schedule of Proposed Activity

- i) Proposed month for undertaking land development:
 ii) Proposed month for plantation:
 iii) Expected date/month of first commercial crop:
 iv) Proposed date for start of unit in case of processing:

M. Marketing of Produce

Details of marketing tie-up (Backward/forward linkage)

N. Cost of Application Form & Scheme Brochure will be as under

Projects costing upto Rs. 10.00 lakh	: Rs. 1000/-
Projects costing above Rs. 10.00 lakh and below Rs. 20.00 lakh	: Rs. 2000/-
Projects costing above Rs. 20.00 lakh and below Rs. 50.00 lakh	: Rs. 5000/-
Projects costing above 50.00 lakh	: Rs. 10000/-

The above prescribed cost of application form and brochure will be non- refundable.

O. Please remit the cost of application and scheme brochure by Demand Draft drawn in favour of National Horticulture Board payable at Gurgaon (Haryana) for projects costing Rs. 50.00 lakh & above and at concerned state office where project cost is below Rs. 50.00 lakh.

Name of the issuing	Demand Draft No.	Amount(Rs.)
Bank Branch	& Date	
.....

P. Name & address of consultant who prepared the project report (DPR)

Certified that the information/contents as above furnished by me/us in the application are true to the best of my/our knowledge & belief and nothing material has been concealed. In case, any information furnished in the application is found false, my/our application may be rejected out rightly at any stage by the Board.

(Signature of the Beneficiary)

Name & Address :

Place:

Telephone/Fax No.

Date :

Enclosures:

- i) Attach copy of record of right over project land.
- ii) Affidavit in prescribed format only.
- iii) Prescribed cost of application form and scheme brochure.
- iv) Detailed Project Report (DPR).
- iv) Duly filled up and signed bank term loan application form / bank consent letter.
- v) Copy of Soil Testing Report.
- vi) Key map of project land showing project details and land boundary details (free hand sketch).
- vii) NOC issued by Cooperative Society/Partnership Firm, if applicant is covered.
by Para- 5(h) of Guidelines No.1/2008.
- vii) Proof of identity of applicant (refer Para of 3 Guidelines No. 1/2008.).
- viii) In case project include item of 'Primary Processing' for manufacturing 'Fruit Products' covered by FPO 1955 then NOC issued by MFPI, Govt. of India be enclosed.

FORMAT-II

AFFIDAVIT

(on stamp paper of Rs. 20)

I/we (Name of the promoter/Director son of Mr.....(father's name) resident of (residence address) do hereby solemnly affirm and declare as under:

1. That I/we am/are individual grower/promoter/director/partner/group of growers/association of growers/proprietor of M/s (name of beneficiary) having its Registration no. Registered Office at (office address of beneficiary).
2. I hereby make application and I am duly authorized in my own right/by management vide its resolution no.datedto apply and sign all required documents including this affidavit on behalf of company/partnership firm/cooperative society named as ; and am fully aware of the facts relating to the setting up the project at Survey No., Village....., Tehsil....., District.....State..... (location of the project) for (activities to be undertaken by project) and application is being made to NHB for seeking Letter of Intent (LOI) under the scheme "Development of Commercial Horticulture through Production and Post Harvest Management".
3. That the term and conditions of the scheme of NHB under which an application is made by the applicant have been properly read and understood by me and I affirm that the project/proposal/scheme comply with the terms and conditions of NHB and the application is made in the correct applicable scheme.
4. That the proposed activities to be undertaken by the project/proposal scheme are covered under the above scheme of NHB and no part of the scheme/infrastructure of the project is designed or assigned to be used for any activity other than the horticulture activities specified in the application at present or in the near future.
5. That the information provided in the application of Letter of Intent (LOI) is true and correct to the best of my knowledge and belief. The estimate of the cost of project/proposal/Scheme, financial viability and operating results have been worked out/computed as per the rule and generally accepted principle and norms in this regard.
6. No subsidy/grant-in-aid other than shown in application form has been availed/is to be availed by the promoters/ directors/partners/ proprietors for this new project and component thereof from Central Govt. or any of its agencies Except the NHB.
7. Myself or any other promoter of Cooperative Society, Partnership Firm, Self Help Group has not availed any subsidy from NHB which has not been disclosed in the application.
8. I/we also solemnly affirm that the proposal activity in the application for LOI is a completely new activity and not a pre-existing activity or any component thereof.
9. I/We hereby authorize National Horticulture Board or its representative authorized by the Managing Director, NHB for the purpose of audit, monitoring and evaluation of project to see all the transactions that would take place, in both the Term Loan Account as well as the Subsidy Reserve Fund Account till the repayment of entire loan and the closure of subsidy reserve fund account.

In case of concealment of any facts in this regards, the Board would have right to reject my application out right at any stage.

DEPENDENT

DEPONENT VERIFICATION

Verified on solemn affirmation at (place) on this (date) of, (month), 20(year) that the content of the above affidavit are true to the best of my knowledge and belief and nothing material has been concealed.

DEPENDENT/COMPETENT AUTHORITY

FORMAT-III

JOINT INSPECTION REPORT *

* To be signed on each page by all the members of Joint Inspection Team and the beneficiary
Scheme "Development of Commercial Horticulture through Production and Post Harvest Management" of National Horticulture Board (NHB)

1. Date of Inspection of the project : _____
2. Name & designation of the Inspecting Officer(s):
 a)
 i) _____
 ii) _____
 iii) _____
 b) Name of promoter/representative of promoter : _____
 and relationship with promoter _____
3. Name of the Bank : _____
4. Date of issue of LOI by the Board: _____ Control No. _____
5. Date of start of the project : _____
6. Date of plantation (if applicable) : _____
7. Date of completion of the project: _____
8. Date & amount of sanction of Term Loan: _____
9. Date-wise details of releases of term loan:-

	Date	Amount (Rs.in lakhs)
i)	_____	_____
ii)	_____	_____
iii)	_____	_____
Total		_____
10. Name and address of the beneficiary/es : _____
 (With telephone no., if any) _____
- 10a. Constitution : Individual/group of
 Individuals/ Society/ Partnership firm/Pvt. Ltd. Company/Public Ltd. Company
- 10b. Reg. Number in case of Partnership
 firm/Pvt./Public Ltd./Society etc. : _____
11. Full address of the Project site:
 (including Khasara/Survey No.) _____
13. Land details

i)	Whether land is in the name of promoter	Yes/No
ii)	Whether land is a Regd. Lease land for minimum 10 years in favour of applicant (in case of lease land)	Yes/No
iii)	Whether any subsidy has been availed earlier from the NHB for any project on same location land. If yes, please indicate the year and amount of subsidy.	Yes/No
iii)	Whether the promoter has applied for subsidy under National Horticulture Mission (NHM) or any other central schemes of subsidy for the same project or any component of it	

14. Nature of activity - Hi-tech cultivation/ PHM/ marketing/ Primary Processing / Tissue Culture/Nursery etc.

In case of plantation / cultivation (crop-wise details) :

S.No.	Name of the Crop	Variety	Area under project (Acres)	Source of planting material	No. of plants	Project cost	Total expenditure for crop
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
i.			I				
ii.							
iii.							
iv.							
Total							

15. Means of finance

(Amount in Rs.)

Particulars	Proposed as per Bank appraisal	As per Actual of final project
Promoter's share		
Bank/FI term loan		
State Govt. Subsidy, if any		
Subsidy from other sources, if any		
Total project Cost		

Note:

- Term loan should constitute 15% higher than the prescribed subsidy in the project.
- Project will not be eligible for consideration, if subsidy from any organization of Govt. of India is availed/to be availed for the same project.
- In case of actual cost is less than appraised cost inspite of completion of essential project components such as PHM, Micro Irrigation, Fertigation, Quality Planting Material, etc. the project cost will be decided by the NHB as per fact of case.

16. Term loan account number of the Project/beneficiary : _____
17. Repayment period of term loan : _____
18. Details of component-wise cost in the project
- (A) In case of cultivation project:

(Amount in Rs.)

S.No.	Component	Proposed Expenditure as per LOI	Cost as appraised by Bank before term loan sanction	Cost assessed by inspection Team / JIT	Remarks
1	Cultivation expenses i) Cost of planting material (Number with cost per plant) ii) Manures & fertilizers iii) Insecticides & pesticides iv) Others, if any, please specify Cost of labour				
2	Irrigation i) Tube-well/submersible pump(No's) ii) Cost of pipeline (Length & size & material) iii) Others, if any, please specify				
3	Cost of Drip/Sprinkler				
4	Infrastructure i) Store & pump house (Area in sq. ft with size) ii) Labour room & godown(Area in sq. ft with size) iii) Tractor Agriculture Equipments iv) Others, if any				
5	Land Development i) Soil Leveling ii) Digging iii) Fencing iv) Others, if any				
6	Land , if newly purchased (please indicate the year) Grand Total				

(Signature)

Date :

(B) In case of other kind of projects :

(Amount in Rs.)

S.No.	Component	Proposed Expenditure as per LOI	Cost as appraised by Bank before term loan sanction	Cost assessed by inspection Team / JIT	Remarks

Note:

- (i) Land development cost : Actual or upto 15% of the Eligible Project Cost (excluding cost of Land & Land Development) whichever is less subsidy to maximum of Rs 50,000/- per acres.
- (ii) Land Cost: Actual or up to 10% of Eligible Project Cost (EPC) (excluding cost of Land & Land Development) whichever is less.
- (iii)
 - a) Maximum admissible limit for Power Tiller/Tractor (Maximum up to 25 HP) with trolley & accessories not be exceed Rs 4.00 lakh per project. Admissible on actual cost
 - b) Power tiller with accessories allowed for project having area larger than 3 acres with in maximum cost ceiling of Rs 1.50 lakh or actual basis,
 - c) Tractor with accessories up to 25 HP allowed for project having area larger than 5 acres with maximum cost ceiling of Rs 4.00 lakh or actual basis. However, for project on larger piece of land, higher HP tractor may be allowed within limits of ordinary project cost norm of per acre cost limit
- (iv) Admissible cost as assessed by the Inspection Team / JIT should not be more than the cost appraised by the Bank while sanctioning the term loan for the project. In specific cases where assessed cost is higher than the appraised cost the details be given in remarks column.
19. High-tech Components in the project (please specify component/items) such as tissue culture planting material, high density, micro-irrigation/micro nutrient, organic cultivation, farm mechanization etc.

20. In case of expansion project, brief description of the existing project/scheme; if not already included in project appraisal report

21. Present commercial status of the project clearly mention the marketing tie-up, if any.

22. Other relevant information : Details of previous releases of subsidy by Board, if any.

23. Recommendation of the Inspection Officer
(the amount of assessed cost and eligible subsidy may be specified) in words.

Name & Signature
of Applicant

Name & Signature
of Inspecting Officer (NHB)
(with Seal)

Name & Signature
of Inspecting Officer (Bank)
(with Seal)

Name & Signature
of Inspecting Officer
(State Agri./Horti Deptt.)
(with Seal)

FORMAT-III A

PRE-INSPECTION REPORT

Scheme "Development of Commercial Horticulture through Production and Post Harvest Management" of National Horticulture Board (NHB)

1. Project Code : _____
2. Date of Application : _____
3. Date of Pre-Inspection of the project : _____
4. Name & designation of the Inspecting Officer(s): _____
5. Name and address of the beneficiary/es : _____
 (With telephone no., if any) _____

6. Constitution : Individual/group of
 Individuals/ Society/ Partnership firm/Pvt. Ltd. Company/
 Public Ltd. Company
7. Reg. Number in case of Partnership
 firm/Pvt./Public Ltd./Society etc. : _____
8. Full address of the Project site : _____
 (including Khasara/Survey No.) _____

9. Comments of Inspecting Officer for the following points :-
 - i) Suitability of Project Site
 - ii) Recommendations based on Soil and Water Reports
 - iii) Source of Irrigation
 - vi) Hi-tech Components
 - v) NHB Cost Norms vis-à-vis costing of project
 - vi) Key Map (Please verify and enclose correct key map)
 - vii) Skill level of beneficiary and his training needs

10. Present Physical Status of the Project (Indicate proposed months for implementation of each activity. In case some component(s) are Found completed, the same may be reported with month of start and Completion. Old components like borewell/open well/civil infrastructure Etc. may also be reported.
 - i) Land Development
 - ii) Creation of irrigation facilities
 - iii) Installation of drip/sprinkler system (also indicate other source of assistance for drip, if any)
 - iv) Installation/creation of other infrastructure pertainin to the proposed project
 - v) Plantation of Crops
11. Details of subsidy previously received from NHB
(purpose, year and amount to be indicated alongwith present status of project).
12. Whether promoter has approached the Bank/FI
For term loan, if yes give details e.g. Name of Bank, Date of loan application
13. Whether any deviation in Bank/Component/Implementation Schedule/Crop/Crop area etc. are indicated by the promoter
14. Any specific Technical Advise/Comments of Inspecting Officer
15. In case of delayed pre-inspection, please indicate reason(s)
16. Recommendation of the Inspecting Officer

**Name & Signature of
Beneficiary or His
Representative**

**Name & Signature of
Inspecting Officers**

**Name & Signature of
Witness, if any**

Date : _____

FORMAT-IV

AFFIDAVIT

(on stamp paper of Rs. 20)

I/we (Name of the promoter) son of Mr.....(father's name) resident of (residence address) do hereby solemnly affirm and declare as under:

1. That I/we (name of the promoter) have set up the project of.....at Survey No., Village....., Tehsil....., District.....State..... (location of the project) as per project report submitted by me to NHB for issue of Lol
3. That the term and conditions of the scheme of NHB under which an application had made by me / us for issue of Lol have been fully complied by me / us and I am / We are eligible for getting subsidy as per rules in this regard.
4. That the project/proposal/schemes undertaken are covered under the Scheme No. 1 (Development of Commercial Horticulture through Production and post Harvest Management) of NHB.
5. That the information provided by me in the application for financial assistance and later on at all stages including inspection of the project are true and correct to the best of my knowledge and belief. Further, I have submitted all true documents / vouchers for making assessment of the cost of components of the project and project as a whole.
6. No subsidy has been availed/is to be availed by us, the promoters/directors/partners/proprietors for this project from any other Central Govt. organizations except the NHB.
7. The financial assistance is provided for the specified activities covered under the scheme only and no part of the project would be used for carrying on any activity other than the horticulture activities under the scheme or any other scheme of NHB.
8. Any breach of this condition, submission of false or exaggerated claims, or the project turning non-performing asset during term loan repayment period would make me ineligible for getting back ended subsidy and same will be liable to be refunded by the Bank to NHB.
9. In case of concealment of any facts in this regard, the Board would have right to recover the subsidy released by them for this project; in addition to any civil and criminal action against me under the provisions of the law of the land.

DEPONENT

DEPONENT VERIFICATION

Verified on solemn affirmation at (place) on this (date) of, (month), 20(year) that the content of the above affidavit are true to the best of my knowledge and belief and nothing material has been concealed.

Deponent/Competent Authority

FORMAT-V

Draft of Certificate from Chartered Accountant verifying the investment of funds by promoters under the scheme "Development of Commercial Horticulture through Production and Post Harvest Management"

The Managing Director
National Horticulture Board
Gurgaon.

We have examined the books of accounts and other relevant records maintained by M/s/Shri/Smt. _____ (Name of beneficiary) at its office situated at _____ (Address of office in respect of its project situated at _____ (Address of project) for _____ (project activity). These accounts are maintained by the Company's management, partners of the firm/proprietor of the concerned/grower/NGO and our responsibility is to verify the truth and fairness of these records and verification of amount expensed for acquisition/construction of fixed assets/establishment and other expenditure.

We conducted our work in accordance with the Audits and Accounting Standards generally accepted in India. Those Standards require that we plan and perform our verification to obtain reasonable assurance about whether these accounts are true and fair are free of material misstatement. A verification included examining on 100% basis, evidence audit includes examining, on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the grower, as well as evaluating the overall financial statement presentation. We believe that our audit provides reasonable basis of our opinion.

We verify that

- We have obtained all the information and explanation that to the best of our knowledge and belief were necessary for the purpose of our verification.
- In our opinion, proper books of accounts as required by law have been kept by the Company/firm/ sole proprietorship concern/grower/NGO for the financial period _____ and these books of account represent true and fair view of the transaction entered into by the Company/firm/ sole proprietorship concern/grower/NGO.
- In our opinion, the Company/firm/ sole proprietorship concern/grower/NGO has incurred a capital expenditure amounting to Rs. _____ (Rupees _____ only) for acquisition/ construction of fixed assets and the same is being reflected properly in the books of accounts. The valuation made of major components of the project and whole project is tabulated as follows-

(Amount in Rs.)

S.No.	Component	Proposed Expenditure as per LOI	Cost as appraised by Bank before term loan sanction	Cost assessed by CA	Remarks
1	Cultivation expenses i) Cost of planting material (Number with cost per plant) ii) Manures & fertilizers iii) Insecticides & pesticides iv) Others, if any, please specify Cost of labour				
2	Irrigation i) Tube-well/submersible pump(No's) ii) Cost of pipeline (Length & size & material) iii) Others, if any, please specify				
3	Cost of Drip/Sprinkler				
4	Infrastructure i) Store & pump house (Area in sq. ft with size) ii) Labour room & godown(Area in sq. ft with size) iii) Tractor Agriculture Equipments iv) Others, if any				
5	Land Development i) Soil Leveling ii) Digging iii) Fencing iv) Others, if any				
6	Land , if newly purchased (please indicate the year)				
	Grand Total				

(Signature)

Date :

(B) In case of other kind of projects :

(Amount in Rs.)

S.No.	Component	Proposed Expenditure as per LOI	Cost as appraised by Bank before term loan sanction	Cost assessed by CA	Remarks
	Total				

We recommend Rs.....as the cost of the whole project.

Total _____

 For (Name of Chartered Accountant Firm)
 Chartered Accountants

FORMAT-VI

To
The Managing Director
National Horticulture Board
Plot 85, Sector-18, Gurgaon, 122015

Dear Sir,

I, hereby, request you to release the back ended subsidy for the project whose particulars have been given below, by electronic transfer of fund. I undertake to apply it as back-ended subsidy only under terms & conditions of release of subsidy.

Particulars for Remitting Subsidy amount to Subsidy Reserve Fund

A. Particulars of Bank/FI

- a.1 Name of Bank / FIBranch.....
- a.2 Address
- a.3 Contact No. : Phone: Mobile: email:
- a.4 IFSC Code of Bank Branch
- a.5 Whether RTGS enabled or not.....

B. Particulars of BENEFICIARY of Project

- b.1 Name.....
- b.2 Address.....
- b.3 Beneficiary's Contact No.
- b.4 Location of the project :
- b.5 Letter of Intent (LOI) No. :

C Particulars of Term Loan Account and Subsidy Reserve Fund

- c.1 Term loan account number for the project-
- c.2 Corresponding Subsidy reserve Fund Account Number-
- c.3 Whether subsidy reserve fund account is particular to beneficiaries term loan account or general
- c.4 Remarks -

(Branch Managers Name)

Branch Seal

Date :

(Signature of Branch Manager or his Authorized Signatory)

FORMAT-VII

Name & Full Address of the FI/Bank (on letter head)

To
 The State Incharge
 National Horticulture Board
 State.....

To
 The Area Officer & Deputy Director
 National Horticulture Board
 Plot-85, Sector-18, Gurgaon, 122015

Subject: Subsidy claim in respect of the project of _____
 LOI NO. _____

Sir,

Please find enclosed herewith the following documents/papers in respect of project of _____ Village
 _____ District _____ State _____ and LOI No. _____. It is, hereby, recommended that NHB should release
 the recommended back-ended subsidy in respect of above mentioned project. Original or attested copies of following documents are being
 enclosed herewith :-

Sr. No.	Particulars	Yes/No
1	Copy of financial appraisal made by bank / FI for sanction of Term Loan to the project indicating componentwise means of finance	
2	Copy of Sanction letter of Term Loan	
3	Details of date-wise release of term loan	
4	Extract of term loan account	
5	Copy of record of rights over project land / search report.	
6	Affidavit from promoter on stamp papers (as prescribed by NHB)	
7	Statement of vouchers examined / copy of CA Certificate, used for assessing component wise cost and project cost	
8	Copy of RC in case of tractor, etc.	
9	Photographs of the project taken at the time of inspection.	
10	Authorisation for release of subsidy by RTGS by Bank (RTGS Remittance Challan) if so preferred	

It is certified that the original of above documents pertaining to the projects are kept in Bank/FI, which can be shown at the time of random monitoring by the Board or any agency authorized by the Board.

The term loan in the project is not sanctioned for one or few components but for whole of integrated project as appraised. It is also certified that activity and component considered and recommended in the inspection report are new and have been completed as recorded in inspection report. No old plantation or component is recommended for consideration of subsidy. The project is complete as per original project report and components not implemented in a manner which will not affect viability of project adversely.

The information furnished in the inspection report are true to the best of my knowledge and belief and no material fact has been concealed.

(Signature of the Inspecting Officer)

Name : _____

Name of the Bank : _____

Address : _____

Phone/Fax/Mobile No.: _____

Place : _____

Date : _____

FORMAT-VIII

UTILIZATION CERTIFICATE

It is to certify that the Back ended capital investment subsidy amounting to Rs. _____ (Rupees _____ only) was received from the NHB on _____ vide Cheque/ Transaction No. _____, in the term loan a/c. of Mrs/ Mr/M/s. _____ (full address of location of the project) _____ for their project for _____ (Activity with area/capacity, etc.), was kept in a subsidy reserve fund and has been adjusted in term loan account on _____ after the bank loan portion (excluding subsidy) is liquidated and properly utilized for the purpose it was sanctioned & released under the Board's scheme "Development of Commercial Horticulture through production and post harvest management".

Signature of the Bank Officer/
 Issuing Authority with seal

Date :

Appendix-I

List of National Horticulture Board Offices

ANDHRA PRADESH

National Horticulture Board
 202, 2nd Floor, Shantiniketan Apartments
 Chirag Ali Lane ABIDS, Hyderabad-500 001
Tele/Fax 040-23201140, 2320806
E-mail : nhb.govhyd@gmail.com

BIHAR

National Horticulture Board
 Verma Centre, 5th Floor, Room No 501, 502
 Boring Canal Road, Patna-800 001
Tele/Fax 0612-2541218, 2541128
E-mail : nhb_patna@sify.com

CHATTISGARH

National Horticulture Board
 Katela Bhawan, Civil Line, Raipur-492001
Tele/Fax 0771-2423992
E-mail : nhbraipur@yahoo.co.in

DELHI

National Horticulture Board
 19-22, (Garage) Krishi Bhawan
 New Delhi-110 001
Tele/Fax 011-23097015, 23073019

GUJARAT, DAMAN & DIU, DADAR NAGAR HAVELI

National Horticulture Board
 Plot No. 60, 3rd Floor, Krishna Apartment,
 Azad Society, Ambawadi, Ahmedabad-380 015
Tele/Fax 079-26766416, 26766413
E-mail : nhbamd@yahoo.co.in

HARYANA & PUNJAB

National Horticulture Board
 S.C.O. 85, 2nd Floor, Sector-40-C
 Chandigarh - 160 047
Tele/Fax 0172-2625249, 2625269
E-mail : nhb_chd@yahoo.co.in

HIMACHAL PRADESH

National Horticulture Board
 HPMC, 2nd Floor, Nigam Vihar Shimla-171 002
Tele/Fax 0177-2622908/2623801
E-mail : nhbhp2004@yahoo.com

JAMMU & KASHMIR

National Horticulture Board
 Hall No 307, A-2, 3rd Floor South Block,
 Bahu Plaza Rail Head Complex, Jammu-180 004
Tele/Fax 0191-2474349
E-mail : nhbjammu@rediffmail.com

JHARKHAND

National Horticulture Board
 Laxmi Niwas, Krishi Bhawan,
 Kankey Road, Ranchi-834 008
Tele/Fax 0651-2230132, 2233832

KARNATAKA

National Horticulture Board
 No.14/43, 2nd Floor,
 1 & 2 Stage Industrial Suburb,
 Tumkur Road, Yeshwantpur,
 Bangalore-560 022
Tele/Fax 080-23371935, 23374149
E-mail : nhbblr@yahoo.com

KERALA

National Horticulture Board
 TC 41/1989, Meena Bhawan,
 Manacaud, Trivandrum-695 009
Tele/Fax 0471-2337578-79

MADHYA PRADESH

National Horticulture Board
 32, Purjor House 1st Floor,
 Indira Press Complex M.P Nagar,
 Zone -I Bhopal - 462011
Tele/Fax 0755 - 2761741
Email : bplnhb@rediffmail.com

MAHARASHTRA - PUNE AREA

National Horticulture Board
 MCAER Building 132/B,
 Bhambhurda Bhosale Nagar, Pune-411 007
Tele/Fax 020-25530582-83
E-mail : nhbpune@yahoo.com

MAHARASHTRA - NAGPUR AREA

National Horticulture Board
 3rd Floor, MECL Complex, (Near TV Tower)
 Seminary Hills Nagpur-440 006
Tele/Fax 0712-2513030, 2513110
E-mail : nhbnagpur@rediffmail.com

MAHARASHTRA - NASHIK AREA

National Horticulture Board
 S.C. Panwar Market Yard,
 Commercial Complex No. 1,
 Peth Road, Panchwati, Nashik - 422003
Tele/Fax : 0253-2534558, 2533715
E-mail : umedsingh@nhb.gov.in

N.E. STATES (EXCEPT SIKKIM)

National Horticulture Board
 Chhibber House, 4th Floor,
 Dispur P.O., Guwahati-781 005
Tele/Fax 0361-2343719, 2340695
E-mail : nhbghy@gmail.com

ORISSA

National Horticulture Board
 N-1/303, Lottery Plot,
 Nyapalli Bhubaneshwar-751 015
Tele/Fax 0674-2558134
Email : nhbbbsr@gmail.com

RAJASTHAN

National Horticulture Board
 C/o. APMC, Subzi Mandi Lal Kothi,
 Tonk road Jaipur - 302 001
Tele/Fax 0141-2742733, 2740767
E-mail : nhbjpr@yahoo.com

SIKKIM

National Horticulture Board
 Chang Choop Building
 Near Nayuma Television,
 Tibet Road Gangtok-737 101
Tele/Fax 03592-208453, 220975
E-mail : nhbgangtok@yahoo.com

TAMIL NADU, PONDICHERRY, LAKSHDWEEP

National Horticulture Board
 Module No.37, 2nd Floor,
 SIDCO Readymade Garment Complex,
 Industrial Estate Guindy, Chennai-600 032
Tele/Fax 044-22501151/22500965
E-mail : nhbtn@dataone.in

UTTAR PRADESH - LUCKNOW AREA

National Horticulture Board
 C/o. Director of Horticulture 2,
 Sapru Marg Udyan Bhawan, Lucknow-226 001
Tele/Fax 0522-2623374/2202420
E-mail : harisingh222@yahoo.co.in

UTTAR PRADESH - BARAUT AREA

National Horticulture Board
 C/o Regional Institute of Rural Development,
 Delhi-Saharanpur Road, Baraut (Baghpat)
Tele/Fax 01234-251723
E-mail : nhbbaraut_2007@yahoo.com

UTTARAKHAND

National Horticulture Board 179, Phase-II,
 Vasant Vihar, Dehradun - 248001
Tele/Fax 0135-2761922, 2762767
E-mail : nhb_dehradun@yahoo.com

WEST BENGAL

National Horticulture Board
 Mayukh Bhawan, 2nd Floor,
 Salt Lake, Sector - II, Kolkata - 91
Tele/Fax : 033-23211259, 23377182
E-mail : akdas@nhb.gov.in

Revised approved Cost Norms of various components of National Horticulture Board

S.N.	Components	Norms/Decision
	Cut off date for implementation	<ul style="list-style-type: none"> Revised cost norms will be applicable only to those projects where Term loan has been sanctioned on or after 01.04.2008. All other cases shall be dealt as per the old cost norms
1	Land	<ul style="list-style-type: none"> Actual or upto 10% of Eligible Project Cost (EPC) (excluding cost of Land & Land Development) whichever is less. Admissible only if purchased newly but not before one year from the date of LOI application.
2	Land Development	<ul style="list-style-type: none"> Actual or up-to 15% of the Eligible Project Cost (excluding cost of Land & Land Development) whichever is less subject to maximum of Rs.50,000/- per acres.
3	Cultivation Expenses	<ul style="list-style-type: none"> Cost of Planting Material within prescribed limit per acre. Higher cost may be allowed on merit for imported planting material (with proof of import/royalty payment) and for planting material procured from Govt./ ICAR/SAU's/NHB accredited nurseries. Aggregate cost of inputs within prescribed limit per acre
4	Mixed Cropping/Inter Cropping	<ul style="list-style-type: none"> Actual or maximum expenditure upto cost of Planting Material & input cost of main crop for 1st year only for scientifically recommended crops which are otherwise eligible under NHB scheme as sole crop. Cost of planting material and input should not exceed the actual cost of planting material and input cost of main crop. Cost of mixed crop admissible within over all cost ceiling of main crop.
5	Irrigation Infrastructure	<ul style="list-style-type: none"> Irrigation infrastructure like tube-well, pipeline, water Harvesting structure, water tank etc. up to Rs. 50,000/- Per acre as per financial viability report of bank. Admissible only within overall Cost ceiling for newly Created irrigation infrastructure only with loan component. Per unit cost of tube-well will be admissible as under within overall cost ceiling:- <ul style="list-style-type: none"> Upto 500 feet and 40 hp motor: Least of the Actual or Rs. 2.00 lacs per unit Above 500 ft and 40 hp motor : Least of actual or @ Rs. 5000/- per hp motor subject to maximum of Rs. 4.00 lacs per unit In case of Protected Cultivation: irrigation infrastructure such as Tubewell, Pipeline and storage water tank etc shall be admissible as least of actual cost or upto Rs. 3.00 lacs per project.
6	Drip/Irrigation	<ul style="list-style-type: none"> Crop-wise cost norms at Annexure-I
7	Farm tools and Equipments	<ul style="list-style-type: none"> Maximum admissible limit for Power Tiller/ tractor (Maximum up to 25 HP) with trolley & accessories not to exceed Rs.4.00 lakh per project. Admissible on actual cost basis up to Rs.4.00 lakh over and above cost ceiling.

S.N.	Components	Norms/Decision
		<ul style="list-style-type: none"> Power tiller with accessories allowed for project having area larger than 3 acre with in maximum cost ceiling of Rs.1.50 lakh or actual cost. Tractor with accessories up to 25 HP allowed for project having area larger than 5 acre with maximum cost ceiling of Rs. 4.00 lakh or actual cost. Other farm tools & equipment cost norms (Crop-wise) at Annexure-I)
8	Civil Infrastructure	<ul style="list-style-type: none"> Uniform standard cost @ of Rs. 20, 000/- per acre or actual cost whichever is less. Maximum admissible limit Rs. 3.00 lakh (labour quarter/store room up to Rs.1.00 lakh and Rs. 2.00 lakh for G/P House. Protected Cultivation : Cost of G/P Room would be admissible @ Rs.1.50 lakh per unit basis or actual area basis @ Rs.250/- per Sq. ft.
9	Poly-House/ Shade-Net	<ul style="list-style-type: none"> Low Cost/Wooden: - Rs.500/- sq. meter including cost of drip-irrigation/ Fertigation unit/Fogging, misting system (S> Rs.100/- per sq. meter. <ul style="list-style-type: none"> (Rs.400/- per Sq meter for Poly-House and Rs.100/- per Sq. meter for Micro High Cost - Rs.750/- sq. meter including the cost of Drip Irrigation unit/ Fertigation unit/Fogging, misting system @ Rs.100/- persq. meter. <ul style="list-style-type: none"> (Rs.650/- per Sq meter for Poly-House and Rs.100/- per Sq. meter for Micro Irrigation Device) Shade net -Rs.250/- per sq. meter including cost of drip/sprinkler irrigation system. <ul style="list-style-type: none"> (Rs.200/- per Sq meter for Shade -House and Rs.50/- per Sq. meter for Micro Irrigation Device.) Bed Preparation cost for Floriculture projects including the cost of planting media, red soil, rice husk, coco peat, fumigation etc. shall be admissible upto Rs.100/- per Sq. meter wherever removal and replacement of top soil is involved or cultivation is done on media/pots/concrete bed etc. However, cost on Bed Preparation will be admissible on specific recommendations of Inspection Team with full justification. Cases upto RS.20.00 lakh shall be randomly inspected by AD to verify the expenditure.
10 11	Post Harvest Center/Cold Room with Bee-keeping	<ul style="list-style-type: none"> Broadly on the line of the existing norms. Will be considered as a part of integrated plantation project above over all cost ceiling. Existing orchards owners/Lessee (Minimum 5 years Regd. lease) can also avail subsidy for bee-keeping as separate component.
12	Other	<ul style="list-style-type: none"> Existing NHB beneficiary can also avail one time credit link subsidy on shade net for grapes, banana bunches and plastic crates as a separate component of integrated project as per admissibility under the scheme within over all subsidy limit of Rs.25.00 lakh.
13	Crop-wise/Component-wise cost ceiling	<ul style="list-style-type: none"> Annexure - I and Annexure - II

COMPONENT-WISE COST CEILING AND OVERALL COST CEILING OF VARIOUS CROPS																	Cost in Rs. per acre		
Sl. No.	Crop	Scheme	Planting Material				Input cost	Labour	Total INPUT	Drip-Irrigation	Irrigation Infra-structure (tube-well, pipeline, water tank etc.)	Farm Equipment	Support System	Labour room/Store-room	Grading Packing Center	Total (8+9+10+11+12+13+14)	Land (Actual or upto 10% of EPC actual)	Land Development (15% of EPC or actual)	Over All Cost Ceiling
		Density	SPACING (Metre)	Number	Unit cost	Total cost													
1	2	3	4A	4B	4C	4(B+C)	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Mango	Normal	10 x 10	40	40	1600	5000	4800	11400	25000	50000	10000	0	10000	10000	116400	10%	15%	150000
		Medium	8 x 8	63	40	2520	7000	9600	19120	25000	50000	10000	0	10000	10000	124120	10%	15%	150000
		High	2.5 x 2.5	640	40	25600	12000	14400	52000	25000	50000	5000	0	10000	10000	152000	10%	15%	150000
2	Papaya	Normal	1.8 x 1.8	1300	12	15600	7100	4900	27600	25000	50000	5000	0	10000	10000	127600	10%	15%	125000
		High	1.2 x 1.2	2778	12	33336	10400	8400	52136	25000	50000	5000	0	10000	10000	152136	10%	15%	125000
3	Aonla	Normal	6 x 6	110	30	3300	6000	5600	14900	20000	50000	5000	0	10000	10000	109900	10%	15%	125000
		High	3 x 3	444	30	13320	9000	6000	28320	20000	50000	5000	0	10000	10000	123320	10%	15%	125000
4	Sapota	Normal	5 x 5	160	40	6400	15000	4550	25950	25000	50000	5000	0	10000	10000	125950	10%	15%	175000
5	Citrus	Normal	6 x 6	120	25	3000	10900	12500	26400	26500	50000	5000	0	10000	10000	127900	10%	15%	175000
		High	4.5 x 4.5	200	25	5000	13900	12950	31850	26500	50000	5000	0	10000	10000	133350	10%	15%	175000
6	Pine apple	Normal	25x60x75	13000	2	26000	12000	4730	42730	20000	50000	5000	0	10000	10000	137730	10%	15%	150000
		High		23000	2	46000	19000	5600	70600	20000	50000	5000	0	10000	10000	165600	10%	15%	150000
7	TC Banana	Normal	1.8 x 1.8	1235	12	14820	7000	2100	23920	25000	50000	5000	10000	10000	10000	133920	10%	15%	125000
		High	1.12x1.2x2	2080	12	24960	11000	3500	39460	25000	50000	5000	20000	10000	10000	159460	10%	15%	125000
8	Ber	Normal	6 x 6	120	25	3000	5000	4200	12200	15000	50000	5000	0	10000	10000	102200	10%	15%	100000
9	Pomogranate	Normal	5 x 5	160	30	4800	15000	8820	28620	20000	50000	10000	0	10000	10000	128620	10%	15%	175000
		High	5 x 3	266	30	7980	18000	9800	35780	20000	50000	10000	0	10000	10000	135780	10%	15%	175000
10	Guava	Normal	6 x 6	111	25	2775	7000	7700	17475	20000	50000	5000	0	10000	10000	112475	10%	15%	125000
11	Apple	Normal	3.5 x 3.5	326	15	4890	10700	8400	23990	20000	50000	10000	0	10000	10000	123990	10%	15%	150000
		High	1.5 x 1.5	1778	15	26670	17500	12600	56770	20000	50000	10000	0	10000	10000	156770	10%	15%	150000
12	Litchi	High	7.5 x 7.5	80	35	2800	8000	5600	16400	20000	50000	10000	0	10000	10000	116400	10%	15%	150000
		Normal	10 x 10	40	35	1400	5000	3850	10250	20000	50000	10000	0	10000	10000	110250	10%	15%	150000
13	Grapes	High	2.7 x 1.8	825	10	8250	13000	15000	36250	35000	50000	10000	130000	10000	10000	281250	10%	15%	320000
		Normal	3 x 3	444	10	4440	14000	18000	36440	35000	50000	10000	130000	10000	10000	281440	10%	15%	320000

Sl. No.	Crop	Scheme	Planting Material				Input cost	Labour	Total INPUT	Drip-irrigation	Irrigation Infrastructure (tube-well, pipeline, water tank etc.)	Farm Equipment	Support System	Labour room/Store-room	Grading Packing Center	Total (8+9+10+11+12+13+14)	Land (Actual or upto 10% of EPC actual)	Land Development (15% of EPC or actual)	Over All Cost Ceiling
		Density	SPACING (Metre)	Number	Unit cost	Total cost													
1	2	3	4A	4B	4C	4(B+C)	5	6	7	8	9	10	11	12	13	14	15	16	17
14	Jack Fruit	Normal	10x10	40	5	200	7100	4900	12200	25000	50000	5000	0	10000	10000	112200	10%	15%	100000
15	Fig	Normal	3x3	444	2	888	7100	8400	16388	25000	50000	5000	0	10000	10000	116388	10%	15%	150000
16	Kiwi	Normal	4x4	167	22	3674	8000	5810	17484	20000	50000	5000	0	10000	10000	112484	10%	15%	250000
17	Cashewnut	Normal		82	60	4920	7380	10500	22800	30000	50000	10000	0	10000	10000	132800	10%	15%	200000
18	Coconut	Normal		95	60	5700	7980	5100	18780	30000	50000	10000	0	10000	10000	128780	10%	15%	150000
19	Walnut	Normal		110	30	3300	8310	6900	18510	30000	50000	10000	0	10000	10000	128510	10%	15%	150000
20	Apricot	Normal	6 x 6	110	30	3300	8026	7800	19126	30000	50000	10000	0	10000	10000	129126	10%	15%	160000
21	Olive	Normal		105	25	2625	11620	7800	22045	10000	50000	10000	0	10000	10000	112045	10%	15%	200000
22	Date Palm	Normal		71	30	2130	6690	6450	15270	30000	50000	10000	0	10000	10000	125270	10%	15%	150000
23	Arcanut	Normal		550	4	2200	14815	7800	24815	30000	50000	10000	0	10000	10000	134815	10%	15%	170000
24	Passion Fruit	Normal		1386	25	34650	38850	20100	93600	30000	50000	10000	0	10000	10000	203600	10%	15%	250000
25	Black Pepper	Normal		880	2	1760	23750	10500	36010	30000	50000	10000	0	10000	10000	146010	10%	15%	150000
26	Cardamom	Normal		2030	5	10150	17245	17100	44495	30000	50000	10000	0	10000	10000	154495	10%	15%	230000
27	Citronella	Normal		11000	0.25	2750	11950	13200	27900	10000	50000	10000	0	10000	10000	117900	10%	15%	115000
28	Giranium	Normal		11000	0.25	2750	11950	13200	27900	10000	50000	10000	0	10000	10000	117900	10%	15%	115000
29	Stevia	Normal		28350	5	141750	22250	15000	179000	30000	50000	10000	0	10000	10000	289000	10%	15%	300000
30	Palmarosa	Normal		11000	0.25	2750	11950	13200	27900	10000	50000	10000	0	10000	10000	117900	10%	15%	115000
31	Mint *Kg	Normal		100	10	1000	6500	9650	17150	30000	50000	10000	0	10000	10000	127150	10%	15%	160000
32	Celery	Normal		0	0	2000	4000	6510	12510	30000	50000	10000	0	10000	10000	122510	10%	15%	125000
33	Straw-berry	Normal		22000	3	66000	11000	14400	91400	40000	50000	5000	12400	10000	10000	218800	10%	15%	266000
34	Tamrind	Normal	10x10	40	40	1600	5000	4800	11400	20000	50000	5000	0	10000	10000	106400	10%	15%	100000
35	Almond	Normal	5.4 x 7.5	100	40	4000	6000	56000	66000	20000	50000	5000	0	10000	10000	161000	10%	15%	150000

Note:- Component-wise limit will be restricted to actual expenditure wherever actual expenses are less.

Cultivation Expenses											Cost per acre						
Sl. No.	Crop	Planting Material			Input cost	Labour	Total INPUT	Drip-Irrigation	Irrigation Infrastructure	Farm Equipment	cost of Extraction of oil.	Labour room	Store Room	Total - (8+9+10+11+12+13)	Land (Actual or upto 10% of EPC)	Land Development (15% of EPC or actual)	Over All Cost Ceiling
1	2	3A	3B	3(A+B)	4	5	6	7	8	9	10	11	12	13	14	15	16
		Number	Unit cost/Kg	Total cost													
36	Lemon Grass*	10	100	1000	6500	2100	9600	10000	50000	5000	4500	5000	15000	99100	10%	15%	150000
37	Patchouli	12000	1	12000	3600	4200	19800	10000	50000	5000	9240	5000	15000	114040	10%	15%	220000
Sl. No.	Crop	Planting Material			Input cost	Labour	Total INPUT	Drip-Irrigation	Irrigation Infrastructure	Farm Equipment	Shade-House	Godown	Curing centre	Total - (8+9+10+11+12+13)	Land (Actual or upto 10% of EPC)	Land Development (15% of EPC or actual)	Over All Cost Ceiling
38	Vanilla	1980	20	39600	21170	18600	79370	30000	50000	10000	623000	22500	32000	846870	10%	15%	850000

ANNEXURE - II

Component-wise cost ceiling and overall cost ceiling of various flower crops

PLANTING MATERIAL COST										INPUT COST												
Sl. No.	Crop	Density/ per Sq. Meter	Net area in Sq. M	Cost per plants	No. of Plants	Cost of plants	Mortality	Total cost of planting material	Fertiliser & Insecticides	Labour	Support System/ Benches stand/ Lightning & darkening	Total Cultivation Expenses (Planting Material & input cost)	Bed Preparation/ Pots & Media	Irrigation infrastructure including tubewell & accessories	Farm Equipment	Store Room/ Labour room	G/P room	Cold Storage unit including Insulated Panel, erection & Electrification	Total	Land	Land Development	Over All Cost Ceiling
0	1	2	3	4	5	6	7	8	10	11	12	13	9	14	15	16	17	18	19	20	21	22
1	Anthurium - Shade House	12	3400	100	40800	4080000	204000	4284000	171945	27000	0	4482945	400000	300000	20000	20000	150000	1000000	5972945	10%	15%	6100000
2	Anthurium - Poly-House	12	3400	100	40800	4080000	204000	4284000	171945	27000	0	4482945	400000	300000	20000	20000	150000	1000000	5972945	10%	15%	7500000
3	Lilium Asiatic	60	3400	13	204000	2652000	66300	2718300	204830	54000	0	2977130	400000	300000	20000	20000	150000	1000000	4467130	10%	15%	6000000
4	Lilium Hybrid	50	3400	20	170000	3400000	86000	3486000	187830	54000	0	3726830	400000	300000	20000	20000	150000	1000000	5216830	10%	15%	6000000
	Bird of Paradise	1x1	4000	30	4000	120000	2400	122400	36100	15450	0	172950	0	50000	20000	20000	20000	0	282950	10%	15%	350000
		121 x 121	4000	30	2732	81960	1639	83599	36100	15450	0	134149	0	50000	20000	20000	20000	0	244149	10%	15%	350000
6	Carnation	35	3400	85	119000	1011500	50575	1062075	72150	22500	300000	1466725	400000	300000	20000	20000	150000	1000000	2946725	10%	15%	5000000
7	Capsicum- Poly-house	0	3400	10	13600	136000	6800	142800	38800	15450	200000	397050	0	300000	20000	20000	150000	1000000	1887050	10%	15%	3500000
8	Capsicum - Shade-house	0	3400	10	13600	136000	6800	142800	38800	15450	200000	397050	0	300000	20000	20000	150000	0	887050	10%	15%	2400000
9	Chrysanthemum	48	3400	3	163200	489600	24480	514080	123200	24900	300000	968180	400000	300000	20000	20000	150000	1000000	2458180	10%	15%	4000000
10	Gladiolus	0	4000	25	61200	153000	7650	160650	20190	15450	0	196290	0	50000	20000	20000	20000	0	306290	10%	15%	350000
11	Gerbera	8	3400	26	27200	707200	35360	742560	62300	18900	0	823760	400000	300000	20000	20000	150000	1000000	2313760	10%	15%	4700000
12	Orchid	12	3400	60	40800	2448000	122400	2570400	86380	15300	400000	3072080	400000	300000	20000	20000	150000	1000000	4562080	10%	15%	7000000
13	Rose	8	3400	31	27200	843200	42160	885360	30865	14040	0	930255	400000	300000	20000	20000	150000	1000000	2420255	10%	15%	4000000
14	Tuberose	0	4000	1	54400	54400	5440	59840	8170	11075	13600	92585	0	50000	300000	20000	20000	0	0	10%	10%	200000

Note:-

- Admissible cost would be actual or limit whichever is less.
- Cost of cultivation expenses, farm equipments and civil infrastructure is in Rs/acre.
- Cost of Irrigation Infrastructure on per unit basis.
- Gardening/packing room per unit basis or actual area basis @ Rs.250/- per Sq. ft.
- Cost of Cold Storage as per limit explained in Annexure on PHM components.
- Cost of Poly House i.e. Low Cost @ Rs.500/- per Sq. meter and High cost @ Rs.750/- per Sq. meter including drip-irrigation unit.
- Cost of Shade -House @ Rs.250/- per Sq. meter including the cost of Drip-irrigation.
- Cost of Bed Preparation would be allowed as least of actual or maximum up to Rs.100/- per Sq. meter for floriculture crops under protected cultivation.
- Keeping in view of viability factor, prescribed overall cost ceiling will be applicable wherever component-wise cost exceeds overall cost ceiling. Certain specified component such as tractor, power-tiller, bee-keeping etc. shall be considered beyond cost
- Component-wise cost shall be decided as least of actual cost or admissible limit for that component

ANNEXURE - II

ANNEXURE - II

“Capital Investment Subsidy for Construction/Expansion/ Modernisation of Cold Storages and Storages”

Items	Description	Page No.
Chapter-I	Making Application for a Letter of Intent	64-65
Chapter-II	Guidelines for Inspection / Joint Inspection Projects on Completion	66-67
Chapter-III	Guidelines for Making Subsidy Claims	68-69
Format-I	Checklist of Documents to be Attached with Application	70
Format-II	Application Form	71-74
Format-III	Affidavit	75-76
Format-IV	Basic Datasheet	77-85
Format-V	Pre-Inspection Project	86-87

CHAPTER-I

Making Application for a Letter of Intent under the scheme "Capital Investment Subsidy Scheme for Construction/ Expansion/ Modernisation of Cold Storages/Storages"

1. Who can apply for getting Letter of Intent

A natural person, a group of individuals or a legal person (Partnership Firm, a Trust, Cooperative Society, a Society registered under Registration of Society Act, a company, self-help group) may apply for issue of LOI.

2. Where to Apply for Issue of LOI

A. Physical Application on Prescribed Format

Managing Director
National Horticulture Board
Plot No.85, Institutional Area,
Sector-18, Gurgaon

B. Online Submission of Application

NHB has introduced a system for online filing of applications for Letter of Intent (LOI) on its website www.nhb.gov.in. The Homepage of the Website provides a link "Apply Online and Track Status" under Cold Storage Scheme. This section contains information like how to apply, cost of application & payment options, checklist, etc. to help applicants to apply online. Applicant has following three options to pay the cost of application:-

- Demand Draft
- Electronic Transfer of funds in NHB's account
- Credit/Debit Card (VISA/Master)

Following is the structure for cost of application:-

Cost of Application	Demand Draft and Electronic Transfer category	Credit or Debit Card (VISA/MASTER)
For Projects having cost upto Rs 10.00 lakh	Rs 1,000/-	1000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 20 lakh and upto Rs 50 lakh	Rs 2,000/-	Rs 2000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 20 lakh and upto Rs 50 lakh	Rs 5,000/-	Rs 5000/- (plus applicable charges towards payment of gateway transaction fee)
For Projects having cost > 50 lakh payment of gateway transaction fee)	Rs 10,000/-	Rs 10,000/- (plus applicable charges towards

In case, the payment option is Demand Draft or through Electronic Transfer in NHB's account, applicant will have to first get the demand draft prepared or transfer the funds in NHB's account, as DD/Electronic Transfer number is required to be given in the online application. In this case, an applicant will be issued Temporary ID. Permanent LOI Code in case of electronic payment would be issued on receipt of funds in NHB's account and in the case demand draft on receipt of demand draft by the NHB.

In case applicant opts to pay cost of application through Credit or Debit Card, he is issued on the spot acknowledgement alongwith permanent LOI Code.

After filing online application, applicant should take print out of his online application form. He may take a print out in duplicate, retain one copy for his records and the second copy may be attached with the physical application alongwith other necessary documents. It is necessary for the applicants to fill up and submit the detailed application form (**Format-1**) apart from online application form.

3. How to establish Identity of Applicant

- i. In cases of applicant being a natural person, his name, sex, age, occupation, father's / husband's name, permanent address, full postal address supported by self-attested passport size photograph of applicant affixed on application may normally suffice for establishing identity of natural person or group of individuals.
- ii. In cases the applicant is a statutory person, to know the applicant following details must be insisted upon-
 - a. Attested copy of Document of Registration of the applicant body/company.
 - b. Memorandum and Articles of Association of applicant body/company.
 - c. Board of Director's Resolution, duly passed and authorizing signatory of application to apply for bank loan, NHB subsidy and take all other related necessary steps in this regard. Signatory of the application must be described in the Board resolution with name, age, sex, designation / occupation, father's or husband's name, permanent address, postal address and his self attested photograph should be attached with the application form
 - d. Applicant body's Board of Director's / Competent Body of Management's Resolution permitting or approving Investment proposal, taking of bank loan etc should also be enclosed.
 - e. A copy of applicant body's latest Audit-Report and Annual-Report

4. Title of the land and copy of record of right

The title of the piece of land on which the project is proposed to be set up should be in the name of applicant in the capacity of owner or lessee for minimum period of 15 years. In case of land leased, lease deed it should be registered with the Authority like office of Sub-Registrar, etc. A latest copy of record of right showing this fact should be enclosed with the application. Mortgaged land shall not be treated at par with lease even if the credit institution might have considered so. Similarly, Power of Attorney given by owner of land in favour of applicant shall not qualify him for benefit under the scheme.

5. Validity Period of LOI

- (i) For a period of one year from the date of issue of LOI for sanction of term loan.
- (ii) The project should be completed within two years from the date of sanction of term loan. Project time over run should be suitably examined.
- (iii) Revalidation of LOI by the concerned Area Officer for a further period of one year on merit.

CHAPTER-II

Protocol for Implementation of Technical Standards

Subject to provisions of *Variation Clause*, only those cold storage projects that are in conformity with the prescribed technical standards will be eligible for Central Government Subsidy. In order to verify this, following mechanism needs to be put in place

A. System of Letter of Intent (LoI)- LoI to be obtained by the promoter prior to undertaking construction of cold storage needs to be introduced. An application for Letter of Intent must be accompanied by following documents, in addition to any other documents prescribed-

- i. A copy of the detailed project report
- ii. Information in prescribed Basic Data Sheet accompanied by requisite documents

Technical scrutiny of the above documents will be undertaken to ensure that the project is in conformity with the prescribed technical standards or any variation is fully justified keeping in view the product to be stored, prescribed storage conditions, energy efficiency and environmental and safety concerns.

B. Civil Structure- Following documents must be submitted by the promoter in respect of civil construction

- i. Certificate of approval of the building plan by local planning authority,
- ii. Certificate issued by registered civil design engineer about conformity with relevant BIS Standards and prescribed standards and safety concerns,
- iii. Certificate by site engineer / architect to the effect of construction of the civil structure as per approved building plan and design and completion of the civil components accordingly in all respects as per prescribed plan and standards,

C. Thermal Insulation & Refrigeration System, Control and Safety Devices

- i. The components of insulation and refrigeration system should be certified in form of a technical data sheet by the manufacturer confirming the rating and performance as per prescribed standards.
- ii. Further, site inspection at appropriate stages of construction / erection and commissioning may be undertaken by an inspection team constituted by competent authority for this purpose.
- iii. Finally, the manufacturer/refrigeration contracting agency will issue a certificate of satisfactory commissioning of the cooling system in conformance to the performance indicators as per prescribed standards.
- iv. The manufacturer/refrigeration contracting agency will also provide "as built drawings", including cold store layout, P&I and electrical drawing and an operation & maintenance manual along with a list of essential spare parts.
- v. A set of above documents along-with the refrigeration system performance certificate issued by the refrigeration company / contracting agency, duly signed by an authorized graduate engineer of the company/agency, must be submitted to competent authority for record and a copy of the same must be issued to the promoter / owner of the project.

Guidelines for Inspection / Joint Inspection Projects on Completion

Objective- Inspection / Joint Inspection of the project is carried out with the prime objective of ensuring that the project has been completed as per original project report at approved project site and all essential components have been completed with satisfactory quality of execution and acceptable standard of workmanship. It is also aimed at verifying the vouchers and other records maintained by the beneficiary in order to make assessment about the component-wise actual expenditure incurred by the beneficiary and making assessment about cost of the project. It not only gives pen-picture of the project but also provides photographs / video films as per standing instructions of NHB by way of proof of existence of assets created.

Intimation of completion of project and carrying out Inspection / Joint Inspection

On completion of credit linked project for which LOI has been issued by the Board, promoter will inform the concerned financing institution (FI) / Bank about the completion of the project. As soon as possible after receipt of the information/documents regarding completion of the project FI / Bank will fix the date for Joint Inspection of the project in consultation with concerned State Incharge of NHB. Such cases will be jointly inspected by representative of NHB and representative of financing institution (FI) / Bank in presence of beneficiary. Representative of State Directorate of Horticulture may also be associated as per standing orders of NHB.

Salient features of Inspection Report

Bank Inspection Report / Joint Inspection Report will be submitted in the prescribed form by the concerned FI / Bank to NHB. Inspection report is in writing giving necessary description of various components of the project and project land, source of funding, whether all the components of the project are new etc; it is supported by photograph or video film as per standing instructions of NHB.

Making Assessment of cost of components of project and project as a whole on completion of project

Inspecting Officer / Joint Inspection Team is also responsible for making assessment of the cost of various components of the project and the project as a whole. It is generally made by verifying documentary proof such as vouchers / money receipts relating to procurements / services received etc. At times, when veracity of vouchers / money receipt is not certain, a fair assessment of cost may be made taking into account the local rates etc. Valuation made by Chartered accountant may also be taken into account. Generally, the FIs / Banks release subsequent and final installments of loan after ascertaining value of work executed through CA certificate etc. Such documents may also form the basis of assessing cost of components of the project and project as a whole.

Note- It is advisable to inform the beneficiary about the compliances to be made by him for forwarding subsidy claim for his project; such as, requirement of fresh affidavit in prescribed Performa etc.

CHAPTER-III

Guidelines for Making Subsidy Claims

Procedure for submission of documents/papers for final subsidy claim to the Board

The concerned FI / Bank who has provided credit for the project has to submit subsidy claims to respective office of NHB directly according to the delegation of powers for sanctioning subsidy for the project. In all cases, the subsidy claims must be submitted in the following manner by speed post / registered post / or by messenger of the Bank who must have Identity Proof of being messenger or must carry authorization certificate from the concerned bank branch. This will help eliminate possibility recurrence of cases of submission of fake subsidy claims as had happened in some States. NHB is proposing to make provisions enabling Financing Institution to make online entry about loan sanction, release of installments of loan, progress of project implementation and making subsidy claims which may facilitate reporting of progress of project and later on, processing by competent authority in NHB of subsidy claims pending receipt of signed and attested copies of documents.

Eligible Project Cost (EPC)

It is observed that the beneficiaries and bankers are sometimes under impression that the subsidy @ 40% of the project cost as appraised or as assessed during Inspection / Joint Inspection of completed project will be sanctioned. This is not true. Therefore, it is being clarified that 40% subsidy will be sanctioned and released against the eligible project cost (EPC). EPC is calculated taking in to account per unit area project cost, and component-wise cost norm. In addition, it is to be noted that the component wise eligible cost shall be least of cost indicated in project report, cost appraised by the bank / FI and cost assessed during Inspection / Joint Inspection of the project. The components not indicated in project report, appraisal report shall, therefore, be not eligible for inclusion for the purpose of calculation of EPC. Similarly, change in component or project site without prior approval of NHB shall make the component or project, as the case may be, ineligible for getting subsidy. Even the change in FI / Banker should be done with prior approval of NHB. It should also be ensured that condition of prescribed minimum percentage of term loan is fulfilled otherwise, subsidy claims will be rejected.

Documents to be submitted with subsidy claims

Keeping in view of the above, the subsidy claims must be submitted in the form prescribed along with following documents including the Bank Inspection Report :-

- (a) Completion certificate of the project as issued by the Bank.
- (b) Financial appraisal carried out by the Bank before sanction of term loan showing means of finance along with any other details showing investment components and their costs. In case, pre-sanction inspection of project site is carried out by the FI / Bank, then a certified copy of each of such documents should also be submitted along with subsidy claim.
- (c) Term loan sanction letter issued by the Bank to the beneficiary with detailed terms & conditions clearly mentioning the purpose of term loan, period of repayment along with the activities for which loan sanctioned.
- (d) Date wise term-loan disbursement detail for the project.
- (e) Extract of term-loan account of promoter related to the project.

- (f) Copy of Record of Rights of project land as appended in loan document by the beneficiary along with Search Report, if any, got done by the FI / Bank. This will enable NHB tally the same with the copy of record of right submitted by the beneficiary to NHB along with application for Lol.
- (g) Photographs taken at the time of inspection of the project **duly signed by the Bank Officer and the promoter**. It should be ensured that the Inspecting Officer (Bank Officer) along with Promoter and NHB officer (in case of JIT) should also be seen in the photographs.
- (h) All major components of the project must be covered in the photographs.
- (i) Duly certified expenditure statement (prepared on the basis of vouchers/bills) by Bank or CA certificate as per NHB format by way of proof of assessed cost of the project during Joint Inspection
- (j) If release of subsidy by RTGS is preferred by the Bank then application for the same with details of corresponding subsidy reserve fund account.

Procedure for adjustment of borrower's account

The subsidy released by NHB to Bank/FI in favour of the project shall be kept in the separate account termed as **Subsidy Reserve Fund**. The adjustment of subsidy to term loan account shall be made only as back-ended subsidy. Accordingly, the full project cost including the subsidy amount but excluding the margin money contribution from the beneficiary would be disbursed as loan by the banks. The repayment schedule will be drawn on the loan amount in such a way that the subsidy amount is adjusted after the bank loan portion (excluding subsidy) is liquidated. The subsidy amount in the borrower's Term Loan account should be adjusted only as a part of the recovery of last installment which should not be prior to 36 months period from the date of release of Term Loan. Therefore, term loan account of borrower should not be charged interest from the date subsidy amount is received by the Bank.

Submission of the Utilization Certificate by the Bank/FI

After completion of the project and closure of borrower's term loan account and on adjustment subsidy amount as part of the last installment which should not be prior to 36 months period from the date of release of Term Loan, the Bank/FI shall submit to NHB Utilization Certificate of the subsidy amount in Performa prescribed (**Format-VIII**).

FORMAT-I

List of the documents required for Letter of Intent (LoI) under the NHB scheme “Capital Investment Subsidy for Construction/Expansion/modernization of Cold Storage & Storages of Horticulture Produce”.

Section A

Documents related to Letter of Intent

- Application Form (Format-II)
- Affidavit (Format-III)
- Prescribed cost of application form and scheme brochure
- Basic Data Sheet* (Format-IV)
- Board Resolution of the applicant firm/Company, if applicable

Section B

Detailed Project Report consisting of following details

- Promoter Profile
- Proof of identity of applicant
- Marketing Strategy
- Implementation Schedule
- Key Map of Project land showing project details and land boundary details
- Site layout Plan
- Financial Analysis
- Annexure

Section C

Land Documents

- Copy of latest Record of Right issued by competent authority showing applicants right on land
- Copy of permission to use land for cold storage purposes
- NOC from State Pollution Control Board

Section D

Bank Documents

- Bank Consent Letter

FORMAT-II

- 1) **Date of application**
- 2) **Control No. :**
(to be given by NHB)


 PHOTO

To
 The Managing Director
 National Horticulture Board
 Plot No. 85, Sector-18, Institutional
 Area, Gurgaon-122015
 (Haryana)

Application for Letter of Intent (LOI) under the scheme "Capital Investment Subsidy Scheme for Construction/Modernization of Cold Storages and Storages" of National Horticulture Board)

A. Beneficiary/Entrepreneur

1. Name : _____
 Permanent Address : _____
 Postal Address : _____

2. Constitution : Individual/Company/Joint Promoter/Government

In case of Individual

3. Category : SC/ST/OBC/Ex-Service Man
4. Gender : Male/Female _____ Age _____
5. Occupation :
5. Promoters/beneficiary profile :

In case of companies

- Registration number & date of registration
- Registering authority
- Act under which Registered
- Authorized share capital _____
- Paid-up share capital _____ Reserves & surplus _____

(by end of last financial year)**B. Proposed Activity**

1. Name of the Project
2. Location:
 Survey/Khasra No. _____ Village _____, Taluka _____,
 District _____, State _____
3. Component : Cold Storage/CA Storage/Modified Storage/Onion Storage/ Modernization of Existing Storage

4. (a) **Existing capacity, if any Chamber (s) Capacity in MT**

Chamber No. 1

Chamber No. 2

Chamber No. 3

Chamber No. 4

Total

(b) **Proposed new capacity Chamber (s) Capacity in MT**

Chamber No. 1

Chamber No. 2

Chamber No. 3

Chamber No. 4

Total

(c) **Chamber/Capacity Proposed Chamber (s) Capacity in MT for modernization**

Chamber No. 1

Chamber No. 2

Chamber No. 3

Chamber No. 4

Total

(d) **Justification for Additional Capacity/Modernization**

- B.II** (a) Whether proposed activity in application is Yes/No
a completely a new activity

(if No, the details of pre-existing activity or any component thereof included in the application should be indicated clearly)

.....
.....

- (b) Whether any subsidy has been availed Yes/No
for the proposed proposal/activity from
Central Govt. or any of its Agencies.

(if YES, please indicate clearly in detail)

.....
.....

C. Proposed Project Cost (Component-wise)

D. Proposed Means of Finance

(i) Promoter's share

(ii) Bank/FI term loan

(iii) Proposed subsidy from other sources, if any

a) Form State Govt.

b) From Central Govt. other than NHB

Total

(Note: Unsecured loans from friends/relatives will not be treated as equity)

Expected back-ended subsidy from NHB: Rs.

(NHB subsidy will be considered as per Board's guidelines, if found in order, but not guaranteed)

E. Existing Status of Project

(Please give details about the activities of the proposed project already completed at the time of submission of application of Letter of Intent (LOI))

.....

.....

.....

F. Whether any assistance in the form of soft loan and subsidy has been availed by the beneficiary earlier from the National Horticulture Board? If yes, give details thereof.

.....

.....

G. Whether any subsidy has been availed from the Board, other Central Govt. organization or State Govt. for the same activity on same piece of land, khasra no. etc.?

.....

.....

Details of subsidy, if availed from:

- | | | | |
|-------|--------------------|---|-------|
| (i) | MFPI | : | _____ |
| (ii) | APEDA | : | _____ |
| (iii) | NHM | : | _____ |
| (iv) | Technology Mission | : | _____ |

H. Name of the Bank/FI from where the term loan is availed/to be availed by the Beneficiary (Please enclose a copy of the duly filled up term loan Application).

- a) Name of Bank:
- b) Details of Bank Branch:
- c) Bank Code:

I. Date & Amount of sanction of term

loan, if any : _____

J. Details of release of term loan, if any

: _____

K. Details of land

- | | | | |
|------|--|---|-------|
| i) | Whether own land (ancestral) | : | _____ |
| ii) | Whether own land purchased | : | _____ |
| iii) | Whether leased If so, how many years lease | : | _____ |

- iv) **Whether lease/tenancy/contract is registered with the Competent Registration Authority**
 (copy of the proof of each title be enclosed)

M. Implementation Schedule of Proposed Activity**N. Marketing of Produce****O. Cost of Application Form & Scheme Brochure will be as under:**

Projects costing upto Rs. 10.00 lakh : Rs. 1000/-

Projects costing above Rs. 10.00 lakh
and below Rs. 20.00 lakh

: Rs. 2000/-

Projects costing above Rs. 20.00 lakh
and below Rs. 50.00 lakh

: Rs. 5000/-

Projects costing above 50.00 lakh

: Rs. 10000/-

The above prescribed cost of application form and brochure will be non- refundable.

P. Please remit the cost of application and scheme brochure by Demand Draft drawn in favour of National Horticulture Board payable at Gurgaon (Haryana)

Q. Name & address of consultant who prepared the project report (DPR).

Certified that the information/contents as above furnished by me/us in the application are true to the best of my/our knowledge & belief and nothing material has been concealed. In case, any information furnished in the application is found false, my/our application may be rejected out rightly at any stage by the Board.

(Signature of the Beneficiary)

Name & Address:

Place: Telephone/Fax No.

Date :

FORMAT-III

AFFIDAVIT

(on stamp paper of Rs. 20)

I/we (Name of the promoter/Director) Age ____ son of Mr. (father's name)
 resident of (residence address) do hereby solemnly affirm and declare as under:

1. That I/we am/are individual grower/promoter/director/partner/group of growers/association of growers/proprietor of M/s.....(name of beneficiary) having its Registration no. Registered office at (office address of beneficiary).
2. That I hereby make application and I am duly authorised in my own right/by management vide its resolution no.dated to apply and sign all required documents including this affidavit on behalf of company/partnership firm/cooperative society named as; and am fully aware of the facts relating to the setting up the project at Survey No. Village Tehsil.....District..... State.....(location of the project) for(activities to be undertaken by project) and application is being made to NHB for seeking Letter of Intent (LOI) under the scheme "Capital Investment Subsidy Scheme for Construction and Modernization of Cold Storage and Storages".
3. That the term and conditions of the scheme of NHB under which an application is made by the applicant have been properly read and understood by me and I affirm that the project/proposal/scheme comply with the terms and conditions of NHB and the application is made in the correct applicable scheme.
4. That the proposed activities to be undertaken by the project/proposal scheme are covered under the above scheme of NHB and no part of the scheme/infrastructure of the project is designed or assigned to be used for any activity other than the horticulture activities specified in the applicant at present or in the near future.
5. That the information provided in the application of Letter of Intent (LOI) is true and correct to the best of my knowledge and belief. The estimate of the cost of project/proposal/scheme; financial viability and operating results have been worked out/computed as per the rule and generally accepted principle and norms in this regard.
6. That no subsidy /grants-in-aid other than shown in application form has been availed by the promoters/directors/proprietors for this new project and component thereof from Central Govt. or any of its agencies Except the NHB.
7. That myself or any other promoter of Cooperative Society\, partnership firm self help group has not availed any subsidy from NHB which has not been disclosed in the application.
8. That I/we also solemnly affirm that the proposal activity in the application for LOI is a completely new activity and not a pre-existing activity or any component thereof.
9. That I have thoroughly examined notification F. No. 45-64/2010-Hort dated 25.02.2010 for prescribed technical standards w.e.f. 01.04.2010.
10. That I accept and undertake that the Technical Scrutiny of the documents by NHB or its empanelled agencies shall not in any way obviate the responsibility of the Promoter/deponent, to scrutinize his project and insure that it invariably complies to the prescribed technical standards w.e.f. 01.04.2010 vide notification F. No. 45-64/2010-Hort dated 25.02.2010".
11. That in case of concealment of any facts in this regard, the Board would have right to reject my application out rightly at any stage.

DEPONENT

VERIFICATION

Verified on solemn affirmation at (Place) on this (date) of, (month), 2010 that the content of the above affidavit are true to the best of my knowledge and belief and nothing material has been concealed.

DEPONENT

(Self Certification Format to be obtained on a stamp paper of Rs.100)

DECLARATION

I (Name of the Consultant) Age son of Mr. (father's name) resident of (residence address) certify that:

1. That I am a graduate engineer and have adequate experience / expertise in designing, Constructing and commissioning cold stores, insulation & cooling system and cold chain infrastructure equipment.
2. That a copy of my graduation / post graduation certificate of B.E. / B. Tech / M. Tech is enclosed and shall form part of my certification and declaration.
3. That I am the project / Technical Consultant and have been hired by the project promoter _____ to design, conceptualize and prepare the project DPR bearing Ref. No. _____.
4. That I am fully conversant with relevant codes and standards applicable to the cold chain infrastructure and affirm invariable compliance of the project to the above mentioned prescribed Technical Standards.
5. That I have thoroughly examined notification F. No. 45-64/2010-Hort dated 25.02.2010 for prescribed technical standards w.e.f. 01.04.2010.
6. That I certify that the components of insulation and refrigeration systems in the prescribed format of the technical data sheet conform the ratings and performance of selected equipments and proposed design as per the prescribed Technical Standards w.e.f. 01/04/2010 vide notifications F. No. 45-64/2010-Hort dated 25.02.2010.
7. That I undertake to adhere to the requirements of confidentiality and non-compete with respect to proprietary information entrusted to me by the promoter/manufacturer of equipment / the Board.
8. That I will assist the Government inspection and regulatory agency during stage inspection of the project and provide any/or all technical clarifications as and when required.
9. That I will furnish a certificate of satisfactory commissioning of the cooling system in conformance to the performance indicators as per the prescribed standards.
10. That in case of any concealment of facts by me in the DPR with respect to invariable compliance to Technical Standards or on any instance of false declaration / certification by me or any part of my declaration is found to be incorrect, the Board may, in its discretion, take any actions (including legal action) against me as deemed fit and proper.

IN WITNESS WHEREOF, the consultant has signed this declaration and certification on this ____ day of ____ 2010 in the presence of the following witnesses;

WITNESSES:

1.
2.

(Signatutre of the Consultant)

FORMAT – IV

BASIC DATA SHEET

A. Identification

Name of Cold Storage		
Location of Cold Storage	Area / Village	Town
	District	State
Name of Promoter Company / Owner		
Type of company (Proprietorship / Partnership / Pvt. Ltd / Ltd)		
Postal address of Promoter		
	Tel / Fax	Mob. No E-mail
Present activity in brief		
Name of CEO / MD		
Name of Manager / Contact Person	Phone / Mobile No	

B. Basic Cold Store Design Considerations

i) Commodity Storage Requirements Type of Commodities/Produce Ideal / Recommended Storage Conditions – Temperature (DB in °C) – Humidity RH (%) Range – Air Circulation (CMH/MT of Produce) – Ventilation (Air Changes/Day) – CO ₂ Range (PPM) – Produce Cooling Rate (°C/day) – Freezing Point °C – Others		
Cold Chamber Dry bulb (DB in °C)		
Cold Chamber RH (%)		
Max Storage period (months)		
Max product temp (°C) – at the time of loading		

Daily loading rate (MT/day) – in each cold chamber		
Loading Period (months)		
Pull down rate (°C / day)		
Unloading Period (months)		
Daily unloading rate (MT/day) – from each cold chamber		
Ante Room Conditions (T °C & RH %)		
Sorting & Grading Area (T °C & RH %)		
Special Provisions – CIPC treatment for Process Potatoes		
Special Provisions – MA / Ethylene Control / Fumigation/ Fresh Air etc		

ii) **Fresh Air / Ventilation System**

Brief Description of CO ₂ Extraction / Ventilation System	
CO ₂ Concentration Control Range (PPM)	
Monitoring & Control Instrument – Type – Accuracy	
Ventilation Capacity (Max Air Changes/Day)	
Design Considerations for Energy Recovery and Preventing Wetting of Produce	

iii) **Cold Store Chamber Sizing and Capacity**

No. of chambers:

Type : Mezzanine/ Palletized

Max Height of Building

Details	CSC 1	CSC 2	CSC 3	CSC 4
Total Capacity of Each Cold Store Chamber (MT)				
Internal Chamber Dimensions L x B x H (m)				
No. of mezzanine floors X Height (m) per floor				
Size & Weight of Bags or Boxes being stored				
Total number of Bags/Boxes stored in each Cold Store Chamber				

iv) Ante Room & Process Areas

Details	Length (m)	Width (m)	Height (m)
Ante Room			
Sorting & Grading Area			
Loading / Unloading dock			

v) Machine Room & Utility Areas

Details	Length (m)	Width (m)	Height (m)
Machine Room			
Office Area			
Toilets & Changing rooms			
Any other			

vi) Building & Construction Details

Type of construction : Civil/Pre-engineered Building

Type of External walls of cold chambers	
Type of Internal / Partition walls	
Type of Roof / Ceiling	
Type of Internal structure / Racks	
Type of mezzanine grating	
Types of Lighting fixtures in cold Chambers	
Types of Lighting fixtures in Process & Other Areas	

vii) Insulation and Vapor Barrier

Type of Insulation : Insulating Sheets / Metal Skin Composite panels

Type of Insulation	Wall External	Internal	Ceiling / Roof	Floor
Type of material EPS / Metal Skin PUF Composite Panels / XPS/ PUR, Others				
Relevant IS Code				
Density (kg/m ³)				
Thermal Conductivity at + 10°Ck value (W/m.K)				
Thermal diffusivity m ² /h				
Water vapour transmission rate, ng/Pa.sm, Max.				
Water absorption after 24h immersion, percentage by mass.				
Relevant IS Code of Practice for Thermal Insulation of Cold Store				
Total Insulation Thickness (mm)				
No. of layers & Thickness / layer (mm)				
Type of vapor barrier & thickness (microns)				
Type of Bituminous/Sticking Compound				
Type of Cladding / Covering/External Finish				
Locking/Fixing & Sealing System in case of Metal Skin Composite Panels				
Any other info				

viii) Cold Store Doors & Air Curtains

Type of Insulation	Details
No. of Insulated doors Type hinged / sliding Insulation Material EPS / PUF / Others Thickness of Insulation (mm) Type of cladding Size of door opening Provision of Strip curtains – nos. & overlap % Air curtains, if any Others	

ix) Material Handling

Proposed Practice : Manual / Semi Automated /Automated
 Procedure
 Material Handling Procedures & Equipments
 Cap of Electric Elevator Rating of motor (kW)
 Any other device

Brief Description

x) Grading, Sorting Washing & Packing Line (optional)

Proposed Practice : Manual / Semi Automated /Automated
 Procedure
 Process Line
 Total Connected Load (kW)

Brief Description

Please attach a Plan & Layout of the proposed Cold Store unit in accordance to the Statutory Building By-Laws and BIS Building Codes & Standards duly approved by a Registered Architect and Structural Engineer. The drawings should detail out insulation type, thickness, and fixing methodology in sectional details.

C. Heat Load Calculation of Cooling System – Summary

Ambient Conditions	Summer	Monsoon	Winter
Dry Bulb Temperature (°C)			
Wet Bulb Temperature (°C)			
Refrigeration Load Transmission Load Product Load Internal Load Lighting load Occupancy load Infiltration Load Ventilation/ Fresh Air Load Equipment Load - Fan motors etc. Total Load (kW/24 hrs) Compressor Operation Hours/Day Multipliers Total Refrigeration Load Total Load (KW)	During Loading (kW) Loading Period Pull Down Period Holding period Safety Factor Defrost Period Peak Period	During Pull Down (kW) Holding Period	During Holding (kW) Lean Period

Please attach detailed heat load calculation sheets of the proposed cold store unit in accordance to the prescribed Technical Standards and Guidelines duly approved by a Qualified Engineer.

D. Cooling System Design & Equipment Selection

i) Cooling System Configuration

Type of Refrigerant	Ammonia / Freon / Others
Type of System	Direct Exp / Gravity Feed / Overfeed
Type of compressor	Reciprocating / Screw / Scroll / Others
Type of capacity control	Automatic In steps / Step less
Type of condenser	Atmospheric / Evaporative / Shell & Tube / Plate Heat Exchanger/Other
Cooling Towers (if applicable)	FRP Induced Draft / Others
Type of cooling coil	Ceiling suspended / Floor Mounted / Others
Type of defrosting	Air / Water / Electric / Hot gas
Humidification System & Control (Brief Description)	

ii) Compressor Detail

Compressor Make & Model	Nos.	Comp. RPM	Operating Parameters Evap. SST. / Cond. Temp (°C)	Refrigeration Capacity (KW)	Motor Rating. (KW)	Total Electric Power. (BkW)	Remarks Working / Standby

iii) Condenser Details

Condenser Make & Model	Nos.	Operating Parameters Cond.Temp.(SDT)/ in/out water temp(°C) & flow (lps)	Condenser Capacity (kW)	Electric Fan / Pump Motor Rating (kW)	Total Electric Power (BkW)	Remarks Working / Standby

iv) Cooling Tower Details (if applicable)

Cooling Tower Make & Model Nos.	Operating Parameters DB & WB Temp, in/out water temp(°C)	Cooling Tower Capacity(KW)	Fan & Pump Capacity (CMH/LPS) & Motor (kW)	Total Electric Power (BkW)	Remarks Working / Standby

v) Air Cooling Units (ACU)

ACU Make & Model	Nos.	Operating Parameters Evap. (SST)& TD* (°C)	Cooling Capacity (kW)	Air Flow (CMH) & Face Velocity (M/S)	Fin pitch (mm) Power (BKW)	Total Fan Electric

(*) TD – Temperature difference between Evap. (SST) °C & Return Air (at coil inlet).

Please attach Detailed Technical Data Sheets of each equipment namely Compressors, Condensers, Cooling Towers, Air Cooling Units giving General Layout, Dimensions, Material of Construction, Rated Capacity, Operating Parameters and COP (please note that the Air Cooling Unit data sheet should include heat transfer area, fin spacing, no. of rows, air flow, face velocity, fan static, air throw, Fan Motor BkW/KW, fin spacing, etc) duly Certified by the respective equipment manufacturers with reference to the Relevant Codes & Standards.

E. Electrical Installation

Total Connected load (kW)	
Estimated power requirement at Peak Load Period (BkW)	
Estimated power requirement at Holding Load Period (BkW)	
Estimated power requirement at Lean Load Period (BkW)	
Capacity of Transformer (KVA)(proposed)	
Size of Capacitor for power factor correction & their operation	
Make & Capacity of standby D.G.Set (KVA)	

F. Safety Provisions

Details of Fire Fighting equipment	Dry Water based	
Handling Refrigerants & Leaks	Leak Detection Handling measures	
Safety devices – LP/HP cutouts, safety valves, shut off valves etc.		
Details of Emergency alarm system & push button system in cold chambers		
Emergency lighting in Cold chambers & other areas		
Lightening arrestors		
Any other safety provisions		

G. Codes & Standards Followed

Building Design & Structure	
Construction Materials	
Thermal Insulation & Application	
Refrigeration Equipment & Systems	
Electrical & Mechanical Systems	
Food Safety	
Others	

H. Energy Saving Equipment & Measures

Details of Energy Saving devices	Brief Description and Savings
Light Fixtures CFL/LED	
Natural Lighting for general areas	
VFD for fans / compressors	
Refrigerant Controls and Automation	
Air Purger	
Power Factor Controller	
Energy recovery heat-exchanger for Ventilation System	
Renewable/ Solar Energy e.g. PV lighting	
PLC Control, & Data Acquisition	
Any other features e.g. water recycling, rain water harvesting ...	

I. Operation & Maintenance

Description	Nos. / Details
Proposed staff for Operation & Maintenance	
Proposed Annual Maintenance Contracts (if any)	
Training & Preventive Maintenance procedures	
Sanitation & Hygiene practice	
Pollution Control	

J. Estimated Performance Parameters of Proposed Cold Store

Parameters	Peak Period	Holding Period	Lean Period
Coefficient Of Performance (COP) Of the Cold Store Unit			
Power Consumption (KWH/Day)			
Total Electricity Cost (Rs/Day)			
Electricity Cost towards Storage (Rs/ MT /Day)			

K. Other Information

Place

Date

 Signature and
 Name of Applicant with Seal

Place

Date

 Name in Capital Letters
 Signature & Seal of Consultant
 Who has designed Cold Storage
 and is going to provide
 supervision during Construction
 and commissioning

FORMAT – V

NATIONAL HORTICULTURE BOARD

Progress Report (Pre-Inspection Report)

Date of Inspection

1.	(i) Name of the project (ii) Address for communication with telephone No. (iii) Project location with address (iv) Constitution (Individual/ Joint Individual/Partnership Firm/ Company. (v) Status of Land right with land specification - Khasra No. Khatoni etc (own land in the name of applicant/Regd. Lease land in the name of applicant or else, please specify)	
2.	Proposed Activity Type Proposed type of cooling system	Cold Store CS1 / CS2 / CS3
3.	Project Cost & Mean of finance	
4.	Present physical status of the project 4A. Date of start (i) Land development status/boundary/road (ii) Connecting road to the plot (iii) Stage of cold store building civil/pre engineered as on inspection date (iv) Installation of power transformer/electricity supply equipment (v) Installation of Refrigeration cooling system (vi) Type of produce proposed to be stored (vii) Whether cold storage is functioning.	Remarks (in detail) ➤ ➤ ➤ ➤ ➤ ➤ ➤
5.	If any subsidy is given by the Board earlier for any cold storage project, the details of applicant, purpose, year and amount of subsidy may please be indicated	

6.	Status of previous project if any.	
7.	Remarks of inspecting officer	
8.	Whether promoter has approached the Bank/FI for term loan, if yes, the month thereof (Name of Bank with address, Branch Code No. & phone No.	Yes/No.
	If the cold storage is under construction, the details of expenditure made as on date. (i) From applicant share (ii) From Bank Loan	
9.	Recommendation of Pre Inspecting Officer	
10.	Permission for cold storage consideration/decision from the relevant Authority	

Signature of Inspecting Officer
(Full Name & Seal)

ANNEXURE - III

ANNEXURE -III

**“Technology Development and Transfer for
Promotion of Horticulture”**

Items	Description	Page No.
Format-I	Application Form.....	90-91
Format-II	Undertaking	92

FORMAT-1

APPLICATION FORM

1. Applicant Type
(Registered Society, NGO, Company,
Association of Growers/Industry, SAU/R&D Institution/
Government/Public Sector
2. Applicant Organisation Name
3. State
4. Project Address :
5. Correspondence Address :
6. Name of Contact Person
7. Phone No.
8. Mobile No.
9. Email ID
10. Date of Filing of Application
11. Project Implementation period From To
12. Components for which assistance required **(Please tick appropriate component)**
 - ia. Introduction of New Technology – New Farm inputs & New and Appropriate Technology ☐
 - b. Introduction of New Technology – Development and introduction of new protocols ☐
 - c. Introduction of New Technology – R&D Projects for solving specific problems ☐
 - ii Progressive Farmers ☐
 - iii Promotional & Extension Activities ☐
 - iv Services from India/Abroad ☐
 - v Technology Awareness ☐
 - vi Organisation/Participation in Seminar/Symposia/Exhibition ☐
 - vii Udyan Pandit ☐
 - viii Publicity and Films ☐
 - ix Awareness of Technology Upgradation and Markets ☐
 - x Honorarium to Scientists ☐
 - xi Accreditation and Rating of Horticulture Nurseries ☐
 - xii Mother Plant Nurseries ☐
 - xiii Common Facilities in Horticulture Parks ☐

13. Details of Proposed Activity (Brief of Project justifying eligibility of assistance in the scheme guidelines)

14. Project cost indicating major items of investments

15. Source of Funding

16. Names and designation of resource persons, if any

17. Documents to be attached

Yes

No

a. Application in prescribed format

☐
☐

b. Undertaking in prescribed format wherever applicable

☐
☐

c. Detailed Project Report – wherever applicable

☐
☐

d. Copy of last Income Tax Return, if any

☐
☐

e. Bye laws of the organisation

☐
☐

f. Memorandum of Association of the organisation

☐
☐

g. Last Three Years Accounts

☐
☐

h. Latest Annual Report

☐
☐

Signatures of the Authorised Person

FORMAT-II

UNDERTAKING

We undertake that our organisation has availed financial benefits under the Technology Development and Transfer Scheme of National Horticulture Board during the period of last years, as per details given below and submitted final utilisation certificate :-

Sr.	Name of the Event	Month and Year of Event	Amount of Assistance availed	Final Utilization Certificate given or not	Date of UC sent to NHB

We also undertake that expenditure of above amount have been duly audited as per rules of audit prescribed by government in this regard.

We also undertake that financial assistance only in the following schemes of Central Government is being availed for the same project :-

Name of the Scheme	Nodal Officer of the Scheme with contact details	Amount of assistance being taken / applied for

Signatures of the Authorised Person