

राष्ट्रीय बागवानी बोर्ड
National Horticulture Board



राष्ट्रीय बागवानी बोर्ड
कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार
85, इंस्टीच्यूशनल एरिया, सैक्टर 18, गुरुग्राम 12205-

National Horticulture Board
Ministry of Agriculture & Farmers Welfare, Govt. Of India
Plot No. 85, Sector-18, Institutional Area, Gurugram-122015

NHB/CC/Guidelines/Design-Software/2022-23/2566

Date: 24.07.2023

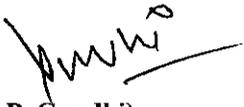
Circular

**Subject: Online submission of Subsidy Claim after issue of Grant of Clearance (GoC) -
Implementation of the new design software scheme system – Regarding**

In order to deal with the prospective situation for delay in handling subsidy claims and for curtailing time for quick disposal of subsidy claim procedure, it has now been decided by the Competent Authority of the Board that the subsidy claims will be submitted online by the applicant itself after completing all desired necessary documentation as per GoC directly at NHB's web portal through its registered account. On receipt of online subsidy claim in NHB, the system software will Auto-Forward the same to the respective bank/FI for confirmation of authenticity of all documents submitted by applicant alongwith online subsidy claim. Accordingly, the necessary changes have been made in the GoC letter and new design/software. The following will be the proposed Flow-Chart:

- Step 1: Upon issue of GoC, a link will appear at Applicant login—"Apply for Subsidy Claim"
- Step 2: Applicant will online upload documents and fill required details and submit subsidy claim to NHB after completion of project within specified period.
- Step 3: On receipt of subsidy claim, system software will Auto-Forward the subsidy claim to respective bank/FI for confirmation of authenticity of all documents submitted for subsidy claim by the applicant.
- Step 4: Upon online confirmation by bank – NHB to forward the claim subsidy claim online to respective NHB centre for conducting joint inspection by Joint Inspection Team (JIT).
- Step 5: Upon JIT, concerned NHB Centre Incharge will online upload the JIT report and fill the desired details and forward to their concerned Area Officer.
- Step 6: Upon receipt of JIT at NHB HQ, concerned Area Officer/Dealing Officer will thoroughly process the case and clearly mention the recommendations of the Division online and update the status as "Ready for Meeting"
- Step 7: Completion of online subsidy claim process.

This issues with the approval of Competent Authority.


(C.P. Gandhi)
Dy. Director (IS)

Distribution:

1. All Area Officers, NHB
2. All Dealing Officers, NHB
3. Incharge, All NHB Centers
4. Incharge (Coord. Division)
5. Sh. H.C Rohilla (Accounts Officer)

CC to :

1. PS to MD/DMD, NHB for kind information
2. HOO, NHB for kind information