

File No: F-11014/2/2016-FTL (C. No: 314384)

भारत सरकार/Government of India

खाद्य प्रसंस्करण उद्योग मंत्रालय / Ministry Food Processing Industries

पंचशील भवन / Panchsheel Bhawan,

अगस्त क्रांति मार्ग / August Kranti Marg

नई दिल्ली/New Delhi-110049

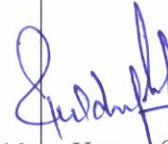
Dated: 22/09/2020

Subject: Modified Scheme guidelines for the Scheme for Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY).

Ministry of Food Processing Industries (MoFPI) is implementing a Central Sector Scheme for Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY) for the period up-to 2019-20 extended up-to 2020-21. The proposals under the scheme are invited online through Expression of Interest (EOI) issued by the Ministry from time to time.

2. Based on the experience gained during the implementation of the scheme and the recommendations of the independent impact evaluation study of the scheme, the scheme guidelines for the Scheme of Setting Up/ Up gradation of Food Testing Laboratories have been modified to make the scheme more investor friendly.

3. The modified scheme guidelines for the Scheme of Setting Up/ Up gradation of Food Testing Laboratories of Pradhan Mantri Kisan Sampada Yojana (PMKSY) are hereby notified for the information of all the stakeholders and public at large.


22/9/2020

(Kuldeep Kumar Singh)

Deputy Secretary to the Government of India

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MINISTRY OF FOOD PROCESSING INDUSTRIES

Revised Guidelines for Grant-in-Aid for Setting-up/Up-gradation of Food Testing Laboratories

(1) Objectives:

Setting up/ up-gradation of Food Testing Laboratories would benefit all stakeholders in ensuring safety and quality of food products. The objectives are:

- To analyse the samples received from food processing industry and other stakeholders.
- To reduce the time taken for analysis of samples by reducing transportation time of samples.
- To ensure compliance of domestic/international standards on food.
- To establish a surveillance system for monitoring the quality and composition of food.

(2) Pattern of Assistance:

(i) Central/State Government and its organizations /universities (including Govt. owned deemed universities) are eligible for grants-in-aid of entire cost of laboratory equipment and 25% of the cost of Technical Civil Work and Furniture & Fixtures for General Areas and 33% in Difficult Areas. In addition, they are also eligible for 80% of the monthly emoluments of two technical staff for two years from the date of completion of the laboratory i.e. on procurement and installation of all the equipment and completion of civil work of Food Testing Laboratory, provided this does not exceed the emoluments prescribed for Junior Research Fellow (JRF) under ICAR.

(Note: In case of any dispute regarding issues related to service/emoluments of the staff to be employed, MoFPI will not be a party and this will be purely between the respective lab and the employed staff.)

(Note: Difficult areas include J&K, Himachal Pradesh, Uttarakhand, Sikkim, North-Eastern States, Andaman & Nicobar Islands, Lakshadweep and Integrated Tribal Development Project (ITDP) areas.)

(ii) All other implementing agencies/private sector organizations/ universities including deemed universities will be eligible for grant-in-aid of 50% of cost of laboratory equipment and 25% of the cost of Technical Civil Work and Furniture & Fixtures for General Areas and 70% of cost of lab equipment and 33% of technical civil work and furniture and fixtures for difficult areas.

(iii) In case of the Setting up cases of food testing lab the cost towards getting of NABL Accreditation will also be eligible for grants-in-aid.

(iv) When the Ministry establishes / sponsors such food testing laboratories, there would be no ceiling to financial assistance and the amount to be approved will be decided on case to case basis with the approval of Competent Authority.

(v) SC / ST proposals will be treated at par with the difficult areas for the purpose of extending benefits under the scheme including the project period.

(vi) The food testing facilities so created will be accessible to public and will be made available to the food processing units for testing their products.

(vii) The maximum admissible quantum of assistance under this Scheme would, however, be 70% of the cost of equipment and 33% of cost of Technical Civil Work and Furniture & Fixtures for all other Implementing Agencies (other than Government Organisations) in Difficult Areas.

Note:

(a) In case of the proposal for up gradation of any food testing lab, it shall only be considered after two (02) years from commencement of commercial operation. The purpose of Upgradation should be justified as per market/ regulatory changes.

(b) Preference will be given to the promoters with food testing background for efficient operation of the lab.

(c) Preference will be given to the female entrepreneurs.

(d) Grants to be provided to food testing labs for commercial operation only and not to educational institutions limited to testing of research samples

(3) Documents Required:

- i. Application in the prescribed format as given in **Annexure- I** (Format available on website: <http://mofpi.nic.in>).
- ii. Detailed Project Report clearly indicating the total project cost (with item-wise and cost - wise break-up), Means of Finance to meet the project cost, recurring expenditure, information on availability of land and building, qualified manpower available and proposed to be hired, implementation schedule, list of lab equipment available and proposed (their cost, purpose/parameters being tested/to be tested), Technical Civil Work (TCW) and the Furniture & Fixtures required etc. DPR may also briefly gives the business plan and details of food industries which it would serve.
- iii. The Private Sector Promoter shall submit in-principle or final term loan sanction from the bank/financial institution availing term loan from the Bank/ Financial Institutions (FI) for an amount not less than 20% of the project cost, except in case of North East States, Difficult areas and SC/ST proposals. In case of North East States, Difficult Areas and SC/ST Proposal term loan amount shall not be less than 10%. The Private Promoter shall infuse/contribute equity of at least 20% and 10% of the total project cost respectively for projects in general areas and for projects in North East States, Difficult Areas and SC/ST Projects. The Bank Term Loan Sanction Letter shall clearly indicate the purpose of Loan as Food Testing Laboratory.

- iv. Certificate of Incorporation/Registration of the organization, Memorandum and Articles of Association and Bye-Laws of the Society (as applicable)/ Partnership Deed (notarized etc.
- v. Bio-data/Background of the office bearers and promoters of the organization including details like Aadhar card/ PAN card, etc.
- vi. Annual Reports and Audited Statement of Accounts of last two years, in case of up gradation proposals with Service Tax Registration Number.
- vii. Blue Print of the laboratory building Plan.
- viii. For private organizations/universities, Notarized copy of land document of owned land/ building or rent/ lease agreement with a validity period of minimum of 15 years, preferably with an extension clause (notarized English version, in case document is in regional language). For Government organizations/ Universities, certificate from Head of the Organisation/ Administrator regarding availability of land is required.
- ix. Item wise and cost wise details of Technical Civil Work (TCW) and Furniture & Fixtures proposed, duly certified by Chartered Engineer (Civil).
- x. Item wise and cost wise details of lab equipment proposed duly supported by quotations and duly certified by Chartered Engineer (Mechanical). Each proposal with list of the commodities and equipment is to be given with parameters to be tested with equipment. In case of up-gradation of lab, list of existing lab equipment with complete details are also required to be furnished.
- xi. In case of up-gradation of lab, list of existing lab equipment with complete details are also required to be furnished.
- xii. ***A self-attested confirmation as per the following format (Annexure-II):***

“That the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./Government organization/agencies and State Govt. for the same purpose/activity /same component.”
- xiii. A confirmation in the letter head of the organization/ Institute stating that the grant will be utilized for the purpose for which it is sanctioned (Annexure-III).
- xiv. Surety Bond (duly notarized) on non-judicial stamp paper of Rs.100/- by the applicants of private sector organizations, implementing agencies other than central/state government organizations/ universities. **(Annexure-IV).**
- xv. If the applicant is a Govt. organization / University / Public Sector institution and applies for assistance for 80% of cost of emoluments of two technical staff under the project, an undertaking on official letter head duly issued by the Head of the Department confirming that 20% of the monthly emolument of the technical staff to be employed under the project will be met by the applicant organization from its own resources.
- xvi. *Certificate of SC/ST from the concerned Government Authority, if applicable.*

(4) The Applicant Organization has also to confirm the following:

- i. If the applicant is a Govt. organization / University / Public sector institution, the organization's share of expenditure is borne from their self-generated funds and not from other grants received from Govt. departments/bodies.
- ii. The facility created out of financial assistance from MoFPI will be availed of by the food processing units for getting their products tested. The organization shall create awareness through wide publicity of such facility among the food processing units in and around the area.
- iii. The gap in the means of finance between grant amount sought and approved by MoFPI shall be borne by the organization.
- iv. The organization has adequate funds/ source of funds to meet recurring expenditure and maintain/upgrade testing facilities.
- v. The organization has availability of qualified manpower available vis-à-vis the facility created or would recruit such manpower.
- vi. The organization would implement the schedule of the proposed laboratory within a period of 18 months in General areas and 24 months in difficult areas from the date of issue of approval letter.
- vii. The documents for claiming the 1st Instalment of Grant-in-Aid will be submitted within a time period of 9 months in General Areas and 12 months in Difficult Areas after issue of approval letter.
- viii. The documents for claiming the 2nd Instalment of Grant-in-Aid will be submitted within a time period of 18 months in General Areas and 24 months in Difficult Areas after issue of approval letter.
- ix. The time period by which NABL accreditation would be obtained for the parameters to be tested after setting up/up-gradation of lab with MFPI assistance. For proposals pertaining to up-gradation of an existing laboratory, it has to be confirmed that NABL accreditation has been obtained for existing parameters being tested.
- x. The confirmation that the laboratory will strive to obtain Food Safety and Standards Authority (FSSAI) recognition / notification for carrying out the analysis of food samples under Section 43 of Food Safety & Standard Act, 2006.

(5) Procedure for Approval and release of grant:

- a. Application under the Scheme will be invited through Expression of Interest (EoI).
- b. All complete proposals received for financial assistance will be placed before Techno Scrutiny Committee (TSC) constituted by **MoFPI** for examining such proposals from technical angle. Applicant/ Promoter organizations will make presentations before the TSC. The Applicant/ Promoter organizations will furnish information/ documents if sought by the TSC.
- c. Thereafter, the proposals recommended by TSC and complete in all respects will be placed before Project Approval Committee (PAC) constituted by **MoFPI** for consideration and approval.

- d. Subject to meeting the basic eligibility criteria, SC/ST beneficiaries will be given preference in sanction of the projects under the scheme to the extent of earmarked fund allocation for each category”.(refer Para 2(v)).
- e. The composition of TSC is as follows (Notified on 15.03.2017):

S. No.	Name & Designation	Designation
1	Joint Secretary, In-charge of Scheme for Food Testing Laboratories, MoFPI	Chairperson
2	Assistant Director General (Agril. Engg), ICAR, New Delhi or representative	Member
3	Director, Indian Institute of Food Processing Technology (IIFPT), Thanjavur or representative	Member
4	Director (Quality Assurance), Food Safety and Standards Authority of India (FSSAI)	Member
5	Representative of Vice Chancellor, NIFTEM	Member
6	Representative of Council of Scientific and Industrial Research (CSIR)	Member
7	Representative of Agricultural and Processed Food Products Export Development Authority (APEDA)	Member
8	Representative of Marine Products Export Development Authority (MPEDA)	Member
9	Director, National Accreditation Board for Testing and Calibration Laboratories (NABL) or his representative	Member
10	Representative of National Dairy Development Board (NDDB)	Member
11	Deputy Secretary/ Director, IFD, MoFPI	Member
12	Deputy Secretary / Director, Scheme for Food Testing Laboratories, MoFPI	Member Secretary

- f. The composition of PAC is as follows (Notified on 15.03.2017):

S. No.	Name & Designation	Designation
1	Secretary, MoFPI	Chairperson
2	JS&FA / AS&FA, MoFPI	Member
3	Chief Executive Officer (CEO), Food Safety and Standards Authority of India (FSSAI) or representative	Member
4	Vice Chancellor, NIFTEM	Member
5	Deputy Director General (Agri. Eng.), ICAR, New Delhi	Member
6	Director, Indian Institute of Food Processing Technology (IIFPT), Thanjavur	Member
7	Chairman, Agricultural and Processed Food Products Export Development Authority (APEDA)	Member
8	Horticulture Commissioner, Department of Agriculture, Cooperation & Farmers Welfare, M/o Agriculture & Farmers Welfare.	Member
9	Representative of Council of Scientific and Industrial Research (CSIR)	Member
10	Joint Secretary, Scheme for Food Testing Laboratories, MoFPI	Member Secretary

- g. The following schedule will be adopted for release of grants-in-aid for Central/State Government and its organizations /universities (including Govt. owned deemed universities):-

Government Organisation:

- a. 1st instalment of 50% of the grant amount (Equipment+TCW+Furniture & Fixtures) will be released after receiving requisite documents / confirmations prescribed in Para 03 and 04 of the Scheme guidelines. The organization shall submit the documents along with the request for 1st Instalment within 9 months in General areas and 12 months in difficult areas from the date of issue of the approval letter.
- b. 2nd Instalment of 50% of the grant amount (Equipment+TCW+Furniture & Fixtures) will be released only after ensuring full utilization of 1st Instalment of grant towards purchase of lab equipment, expenditure on Technical Civil Work (TCW) and Fixing of Furniture & Fixtures for housing the equipment, as the case may be. The organization shall submit the documents along with the request for 2nd Instalment within 18 months in General areas and 24 months in difficult areas from the date of issue of the approval letter.
- c. 3rd instalment: The emoluments towards salary of the technical staff at the rate of 80 percent for the maximum the two technical staff for 2 years and the cost of NABL Application (as the case may be in case of setting up proposals) will be released as 3rd and final Instalment after all the PAC approved equipment has been purchased, installed and the organization has made advanced progress towards getting NABL accreditation. The organisation shall be required to submit the utilization certificate for 3rd Instalment along with the status of NABL accreditation.

(**Note:** 2nd and 3rd Instalment would be released on submission/uploading on SAMPADA portal and uploading of Utilization Certificate generated through EAT Module of PFMS and certificate from Competent Authority (CA/Account Officer) relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VIII**, along with copies of invoices, receipts, delivery challans, bill of entry for imported equipment, airway bills, installation and calibration reports (as the case may be) **etc.**)

(h) The following schedule will be adopted for release of grant in aid for all other implementing agencies/private sector organizations/ universities including deemed universities:-

- i. 1st Instalment of 50% of the total grant will be released after ensuring that 50% of the promoter's contribution and 50% of the Bank Term Loan has been spent on the eligible project cost. The promoter shall submit the documents along with the request for 1st Instalment within 9 months in General areas and 12 months in difficult areas from the date of issue of the approval letter.

- ii. 2nd Instalment of 50% of the total grant + cost of NABL Application (for setting up cases) will be released after ensuring that 100% of the 1st instalment has been utilized fully and 100% of the promoter's contribution and 100% of the Bank Term Loan has been spent on the eligible project cost. The promoter shall upload the documents as per the scheme guidelines including UC generated through EAT Module of PFMS on SAMPADA portal of MoFPI along with the request for 2nd Instalment within 18 months in General areas and 24 months in difficult areas from the date of issue of the approval letter. It will be ensured that all the equipment that are approved by PAC has been procured, the project has achieved completion and commercial operation has started. The Promoter shall upload the status of NABL Accreditation at the time of making claim for the 2nd and final Instalment.

(Note: 1st and 2nd instalment would be released on submission / uploading of certificates from Chartered Accountant relating to the expenditure incurred at each stage along with detailed statement of expenditure as per format at **Annexure-VIII**, along with copies of invoices, receipts, delivery challans etc and other documents as per the scheme guidelines on SAMPADA portal of MoFPI.)

- (i) The implementation schedule for the project would be 18 months in General areas and 24 months in difficult areas as detailed below from the date of issue of approval letter, unless extended by Project Approval Committee (PAC) for reasons to be recorded:

Sl. No	Particulars	Time Period (General/Difficult areas)
1	1 st instalment	9/12 months from date of issue of approval letter
2	2 nd instalment	18/24 months from date of issue of approval letter
3	Salary of technical staff +NABL Cost	After completion and operationalization of the project.
	Total	18/24 months

- (j) The promoter shall make all possible efforts to complete the project as per the stipulated timelines mentioned in the approval letter. In case of non-adherence to stipulated timelines, except in case of force de majeure or reasons beyond the control of promoter, penalty in terms of reducing the grant amount, on case to case basis will be imposed which would be as follows:

- i. The timeline for each instalment of the scheme guidelines and /or as approved by PAC at the time of according approval shall be applicable for this purpose. Only, force de majeure, reason will be accepted as genuine reasons for delay in cases where promoter fails to adhere to the timeline and request the Ministry for relaxation of penal action.
- ii. In case of non-adherence to the timeline of a particular instalment due to the project, a penalty amounting to 1% of the quantum of instalment due for release will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 5% of the instalment to be released.

iii. The penalty will be imposed for such delay till the date of submission of the complete documents to the Ministry for release of instalment of the grant.

(6) The decision of the PAC however shall be final and binding on imposition of the penalty, quantum of the penalty and the period for which the penalty is to be imposed.

(7) The laboratory assisted under the scheme will submit the information in the prescribed format regarding procurement and installation of all the equipment and completion of civil work of the food testing laboratory [**Annexure-V, VI and VII**]. This must be submitted along with the claim for release of 2nd instalment (in case of private organization) and 3rd instalment alongwith claim for emoluments of technical personnel and cost of NABL Application (in case of government organization).

(8) Inspection to verify the progress before release of the final instalment of grant may be carried out. Format for inspection report is at Annexure-X.

(9) Invariably, all the documents to be submitted at each step shall be countersigned by the applicant.

Note:

(1) The organization submitting the application as per above guidelines may ensure that the details/ documents are as per checklist (**Annexure-XI**).

(2) The Ministry is in the process of appointing Programme Management Agency (PMA) to examine the proposal and to monitor the implementation of the projects under the Scheme, and the guidelines to this effect will be made and notified shortly.

Application Form for Setting up/ up-gradation of Food Testing Laboratory

S.No	Particulars	Details
1.	Name and Address of promoter(s) including Telephone, Fax, email and contact details	
2.	Location of the Laboratory including Address, Telephone, fax, email with contact details etc.	
3.	Whether the promoter of Applicant Organization belongs to SC / ST category (if yes, Certificate of SC/ST from the concerned Government Authority, to be submitted). (Refer Para 2(v) and 5(d)).	
4.	Type of Organization like Government, Private, Industry Association, Public sector, Co-operative etc.	
5.	Background of the organization	
6.	Whether the organisation is owned by a Women or Group of Women (if yes, the details thereof)	
7.	Objectives of the Laboratory	
8.	The total capacity of the laboratory in terms of number of samples to be handled by utilizing the proposed equipment	
9.	In case of up-gradation of existing lab, details of lab equipment available and their utilization with products and parameters being tested.	
10.	In case of up-gradation of existing lab performance of the last three years indicating (a) type of food products tested, (b) parameters, with (c) number of samples tested, (d) revenue earned and any (e) other relevant information.	
11.	Justification for the proposed equipment with reference to products and parameters to be tested as per Annexure- IX	

S.No	Particulars	Details
12.	<p>Number of Food Processing Industries situated in the region/ nearby area and other potential users who may avail testing facilities. Attach list of giving names & address of units along with their products.</p>	
13.	<p>Total Project cost :</p> <p>a. Land- not eligible for grant b. Building</p> <p>(a) Technical civil work: It includes the component of Civil Work and Furniture and Fixtures specific to the equipment(s) and essential for housing the particular specialized equipment /facility and storage of samples/ chemicals/ consumables.</p> <p>a. Non-technical civil work: It includes civil work such as office area, library, roads, boundary wall, facade canteen, guest house and any other civil work which is not justifiable / non-essential for the equipments proposed / approved to be procured etc or otherwise not recommended by TSC.</p> <p>c. Laboratory Equipment</p> <p>d. Recurring Expenditure</p> <p>i. Consumables ii. Salaries & Wages iii. Any other expenses</p> <p>e. Furniture & Fixtures f. Any other items</p> <p style="text-align: center;">Total</p>	
14.	<p>Means of Finance</p> <p>a. Promoters Contribution b. Grant from MFPI c. Term Loan from bank</p>	

S.No	Particulars	Details
	d. Any other Source (please Specify) <i>*Unsecured loans will not be considered</i> Total	
15.	Details of Equipment proposed to be installed in the laboratory indicating specifications, make, quantity, cost (Please furnish technical literature and latest quotations(from Original Equipment Manufacturer or authorised dealer/supplier) for each proposed equipment)	
16.	Total no. of manpower available and to be employed (with their qualifications and experience)	
17.	Implementation Schedule- Bar chart/ Mile Stone Chart (Generic Type and not specific month wise)	
18.	Business Model with Cash flow for the next five years	
19.	Details of NABL accreditation for existing parameters being tested (In case of up-gradation). In case of setting up of laboratory, time frame by which the NABL accreditation will be obtained may be furnished.	
20.	Any other relevant details	

Encl: List of documents attached

Signature

**Name and Designation
Seal of the Organization**

Undertaking

(Rule 230(1) of GFR 2017)

(As undertaking on Official Letter Head)

ISon of ..., aged years, working asofhereby affirm and declare as under-:

1. That the organization has not obtained/applied for /will not obtain any grant/subsidy from any Ministry/Department of Central Govt / Govt organization/Agencies and State Government for the same purpose / activity / same component.

Place :

Signature of the Authorized
Signatory

Date :

Name of the
Institution

UNDERTAKING

I,, aged, resident of do hereby solemnly affirm that the grant will be utilized for the purpose it is sanctioned.

Hence this undertaking

Place :

Signature of the Authorized Signatory

Date :

Name of the
Institution

Annexure IV

(To be prepared on Non-Judicial Stamp paper of Rs. 100/-)

SURETY BOND

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

SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries' Sanction Order No. _____ Dated _____

_____ (Hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, *agreed to make in favor of the Obligors grants-in-aids of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____* Out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

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

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grant-in-aid with interest of 10% per annum thereon.

If a part of the grant-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged up-to the date of its refund to the Government, unless it is agreed to be carried over.

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

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

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

_____ for and on behalf of the president on the date appearing below:-

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

1. Signature of witness

Name & Address

2. Signature of witness

Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING

INDUSTRIES

(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Notary Seal & Signature

Annexure-V

DETAILS OF PROCUREMENT AND INSTALLATION OF ALL THE EQUIPMENT,

FURNITURE & FIXTURE AND COMPLETION OF CIVIL WORK BY UTILIZATION OF GRANT-IN-AID AS RELEASED BY MoFPI.

(Rs. in Lakh)				
Head of Expenditure	Proposed Cost	Eligible Grant	MoFPI approved Grant	Promoters Contribution
Equipment				
Technical Civil Works				
Non-Technical Civil Works				
Furniture & Fixture				
Total				

Signature with
Seal of the
authorized
person(s) of the
grantee
organization

Counter-signed by Chartered Engineer (Civil.)

Annexure -VI

DETAILS OF EQUIPMENT PURCHASED AND INSTALLED UNDER GRANT-IN-AID RELEASED BY MINISTRY OF FOOD PROCESSING INDUSTRIES IN THE FOOD

TESTING LABORATORY.

Sl. No.	Name of the P.A.C approved equipment	Price in US \$/EURO , etc. + Custom Duty/Service Tax, etc. (if applicable). (In the case of imported equipment)	Exchange Rate as on ... (Date)	Price/Value in Rupees VAT / Service Tax etc., (if applicable)	Make / Model /Sr. No of the equipment	Date of Purchase as per invoices	Date of installation of the equipment in the laboratory	Purpose of the equipment	Whether functional or not	Amount utilized out of grant-in-aid released by MoFPI for purchase of equipment
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Signature with
Seal of the
authorized
person(s) of the
grantee
organization

Counter-signed by Chartered Engineer (Mech.)

Annexure-VII

DETAILS OF TECHNICAL CIVIL WORK AND FURNITURE AND FIXTURE PURCHASED/DONE IN THE FOOD TESTING LABORATORY UNDER GRANT-IN-AID RELEASED BY MINISTRY OF FOOD PROCESSING INDUSTRIES.

Sl. No.	Name of the TCW and Furniture & Fixture as approved by PAC	Purpose	Whether completed / installed or not	Expenditure incurred	Amount utilized out of grant-in-aid released by MFPI
1.	2.	3.	4.	5.	6.

Signature with
Seal of the
authorized
person(s) of the
grantee
organization

Counter-signed by Chartered Engineer (Civil.)

Annexure-VIII

CA Certificate/Statement of Expenditure (With membership No. of CA) in the following format:

Rs. in lakh						
Sr. No.	Name of the Component	Proposed/ requester Project Cost	Revised project cost	Eligible Cost considered calculation of Grant-in-aid	MoFPI Grant	Actual Expenditure as on date.....
1.	Equipment					
2.	Technical Civil Work					
3.	Furniture & Fixtures &					
4.	Recurring Cost					
5.	Other Expenditure					
6.	(Please specify)					

Rs. in lakh				
Sr. No.	Name of the component / Item	Proposed Means of Finance	Approved Means of Finance	Actual Expenditure as on date
1.	Promoters contribution			
2.	Grant from MoFPI			
3.	Bank Term Loan			
	Total			

**Signature and Seal of C.A.*
(Seal with clear CA Membership No.)**

Counter Signature by the Applicant with Seal

Counter Signature of Bank Branch Manager with seal (in case of bank loan).

Note: * In case of Govt organisation Competent Authority of Finance / Comptroller of Accounts/Accounts Officer etc dealing with Finance and Accounts can issue the instant certificate.

FORMAT FOR INSPECTION OF FOOD TESTING LABORATORIES**ASSISTED BY MFPI**

1. Name & Address of food testing laboratory (along with Tel./Fax/E-mail):
2. Name & designation of officer-in-charge:
3. Status of the laboratory i.e. Govt./Private/Autonomous/: (Mention the administrative authority under which it operates)
4. Status of Building infrastructure for housing the laboratory: a. Technical civil works

b. Non-technical civil works

5. (a) List of Instruments/Equipment as approved by PAC, their cost, the details of purchase/installation, make/specification, function, accuracy (qualitative/quantitative) supported with a copy of invoice. The details pertaining to deviation from PAC approval (if any) in respect of equipment cost should be clearly indicated.

- b. List of TCW approved by PAC with cost and against that TCW Carried out with cost, bringing out deviation, if any.

- (c) Furniture & Fixtures (F&F): list of items approved by PAC with cost and against that F&F carried out with cost, bringing out deviation, if any.

6. List of scientists and technical staff with their qualifications and experience, staff structure and management.

7. Services provided / to be provided by the lab (such as analytical, training, certification etc.)

8. Available Analytical facilities:

Food quality parameters & Food Safety parameters in the following format

S.No	Test Parameters	Yes/No
1.	Physical Characteristics	
2.	Chemical Analysis	

S.No	Test Parameters	Yes/No
	(a) Proximate Analysis	
	(b) Metal contaminants	
	(c) Water analysis	
	(d) Residue (Pesticides, Veterinary drugs, antibiotics etc.,)	
	(e) Adulterants	
	(f) Food Additives (Sweeteners, flavouring material, coloring matter etc.,)	
	(g) Fatty acid & amino acid profile	
	(h) Vitamins	
	(i) Allergens	
3.	Microbiological Analysis	
	(a) Toxins (Aflatoxin, mycotoxins etc.,)	
	(b) Pathogens	
	(c) TPC, Y & M, Coliform, E.Coli	
4.	Genetically modified components	
5.	Any other	

9. Brief description of participation in proficiency testing programme, if participated:

10. Performance of the lab for the last three years (if applicable):

- a. No. of samples tested year wise (indicating parameters):
- b. No. of clients served year wise
- c. Total revenue earned

11. Whether laboratory has specified rates for testing of the products. If so, details thereof. If not, reasons therefor.

12. Are all standard test methods available in the laboratory?

13. Are all standard reference materials available in the laboratory?

14. In case of existing lab, status of NABL accreditation. If not, steps taken in this regard.

15. Details of manpower employed for the project.

16. Details of Annual Maintenance Contract (AMC).

17. Whether commercial operation has started and the date thereof.

18. Recommendations of inspection team clearly indicating installation & functioning of lab equipment, status of building for housing the lab and the date of start of commercial operation.

(Signature, Name and designation of members of inspection team)

* Supporting documents are required to be enclosed with inspection report.

Annexure- XI**Check list for the Scheme of Setting –up/ Up gradation of food testing laboratories**

Sr. No	Existing	Remark (YES/NO)
1	Application in the MFPI prescribed format	
2	Total project cost (item-wise and cost- wise break-up)	
3	Means of Finance to meet the project cost	
4	Details of recurring expenditure,	
5	Availability of land and building,	
6	Details of existing /required qualified manpower	
7	Implementation schedule	
8	List of lab equipment with their specifications, cost and purpose/parameters along with the certificate by C.E (Mechanical)	
9	In- Principle approval/Sanction letter of term loan from bank / financial institution as per Clause 3(iii) of the Scheme guidelines.	
10	Certificate of incorporation/registration of the organization	
11	Memorandum and Articles of Association and Bye laws of the Society	
12	Background of the organization	
13	Annual Reports and Audited Statement of Accounts of last two years	
14	Blue Print of the laboratory building Plan	
15	Notarized land document of owned land/ building or rent/ lease agreement with a validity period minimum 15 years (notarized English version if the land document is in regional language).	
16	Item wise and cost wise details of TCW and F&F envisaged duly certified by Chartered Engineer (Civil) (Refer Clause 3(ix) of the	

Sr. No	Existing	Remark (YES/NO)
	Scheme guidelines.)	
17	List of existing lab equipment with complete details along with products and parameters being tested (For Up gradation proposals)	
18	An undertaking as per Annexure – II duly signed.	
19	An undertaking as per Annexure –III, duly signed.	
20	Status of NABL accreditation	