

SFAC. 22/2020

Date: 06.03.2023

To

All Districts,
Project Director-ATMA's
Except Alappuzha

Sir,

Sub: RKVY 2019-20- Promotion of Farmer Producer Organizations (FPO's) in Kerala –
Disbursement of FPO funds - working Instructions issued- Regarding

Ref:1. G.O. (Rt). No. 431/2020/Agri Dated 15.05.2020. Kerala Farmer Producer
Organization (FPO's) Policy 2020

2. TM (1) 11560/2020 Dated 30/06/2020. Operational Guidelines for FPOs In Kerala
Issued by The Director, Department of Agriculture Development and Farmers
Welfare

3. Disbursement of FPO funds- Working Instructions Issued dated 19-11-2021

Kerala Farmer Producer Organizations (FPO) Policy, 2020 was approved as per
reference (i) cited above. As per reference ii) cited above Operational Guidelines for
Farmer Producer Organizations in Kerala was approved by Director of Agriculture.

As per reference iii) cited above the working instructions were issued for 6
components eligible for reimbursements for the new FPCs registered under the scheme.
The working instruction for the following two components is enclosed herewith for
favour of necessary action.

1. Cost of Infrastructure for office
2. Pack house for packing, sorting, grading, pre-cooling/cold storage,
storage, minimal processing and sales facilities, machineries etc.

Yours faithfully



Managing Director
SFAC Kerala

Managing Director
Small Farmers' Agribusiness Consortium
Thiruvananthapuram

SFAC-22/2020**Dated 01-03-2023**

Sub: Rashtriya Krishi Vikas Yojana (RKVY)-2019-20-Promotion of Farmer Producer Organizations (FPO's) in Kerala-Disbursement of FPO funds-Working Instructions Issued-Regarding

Ref:

- i. G.O. (Rt). No. 431/2020/AGRI dated 15.05.2020. Kerala Farmer Producer Organization (FPO's) policy 2020
- ii. TM(1) 11560/2020 dated 30/06/2020. Operational Guidelines for FPOs in Kerala issued by The Director, Department of Agriculture Development and Farmers Welfare
- iii. Disbursement of FPO funds- Working Instructions Issued dated 19-11-2021

Kerala Farmer Producer Organizations (FPO) Policy, 2020 was approved as per reference i) cited above. As per reference ii) cited above Operational Guidelines for Farmer Producer Organizations in Kerala was approved by Director of Agriculture.

As per reference iii) cited above the working instructions were issued for 6 components eligible for reimbursements for the new FPCs registered under the scheme. This particular working instruction consists of the reimbursement details regarding the following two components:

1. Cost of Infrastructure for office
2. Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc.

For reimbursing the expenses, FPC has to prepare three spiral bound copies of documents. Two copies of the documents to be submitted to PD ATMA of the district. The original bills are to be certified and sanctioned by PD ATMA and to be kept in the respective District office. Other copy certified and sanctioned by PD ATMA to be sent to PMU at SFAC Kerala. One spiral bound copy to be kept at the office of Farmer Producer Company for future reference.

Steps/guidelines for availing the FPC funds based on qualifying criteria are detailed in this working instruction. The procedures for different components as per the below index sheet are detailed along with necessary document proofs which are to be verified by signatory/officials at various levels and final sanction from concerned PD-ATMA of the District.

Index

1. Infrastructure for office- FPC cost reimbursement.....	3
2. Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc	7

1. Infrastructure for office- FPC cost reimbursement

FPCs will be eligible for reimbursement against the bills pertaining to infrastructure for office as detailed in the table given below with breakup of cost allotted to each component.

SL No	Component	Description	Maximum amount allotted (In Rs)	Copies to be enclosed for claim
1.	I. Office related infrastructure	a) Name board b) Notice board c) Letter head, Accounting registers, Purchase bills, sales receipt book, printing FPC brochures, etc. d) Other office stationery Rs. 35,000 a) Tables b) Chairs- For BOD/FPC meetings c) 1 Almirah Rs. 65,000 Essential fixtures like racks & cabin work, and Electrical fittings & wiring and other civil works – Rs. 2.5 Lakhs. a) In case of Leased building for the office, a minimum of 10 years lease agreement is to be effected. b) Asset related to office structural development can be shifted to another area in the case of rented building.	Rs. 3.5 Lakhs	- FPC Board Resolution copy - Application Form – Annexure 1 - In the case of Leased or rented building: A copy of Lease/rent agreement of the building between FPC and party on Rs. 200 Kerala stamp paper. - For all purchases of goods/ software, etc. GST bill is required - For construction/modification works valuation report from Chartered Engineer/LSGD Engineer is required - All payment to be effected through FPC Cheque/

Sl No	Component	Description	Maximum amount allotted (In Rs)	Copies to be enclosed for claim
2.	II. Software and Accounting System as Infrastructure , computer, printer, official mobile phone (cost max. Rs. 8000), QR/Bar-code scanner, etc.	i. FPC Website, common software's and hardware's required for business purpose, accounting purpose, etc.— Rs. 1,50,000	Rs. 1.5 Lakhs	bank transfers and copy of bank statement to be enclosed • Asset register to be maintained and a copy to be enclosed
Total			Rs. 5 Lakhs	

Annexure -1

Application form for Reimbursement of Cost of Infrastructure for Office

To,
The Project Director, ATMA
....., District, Kerala

Sub: Request for cost reimbursement pertaining to expenses associated with office Infrastructure.

This is to inform you that XYZ Farmer Producer Company is registered under the companies act, 2013 bearing Certificate of Incorporation No (CIN) as.....dated DD/MM/YY. We humbly request you to do the needful by reimbursing the cost associated with infrastructure for office.

We submit our application along with mandatory documents and request that the Cost for office infrastructure for component (I/II) which include _____ may be approved.

Yours faithfully,

Chief Executive officer

Chairman of FPC

Encl: Documents as per the checklist & guideline

I. ABPA: Remarks with

Recommendation:

.....
.....
.....

ABPA representative name, signature and office Seal

- II. Recommendation of Assistant Director-Agriculture (In whose area of jurisdiction registered office of the FPC is located)/ In case of Banana Export FPCs supported by APEDA, signature of concerned VFPC district manager instead of Asst. Director of Agriculture of the block)

.....
.....
.....

Assistant Director-Agriculture/VFPC District Manager: - Name, signature and office
Seal

- III. Sanction of PD ATMA

.....
.....
.....

Amount sanctioned: Rs. /- (.....)

Order No:....., Date.....

PD ATMA

Office Seal & Signature

Copy to: PMU, SFAC- Kerala

2. Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc

FPCs will be eligible for the cost pertaining to Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc. The pack house may include an Office cum building, collection yard, grading and sorting units, multiple washing tanks, conveyors with blowers for drying, pre-cooling units, packing tables, packing/carton strapping units, machineries for minimal processing like vegetable peelers, cutting machines, cold rooms etc. as per the requirement of the products

SL No	Component	Description	Maximum amount allotted (In Rs)	Copies to be enclosed for claim
1.	Pack house infrastructure	Infrastructure for undertaking procedures related to primary processing and dispatch.	Rs. 25 Lakhs allotted for 3 years as per Operational Guidelines	- FPC Board Resolution copy - Application Form – Annexure 2 - In the case of Leased or rented building: A copy of Lease/rent agreement of the building between FPC and party on Rs. 200 Kerala stamp paper. - For all purchases GST bill is required - For construction/modification works valuation report from Chartered Engineer/LSGD Engineer is required - Photographs of the Packhouse and machineries installed - All payment to be effected through FPC Cheque/ bank transfers and copy of bank statement to be enclosed - Asset register to be maintained and a copy to be enclosed
2.	Packing, Sorting, Grading	Crates, Trolleys, Storage bins, packaging machineries etc.,		
3.	Pre-cooling, cold storage, minimal processing, machineries	Ripening chamber, SST Table, Crates, cold chamber, machineries required for primary processing etc.,		
4.	Sales facilities	Customised portable cabinets/ display shelves/ installations/ for display and sales purpose, weighing balance etc.,		

Annexure 2

Application form for Reimbursement of Cost of Establishing Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries, etc.

To,

The Project Director, ATMA

....., District, Kerala

Sub: Request for cost reimbursement pertaining to expenses associated with Cost of Establishing Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc.

This is to inform you that XYZ Farmer Producer Company is registered under the companiesact, 2013 bearing Certificate of Incorporation No (CIN) asdated DD/MM/YY.

We humbly request you to do the needful by reimbursing the cost associated with Cost of Establishing Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc.,

We submit our application along with mandatory documents and request that the Cost of (Establishing Pack house for packing, sorting, grading, pre-cooling/cold storage, storage, minimal processing and sales facilities, machineries etc.,) for the FPO may be approved.

Yours faithfully,

Chief Executive officer

Chairman of FPC

Encl: Documents as per the checklist & guideline

IV. ABPA: Remarks with

Recommendation:

.....
.....
.....

ABPA representative name, signature and office Seal

V. Recommendation of Assistant Director-Agriculture (In whose area of jurisdiction registered office of the FPC is located)/ In case of Banana Export FPCs supported by APEDA, signature of concerned VFPC district manager instead of Asst. Director of Agriculture of the block)

.....
.....
.....

Assistant Director-Agriculture/VFPC District Manager: - Name, signature and office Seal

VI. Sanction of PD ATMA

.....
.....
.....

Amount sanctioned: Rs. /- (.....)

Order No:....., Date.....

PD ATMA

Office Seal & Signature

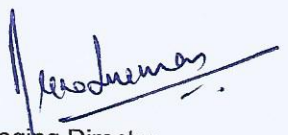
Copy to: PMU, SFAC- Kerala

The working instructions given above are strictly to be followed.

All claim documents should be prepared by the CEO/Chairman of concerned FPC with necessary guidance and support from respective ABPAs. Final sanction by PD-ATMA, will be after the recommendation of Assistant Director-Agriculture (In whose area of jurisdiction registered FPC office is located)/ In case of Banana Export FPOs supported by APEDA, signature of concerned VFPC district manager instead of Asst. Director of Agriculture of the block).

You are required to acknowledge the receipt of this copy.




Managing Director
SFAC Kerala
Managing Director
Small Farmers' Agribusiness Consortium
Thiruvananthapuram