

SFAC-22/2020**Dated 19-11-2021**

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

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.

The new (FPOs) already registered under Companies Act as Farmer Producer Companies (FPCs) are eligible for the following assistance during the first 6 months after registration as FPC.

1. FPC registration cost reimbursement
2. FPC Rent, electricity and connectivity charges reimbursement
3. FPC CEO salary reimbursement
4. FPC equity grant support
5. FPC minor equipment purchase cost reimbursement
6. FPC collection centre establishment cost reimbursement

For reimbursing the expenses or for availing equity grant, 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 and grant support based on qualifying criteria are detailed in this working instruction. Furthermore, a detailed procedure which is to be followed along with necessary documents and signatory/officials and final sanction from concerned PD-ATMA of the District is mentioned under the different heads in the Index sheet.

Index

1. FPC Registration Cost Reimbursement	1
2. FPC CEO Salary Reimbursement Process	6
3. FPC Rent, Electricity, and Communication Charges Reimbursement Process	11
4. Process for Availing FPC Equity Grant Support	16
5. FPC Minor Equipment Purchase Cost Reimbursement	25
6. FPC Collection Centre Establishment Cost Reimbursement	28
7. ANNEXURE 1- Support to Farmer Producer Companies- Abstract of reimbursements/Grant (Upto 31 st March 2022)	34
8. ANNEXURE 2- FPC, Chief Executive Officer (CEO), recruitment guideline	40
9. Contact Details	59

1. FPC Registration Cost Reimbursement

FPOs which are registered as Farmer Producer Companies under Companies Act, 2013 can claim the registration cost up to Rs. 40,000 per FPC as one time assistance. The cost of FPC registration, licenses, design of logo and Unique Selling Proposition (USP) can be covered under this. Furthermore, with the help of ABPA and PMU, FPCs have to design respective logo and identify a simple USP based on FPC core competency areas or team growth characters and get the approval of PMU.

Checklist for reimbursement of FPC registration cost

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Application for reimbursing the registration cost	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	PAN & TAN of the FPC	PAN, TAN			
4.	Memorandum of Association and Articles of Association	MOA, AOA			
5.	Board resolution copy of the FPC for filing application for reimbursement of FPC registration cost	Resolution copy			
6.	Duly elected BODs with a minimum of five members, with adequate representation from member farmers and preferably one women member	Copy of List of Board of Directors and respective Director Identification No (DIN)			
7.	Bank account details of the FPC	Copy of bank passbook			
8.	Logo design & USP	Copy of logo & USP			
9.	Recommendation of concerned ABPA	Recommendation included in the application form			
10.	Recommendation of Assistant Director-Agriculture (In whose area of jurisdiction	Recommendation included in the application form			

	registered FPC office)/ In case of Banana Export FPCs supported by APEDA, signature of concerned VFPC district manager instead of Asst. Director of Agriculture of the block)				
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Application form for Reimbursing the Registration Cost of the FPC (On FPC Letter Head) with logo & USP

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

Sub: Request for reimbursement of FPC registration cost

Dear Sir,

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 request you to do the needful by reimbursing the cost associated with FPC registration. Required details are mentioned in the table given below and invoice receipt from the Chartered Accountant pertaining to FPC registration cost and other documents are attached in the file for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC	
2.	District	
3.	Address for Correspondence with pin code	
4.	Name and Contact No. of Chairman	Name- Mobile no-
5.	E-Mail ID	
6.	Name of CEO and Contact No.	Name- Mobile no-
7.	Registration/ Incorporation No and Date	
8.	Business of FPC (List of Value Chain Crops)	
9.	Total Number of Shareholders members of FPC	
10.	No of small, marginal and landless share holder members	
11.	Authorized capital (in Rs)	

12.	Paid up share capital (in Rs)	
13.	Bank Name and Address in which Account is Maintained	
14.	IFSC Code and E- Mail Id of Bank	IFSC E-Mail
15.	Account Number	
16.	No of Directors and of which No of Women director with their Directors Identification No (DIN)	
17.	Date of latest Board meeting Held	
18.	Percentage (%) of shareholder members from FPC	100 %
19.	Resolution of FPC for reimbursement of the Registration Cost of the FPC	Attached
20.	List of all documents attached as per the checklist	Yes
21.	Total Reimbursement amount claimed for Registration Cost (maximum eligible amount is Rs. 40,000/- which is an one time assistance)	Rs.

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the reimbursement of the registration cost may be approved.

Yours faithfully,

Chief Executive officer

Chairman of FPC

Encl: Documents as per the checklist & guideline

I. ABPA: Remarks with Recommendation:

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.....

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)

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

III. Sanction of PD ATMA

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

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

PD ATMA

Office Seal & Signature

Copy to: PMU, SFAC Kerala

2. FPC CEO Salary Reimbursement

FPCs are directed to select qualified officers as CEOs based on the CEO selection procedures and guideline for FPC CEOs recruitment in Kerala (CEO recruitment guideline is attached) as annexure 2.

Checklist for reimbursement of FPC, CEO Salary

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Duly applied for Claiming CEO Salary	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	CEO recruitment advertisement details (required only for first month)	CEO recruitment advertisement			
4.	Appointment details	CEO appointment letter			
5.	Joining details	Reporting at FPC			
6.	Employment agreement details (in the format prepared by the PMU)	Employment Agreement between FPC & CEO			
7.	KYC of CEO	Curriculum vitae & PAN Card/ Aadhar card			
8.	Board resolution of FPC for filing application to claim CEO Salary	Resolution copy			
10.	FPC Bank Passbook	FPC bank passbook copy			
11.	Details of work done by the CEO for the particular month	Submission of Monthly work report			
12.	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	Recommendations mentioned along with the application form			

	concerned VFPC district manager instead of Asst. Director of Agriculture of the block)				
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All documents to be jointly attested by FPC chairman and CE

Application form for Claiming CEO Salary (In FPC Letter head with logo and USP)

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

Sub: Request for claiming CEO salary for the month of.....2021

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. As per the requirements the FPC appointed CEO Mr/Ms Vide appoint letter dated DD/MM/YY and acceptance of the same by CEO dated DD/MM/YY. We humbly request you to do the needful by reimbursing his/her salary for the month of..... 2021. Required details is mentioned in the table given below and mandatory documents are enclosed in the file for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC:	
2.	District	
3.	Address for Correspondence with pin code	
4.	Name and Contact No. of Chairman	Name Mobile No
5.	E-Mail ID	
6.	Registration/ Incorporation No and Date	
7.	Name of CEO and Contact No.	Name Mobile No
8.	CEO appointment date	
9.	Business of FPC (List of Value Chain Crops)	
10	Total Number of Shareholders members of FPC	
11	No of small, marginal and landless shareholder members	
12	Authorized capital (in Rs)	
13	Paid up share capital (in Rs)	
14	Bank Name and Address in which Account is Maintained	

15	IFSC Code and E- Mail Id of Bank	IFSC Code- Email-
16	Account Number	
17	No of Directors and of which No of Women director with their Directors Identification No (DIN)	
18	Date of latest Board meeting Held	
19	Board Resolution for claiming CEO salary	
20	List of all documents attached as per the checklist	
21	CEO salary Amount claimed for the month of _____ Monthly salary @ Rs. 30,000/-	Amount (Rs): _____

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the CEO Salary amount 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)

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

III. Sanction of PD ATMA

.....

.....

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

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

PD ATMA

Office Seal & Signature

Copy to: PMU, SFAC- Kerala

3. FPC Rent, Electricity, and Communication Charges Reimbursement Process

Rent and electricity charges pertaining to FPC office building can be reimbursed after FPC registration. Connectivity charges of official phone number of the Chairman and CEO can be reimbursed based on actual bills from service providers (maximum eligible rate should be based on the official rates approved for Department of Agriculture Development and Farmers Welfare by BSNL or actual) expense incurred. Maximum amount eligible for 1st year is Rs. 40,000/- and Rs. 1,20,000/- for 2nd year and third year.

Checklist for Reimbursement of the Rent & Electricity Charge of the FPC

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Application for reimbursing the office rent & electricity charges	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	Board resolution of FPC for filing application for reimbursement of rent & electricity charges	Resolution copy			
4.	Duly elected BODs with a minimum of five members, with adequate representation from member farmers and preferably one women member	Copy of List of Board of Directors and respective Director Identification No (DIN)			
5.	FPC bank account	Copy of bank passbook			
6.	Signed rental agreement between the FPC & party (for the first month only)	Rent Agreement			
7.	Electricity usage details	Electricity Bill			
8.	Rented building no: in the electricity bill (for the first month only)	Building Tax Receipt			
9.	Connectivity charges for SIM Card	Bill			

10.	Communication charges	Bill			
11.	Recommendation of concerned ABPA	Recommendation included in the application form			
12.	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)	Recommendation included in the application form			

Application form for Claiming FPC office Rent, Electricity and Communication Charges

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

Sub: Request for reimbursement of FPC office Rent, Electricity and Communication Charges

Dear Sir,

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 FPC office rent, electricity and communication charges. Required details are mentioned in the table given below and mandatory documents are enclosed for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC:	
1.	District	
2.	Address for Correspondence	
3.	Name and Contact No. of Chairman	
4.	E-Mail ID	
5.	Name of CEO and Contact No.	
6.	Registration/ Incorporation No and Date	
7.	Business of FPC (List of Value Chain Crops)	
8.	Total Number of Shareholders members of FPC	
9.	No of small, marginal and landless share holder members	
10	Authorized capital (in Rs)	
11	Paid up share capital (in Rs)	
12	Bank Name and Address in which Account is Maintained	
13	IFSC Code and E- Mail Id of Bank	IFSC- Email-

14	Account Number	
15	No of Directors and of which No of Women director with their Directors Identification No (DIN)	
16	Date of latest Board meeting Held	
17	Percentage (%) of shareholder members from FPC	
18	Copy of resolution of FPC seeking for reimbursing the rent & electricity and communication charges of the FPC	
19	List of all documents attached as per the checklist	
20	Total Reimbursement amount claimed for Rent & Electricity Charges (maximum claim of Rs. 0.4 lakh for the first year and Rs. 1.02 lakh per annum for second and third year	Rent (Rs.): _____ Electricity Charges (Rs.): _____ Communication Charges (Rs.): _____

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the reimbursement of Rent & electricity charges 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)

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

III. Sanction of PD ATMA

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.....

.....

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

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

PD ATMA

Office Seal & Signature

Copy to: PMU, SFAC- Kerala

4. Process for Availing FPC Equity Grant Support

Application on prescribed form duly signed by the chairman of FPC on each page should be submitted for availing matching grant up to a maximum of Rs. 500,000 per FPC. The equity amount can be availed either in a single or in two different installments. This is an one time assistance which can be claimed in one or two installments.

Checklist for availing Equity Support for FPC

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Application for availing equity support	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	PAN, TAN	PAN, TAN			
4.	Memorandum of Association and Articles of Association	MOA, AOA			
5.	Board resolution of FPC for filing application for equity support	Resolution copy			
6.	Duly elected BODs with a minimum of five members, with adequate representation from member farmers and preferably one women member	List of Board of Directors and respective Director Identification No (DIN)			
7.	FPC Bank Passbook	FPC bank passbook showing share amount collection of Rs. 2.5 Lakh/ 5 Lakh (Share collection @ Rs. 2000 per farmer)			
10.	Details of Shareholders Register (To be maintained in the format attached)	Shareholders Register with Folio Number			

11.	Details of Cash Book	Cash Book			
12.	Details of Cash Receipt Book	FPC cash receipt book			
13.	FPC Board Resolution for seeking Equity Support	Copy of resolution			
14.	Details of Board of Directors/Governing Body	As enclosed in the application form			
15.	Shareholder's List and Share Capital Contribution by each Member Verified and Certified by a Chartered Accountant (CA) prior to Submission, in the format provided by the PMU	As per the prescribed format given by PMU			
16.	Recommendation of concerned ABPA	Recommendation included in the application form			
17.	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)	Recommendation included in the application form			

Application form for availing Equity Support for the FPC

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

Sub: Request for seeking equity grant support from SFAC, Kerala

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 crediting the eligible equity grant to the FPC account. Required details is mentioned in the table given below and mandatory documents are enclosed in the file for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC:	
2.	District	
3.	Address for Correspondence with pin code	
4.	Name and Contact No. of Chairman	Name- Mobile No-
5.	E-Mail ID	
6.	Name of CEO and Contact No.	Name- Mobile No-
7.	Registration/ Incorporation No and Date	
8.	Business of FPC (List of Value Chain Crops)	
9.	Total Number of Shareholders members of FPC	
10.	No of small, marginal and landless share holder members	

11.	Authorized capital (in Rs)	
12.	Paid up share capital (in Rs)	
13.	Bank Name and Address in which Account is Maintained	
14.	IFSC Code and E- Mail Id of Bank	
15.	Account Number	
16.	No of Directors and of which No of Women director with their Directors Identification No (DIN)	
17.	Date of latest Board meeting Held	
18.	Percentage (%) of shareholders from FPC	
19.	FPC Board Resolution for seeking Equity Support	
20.	List of all documents attached as per the checklist	
21.	Share amount collection in the FPC passbook (Updated copy not old than 7 days from the day of application)	

	submission)	
22.	Equity Support Amount: Installment 1: Rs 2.5 Lakh (Subjected to matching equity of Rs. 2.5 Lakh and remittance of the same to FPC bank account) Installment 2: Rs. 2.5 Lakh (Subjected to matching equity of another Rs. 2.5 Lakh and remittance of the same to FPC bank account) *This equity support can be claimed as a single installment if Rs. 5 lakhs of equity is available with the FPC	Stage: Rs:_____

23.	Details of Board of Directors/governing council	<table border="1"> <thead> <tr> <th data-bbox="695 250 762 465">S. No.</th> <th data-bbox="762 250 887 465">Name of the Directors of Board/ Governing Body</th> <th data-bbox="887 250 995 465">Designation/ Role in the FPO</th> <th data-bbox="995 250 1082 465">Aadhaar Number</th> <th data-bbox="1082 250 1168 465">DIN Number</th> <th data-bbox="1168 250 1270 465">Qualifications Tenure</th> <th data-bbox="1270 250 1369 465">Contact No./ Addresses</th> <th data-bbox="1369 250 1477 465">Land holding (in Acres)</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 465 762 524">1.</td> <td data-bbox="762 465 887 524"></td> <td data-bbox="887 465 995 524"></td> <td data-bbox="995 465 1082 524"></td> <td data-bbox="1082 465 1168 524"></td> <td data-bbox="1168 465 1270 524"></td> <td data-bbox="1270 465 1369 524"></td> <td data-bbox="1369 465 1477 524"></td> </tr> <tr> <td data-bbox="695 524 762 582">2.</td> <td data-bbox="762 524 887 582"></td> <td data-bbox="887 524 995 582"></td> <td data-bbox="995 524 1082 582"></td> <td data-bbox="1082 524 1168 582"></td> <td data-bbox="1168 524 1270 582"></td> <td data-bbox="1270 524 1369 582"></td> <td data-bbox="1369 524 1477 582"></td> </tr> <tr> <td data-bbox="695 582 762 640">3.</td> <td data-bbox="762 582 887 640"></td> <td data-bbox="887 582 995 640"></td> <td data-bbox="995 582 1082 640"></td> <td data-bbox="1082 582 1168 640"></td> <td data-bbox="1168 582 1270 640"></td> <td data-bbox="1270 582 1369 640"></td> <td data-bbox="1369 582 1477 640"></td> </tr> <tr> <td data-bbox="695 640 762 698">4.</td> <td data-bbox="762 640 887 698"></td> <td data-bbox="887 640 995 698"></td> <td data-bbox="995 640 1082 698"></td> <td data-bbox="1082 640 1168 698"></td> <td data-bbox="1168 640 1270 698"></td> <td data-bbox="1270 640 1369 698"></td> <td data-bbox="1369 640 1477 698"></td> </tr> <tr> <td data-bbox="695 698 762 779">5</td> <td data-bbox="762 698 887 779"></td> <td data-bbox="887 698 995 779"></td> <td data-bbox="995 698 1082 779"></td> <td data-bbox="1082 698 1168 779"></td> <td data-bbox="1168 698 1270 779"></td> <td data-bbox="1270 698 1369 779"></td> <td data-bbox="1369 698 1477 779"></td> </tr> </tbody> </table>	S. No.	Name of the Directors of Board/ Governing Body	Designation/ Role in the FPO	Aadhaar Number	DIN Number	Qualifications Tenure	Contact No./ Addresses	Land holding (in Acres)	1.								2.								3.								4.								5							
S. No.	Name of the Directors of Board/ Governing Body	Designation/ Role in the FPO	Aadhaar Number	DIN Number	Qualifications Tenure	Contact No./ Addresses	Land holding (in Acres)																																											
1.																																																		
2.																																																		
3.																																																		
4.																																																		
5																																																		
24.	Number of functional committees of the FPC: (Mention the major activities of each committee)																																																	
25.	Roles & responsibility of Boards/ Governing Body																																																	
26.	Brief account of business of FPC																																																	

Shareholder's List and Share Capital Contribution by each Member Farmer-Verified and Certified by a Chartered Accountant (CA) prior to Submission.

S.No	Member Farmer Name	Date of Membership	Share money deposited by member (NR)	No. of shares allotted (share value in NR)	Folio share distinctive Number	Land holding of shareholders (in acres)	Land record (survey no)	Father Name	Address of the member	Aadhar card no of member farmer	Signature of member farmer
1											
2											
3											
4											
5											

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the Equity support amount 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)

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

Seal

III. Sanction of PD ATMA

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

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

PD ATMA

Office Seal & Signature

Copy to: PMU, SFAC- Kerala

5. FPC Minor Equipment Purchase Cost Reimbursement

FPCs will be eligible for reimbursement of cost of bills pertaining to office equipment's purchased like computer, printer, internet modem and connection and essential furniture's. Maximum eligible one time assistance is Rs. 1 lakh.

Checklist for Reimbursement of Cost of Purchase of Minor Equipment for FPC office.

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Duly applied for Claiming cost of purchase of minor equipment for FPC Office	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	Board resolution of Farmer Producer Company to Claim purchase cost of minor equipment for FPC office	Resolution copy			
4.	Purchase Details	Copy of bills pertaining to office equipment purchase including laptop/desktop, printer, internet connection and essential furniture.			
5.	FPC Bank Passbook	FPC bank passbook Copy			
6.	Recommendation of concerned ABPA	Recommendation included in the application form			
7.	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)	Recommendation included in the application form			

Application form for Claiming Cost of Purchase of Minor Equipment for FPC office

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

Sub: Request for claiming CEO salary for the month of November 2021

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 Cost of Purchase of Minor Equipment for FPO office. Required details is mentioned in the table given below and mandatory documents are enclosed in the file for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC:	
2.	District	
3.	Address for Correspondence With pin code	
4.	Name and Contact No. of Chairman	Name- Mobile no-
5.	E-Mail ID	
6.	Name of CEO and Contact No.	Name- Mobile no-
7.	Registration/ Incorporation No and Date	
8.	Business of FPC (List of Value Chain Crops)	
9.	Total Number of Shareholders members of FPC	
10	No of small, marginal and landless share holder members	
11	Authorized capital (in Rs)	
12	Paid up share capital (in Rs)	
13	Bank Name and Address in which Account is Maintained	
14	IFSC Code and E- Mail Id of Bank	IFSC Code- Email-
15	Account Number	
16	Date of latest Board meeting Held	

17	Percentage (%) of shareholder members from FPC	
18	Board Resolution for claiming cost of purchase of minor equipment for FPO Office	
19	List of all documents attached as per the checklist	
20	Total Cost of purchase of minor equipment for FPO Office (Itemise) Item 1: _____ Rs. _____ Item 2: _____ Rs. _____ Item 3: _____ Rs. _____ Item 4: _____ Rs. _____ Item 5: _____ Rs. _____ Item 6: _____ Rs. _____ Others _____ Rs. _____	Total Amount (Rs.) : _____

***maximum eligible amount is Rs. 1 lakh as an one time assistance.**

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the Cost of purchase of minor equipment for FPO Office may be approved.

Yours faithfully,

Chief Executive officer

Chairman of FPC

Encl: Documents as per the checklist & guideline

6. FPC Collection Centre Establishment Cost Reimbursement

FPCs will be eligible for reimbursement cost of bills pertaining to collection center establishments (weighing balance, table calculator, crates, gunny bags, etc.). Maximum amount eligible per collection centre is Rs. 1 Lakh. For the first six months, FPCs can reimburse the amount of 3 collection centres (FPC can apply for the reimbursement after purchasing items for one collection centre or combining all the 3 collection centres based on actual achievements).

Checklist for reimbursement of cost of establishing collection centres

#	Particulars	Copies to be enclosed	Page No	Tick the particulars if attached	Remarks
1.	Duly applied for reimbursement of cost of establishing collection centres at FPC	Application Form			
2.	Duly registered as per Indian Companies Act, 2013	Incorporation Certificate			
3.	Collection Centre Identification details	Photographs of field visits to the site of collection centres			
4.	Collection centre finalisation details	Minutes on Collection Centre finalisation by BODs			
5.	Collection Centre finalisation details	Lease/rent agreement between FPC and party			
6.	Collection centre equipment finalisation details (Weighing balances, table calculator, crates, gunny bags/packaging material, essential furniture (essential furniture-limited to a maximum of Rs. 15,000)	Minutes on equipment purchase finalisation by the BODs			
7.	Purchase details of Equipment for Collection centre	Invoices of Purchase			
8.	Board resolution of Farmer Producer Company for Reimbursement of	Resolution copy			

	Collection Centre establishment cost				
10.	FPC Bank Passbook	FPC bank passbook Copy			
11.	Recommendation of concerned ABPA	Recommendation included in the application form			
12.	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)	Recommendation included in the application form			

Application form for Reimbursement of Cost of Establishing Collection Centres at FPC

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

Sub: Request for cost reimbursement pertaining to expenses associated with collection centre equipments purchase.

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 equipments pertaining to collection centres. Required details is mentioned in the table given below and mandatory documents are enclosed in the file for your kind reference.

S.No.	Particulars	Details
1.	Name of the FPC:	
2.	District	
3.	Address for Correspondence with pin code	
4.	Name and Contact No. of Chairman	
5.	E-Mail ID	
6.	Name of CEO and Contact No.	
7.	Registration/ Incorporation No and Date	
8.	Business of FPC (List of Value Chain Crops)	
9.	Total Number of Shareholders members of FPC	
10.	No of small, marginal and landless share holder members	
11.	Authorized capital (in Rs)	
12.	Paid up share capital (in Rs)	
13.	Bank Name and Address in which Account is Maintained	
14.	IFSC Code and E- Mail Id of Bank	
15.	Account Number	
16.	Date of latest Board meeting Held	

17	Percentage (%) of shareholder members from FPC	
18	Board Resolution for reimbursement of cost of establishing collection centres	
19	List of all documents attached as per the checklist	
20	Total cost of establishing collection centre Collection Centre 1: _____(Rs) Collection Centre 2: _____(Rs) Collection Centre 3: _____(Rs)	Rs _____

***Eligible amount @Rs. 1 Lakh per collection centre**

Details of Shareholding of FPC Members

#	No of Shareholders (Details to be enclosed separately)	Number and Face Value of shares allotted	Total amount paid
1			

We submit our application along with mandatory documents and request that the Cost of purchase of minor equipment for FPO Office 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

The working instructions given above are strictly to be followed.

For the registered FPC, CEO should be recruited at the earliest. For the non-registered FPC the CEO recruitment should be done within 3 months from the date of incorporation of the FPC.

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

7. ANNEXURE 1- Support to Farmer Producer Companies- Abstract of reimbursements/Grant (Upto 31st March 2022)

Support Provided (Per FPO)	Milestones	Submission To	Documents to be Produced
1) Reimbursement of FPC Registration Fee **Note- This is a one-time assistance)	FPO registration as FPC under companies act 2013	In total 3 spiral bound hardcopies/files are required. 1) One copy to be retained at FPC office 2) 2 copies to be submitted to PD ATMA along with application and checklist (Recommendation from ADA In whose area of jurisdiction registered office of the FPC is located and In case of Banana Export FPOs supported by APEDA recommendation from respective VFPC district manager) 3) Original documents	Spiral bound copy with the following documentary proof: 1) Copy of Certificate of Incorporation (COI) 2) Copy of Articles of Association (AOA) 3) Copy of Memorandum of Articles (MOA) 4) List of Board of Directors with contact details and Director Identification No (DIN) and related copies 5) PAN copy 6) TAN copy 7) Copy of FPC bank passbook 8) Action plan for statutory meetings 9) Minutes regarding quarterly audit plan and appointment of Chartered Accountant 10) Resolution copy of BODs for reimbursement 11) Filled application form 12) Checklist signed by FPC chairman/CEO 13) Forwarding letter from respective ABPAs. 14) Copies of documents to be signed by FPC chairman 15) Draft of FPC logo and USP 16) 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)

2) Reimbursements of Rent & Electricity Cost **Note- This assistance is for a period of 3 years	1) Signed rental agreement between the FPC & party 2) Electricity bills	to be kept at PD-ATMA's office after due entries and sanctioning by PD-ATMA 4) PD-ATMA will sanction and forward one copy to Project Monitoring Unit (PMU), SFAC Kerala	Spiral bound copy with the following documentary proof: 1) Copy of rent agreement (preference to Govt buildings if available in the area) 2) Geo tagging of FPC office with latitude & longitude detail 3) Mapping of FPC office location on G-Map 4) FIG locations mapping 5) Certificate from PD ATMA on field level FIG meetings 6) Copy of minutes certified by ABPA to be submitted to PD-ATMA 7) Field photographs including visit of PD ATMA & ABPA 8) One general body meeting minutes 9) Copy of bank passbook 10) Electricity bill
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Support Provided (Per FPO)	Milestones	Submission To	Documents to be Produced
			11) Resolution copy of BODs for reimbursement 12) Filled application form 13) Checklist signed by FPC chairman/CEO 14) Forwarding letter from respective ABPAs 15) Copies of documents to be signed by FPC chairman 16) 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)
3) Equity Support Per FPC **Note- This is an one-time assistance which can be sanctioned in one or two instalments	Equity grant application		Spiral bound copy with the following documentary proof: Equity support would be released in 1 or 2 installments: 1) First Installment: FPC bank passbook showing share amount collection of Rs. 2.5 Lakhs (Rs. 2000 per farmer) and copy of Shareholders register with folio number in the prescribed format 2) Second Installment: FPO bank passbook showing share amount collection of Rs. 2.5 Lakhs (Rs. 2000 per farmer) and copy of Shareholders register with folio number in the prescribed format. 4) Copy of bank passbook duly attested by bank manager 5) Resolution copy of BODs for availing equity grant 7) Filled application form 8) Checklist signed by FPC chairman 9) Forwarding letter/recommendations from respective ABPAs 10) Copies of documents to be signed by FPC chairman 11) 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) ** In case the FPC collects Rs. 5 Lakh in total from 250 farmers, the FPC can apply for 5 Lakh equity support in the first stage itself.

Support Provided (Per FPO)	Milestones	Submission To	Documents to be Produced
4) Reimbursement of CEOs Salary Per Month **Note- This assistance is for a period of 3 years	Monthly Work Report		Spiral bound copy with the following documentary proof: For the first month cost : 1) Copy of FPC COI/registration certificate 2) Copy of CEO recruitment advertisement 3) Copy of CEO appointment letter 4) Copy of CEO joining report acceptance 5) Copy of agreement between FPC & CEO 6) Resolution copy of BODs for Reimbursement 7) Filled application form 8) Checklist signed by FPC chairman/CEO 9) Forwarding letter/recommendations from respective ABPAs 10) Copies of documents to be signed by FPC chairman 11) 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) Second month onwards: 1) Submission of monthly work report of CEO 2) Resolution copy of BODs for reimbursement 3) Filled application form 4) Checklist signed by FPC chairman/CEO 5) Forwarding letter from respective ABPAs 6) Copies of documents to be signed by FPC chairman 7) 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)

5) Reimbursement of Purchase Cost of Minor Equipments **Note-This is a one -time assistance	Purchase of minor equipments		Spiral bound copy with the following documentary proof: 1) Bills pertaining to office equipments purchased like computer, printer, internet connection and essential furniture's 2) Resolution copy of BODs for Reimbursement 3) Filled application form 4) Checklist signed by FPC chairman/CEO 5) Forwarding letter from respective ABPAs 6) Copies of documents to be signed by FPC chairman 7) 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)
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Support Provided (Per FPO)	Milestones	Submission To	Documents to be Produced
6) Reimbursement of Cost of Collection Centre @ 3 Nos / FPC **Note-This assistance is for total 10 collection centres for a period of 3 years	Purchase of collection centre equipments		Spiral bound copy with below listed documentary proof: 1) Field visit photographs for collection centre identification 2) Copy of minutes on CC finalisation by BODs 3) Copy of lease/rent agreement between FPC and party, 4) Copy of minutes on equipment purchase finalisation by the BODs (Weighing balance, table calculator, crates, gunny bags, etc.) 5) Filled application form 6) Checklist signed by FPC chairman/CEO 7) Forwarding letter from respective ABPAs 8) Copies of documents to be signed by FPC chairman/CEO 9) 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) **Note: Funds cannot be used for paying lease/rents or any type of construction of a new infrastructure or modification to the existing establishments.




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

8. ANNEXURE 2- FPC, Chief Executive Officer (CEO), recruitment guideline

Chief Executive Officer (CEO) of FPCs:

CEOs of FPCs, will be overall administrative head of different verticals in the producer company and will be responsible for all its business activities along with governance and legal compliance. The CEOs shall coordinate with all the stakeholders such as BoDs, member farmers, any project officials and business associates on day-to-day basis. Furthermore, roles and responsibilities mentioned here are specific to business activities, therefore, overall responsibilities of a CEO is not limited to, but includes the detailed roles and responsibilities as mentioned in Annexure 1.

Approach for CEOs Recruitment:

- CEOs can be recruited within 3 months from the date of registration of the FPC and on the basis of decision taken by FPC BODs meeting (should be recorded in the FPC minutes register).
- Ensure availability of funds for CEOs salary (It is imperative that the FPC has required funds to meet CEOs salary expense preferably for one-year).

Prerequisites for Recruitment of CEOs:

Education qualifications & experiences: Refer qualification and experience related details given in table no: one, under scoring criteria for selection of CEOs.

Age Range: Between 25 years to 35 years.

Locality: Should be native resident from same/ neighbouring block panchayats, same District/ within the State of Kerala.

- The CEO should not be a shareholder or a user of services of the FPC.
- The CEO should not be close relative of Board of Directors of the FPC.
- The CEO should not be involved in any activity/ business, which can lead to conflict of interest among the member farmers of the FPC

Required Skills and Orientation of CEOs:

Key skills & Knowledge: Language- Excellent in Malayalam and English, Arithmetic, Analytical, farmer mobilisation capability, Sales & Marketing, Management, Commodity Market /Agricultural Trading, Documentation, Report Writing, Computer Skills, etc.

Orientation:

- Business & Market related orientation (Business /Sales /Turnover/P&L, Quality services to members of the FPC).
- Willingness to enter in to employment agreement for a minimum of 3 years.
- Orientation to work under Board of Directors of the FPC.
- Flair for innovation, willingness to take appropriate risk and has an empathy for the farming community.
- Willingness to share the values & principles of co-operation or mutual assistance principles.

Recruitment Process of CEOs

- I. **Stage 1: Written Test:** A Written test will be conducted to assess knowledge / understanding level of aspects of Arithmetic, Business/Agri Business, Agricultural Production, Computer knowledge, etc. 25% weightage will be given for marks scored in the written test.
- II. **Stage 2: FPC specific competency check based on scoring matrix:** The candidates shortlisted after written examination will undergo the second stage of FPC specific competency check, which will have a weightage of 50%.

Stage 2: FPC specific competency check based on scoring matrix:

Scoring Criteria for selection of CEO of Farmer Producer Company Limited,
under SFAC Kerala: RKVY 2019-20, in.....
Village..... Panchayat of District on
....., Dated.....

Educational Qualification (A)					
	Category 1	Category 2	Category 3	Category 4	Category 5
	BSc Agriculture/Horticulture + MBA/MBA Agribusiness Management/ MBA Marketing	BSc Forestry/B.Tech Agricultural Engineering/Dairy/BSc Cooperative Banking/Food Technology + MBA/Agri Business Management	Professional Degrees- Engineering/ Agriculture economics/ economics + MBA/Agribusiness Management/ Rural Development from institutions of national repute	Any graduate with MBA/Agribusiness Management/ Rural Management from institutions of national repute	BSc Agriculture/Horticulture/B.Tech Agricultural Engineering/ BSc Cooperative Banking/ Food Technology/ BSc economics, BFSc, Veterinary science, Bachelor degree in sericulture
Maximum Score (A)	10	10	8	8	6
Actual Score					
Experience (B)					
	1-3 Years	1-3 Years	1-3 Years	1-3 Years	1-3 Years
Maximum Score (B)	5	5	5	5	5
Actual Score					
	3-5 Years	3-5 Years	3-5 Years	3-5 Years	3-5 Years
Maximum Score (C)	5	5	5	5	5
Actual Score					
	FPO related experience (1-2 Years)	FPO related experience (1-2 Years)	FPO related experience (1-2 Years)	FPO related experience (1-2 Years)	FPO related experience (1-2 Years)
Maximum Score (E)	5	5	5	5	5
Actual Score					
Fluency in Malayalam & English (C)					
Reading	3	3	3	3	3
Writing	3	3	3	3	3
Speaking	4	4	4	4	4
Maximum Score (D)	10	10	10	10	10
Actual Score					
Driving License with Riding skill (D)					
Maximum Score (E)	10	10	10	10	10

Actual Score					
Native of the Jurisdiction of FPO (E)					
Maximum Score (F)	5	5	5	5	5
Actual Score					
Total Maximum Score (A+B+C+D+E+F)	50	50	48	48	46
Total Score (A+B+C+D+E+F)					

Stage 3: Final Interview: The final round of the selection process will be based on Interview, which shall be conducted by a committee comprising of three BODs district wise of the concerned FPC, one representative from ABPA, one representative from PMU-CA and one independent subject matter expert. 25% weightage will be given for marks scored in the interview.

SI No	Candidate Name	Subject Knowledge (Agriculture & Allied Sector)- 5 Marks	Understanding on FPC Management- 5 Marks	Marks scored			Total Score	Rank Scored
				Understanding on FPC Possible Business Interventions-5 marks	Eagerness to work in remote location/development sector- 5 Marks	Overall Personality- 5 Marks		

Final Scorecard:

SI No	Candidate Name	Marks scored			Total Score	Rank Scored
		Written Test	FPO specific competency	Final Interview		

**Final scorecard and one copy of related documents to be handed over to PD (ATMA) and another copy to PMU CA. Appointment letter copy to be given to SFAC Kerala with documents of qualifications and experiences.

Sign & Seal:

FPC, BOD (1)

FPC, BOD (2)

FPC, BOD (3)

ABPA Representative (1)

PMU CA Representative (1)

Final Selection and Issue of Offer Letter to CEOs

- Final Selection of CEOs shall be based on the scores obtained in the written test and scores obtained during the interview. The recruitment committee comprising of 3 BODs of FPC, one representative from ABPA, one representative from PMU-CA and one independent subject matter expert, shall share individual scoresheet to ABPA and ABPA shall be responsible for making a comparative score sheet along with the required documents (Qualifications and experiences) and circulate the information pertaining to finally selected candidate to the PD (ATMA), SFAC Kerala and PMU-CA. (rank list of the CEO applicants should be published on notice board of FPC, social media pages and it should be documented at FPC level and ABPA level).
- Post final selection of CEO, FPC shall issue appointment letter based on the format given in ANNEXURE-1 along with a copy of detailed roles and responsibilities given in ANNEXURE-2 and also the model agreement copy between the CEO & FPC in Kerala stamp paper of Rs. 200.

Payment to CEOs:

- During the period of employment, CEO will receive consolidated salary of Rs. 30,000 per month (Thirty Thousand Rupees Only).
- FPCs shall request PD-ATMA at district level in a standard format mentioned in ANNEXURE-3 for the release of CEOs salary to the FPC account.

Termination of Employment:

During the period of employment, FPC will have the option of terminating the employment without notice/without assigning any reasons, if CEO progress or conduct are not found satisfactory. However, CEO is required to give one months' notice to FPC in case he/she wish to terminate their services during the employment tenure. In case of termination or resignation of the selected CEO, recruitment committee can make offer to the second eligible candidate based on the final rank list, prepared earlier and the same should be intimated to SFAC Kerala, PMU-CA and respective PD-ATMA of the concerned district. Furthermore, during the time of joining, CEO is required to sign an agreement with FPC adhering to the terms and conditions with regard to the employment in Kerala stamp paper of Rs. 200.

CEO Appointment Letter Format: (to be given on FPC letterhead)

To,

Date-

.....

.....

Sub: Appointment as Chief Executive Officer (CEO) for Producer Company Limited, District, Kerala.

Dear

With reference to the interview you had with us, we are pleased to appoint you as Chief Executive Officer (CEO), on the following terms and conditions.

1. Your posting will be as Chief Executive Officer (CEO), with
.....Producer Company Limited,
.....District, Kerala.
2. You will report to the Chairman & Board of Directors of the
Farmer Producer Company Limited. Along with this, you shall also coordinate and take guidance from team including SFAC Kerala, PMU-CA, PAO, PD ATMA, ADA, AO of KBs, or coordinating various project related activities and implement the work as required.
3. During the period of employment, you will receive consolidated salary of Rs. 30,000 per month (Thirty Thousand Rupees Only).
4. During the period of employment, we will have the option of terminating the employment without notice/without assigning any reasons, if your progress or conduct are not found satisfactory. However, you are required to give us one months' notice in case you wish to terminate your services during the employment tenure. During the time of joining, you are required to sign an agreement adhering to the terms and conditions in regard to the employment.
5. The date of joining will be Date..... Year
6. Additional expenses incurred such as travelling outside area of FPC jurisdiction, with the permission of BODs in writing shall be reimbursed based on production of actual bills.

7. You will abide by the rules and regulations of the company, as applicable to you from time to time.

8. As a CEO ofFarmer Producer Company, you will be overall administrative head of different verticals in producer company and responsible for all its business activities along with governance and legal compliance. You shall coordinate with all the stakeholders such as BoDs, Member Farmers, any project officials and business associates on day-to-day basis. Roles and responsibilities mentioned here are specific to business activities, therefore, overall responsibilities of a CEO are not limited to, but includes the detailed roles and responsibilities as mentioned in Annexure 1.

Chairman,

.....Farmer Producer Company

Address:

Chairman Sign:

FPC Seal:

Detailed Roles and Responsibilities of the CEO:

1. Ground work including scheme publicity on FPC formation among the farmers, field visits, meeting with farmers based out in district, farmers mobilisation, share amount collection and federating them to Farmer Producer Company Limited.
2. Facilitate Licensing – GST, Input license for sales of seeds/planting material, bio-fertilizers, fertilizers and pesticides, FSSAI, IE Code, etc.
3. Overall planning of business activities of the Farmer Producer Company including assessing demand for agricultural input and outputs for marketing.
4. Facilitate matching equity grant application through PD (ATMA).
5. Developing business plan and budgeting for upcoming cropping season.
6. Liaisoning with government departments / officials for availing financial grants / subsidies and other support for FPC / its members, where eligible.
7. Identifying Agri-input companies interested in collaborating with the FPC for selling their products or organizing field activities / extension services etc. Marketing manager shall be engaged in delivering business targets in this regard.
8. Identifying output-marketing partners (organized retailers, aggregators, agents in different markets) for ensuring marketing of output produced by the member farmers. Marketing manager shall be engaged in delivering business targets in this regard.
9. Fixing business targets (quarterly / half yearly / annual) for company as well as for individual team members.
10. Establishment of Brands, designing Logos and packaging, Branding, Registration etc. for primary produce/Value added products.
11. Developing relations with member farmers and ensuring maximum members' participation in business transactions through FPC.
12. Ensuring legal compliances (includes AGM conduction) are fulfilled and timely audit of the company accounts are conducted.
13. Ensure adoption of required IT tools, software (for ERP, Accounts, Advisory etc.) and other technologies for improving working efficiencies of company and employees.
14. Assess need for infrastructure (pack-houses, collection centres', input stores, warehousing, value addition, processing etc.) for identified business activities and generate funds / capital for setting-up these infrastructures.

15. Collect / compile and keep record of all the data of member farmers, landholdings, cropping patterns, transactions of the FPC for efficient management and decision support.
16. Assessment of requirement and selection, recruitment of manpower required for business execution.
17. Ensure collection of share capital and distribution of patronage dividend.
18. Timely reporting to BoDs and making aware about company business status.
19. Any other activity required for growth of FPC, increasing business prospectus, exploring export opportunities, reaching out to farmers.
20. Any decisions to be taken by the CEO should be discussed prior and approved by the BOD.

Chairman,

.....Farmer Producer Company

Address:

Chairman Sign:

Chairman Signature:

Format for Employment Agreement between the FPC & CEO

EMPLOYMENT AGREEMENT [on Rs. 200 Kerala Stamp Paper]

This agreement lays down the terms of employment, agreed upon by the employer and employee. Whether stated explicitly in the agreement or not, both the employee and the employer have the duty of mutual confidence and trust, and to make only lawful and reasonable demands on each other.

This EMPLOYMENT AGREEMENT (Hereinafter, the "Agreement") is entered into on this ____ day of _____, 20_.

BY AND BETWEEN

_____, a Farmer Producer company incorporated under the Companies Act, 1956, having its registered office at _____ with CIN/Reg No _____ (hereinafter referred to as the "FPC" or "Employer", which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns) on the first part,

AND

_____ son/daughter/wife of _____ aged _____ years and residing at _____ (hereinafter referred to as the "Employee" or "CEO", which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns) on the second part.

WHEREAS, the parties hereto desire to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Employer;

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below, it is hereby agreed by the Employer and the Employee as follows:

A. Interpretation

In this agreement, the following terms shall have the following meanings:

- a) *Farmer Producer Company*: In this case, the Farmer Producer Company otherwise called FPC is the employer of the CEO. FPC is a body corporate having multiple objects of improving agri and allied businesses among a group of producers and is registered as a Producer Company under the Companies Act, 1956 or the Companies Act, 2013
- b) *Board of Directors*: Board of Directors or BODs are associated with the FPC and consists of selected members who are representatives from the producer members of the FPC capable of leading initiatives and taking decisions as a board
- c) *The Employment*: the employment of the Employee by the Company in accordance with the terms of this agreement
- d) *Termination Date*: the date on which the Employment ceases

B. Agreement Highlights

The Employer or FPC has extended to the party on the Second part (Employee), an offer of the provisional appointment on the contract basis as Chief Executive Officer

AND WHEREAS the party on the Second part has accepted the terms and conditions of the said contract appointment and agreed to join duty as Chief Executive Officer in the FPC on....., under the said terms and conditions of the said contract appointment;

1. The contract appointment shall be purely provisional for 3 years from the date of joining duty ie., from toFurther reengagement is based on the decision of the FPC
2. The responsibilities of the employee will primarily include handling daily operations and management of the FPC along with the detailed roles and responsibilities provided in Annexure 1 of this agreement
3. The employee may be assigned additional roles and responsibilities from time to time, beyond the above mentioned as per FPC needs and he/she shall discharge the responsibilities and duties efficiently and diligently to the satisfaction of the authorities concerned

4. During the period of contract appointment, the employee shall be paid a consolidated remuneration of Rs. 30,000/- (Rupees Thirty Thousand Only) per month and additional travelling expenses shall be reimbursed after BOD approval for any travels beyond the jurisdiction of the FPC for official purposes
5. The Employee must produce originals of all qualifying certificates at the time of reporting for duty and Xerox copies thereof shall be furnished as records.
6. The Employee's place of work shall be_____but based on need of the FPC there will be travel involved to other locations as well
7. The engagement is on a contract basis for a period of three years from the date of joining, subject to periodic performance appraisal. The Employee will have no right, whatsoever for extension of engagement. This engagement is not against any regular post in_____FPC or in any of the government entities and stakeholders which were part of the recruitment process and therefore you do not have any lien implicitly or explicitly on any regular post in these government entities or the FPC
8. The Employee performance will be assessed periodically. In case the performance of the employee is found to be dissatisfactory, terms and conditions of the service may be revised, subject to due approval process
9. The Employee will be reporting to the Chairman and the BODs of the FPC and they are required to be informed and updated all time regarding any decisions taken in the FPC
10. In respect of any notice in regard to which no provisions have been made in this appointment, the decision of the FPC on that matter shall be final.

C. Other Obligations of the Employee

- a) The Employee shall not take up part-time or full-time employment or consultation with any other party or be involved in any other business during the term of his/her employment with the FPC
- b) Upon execution of agreement, the Employee shall not engage in any sort of theft, fraud, misrepresentation or any other illegal act neither in the employment space nor outside the premise of employment. If he/she shall do so, the FPC shall not be liable for such an act done at his/her own risk.
- c) The Employee further promises to never engage in any theft or damage of the Employer's property or attempt to defraud the Employer in any manner. In case of any such loss caused to the FPC, the employee shall be liable and should bear the losses incurred by compensating the FPC. The employee shall be liable for liabilities if any, that may arise due to negligence while performing official duties.
- d) Employee shall be liable for any loss or damage caused to the FPC due to omission or commission in the discharge of duties that may be assigned to him/her and the FPC shall be free to recoup the loss thus caused from his/her remuneration or under appropriate proceedings.

- e) The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the FPC as notified from time to time.
- f) The Employee shall always ensure that his/her conduct is in accordance with all the rules, regulations and policies of the FPC as notified from time to time, including but not limited to Leave Policy and Sexual Harassment Policy.
- g) The Employer hereby prohibits the Employee from engaging in any sexual harassment and the Employee promises to refrain from any form of sexual harassment during the course of employment in and around the premise of employment. If the Employee violates this term in the agreement, he shall be fully responsible for his/her actions and the Employer shall not be held responsible for any illegal acts committed at the discretion of the Employee.

D) Modification

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

E) Termination of Employment

The appointment shall be automatically terminated on expiry of the contract period or by any general order of the Board of Directors of the FPC. During the period of employment, FPC will have the option of terminating the employment without notice/without assigning any reasons, if Employee progress or conduct are not found satisfactory. However, Employee is required to give one months' notice to FPC in case he/she wish to terminate their services during the employment tenure. In case of termination or resignation of the selected CEO, recruitment committee can make offer to the second eligible candidate based on the final ranklist, prepared earlier and the same should be intimated to SFAC Kerala, PMU-CA and respective PD-ATMA of the concerned district.

F) Restrictive Covenant

Following the termination of employment of the Employee by the Employer, with or without cause, or the voluntary withdrawal by the Employee from the FPC, the Employee shall, for a period of three years following the said termination or voluntary withdrawal, refrain from either directly or indirectly soliciting or attempting to solicit the business of any client or customer of the FPC for his/her own benefit or that of any third person or organization, and shall refrain from either directly or indirectly attempting to obtain the withdrawal from the employment by the Employer of any other Employee of the Employer having regard to the same geographic and temporal restrictions. The Employee shall not directly or indirectly divulge any financial or business information relating to the FPC or any of its affiliates or clients to any person whatsoever.

G) Severance

Should any provision of this Agreement of Employment be declared void or unenforceable by any competent court, such event shall not affect the other provisions of this Agreement of Employment which are capable of severance and which shall continue unaffected.

H) Applicable Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India
Each party hereby irrevocably submits to the exclusive jurisdiction of the courts
in _____, district, for the adjudication of any dispute hereunder or in
connection herewith.

I) Counterparts

The Agreement may be executed in two or more counterparts, any one of which shall be deemed the original without reference to the others.

IN WITNESS WHEREOF, the Employee has hereunto set his/her hand, and the Employer has caused these presents to be executed in its name and on its behalf, all as of the day and year first above written.

(Employee)

Name: _____

(i) Witness (Name, Address)

Sign_____

(The Employer)

Represented By:

Designation: _____

(i) Witness (Name, Address)

Sign_____

CEO Recruitment Format (Detailed)

English

FPC Logo

Farmer Producer Company Limited
CIN No/Registration No: _____ Contact No: _____
Address _____ Email: _____
Reference: SFAC Kerala, Trivandrum.
SFAC Letter No. _____ FPC File No: _____

Inviting Applications for the Appointment of CEO, XYZ Farmer Producer Company

XYZ Farmer Producer Company formed under the Companies Act, 2013 under FPO Promotion scheme of Government of Kerala through SFAC Kerala is inviting applications for the post of **Chief Executive officer** of _____ Farmer Producer Company (FPC) in _____ at _____ Block in _____ District on contract basis for 3 years.

Interested and eligible candidates should send copies of certificates proving work experience and qualifications along with biodata directly to the above company address or email to fpc@gmail.com and CC to ABPA @Gmail .com & PMU@gmail.com

Important Dates

- Last date of receipt of applications: 00/00/21, 6 PM
- Written test and direct interview dates will be announced via e-mail

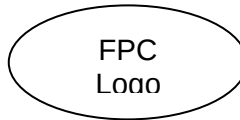
S. No	Name of the Post	No. of Post	Qualification		
			Age	Essential	Preferable
1	Chief Executive officer	1	25-35	BSc Agriculture/ Horticulture/Forestry/ Cooperation, Banking Management/Dairy/Food Technology / Agriculture Economics/ BFSc/ Veterinary Science, B.Tech Agricultural Engineering + MBA/MBA Agribusiness Management/MBA Marketing/ MBA Rural Development from institutions of national repute OR Any graduate with MBA	Working experience of 1-5 years preferably in Farmer Producer Company

Date of Publication:

Place: _____

Chairman/-
_____Farmer Producer Company Limited

Chairman/-
_____Farmer Producer Company Limited



Farmer Producer Company Limited	
CIN No/Registration No: _____	Contact No: _____
Address _____	Email: _____
Reference: SFAC Kerala, Trivandrum.	
SFAC Letter No. _____	FPC File No: _____

XYZ ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനി സി.ഇ.ഒ തസ്തികയിലേക്ക് അപേക്ഷകൾ ക്ഷണിക്കുന്നു

കേരള സർക്കാരിന്റെ എഫ്. പി. ഓ പ്രോത്സാഹന പദ്ധതി പ്രകാരം SFAC കേരള മുഖേന കമ്പനിസ് ആക്റ്റ്, 2013 -ന് കീഴിൽ രൂപീകരിച്ച XYZ ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനിയുടെ **ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസറുടെ (CEO)** തസ്തികയിലേക്ക് അപേക്ഷകൾ ക്ഷണിക്കുന്നു. 3 വർഷത്തെ കരാർ അടിസ്ഥാനത്തിൽ _____ ജില്ലയിലെ _____ ബ്ലോക്കിൽ _____ സ്ഥിതിചെയ്യുന്ന XYZ ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനിയിലാണ് ഒഴിവ്.

താൽപര്യവും യോഗ്യതയും ഉള്ള ഉദ്യോഗാർത്ഥികൾ പ്രവൃത്തി പരിചയവും യോഗ്യതയും തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പുകൾ ബയോഡാറ്റയോടൊപ്പം മുകളിലുള്ള കമ്പനി വിലാസത്തിലേക്കു നേരിട്ടോ fpc@gmail.com, CC to ABPA @gmail .com & PMU@gmail.com എന്ന ഇമെയിൽ ഐഡികളിലേക്കോ അയക്കേണ്ടതാണ്.

പ്രധാന തീയതികൾ

- അപേക്ഷകൾ ലഭിക്കേണ്ട അവസാന തീയതി : 00 /00 /21 , വൈകുന്നേരം 6 മണി
- ടെസ്റ്റ്, അഭിമുഖം എന്നിവയ്ക്കുള്ള തീയതികൾ ഇ-മെയിൽ മുഖാന്തിരം അറിയിക്കുന്നതായിരിക്കും

S. No	തത്വവിക	തത്വവിക കളുടെ എണ്ണം	യോഗ്യതകൾ		
			പ്രായം	അത്യാവശ്യ യോഗ്യത	അഭികാമ്യം
1	ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസർ	1	25-35	BSc അഗ്രികൾച്ചർ/ ഹോർട്ടികൾച്ചർ/ഫോറ സ്റ്റ്രി/കോ - കോഓപ്പറേഷൻ . ബാങ്കിംഗ് മാനേജ്മെന്റ് /ഡയറി/ഫുഡ് ടെക്നോളജി/അഗ്രികൾച്ച ർ ഇക്കനോമിക്സ് / ബി എഫ് എസ് സി/ വെറ്ററിനറി സയൻസ് BTech അഗ്രികൾച്ചറൽ എഞ്ചിനീയറിംഗ് + എംബിഎ/എംബിഎ അഗ്രിബിസിനസ് മാനേജ് മെന്റ്/എംബിഎ മാർക്കറ്റിംഗ്/ ദേശീയ പ്രശസ്തിയുള്ള സ്ഥാപനങ്ങളിൽ എംബി എ ഗ്രാമീണ വികസനം OR എംബിഎ ഉള്ള ഏതെങ്കിലും ബിരുദധാരി	1-5 വർഷത്തെ പ്രവൃത്തിപരിചയം. ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനിയിൽ പ്രവൃത്തിപരിചയം അഭികാമ്യം

CEO Recruitment Format (For Newspaper/advertisement)-English

_____ Farmer Producer Company, _____		FPC LOGO If available
CIN No: _____	Address _____	
Contact No: _____	Email: _____	

Inviting Applications

XYZ Farmer Producer Company, in ____block of ____ District formed under the FPO Promotion scheme of Govt. of Kerala through SFAC Kerala invites applications for the post of Chief Executive Officer on contract basis for 3 years. Candidates in the age group 25-35 with MBA/ Agribusiness Masters Degree, BSc /BTech Agri/ Veterinary/BFSc / Rural Development/ any degree can apply. Interested candidates may e-mail their biodata along with the copies of experience and qualification certificates to fpc@gmail.com, with cc to ABPA@gmail .com & PMU@gmail.com on or before 00/00/2021, 6 PM. For more details, kindly contact the undersigned or visit FPO website/ FB page.

Contact : Name, Designation
Mob No:

CEO Recruitment Format (For Newspaper/advertisement) - Malayalam

_____ Farmer Producer Company, _____		FPC LOGO If available
CIN No: _____	Address _____	
Contact No: _____	Email: _____	

അപേക്ഷകൾ ക്ഷണിക്കുന്നു

കേരള സർക്കാരിന്റെ എഫ്. പി. ഓ പ്രോത്സാഹന പദ്ധതി പ്രകാരം SFAC കേരള മുഖേന രൂപീകരിച്ച _____ ജില്ലയിലെ _____ ബ്ലോക്കിൽ സ്ഥിതിചെയ്യുന്ന XYZ ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനിയിൽ 3 വർഷത്തേക്ക് കരാർ അടിസ്ഥാനത്തിൽ ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസറുടെ (CEO) തസ്തികയിലേക്ക് അപേക്ഷകൾ ക്ഷണിക്കുന്നു. 25-35 പ്രായപരിധിയിലുള്ള MBA/ Agribusiness Masters Degree, BSc /BTech അഗ്രി/ വെറ്റിനറി/BFSc / ഗ്രാമീണ വികസനം/ മറ്റു വിഷയങ്ങളിൽ ബിരുദം ഉള്ളവർക്കും അപേക്ഷിക്കാം. താൽപര്യമുള്ള ഉദ്യോഗാർത്ഥികൾ പ്രവൃത്തി പരിചയവും യോഗ്യതയും തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പുകൾ ബയോഡാറ്റയോടൊപ്പം fpc@gmail.com, Copy- ABPA @gmail .com & PMU@gmail.com എന്ന ഇമെയിൽ വിലാസങ്ങളിൽ 00/00/21, വൈകുന്നേരം 6 മണിക്ക് മുൻപ് അയക്കേണ്ടതാണ്. കൂടുതൽ വിവരങ്ങൾക്ക് താഴെയുള്ള നമ്പറിൽ ബന്ധപ്പെടുകയോ FPC Website/FB page _____ സന്ദർശിക്കുകയോ ചെയ്യാം.

Contact : Name, Designation
Mob No:




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

For any assistance, please Contact us

For more information/queries/comments/suggestions, write to us at fpopmukerala@gmail.com

#	Name of Districts	Officer in Charge
1	Thiruvananthapuram Kollam Pathanamthitta Alappuzha Kannur	Smt. Asha Raj Manager (Projects) SFAC Kerala 0471-2742110 9383470282
2	Kottayam Ernakulum Malappuram Kozhikode	Sri. Rajesh Kumar Project Director SFAC Kerala 0471-2742110 9383470280
3	Kasaragod Idukki Thrissur Palakkad Wayanad	Sri. Salin Thapasi Project Leader SFAC Kerala 0471-2742110 9383470281
4	For escalation/resolving issues	Smt. Tessy Abraham Managing Director SFAC Kerala 0471-2742113 9383470650
5	PMU, SFAC Kerala	Toll free no 1800-425-1661
6	Project Monitoring Unit Consulting Agency (PMU-CA) SFAC Kerala	Sri. Ashish Kumar Consultant- PMU-CA 6238148583



<https://www.facebook.com/FPOs-Govt-of-Kerala-111385391362321>

<https://www.instagram.com/fposgovtofkerala/>

<https://twitter.com/keralafpos>

SFAC. 22/2020

Date: 08.12.2021

To

PD ATMA's & ABPA's

Sir/Madam,

Sub: SFAC Kerala -RKVY 2019-2020-Formation of Farmer Producers Organisations-
CEO Recruitment Process for FPCs-Addendum to FPC CEO Recruitment Manual
-Regarding

Ref: This office Working Instructions letter-number SFAC-22/2020 Dated 18-11-2021.

As per the reference cited above, the Procedures for CEO Recruitment in the Farmer Producers Companies is already circulated to all ABPAs. In addition to the procedures, certain other important things which should be followed are listed below.

ADDENDUM TO FPC CEO RECRUITMENT MANUAL – 1

1. The photographs of the published advertisement in the Newspapers regarding CEOs Recruitment should be sent immediately after the release in Newspapers through Mail to fpopmukerala@gmail.com and sfackerala@gmail.com and on WhatsApp Group of SFAC Kerala ABPA Team. The advertisement is to be published in a minimum of 2 widely circulated Newspapers.
2. The Written examination and Interview should be conducted in a single day only and this date should be fixed after consultation with PMU-CA.
3. PMU-CA will help in the preparation of the Written examination Question paper if required.
4. The link to the folder containing CVs of the applicants received for the recruitment of CEOs should be shared one day before the interview date through Mail fpopmukerala@gmail.com and to sfackerala@gmail.com.

5. ABPAs to consult PMU-CA in different stages of CEO selection process

If all the selection criteria prescribed in CEOs Recruitment Manual and Addendum are not followed, SFAC, Kerala will not reimburse the salaries of CEOs appointed.

In case of any clarification, please contact Mr. ASHISH KUMAR, Consultant, PMU-CA, Grant Thornton Bharat LLP through Mobile/WhatsApp number 6238148583 and Email id : fpopmukerala@gmail.com.

Yours faithfully,




Managing Director
SFAC Kerala
Small Farmers' Agribusiness Consortium
Thiruvananthapuram



SFAC
Kerala

SMALL FARMERS' AGRIBUSINESS CONSORTIUM, KERALA

(Department of Agriculture Development & Farmers welfare, Government of Kerala)

1st Floor, Administrative Block, Agricultural Urban Wholesale Market, Venpalavattom
Anayara P.O., Thiruvananthapuram-695029, Tele : 0471-2742110, 2742113

E-mail: sfackerala.agri@kerala.gov.in, sfackerala@gmail.com, Website : www.sfackerala.org

SFAC – 22/2020

Date: 04.01.2021

Sir

Sub: SFAC-RKVY 2020-Formation of Farmer Producers Companies-CEO Recruitment Process-
Addendum-2 to FPC CEO Recruitment Manual –Regarding.

Ref: This office Working Instructions No. SFAC-22/2020 Dated 18-11-2021

As per the reference cited above, the Procedures for CEO Recruitment in the Farmer Producers Companies is already circulated to all ABPAs. In addition to the procedures, certain amendments made are listed below.

ADDENDUM 2 TO FPO CEO RECRUITMENT MANUAL - 1

1) It is observed that in some of the FPCs, the total number of candidates who attended the CEO recruitment process is minimal in number and the same selection process will not be sufficient to identify/appoint the qualified/well deserving candidate. The FPC CEO should be selected from a larger pool of candidates for effective and efficient management of FPCs. In case of no qualified/suitable candidate, committee can record the observations of the written test and interview in the minutes book and propose to re-conduct the written test and interview after inviting new applications. As an additional support PMU CA-SFAC Kerala, will liaison with Kerala Agriculture University/MANAGE/TNAU to maximize recruitment publicity.

2) ANNEXURE-2-FPC, Chief Executive Officer (CEO), recruitment guideline: Category 5 under the section stage 2- FPC specific competency check based on scoring matrix is deleted.

3) The table in the CEO Recruitment Format (Detailed) is amended as below: -

English

S. No	Name of the Post	No.of Post	Age	Qualification	
				Mandatory Qualification	Preferable
1	Chief Executive officer	1	25-35	-MBA/Masters degree in Agribusiness Management or equivalent	-Working experience of 1-5 years preferably in Farmer Producer Company -Preference will be given to B.Sc Agri/ B.Tech Agri/Rural Development graduates along with MBA degree but any graduates with mandatory qualification can apply.

****Only the candidates having the mandatory qualifications are eligible to participate in written test and interview.**

Malayalam

S. No	തസ്തികയുടെ പേര്	തസ്തികയുടെ എണ്ണം	യോഗ്യത		
			പ്രായപരിധി	നിർബന്ധിത യോഗ്യത	അഭികാമ്യം
1	ചീഫ് എക്സിക്യൂട്ടീവ് ഓഫീസർ	1	25-35	- എംബിഎ/ അഗ്രിബിസിനസ് മാനേജ് മെന്റൽ മാസ്റ്റേഴ്സ് ബിരുദം അല്ലെങ്കിൽ തത്തുല്യം	- 1-5 വർഷത്തെ പ്രവൃത്തിപരിചയം. ഫാർമർ പ്രൊഡ്യൂസർ കമ്പനിയിൽ അഭികാമ്യം - എംബിഎ ഉള്ള ബിഎസ്സി അഗ്രി/ബിടെക് അഗ്രി/റൂറൽ ഡെവലപ്മെന്റ് ബിരുദധാരികൾക്ക് മുൻഗണന നൽകും എന്നാൽ നിർബന്ധിത യോഗ്യതയുള്ള ഏതു ബിരുദധാരികൾക്കും അപേക്ഷിക്കാം.

****Only the candidates having the mandatory qualifications are eligible to participate in written test and interview.**

4) ANNEXURE-2-FPC, Chief Executive Officer (CEO), recruitment guideline: CEO Recruitment Format (For Newspaper/advertisement)-English and Malayalam: "Candidates in the age group 25-35 years with MBA/Agri business Masters Degree, BSc/BTech Agri/veterinary/BFSc/Rural Development/ any degree can apply" is amended as:

English: "Candidates in the age group 25-35 years with mandatory qualification as MBA/Masters degree in Agribusiness Management or equivalent can apply (**Preference will be given to B. Sc Agri/ B.Tech Agri/Rural Development graduates along with MBA degree but any graduates with mandatory qualification can apply).

* **Malayalam:** "25-35 പ്രായപരിധിയിലുള്ള MBA/ Agribusiness Masters Degree, BSc /BTech അഗ്രി/ വെറ്റിനറി/BFSc / ഗ്രാമീണ വികസനം/ മറ്റു വിഷയങ്ങളിൽ ബിരുദം ഉള്ളവർക്കും അപേക്ഷിക്കാം" is amended as എംബിഎ / അഗ്രിബിസിനസ് മാനേജ്മെന്റിൽ മാസ്റ്റേഴ്സ് ബിരുദം അല്ലെങ്കിൽ തത്തുല്യം എന്ന നിർബന്ധിത യോഗ്യതയുള്ള 25-35 വർഷം പ്രായപരിധിയിലുള്ള ഉദ്യോഗാർത്ഥികൾക്ക് അപേക്ഷിക്കാം.

(**എംബിഎ ഉള്ള ബിഎസ്സി അഗ്രി/ബിടെക് അഗ്രി/റൂറൽ ഡെവലപ്മെന്റ് ബിരുദധാരികൾക്ക് മുൻഗണന നൽകും എന്നാൽ നിർബന്ധിത യോഗ്യതയുള്ള ഏതു ബിരുദധാരികൾക്കും അപേക്ഷിക്കാം)

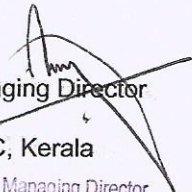
After the completion of written test, interviews and preparation of copy of proof of final scorecard, you are required to send an email to PMU along with CVs and educational qualifications of top three candidates and also a copy of any one KYC document. Upon receiving final consent from PMU in writing (though an email)

you are required to proceed further in terms of issuance of appointment letter and employment agreement as per the guideline.

If all the selection criteria prescribed in CEOs Recruitment Manual and Addendum are not followed, SFAC Kerala will not reimburse the salaries of the CEOs appointed.

In case of any clarification, please contact Mr. ASHISH KUMAR, Consultant, PMU-CA, Grant Thornton Bharat LLP through Mobile/WhatsApp number 6238148583 and Email id: fpopmukerala@gmail.com.




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