

SFAC- 22/2020**Dated 09-02-2022**

To

ABPA's
PD ATMA's

Sub: Rashtriya Krishi Vikas Yojana (RKVY)-2019-20-Promotion of Farmer Producer Organizations (FPO's) In Kerala-Disbursement of Funds to Agri Business Promoting Agencies up to March 2022-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 and the task of formation and handholding of FPOs entrusted to Agri Business Promoting Agencies (ABPAs) who have well established credentials and proven track record in promoting FPOs and related activities. SFAC Kerala has entrusted the forming, norming, grooming and handholding of FPOs to reputed consulting agencies with experienced staff, who have proven credentials and expertise in such activities. The state is divided into five zones and 10 FPOs will be formed in each zone. The activities of each zone have been entrusted to ABPAs as mentioned below based on e-tender.

- 1) Zone 1: Thiruvananthapuram, Kollam, Pathanamthitta- AFC India Ltd
- 2) Zone 2: Alappuzha, Kottayam, Idukki- ICCOA
- 3) Zone 3: Ernakulum, Thrissur- EY LLP
- 4) Zone 4: Palakkad, Malappuram, Kozhikode- EY LLP
- 5) Zone 5: Wayanad, Kannur, Kasaragod- ICCOA

Spiral bound claim/invoice for ABPA funds should be prepared FPO wise and is to be recommended by ADA in charge of area of jurisdiction of FPO. In case of export promotion FPOs of Trivandrum, Thrissur and Wayanad the VFPC Assistant Manager in charge of area of FPO/concerned district Manager of VFPC has to recommend the invoice.

For processing the invoice of the ABPA, monthly project reports (MPRs-FPO wise) are to be submitted along with respective invoice. In total 3 spiral bound hardcopies of MPR and claim/invoice are required. PMU-CA will communicate the formats based on the progress of scheme and monthly project activities/milestones etc., One spiral bound copy to be retained by ABPA and 2 copies to be submitted to PD ATMA. From this the original copy to be submitted to MD, SFAC, Kerala along with invoice copy with the recommendation of PD ATMA of the District for payment of fund to ABPAs.

Steps/guidelines for submission of invoice and supporting documents are detailed in this working instruction with month wise allocated milestones and deliverables. ABPA's are directed to submit documents based on this working instructions and PD ATMA's are directed to monitor the activities and progress of the scheme based on the working instructions and guidelines issued from SFAC Kerala from time to time.

ABPA funds eligible up to March 2022

S. No	Components	Deliverables	Total amount
1	Invoice no 1	Registration of FPC	10 percent of the contract amount: INR 1,84,800/FPC registered (Rupees One Lakh Eighty-Four Thousand Eight Hundred per registered FPC)
2.	Invoice No 2	Farmer mobilisation, CEO Appointment, Business Plan + Project Reports + License for FPO operations + Reporting Trainings, A/c practices in FPO	15 percent of the contract amount: INR 2,77,200/FPC registered (Rupees Two Lakh Seventy-Seven Thousand Two Hundred per registered FPC)

After FPC registration, CEO selection process to be initiated as per instructions given in CEO selection manual.

ABPAs are directed to strictly comply with CEO selection criteria as per various instructions from Project Monitoring Unit SFAC Kerala and in case of deviations from the procedure; FPOs and ABPAs are not eligible for project funds for these activities. Month wise activities to be completed are given below as per the index.

As per clause (a) of Annexure- II compliance statement of ABPA etender id: 2020_AGRI_392540_1) and agreement between ABPA and SFAC Kerala all ABPAs have agreed to strengthen the same number of existing FPOs as the new FPOs. Separate staff is not needed to be posted for strengthening purpose and existing staff in the Zone need to visit strengthening FPOs at least once in a month. Strengthening activities to be completed on monthly basis is also included in the working instructions.

In case of any negligence or discrepancy from ABPA for strengthening of existing FPCs already selected and allotted to ABPA's their payment will not be effected from SFAC Kerala.



Managing Director
SFAC Kerala
Managing Director
Agribusiness Consortium
Thiruvananthapuram

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Sample request letter format for processing of invoice for the month of _____ 2021 (on ABPA letterhead) for _____ Farmer Producer Company Limited

To
MD SFAC Kerala
Agricultural Urban Wholesale Market, Anayara, Venpalavattom PO,
Thiruvananthapuram, Kerala 695029

Sub: Request for processing invoice for the month of 2022,
.....Farmer Producer Company Limited

Dear Madam/Sir,

Please find the attached monthly progress report and subsequent invoice for the month of _____ 2021 pertaining to Farmer Producer Company Limited.

Required documents are enclosed in the monthly progress report of _____ Farmer Producer Company, for your kind perusal.

Request you to kindly process our invoice.

Yours Sincerely,

Concerned official name

Designation

ABPA name

Sign & Seal

- I. Recommendation of Assistant Director of 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/ Assistant Manager of VFPC in charge of the site instead of Assistant Director of Agriculture of the block)

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.....

Assistant Director-Agriculture/VFPCK District Manager/Assistant Manager of

VFPCK: - Name, Signature and office seal

II. Recommendation of PD ATMA of the concerned District

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.....
.....

Name, Signature and Office seal

III. Recommendation of PMU CA SFAC Kerala

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.....
.....

Name, Signature and Office seal

IV. Recommendation of Concerned Officer In charge (OIC) SFAC Kerala

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.....
.....

V. Sanction of MD SFAC Kerala

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

Amount sanctioned: Rs./-

(.....)

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

MD SFAC Kerala

Office seal & signature

Copy to: PD- ATMA..... District

PMU- SFAC- KERALA

Agri Business Promoting Agencies (ABPA) are assigned with deliverables, milestones and time frame for various components which are to be executed in line with the operational guidelines for FPOS in Kerala. Given below are the month wise deliverables and related documents to be produced in the form of monthly progress reports.

1. ABPA Deliverables for the Month 1

For the first month, following are the deliverables and related documents to be produced in the form of monthly progress report.

New FPOs				
#	Deliverables	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Selection and deployment details of LRPs (1 LRP per FPO)	Biodata + Educational qualification proof, copy and copy of appointment letters		
2	1) Leadership Team (Project Coordinator/ Agribusiness Specialist, Expert Consultants (Agribusiness Advisor, Technical Experts)- 1 Per Zone 2) Post-Harvest Technologist/ Value Chain Specialist, Finance Expert)- Functional support based on project requirements	Biodata and educational qualification proof copy of the staffs deployed		
**Item 1 & 2 be submitted as spiral bound copies to PMU SFAC Kerala and 1 copy to PD ATMA of the concerned district				
3	Cluster identification activities (scheme publicity, consultation with PD- ATMA, PAO, NGOs, farmer meets etc.)	Cluster Identification details to be mentioned in MPR		
4	Pre- feasibility study	Pre-feasibility study details including FPOs scoring sheet, field photographs, etc. to be mentioned in MPR along with field photographs		
5	Initiation of lead farmer identification FPO wise, FIG Process initiation (Target 10 FIGs per month), and 5 lead farmers/master farmers which includes. 1. Production specific 2. Marketing	FIG level minutes and documentation of field activities such as scheme publicity, scheme objectives, benefits and accessing farmers orientation towards the same. Details to be mentioned in MPR including data as per Monthly Progress Summary		

	specific 3. Credit 4. Value addition/post-harvest handling and export related 5. MIS & Reporting (social media) related **Preference to be given to lead farmer/master farmer from the FIG with specialized knowledge on above mentioned activities. ** In case of FPOs with export potential separate lead farmer for export can be selected.	Sheet (Monthly Progress Summary Sheet) and also the list of lead farmers/master farmers)		
6	Initiation of Diagnostic study and Baseline assessment	Enclose the copy of diagnostic and baseline survey format and respective reports in the MPR		
7	Identification of principal value chain crops, product mix, export potential of commodities and value-added products, etc.	Details to be mentioned in MPR		
8	Contract agreement signed between SFAC, Kerala and ABPA			
9	Promotion of FPOs by creating Facebook page, PR through newspaper and other social media pages	Details to be mentioned in MPR. Copies to be submitted in case of PR through newspaper and page links in case of promotion through Facebook/social media pages		
10	Interface with department officials; SFAC Kerala, PD ATMA, PAO and other	Details to be mentioned in MPR along with minutes		

	stakeholders: minutes of FPO level BODs meeting (target at least one meeting per month)	along with photographs		
11	Agreement with FPC and SFAC Kerala	Details to be mentioned in MPR. Agreement copies to be attached		
12	5 new FIG meetings and minutes book key abstract **(10 FIG meetings should be targeted ideally)	Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet		
13	Formation of minimum 5 FIGs **(10 FIG meetings should be targeted ideally)	-FIG level minutes and documentation of field activities such as scheme publicity, scheme objectives, benefits and accessing farmers orientation towards the same. -Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet		
14	Preparation of AOA, MOA, byelaws and basic data register of FIGs as required	Details to be mentioned in MPR		
15	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	Details to be mentioned in MPR		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Visit to FPC by ABPA team and discussion with Board of Directors about their activities, FIG areas etc.,	Details to be mentioned in MPR along with minutes of meeting		
2	Basic data collection sheet for existing FPOs	Detailed to be mentioned in MPR (as per format in annexure no-4)		

2. ABPA Deliverable for the Month 2

For the second month, following are the deliverables and related documents to be produced in the form of monthly progress report.

New FPOS				
#	Particulars	Copies to be enclosed	Tick The Particulars If attached	Remarks
1	100-hour intense induction training to appointed LRPs on FPO formation, maintenance and achievement of FPO milestones through online/offline mode within 60 days of appointment of the candidate	Training certificate issued by ABPA to be enclosed in the MPR		
2	Account opening of FIGs	Details to be mentioned in MPR		
3	Share amount collection and record maintenance	Fill the required details as per Annexure 1 & 2 Also fill details as per Monthly Progress Summary Sheet (Annexure 5) **Above details to be mentioned in MPR		
4	Identification of key products for primary or secondary processing or value addition for domestic sales and exports	Details to be mentioned in MPR		
5	Field visit meeting with cluster farmers, SHGs, NGOs, co-operatives, VFPC, PSUs and NBFCs and other relevant stakeholders			
6	Capacity building programs			
7	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
8	Any other activities as entrusted by PMU, SFAC-Kerala			

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars if attached	Remarks
1	Monthly meeting with Board of Directors of FPOs and visit to FIG areas	Details to be mentioned in MPR along with minutes of meeting with photos		

3. ABPA Deliverable for the Month 3

For the third month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick The Particulars If attached	Remarks
1	Farmer mobilisation status	Farmer mobilisation status and FIG formation status details to be mentioned in MPR including data as per Monthly Progress Summary Sheet Details to be mentioned in MPR		
2	FIGs Formation Status			
3	Diagnostic survey status			
4	Training module preparation by ABPAs			
5	Value chain analysis and business plan training module			
6	SWOT analysis of Potential FPOs. Marketing plan, credit requirement plan, value addition plan, reporting plan, etc.			
7	Registration status of FPOs. FPC registration and FPC name board in the prescribed format given by SFAC Kerala			
8	Resolution on FPC level functional committee			

	1. Farmers Mobilisation Committee 2. Committee on Sales & Promotion 3. Purchase/Procurement Committee 4. Audit & Finance committee			
9	Value chain analysis status report			
10	Report on FPO statutory compliances			
11	Minutes of meeting or action points derived from the meeting of APEDA, VFPC, FPO Board, PMU and ABPA			
12	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
13	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy		
14	Any other activities as entrusted by PMU, SFAC-Kerala	Details to be mentioned in MPR		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars if attached	Remarks
1	Monthly meeting with Board of Directors of FPOs and visit to FIG areas	Details to be mentioned in MPR along with minutes of meeting		

4. ABPA Deliverable for the Month 4

For the fourth month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick the Particulars If attached	Remarks
1	Training to Lead/master farmers by PMU which includes. 1. Production specific 2. Marketing specific 3. Credit 4. Value addition/post-harvest handling and export related 5. MIS & Reporting (social media) related ** One Board of Director each to be given charge of production, marketing, credit, post-harvest handling, value addition, export, MIS & reporting, preference can be given to lead farmers from FIGs of each competency.	Details to be mentioned in MPR.		
2	FPO wise quarterly performance indicator evaluation by PD ATMA	Details to be mentioned in MPR.		
3	Training of Board of Directors			
4	Interphase/Training/Meeting with department officials			
5	Target at least one women BOD per FPC			

6	Status on FPC registration, bank account opening, collection of share amount (target at least 3.5-5 lakh per FPC within a month)			
7	CEO appointment status	Details to be mentioned in MPR. Newspaper cutting of CEO recruitment advertisement		
8	Status of FIG, number of field meetings held, share capital	Details to be mentioned in MPR.		
9	Initiating Agri Input centre works			
10	Promotion of FPC activities in social media through FB page opened for FPC			
11	Business plan preparation including 5year financial projections based on possible interventions			
12	Finalised report on product quality parameters and requirements for export of agro products			
13	Follow National Standards for Organic Production (NSOP) from APEDA for safe to eat			
14	Credit linkage status			
15	Reimbursement Of Registration Cost to FPOs			
16	Ensure FPC related compliances			
17	FPC registered Board in standard format placed in FPC registered office			
18	Compliance for standard format for ID card and visiting			

	card			
19	Record keeping, MIS compliances, farmer membership growth (250-member farmer per month)			
20	Diagnostic survey and baseline survey status reports			
21	Training of LRPs			
22	Any other activities as entrusted by PMU, SFAC-Kerala			
23	Training of head/master farmers in their activities by ABPA with help of PMU-CA			
24	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
25	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars if attached	Remarks
1	Evaluation Performance Measurement Grading Tool-1 & FPO Assessment Tool as per Operation Guidelines and submission of report	Details to be mentioned in MPR along with Grading sheet of FPO		

5. ABPA Deliverable for the Month 5

For the fifth month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	CEO Appointment Status	Copy of appointment letter, copy of employment agreement signed by the parties		
2	Status of FIG, FPO, field meeting held and other detailed report including FPC registration status	Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet		
3	Target share amount of a minimum 5 lakh per FPC	Details to be mentioned in MPR		
4	Completion of preliminary activities related to Agri input centre such as estimation of agri input requirements, licenses, networking with suppliers, etc.			
5	Equity Support Installment (1&2)			
6	Training of lead farmers by ABPA with the help of PMU-CA			
7	Initiating preparation of FIG wise production plan Credit plan Marketing plan Export plan PHH-processing/value addition MIS & Reporting plan			
8	FPC Office identification			
9	Minor equipments purchase for FPC office			
10	CEO salary reimbursement for			

	the month			
11	Identification of collection centres @ 10 collection centres per FPO	Details to be mentioned in MPR		
12	FPC office rent and electricity charges reimbursement			
13	Total Number of FIGs formed and federated to FPC			
14	FPC- Business plan model preparation including marketing plan, financial plan for domestic sales or exports, etc.			
15	Basic data register updation at FPC level			
16	Twinning with Agriculture Infrastructure Fund, credit institutions, trading/ processing/marketing related support institutions			
17	FPC product branding standard template- product brochure and subsequent promotion through social media			
18	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
19	Any other activities as entrusted by PMU, SFAC-Kerala			
20	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Study of FPO & Business plan assessment of existing infrastructure	Details to be mentioned in MPR		

6. ABPA Deliverable for the Month 6

For the sixth month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick the particulars if attached	Remarks
1	Business idea discussion with BODs, CEOs, master farmers/ lead farmers and preparation of minutes of meeting	Details to be mentioned in MPR		
2	Feasibility checks of the FPC related business idea			
3	Finalization of FPC related business idea			
4	FPC- Business plan preparation- incubation, marketing and support			
5	Consolidation of FIG wise production/marketing plans			
6	Interface with department officials			
7	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
8	Initiating Agro service centre and facilitating subsidy support through SMAM/Dept. schemes. Facilitating rental of tractors, tillers,			

	drones etc. with the help of start ups			
9	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents etc.			
10	Interface with Government Agencies such as Coconut Development Board, research Institutions, etc.,			
11	Agriculture Infrastructure Fund-AIF application	Details to be mentioned in MPR		
12	Conducting buyer seller meet			
13	Interface with exporters and technology providers			
14	Financial assistance plan through credit institutions			
15	Gol scheme funds			
16	Business turnover of the FPCs			
17	Quarterly Performance Evaluation of FPOs By ABPA & PD ATMA			
18	Any other activities as entrusted by PMU, SFAC-Kerala			
19	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Study of FPO and Business Plan Preparation. Optimum operation of existing infrastructure, cost reduction and enhancing profitability	Details to be mentioned in MPR		

7. ABPA Deliverable for the Month 7

For the seventh month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Prepare short term business plan of FPC (1.5 Years)	Details to be mentioned in MPR		
2	Analyse the legal business requirements based on the short-term business plan and facilitate application for FSSAI, GST, Agro-input shop license, Udyog Aadhar and other mandatory registrations, as required			
3	Initiate development of MIS and process tracking system for FPCs			
4	Procurement, primary processing & marketing through collection centres			
5	Starting Agro service centre. Availing subsidy from SMAM or department schemes			
6	Initiate call centre activities. Linkage with Karshika Vivara Sanketham for tech transfer through MIS/reporting			

	farmer			
7	FPC database management			
8	Interface with department officials and identification of successful case studies and submission of those list to PMU for approval			
9	Facilitating visit of head/master farmers to training centres/incubators			
10	Initiate branding related activities such as brand logo, USP, market positioning study	Details to be mentioned in MPR		
11	Exploring contract-based market and minimum price assurance activities			
12	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents etc.,			
13	Any other activities as entrusted by PMU, SFAC-Kerala			
14	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
15	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy		

Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Draft Business plan submission to Board	Details to be mentioned in MPR		
2	Plan for enhancing income of FPO member farmers			
3	Increasing Shareholders of FPO			
4	Training to Board of Directors			
5	Marketing Services			

8. ABPA Deliverable for the Month 8

For the seventh month, following are the deliverables and related documents to be produced in the form of monthly progress report.

#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	Prepare Five-Year Business Plan For FPC	Details to be mentioned in MPR		
2	Obtain License For FPC, GST, Input License, FSSAI, PCB, Udyog Aadhar and other mandatory registrations, as required			
3	MIS & Process Reports			
4	Call Centre. Linkage with Karshika Vivara Sanketham			
5	Database Management. Data entry in FPO portal			
6	Procurement, primary processing & marketing through collection centres			

7	Exploring contract-based market and minimum price assurance activities	Details to be mentioned in MPR		
8	Interface with department officials			
9	Development of FPO case studies and success stories			
10	Submission of Annual Progress Report (APR): including all the key activities, achievements and case studies from the period august 2021 to March 2022			
11	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents etc.,			
12	Development of full services as per FPO services (based on location) mentioned in point No.12 of the Operational Guideline			
13	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions			
14	Any other activities as entrusted by PMU, SFAC-Kerala			
15	Ensure monthly presentation on income and expense	Minutes to be included in MPR along with bank		

	statement by FPC internal committee	passbook copy		
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Strengthening FPOs				
#	Particulars	Copies to be enclosed	Tick the particulars If attached	Remarks
1	FPC specific training and Capacity building programs – exposure visits, training on bookkeeping, accounting etc. Training to Board of Directors.	Details to be mentioned in MPR along with copy of Licenses, software, apps and registers		
2	Licensing – GST, FSSAI, Pollution Control Board, Panchayath/LSGD/KSI DC/Udhyog aadhar and other mandatory registrations/ Licenses	Details to be mentioned in MPR along with copy of Licenses and certificates		
3	Linking with State and Central funds. Project based funding by facilitating support from other agencies and public private partnerships	Details to be mentioned in MPR		
4	Incubation, Marketing support and forward linkages Linking with e-NAM, e – buyers portal, e-vipani, Online marketing chains etc.	Details to be mentioned in MPR		
5	Identification of export opportunities	Details to be mentioned in MPR. List of potential and collaborated exporters/agencies.		

Annexure 1: Farmer Membership Form (Sample)

കർഷക അംഗത്വ ഫോം		ഫോട്ടോ
FPO യുടെ പേര്:		ഫോട്ടോ
FIG യുടെ പേര്:		
ജില്ല: _____	ബ്ലോക്ക്: _____	
കർഷകന്റെ പേര്:		
☐ M ☐ F ☐ Others		
വയസ്സ്:		
മൊബൈൽ നമ്പർ:		
അച്ചൻ്റെ/ ഭർത്താവിൻ്റെ പേര് :		
വില്ലേജ്: _____ പഞ്ചായത്ത്: _____ വാർഡ്: _____ സർവ്വേ നമ്പർ: _____		
ആധാർ നമ്പർ:		
വിദ്യാഭ്യാസ യോഗ്യത:		
കൃഷി ഭൂമിയുടെ വിസ്തൃതി: _____ സ്വന്തം: _____ പാട്ടം: _____		
പ്രാഥമിക വിള:		
മറ്റു വിളകൾ:		
ബാങ്ക് അക്കൗണ്ട് വിവരങ്ങൾ: ബാങ്കിൻ്റെ പേര്: _____ (ബ്രാഞ്ച്: _____) അക്കൗണ്ട് നമ്പർ: _____ IFSC കോഡ് : _____		
കിസാൻ ക്രെഡിറ്റ് കാർഡ് ഉണ്ടോ: ഉണ്ട്/ഇല്ല ഉണ്ടെങ്കിൽ ഏതു വർഷം മുതൽ: ____		
ഉത്തരവാദിത്തപ്പെട്ട LRP:		
ഉത്തരവാദിത്തപ്പെട്ട സോണൽ കോർഡിനേറ്റർ:		
സാക്ഷ്യപത്രം		
_____ വില്ലേജിലെ _____		
എന്ന ഞാൻ _____ ഫാർമേഴ്സ് പ്രൊഡ്യൂസർ കമ്പനിയിൽ അംഗമാവുന്നത് സ്വന്തം താല്പര്യപ്രകാരമാണ്.		
കമ്പനിയുടെ എല്ലാ നിയമങ്ങളും ചട്ടങ്ങളും അംഗീകരിച്ചുകൊണ്ട് ഞാൻ പ്രസ്തുത കമ്പനിയുടെ 2000 രൂപ വീതം വിലയുള്ള _____ വിഹിതം/ വിഹിതങ്ങൾ കൈപ്പറ്റുന്നു. ഈ തുക കമ്പനിയുടെ ബാങ്ക് അക്കൗണ്ടിൽ നിക്ഷേപിക്കേണ്ടതാകുന്നു		
തിയ്യതി:		ഒപ്പ്:
Enclosure: 1. ഭൂനികുതി രസീതിൻ്റെ പകർപ്പ് ☐ (✓/ x)		☐ (✓/ x)
2. ബാങ്ക് പാസ്ബുക്ക് പ്രണ്ട് പേജിൻ്റെ പകർപ്പ് ☐ (✓/ x)		

**Annexure 2: 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 (INR)	No. Of shares allotted (share value in INR)	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											

Annexure 3- ABPA Fund Requirement and Mandatory Invoice Support Documents (Upto 31st March 2022)

Month	Milestones	Submission To	Documents to be Produced		
Month 1	Submission of Monthly Progress Report (MPR)	Spiral bound claim/invoice for ABPA funds should be prepared FPO wise and is to be recommended by ADA in charge of area of jurisdiction of FPO. In case of export promotion FPOs of Trivandrum, Thrissur and Wayanad the VFPCK Assistant Manager in charge of area of FPO/concerned district Manager of VFPCK has to recommend the invoice. For processing the invoice of the ABPA, monthly project reports (MPRs-FPO wise) are to be submitted along with respective invoice. In total 3 spiral bound hardcopies of MPR and claim/invoice are required. PMU-CA will communicate the formats based on the progress of scheme and monthly project activities/milestones etc., One spiral bound copy to be retained by ABPA and 2 copies to be submitted to PD ATMA. From this the original copy to be submitted to MD, SFAC, Kerala along with invoice copy with the recommendation of PD ATMA of the District for payment of fund to ABPAs.	New FPOs		
			#	Deliverables	Copies to be enclosed
			1	Selection and deployment details of LRPs (1 LRP per FPO)	Biodata + Educational qualification proof, copy and copy of appointment letters
			2	1) Leadership Team (Project Coordinator/ Agribusiness Specialist, Expert Consultants (Agribusiness Advisor, Technical Experts)- 1 Per Zone 2) Post-Harvest Technologist/ Value Chain Specialist, Finance Expert)- Functional support based on project requirements	Biodata and educational qualification proof copy of the staffs deployed
			3	Cluster identification activities (scheme publicity, consultation with PD- ATMA, PAO, NGOs, farmer meets etc.)	Cluster Identification details to be mentioned in MPR
			4	Pre- feasibility study	Pre-feasibility study details including FPOs scoring sheet, field photographs, etc. to be mentioned in MPR along with field photographs
			5	Initiation of lead farmer identification FPO wise, FIG Process initiation (Target 10 FIGs per month), and 5 lead farmers/master farmers which includes. 1. Production specific 2. Marketing specific 3. Credit 4. Value addition/post-harvest handling and export related 5. MIS & Reporting	FIG level minutes and documentation of field activities such as scheme publicity, scheme objectives, benefits and accessing farmers orientation towards the same. Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet (Monthly Progress Summary Sheet) and also the list of lead farmers/master farmers)

Month	Milestones	Submission To	Documents to be Produced		
				(social media) related **Preference to be given to lead farmer/master farmer from the FIG with specialized knowledge on above mentioned activities. ** In case of FPOs with export potential separate lead farmer for export can be selected.	
			6	Initiation of Diagnostic study and Baseline assessment	Enclose the copy of diagnostic and baseline survey format and respective reports in the MPR
			7	Identification of principal value chain crops, product mix, export potential of commodities and value-added products, etc.	Details to be mentioned in MPR
			8	Contract agreement signed between SFAC, Kerala and ABPA	
			9	Promotion of FPOs by creating Facebook page, PR through newspaper and other social media pages	Details to be mentioned in MPR. Copies to be submitted in case of PR through newspaper and page links in case of promotion through Facebook/social media pages
			10	Interface with department officials; SFAC Kerala, PD ATMA, PAO and other stakeholders: minutes of FPO level BODs meeting (target at least one meeting per month)	Details to be mentioned in MPR along with minutes along with photographs
			11	Agreement with FPC and SFAC Kerala	Details to be mentioned in MPR. Agreement copies to be attached
			12	5 new FIG meetings and minutes book key abstract **(10 FIG meetings should	Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet

Month	Milestones	Submission To	Documents to be Produced		
				be targeted ideally)	
			13	Formation of minimum 5 FIGs **(10 FIG meetings should be targeted ideally)	-FIG level minutes and documentation of field activities such as scheme publicity, scheme objectives, benefits and accessing farmers orientation towards the same. -Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet
			14	Preparation of AOA, MOA, byelaws and basic data register of FIGs as required	Details to be mentioned in MPR
			15	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	Details to be mentioned in MPR
<u>Strengthening FPOs</u>					
			#	Particulars	Copies to be enclosed
			1	Visit to FPC by ABPA team and discussion with Board of Directors about their activities, FIG areas etc.,	Details to be mentioned in MPR along with minutes of meeting
			2	Basic data collection sheet for existing FPOs	Detailed to be mentioned in MPR (as per format in annexure no-4)
Month 2			<u>New FPOs</u>		
			#	Particulars	Copies to be enclosed
			1	100-hour intense induction training to appointed LRPs on FPO formation, maintenance and achievement of FPO milestones through online/offline mode within 60 days of appointment of the candidate	Training certificate issued by ABPA to be enclosed in the MPR

Month	Milestones	Submission To	Documents to be Produced		
			2	Account opening of FIGs	Details to be mentioned in MPR
			3	Share amount collection and record maintenance	Fill the required details as per Annexure 1 & 2 Also fill details as per Monthly Progress Summary Sheet (Annexure 5) **Above details to be mentioned in MPR
			4	Identification of key products for primary or secondary processing or value addition for domestic sales and exports	Details to be mentioned in MPR
			5	Field visit meeting with cluster farmers, SHGs, NGOs, co-operatives, VFPC, PSUs and NBFCs and other relevant stakeholders	
			6	Capacity building programs	
			7	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	
			8	Any other activities as entrusted by PMU, SFAC-Kerala	
			<u>Strengthening FPOs</u>		
			#	Particulars	Copies to be enclosed
			1	Monthly meeting with Board of Directors of FPOs and visit to FIG areas	Details to be mentioned in MPR along with minutes of meeting with photos
Month 3			<u>New FPOs</u>		
			#	Particulars	Copies to be enclosed

Month	Milestones	Submission To	Documents to be Produced		
			1	Farmer mobilisation status	Farmer mobilisation status and FIG formation status details to be mentioned in MPR including data as per Monthly Progress Summary Sheet
			2	FIGs Formation Status	
			3	Diagnostic survey status	Details to be mentioned in MPR
			4	Training module preparation by ABPAs	
			5	Value chain analysis and business plan training module	
			6	SWOT analysis of Potential FPOs. Marketing plan, credit requirement plan, value addition plan, reporting plan, etc.	
			7	Registration status of FPOs. FPC registration and FPC name board in the prescribed format given by SFAC Kerala	
			8	Resolution on FPC level functional committee 1. Farmers Mobilisation Committee 2. Committee on Sales & Promotion 3. Purchase/Procurement Committee 4. Audit & Finance committee 5. Marketing Committee	
			9	Value chain analysis status report	
			10	Report on FPO statutory compliances	
			11	Minutes of meeting or action points derived from the meeting of APEDA, VFPC, etc.	

Month	Milestones	Submission To	Documents to be Produced		
				FPO Board, PMU and ABPA	
			12	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	
			13	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy
			14	Any other activities as entrusted by PMU, SFAC-Kerala	Details to be mentioned in MPR
Month 4			<u>Strengthening FPOs</u>		
			#	Particulars	Copies to be enclosed
			1	Monthly meeting with Board of Directors of FPOs and visit to FIG areas	Details to be mentioned in MPR along with minutes of meeting
Month 5			<u>New FPOs</u>		
			<u>Strengthening FPOs</u>		
			#	Particulars	Copies to be enclosed
Month 5			1	Evaluation Performance Measurement Grading Tool-1 & FPO Assessment Tool as per Operation Guidelines and submission of report	Details to be mentioned in MPR along with Grading sheet of FPO
			<u>New FPOs</u>		
			#	Particulars	Copies to be enclosed
Month 5			1	CEO Appointment Status	Copy of appointment letter, copy of employment agreement signed by the parties

Month	Milestones	Submission To	Documents to be Produced		
			2	Status of FIG, FPO, field meeting held and other detailed report including FPC registration status	Details to be mentioned in MPR including data as per Monthly Progress Summary Sheet
			3	Target share amount of a minimum 5 lakh per FPC	Details to be mentioned in MPR
			4	Completion of preliminary activities related to Agri input centre such as estimation of agri input requirements, licenses, networking with suppliers, etc.	
			5	Equity Support Installment (1&2)	
			6	Training of lead farmers by ABPA with the help of PMU-CA	
			7	Initiating preparation of FIG wise production plan Credit plan Marketing plan Export plan PHH- processing/value addition MIS & Reporting plan	
			8	FPC Office identification	
			9	Minor equipments purchase for FPC office	
			10	CEO salary reimbursement for the month	
			11	Identification of collection centres @ 10 collection centres per FPO	
			12	FPC office rent and electricity charges reimbursement	
			13	Total Number of FIGs formed and federated to FPC	
			14	FPC- Business plan model preparation including marketing plan, financial plan for domestic sales or exports, etc.	
			15	Basic data register updation at FPC level	

Month	Milestones	Submission To	Documents to be Produced					
			16	Twinning with Agriculture Infrastructure Fund, credit institutions, trading/ processing/marketing related support institutions	Details to be mentioned in MPR			
			17	FPC product branding standard template- product brochure and subsequent promotion through social media				
			18	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions				
			19	Any other activities as entrusted by PMU, SFAC-Kerala				
			20	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy			
			Strengthening FPOs					
			#	Particulars	Copies to be enclosed			
			1	Study of FPO & Business plan assessment of existing infrastructure	Details to be mentioned in MPR			
			Month 6			New FPOs		
						#	Particulars	Copies to be enclosed
1	Business idea discussion with BODs, CEOs, master farmers/ lead farmers and preparation of minutes of meeting	Details to be mentioned in MPR						
2	Feasibility checks of the FPC related business idea							
3	Finalization of FPC related business idea							
4	FPC- Business plan preparation- incubation, marketing and support							
5	Consolidation of FIG wise production/marketing plans							
6	Interface with department officials							
7	Technical services on crop cultivation provided to FPC members through							

Month	Milestones	Submission To	Documents to be Produced		
				AOs/KVKs/KAU/National Institutions	Details to be mentioned in MPR
			8	Initiating Agro service centre and facilitating subsidy support through SMAM/Dept. schemes. Facilitating rental of tractors, tillers, drones etc. with the help of start ups	
			9	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents etc.	
			10	Interface with Government Agencies such as Coconut Development Board, research Institutions, etc.,	
			11	Agriculture Infrastructure Fund- AIF application	
			12	Conducting buyer seller meet	
			13	Interface with exporters and technology providers	
			14	Financial assistance plan through credit institutions	
			15	GoI scheme funds	
			16	Business turnover of the FPCs	
			17	Quarterly Performance Evaluation of FPOs By ABPA & PD ATMA	
			18	Any other activities as entrusted by PMU, SFAC-Kerala	
			19	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy

Strengthening FPOs

#	Particulars	Copies to be enclosed
1	Study of FPO and Business Plan Preparation.	Details to be mentioned in MPR

Month	Milestones	Submission To	Documents to be Produced			
				Optimum operation of existing infrastructure, cost reduction and enhancing profitability		
Month 7			New FPOs			
			#	Particulars	Copies to be enclosed	
			1	Prepare short term business plan of FPC (1.5 Years)	Details to be mentioned in MPR	
			2	Analyse the legal business requirements based on the short-term business plan and facilitate application for FSSAI, GST, Agro-input shop license, Udyog Aadhar and other mandatory registrations, as required		
			3	Initiate development of MIS and process tracking system for FPCs		
			4	Procurement, primary processing & marketing through collection centres		
			5	Starting Agro service centre. Availing subsidy from SMAM or department schemes		
			6	Initiate call centre activities. Linkage with Karshika Vivara Sanketham for tech transfer through MIS/reporting farmer		
			7	FPC database management		
			8	Interface with department officials and identification of successful case studies and submission of those list to PMU for approval		
			9	Facilitating visit of head/master farmers to training centres/incubators		
			10	Initiate branding related activities such as brand logo, USP, market positioning study		
			11	Exploring contract-based market and minimum price assurance activities		
			12	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents		

Month	Milestones	Submission To	Documents to be Produced		
				etc.,	Details to be mentioned in MPR
			13	Any other activities as entrusted by PMU, SFAC-Kerala	
			14	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	
			15	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy
			Strengthening FPOs		
			#	Particulars	Copies to be enclosed
			1	Draft Business plan submission to Board	Details to be mentioned in MPR
			2	Plan for enhancing income of FPO member farmers	
			3	Increasing Shareholders of FPO	
			4	Training to Board of Directors	
			5	Marketing Services	
Month 8			<u>New FPOs</u>		
			#	Particulars	Copies to be enclosed
			1	Prepare Five-Year Business Plan For FPC	Details to be mentioned in MPR
			2	Obtain License For FPC, GST, Input License, FSSAI, PCB, Udyog Aadhar and other mandatory registrations, as required	
			3	MIS & Process Reports	
			4	Call Centre. Linkage with Karshika Vivara Sanketham	

Month	Milestones	Submission To	Documents to be Produced		
			5	Database Management. Data entry in FPO portal	Details to be mentioned in MPR
			6	Procurement, primary processing & marketing through collection centres	
			7	Exploring contract-based market and minimum price assurance activities	
			8	Interface with department officials	
			9	Development of FPO case studies and success stories	
			10	Submission of Annual Progress Report (APR): including all the key activities, achievements and case studies from the period august 2021 to March 2022	
			11	Initiating credit/financial services to member farmers (FIG wise) including loan/ insurance support for crops, life insurance support for personal accidents etc.,	
			12	Development of full services as per FPO services (based on location) mentioned in point No.12 of the Operational Guideline	
			13	Technical services on crop cultivation provided to FPC members through AOs/KVKs/KAU/National Institutions	
			14	Any other activities as entrusted by PMU, SFAC-Kerala	
			15	Ensure monthly presentation on income and expense statement by FPC internal committee	Minutes to be included in MPR along with bank passbook copy

Month	Milestones	Submission To	Documents to be Produced																		
			<u>Strengthening FPOs</u> <table><tr><th>#</th><th>Particulars</th><th>Copies to be enclosed</th></tr><tr><td>1</td><td>FPC specific training and Capacity building programs – exposure visits, training on bookkeeping, accounting etc. Training to Board of Directors.</td><td>Details to be mentioned in MPR along with copy of Licenses, software, apps and registers</td></tr><tr><td>2</td><td>Licensing – GST, FSSAI, Pollution Control Board, Panchayath/LSGD/KSIDC/Udhyog aadhar and other mandatory registrations/ Licenses</td><td>Details to be mentioned in MPR along with copy of Licenses and certificates</td></tr><tr><td>3</td><td>Linking with State and Central funds. Project based funding by facilitating support from other agencies and public private partnerships</td><td>Details to be mentioned in MPR</td></tr><tr><td>4</td><td>Incubation, Marketing support and forward linkages Linking with e- NAM, e – buyers portal, e-vipani, Online marketing chains etc.</td><td>Details to be mentioned in MPR</td></tr><tr><td>5</td><td>Identification of export opportunities</td><td>Details to be mentioned in MPR. List of potential and collaborated exporters/agencies.</td></tr></table>	#	Particulars	Copies to be enclosed	1	FPC specific training and Capacity building programs – exposure visits, training on bookkeeping, accounting etc. Training to Board of Directors.	Details to be mentioned in MPR along with copy of Licenses, software, apps and registers	2	Licensing – GST, FSSAI, Pollution Control Board, Panchayath/LSGD/KSIDC/Udhyog aadhar and other mandatory registrations/ Licenses	Details to be mentioned in MPR along with copy of Licenses and certificates	3	Linking with State and Central funds. Project based funding by facilitating support from other agencies and public private partnerships	Details to be mentioned in MPR	4	Incubation, Marketing support and forward linkages Linking with e- NAM, e – buyers portal, e-vipani, Online marketing chains etc.	Details to be mentioned in MPR	5	Identification of export opportunities	Details to be mentioned in MPR. List of potential and collaborated exporters/agencies.
#	Particulars	Copies to be enclosed																			
1	FPC specific training and Capacity building programs – exposure visits, training on bookkeeping, accounting etc. Training to Board of Directors.	Details to be mentioned in MPR along with copy of Licenses, software, apps and registers																			
2	Licensing – GST, FSSAI, Pollution Control Board, Panchayath/LSGD/KSIDC/Udhyog aadhar and other mandatory registrations/ Licenses	Details to be mentioned in MPR along with copy of Licenses and certificates																			
3	Linking with State and Central funds. Project based funding by facilitating support from other agencies and public private partnerships	Details to be mentioned in MPR																			
4	Incubation, Marketing support and forward linkages Linking with e- NAM, e – buyers portal, e-vipani, Online marketing chains etc.	Details to be mentioned in MPR																			
5	Identification of export opportunities	Details to be mentioned in MPR. List of potential and collaborated exporters/agencies.																			

Annexure 4: Basic Data Collection Sheet for Existing FPOs

#	District	Name of the FPO	CIN/Reg. No	Name of the key contact	Designation and Mobile no of key contact	FPC Email Id	Total number of existing FIGs	Total number of villages covered	Value Chain Crop details	Marketable Surpluses (Based on value chain crop)	Total number of shareholders	Share capital collected (INR)	Name of the Bank & Branch	Share Capital Collected and Remitted to Bank (INR)	Presence of any primary processing centres nearby (Name & distance in KM from FPC/FPO)-Details	Presence of any secondary processing centres nearby (Name & distance in KM from FPC/FPO)-Details	Interventions till date	Details of credits/loans availed	Details on convergence with State & Central Govt. Schemes	On an average how many BOD meetings are done on a monthly basis	Remarks on FPC/FPO statutory compliances	Wayforward plan details (Based on discussion with FPC/FPO BODs)
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						

Annexure 5: Monthly Progress Summary Sheet

Monthly progress report - FPO activities				
A. Physical				
Month:			District:	
Name of FPO/FPC			Reg. No/CIN No	
No. of Board member:				
Sl. No	Physical achievement	Previous month	Current month	Total
1	No. of FIG formed			
2	No. of farmers enrolled			
3	No. of share holders			
4	No. of FIG meeting conducted			
5	No. of board meeting conducted			
6	No. of General Body Meeting conducted			
7	No. of review meetings done by PD ATMA at district level			
8	Any other activities			
9	Remarks regarding CEO selection			
	A. Whether advertisement given			
	B. If so in how many new papers			
	C. No. of application received for CEO post			
	D. Whether CEO selection completed. If so on which date			
10	Whether name board of FPO fixed or not- Yes/ No			
Project Director ATMA				
B. Financial				
Sl. No	Financial achievement (rupees)	Previous month	Current month	Total
1	Registration cost			
2	Building rent			
3	Electricity charges			
4	Telephone charges			

5	Other miscellaneous expenses			
6	No. of shares collected			
7	Amount of share			
8	FPO equity support			
9	CEO salary			
10	Minor equipment and office furniture			
11	Infrastructure for office			
12	Any other activities			
Project Director ATMA				



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



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

<https://twitter.com/keralafpos>