



COFFEE BOARD : BANGALORE

No: EXT/BAN/HQ/2008-09/88

Dated: 12.06.2008

CIRCULAR

Sub: Modalities for Implementation of Replantation and other Components of Development Support Scheme for Coffee during XI Plan period – Reg.

Ref: Letter No.4/4/2007-Plant(B) Dated 24th March 2008 received from Under Secretary to the Govt. of India, Ministry of Commerce & Industry, Department of Commerce, New Delhi.

The Govt. of India has conveyed the approval for implementation of the 'Development Support Scheme for Coffee' by the Coffee Board during the XI Five Year Plan (2007-2012) period vide letter cited under reference. Accordingly, the detailed modalities for implementation of the components viz., (1) Replantation and (2) Water Augmentation, Quality Up-gradation and Pollution Abatement Measures has been prepared and enclosed for necessary action.

The approval of the Government of India for implementation of the scheme has been received towards the end of first year of XI Plan period (2007-08), it is envisaged to extend the benefits under the scheme to the eligible growers wherein the activities like Replantation, development of infrastructure under Water Augmentation, Quality Up-gradation & Pollution Abatement have been initiated during the year 2007-08 and completed so far.

A. Procedure for Dealing the Applications/Claims pertaining to 2007-08

In this connection, **submission of applications and obtaining feasibility report from the concerned JLO/SLO of the Board prior to taking up the respective activity by the growers has been relaxed as a special case in respect of the activities undertaken during 2007-08 and completed so far.** However, the following procedure may be adopted in dealing with such cases of 2007-08 only.

- a) The concerned JLOs/SLOs may **receive the applications as well as the claims along with the prescribed documents** and visit all such estates and satisfy themselves through verification of documents, physical/visual/factual assessment etc., so as to confirm that the activity has been taken up during 2007-08.

- b) If all the other criteria stipulated under the scheme are fulfilled excepting the pre-requisite of obtaining the feasibility report from the Board and **satisfied that the case is genuine, such cases may be recommended for grant of eligible subsidy to the concerned DDE by furnishing both the feasibility report and physical verification report as per the proforma.** If the claim is found to be ineligible, such claims may be recommended for rejection to the DDE concerned by furnishing the inspection report and specifying the reasons as per the investigation report proforma.
- c) However, if it is observed by the JLO/SLO that **the activity is not yet completed at the time of visit, he may inform the concerned applicant to complete the work within a reasonable time** to become eligible for grant of subsidy by recording the status of activity.

B. General Guidelines for Receipt & processing of Applications/Claims

1. Proper records about the receipt of applications and claims under different components/activities and processing of the same needs to be maintained at different levels and produced for inspection by the Higher Authorities.
2. The JLOs/SLOs shall register the application/claims as and when received along with the relevant documents. If the applications/claims received from the growers are not accompanied by the relevant documents, such grower needs to be informed to submit necessary records by giving sufficient time before taking up inspection and further processing.
3. Inspection and processing of the applications/claims by JLOs/SLOs for feasibility report or physical verification should be taken up on seniority and any variation should have justifiable reasons.
4. The JLOs/SLOs shall normally follow the timelines for receipt, investigation and processing of applications/ claims pertaining to different components/activities as indicated in the modalities.
5. Considering the number of cases that each JLO/SLO has to investigate and process, the Assistant Extension Officer/Extension Inspector attached to the respective offices may be permitted to undertake the work of feasibility inspection/ physical verification individually in respect of the holding size upto 10 Ha. In such cases, the Inspecting Official will submit the report in the prescribed proforma signed by him after inspection and the concerned JLO/SLO after scrutiny countersign the same before issue/forwarding the report.
6. Test checks of 10% cases inspected by the AEOs/EIs needs to be done by the respective JLOs/SLOs subsequently and the report in this regard to be sent to the respective DDE.

7. The Regional DDEs shall take up test checking of 5% claims pertaining to different zones under their jurisdiction and send the test check reports every month to the Joint Director(Extn) concerned for information and records. It is advisable to take up test inspection of few claims before sanction instead of carrying out test inspections only after the sanction.
8. The JDEs shall also take up test checking of 2% claims pertaining to different regions under their jurisdiction and send the test check reports every month to Head Office for information and records.
9. All the Extension Officers and Officials should clearly furnish the details of their visit and purpose in their diary whenever they visit the estates for feasibility report, physical verification and test checking etc., for verification by the competent authorities. The date of visit and the details should tally with the respective reports submitted by them subsequently.

C. Publicity :

In order to create greater awareness among the planting community, the JDEs and DDEs may arrange to give wide publicity through Local Press, AIR, Growers Associations, District/Taluk/Village Panchayaths, Banks about the details of the scheme and procedure/ modalities of implementation of the Scheme immediately. The copy of such publicity material and paper clippings may be made available to Head Office for information and records.

Further, it is reiterated that the JLOs/SLOs have to bestow greater care in receiving, investigation and processing the applications/claims and the DDEs to take care in processing and sanctioning the same by maintaining proper records and seniority without giving scope for any sort of complaints that may arise from the growing fraternity during the course of implementation of the scheme.

The processing & release of installments should be completed on or before the financial year end (by March).

Acknowledge the receipt and report compliance.

Encls :- As above

SECRETARY

To,

1. The Joint Director(Extn), Hassan and Kalpetta.
2. The Deputy Director(Extn), Chikmagalur/ Hassan/ Madikeri / Virajpet / Coimbatore / Kalpetta.
3. All SLOs / JLOs of Traditional Area.

Copy to:

- 1) PS to Chairman; 2) PA to DF; 3) The DD(MR) / DD A/cs.
- 4) AO Plan Fund A/cs., HO, Bangalore.

