COFFEE BOARD: BENGALURU

No. EXTN/P&C Cell/2017-18/328

Date: 20.03.2018

CIRCULAR

Sub: Approved Modalities / Guidelines for implementation of the “Integrated Coffee Development Project Scheme” under the Medium Term Framework (MTF) – Reg.

Ref: Letter No.4/2/2017-Plant B dated 15th March 2018 of Under Secretary, Plant-B, MoC&I, Department of Commerce, New Delhi.

The Ministry has conveyed the approval of the Government of India w.r.t. Modalities / Guidelines for implementation of the “Integrated Coffee Development Project Scheme” during the Medium Term Framework (2017-18 to 2019-20) period vide letter cited under reference above.

In this regard, the implementation of the scheme in North Eastern Region during the MTF period will be subject to the conditions stipulated in the Ministry’s letter No.4/2/2017-Plant B dated 15th March 2018 (copy enclosed).

Implementation modalities of the scheme along with the application formats for claiming different subsidies have been posted in the Coffee Board’s website www.indiacoffee.org and the same shall be followed strictly.

This issues with the approval of the competent authority.

Encl: As above

Copy to:
1. The Joint Director (Extn.), Guwahati
2. The Deputy Director (Extn.), Silchar / Jorhat
3. The Deputy Director (Accounts), HO, Bengaluru
4. All the Senior / Junior Liaison Officer of NER
5. The Deputy Secretary, Plan Accounts, HO, Bengaluru
IMPLEMENTATION MODALITIES OF INTEGRATED COFFEE DEVELOPMENT PROJECT DURING THE MEDIUM TERM FRAMEWORK (MTF) PERIOD (2017-18 TO 2019-20)

Component 2: Development Support to stakeholders

Sub Component 2.3: Coffee Development Programme in North Eastern Region

2.3.1. Expansion of Coffee

Objective: To facilitate afforestation in the Jhum lands and help to settle the tribals on permanent footing.

2.3.1.1. Eligibility criteria

i) All tribal growers
ii) The area should be suitable for coffee cultivation as per the opinion of the Coffee Board's officers
iii) The land records shall be in the name of the beneficiary.
iv) The beneficiary should furnish the land records / possession certificate duly certified by the Village Authority / State Government Authority / Competent Authority.
v) The seed material to be procured from the Coffee Board only

2.3.1.2. Unit Cost:
Rs. 1,00,000/- per ha.

2.3.1.3. Scale of Subsidy:
50% of the Unit Cost i.e., Rs. 50,000/- per ha.

2.3.1.4. Release of Subsidy:
In two instalments:

1<sup>st</sup> instalment - 60% of the unit cost
2<sup>nd</sup> instalment - 40% of the unit cost

2.3.1.5. Procedure for Claiming 1<sup>st</sup> instalment of subsidy

i) The grower shall submit the following documents to the concerned Extension Office of the Coffee Board after completion of planting for claiming 1<sup>st</sup> instalment.
   a) Application and Self Declaration duly filled-in and signed by the Applicant/s (in duplicate) in the prescribed format.
   b) Proof of photo identity of the applicant/s such as copy of Driving License or Ration Card or Election Photo Identity Card(EPIC) issued by the Election Commission or Aadhaar Card or Passport or PAN Card, etc.
   c) Proof of Land Ownership
   d) Bank Account details viz., account number, bank name and branch, IFSC code
ii) The concerned SLO/JLO Office shall scrutinize the documents, carry out field inspection, furnish the inspection report and forward the claim along with enclosures with recommendations either for sanction / rejection of the claim with justification for release of 1st instalment.

2.3.1.6. Procedure for Claiming 2nd instalment of subsidy

i) The grower shall submit the prescribed format in duplicate to the concerned Extension Office of the Coffee Board during 2nd year of planting, after filling the vacancies.

ii) The concerned SLO/JLO Office will scrutinize the documents, carry out field inspection, furnish the inspection report and forward the claim along with enclosures with recommendations either for sanction / rejection of the claim with justification for release of 2nd instalment.

2.3.1.7. Procedure for payment of subsidy to the grower

The Joint Director (Extn.) / Deputy Director (Extn.) after confirming about the admissibility of the claim, will release the 1st and 2nd instalment of eligible subsidy amount, as the case may be, to the grower’s bank account through EFT/RTGS/NEFT.

2.3.1.8 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.

- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.

- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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2.3.2. Consolidation of Coffee:

Objective: To increase the productivity of the existing coffee holdings by gap filling/rejuvenation followed with improved cultivation methods like application of compost, bush management, shade management, pest & disease control etc.

2.3.2.1. Eligibility:

i) All tribal growers
ii) The area benefited by consolidation subsidy during XII Plan period is not eligible for subsidy during MTF period.
iii) The land records shall be in the name of the beneficiary.
iv) The beneficiary should furnish the land records/possession certificate duly certified by the Village Authority/State Government Authority/Competent Authority.
v) The seed material for gap filling/consolidation to be procured from the Coffee Board only.

2.3.2.2. Unit Cost:

Rs.60,000/- per ha.

2.3.2.3. Scale of Subsidy:

50% of the Unit Cost i.e., Rs.30,000/- per ha.

2.3.2.4. Release of Subsidy:

In two instalments:
1st instalment - 60% of the unit cost
2nd instalment - 40% of the unit cost

2.3.2.5. Procedure for Claiming 1st instalment of subsidy

i) The grower shall submit the following documents to the concerned Extension Office of the Coffee Board after completion of vacancy filling for claiming 1st instalment.
   a) Application and Self Declaration duly filled-in and signed by the Applicant/s (in duplicate) in the prescribed format.
   b) Proof of photo identity of the applicant/s such as copy of Driving License or Ration Card or Election Photo Identity Card (EPIC) issued by the Election Commission or Aadhaar Card or Passport or PAN Card, etc.
   c) Proof of Land Ownership
   d) Bank Account details viz., account number, bank name and branch, IFSC code
ii) The concerned SLO/JLO Office shall scrutinize the documents, carry out field inspection, furnish the inspection report and forward the claim along with enclosures with recommendations either for sanction/rejection of the claim with justification for release of 1st instalment.

2.3.2.6. Procedure for Claiming 2nd instalment of subsidy

i) The grower shall submit the application in the prescribed format to the concerned Extension Office of the Coffee Board during 2nd year of vacancy filling.
ii) The concerned SLO/JLO Office will scrutinize the documents, carry out field inspection, furnish the inspection report and forward the claim along with enclosures with recommendations either for sanction/rejection of the claim with justification for release of 2nd instalment.
2.3.2.7. Procedure for payment of subsidy to the grower

The Joint Director (Extn.) / Deputy Director (Extn.) after confirming about the admissibility of the claim, will release the 1st and 2nd installment of eligible subsidy amount, as the case may be, to the grower's bank account through EFT/RTGS/NEFT.

2.3.2.8 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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2.3.3. Support for Group Nurseries:

Objective: To provide the growers with good quality coffee seedlings to ensure proper establishment of plantation

2.3.3.1. Eligibility
i) SHGs/ collectives of tribal growers
ii) The seed material for raising coffee nursery shall be procured from the Coffee Board only.

2.3.3.2. Scale of support
Rs.5/- per seedling

2.3.3.3. Procedure for implementation
i) The Extension Officers of the Coffee Board will motivate a group of tribal growers in each of the localities / villages to raise coffee nursery on community basis to cater to the requirement of seedlings for annual expansion and consolidation programmes.

ii) The groups shall decide on the location of the nursery and the number of seedlings to be raised with the concurrence of the Extension Officer of the Coffee Board depending on the availability of water and other essential resources required for raising good nursery.

iii) The group shall take the responsibility of motivating their group members for raising nursery and distributing the seedlings among the members.

iv) The concerned Extension Officer shall estimate the cost involved in raising the group nurseries by ensuring that the cost of raising each healthy coffee seedling shall in no way exceed Rs.5/- which is inclusive of input cost and labour cost.

v) The concerned Extension Officer shall submit the proposal containing the details of the number of seedlings to be raised, the expenditure involved etc., to the Deputy Director (E) who in turn shall consolidate the requirement for his region and submit to the Joint Director (E), Guwahati along with recommendations.

vi) The Joint Director (E) shall consolidate the overall requirement for the NER and submit the proposal to the Director of Research along with recommendations.

vii) The Director of Research shall scrutinize the proposal and submit to Head Office, Bengaluru along with recommendations for sanction.

viii) After sanction, the concerned Joint Director (Extn.) / Deputy Director (E) shall release the amount in a phased manner at different stages of raising of nurseries.

2.3.3.4 Amendment to the Scheme:
- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by willfully furnishing wrong/incorrect information, misrepresentation and suppression of information.
2.3.4. Quality upgradation / Certification

Objective: To facilitate improvement of quality of coffee produced by the growers by encouraging them to put up infrastructure for quality improvement and also facilitate them to obtain certification of their coffees, so as to enable them to earn better returns.

Quality Upgradation has three major activities viz., supply of pulpers, construction of cement drying yards and eco-certification of coffee holdings.

2.3.4.1. Supply of Baby Pulpers

2.3.4.1.1. Eligibility
  i) All tribal growers
  ii) A grower is eligible for only one unit
  iii) Those who have availed the benefits during XII plan are not eligible
  iv) The land records shall be in the name of the beneficiary.
  v) The beneficiary should furnish the land records / possession certificate duly certified by the Village Authority / State Government Authority / Competent Authority.

2.3.4.1.2. Unit Cost:
  Actual cost of the unit or Rs.16,000/- per unit whichever is less.

2.3.4.1.3. Scale of Subsidy
  75% of the Unit Cost

2.3.4.1.4. Procedure for implementation
  i) The Extension Officer shall identify the beneficiary / applicant and obtain the application for procurement & supply of baby pulper in the prescribed format (in duplicate) along with the land records and 25% of the unit cost of the baby pulper.
  ii) In case of procurement and supply of baby pulpers by the State Government / Other Agencies, the Extension Officer shall obtain the details of beneficiaries along with 25% of the unit cost of the pulper.
  iii) The Extension Officer shall furnish the list of identified beneficiaries to the concerned Deputy Director (Extn.), who in turn shall consolidate the requirement of his region and forward to the Joint Director (Extn.), Guwahati.
  iv) The Joint Director (Extension), Guwahati shall complete the tendering process by observing all official formalities.
  v) The Joint Director (Extension), Guwahati shall obtain financial sanction from the Competent Authority and place the order with the accepted manufacturer for supply of required number of pulpers with a condition that the manufacturer should supply the pulpers to the growers by October.
  vi) The Extension Officers shall carry out inspection of the machinery at the growers' field and submit the physical verification report to the concerned Deputy Director (Extn.) / Joint Director (Extn.), Guwahati for effecting payment to the suppliers.

2.2.2.8 Amendment to the Scheme:
  • The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
  • The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
  • Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.
2.3.4.2. Drying yards

2.3.4.2.1. Eligibility
i) All tribal growers
ii) Those who have availed the benefits during XII plan are not eligible
iii) The land records shall be in the name of the beneficiary.
iv) The beneficiary should furnish the land records / possession certificate duly certified by the Village Authority / State Government Authority / Competent Authority.

2.3.4.2.2. Unit Cost and scale of subsidy:

<table>
<thead>
<tr>
<th>Size of the holding</th>
<th>Dimension of the unit</th>
<th>Unit cost</th>
<th>Rate of Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 Ha.</td>
<td>10' x 10' or (100 Sq. Ft)</td>
<td>Rs.15,000/-</td>
<td>75% of unit cost</td>
</tr>
<tr>
<td>2 Ha and above</td>
<td>20' x 20' or (400 Sq. Ft)</td>
<td>Rs.45,000/-</td>
<td>75% of unit cost</td>
</tr>
</tbody>
</table>

2.3.4.2.4. Procedure for implementation
i) The beneficiary / applicant shall submit the following documents for availing subsidy towards construction of drying yard after taking up the activity.
   a) Application in the prescribed format (in duplicate).
   b) Copy of the photo identity cards like Aadhaar card or Ration card or Passport or Election Photo Identity Card (EPIC) or Driving license etc.
   c) Work completion report and expenditure statement by the applicant
   d) Copy of the Bank Pass Book having the details of account number, name of the Bank, branch, IFSC code, etc.
ii) The Extension Officer shall scrutinize the documents and carry out field inspection and forward the application along with the physical verification report recommending for either release of eligible subsidy (50%) or for rejection as the case may be, to the concerned Joint Director (Extn.) / Deputy Director (Extn).
iii) The Joint Director (Extn.) / Dy. Director (Extension) after scrutinizing and satisfying about the admissibility of the claim shall release the applicable subsidy to the concerned beneficiary by way of electronic fund transfer (EFT).

2.3.4.2.5 Amendment to the Scheme:
- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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2.3.4.3. Support for Eco-Certification / Organic Certification:

Objective: To encourage coffee growers to improve quality for higher returns and improve access to high value specialty markets through production of eco-certified coffees.

An allied objective of this scheme is to encourage small growers to form groups/collectives for taking up eco-certification that will facilitate creation of common facilities in future.

2.4.3.1. Eligibility

i) SHGs/collectives of tribal growers who obtain certification of their plantations for various sustainability and quality standards.

ii) Support is available for certification of estates as per Organic, Fair Trade, Rainforest Alliance, UTZ Certified, Bird friendly / Shade grown coffee standards or any other certification programmes equivalent to the above programs.

iii) Those claiming support for Eco / organic certification, should have been certified as per the National Programme for Organic Production (NPOP) standards, even if they are certified as per various international standards like EU Regulation, NOP (National Organic Programme of USA), JAS (Japanese Agriculture Standards) etc.

iv) The Certificate should be obtained only from the Certification Agencies accredited by the respective Certification Programmes during the MTF period.

2.4.3.2. Scale of subsidy

(a) For organic certification

75% of the certification cost spread over a period of 3 years or the Conversion period whichever is less during the MTF period.

(b) For other eco-certifications

75% of the certification cost for one year during the MTF period.

2.4.3.3. Procedure for claiming subsidy

i) This incentive is provided only as backend support for those who obtain certification of their estates. However, in the case of organic certification, the costs incurred towards certification during in-conversion period are also eligible for support.

ii) After obtaining certification by the accredited certification body/agency, the SHG/growers' group of tribal growers shall submit the following documents to the concerned office of the JLO / SLO of the Coffee Board.

a) Application in the prescribed format (in duplicate).

b) Certificate of incorporation/registration, memorandum of article of association/society as Grower Collective/SHG/ Cooperative issued by the authority concerned and Complete list / details of members of the organization.

c) Copy of the certificate issued by the Accredited Certification Agency

d) Original invoice towards the cost of certification

e) Copy of the Bank Pass Book containing the details of account number, name of the Bank, branch, IFSC code, etc.

iii) The concerned JLO / SLO will scrutinize the documents, carry out field inspection for verification of books and records.

iv) The JLO / SLO shall forward the claim along with Physical Verification Report and other relevant records to the concerned Deputy Director (Extn) / Joint Director (Extn).

v) The Deputy Director (Extn.) / Joint Director (Extn.) after scrutinizing the claim and records and on confirmation about the admissibility of the claim in all respects will release subsidy amount to the beneficiary.
2.4.3.4 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.

- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.

- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.
2.3.5. Water Augmentation

Objective: To improve the productivity and quality of coffee by facilitating the creation of infrastructure for water augmentation for irrigation and wet processing of coffee.

2.3.5.1. Eligibility

i) All tribal growers who have not availed subsidy for Water Augmentation during XII plan period

ii) The land records shall be in the name of the beneficiary.

iii) The beneficiary should furnish the land records / possession certificate duly certified by the Village Authority / State Government Authority / Competent Authority.

2.3.5.2. Activities Eligible for Subsidy

i. Water storage tank / open well and irrigation equipment (sprinkler / drip) to improve production, productivity & quality.

ii. The amount of eligible subsidy for water harvesting structures and sprinkler units is 75% of the unit cost subject to a maximum ceiling limit under the water augmentation scheme for all the activities put together shall be restricted to Rs.1.25 lakh.

iii. The construction of water storage tank could be either below or above the ground level.

iv. In case of water storage tank below the ground level, the eligible subsidy shall be based on the dimension and unit cost applicable to the size of holding whichever is lower.

v. In case of water storage tank above the ground level, the eligible subsidy shall be based on either the actual cost of the water tank or the unit cost applicable to the below the ground water tank whichever is lower.

vi. The water augmentation structures shall have to be on the estate / within the vicinity of the estate.

vii. The growers may avail the subsidy for water harvesting structure and for irrigation equipment together at one time or at different times.

2.3.5.3. Unit Cost and scale of subsidy for water harvesting structures

<table>
<thead>
<tr>
<th>Size of Holding (Ha.)</th>
<th>Dimension of Water harvesting structure (LxBxH)</th>
<th>Total Unit Cost (Rs.)</th>
<th>Subsidy Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 2 Ha.</td>
<td>30' x 30' x 10' (9000 Cft.)</td>
<td>43,000.00</td>
<td>75% of the unit cost</td>
</tr>
<tr>
<td>2 Ha to 4 Ha &amp; above</td>
<td>43' x 43' x 10' (18490 Cft.)</td>
<td>89,000.00</td>
<td>75% of the unit cost</td>
</tr>
</tbody>
</table>

Note: The dimension and unit cost indicated for construction of water harvesting structure are only for the purpose of extending subsidy under the scheme. The growers are at liberty to execute the water harvesting structures of any dimension. The unit cost has to be arrived based on the actual dimension of the water harvesting structure taking the unit rate of water harvesting structure.
2.3.5.4. Unit Cost and scale of subsidy for sprinkler / drip unit

<table>
<thead>
<tr>
<th>Size of Holding (Ha.)</th>
<th>Total Unit Cost (Rs.)</th>
<th>Subsidy Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1.00 Ha.</td>
<td>60,000</td>
<td>75% of the unit cost</td>
</tr>
<tr>
<td>1.00 to 2.00 Ha. &amp; above</td>
<td>1,20,000</td>
<td>75% of the unit cost</td>
</tr>
</tbody>
</table>

Note: The growers are at liberty to purchase sprinkler unit as per their requirement. However, the quantum of subsidy shall be applicable based on the unit cost for each category of holding indicated in the above table or based on the actual cost whichever less.

2.3.5.5. List of documents required

a) Application in the prescribed format (in duplicate).
b) Invoice / Bill (original) with TIN No. in case of Sprinkler Equipment.

2.3.5.6. Procedure for claiming subsidy

i) The beneficiary / applicant shall submit the following documents for claiming subsidy in the prescribed format after taking up the activity.
   a) Application in the prescribed format (in duplicate).
   b) Invoice / Bill (original) with TIN No. in case of Sprinkler / drip Equipment.
   c) Work completion report and expenditure statement signed by the applicant

ii) The Extension Officer shall scrutinize the documents and carryout field inspection and forward the application along with the physical verification report and all relevant documents recommending for either release of eligible subsidy or for rejection as the case may be, to the concerned Joint Director (Extn.) / Deputy Director (Extn).

iii) The Joint Director (Extn.) / Dy. Director (Extension) after scrutinizing and satisfying about the admissibility of the claim shall release the applicable subsidy to the concerned beneficiary by way of electronic fund transfer (EFT).

2.2.2.8 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.
2.3.6 Market Support

i) Collection & storing of Coffee:
   a) The Extension Officer will collect coffee in the form of either parchment or cherry from the growers and store at the collection centres / temporary godown which are hired for a temporary period.
   b) A sum of Rs.2/kg of parchment or cherry coffee would be accounted as transport subsidy for transport of coffee by the growers from the farm gate to the collection centres.

ii) Transportation to curing units:
   a) The Extension Officer will transport coffee from the collection centre / temporary godowns to the coffee processing units at Guwahati / Kolasib for further curing by inviting quotations / tendering process after observing all official formalities.
   b) In case the growers themselves transport coffee directly to the curing units, they will be paid a sum of Rs.2/kg of parchment or cherry coffee as transport subsidy from a distance of 100kms and Rs.3/kg for a distance of more than 100kms.
   c) Initial payment would be made to the growers at appropriate rates by the Coffee Board

iii) Curing: Coffee will be cured at the designated processing units.

iv) Transportation to warehouse:
    The cured coffee will be transported to the identified warehouse and stored till its disposal.

v) Disposal of the Produce:
   a) The cured coffee received from NE Region will be sold through ICTA Auction or other approved transparent means.
   b) Final payment will be made to the growers after deducting the initial payment

vi) Expenditure and subsidy:
   a) A sum of Rs.20/- per kg of parchment or cherry coffee is the maximum unit cost estimated to be involved under the Market Support Scheme. Of which, the Coffee Board, extends 75% i.e., a sum of Rs.15/- per kg of parchment or cherry coffee collected, cured, transported and disposed through ICTA or other approved transparent means.
   b) The remaining cost incurred by the Coffee Board over and above the 75% of the unit cost shall be deducted from the final payment to be paid to the growers.

2.2.2.8 Amendment to the Scheme:
   • The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
   • The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
   • Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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To:  
The Senior / Junior Liaison Officer  
Coffee Board........................

1. Name and address of the applicant with phone number (In Block letters)  

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Aadhaar Card No.

2. Father's / Husband's Name

3. Location / village & approach to new clearing

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4. Existing area under coffee if any:  
   Planted area (in Ha)  
   Bearing area (in Ha)

<table>
<thead>
<tr>
<th>Arabica</th>
<th>Robusta</th>
<th>Total</th>
<th>Arabica</th>
<th>Robusta</th>
<th>Total</th>
</tr>
</thead>
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5. Area proposed for fresh planting  
   Arabica (in Ha)  
   Robusta (in Ha)  
   Total (in Ha)

<table>
<thead>
<tr>
<th>Year of planting</th>
<th>Spacing (ln ft.)</th>
<th>Variety</th>
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6. Boundaries of the new clearing  
   North  
   South  
   East  
   West

<table>
<thead>
<tr>
<th>North</th>
<th>South</th>
<th>East</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

7. How the land was acquired  
   Ancestral  
   Self acquired  
   Govt. Grant  
   Village

<table>
<thead>
<tr>
<th>Ancestral</th>
<th>Self acquired</th>
<th>Govt. Grant</th>
<th>Village</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Records enclosed

8. Particulars of financial assistance already availed from Coffee Board  
   Year  
   Amount (Rs.)  
   Purpose

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount (Rs.)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

9. Bank Account details  
   Bank Name & Br.  
   IFSC Code  
   A/c No.

<table>
<thead>
<tr>
<th>Bank Name &amp; Br.</th>
<th>IFSC Code</th>
<th>A/c No.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

10. Documents to be enclosed  
    Recent Passport photo  
    Land document  
    Sketch map  
    Pass Book (Photocopy)  
    2 Nos.

<table>
<thead>
<tr>
<th>Recent Passport photo</th>
<th>Land document</th>
<th>Sketch map</th>
<th>Pass Book (Photocopy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Place:  
Date:  

Signature of the Applicant
DECLARATION

I...................................................son /wife /daughter of
..............................................aged........year, resident of ........................................
do hereby solemnly declare that:

1. The area now applied for expansion subsidy was planted to coffee during......... year and not earlier.

2. I further declare that I shall take up fresh planting in the proposed area and maintain it satisfactorily even after the release of 1st installment to the satisfaction of the Board, failing which the Board has the absolute right to stop further release of subsidy.

3. The particulars furnished above are correct and true to the best of my knowledge

Place:
Date:

Signature of the Applicant

LAND POSSESSION CUM NO OBJECTION CERTIFICATE

This is to certify that Sri / Smt. ................................Son / Daughter / Wife of ..................................is in possession of...........Ha. of land in my jurisdiction and I have no objection for cultivation of coffee in the said land.

Boundaries of the land:

North :
South :
East :
West :

Signature with seal of
Village Headman / Chief

The boundaries mentioned above are in agreement with the sketch and verification done during the visit to the estate.

Signature of Investigating Officer
(Name & Designation)

Counter signature of Liaison Officer
APPLICATION FOR FIRST INSTALMENT OF CONSOLIDATION SUBSIDY UNDER CDP OF NORTH EAST REGION UNDER ICDP DURING MTF PERIOD (YEAR.........................)

To: The Senior / Junior Liaison Officer
Coffee Board......................

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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and address of the applicant with phone number (In Block letters)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aadhaar Card No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Father’s / Husband’s Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Location / village &amp; approach to new clearing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Existing area under coffee if any Planted area (in Ha) Bearing area (in Ha)</td>
<td>Arabica</td>
<td>Robusta</td>
<td>Total</td>
<td>Arabica</td>
</tr>
<tr>
<td>5.</td>
<td>Area proposed for consolidation</td>
<td>Arabica (in Ha)</td>
<td>Robusta (in Ha)</td>
<td>Total (in Ha)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year of planting</td>
<td>Spacing (In ft.)</td>
<td>Variety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Particulars of existing plantation</td>
<td>Year of Planting</td>
<td>Age of plants</td>
<td>Avg. Prod</td>
<td>Plant material &amp; spacing</td>
</tr>
<tr>
<td>7.</td>
<td>Boundaries of the new clearing</td>
<td>North</td>
<td>South</td>
<td>East</td>
<td>West</td>
</tr>
<tr>
<td>8.</td>
<td>Particulars of financial assistance already availed from Coffee Board</td>
<td>Year</td>
<td>Amount (Rs.)</td>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Documents to be enclosed</td>
<td>Recent Passport photo</td>
<td>Land document</td>
<td>Sketch map</td>
<td>Pass Book (Photocopy)</td>
</tr>
</tbody>
</table>

Place:
Date:
Signature of the Applicant
DECLARATION

I.........................son /wife /daughter of .........................
aged...........years, resident of .................................. do hereby solemnly declare that:

1. The area now applied for consolidation subsidy was planted to coffee during .......year and not earlier.

2. I further declare that I shall take up fresh planting in the proposed area and maintain it satisfactorily even after the release of 1st installment to the satisfaction of the Board, failing which the Board has the absolute right to stop further release of subsidy.

3. The particulars furnished above are correct and true to the best of my knowledge

Place:
Date:

Signature of the applicant

LAND POSSESSION CUM NO OBJECTION CERTIFICATE

Issue No.............
Date...................

This is to certify that Sri / Smt. ................................Son / Daughter / Wife of ................................is in possession of.........Ha. of land in my jurisdiction and I have no objection for cultivation of coffee in the said land.

Boundaries of the land:

North :
South :
East :
West :

Signature with seal of
Village Headman / Chief

The boundaries mentioned above are in agreement with the sketch and verification done during the visit to the estate.

Signature of Investigating Officer
(Name & Designation)

Counter signature of Liaison Officer
APPLICATION FOR RELEASE OF 2nd INSTALLMENT SUBSIDY FOR EXPANSION / CONSOLIDATION UNDER CDP OF NORTH EAST REGION UNDER ICDP DURING MTF PERIOD (Strike out which is not applicable) (YEAR..........................)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Area planted &amp; plant material used</td>
</tr>
<tr>
<td>2.</td>
<td>Subsidy received in previous instalments</td>
</tr>
<tr>
<td>3.</td>
<td>Total No. of plant population</td>
</tr>
<tr>
<td>4.</td>
<td>No. of vacancies filled up during the year</td>
</tr>
</tbody>
</table>

1. Sri / Smt. ...........................................S/o. D/o, W/o........................................... Resident of...........................................village, district.............................................affirm and declare that all above furnished information are true and I have attended to all necessary cultivation operations required to maintain the new clearing/consolidated block in satisfactory condition.

Place:
Date: Signature of the applicant
APPLICATION FOR GRANT OF SUBSIDY FOR QUALITY UP-GRADATION / WATER AUGMENTATION UNDER C.D.P. OF NORTH EAST REGION UNDER ICDP DURING MTF PERIOD

(Strike out which is not applicable) (YEAR..........................)

To,
The Senior / Junior Liaison Officer
Coffee Board..................

1. Name and address of the applicant with phone number (In Block letters)
   Aadhaar Card No.

2. Father’s / Husband’s Name

3. Area under coffee: Arabica Robusta Total Arabica Robusta Total
   Planted area (in Ha) 
   Bearing area (in Ha)

4. Coffee pooled during the previous season (in Kgs)
   Arabica Robusta Total

5. Activity proposed
   Installation of pulper
   Construction of drying yard

6. Size of Drying yard (in sq. ft)
   Size :
   Cost:

7. Availability of water source for pulper

8. Size of water tank proposed/ pond/bore well/sprinkler unit proposed / cost
   Size:
   Cost:

9. Particulars of financial assistance already availed from Coffee Board in the past for similar activities
   Year Amount (Rs.) Purpose

10. Documents to be enclosed
    Recent Passport photo
    Land document
    Sketch map
    Pass Book (Photocopy)
    2 Nos.

Place:
Date:

Signature of the Applicant
DECLARATION

1. I..................................................the owner of the ....................................estate with a total area of...........Ha, hereby do solemnly declare that the information provided above is true to the best of my knowledge and correct and no material information is suppressed.

2. I have read and understood the eligibility norms and terms and conditions governing the grant of subsidy under Water Augmentation / Quality up-gradation activity of Coffee Development Programme for XII Plan period and abide by the same.

3. I am aware that I am liable for legal consequences that may arise if my claim is found false at a later date.

Place:  
Date:  
Signature of the Applicant

LAND POSSESSION CUM NO OBJECTION CERTIFICATE

This is to certify that Sri / Smt. .........................Son / Daughter / Wife of .........................is in possession of...........Ha. of land in my jurisdiction and I have no objection for cultivation of coffee in the said land.

Boundaries of the land:

North :
South :
East :
West :

Signature with seal of Village Headman / Chief

The boundaries mentioned above are in agreement with the sketch and verification done during the visit to the estate.

Signature of Investigating Officer

Counter signature of Liaison Officer

List of enclosures:
1. Application for claiming subsidy along with declaration by the applicant (in duplicate) in the prescribed format.
2. Sketch map indicating boundaries and the spot where the activity/infrastructure is proposed signed by the applicant and endorsed by the Village Head.
3. Quotation / Proforma invoice having TIN for bore-well /machinery / equipment.
**PROFORMA FOR CLAIMING SUBSIDY UNDER WATER AUGMENTATION / QUALITY UP-GRADATION UNDER CDP OF NORTH EAST REGION UNDER ICDP DURING MTF PERIOD (YEAR..................................)**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; address of the applicant and Contact No.</td>
</tr>
<tr>
<td>2</td>
<td>Total planted area under coffee owned by the applicant (in Ha)</td>
</tr>
<tr>
<td>3</td>
<td>Details of the activity taken up by the applicant and claim</td>
</tr>
<tr>
<td>4</td>
<td>Bank details</td>
</tr>
<tr>
<td></td>
<td>Name of Bank &amp; Branch</td>
</tr>
<tr>
<td>5</td>
<td>Remarks if any</td>
</tr>
</tbody>
</table>

1. Sri/Smt..........................................................S/o, D/o,  
   W/o........................................................….resident of...............................village,  
   district....................................affirm that the information provided above is true to the best of my  
   knowledge and no material information is suppressed.

Place:  
Date:  

**Signature of the applicant**

**List of documents to be enclosed:**

i. Invoice / Bill (original) with TIN in case of claim for any equipment.
ii. Work completion report along with expenditure incurred towards civil works duly signed by applicant.
iii. Copy of bank pass book having details of Account Number, IFSC code, Bank Br. (optional in not furnished along with application)
<p>| | |</p>
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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and address of the Growers’ group with Phone number</td>
</tr>
<tr>
<td>2.</td>
<td>Registration No. and Date</td>
</tr>
<tr>
<td>3.</td>
<td>Name of the President and address</td>
</tr>
<tr>
<td>4.</td>
<td>Total number of members and villages benefitted</td>
</tr>
<tr>
<td>5.</td>
<td>Total extent of coffee area of the members (In Ha.)</td>
</tr>
<tr>
<td>6.</td>
<td>Planted area details (In Ha.)</td>
</tr>
<tr>
<td>7.</td>
<td>Name of the accreditation agency</td>
</tr>
<tr>
<td>8.</td>
<td>Certification number</td>
</tr>
<tr>
<td>9.</td>
<td>Quantity of Coffee certified (MT)</td>
</tr>
<tr>
<td>10.</td>
<td>Details of the Certification cost paid to the accreditation agency (Rs.)</td>
</tr>
<tr>
<td>11.</td>
<td>Details of the Bank Account of the Applicant/s</td>
</tr>
<tr>
<td></td>
<td>IFSC Code</td>
</tr>
<tr>
<td></td>
<td>Account No.</td>
</tr>
</tbody>
</table>

Place:  
Date:  
Authorized Signatory  
Name
DECLARATION

1. I/We ........................................................................................................... the president of the 
............................................................................. group with a total area of ............Ha. from _______ No. of 
villages, hereby solemnly declare that the information provided above is true to the best of 
my/our knowledge and is correct.

2. We further declare that the total area under coffee owned by the members of the group does not 
exceed the area indicated in the application.

3. Our Group decided to take up Eco certification in .........Ha. which belongs to the members of 
the Group with ------- Ha. of Arabica and ____ Ha. of Robusta and obtained the same.

4. We have read and understood the eligibility norms, terms and conditions governing the grant of 
subsidy for the Eco certification under the Integrated Coffee Development Project during XII 
Plan period and abide by the same.

5. We are liable for all civil / criminal consequences that may arise if our claim is found false at a 
later date.

Place: 
Date: 
Signature of the Applicant/s 
Name/s

List of Documents enclosed:

1. Application cum claim statement and Self-Declaration duly filled-in and signed by the 
authorized signatory in the prescribed format (In Duplicate).
2. Copy of the registration certificate under the relevant law of the respective state
3. Copy of byelaws, list of directors, and grower members
4. Proof of land ownership under coffee in respect of all the members of the SHG/Growers 
 collectives
5. Copy of the resolution passed by the General body in connection with the implementation of the 
project and availing the subsidy. Attested copy of the Certificate issued by the agency
6. Original invoice / bill towards the fee paid towards certification