



COFFEE BOARD : BANGALORE

No: EXT/BAN/SLP/2012-13/355

Dated: 19.02.2013

CIRCULAR

Sub: Implementation Modalities of the scheme on 'Support for Mechanization of Coffee Estate Operations' of XII Plan – Reg.

Ref: Letter No.4/5/2012-Plant-B dated 31st January 2013 received from Deputy Secretary, Department of Commerce, Ministry of Commerce & Industry, Govt. of India, New Delhi.

The Govt. of India approved the Scheme "Support for Mechanization of Coffee Estate Operations" vide O.M. No.4/5/2012-Plant-B dated 31st January 2013 for implementation by the Board during XII plan. The Board has taken up the fresh empanelment of machineries and the suppliers and finalized the list of suppliers and machineries with the new rates for implementation of the scheme.

The detailed modalities for implementation of the scheme alongwith list of approved machineries and their suppliers as well as dealers with the new rates are enclosed. The validity of empanelled machinery will be from 31st January 2013 to 18th February 2014. In case required, the Board can extend the validity of the empanelled machinery beyond the prescribed last date by mutual agreement with the suppliers.

In addition to the eligibility criteria, terms and conditions and procedures contained in the enclosed modalities, the following guidelines are issued for effective implementation of the scheme:

1. The Extension Officers/ Officials shall provide necessary information to the coffee growers on the list of machineries/ equipment alongwith their specifications, basic prices, ceiling on basic prices etc. as furnished in **Annexure-I** and the list of dealers of different empanelled suppliers located in different States furnished in **Annexure-II**. **However, they shall not influence in selection of the machineries from a particular firm/ supplier/ distributor/ authorized dealer and the option of choosing the machinery as per the list shall be left to the growers.**
2. The concerned office shall register the applications / claims as and when received from the applicants (Individuals/SHGs/Collectives) for subsidy. Before registering the application, the concerned SLO/ JLO shall verify the following viz.,
 - a. Whether the applicant belongs to small grower or large grower category.
 - b. Whether the machinery/ model purchased is as per the approved list in **Annexure-I**

- c. Whether the machinery is purchased from the list of companies/distributors/ authorized dealers as per **Annexure-II** or from any authorized dealers of empanelled companies.
- d. Whether the invoice contains necessary details like the name & address of the beneficiary, Type, model and serial number of the machinery, details of additional accessories, indication of basic price and applicable taxes (including the percentage of taxes) separately etc.

In case of deficiency/deviation, such applications shall be returned to the applicant indicating the deficiency and registered only after meeting the above requirements.

3. On registration of the claim application along with relevant documents/ records, the officers/ officials concerned shall maintain a proper record about the receipt of applications and produce the same for inspection by the higher authorities.
4. The physical verification of the applications received should be taken up by the Extension Officers on seniority and any deviation should have justifiable reasons. During the course of physical verification, the Officers should verify the details about the model, specification, serial number etc., of the machineries in relation to the information as per Invoice/ Bill issued in the name of applicant.
5. In respect of Power Tiller and Mini Tractor, the officer should ascertain that the unit is registered in the name of the applicant by verifying the original RC book at the time of physical verification.
6. After the physical verification the SLO/JLO shall forward the claim along with his recommendation, physical verification report, etc., to the respective Deputy Director (Extn.).
7. The Deputy Director (Extn) will scrutinize and duly process the claim for subsidy on the basis of the records and release the admissible amount of subsidy, under intimation to the concerned SLO/JLO.
8. All the applications for claiming subsidy will be settled by way of Account Payee cheque drawn in the name of beneficiary only. Payment through Electronic Funds Transfer (EFT) to the bank account of beneficiary may also be considered wherever such facility is available.
9. The SLO/ JLO will maintain a register for recording details of subsidy claims of each beneficiary, for the purpose of tracking the subsidy claims upto the maximum eligibility limit.
10. Considering that the number of cases that each Officers/ Official has to investigate and process, the AEO/ Extension Inspector attached to the respective (SLO/JLO) offices may be permitted to undertake the inspection and physical verification individually. In such cases, the Inspecting Officer shall submit the report in the prescribed proforma signed by him after inspection and the concerned SLO/JLO shall countersign the same after scrutiny and forward the report with recommendation to the sanctioning authority.

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11. Extension Officers (SLO/JLO) shall take-up check inspection of the cases investigated by the Extension Personnel (AEO/EI) working under them and report in this regard to be sent to the respective DDEs.
12. The Regional DDEs shall take up test checking of 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 after the sanction.
13. The JDEs shall also take up test checking of claims pertaining to different regions under their jurisdiction and send the test check reports every month to Head Office for information and records.
14. The details of check inspection to be conducted at different levels are as follows:

Category of Officers	% cases to be test inspected in respect of machineries other than Power Tiller / Mini Tractor / Rubberized Track Carrier / Green cherry separator	% cases to be test inspected in respect of Power Tiller / Mini Tractor / Rubberized Track Carrier / Green cherry separator
SLOs/JLOs	5	5
DDEs	2	4
JDEs	1	2

15. All the Extension Officers/ Officials should clearly furnish the details of their visit and purpose in their diary whenever they inspect the estates for physical verification of machineries 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.
16. The Extension Officers/ Officials have to bestow greater care while receiving, investigating and processing of the applications. The DDEs are also advised to be careful while processing and sanctioning the same by maintaining proper records and seniority without giving scope for any sort of complaints that may arise from the growers' fraternity during the course of implementation of the scheme.
17. The DDEs may initiate necessary steps to feed the relevant data of the claims received and sanctioned under the scheme **into the Computer in Excel format** on a day-to-day basis, so as to enable to furnish the consolidated physical and financial performance as and when required.
18. All out efforts should be made to complete the processing of claims and release of payments in respect of the claims received during the financial year on or before the end of the financial year for utilization of funds allocated.
19. In case of any clarifications, the Field Officers need to refer the issue giving full details to the sanctioning authority seeking their advise before taking a final decision. If the DDEs/ sanctioning authority are not able to decide upon the issue referred by the Field Officers, they may seek the advise from the concerned JDEs/ higher authorities.

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20. The data on the progress of achievement under the scheme must be captured and reported in the monthly technical report. Data pertaining to women, SC, ST and OBC beneficiaries should be maintained separately and reported accordingly.
21. The empanelled companies have signed an agreement with the Board indicating their responsibilities/ obligations towards supply of empanelled machinery. A copy of the relevant clause of the Agreement is enclosed with this circular as **Annexure-III**. The officers shall bring to the notice of their higher authorities about any violation of the agreement by the empanelled suppliers/ their authorized dealers.

Publicity : In order to create greater awareness among the planting community, the JDEs and DDEs should arrange to give wide publicity preferably in local language through Local Press, AIR, Growers Associations, District/Taluk/Village Panchayaths, Banks about the details and 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, the salient features about the eligibility criteria, terms and conditions as well as the list of machineries eligible for subsidy etc., may be displayed in the Notice Board of the Extension Offices for the information of public.

Acknowledge the receipt and report compliance.


SECRETARY

- Encl:**
- 1) Implementation modalities.
 - 2) List of empanelled machineries - Annexure -I
 - 3) List of empanelled suppliers and their dealers - Annexure- II
 - 4) Responsibilities/Obligations of the empanelled suppliers towards supply under this scheme- Annexure-III

To,

1. The Joint Director (Extn), Hassan / Kalpetta / Visakhapatnam / Guwahati
2. The Deputy Director (Extn), Chikmagalur/ Hassan/ Madikeri / Virajpet / Coimbatore / Kalpetta / Paderu / Silchar / Jorhat.
3. All SLOs / JLOs of Traditional Area, Non-traditional area & NER

Copy to:

1. The Deputy Secretary to Chairman.
2. The Director of Research, CCRI/Bangalore.
3. PA to Secretary, HO, Bangalore/ PA to DF, Head Office, Bangalore.
4. The Jt. Director Research (P) / Dy. Director (P&C) / DD (A/cs.)/ Agronomist/ TO, Head Office, Bangalore
5. The Joint Secretary (Legal), Head Office, Bangalore.
6. The Asst. Secretary, Plan Fund A/cs., Head Office, Bangalore.

