



कॉफी बोर्ड : बेंगलूरु  
COFFEE BOARD : BENGALURU

No. EXTN/P&C Cell/MTF-80/2018-19/116

Date: 13.07.2018

परिपत्र / CIRCULAR

Sub: Modalities/Guidelines for implementation of the "Integrated Coffee Development Project Scheme" under the "Medium Term Framework (2017-18 to 2019-20)" – Reg.

Ref: Letter No. 4/2/2017-Plant B dated 15<sup>th</sup> March 2018.

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The Govt. of India has conveyed approval for implementation of the "Integrated Coffee Development Project Scheme" during the "Medium Term Framework Period (2017-18 to 2019-20)" along with the Implementation Modalities vide letter cited under reference.

The implementation of the scheme will be subject to the following conditions:

- 1. The date of implementation of the scheme is from the date of issue of this Circular i.e. with prospective effect only.**
2. The eligibility criteria, rate of assistance, pattern of assistance, components /activities as per the approved modalities should be strictly followed and there should not be any deviation.
- 3. A grower who has availed subsidy for one activity under the Sub-component 2.1 is not eligible to avail subsidy either for the same activity or for the other activities of the Sub-component 2.1 during the MTF period, until new beneficiaries are covered.**
4. All rules and regulations laid out and revised by the Government of India under General Financial Rules must be followed.
5. The financial and physical targets of the schemes shall be adhered subject to availability of funds provided to the Board by Government of India.
6. Any clarification regarding the components of the scheme shall be obtained from the Head Office, Coffee Board, Bengaluru.
7. DDs(E)/Officers concerned shall prepare a pamphlet in required languages explaining the details of respective components and distribute the same widely for the benefit of the clientele. Copies of pamphlets shall be sent to Head Office for hosting the same in the Coffee Board website.
8. Procedures for receiving application for availing benefits under the scheme related to the different components shall be transparent, simple, appropriate and user friendly.
9. All subsidy services should be provided through online mode only. Aadhaar seeding and compliance with DBT platform and PFMS should be ensured.

10. The JLOs/SLOs shall register the applications/claims as and when received along with the relevant documents. If the applications/claims received from the growers are not accompanied with the relevant documents, such applications should not be admitted.
11. **The JLOs/SLOs shall register subsidy applications for the activities which will be carried out only after the date of issue of this circular. The applications for the activities which are already carried out prior to the issue of this circular i.e. retrospectively should not be entertained under any circumstances.**
12. The JLOs / SLOs should undertake the inspection for assessing the feasibility of the activity, only after the receipt of application from the growers.
13. Inspection of the estate for ascertaining the feasibility / physical verification and thereby processing of applications / claims should be taken up on seniority of receipt of applications / claims and any deviation should have justifiable reasons.
14. The JLOs/SLOs shall normally follow the timelines for receipt, investigation and processing of applications / claims pertaining to different activities as indicated in the modalities / citizen charter.
15. Considering the number of cases that the JLOs/SLOs have to investigate and process, they may allocate the cases to the Assistant Extension Officers / Extension Inspectors of their offices to undertake the work of field inspection individually for assessing the technical feasibility / physical verification. In such cases, the Inspecting Official will submit the report in the prescribed proforma signed by him / her after inspection to the concerned JLO / SLO. The JLO / SLO shall countersign the same after scrutiny and test check 10% of the cases before forwarding the claims to the concerned DDs (Extension).
16. The Regional DDs (E) 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 concerned Joint Director (Extn.) for information and records. It is advisable to take up test inspection of few claims before sanction instead of carrying out test inspections after sanction.
17. The JDs (E) shall take up test checking of 2% claims pertaining to different regions under their jurisdiction and send the test check report every month to Head Office for information and records.
18. JDs(E) and DDs(E) shall devise a monitoring mechanism for effective implementation of the scheme. The progress in the implementation of the scheme will be monitored on a monthly / quarterly basis by the undersigned.
19. All Extension Officers and Officials should clearly furnish the details of their visit and purpose in their diary whenever they visit the estates for assessing the feasibility, 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.

- 20. Before registering the subsidy application, the Extension Field Officer shall ensure that the grower has not availed or applied for subsidy for any of the activities under the Sub-component-2.1.**

**The Extension Field Units are strictly directed to limit the receipt of applications up to the assigned targets only to avoid creating further liability beyond the MTF period.**

Further, the JLOs / SLOs are directed to bestow greater care in receiving, investigation and processing the applications / claims. The DDs (E) shall process and sanction 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.

Implementation modalities of the scheme have been hosted in the Coffee Board's website [www.indiacoffee.org](http://www.indiacoffee.org) and the same shall be followed strictly.

*V. Raghunath*  
अनुसंधान निदेशक 13/2/18  
**Director of Research**

To:

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

Copy to:

1. The DS to Secretary / PA to Chairman / PA to DF / PA to DR
2. The DD (MR) - To host the Circular in the Coffee Board's website
3. The DD (A/cs.), Coffee Board, Head Office, Bengaluru.
4. The Deputy Secretary, Plan Fund A/cs., HO, Bengaluru.