



COFFEE BOARD :: BANGALORE

Ref.No.EXT/BAN/DD(P&C)/2014-15/684

Date: 27/02/2015

**C I R C U L A R**

Sub: Modalities for implementation of the component "Support for Mechanization of Coffee Estate Operations" under the XII Plan scheme "Integrated Coffee Development Project"- Reg.

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

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The Government of India communicated the approval of the component "Support for Mechanization of Coffee Estate Operations" under the XII Plan scheme "Integrated Coffee Development Project" vide O.M No.4/5/2012-Plant-B dated 31<sup>st</sup> January 2013. The Board initiated action for fresh empanelment of machineries and suppliers and finalized the list of suppliers and machineries with the new rates for implementation of the said component.

The detailed modalities for implementation of the said component along with the list of approved machineries, suppliers as well as dealers with the new rates are enclosed. The validity of the empanelled machinery will be from **1<sup>st</sup> March 2015 to 29<sup>th</sup> February 2016**. If required, the Board can extend the validity of the empanelled machinery beyond the prescribed validity period 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 Mechanization component:

1. The Extension Officers / Officials shall provide necessary information to the coffee growers on the list of machineries / equipments along with 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. Growers are required to submit their application / claim for subsidy either by online or manually **If online** (under the URL [www.indiacoffee.org/subsidy](http://www.indiacoffee.org/subsidy)) by furnishing the details required and uploading all the relevant documents in **pdf** file format and photograph of the grower with signature in **jpeg** format. **If manual** - The application along with required documents shall be received and registered as per the procedure followed earlier.
3. The concerned officers shall acknowledge the receipt of application / claim as and when received online / manually. Before acknowledging 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. In case of purchase from authorized dealers not listed in Annexure-II, the growers should furnish the proof of authorized dealership along with the subsidy application. The concerned Deputy Director (Extn.) shall confirm the authenticity of such dealership from the manufacturers / suppliers of the machinery before sanctioning subsidy. However, the Deputy Directors (Extn.) shall keep the Head Office informed about such cases.
- d. Whether the invoice contains necessary details like the name & address of the beneficiary, Type, model and serial number of the machinery and pump, details of additional accessories, indication of basic price and applicable taxes (including the percentage of taxes) separately etc.

In case of deficiency / deviation, such applicants shall be informed to upload the required documents within 15 days.

4. On acknowledging the application / claim along with relevant documents / records, the officers concerned shall maintain a proper record of the applications and claims in the form of hard copy by taking printout at a regular interval once in 15 days in case of online registration.
5. The concerned officer shall undertake physical verification by self / joint or allocating the application to their officials.
6. The physical verification of the applications received should be taken up by the Extension Officers on seniority and any deviation should have justifiable reasons.
7. 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.
8. During the course of physical verification, the Officers should verify the details about the model, specification, serial number etc., of the machinerieis in relation to the information as per the Invoice / Bill issued in the name of the applicant. Further, in case of online, the officers / officials conducting PV shall also verify the original formats of the uploaded documents viz. Revenue documents, Bank Pass Book Invoice, Photo etc., for its genuinity.
9. In case of online method, after the physical verification, the inspecting officer shall generate PV containing the relevant information and recommendation / remarks, if any. In case PV is carried out by authorized officials, they shall submit signed hard copy of the PV report to the concerned SLO / JLO.
10. In case of manual, the PV report along with the recommendation of the Officers shall be forwarded to their respective DDs(E). In case of online, after generation of PV, it shall be moved to the concerned Deputy Director (Extn). In case, the PV is carried out by authorized officials, on receipt of the signed PV from the officials, the officer shall upload the same and move the file along with his / her recommendation to the respective Deputy Director (Extn.).
11. In case of manual, the existing system of processing the file shall be taken up. In case of online, the Deputy Director (Extn.) shall scrutinize the file by self or by allocating it to their officials. On verification of the file by the officer / official, the same shall be moved back to the DDE with their remarks.

**However, it may be noted that the manual system of submission of applications / claims will be dispensed shortly.**

12. The DDE on verification shall accord sanction for the eligible subsidy. Subsidy shall be settled by way of Electronic Funds Transfer (EFT) / NEFT to the bank account of the beneficiaries only.
13. Extension Officers (SLO/JLO) shall take-up check inspection of the cases investigated by the Extension Officers / Officials (JLO / EI) working under them and the check inspection report shall be sent to the respective DDs(E).
14. The Regional DDs(E) 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) 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.
15. The JDs(E) 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.
16. The details of check inspection to be conducted at different levels are as follows:

<b>Category of Officers</b>	<b>Percentage of cases to be test checked in respect of machineries other than Power Tiller / Mini Tractor/ Rubberized Track Carrier</b>	<b>Percentage of cases to be test checked in respect of Power Tiller/ Mini Tractor/ Rubberized Track Carrier</b>
SLOs/JLOs	5	5
DDEs	2	4
JDEs	1	2

17. 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.
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 DDs(E)/sanctioning authority are not able to decide upon the issue referred by the Field Officers, they may seek the advise from the concerned JDs(E)/ higher authorities.
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 their 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/ Director of Finance, HO, Bangalore
4. The Dy. Director (P&C) / DD(Acs.) / DD(Tech), HO, Bangalore
5. The Joint Secretary (Legal), Head Office, Bangalore
6. The Agronomist, HO, Bangalore for uploading in the Board's website
7. The Asst. Secretary (Plan Fund A/cs), HO, Bangalore