

Modalities for implementation of

Component 4: Coffee Development Programme in Non-Traditional Areas

4.1. Coffee Expansion

Objective: To increase the area and production of Arabica coffee in association with the State level Nodal agencies like Integrated Tribal Development Agency (ITDA), Andhra Pradesh and the Soil Conservation Department, Odisha so as to facilitate afforestation in the Podu lands and to help settle the tribals on a permanent footing.

4.1.1. Eligibility

- i) Applicable to all growers of NTA in whose case the coffee development programme is implemented by ITDA in Andhra Pradesh and Soil Conservation Department in Odisha.

4.1.2. Unit cost: Rs. 1,00,000/- per ha.

4.1.3. Scale of Subsidy: 25% of unit cost i.e. Rs. 25,000/- per ha.

4.1.4. Release of Installments

- 1st installment - 60% during the first year (Rs.15,000/- per Ha)
- 2nd installment - 40% during the second year (Rs.10,000/- per Ha)

4.1.5 Role of Coffee Board

- i) Supply of quality seed coffee of suitable varieties.
- ii) Provide technical assistance to the growers and training of personnel of ITDA, AP and Soil Conservation Dept., Odisha.
- iii) Provide counterpart financial assistance towards expansion activity

4.1.6 Role of ITDA, Paderu/ Soil Conservation Dept., Odisha

- i) Identification of beneficiaries and suitable land
- ii) Advance shade planting
- iii) Procurement of seed coffee from Coffee Board and raising of coffee nurseries
- iv) Assisting growers in planting of coffee and all cultural operations.
- v) Providing assistance for taking up fencing of coffee farms to demarcate individual tribal holdings.
- vi) Furnishing of annual progress of area newly planted and financial achievement to the Coffee Board.

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4.1.7 Procedure for claiming subsidy:

By ITDA, Paderu, AP

First Year:

- i) On completion of planting, the ITDA shall submit a village wise list of beneficiaries to the Deputy Director (Extn.), Paderu duly certifying the correctness of the claims during October of the planting year for releasing the first installment of subsidy.
- ii) To release 1st installment, no deduction will be made if the vacancies are in normal range i.e. 15% or less. But if the vacancies are above 15%, the amount equivalent to the vacancies above 15% will be deducted while recommending for release of 1st installment of subsidy. For example, if the vacancies are 25%, subsidy amount equivalent to only 10% will be deducted while releasing 1st installment.
- iii) The SLOs / JLOs shall undertake joint field inspections along with ITDA officials (at least 10% of the cases) and forward eligible claims to DDE, Paderu.
- iv) The Deputy Director (Extn.), Paderu shall scrutinize, compile the claims, recommend and forward the eligible claims to the Competent Authority of the Coffee Board for sanction.
- v) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with ITDA.
- vi) The Coffee Board will release the eligible subsidy amount to the ITDA.
- vii) The ITDA shall ensure disbursement of subsidy to the concerned beneficiaries and furnish the utilization certificate to the Coffee Board before the end of the respective financial year.

Second Year

- i) The ITDA shall prefer the consolidated claim of subsidy to the Coffee Board in the prescribed format along with the list of beneficiaries duly certifying the satisfactory maintenance of the coffee block and completion of vacancy filling.
- ii) The SLOs / JLOs will undertake joint field inspections of the claims along with ITDA officials (at least 10%) and forward the eligible claims to the Deputy Director (Extn.), Paderu.
- iii) The Deputy Director (Extn.), Paderu shall scrutinize, compile the claims, recommend and forward the eligible claims to the Competent Authority of the Coffee Board for sanction.
- iv) To release 2nd installment, deduction will be made as per the existing vacancies as on the date of investigation while recommending for release of subsidy.
- v) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with ITDA & Coffee Board.
- vi) The Coffee Board will release the eligible subsidy amount to the ITDA.

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- vii) The ITDA shall ensure disbursement of subsidy to the concerned beneficiaries and furnish the utilization certificate to the Coffee Board before the end of the respective financial year.

By Soil Conservation Dept., Odisha

First Year

- i) On completion of planting, the Soil Conservation Dept., Odisha shall submit a village wise list of beneficiaries to the Deputy Director (Extn.), Paderu duly certifying the correctness of the claims during October of the planting year for releasing the first installment of subsidy.
- ii) To release 1st installment, no deduction will be made if the vacancies are in normal range i.e. 15% or less. But if the vacancies are above 15%, the amount equivalent to the vacancies above 15% will be deducted while recommending for release of 1st installment of subsidy. For example, if the vacancies are 25%, subsidy amount equivalent to only 10% will be deducted while releasing 1st installment.
- iii) The SLO/Extension Personnel will take up field inspection and forward the application to the DDE, Paderu with his report and recommendation for release of 1st installment.
- iv) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with Soil Conservation Department.
- v) The DDE, Paderu will scrutinize the claims and will release the eligible subsidy amount to the beneficiaries.

Second Year

- i) The Soil Conservation Dept., Odisha shall prefer the consolidated claim of subsidy to the Coffee Board in the prescribed format along with the list of beneficiaries duly certifying the satisfactory maintenance of the coffee block and completion of vacancy filling.
- ii) The SLO/Extension Personnel will scrutinize the records and take up field inspection and forward the application to the DDE, Paderu with his report and recommendation for release of 2nd installment.
- iii) To release 2nd installment of Expansion subsidy, deduction will be made as per the existing vacancies as on the date of investigation while recommending for release of subsidy.
- iv) The DDE, Paderu will scrutinize the claims and will release the eligible subsidy amount to the beneficiaries.

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4.2. Coffee Consolidation

Objective : The main objective of consolidation is to improve the productivity of existing coffee holdings by gap filling/ rejuvenation followed with improved cultivation methods like application of compost, bush management, shade management, pest& disease control etc.

4.2.1 Eligibility

- i) Applicable to all growers.
- ii) The holdings should be in bearing stage.
- iii) The vacancies should not be less than 25% in the given block meant for consolidation.
- iv) Implemented through Integrated Tribal Development Agency [ITDA] in AP and Soil Conservation Dept., Odisha (SCD).

4.2.2 Unit cost: Rs. 60,000/- per ha.

4.2.3 Scale of Subsidy: 25% of unit cost i.e. Rs. 15,000/- per ha.

4.2.4 Release of Installments

- 1st installment - 60% during the first year of consolidation (Rs.9,000/Ha)
2nd installment - 40% during the second year of consolidation (Rs.6,000/Ha)

4.2.5 Role of Coffee Board

- i) Providing technical assistance to ITDA, SCD and growers.
- ii) Supply of quality seed coffee of suitable varieties for gap filling.
- iii) Provide counterpart financial assistance towards consolidation/ rejuvenation of holdings

4.2.6 Role of ITDA, Paderu/ Soil Conservation Dept., Odisha

- i) Identification of beneficiaries whose holding require consolidation
- ii) Procurement of seed coffee and raising of coffee nurseries
- iii) Assisting growers in vacancy filling and all cultural operations.
- iv) Ensuring adoption of improved cultivation methods like application of compost, bush management, shade management, pest& disease control etc. be the beneficiaries
- v) Furnishing of annual progress of area consolidated/ rejuvenated and financial achievement to the Coffee Board.

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4.2.7 Procedure for claiming subsidy:

By ITDA, Paderu, AP

First Installment:

- i) On completion of vacancy filling and maintenance of the holdings in all aspects by adoption of improved cultivation methods like application of compost, bush management, shade management, pest & disease control etc., the ITDA shall submit a village wise list of beneficiaries to the Deputy Director (Extn.), Paderu duly certifying the correctness of the claims during October of the planting year for releasing the first installment of subsidy.
- ii) The SLOs / JLOs shall undertake joint field inspections along with ITDA officials (at least 10% of the cases) and forward eligible claims to DDE, Paderu.
- iii) The Deputy Director (Extn.), Paderu shall scrutinize, compile the claims, recommend and forward the eligible claims to the Competent Authority of the Coffee Board for sanction.
- iv) First installment will be released based on the existing population and the plant condition only. In case any vacancies are found in the claimed area, the amount equivalent to the percentage of vacancies will be deducted without giving any consideration for the vacancies.
- v) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with ITDA.
- vi) The Coffee Board will release the eligible subsidy amount to the ITDA.
- vii) The ITDA shall ensure disbursement of subsidy to the concerned beneficiaries and furnish the utilization certificate to the Coffee Board before the end of the respective financial year.

Second Installment

- i) The ITDA shall prefer the consolidated claim of subsidy to the Coffee Board in the prescribed format along with the list of beneficiaries duly certifying the satisfactory maintenance of the coffee block and completion of vacancy filling and maintenance of the holdings in all aspects by adoption of improved cultivation methods like application of compost, bush management, shade management, pest & disease control etc.
- ii) The SLOs / JLOs will undertake joint field inspections of the claims along with ITDA officials (at least 10%) and forward the eligible claims to the Deputy Director (Extn.), Paderu.
- iii) The Deputy Director (Extn.), Paderu shall scrutinize, compile the claims, recommend and forward the eligible claims to the Competent Authority of the Coffee Board for sanction.
- iv) Like first installment, second installment will also be released based on the existing population and the plant condition only. In case any vacancies are found in the claimed area, the amount equivalent to the percentage of vacancies will be deducted without giving any consideration for the vacancies.

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- v) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with ITDA.
- vi) The Coffee Board will release the eligible subsidy amount to the ITDA.
- vii) The ITDA shall ensure disbursement of subsidy to the concerned beneficiaries and furnish the utilization certificate to the Coffee Board before the end of the respective financial year.

By Soil Conservation Department

First Installment

- i) On completion of vacancy filling and maintenance of the holdings in all aspects by adoption of improved cultivation methods like application of compost, bush management, shade management, pest & disease control etc., the SCD shall submit a village wise list of beneficiaries to the Deputy Director (Extn.), Paderu duly certifying the correctness of the claims during October of the planting year for releasing the first installment of subsidy.
- ii) The SLO/Extension Personnel will take up field inspection and forward the application to the DDE, Paderu with his report and recommendation for release of 1st installment.
- iii) First installment of consolidation subsidy will be released based on the existing population and the plant condition only. In case any vacancies are found in the claimed area, the amount equivalent to the percentage of vacancies will be deducted without giving any consideration for the vacancies.
- iv) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with Soil Conservation Department.
- v) The DDE, Paderu will scrutinize the claims and will release the eligible subsidy amount to the beneficiaries.

Second Year

- i) The Soil Conservation Dept., Odisha shall prefer the consolidated claim of subsidy to the Coffee Board in the prescribed format along with the list of beneficiaries duly certifying the satisfactory maintenance of the coffee block and completion of vacancy filling.
- ii) The SLO/Extension Personnel will scrutinize the records and take up field inspection and forward the application to the DDE, Paderu with his report and recommendation for release of 2nd installment.
- iii) The second installment of consolidation subsidy will be released based on the existing population and the plant condition only. In case any vacancies are found in the claimed area, the amount equivalent to the percentage of vacancies will be deducted without giving any consideration for the vacancies.
- iv) The JDE, Visakhapatnam shall supervise and monitor all these steps and provide necessary guidance and coordinate with Soil Conservation Department.
- v) The DDE, Paderu will scrutinize the claims and release the eligible installments of subsidy amount to the beneficiaries directly.

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4.3 Raising & Supply of Mixed Shade Tree Saplings through ITDA, AP/ Soil Conservation Department, Odisha and self help groups (SHGs)/ collectives of Tribal / Non-Tribal beneficiaries

Objective: To encourage planting of mixed species of native trees / fruit yielding trees like mango, jack, syzygium, orange etc. in new coffee holdings so as to establish good evergreen shade canopy to increase soil fertility, moisture retention capacity and thereby increasing productivity levels and also provide additional revenue from fruit trees.

4.3.1 Eligibility

All the existing coffee plantations under mono shade.

4.3.2. Scale of support

- i) A sum of Rs.5/- per shade tree sapling
- ii) A maximum number of 100 shade tree saplings per acre

4.3.3 Procedure for claiming subsidy (AP & Odisha)

- i) The village wise requirement of shade tree saplings shall be worked out by the Nodal Agency (ITDA, AP/ Soil Conservation Dept., Odisha) / SHGs/ collectives of tribal & non-tribal beneficiaries.
- ii) The nodal agency/ beneficiary group shall initiate necessary steps to raise the required number of mixed shade tree saplings in different locations/ villages in the already established coffee areas.
- iii) After ensuring satisfactory growth of the saplings followed by distribution and planting of shade saplings in the field, the Nodal Agency (ITDA/ Soil Conservation dept.) / SHGs/ collectives of tribal & non-tribal beneficiaries shall prefer the claim indicating the village wise, variety wise number of shade saplings and submit to the concerned JLO/SLO.
- iv) In case of growers groups (SHGs/ collectives), the application should be supported by 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.
- v) JLO/SLO would undertake inspection and submit the inspection report along with the claim to the Deputy Director (Extension), Paderu by the end of October.
- vi) The Deputy Director (Extn.), Paderu shall scrutinize the claims and release the eligible amount @ Rs.5/- per sapling to the Nodal Agency (ITDA/ Soil Conservation dept.) / SHGs/ collectives of tribal & non-tribal beneficiaries.

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4.4 Support for Quality-Up-Gradation/ Eco-certification

Objective: To facilitate improvement of quality of coffee produced by the tribal 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.

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

4.4.1. Supply of Baby Pulpers

4.4.1.1 Eligibility

- i) All tribal growers
- ii) A grower is eligible for only one unit
- iii) Those who have availed the benefits during XI plan are not eligible

4.4.1.2. Unit cost

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

4.4.1.3. Scale of support

50% of the unit cost.

4.4.1.4. Procurement & Supply of Baby Pulpers through ITDA in Andhra Pradesh

- i) ITDA shall initiate suitable action for identification of the beneficiaries, obtaining applications and inviting tenders through the tendering process by observing all official formalities and placing the supply order.
- ii) Coffee Board will provide technical specification of the machinery.
- iii) After ensuring the supply and distribution of baby pulpers to the beneficiaries, the ITDA shall prefer claim for release of the subsidy from the Board along with copies of documents viz., list of beneficiaries, tender notification, supply order issued, invoice/ bill etc.
- iv) The Coffee Board will scrutinize the claim and release the subsidy to the ITDA.
- v) The ITDA shall furnish the utilization certificate to the Coffee Board for the amount released before the end of the respective financial year.

4.4.1.5 Procurement & Supply of Baby Pulpers in Odisha

- i) The Soil Conservation Department shall initiate suitable action for identification of the beneficiaries.

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- ii) On finalizing the rate for procurement each year by ITDA, Paderu after following all official formalities in Andhra Pradesh, respective ITDA in Odisha (ITDA, Koraput; ITDA, Rayagada etc.) may place purchase order to procure required number of Hand operated Baby pulpers to the same firm to which ITDA, Paderu has placed supply order. Otherwise, the ITDAs at Koraput/ Rayagada may follow the procedure for procurement of baby pulpers for the tribal growers of Odisha as stipulated under sl.no.4.4.1.4. for ITDA, AP.
- iii) After ensuring the supply and distribution of baby pulpers to the beneficiaries, the ITDA, Koraput/ ITDA, Rayagada shall prefer claim for release of the subsidy from the Board along with copies of documents viz., list of beneficiaries, tender notification, supply order issued, invoice/bill etc.
- iv) The Coffee Board will scrutinize the claim and release the subsidy to the ITDA.
- v) The ITDA shall furnish the utilization certificate to the Coffee Board for the amount released before the end of the respective financial year.

4.4.2 Construction of Cement Drying Yards

4.4.2.1. Eligibility

- All tribal Coffee growers are eligible.
- The grower should have a minimum of 0.20 Ha of area under coffee to become eligible for the benefit.
- The maximum size for the purpose of subsidy is limited to 400 Sq. ft.

4.4.2.2. Unit cost and scale of subsidy

Size of the holding	Dimension of the unit	Unit cost	Rate of Subsidy
Up to 2 Ha.	10' x 10' or (100 Sq. Ft)	Rs.15,000/-	50% of unit cost
2 Ha. and above	20' x 20' or (400 Sq. Ft)	Rs.45,000/-	50% of unit cost

4.4.2.3 Procedure for claiming subsidy (Andhra Pradesh & Odisha)

- i) Coffee Board would identify the beneficiaries with the help of ITDA/ Soil Conservation Department and motivate the growers to construct cement drying yards.
- ii) The growers shall submit claims for drying yards in prescribed format of application along with necessary documents.
- iii) The JLO / SLO of the Coffee Board shall take up joint inspection with the ITDA officials /Soil Conservation Department officials and forward the claim along with the inspection report and other relevant documents to the DDE, Paderu.
- iv) The DDE shall scrutinize the claim, sanction and release the eligible amount of subsidy to the grower.

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4.4.3. 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.

4.4.3.1. 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 XII plan period.

4.4.3.2. Role of ITDA, Paderu / Soil Conservation Department, Odisha

- i) The Nodal Agencies viz., ITDA, AP/ Soil Conservation Department, Odisha will identify the growers and form the SHGs/ grower groups.
- ii) The Nodal Agencies will contact the certifying agencies apart from helping the growers groups identified in obtaining certification as and when necessary from time to time.

4.4.3.3. Role of Coffee Board

- i) Provide technical support to the growers / growers groups for adoption of appropriate cultivation practices so as to enable them to obtain Eco certification.

4.4.3.4. Scale of subsidy

4.4.3.4(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 XII Plan period.

4.4.3.4(b) For other eco-certifications

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

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4.4.3.5. 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 groups of tribal growers or ITDA, Paderu / Soil Conservation Department, Odisha are required to submit their application along with a copy of the certificate and other relevant documents to the concerned office of the JLO / SLO of the Coffee Board.
- iii) The concerned JLO / SLO will scrutinize the documents, carryout 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).
- v) The Deputy Director (Extn.) after scrutinizing the claim and records and on confirming about the admissibility of the claim in all respects will release subsidy amount to the beneficiary.

4.4.3.6. List of Documents required for claiming Subsidy for Quality Improvement activities viz., Drying yards and eco-certification

- a) Application in the prescribed format (in duplicate)
- b) In case of growers groups (SHGs/ collectives) the 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) Land Ownership documents like Land Possession/ ownership Certificate issued by the competent Revenue authority of AP / Odisha in case of individual tribal growers availing subsidy for drying yards
- d) In case of eco-certification
 - a. Copy of the certificate issued by the accredited Certification Agency
 - b. Original invoice towards the cost of certification
 - c. Proof of payment of certification costs
- e) Copy of the Bank Pass Book containing the details of account number, name of the Bank, branch, IFSC code, etc.

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4.5 Market Support:

Objective: The objective of the scheme is to extend support to the tribal growers, for taking up marketing of their coffee on community based approach, through suitable financial incentives.

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

It is expected to provide a mechanism for better price realization for the group, arising out of both the improvement of quality as well as collective bargaining.

4.5.1. Eligibility:

- i) The SHGs/ collectives of tribal growers who undertake marketing of their coffee on their own or any Government Nodal Agency like ITDA / GCC etc. which facilitate marketing of tribal coffee are eligible. In the latter cases, the actual procedure will be finalized in consultation with such state agencies.
- ii) The coffee marketing should be taken up in any of the following manner.
 - a. Through recognized public auction platforms like Indian Coffee Trade Association (ICTA)
 - b. Direct export by the growers groups / nodal agency
 - c. Through the recognized Commodity Exchanges wherein, physical delivery of coffee takes place.

4.5.2. Unit cost

A maximum amount of Rs.15/- per kg of clean coffee is project as unit cost towards the cost of marketing right from procurement of raw coffee at farm gate to final disposal of clean coffee.

4.5.3. Scale of subsidy:

Rs.10/- per kg of clean coffee marketed by the growers groups/ Nodal Agencies.

4.5.4. Procedures for claiming subsidy for Marketing of coffee

- i) After marketing of coffee, the growers groups / Nodal Agencies would furnish the claim for reimbursement in the prescribed application along with the proofs/ supportive documents.

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- ii) The application for subsidy should be submitted to the Deputy Director (Extension), Paderu
- iii) On scrutinization DDE shall forward the application to the Head Office for approval.

4.5.5. Disbursement of subsidy

- i) The subsidy is disbursed only after the sale of coffee is completed by the growers groups/ nodal agencies.
- ii) The coffee marketing should take place in clean coffee (green bean) form only.
- iii) Wherever the Govt. agencies like GCC / ITDA market the coffee of the growers the subsidy shall be released to the agencies directly.
- iv) Wherever the growers groups / Collectives / SHGs market their coffee the subsidy shall be released to the individual members directly to their bank account through NEFT in cases where the application is complete in all respects.

4.5.6. List of Documents to be furnished

- i) Application in prescribed format (Duplicate)
- ii) Certificate of incorporation/registration, memorandum of article of association/ society as Growers' Collective/ SHG/ Cooperative issued by the authority concerned.
- iii) Complete list/ details of members of the organization as per Annexure 1.
- iv) Along with each claim for subsidy, the application should be accompanied with the details of the member wise coffee sold.
- v) Certificate from the Growers' Collective/ SHG/ Cooperative stating that the concerned grower is the member of the organization.
- vi) Certificate from concerned state Government commercial tax department (VAT registration certificate) wherever applicable.
- vii) In addition to the above documents
 - A. In case of coffee marketed through the Auction platform/ Commodity Exchange
 - a) Registration certificate as member of ICTA / other recognized marketing auction platform (one time)
 - b) Proof of coffee sold– Attested copy of sale note issued by the auctioneers' concerned to the growers' collectives/ SHGs/ Cooperatives.
 - B. In case of coffee exported directly
 - a) Export permit having Customs endorsement
 - b) ICO certificate of origin having customs endorsement
 - c) Bill of Lading (BL)

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4.6 Support for Mechanization:

Objective: To extend financial incentives to growers towards mechanization of farm operations to increase the labour efficiency and to facilitate timely cultural operations thereby contributing to overall farm productivity and sustainability of coffee farming.

4.6.1. Eligibility:

- i) All tribal growers and groups of tribal growers are eligible
- ii) Support is available only towards small machinery like weed cutters and manual/ battery operated / power sprayers.

4.6.2. Unit cost

The cost of machinery will be notified by Coffee Board, Head Office from time to time based on an elaborate procedure of empanelment of farm machineries and their suppliers.

4.6.3. Scale of subsidy

75% of the unit cost.

4.6.4. Procedure for claiming subsidy

The procedure for claiming subsidy will be same as followed under the scheme 'Support for Mechanization of Coffee Estate Operations' in the traditional areas.

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**JOINT INVESTIGATION REPORT FOR RELEASE OF FIRST INSTALLMENT OF
EXPANSION SUBSIDY FOR.....PLANTING IN NTA (Andhra Pradesh)**

DURING XII FIVE YEAR PLAN

SLO / JLO MINUMULURU / ARAKUVALLEY / CHINTAPALLI (EAST) / CHINTAPALLI (WEST)

Name and Designation of
the Investigating Officers :

1.
2.

Date of investigation

1) Name of the grower

2) Father / Husband's Name

3) Postal Address

4) Location and approach to the
estate

5) Estate Boundaries

1) East

2) West

3) North

4) South

6) Mention Copies of the Documents enclosed and give remarks on the title deed as to whether the area belongs to the applicant and the Expansion is done as per records.

1) Attested copy of Coffee Possession Certificate 2)

7) a) Present condition of the Estate:

b) Cultural operations attended: 1. Terracing/Soil scuffling 2. Mulching 3. Staking
4.

8) Particulars of planted area for which first installment of Expansion Subsidy is recommended

Survey No.	Village	Extent in Ha.	Plant Material	Spacing	Plant population	Remarks
	Total					

9) Whether subsidy is recommended /rejected

Recommendation of investigating officer and officer in charge of the office

Recommended for release of first installment of expansion subsidy ofplanting for an area of.....Ha and sanction of Rs..... Rupees.....

.....only) and the particulars given above are correct.

Smt./SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Place: Date: (AD/HO/Sub-Asst(coffee) ITDA) (Investigating Officer of Coffee Board)

Verified and found correct. Recommended for sanction as above.

Place: Date: Junior/Senior Liaison Officer.

**Verified the investigation report, documents and found to be in order.
Recommended for release of subsidy.**

Case Worker

DDE, PADERU

(Signature with name & designation)

Place: Date:



**JOINT INVESTIGATION REPORT FOR RELEASE OF SECOND INSTALLMENT
OF EXPANSION SUBSIDY FOR.....PLANTING IN NTA (Andhra Pradesh)**

DURING XII FIVE YEAR PLAN

SLO /JLOMINUMULURU/ARAKUVALLEY/CHINTAPALLI (EAST)/CHINTAPALLI (WEST)

Name and Designation of the Investigating Officers :	1. 2.					
Date of investigation						
1) Name of the grower						
2) Father / Husband's Name						
3) Postal Address						
4) Location and approach to the estate						
5) Estate Boundaries	1) East 2) West					
	3) North 4) South					
6) Area (in Ha.) and amount sanctioned towards first installment: Ha.....Rs.....						
7) Mention Copies of the Documents enclosed and give remarks on the title deed as to whether the area belongs to the applicant and the Expansion is done as per records. 1) Attested copy of Coffee Possession Certificate 2)						
8) a) Present condition of the Estate: b) Cultural operations attended: 1. Supply planting 2) Weeding 3)..... 4).....						
9) Particulars of planted area for which first installment of Expansion Subsidy is recommended						
Survey No.	Village	Extent in Ha.	Plant Material	Spacing	Plant population	% of Vacancies
	Total					

9) Whether subsidy is recommended /rejected

Recommendation of investigating officer and officer in charge of the office

Recommended for release of second installment of expansion subsidy ofplanting for an area of.....Ha and sanction of Rs..... Rupees.....

.....only) and the particulars given above are correct.

Smt. /SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Place: Date: (AD/HO/Sub-Asst(coffee) ITDA) (Investigating Officer of Coffee Board)

Verified and found correct. Recommended for sanction as above.

Place: Date: Junior/Senior Liaison Officer.

Verified the investigation report, documents and found to be in order.

Recommended for release of subsidy

Case Worker

(Signature with name & designation)

DDE, PADERU

Place: Date:



**JOINT INVESTIGATION REPORT FOR RELEASE OF SUBSIDY TOWARDS
RAISING MIXED SHADE SAPLINGS DURING THE YEAR..... IN
NTA(Andhra Pradesh& Odisha)**

SLO /JLO MINUMULURU/KORAPUT/ARAKUVALLEY/CHINTAPALLI (EAST) /
CHINTAPALLI (WEST)

Name and Designation of the Investigating Officers :	1. 2.																
Date of investigation																	
1) Name of the Village/ place of nursery																	
2) Location and approach to the nursery																	
2) No. of Shade saplings raised	<table border="1"><thead><tr><th>Jack</th><th>Mango</th><th>Neredu</th><th>Busi</th><th>Orange</th><th>Ficus</th><th>Others</th><th>Total</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Jack	Mango	Neredu	Busi	Orange	Ficus	Others	Total								
Jack	Mango	Neredu	Busi	Orange	Ficus	Others	Total										
3) No. of shade saplings fit for planting																	
4) Condition of the mixed shade saplings in the nursery																	
5) No. of growers to be benefited.																	
6) No. of villages to be Benefited																	

7) Whether subsidy is recommended /rejected

Recommendation of investigating officer and officer in charge of the office

Recommended for release of subsidy toNo. of mixed shade saplings raised @ Rs.5/sapling amounting to Rs.....Rupees.....
.....only) for the year..... and the particulars given above are correct.

Smt. /SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Place:

Date:

(AD/HO/Sub-Asst/Range officers/ (coffee), ITDA/Soil conservation dept

(Investigating Officer of Coffee Board)

Verified and found correct. Recommended for sanction as above.

Place:

Date:

Junior/Senior Liaison Officer.

Verified the investigation report, documents and found to be in order. Recommended for release of subsidy.

Case Worker
(Signature with name & designation)

DDE, PADERU

Place:

Date:



(Last date for receipt of application is.....)
COFFEE BOARD – XII PLAN SCHEMES – NTA (ODISHA)
APPLICATION FOR FIRST INSTALLMENT OF EXPANSION
SUBSIDY FOR THE YEAR.....
(Admissible for fresh planting)

Attach recent
passport size photo

FOR OFFICE USE ONLY								
DDE'S OFFICE REGN No. & DATE:				SLO, KORAPUT OFFICE REGN No. & DATE:				
To The Senior Liaison Officer, Coffee Board, Koraput.								
1) Name of the grower								
2) Father / Husband's Name								
3) Postal Address								
4) Total extent (in Ha.) including the area claimed for subsidy:								
S.No.	Name of the estate	Year of Planting	Survey No. & Village	Total planted area		Bearing Area		
				Arabica	Robusta	Arabica	Robusta	
1.								
2.								
3.								
Total								
5) Details of subsidy claims								
a) Seed Coffee obtained from:								
b) Particulars of Arabica/Robusta plantations under expansion programme								
S.No	Village	Survey No.	Variety	Spacing	Plant population	Extent in Ha.	Year of planting	Amount of subsidy claimed
6) (i) Estate Boundaries				1) East		2) West		
				3) North		4) South		
(ii) Location and approach to the Estate								

7) How the land was acquired?

(i) Is the property ancestral?

If so give particulars.

(ii) If self acquired give particulars

(iii) If by grant, give particulars

a) Govt. Agency

b) Others

8) The following documents are mandatory for claiming subsidy

i) Attested Xerox copy of land patta

ii) Cist/Revenue Tax Receipt

iii) Declaration/ undertaking on Rs.10/- Non – Judicial Stamp Paper

iv) Sketch of the Estate

v) Photo of expanded area

I have not obtained any subsidy for this claim made by me now either in my name or in the name of any of my family members in the past.

Place:

Date:

(Signature of the Planter)

ACKNOWLEDGEMENT

The above application is received in our office and registered vide Serial No.....

Date.....

Signature of the SLO
with seal



**REPORT OF THE INVESTIGATION OFFICER FOR RELEASE OF FIRST INSTALLMENT OF
EXPANSION SUBSIDY (ODISHA) FORCOFFEE PLANTATION**

Date of application:

SLO, Koraput

Date of receipt (As entered in the subsidy register) :

Folio No. & Regn. No.:

Name & Designation of the Investigation Officer:

Date of Visit:

1) Name of the grower						
2) Father / Husband's Name						
3) Postal Address						
4) Location and approach to the estate						
5) Estate Boundaries	1) East	2) West				
	3) North	4) South				
6) Mention Copies of the Documents enclosed and give remarks on the title deed as to whether the area belongs to the applicant and the Expansion is done as per records.						
7) The source of seed coffee procured was from Coffee Board: Yes/No						
8) a) Present condition of the Estate: b) Cultural operations attended: 1. Supply planting 2. Weeding 3. 4.						
9) Particulars of planted area for which first installment of Expansion Subsidy is recommended						
Survey No.	Village	Extent in Ha.	Plant Material	Spacing	Plant population	% of Vacancies
	Total					
10) Whether subsidy is recommended / rejected						

Recommendation of Investigating Officer and Officer in charge of the Office

Recommended for release of first installment of expansion subsidy of Planting for
an area of.....Ha and sanction of Rs.....
Rupees.....only) and the particulars given above are
correct.

Place: Date: (Investigating Officer)

Smt./SriS/o/ W/o.....or any of his/her family
members has not obtained any subsidy/grant in the past for this claim made by him /her
now.

Verified and found correct. Recommended for sanction as above.

Place: Date: Junior/Senior Liaison Officer

Verified the investigation report, documents and found to be in order. Recommended for release of
subsidy.

Case Worker
(Signature with name & designation)

DDE, PADERU

Place: Date:



**REPORT OF THE INVESTIGATION OFFICER FOR RELEASE OF SECOND INSTALLMENT OF
EXPANSION SUBSIDY (ODISHA) FORCOFFEE PLANTATION**

Date of application:

SLO, Koraput

Date of receipt (As entered in the subsidy register) :

Folio No. & Regn. No.:

Name & Designation of the	1.					
Date: of Investigation	2.					
1) Name of the grower						
2) Father / Husband's Name						
3) Postal Address						
4) Location and approach to the estate						
5) Estate Boundaries	1) East 2) West					
	3) North 4) South					
6) Area (in Ha.) and amount sanctioned towards first instalment: Ha.....Rs.....						
7) Mention Copies of the Documents enclosed and give remarks on the title deed as to whether the area belongs to the applicant and the Expansion is done as per records.						
8) The source of seed coffee procured was from Coffee Board: Yes/No						
9) a) Present condition of the Estate: b) Cultural operations attended: 1. Supply planting 2. Weeding 3. 4.						
10) Particulars of planted area for which first instalment of Expansion Subsidy is recommended						
Survey No.	Village	Extent in Ha.	Plant Material	Spacing	Plant population	% of Vacancies
	Total					
11) Whether subsidy is recommended / rejected						

Recommendation of Investigating Officer and Officer in charge of the Office

Recommended for release of second installment of expansion subsidy of Planting
for an area of.....Ha and sanction of Rs.....
Rupees.....only) and the particulars given above are
correct.

Place: Date: (Investigating Officer)

Smt./SriS/o/ W/o.....or any of his/her family members
has not obtained any subsidy/grant in the past for this claim made by him /her now.

Verified and found correct. Recommended for sanction as above.

Place: Date: Junior/Senior Liaison Officer

Verified the investigation report, documents and found to be in order. Recommended for release o
subsidy.

Case Worker
(Signature with name & designation)

DDE, PADERU

Place: Date:



(Last date for receipt of application is _____)

COFFEE BOARD

**APPLICATION FOR FIRST INSTALLMENT OF CONSOLIDATION / REJUVENATION
SUBSIDY UNDER XII PLAN (ODISHA) for the year _____**

D.D.E'S Office:

For office use only
(By Extension officers) JLO/SLO

Registration:
and date

Sl. No. _____
Date of Registration:
ILF - CRT No. & Date:

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

1. Name of the applicant :
2. Father's / Husband's Name :
3. Postal address :

4. Location and approach to the estate/holding:

5. a) Particulars of Coffee Estates owned by the applicant

Name of the Village	Survey No.	Name of the Estate	Area under Coffee (Ha.)	Year of planting	Variety	Plant population	Remarks
1	2	3	4	5	6	7	8

b) Particulars of area claimed under consolidation subsidy

c) Amount of subsidy claimed Rs. _____ for _____ Ha. of consolidation / rejuvenation.

6. Cultural operations attended : Plant Training
Gap Filling
Manuring, Weeding
Shade Regulation
Crop particulars

Crop estimate for

7. Boundaries of the estate / holding

North _____

South _____

East _____

West _____

8. How the land was acquired
if by grant, give particulars

: Govt. Agency / Others (Please specify)

9. Particulars of members of family :

	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			

10. The following attested copies of documents are enclosed with the application

a) CPC / CRC Copy

b)

Place:

Date:

Signature of the Applicant

NOTE: Application which does not contain all the information asked for, as above, is liable to be rejected.

DECLARATION

I _____ son of /Wife of /Daughter of
_____ aged _____ years, resident of _____ do
hereby solemnly declare that:-

- 1 The area applied for consolidation / rejuvenation subsidy was planted to Coffee during the year _____
- 2 Survey No. extent, Variety, No. of plants, spacing, etc., given in this application are true and represent the factual condition obtained on the field on the date of application.
- 3 I have understood that the subsidy claim made by me is subject to scrutiny by the Coffee Board represented by its Technical Officers/ Staff. I also understand that the claim may be rejected, if any of the particulars given in the application by me is false / incorrect.
4. Further, also understand that I will forfeit my future claim by virtue of this rejection on the said grounds, and the decision of the Coffee Board with regard to my claim, shall be final.
5. I further declare that I shall consolidate/rejuvenate the area satisfactorily and continue to do so even after the release of subsidy installment to the satisfaction of the Board, failing which, the Board has the absolute right to stop further release of installment of subsidy.
6. I have not obtained any subsidy for this claim made by me now either in my name or in the name of any of my family members in the past.

Place:

Date:

Signature of the Applicant



**REPORT OF THE INVESTIGATION OFFICER FOR
CONSOLIDATION/REJUVENATION SUBSIDY (ODISHA)- FIRST INSTALLMENT**

Date of Application :

Date of receipt at JLO / SLO's office
(As entered in the subsidy register Folio No.....)

SLO :
Regn. No. :

Name & Designation of the Investigating Officer :

Date of Visit :

1. Name & Address of the Applicant :

2. Location and approach to the Block :

3. Total extent of the Estate in which Consolidation /
Rejuvenation is proposed :

Name of the Estate :

Planted area in Ha. :

4. Remarks on title deed
(Have you gone through the title deeds produced by
the applicant and satisfied that the area claimed
for is consolidation / rejuvenation as per records) :

5. Village, Sy. No. and extent of area :Village Sy.Nos. Total extent
of subsidy claimed for claimed (Ha.)

6. Particulars of area proposed for
Consolidation / rejuvenation or Expansion :

Block No.	Sy. No.	Plant Material	Spacing	Age group	Extent (in Ha.)	Plant Population	% of vacancies
1.							
2.							
3.							
4.							

5.

6.

Note: If there is any difference between the planting particulars given by the applicant and that of yours as observed in the field it should be recorded below with full details with relation to boundaries, markings in the sketch, Sy. No., Plants No., Spacing, etc.

7. Present condition of area :

a) Permanent/Temporary shade - satisfactory / Unsatisfactory with remarks. :

b) Are there any large vacant patches? :
If so, approximate extent of such patches.

c) Have the plants been protected from Pest disease, exposure etc? Are remedial measures being taken. :

d) State whether level of plant nutrients applied is adequate and furnish quantity applied. :

e) Are you satisfied based on your field observations at the time of your visit that the area is suitable for consolidation /rejuvenation. :

f) Are there aged shade trees that are usually cultivated in coffee plantations if so, particulars :

g) Any other remarks such as facility of irrigation - available in the estate? :

h) Concluding remarks about the overall condition (Please briefly sum up your observations in columns 7(a) to (h)) :

8. Do you recommend payment of subsidy? If so, give details such as Sy. No., Extent, for Arabica and Robusta separately.

Sl.No.

Sy.No.

Extent (in Ha.)

1.

2.

3.

4.

Total =

9. Do you reject the claim? If so, give reasons in detail :

RECOMMENDATION

_____ Ha. _____ is recommended for grant of subsidy for consolidation / rejuvenation or Expansion and the particulars given are correct.

ANY OTHER REMARKS OF THE INVESTIGATING OFFICER WITH REGARD TO CLAIM OF SUBSIDY Smt./SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Jr./Sr. Liaison Officer

LIST OF DOCUMENTS ENCLOSED TO THE APPLICATION:

- 1.
- 2.
- 3.

Recommendation of the SLO:

The subsidy claim of _____ Ha. has been verified as per the recommendation of the JLO/SLO and found to be in order. Hence, recommended for sanction of a sum of Rs. _____ (Rupees _____ only)

Senior Liaison Officer

Sanctioned a sum of Rs. _____ (Rupees _____ only) towards grant of subsidy for _____ Ha.

DEPUTY DIRECTOR (EXTENSION)
COFFEE BOARD, PADERU



(Last date for receipt of application is _____)

COFFEE BOARD

**APPLICATION FOR SECOND INSTALLMENT OF CONSOLIDATION / REJUVENATION
SUBSIDY UNDER XII PLAN (ODISHA) for the year _____**

D.D.E'S Office:

For office use only

(By Extension officers) JLO/SLO

Registration:
and date

Sl. No. _____

Date of Registration:

To

The Junior/Senior Liaison Officer,
Coffee Board, _____

1. Name of the applicant :
2. Father's / Husband's Name :
3. Postal address :
4. Particulars
 - a) Total Extent :
 - b) Extent claimed: 1st Installment Claim for II Installment
under subsidy : Extent Amount Extent Amount
5. Location and approach to the estate/holding:
6. Particulars of Coffee Estate for which subsidy claimed

Year of Planting	Sy. No. & Village	Extent in Ha.,	Plant Material	No. of Plants supplied/ collar pruned	Amount disbursed for II Inst.
------------------	-------------------	----------------	----------------	--	-------------------------------

7. Cultural operations attended :
- a) Plant Training :
 - b) Gap Filling :
 - c) Manuring :
 - d) Weeding :
 - e) Shade Regulation :
 - f) Replacement of vacancies /
Unproductive plants :

8. Crop particulars :

I have not obtained any subsidy for this claim made by me now either in my name or in the name of any of my family members in the past.p

I do hereby declare that the above particulars given by me are correct

Place:

Date:

Signature of the Applicant

Note: Application which does not contain all required information is liable to be rejected.



**REPORT OF THE INVESTIGATION OFFICER
FOR CONSOLIDATION / REJUVENATION SUBSIDY(ODISHA) - SECOND INSTALLMENT**

Date of Application :

Date of receipt at JLO / SLO's office
(As entered in the subsidy register
Folio No.....) SLO :
Regn. No. :

Name & Designation of the Investigating Officer :

Date of Visit :

1. Name & Address of the Applicant :

2. Total extent of the Estate in which Consolidation /
Rejuvenation grant claimed :

Name of the Estate :

Planted area in Ha. :

3. Amount claimed towards I/II

	I	II	Extent in Ha.	Amount
	:	:		

4. Present condition of the coffee holding

a) Do you agree with the applicant's
claim of carrying out cultural operations :

b) If agreed what are the additional operations / works
suggested for improvement of production
and productivity. :

c) Crop increase in the holding after implementation
of consolidation scheme :

5. Extent recommended :

6. Do you reject / reduce the claim if so, details :

RECOMMENDATION:

Recommended for an extent of _____ Ha. for grant of subsidy for consolidation / rejuvenation and the particulars given above are correct.

Smt./SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Junior / Senior Liaison Officer

RECOMMENDATION OF THE SLO:

The grant claim to the extent of _____ Ha. has been verified as per the recommendation of the JLO and found to be in order. Hence recommended for sanction of a sum of Rs _____ (Rupees _____ only)

Senior Liaison Officer

Sanctioned a sum of Rs. _____ (Rupees _____ only) towards grant of subsidy for _____ Ha.

DEPUTY DIRECTOR (EXTENSION)
COFFEE BOARD, PADERU



**JOINT INVESTGATION REPORT OF THE INVESTIGATION OFFICER
FOR CONSOLIDATION / REJUVENATION SUBSIDY (Andhra Pradesh)
FIRST INSTALLMENT**

SLO/JLO/ MINUMULURU/ARAKUVALLEY /CHINTAPALLI(EAST)/CHINTAPALLI(WEST)

1. Name & Designation of the Investigating Officer :
2. Date of Investigation :
3. Name & Address of the Grower :
4. Location and approach to the Block :
5. Total extent of the Estate in which Consolidation / Rejuvenation is proposed :
6. Village, Sy. No. Extent of area : Village Sy.Nos. Total extent
of subsidy claimed for of subsidy claimed (Ha.)
7. Particulars of area proposed for Consolidation / rejuvenation :

Block No.	Sy. No.	Plant Material	Spacing	Age group	Extent (in Ha.)	Plant Population	% of vacancies
1.							
2.							
3.							
4.							
5.							
6.							
8. Present condition of area :

- a) Permanent/Temporary shade - satisfactory / Unsatisfactory with remarks. :
- b) Are there any large vacant patches? :
If so, approximate extent of such patches.
- c) Have the plants been protected from Pest disease, exposure etc? Are remedial measures being taken. :
- d) State whether level of plant nutrients applied is adequate and furnish quantity applied. :
- e) Are you satisfied based on your field observations at the time of your visit that the area is suitable for consolidation /rejuvenation. :
- f) Are there aged shade trees that are usually cultivated in coffee plantations if so, particulars :
- g) Any other remarks such as facility of irrigation - available in the estate? :
- h) Concluding remarks about the overall condition (Please briefly sum up your observations in columns 7(a) to (h)) :
9. Do you recommend payment of subsidy? If so, give details such as Sy. No., Extent, for Arabica and Robusta separately.

Sl.No.	Sy.No.	Extent (in Ha.)
1.		
2.		
3.		
4.		
Total =		

Recommendation of Investigating Officer and Officer in charge of the Office

Recommended for release of second installment of consolidation/Rejuvenation subsidy for an area of.....Ha and sanction of Rs..... Rupees.....only) and the particulars given above are correct.

Smt./SriS/o/ W/o.....or any of his/her family members has not obtained any subsidy/grant in the past for this claim made by him /her now.

Place: Date: (AD/HO/Sub-Asst(Coffee) ITDA (Investigating Officer)

Verified and found correct. Recommended for sanction as above.

Place: Date: Junior/Senior Liaison Officer

Verified the investigation report, documents and found to be in order. Recommended for release of subsidy.

Case Worker
(Signature with name & designation)

DDE, PADERU

Place: Date:



**COFFEE BOARD – XII PLAN SCHEMES – NTA (ANDHRA PRADESH&ODISHA)
APPLICATION CUM INVESTIGATION REPORT FOR RELEASE OF SUBSIDY FOR
CONSTRUCTION OF CEMENT DRYING YARDS DURING THE YEAR _____**

Sub Office's Regn. No. / Date	DDE'S Office Regn. No. / Date:
To The SLO/JLO/Coffee Board, Minumuluru/ Koraput/Araku Valley/Chintapalli(East)/(West)	
1) Name of the grower	
2) Father / Husband's Name	
3) Name of the Village with Postal Address	
4) Details of Bank Account No. with IFSC Code No.	
5) Area and year of planting	
6) Size of the Drying Yard	Length: _____ Breadth: _____ Total Sq.ft.: _____
7) Amount claimed @Rs per Sq.ft.	
I have not obtained any subsidy for this claim made by me now either in my name or in the name of any of my family members in the past.	
Place: Date:	Signature of Grower
INVESTIGATION REPORT FOR THE RELEASE OF SUBSIDY TOWARDS CONSTRUCTION OF CEMENT DRYING YARDS DURING THE YEAR _____	
1. Name & Designation of the Investigation Officer	
2. Date of Visit	
3. Measurement of Drying yards	Length: _____ Breadth: _____ Total Sq.ft. _____

Recommendation of Investigating Officer and Officer in charge of the Office

Recommended for release of subsidy amount of Rs.....
Rupees.....only) towards construction of cement Drying
yards during the year _____ measuring _____ Sq.ft. and the particulars given above
are correct.

Place: _____ Date: _____ Signature of Investigating Officer

Smt./SriS/o/ W/o.....or any of his/her family members has
not obtained any subsidy/grant in the past for this claim made by him /her now.

Verified and found correct. Recommended for sanction as above.

Place: _____ Date: _____ Junior/Senior Liaison Officer

**Verified the investigation report, documents and found to be in order.
Grant for release of subsidy.**

Signature & designation
of the Case Worker _____ Deputy Director (Extension)
Coffee Board, Paderu

Place: _____ Date: _____