

Modalities for Implementation of
Component 5: Coffee Development Programme in North Eastern
Region

5.1 Expansion of Coffee

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

5.1.1 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

5.1.2 Unit Cost:

Rs.70,000/- per ha.

5.1.3 Scale of Subsidy:

50% of the Unit Cost i.e., Rs.35000/- per ha.

5.1.4 Release of Subsidy:

In two installments:

1st installment - 60% of the unit cost

2nd installment - 40% of the unit cost

5.1.5 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 planting 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, carryout 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.

Mp
23.12.14

5.1.6. 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, carryout 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.

5.1.7 Procedure for payment of subsidy to the grower

The 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.

ky
23.12.14

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.

5.2.1. Eligibility

- i) All tribal growers
- ii) The area benefited by consolidation subsidy during XI Plan period is not eligible for subsidy during XII Plan.
- 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

5.2.2 Unit Cost:

Rs.40,000/- per ha.

5.2.3 Scale of Subsidy:

50% of the Unit Cost i.e., Rs.20000/- per ha.

5.2.4 Release of Subsidy:

In two installments:

1st installment - 60% of the unit cost

2nd installment - 40% of the unit cost

5.2.5 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, carryout 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.

16/-
23.12.14

5.2.6 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, carryout 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

5.2.7. Procedure for payment of subsidy to the grower

The 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.

Kup
23.12.14

5.3 Support for Group Nurseries:

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

5.3.1. Eligibility

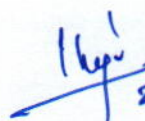
- i) SHGs/ collectives of tribal growers
- ii) The seed material for raising coffee nursery shall be procured from the Coffee Board only.

5.3.2. Scale of support

Rs.5/- per seedling

5.3.3. 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, Bangalore along with recommendations for sanction.
- viii) After sanction, the concerned Deputy Director (E) shall release the amount in a phased manner at different stages of raising of nurseries.

 23.12.14

Quality upgradation

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.

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

5.4.1 Supply of Baby Pulpers

5.4.1.1 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
- 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.

5.4.1.2 Unit Cost:

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

5.4.1.3. Scale of Subsidy:

75% of the Unit Cost

5.4.1.4. 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 pulpurs 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 Direct (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 pulpurs with a condition that the manufacturer should supply the pulpurs to the growers by October.

Handwritten signature
23.12.14

- 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.

5.4.2 Drying yards

5.4.2.1 Eligibility

- i) All tribal growers
- ii) Those who have availed the benefits during XI 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.

5.4.2.2 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/-	75% of unit cost
2 Ha and above	20' x 20' or (400 Sq. Ft)	Rs.45,000/-	75% of unit cost

5.4.2.3 List of documents required

5.4.2.3 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 Adhaar 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 carryout 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 Deputy Director (Extn).
- iii) The 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).

Krupa
23.12.14

5.5. 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.

5.5.1 Eligibility

- i) All tribal growers
- 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.

5.5.2 Activities Eligible for Subsidy

- i. Water storage tank / open well with pump set / ring well with pump set / bore well with submersible pump set 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.

5.5.3 Unit Cost and scale of subsidy for water harvesting structures

Size of Holding (Ha.)	Dimension of Water Tank (LxBxH)	Total Unit Cost (Rs.)	Subsidy Amount
Up to 2 Ha.	30' x 30' x 10' (9000 Cft.)	43,000.00	75% of the unit cost
2 Ha to 4 Ha & above	43' x 43' x 10' (18490 Cft.)	89,000.00	75% of the unit cost

The dimension and unit cost indicated for construction of water storage tank are only for the purpose of extending subsidy under the scheme. The growers are at liberty to execute the tanks of any dimension.

Handwritten:
23.12.14

5.5.4 Unit Cost and scale of subsidy for sprinkler unit

Size of Holding (Ha.)	Total Unit Cost (Rs.)	Subsidy Amount
Up to 1.00 Ha.	60,000	75% of the unit cost
1.00 to 2.00 Ha. & above	1,20,000	75% of the unit cost

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.

5.5.5 List of documents required

- i) Application in the prescribed format (in duplicate).
- ii) Invoice / Bill (original) with TIN No. in case of Bore well pump set, Machinery and Sprinkler Equipment.
- iii) Work completion report and expenditure statement signed by the applicant

5.5.6 Procedure for claiming subsidy

- i) The beneficiary / applicant shall submit the following documents for claiming subsidy in the prescribed after taking up the activity.
 - a) Application in the prescribed format (in duplicate).
 - b) Invoice / Bill (original) with TIN No. in case of Bore well pump set, Machinery and Sprinkler 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 Deputy Director (Extn).
- iii) The 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).

Handwritten signature and date:
23.12.14

5.6 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 100 kms.
- 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

Heaps
23.12.14

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.

1/23
23.12.14

5.7 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.

5.7.1. 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.

5.7.2. 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.

5.7.3. Scale of subsidy

75% of the unit cost.

5.7.4. 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.

Handwritten signature
23.12.14

5.8. 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.

5.8.1. 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.

5.8.2. Scale of subsidy

5.8.2 (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.

5.8.2 (b) For other eco-certifications

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

Hg
23.12.14

5.8.3. 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 groups 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, 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.

Krupa
23.12.14



Photo

**APPLICATION FOR FIRST INSTALMENT OF EXPANSION SUBSIDY
UNDER C.D.P XII PLAN FOR NORTH EAST REGION (YEAR.....)**

To:

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

1.	Name of the applicant (In Block letters)						
2.	Address						
	Contact No.	Mobile:		Land line:			
3.	Location / village & approach to new clearing						
4.	Existing area under coffee if any: Planted area (in Ha) Bearing area (in Ha)	Arabica	Robusta	Total	Arabica	Robusta	Total
5.	Area proposed for fresh planting	Arabica (in Ha)		Robusta (in Ha)		Total (in Ha)	
		Year of planting		Spacing (In ft.)		Variety	
6.	Boundaries of the new clearing	North	South	East		West	
7.	How the land was acquired	Ancestral	Self acquired	Govt. Grant		Village	
	Records enclosed						
8.	Particulars of financial assistance already availed from Coffee Board	Year		Amount (Rs.)		Purpose	
9.	Bank Account details	Bank Name & Br.		IFSC Code		A/c No.	
10.	Documents to be enclosed	Recent Passport photo 2 Nos.		Land document	Sketch map	Pass Book (Xerox)	

Place :

Date :

Signature of the Applicant

DECLARATON

I.....son /wife /daughter of
aged.....years, 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

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

This is to certify that Sri / Smt.....Son / Daughter / Wife ofis
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

**REPORT OF THE INVESTIGATING OFFICER FOR RELEASE OF
1st INSTALLMENT OF SUBSIDY FOR EXPANSION FOR THE YEAR**

1. Name & Designation of the Investigating Officer				
2. Date of visit				
3. Name & address of the grower				
4. Location and approach to the block				
5. Particulars of planting				
Area (ha)	Year of planting	Plant material	Spacing	No. of plants
6. Steps initiated for establishment of new clearing:				
a) Source of seedlings				
b) Details of planting				
c) Shade pattern				
d) Details of intercropping				
e) Cultural operations attended : weeding, manuring, pest & disease measures etc.				
g) Overall maintenance of the estate				
7. Recommendation of the Investigating Officer				

First installment of subsidy of Rs. (Rupees)only for fresh planting may be released for Ha.

Place:

Date :

Signature of the Investigating Officer
(Name & Designation)

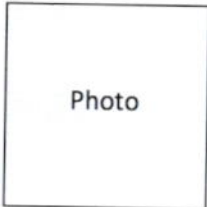
Recommendation of the Liaison Officer:

The subsidy claim for.....ha for a sum of Rs.....(Rupees) only is recommended for sanction based on the recommendation of the Investigating Officer.

Place:

Date:

JUNIOR / SENIOR LIAISON OFFICER



**APPLICATION FOR FIRST INSTALMENT OF CONSOLIDATION SUBSIDY
UNDER C.D.P XII PLAN FOR NORTH EAST REGION (YEAR.....)**

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

1.	Name in Block letters						
2.	Address						
	Contact No.	Mobile:			Land line:		
3.	Location / village & approach to new clearing						
4.	Existing area under coffee if any Planted area (in Ha)	Arabica	Robusta	Total	Arabica	Robusta	Total
	Bearing area (in Ha)						
5.	Area proposed for consolidation	Arabica (in Ha)		Robusta (in Ha)		Total (in Ha)	
		Year of planting		Spacing (In ft.)		Variety	
6.	Particulars of existing plantation	Year of planting	Age of plants		Avg. Prod	Plant material & spacing	
7.	Boundaries of the new clearing	North	South		East	West	
8.	Particulars of financial assistance already availed from Coffee Board	Year			Amount (Rs.)		Purpose
9.	Bank Account details	Bank Name & Br.			IFSC Code	A/c No.	
10.	Documents to be enclosed	Recent Passport size photo	Land document		Sketch map		Pass Book (Xerox)
		2 Nos.					

Place :
Date :

Signature of the Applicant

DECLARATON

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 duringyear 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 ofis
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



**REPORT OF INVESTIGATING OFFICER FOR RELEASE OF 1st INSTALLMENT OF
SUBSIDY FOR CONSOLIDATION / REJUVENATION FOR THE YEAR**

1. Name & Designation of the Investigating Officer					
2. Date of visit					
3. Name & address of the grower					
4. Location and approach to the block					
5. Particulars of Area proposed for Consolidation / Rejuvenation					
Area (ha)	Plant material	Spacing	No. of plants	Age	Percentage of vacancies
6. Present condition of the area:					
a) Shade pattern					
b) Cultural operations attended – weeding, manuring, pest & disease measures etc.					
c) Existing infrastructure facilities i) Pulper ii) Drying yard iii) Store house					
d) Quantity of Coffee pooled during previous year i) Cherry coffee ii) Parchment iii) Estate Pounded					
e) Overall maintenance of the estate					
7. Recommendation of the Investigating officer					

First instalment of subsidy of Rs..... (Rupees.....) only for Consolidation/Rejuvenation may be released for ha.

Place:

Date :

Signature of the Investigating Officer
(Name & Designation)

Recommendation of the Liaison Officer:

The subsidy claim for.....Ha for a sum of Rs.....Rupees.....
.....) only is recommended for sanction based on the recommendation of the Investigating Officer.

Place:

Date:

JUNIOR / SENIOR LIAISON OFFICER



**APPLICATION FOR RELEASE OF 2nd INSTALLMENT SUBSIDY FOR EXPANSION /
CONSOLIDATION UNDER CDP FOR XII PLAN (Strike out which is not applicable)**

1. Area planted & plant material used	
2. Subsidy received in previous instalments	
3. Total No. of plant population	
4. No. of vacancies filled up during the year	

I 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

INVESTIGATION REPORT FOR RELEASE OF 2nd INSTALLMENT

1. Name & Designation of the Investigating Officer	
2. Date of visit	
3. Name & address of the grower	
4. Sanction No. of previous installment & amount, cheque No & date	

5. Particulars of planting:-

Area (In Ha)	Year of planting	Plant material	Spacing	No. of plants

6. Conditions of plantation:-

a) Percentage of Mortality	
b) No. of vacancies filled during.....	
c) Percentage of plants attained topping height	
d) Average number of primaries	
e) Shade pattern	
f) Details of intercropping	
g) Soil cultivation measures practiced	
h) No. of rounds of weeding done	
i) Details of Manuring	
j) Prevalence of Pest & diseases & control measures	
k) Overall maintenance of the estate	

Subsidy of Rs.....(Rupees.....) only towards 2nd installment
for fresh planting / consolidation may be released for.....Ha.

Place:

Date:

**Signature of the Investigating Officer
(Name & Designation)**

Counter signature of Liaison Officer



**Application for grant of subsidy for Quality up-gradation / Water Augmentation
under C.D.P. for N.E. Region during XII Plan (Year.....)**

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

1.	Name in Block letters						
2.	Address						
	Contact No.	Mobile:			Land line:		
3.	Area under coffee: Planted area (in Ha) Bearing area (in Ha)	Arabica	Robusta	Total	Arabica	Robusta	Total
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.	Bank Account details	Bank Name & Br.		IFSC Code		A/c No.	

Place :
Date :

Signature of the Applicant

DECLARATON

1. I.....the owner of theestate 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

Issue No.....

Date.....

This is to certify that Sri / Smt.....Son / Daughter / Wife ofis 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

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 XII Plan (Year.....)**

1	Name & address of the applicant and Contact No.			
2	Total planted area under coffee owned by the applicant (in Ha)			
3	Details of the activity taken up by the applicant and claim	Activity	Year	Amount Rs.
4	Bank details	Name of Bank & Branch	IFSC Code	Account No.
5	Remarks if any			

I Sri / Smt.....S/o, D/o, W/o.....resident ofvillage, 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

For office use:

**Physical verification of report of activities completed under
Water Augmentation / Quality-Up-Gradation under CDP of XII Plan**

1	Name & Designation of the inspecting officer/official	
2	Date of visit for spot verification	
3	Name & address of the estate where activity is completed	
4.	Details of activity completed/description of equipment installed/size of construction/civil works specification/specification of machinery	
5	If rejected specify the reason	

Recommendation of inspecting Officer /Official

Subsidy of Rs.....(Rupees.....)only towards construction of water tank/pond/ irrigation unit /Drying yard may be released.

Place:

Date:

Signature of investigating Officer/Official

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)



**Application for grant of subsidy for Mechanization of coffee estate operations
under C.D.P. for N.E. Region for individual coffee growers (Year.....)**

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

1.	Name in Block letters						
2.	Address						
	Contact No.	Mobile:			Land line:		
3.	Category of holding						
4.	Area under coffee:	Arabica	Robusta	Total	Arabica	Robusta	Total
	Planted area (in Ha)						
	Bearing area (in Ha)						
5.	Infrastructure already available on the farm in terms of farm machinery						
6.	Details of machinery/equipment for which subsidy is claimed	Name of the machinery/model	Invoice No. /Date	No. of units	Total cost Rs.	Subsidy amount Rs.	
7.	Grower's Contribution						
8.	Particulars of financial assistance already availed from Coffee Board under the scheme	Year	Amount (Rs.)		Purpose		
9.	Bank Account details	Bank Name & Br.		IFSC Code		A/c No.	

Place:

Date:

Signature of the Applicant

DECLARATION

1. I..... the owner of theestate with a total area ofha., hereby 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 the scheme Support for Mechanization of Coffee Estate Operations of XII Plan period and abide by the same.
3. I have not claimed subsidy benefit for the same machine unit from any other government departments/agency.
4. I declare that the machinery for which subsidy has been applied for shall be used on my own farm and not sell / lease the same.
5. I am aware that I am liable for legal consequences that may arise if my/our claim is found false at later date.

Place:

Date:

Signature of the Applicant

List of Documents to be enclosed by Growers

- i) Application for claiming subsidy along with declaration by the Applicant (in duplicate) in the prescribed format.
- ii) Proof of Land Ownership / Possession Certificate as the case may be in respective states.
- iii) Original Proforma Invoice / Bill having TIN with full description of the machinery purchased including the model, specifications, serial number of the machinery, details of additional accessories, amounts of basic price & taxes, percentage of taxes etc.
- iv) Pre receipt by the applicant.
- v) Proof of authorized dealership in case of purchase from the dealer not mentioned in the Annexure-II.



Photo

Application for grant of subsidy for Mechanization of coffee estate operations under C.D.P. for N.E. Region for SHGs / Grower Collective (Year.....)

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

1.	Name of the SHG/Grower Collective in Block letters						
2.	Address						
	Name of the President						
	Contact No.	Mobile:	Land line:				
3.	Total No. of members to be benefitted	Male					
		Female					
4.	Total extent of coffee area of the members (in Ha)	Planted area (in Ha)			Bearing area (in Ha)		
		Arabica	Robusta	Total	Arabica	Robusta	Total
5.	Infrastructure already available with the SHG/Grower Collective on the farm in terms of farm machinery						
6.	Details of machinery/equipment for which subsidy is claimed	Name of the machinery/model	Invoice No. /Date	No. of units	Total cost Rs.	Subsidy amount Rs.	
7.	Source of Finance	Source		Amount Rs.			
		Self					
		Bank					
8.	Particulars of financial assistance already availed so far under the scheme from Coffee Board	Year		Amount (Rs.)		Purpose	
9.	Bank Account details of the SHG/Grower Collective	Bank Name & Br.		IFSC Code		A/c No.	

Place:
Date:

Signature of the Applicant

DECLARATION

1. I / We.....the President of theSHG / Grower Collective estates with a total area ofHa fromnumber of villages, hereby solemnly declare that the information provided above is true to the best of my/our knowledge and correct and no material information is suppressed.
2. We have read and understood the eligibility norms and terms and conditions governing the grant of subsidy under the scheme Support for Mechanization of Coffee Estate Operations of XII Plan period and abide by the same.
3. I / We have not claimed subsidy benefit for the same machine unit from any other government department / agency.
4. I / We declare that the machinery for which subsidy has been applied for shall be used on my / our own farm and not sell / lease the same.
5. I am / We are aware that I am / We are liable for legal consequences that may arise if my / our claim is found false at later date.

Place:

Date :

Authorized signatory

List of Documents to be enclosed by SHG / Grower Collective

- i) Application for claiming subsidy along with declaration by the Authorized Persons of SHGs/Grower Collectives (in duplicate) in the prescribed format.
- ii) Copy of Registration Certificate issued under relevant Law of Respective State.
- iii) Copy of byelaws, list of Directors and Grower Members.
- iv) Proof of Land Ownership under coffee in respect of all the members of the SHG/Growers collective.
- v) Copy of Resolutions passed by the General Body in connection with the implementation of the project and availing subsidy.
- vi) Copy of Bank Account Pass Book opened in the name of SHG/Grower Collective.
- vii) Original Proforma Invoice / Bill having TIN with full description of the machinery purchased including the model, specifications, serial number of the machinery, details of additional accessories, amounts of basic price & taxes, percentage of taxes etc.
- viii) Copy of RC Book in respect of Power Tillers / Mini Tractors.
- ix) Pre receipt by the authorized representative
- x) Proof of authorized dealership in case of purchase from the dealer not mentioned in the Annexure-II