



**COFFEE BOARD: BENGALURU**

No. EXTN/P&C Cell/2017-18/ 388

Date: 20.03.2018

**CIRCULAR**

**Sub:** Approved Modalities / Guidelines for implementation of the "Integrated Coffee Development Project Scheme" under the Medium Term Framework (MTF) – Reg.

**Ref:** Letter No.4/2/2017-Plant B dated 15<sup>th</sup> March 2018 of Under Secretary, Plant-B, MoC&I, Department of Commerce, New Delhi.

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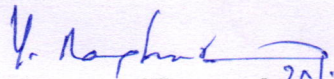
The Ministry has conveyed the approval of the Government of India w.r.t. Modalities / Guidelines for implementation of the "Integrated Coffee Development Project Scheme" during the Medium Term Framework (2017-18 to 2019-20) period vide letter cited under reference above.

In this regard, the implementation of the scheme in North Eastern Region during the MTF period will be subject to the conditions stipulated in the Ministry's letter No.4/2/2017-Plant B dated 15<sup>th</sup> March 2018 (copy enclosed).

Implementation modalities of the scheme along with the application formats for claiming different subsidies have been posted in the Coffee Board's website [www.indiacoffee.org](http://www.indiacoffee.org) and the same shall be followed strictly.

This issues with the approval of the competent authority.

Encl: As above

  
**Director of Research** 20/3

Copy to:

1. The Joint Director (Extn.), Guwahati
2. The Deputy Director (Extn.), Silchar / Jorhat
3. The Deputy Director (Accounts), HO, Bengaluru
4. All the Senior / Junior Liaison Officer of NER
5. The Deputy Secretary, Plan Accounts, HO, Bengaluru



**IMPLEMENTATION MODALITIES OF INTEGRATED COFFEE DEVELOPMENT  
PROJECT DURING THE MEDIUM TERM FRAMEWORK (MTF) PERIOD  
(2017-18 TO 2019-20)**

**Component 2: Development Support to stakeholders**

**Sub Component 2.3: Coffee Development Programme in North Eastern Region**

**2.3.1. Expansion of Coffee**

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

**2.3.1.1. 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

**2.3.1.2. Unit Cost:**

Rs.1,00,000/- per ha.

**2.3.1.3. Scale of Subsidy:**

50% of the Unit Cost i.e., Rs.50,000/- per ha.

**2.3.1.4. Release of Subsidy:**

In two instalments:

- 1<sup>st</sup> instalment - 60% of the unit cost  
2<sup>nd</sup> instalment - 40% of the unit cost

**2.3.1.5. Procedure for Claiming 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> instalment.

#### **2.3.1.6. Procedure for Claiming 2<sup>nd</sup> instalment of subsidy**

- i) The grower shall submit the prescribed format in duplicate to the concerned Extension Office of the Coffee Board during 2<sup>nd</sup> 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 2<sup>nd</sup> instalment.

#### **2.3.1.7. Procedure for payment of subsidy to the grower**

The Joint Director (Extn.) / Deputy Director (Extn.) after confirming about the admissibility of the claim, will release the 1<sup>st</sup> and 2<sup>nd</sup> instalment of eligible subsidy amount, as the case may be, to the grower's bank account through EFT/RTGS/NEFT.

#### **2.3.1.8 Amendment to the Scheme:**

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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### **2.3.2. 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.

#### **2.3.2.1. Eligibility:**

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

#### **2.3.2.2. Unit Cost:**

Rs.60,000/- per ha.

#### **2.3.2.3. Scale of Subsidy:**

50% of the Unit Cost i.e., Rs.30,000/- per ha.

#### **2.3.2.4. Release of Subsidy:**

In two instalments:

- 1<sup>st</sup> instalment - 60% of the unit cost  
2<sup>nd</sup> instalment - 40% of the unit cost

#### **2.3.2.5. Procedure for Claiming 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> instalment.

#### **2.3.2.6. Procedure for Claiming 2<sup>nd</sup> instalment of subsidy**

- i) The grower shall submit the application in the prescribed format to the concerned Extension Office of the Coffee Board during 2<sup>nd</sup> 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 2<sup>nd</sup> instalment

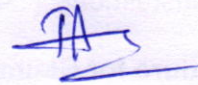
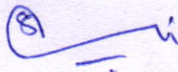
### 2.3.2.7. Procedure for payment of subsidy to the grower

The Joint Director (Extn.) / Deputy Director (Extn.) after confirming about the admissibility of the claim, will release the 1<sup>st</sup> and 2<sup>nd</sup> instalment of eligible subsidy amount, as the case may be, to the grower's bank account through EFT/RTGS/NEFT.

### 2.3.2.8 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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### **2.3.3. Support for Group Nurseries:**

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

#### **2.3.3.1. Eligibility**

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

#### **2.3.3.2. Scale of support**

Rs.5/- per seedling

#### **2.3.3.3. 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, Bengaluru along with recommendations for sanction.
- viii) After sanction, the concerned Joint Director (Extn.) / Deputy Director (E) shall release the amount in a phased manner at different stages of raising of nurseries.

#### **2.3.3.4 Amendment to the Scheme:**

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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### **2.3.4. Quality upgradation / Certification**

**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.

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

#### **2.3.4.1. Supply of Baby Pulpers**

##### **2.3.4.1.1. Eligibility**

- i) All tribal growers
- ii) A grower is eligible for only one unit
- iii) Those who have availed the benefits during XII 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.

##### **2.3.4.1.2. Unit Cost:**

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

##### **2.3.4.1.3. Scale of Subsidy**

75% of the Unit Cost

##### **2.3.4.1.4. 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 pulpers 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 Director (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 pulpers with a condition that the manufacturer should supply the pulpers to the growers by October.
- 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.

#### **2.2.2.8 Amendment to the Scheme:**

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

## 2.3.4.2. Drying yards

### 2.3.4.2.1. Eligibility

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

### 2.3.4.2.2. 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

### 2.3.4.2.4. 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 Aadhaar 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 Joint Director (Extn.) / Deputy Director (Extn).
- iii) The Joint Director (Extn.) / 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).

### 2.3.4.2.5 Amendment to the Scheme:

- The submission of application by the applicant or acceptance of the application by the office does not automatically entitle the applicant for the eligible subsidy from the Coffee Board. The release of eligible subsidy to the applicant is subject to availability of funds during a particular year.
- The Coffee Board reserves the right to amend, amplify or abrogate in its discretion any of the terms and conditions of the scheme without notice as it may consider necessary for efficient execution of the scheme and fulfilment of its objectives.
- Applications of persons who resort to making offers, rewards, gifts or any material benefit, or any coercion either directly or indirectly, to influence the sanction process shall summarily be rejected. Similarly, legal action will be initiated for recovery with applicable interest against applicants who obtain the subsidy benefit by wilfully furnishing wrong/incorrect information, misrepresentation and suppression of information.

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