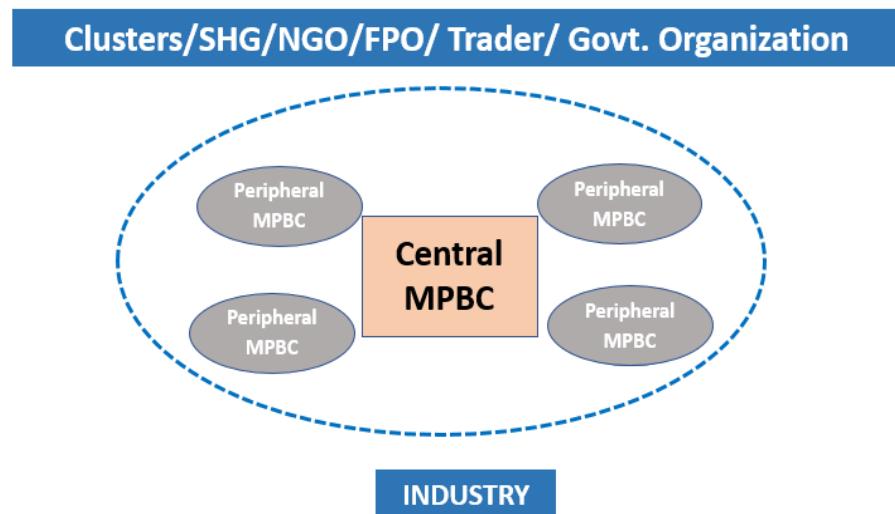


# Operational Guidelines - Medicinal Plants Business Centre

## 1. Introduction

Marketing and supply chain management of medicinal plants is crucial for sustenance of the sector. There is a need for better return to the stakeholders by increasing focus on post-harvest management and marketing of medicinal plants produce. The Medicinal Plants marketing requires strengthening of supply chain of raw material through creation of infrastructure for Post-harvest Management, value addition of Medicinal Plants produce, reduction in post-harvest losses etc.

**Medicinal Plants Business Centre would include infrastructure for Post-Harvest Management viz. Central Medicinal Plants Business Centre and Peripheral Medicinal Plants Business Centre.**



## 2. OBJECTIVES

- To develop Medicinal Plants Business Centre for effectively managing Medicinal Plants produce.
- To promote innovative and latest technologies in Medicinal Plants post-harvest management and marketing infrastructure.
- To promote creation of scientific storage capacity for storing farm produce, graded/primary processed farm produce to reduce post-harvest and handling losses.
- To provide infrastructure facilities for washing, sorting, grading, value addition, packaging, storage and quality testing of Medicinal Plants raw material.

## 3. Eligibility Criteria

Organizations such as Central Government / State Government/ SMPBs/ PSUs/R&D organizations and constituent laboratories / registered entities like Cooperatives, Corporate, Proprietorship Firms, Enterprises, Farmer Producer Organizations (FPOs), Farmer Producer Companies (FPCs), Traders, Clusters, NGOs etc. engaged in the business of medicinal plants sector shall be eligible for funding under the scheme.

#### 4. Norms of Assistance:

The total project cost is Rs. 12.50 crore per Medicinal Plants Business Centre. The maximum admissible grant per Medicinal Plants Business Centre would be @ 40% of total project with a ceiling of Rs. 5.00 crore (which should be appraised by a scheduled bank/ Govt. organization for feasibility). The budgetary support in this regard shall be provided as grant-in aid (back ended) by NMPB.

#### 5. Details of Financial Assistance

	Total Cost (Rs in Cr)	Grant - in aid (Rs in Cr)
I	II	III
<b>Medicinal Plants Business Centre</b>	<b>12.5</b>	<b>5.0</b>

Centres	Unit	Maximum Grant-in aid @ 40% per unit (Rs in Cr)
<b>Medicinal Plants Business Centre (Peripheral)</b>	<b>4</b>	<b>2.4 (Rs. 60 lakh per unit)</b>
<b>Medicinal Plants Business Centre (Central)</b>	<b>1</b>	<b>2.6</b>
<b>TOTAL</b>		<b>5.0</b>

#### 6. Medicinal Plants Business Centre – Project Components

Medicinal Plants Business Centre (Peripheral)	
i.	<b>Raw Material Receipt Point:</b> Minimum area (200 sft), Office room, Cabinets, Weighing Scales etc.
ii.	<b>Primary processing:</b> Shed (1600 sqft), Chaff Cutting Machine / Shredder, Slicer / Chopping machine, Leaf separator / winnowing machine, Vibrating double decker, Vibro-sifters, Inspection conveyors, Washing machines, Open Drying Yard (400 sq ft), Solar dryer, Other equipment for value addition (as per catchment area).
iii.	<b>Laboratory:</b> Moisture Analysers, Laboratory weighing scale
iv.	<b>Packaging:</b> Bailing press, Bag filling machine, Bag Stitching machines
v.	<b>Storage:</b> Warehouse (4000 sqft) for 100 MT of RM, MS Pallets (~2000/pallet)
vi.	<b>Other equipment:</b> As per catchment area.

Medicinal Plants Business Centre (Central)	
i.	<b>Raw Material Receipt Point:</b> Minimum area (1000 sqft), Office room (600 sqft), Weighing Scales, Weigh-bridge.
ii.	<b>Primary processing:</b> Chaff Cutting Machine / Shredder Slicer / Chopping machine etc., Vibrating double decker, Conveyor belt for

	RM inspection, Vibro-sifters, Leaf Separator / Winnowing machine, Washing machines, Manual washing facilities, Hot air tunnel dryer, Microwave tunnel dryer, Primary processing shed (2500 sqft), Peeling machine, Blanching machine, Coarse grinder, Octagonal blenders (1 & 2 MT coarse powder capacity) etc., Other equipment for value addition (as per catchment area)
iii.	<b>Laboratory with advanced equipment:</b> RM Analysis lab (800 sqft), Analytical Equipment
iv.	<b>Packaging:</b> Bailing press, Bag filling machine, Bag Stitching machines
v.	<b>Storage:</b> Ware house (20000 sqft) for 600 MT, MS Pallets (~2000/pallet)
vi.	<b>Utility area:</b> Inflatable bags for prophylactic disinfection, Utensil wash area (100 sqft), Utility storage area (100 sqft), Chemical storage area (100 sqft), Overhead tank and plumbing, Effluent Treatment Plant, Training Hall, Transport goods parking area, Control sample room (200 sqft), Electrical panel room (200 sqft).
vii.	<b>Other equipment:</b> As per catchment area.

**Note:** Indicative list of the facilities, however, Project investigator may propose facility/equipment as per catchment area.

**Ineligible items for calculation of grant in-aid (Project Cost as in S.No 5(II)):** Compound wall, approach road/ internal roads, cost of land and site development, canteen, labour rest room and quarters of workers, security/guard room or enclosure, non-technical civil works not related to the component of the scheme, margin money, working capital and contingencies, fuel, consumables, spares, transport vehicles except controlled temperature vehicles like coolers and refrigerated/insulated/ventilated transport, pre-operative expenses, service charges, carriage and freight charges or other such charges/fees, expenditure on painting of machinery, AC ducting, furniture and allied office items, closed circuit TV camera and security system related equipment, consultancy fees, taxes, etc. on plant and machinery, stationery items, plant & machinery not directly related to components of the scheme, fly catchers, hand washer, laundry, reconditioned/refurbished/second hand/ old plant & machinery.

**\*Note:** The list is only indicative and the Project Screening/Approval Committee constituted by the NMPB, Ministry of Ayush will be the final authority to decide on ineligibility or otherwise of items for purpose of grants-in-aid.

- Medicinal Plants Business Centre project (**Infrastructure for Post-Harvest Management of Medicinal Plants**) should include both **Central and Peripheral Medicinal Plants Business Centre** within the same state. However, the exact nature of infrastructure to be supported under the scheme will be decided on the basis of medicinal plants produce in the catchment area of the project. Medicinal Plants Sector is growing at a fast pace and several innovative storages, preservation and minimal processing technologies are being developed day by day which may also be considered with the recommendation of Project Screening Committee and Project Approval Committee.
- Considering the functional nature of the facilities and with a view to plug in the gaps in the supply chain and to enhance the capacity utilization and viability of the project, the applicants may avail the assistance under this scheme in conjunction with other schemes being

implemented by other Central Ministries / Departments /Organizations or State Government. However, no assistance will be provided for the components/Facilities for which grant-in aid has already been approved /availed.

#### **7. Pattern of release of grant:**

The grant-in aid will be released in two instalments of 50% each as per following schedule:-

- **1st instalment** of 50% of the approved grant under the scheme will be released after ensuring that 50% of the applicant's contribution and 50% of the term loan have been spent on the eligible project cost and after site inspection conducted to ascertain the commensurate physical progress of the project also. The applicant shall submit the documents along with the request for 1<sup>st</sup> instalment within 15 months (18 months in case of North East States, Himalayan States, ITDP Areas and Islands) from the date of issue of the approval letter from NMPB.
- **2nd instalment** of remaining 50% of the approved grant- in aid under the scheme will be released after ensuring the
  - (i) utilization of the first instalment of grant released
  - (ii) 100% of applicant's contribution and 100% of term loan has been invested in the eligible project cost
  - (iii) the project has achieved completion and commercial operation has started and
  - (iv) after joint inspection by a team consisting of the representatives of NMPB, M/o AYUSH, /SMPBs/RCFCs and the Bank (which has sanctioned the Term Loan) to ascertain the completion of the project and start of commercial operation.

The applicant shall submit the documents along with the request for 2nd instalment within 24 months (30 months in case of North East States, Himalayan States, ITDP and Islands areas) from the date of issue of the approval letter from NMPB, Ministry of Ayush.

The documents to be submitted by the applicant for the release of 1st and 2nd instalment of the grant are at Appendix-I.

#### **8. Implementation Schedule and Penalty**

- The implementation schedule for the project would be 24 months in general areas and 30 months in North East States, Himalayan States, ITDP Areas and Islands from the date of issue of the approval letter for the financial assistance. No extension of time for implementation of the project will be given. In exceptional circumstances, for the reasons beyond the control of the applicant(s), the implementation period may be extended with the approval of the Project Approval Committee (PAC)/Secretary, Ministry of Ayush.
- In case of non-implementation of the project as per the approval letter, the Ministry would have the discretion to cancel the approval granted to the project and to recall the grant, if any, released, with interest @ Marginal cost of funds based lending rate (MCLR) + 2% per annum.
- In case of failure to operate the project for at least ten years after commencement of commercial operation, the applicant shall return the entire grant-in aid with interest @ Marginal cost of funds based lending rate (MCLR) + 2% per annum.
- In case of the failure of the applicant to refund the grant-in aid amount with interest, in the event of non-implementation of the project as approved and / or utilization of the grant for purposes other than on the approved components, the due amount shall be recovered as an arrear of land revenue as per the relevant law in force.
- In case of any dispute arising out of interpretation of any of the terms and conditions as contained in the Scheme Guidelines and/or Approval Letter, the interpretation and decision there on of NMPB, Ministry of Ayush shall be final and binding.

- The NMPB, Ministry of Ayush may seek any clarification and/ or any document/ information at any stage of the project. The Ministry reserves the right to modify the Scheme Guidelines or any other terms and conditions as contained herein.
- If at any point of time, it comes to the notice of NMPB, Ministry of Ayush that the grant has been availed by manipulation/ concealment of information/ facts, the same shall be withdrawn immediately and the amount, if any, released shall be refunded along with interest @ Marginal cost of funds based lending rate (MCLR) + 2% per annum.
- The assets created wholly or substantially out of the Government Grant shall not be disposed-off or encumbered or utilized for purposes other than those for which the grant has been sanctioned, without obtaining the prior approval of the Ministry of Ayush. In case of non-compliance of this condition, the applicant will be liable to refund the grant with interest @ Marginal cost of funds based lending rate (MCLR) + 2% per annum. In case of the failure of the applicant to refund the grant-in aid amount with interest, the due amount shall be recovered as an arrear of land revenue as per the relevant law in force.
- After the completion of the project, the applicant must submit the following documents every year to the Ministry for next five years from the date of release of the final instalment of the approved grant: -
  - a. Audited Annual Financial Statement of the entity showing balance sheet, profit & loss account, schedule and notes to accounts of the project.
  - b. Percentage capacity utilization of the project.
- The applicant shall make all possible efforts to complete the project as per the stipulated timelines mentioned in the approval letter. In case of non-adherence to stipulated timelines, except in case of force de majeure or reasons beyond the control of applicant, the PAC may consider imposing penalty in terms of reducing the grant amount, on case to case basis as per following:
  - a. The timeline for each instalment of the scheme guidelines and /or as approved by PAC at the time of according approval shall be applicable for this purpose. Only, force de majeure, reason will be accepted as genuine reasons for delay in cases where applicant fails to adhere to the timeline and request the Ministry for relaxation of penal action.
  - b. In case of non-adherence to the timeline of a particular instalment due to the project, a penalty amounting to 1% of the quantum of instalment due for release will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 5% of the instalment to be released.
  - c. The penalty will be imposed for such delay till the date of submission of the complete documents to the Ministry for release of instalment of the grant.
  - d. The decision of the PAC shall be final and binding on imposition of the penalty, quantum of the penalty and the period for which the penalty is to be imposed.

## 9. Basic Eligibility Criteria:

The proposals have to meet the following eligibility criteria under the scheme:

- a) Final term loan sanction from the bank/ financial institution (FI) for availing term loan for an amount not less than 20% of the project cost. The proposal shall be submitted within 90 days of the sanction of the term loan.
- b) A detailed appraisal note from the bank/financial institution specific to the proposal. Detailed Project Report/Techno Economic Viability Report merely stamped or endorsed by the bank/FI without detailed appraisal note shall not be considered as valid appraisal note and such proposal will not be considered for financial assistance.

- c) Infusion of equity of at least 20% of the total project cost in general area and 10% for projects in North East States, Himalayan States and Integrated Tribal Development Project (ITDP) Areas & Islands.
- d) Grant-in aid to any eligible organization, including its subsidiary would be limited to one project at a time only under the Scheme.
- e) Any entity /organization which has availed grant from NMPB for any other project shall not be considered eligible for another grant until satisfaction completion of earlier project.
- f) Applicants who have availed assistance under any other scheme of the Ministry and apply again under this scheme, then in such cases the previous project (s) should have achieved completion and commenced commercial operation /production and successfully completed at least one year of operation.
- g) The grant will be restricted only to the plant and machinery and technical civil work created subsequent to the submission of the proposal.

## 10. Documents Required:

Following documents are required to be uploaded through Ayush Ngo Portal:

- a. Detailed Project Report (DPR) in the prescribed template as at **Appendix –II**
- b. CA/Statutory Auditor certificate as per **Appendix-III**.
- c. CE (Civil) certificate [**Appendix-IV**] and CE (Mechanical) Certificate [**Appendix-V**]
- d. Proof of Infusion of equity of at least 20% and 10% of the total project cost respectively for project in general area and for projects in North East State, Himalayas States, and ITDP Area & Island duly certified by the lending bank/FI.
  - i. Final term loan sanction from the bank /Financial Institution for availing term loan for an amount not less than 20% of the project cost.
  - ii. A detailed appraisal notes from the Bank / Financial Institution.
  - iii. Certificate of incorporation/registration of the applicant firm, Memorandum and Article of Association in case of Company etc.
  - iv. Bio-data /background /experience of the project applicant.
  - v. Annual report and Audited Financial Statement of Account of the applicant firm for last two years.
  - vi. Self –attested English /Hindi version of land documents for the project in support of land title in the name of the applicant or land lease (minimum 30 years) duly registered with the competent authority.
  - vii. Change in land use (CLU) permission for the projects for the said land from the competent authority.
  - viii. Certificate from lending Bank/FI that the facility has not commenced commercial operation as on the date of submission of the proposal or the date of bank certificate, whichever is later.
  - ix. An undertaking to be furnished by the applicant as per **Appendix-VI**.
  - x. Mandate form as per **Annexure –I** in respect of the applicant firm.
  - xi. Self-attested copy of PAN card of applicant firm.

## 11. Selection of Proposals for Financial Assistance:

All proposals received through Ayush Ngo Portal will be scrutinized by the Project Screening Committee (PSC) to ascertain prima-facie eligibility and further appraisal / evaluation of proposals found prima facie eligible. The recommendation(s) of the PSC on each proposal (eligible or otherwise) will be placed before Project Approval Committee (PAC) for consideration and approval.

The Ministry shall have the final say regarding eligibility or otherwise of the proposals and selection of proposals for grant-in-aid.

**12. Management Support:**

NMPB may engage the certain contractual staff such as Senior Programme Manager (MPBC & Integrated Component), Project Consultant (Technical), Project Consultant (Finance) and Data Entry Operator for effective implementation of the Medicinal Plants Business Centre. Role and responsibilities of management support staff are detailed in **Appendix VII**.

13. **Ministry's Decision shall be final:** The decision of NMPB, Ministry of Ayush in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, grant approved and imposition of penalty will be final and binding on the applicants.
14. **Court's Jurisdiction:** Any dispute arising out of selection of proposals and implementation of approved project under this scheme guideline will be subject to Courts/ Tribunals having jurisdiction over Delhi.

**Terms and conditions for release of grant-in-aid to the project**

- The applicant shall submit to the Ministry the Acceptance Letter, confirming the capacities as detailed in the approval letter that would be created, within 30 days of issue of approval letter.
- The applicant shall submit following documents:-
  - a. Self-attested English/Hindi version of the land documents of project location, in support of land title in the name of the applicant or land lease, duly registered with the competent authority for not less than the period of 30 years.
  - b. Change in land use (CLU) permission for the project from the competent authority, wherever applicable.
  - c. Latitudes and Longitudes Co-ordinates of the project facility.
  - d. Revised implementation schedule, if any, of the project, detailing the specific dates/year for the completion of each stage of the implementation of the project duly certified by the concerned lending bank and countersigned by the applicant.
  - e. The applicant needs to create three separate bank account(s) consisting of two separate current accounts with respect to the applicant contribution and grant-in aid, and a term loan account. Details of the bank account pertaining to grant-in aid are to be provided in the ECS mandate form as provided in **Annexure-I**.
  - f. The applicant is also required to submit the claim for release of 1st, and 2nd instalments of grant-in-aid (as the case may be). The submitted documents will be scrutinized by the NMPB, Ministry of Ayush. Final version of submitted and accepted documents after complying with the requirements of the scheme guidelines must be furnished to the Ministry in hard copies, duly ink signed and stamped by the authorized signatory.
  - g. All local rules of concerned state Govt shall also be applicable.

**• Release of Grant-In Aid**

**The applicant shall provide the following documents for 1st instalment within 15 months (18 months in case of North East States, Himalayan States, ITDP Areas & Islands) from the date of issue of the approval letter:-**

- I. **Surety Bond** as per **Annexure-II** - To be executed by the beneficiary/applicant on a Non-Judicial stamp paper of not less than Rs.100, duly notarized and signed by two independent witnesses (other than applicant) along with Board resolution/certificate from Board of Directors/ applicant (as applicable) authorizing one of the directors/partners as authorized signatory of documents.
- II. **CA certificate**- Latest certificate of actual expenditure along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and counter signed by the

applicant, which should establish that at least 50% of the applicant contribution and at least 50% of the term loan has been utilized on the eligible project cost as per **Annexure -III**.

Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the applicant are to be given as per **Annexure -III**.

**III. Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly countersigned by the applicant as per **Annexure -IV**.

**IV. Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress on approved components, cost, quantity, manufacturers/ suppliers and comment on quality and status of implementation duly countersigned by the applicant as per **Annexure -V**.

**V. Certificate from the concerned bank/ financial institution** which has sanctioned term loan for the project, as per **Annexure VI**, certifying that:-

- a. It has disbursed 50 % of the term loan of the total sanctioned term loan and
- b. Has no objection for disbursement of 50% of the grant-in-aid being released by the Ministry.

Bank Statement(s) -Certified bank statements of all accounts from where payments are received and made till date of expenditure of 50% of applicant contribution and 50% of term loan on the eligible project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.

**VI. Major invoices/receipts from suppliers/ vendors (on eligible project expenditure incurred so far).**

**VII. The Building plan of the Facility, approved (NOC Certificate) by the Municipal Corporation / Town & Country Planning Department or a competent authority, for locations within a city/town or from the Village Panchayat for locations outside a city/town.**

**VIII. Submission of Valid Consent to establish from the Central/ State Pollution Control Board, wherever applicable.**

**IX. Any other condition which may be specified from time-to-time.**

**The applicant shall provide the following documents for 2<sup>nd</sup>instalment within 24 months (30 months in case of North East States, Himalayan States, ITDP Areas & Islands) from the date of issue of the approval letter: -**

- i. **CA certificate**- Latest certificate of actual expenditure on the project along with means of finance in the prescribed format duly certified by Chartered Accountant (CA) and countersigned by the applicant, which should ensure that 100% of the applicant's contribution, 100% of the term loan and 1<sup>st</sup>instalment of grant-in-aid has been utilized on the eligible project cost as per **Annexure -III**.
- ii. Details of unsecured loan (along with PAN numbers of lenders), if any, duly certified by Chartered Accountant and countersigned by the applicant are to be given as per **Annexure -III**.

- iii. **Certificate from Chartered Engineer (Civil)** for technical civil works indicating item wise progress on approved components, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly counter signed by the applicant as per **Annexure -IV**.
- iv. **Certificate from Chartered Engineer (Mechanical)** for plant and machinery indicating item wise progress, cost, quantity, manufacturers/suppliers and comment on quality and status of implementation duly counter signed by the applicant as per **Annexure -V**.
- v. **Certificate from the concerned bank/ financial institution** which has sanctioned term loan for the project, as per **Annexure - VI**, certifying that: -
  - a. It has disbursed 100% of the term loan of the total sanctioned term loan and has also released 1<sup>st</sup> instalment of grant-in-aid, and
  - b. Has no objection for disbursement of 50% of the grant-in-aid being released by the Ministry.
- vi. Bank Statement(s) - Certified bank statements of all accounts from where payments are received and made till date of expenditure of 100% of applicant contribution and 100% of term loan on the eligible project cost as per implementation schedule and highlighting payments (including advance payments) made to suppliers/vendors/contractors.
- vii. Major invoices/receipts from suppliers/vendors (on eligible project expenditure incurred so far)
- viii. A statement of accounts showing the expenditure/utilization of the funds released, to be signed by the applicant and counter signed by the Chartered Accountant, as per Annexure-VII & VIII.
- ix. Valid Consent to Establish/ Operate, as the case may be, from the Central/ State Pollution Control Board, wherever applicable.
- x. Declaration of completion of the project and start of commercial operation, duly certified by the Bank.
- xi. Display of information prominently on the front of the project building stating that the “Project is supported by NMPB, Ministry of Ayush, Government of India”.
- xii. Statutory Clearance(s) / Approval(s) for power & water connections.
- xiii. Any other condition which may be specified from time-to-time.

**Template of DPR**

**1. Details of the Organization/Company/Firm with registration no. of company / firm along with names of directors/ applicant in the prescribed format:**

S.No	Particulars	Details
I.	Name of Organization	
II.	Legal Status of Organization	
III.	Registration No. of Organization /CIN	
IV.	PAN of Organization	
V.	Is the Organization registered with SFAC / NABARD/ NDDB/other Government Agency*	

(\*Pl. enclose documentary evidence regarding the existing registration/ association with any government agency)

**2. Contact details of the Organization including address, telephone, Mobile, e-mail, website, PAN etc.**

S No.	Name of the Organization	Address	Telephone No.	Mobile No.	E-mail Id	PAN No.	Any Other Details

**3. Experience of the lead Prompter(s) Partner(s) / Application Entity in Medicinal Plants Sector.**  
(Pl. enclose documentary evidence regarding the experience and turnover)

S No.	Name of Applicant Entity	Details of Experience	Details of Turnover (Year-wise)	Supporting Document attached , if any (Yes/No)

**4. Project Details:**

(a) Components under the scheme as application to the project.:

S.No	Type of Components	Details of the components	Numbers Proposed

(b) Type of Operating Model: (Rental, Captive, Both):

## 5. Land Details.

**Proposed Location of Land for all project facilities and status of their acquisition along with longitude and latitude coordinates.**

Location of land	Facility	Type of Components	Area (Sq m)	Status of possession (owned / leased (Document Submitted (Yes/No)	In case of lease (Period of lease in year**) (Document Submitted (Yes/No)	Status of Land Use Conversion (CLU) (Document Submitted Yes/No)	Connectivity Details. Distance (In kms from: a National Highway b State Highway C freight corridor d Golden Quadrilateral	Distance from catchment Area (KMS) (Please furnish details of both primary & secondary catchment area (as applicable)	Coordinate Details (Longitude & Latitude)	Ref pg no. in DP R*

- DPR should have a detailed chapter on proposed land, raw material production and supply statics for the catchment area.
- In case of leased land, period of lease should be not less than 30 years.

## 6. Proposed facilities

S.No	Type of facilities proposed to be created (Pl .modify as per your business plan)	No. of Units	Total Capacityy [MT, Where ever applicable]	No of Days of operation of each facility in a Year

## 7. Proposed Project Financials

### a. Estimated Project cost details

Item	Amount (In Rs. Lakh)
Technical Civil Work (TCW)	
Other Civil Works	
Plant & Machinery (P&M)	

Common Utilities like Water/ETP/ STP, etc.	
Pre-operative Expenses	
Interest During Construction	
Margin Money for Working Capital	
Contingencies	
Add other items not listed above	
<b>Total Project Cost</b>	

**b. Means of finance**

Item	Amount (In Rs. lakh)
Applicant's Equity	
Term loan	
Eligible grant	
Unsecured loan	
<b>Total</b>	

**c. Basic Revenue Projections**

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Turnover					
Cost of Operations					
Gross Profit					
Earnings Before Interest, Tax, Depreciation and Amortization (EBITDA)					
Profit before taxation					
Profit after taxation					

**d. Financial Parameters (as per Bank Appraisal Note)**

S. No	Particulars	Details (Ratio %)	Ref Page No. in DPR"
<b>i</b>	Internal Rate of Return(IRR) [(a) With and (b) without grant]		
<b>ii</b>	Avg. Debt Service Coverage Ratio (DSCR)		

iii	Break Even Point (BEP)		
iv	Debt-Equity Ratio		

To be provided for section under the bank appraisal note highlighting the aforementioned detail.

8. **Availability of Raw Material in the Catchment Area** - provide details such as Adequate Volume, Wider Mix of Raw Materials, Days of Operation in a Year along with supporting data along with authentic source.

9. **Details of the catchment area of the project.**

S.No	Location of the Catchment (Primary/secondary)	Name village /Dist./A.P MC	Commodities to be sourced	Quantities to be Sourced (MT/ annum)	Ref. Pg. no. in DPR

\*DPR should comprise of detailed chapter on proposed catchment (production and supply statistics).

10. **Details of the Forward / Market Linkage:**

- a) Details of the existing market linkage / Proposed market Linkage
- a) Target consumption centres / key domestic markets
- b) Export targets/ plans, if any
- c) In case of export, details of volume to be exported/export destination/statutory norms of export destination should be provided in the DPR

11. **Employment Generation Projections Direct**

Employment: .....

Contractual Employment with no. of days:

Indirect Employment (specify): .....

12. **List of Manufacturers/ Suppliers of Plant & Machinery (enclose quotations)**

13. **List of ineligible items**

**Signature of the Applicant/Lead Applicant**

Date \_\_\_\_\_

Place \_\_\_\_\_

**Appendix-III**

**CA Certificate Format  
(Letter Head of the CA)**

**CA certificate (With member No. and firm registration No. of CA) in the following format: -**

**i. Project Cost: -**

<b>SL.No</b>	<b>Name of the Component /Item</b>	<b>Amount (Rs. In Lakh)</b>
1	Civil work ➤ Technical civil works ➤ Other civil works	
2	Plant & Machinery	
3	Misc Fixed Assets	
4	Other	
	<b>TOTAL</b>	

**ii. Means of Finance:**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (Rs. In Lakh)</b>
1	<b>Applicant 's Equity</b>	
2	<b>Term Loan</b>	
3	<b>Grant from M/o AYUSH</b>	
4	<b>Unsecured Loan*</b>	
5	<b>Other</b>	

**Details of unsecured loans along with PAN No. of lenders, if any duly certified by CA.**

**Signature and Seal of C.A (Statutory Auditor in case of company)**

**Date: \_\_\_\_\_**

**Counter signature of applicant /authorized signatory of company with Seal**

**CE Certificate (Civil) Format for Technical Civil Work:  
(Letter Head of the C.E)**

**CE certificate (With member No. and firm registration No. of CE) in the following format: -**

**Name of Project:**

**Location with Address:**

**Date of site Visit by Chartered Engineer:**

**Project Progress (If project has multiple location, the location wise details should be submitted in below format for each location)**

<b>SI. No</b>	<b>Name of Component</b>	<b>Proposed area (sq.m)</b>	<b>Proposed Cost (Lakh Rs.)</b>	<b>Rate /Unit(Rs/Sqm)</b>
	<b>Total</b>			

**Signature and Seal of C.E**

**Counter signature of applicant /authorized signatory of company with Seal**

**CE Certificate (Mechanical) Format for Plant & Machinery:  
(Letter Head of the C.E)**

**CE certificate (With membership / registration No. of CE) in the following format: -**

**Name of Project:**

**Location with Address:**

**Date of site visit by Chartered Engineer:**

**Project Progress**

<b>SI. No</b>	<b>Name of Component</b>	<b>Proposed Quantity</b>	<b>Basic Cost</b>	<b>Taxes Freight, Installation insurance</b>	<b>Supplier/Manufacture (Supported by quotation)</b>
	<b>TOTAL</b>				

**Signature and Seal of C.E**

**Counter signature of applicant /authorized signatory of company with Seal**

**UNDERTAKING**

I ..... (Name of the Lead applicant) Son of Mr..... (Father's Name) resident of ..... (Residential address) do hereby solemnly affirm and declare/undertake as under:

- i. That I am Lead applicant of M/s ..... (name of applicant) having its Registration no. .... and Registered Office at ..... (office address of applicant).
- ii. I hereby make application and I am duly authorized in my own right/by management vide its resolution no. ..... Dated ..... to apply and sign all required documents including the undertaking on behalf of company/partnership firm/ cooperative society etc. named as .....; and am fully aware of the facts relating to the setting up of project at Survey/ Plot No ....., Village....., Tehsil....., District....., State....., PIN code .....(location of the main facility) for .....(activities to be undertaken by project) and application is being made to the NMPB, Ministry of AYUSH.
- iii. That the term and conditions of the above scheme of the NMPB, M/o AYUSH under which an application is made by the applicant have been properly read and understood by me and I affirm that the project/ proposal comply with the terms and conditions of the approval letter and provisions mentioned in the scheme guidelines.
- iv. That the proposal activities to be undertaken by the project/proposal are covered under the above scheme of NMPB, M/o AYUSH and no part of the scheme/infrastructure of the project is designed or assigned to be used for any activity other than the activities specified in the application at present or in the near future.
- v. It is certified that .....(name of applicant) has not obtained or applied for grants for the same project, component, purpose or activity from any other Ministry or Department of the Government of India or State government or their agencies.
- vi. It is certified that applicant's sister concern (s)/ related company / group company/firms as well as the applicant itself has not availed any financial assistance for Medicinal Plants Business Centre project in the past from NMPB, M/o AYUSH [if availed, the details shall be furnished separately].
- vii. I also solemnly affirm/undertake that the proposed project components in the application are a completely new activity and not a pre-existing activity or any component thereof.
- viii. In case of concealment of any facts in this regard, the NMPB, M/o AYUSH would have right to reject/ cancel my application/project outright at any stage.
- ix. I will meet any shortfall in means of finance due to less admissibility of grant or any future reduction in grant-in-aid or any escalation caused in the cost of the project.
- x. I shall not dispose-off or encumber or utilize the assets created wholly or substantially out of government grant for purpose other than those for which they have been sanctioned, without obtaining the prior approval of the sanctioning authority of grant-in-aid.
- xi. In case of non-implementation/ delayed implementation of the project the Ministry will have absolute right in cancelling the approval granted and also recall the grant released, if any, along with interest as per the scheme guidelines.
- xii. In case of failure to operate the project for at least ten years after commencement of commercial operation, I shall return the entire grant-in-aid with interest @ 10% per annum.

xiii. User charges/hiring rates (if any) of the facilities created under the project will be disseminated to the public including uploading of the same on the website of the project/organization. A copy of the same will also be made available to the Ministry.

xiv. I undertake that all the information furnished in the application and the DPR with respect to the eligibility conditions, etc. are true and correct to the best of my knowledge and belief and nothing material has been concealed there from.

xv. I also undertake that in the event of any information or facts furnished by me are found to be incorrect or material information concealed, during the course of implementation of the project or subsequent to implementation, the NMPB, Ministry of AYUSH may take action as per the provisions of scheme guidelines and/or as per the law of the land, as deemed fit and appropriate in the circumstance.

**Date:** \_\_\_\_\_

**Signature of the Lead applicant**

**Place:** \_\_\_\_\_

**ROLE AND RESPONSIBILITIES OF MANAGEMENT SUPPORT STAFF**

1. Scrutiny of the Proposals received as per the scheme guidelines and assist the Ministry in selection of eligible proposals.
2. Appraisal of the DPR/projects indicating financial viability, commercial sustainability and socio-economic impact and presentation of the appraisal to the Ministry for approval.
3. Assist the Ministry in issue of approval letters to the selected projects.
4. Assist the Ministry in release of the grant to the approved projects. Scrutiny of the proposals for release of grant as per the scheme guidelines. Undertake site inspections to assess the actual physical progress and verify the claims/documents submitted by the applicant for release of grant and make recommendations to the Ministry. In addition to carrying out mandatory site inspections before release of 1st and 2nd instalment of grant, the management support staff will also carry out additional site inspections as and when requested by the Ministry to ascertain the status of implementation of a particular project.
5. Reporting the progress of the projects to the Ministry periodically on the basis of defined milestones or as directed by the Ministry.
6. Assist in formulating, analysis and evaluation of the scheme guidelines.
7. Provide inputs for preparing reports, templates, forms and checklists related to the effective implementation of the component.
8. Provide inputs for preparation of the agenda notes and minutes of the Review meeting, Project Screening Committee, Project Approval Committee etc.
9. Checking the authenticity of the documents submitted by the applicants.
10. Any other duty and responsibility assigned by the Ministry from time to time.

**Mandate Form**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL  
TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING  
PAYMENTS**

**DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

**BANK ACCOUNT DETAILS:-**

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS TELEPHONE NUMBER AND EMAIL	
BRANCH'S IFSC CODE	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

**DATE OF EFFECT:-**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold NMPB, Ministry of AYUSH responsible.

**Date**

**Signature of Customer**

Certified that the particulars furnished above are correct as per our records.

**(Signature and Seal of  
Bank)**

**(Note: Please attach a self-attested photocopy of cheque along with the verification obtained from the bank)**

**SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS that we, M/s \_\_\_\_\_, a \_\_\_\_\_  
(Type of organization) incorporated/registered  
under the \_\_\_\_\_ (Name of the Act)  
and having its registered office at \_\_\_\_\_ (herein after called the  
“Obligors”) are held fully and firmly bound to the President of India (hereinafter called the  
“Government”) for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) well and truly  
to be paid to the Government on demand and without a demur for which payment we firmly bind  
ourselves and our successors and assignees by these presents.

SIGNED on the \_\_\_\_\_ day of \_\_\_\_\_ in the year Two Thousand  
\_\_\_\_\_

WHEREAS on the Obligors’ request, the Government as per NMPB, Ministry of AYUSH Sanction  
Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (herein after referred  
to as the “Letter of Sanction”) which forms an integral part of these presents, and copy whereof is  
annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) for the purpose of  
(description of the project) at \_\_\_\_\_ out of which  
the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) have been  
paid to the Obligors (the receipt of which the obligors do hereby admit and acknowledge) on condition  
of the Obligors executing a bond in the terms and manner contained herein after which the obligors have  
agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply  
with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be  
void and of no effect. But otherwise, it shall remain in full force and Virtue. The Obligors will abide by  
the terms and conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aid and entrust execution of the Scheme or work  
concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of  
their failing to comply with the conditions or committing breach of the bond, the Obligors individually  
and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with  
interest of 10% per annum thereon, if a part of the grants-in- aid is left unspent after the expiry of the  
period within which it is required to be spent, interest @ 10%per annum shall be charged upto the date  
of its refund to the Government, unless it is agreed to be carried over.

The obligors agree and undertake to surrender/pay the Government the monetary value of all such  
pecuniary or other benefits which it may receive or derive/have received or derived through/upon  
unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or  
use of the premises for any purpose other than that for which the grants-in-aid was intended of the  
property) buildings created/ acquired constructed largely from out of the grants-in-aid sanctioned by the  
Government of India ,NMPB, Ministry of AYUSH or the administrative Head of the Department  
concerned. As regards the monetary value afore mentioned to be surrendered / paid to the Government,  
the decision of the Government will be final and binding on the Obligors.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of AYUSH on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligors and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligors the day herein above written in pursuance of the Resolution No. \_\_\_\_\_ Dated

\_\_\_\_\_ passed by the governing body of the Obligors, a copy of whereof is annexed hereto as Annexure-II and by \_\_\_\_\_ for and on behalf of the president on the date appearing below:-

Signature of AUTHORIZED SIGNATORY

SIGNED FOR AND ON BEHALF OF

(Name of the obligor in block letters)

(seal/ stamp) of Organization

Signature of witness  
Name & Address

Signature of witness  
Name & Address

### **Annexure-III**

#### **CA Certificate Format (Letter Head of the CA)**

**CA certificate (with membership No. and firm registration No. of CA) in the following format:-**

**i. Project Cost: (Rs. In lakh)**

<b>SI. No.</b>	<b>Name of the Component/Item</b>	<b>Cost approved by the Ministry</b>	<b>Actual expenditure incurred as on -----</b>
1.	Civil works — Technical civil works — Other civil works		
2.	Plant & Machinery		
3.	Misc. Fixed Assets		
4.	Others		
	<b>TOTAL</b>		

**ii. Means of Finance:- (Rs. In lakh)**

<b>SL No.</b>	<b>Item</b>	<b>Means of finance approved by the Ministry</b>	<b>Actual expenditure incurred as on-----</b>
1.	Applicant Equity		
2.	Term Loan		
3.	Grant from NMPB, M/o AYUSH		
4.	Unsecured loan*		
5.	Others		

“Details of unsecured loans along with PAN No. of lenders, if any, duly certified by CA.

**Signature and Seal of C.A (Statutory Auditor in case of company)**

**Date:**

---

(The certification by CA should be based on the verification of books of accounts, bills, invoices, work orders, bank statements, etc. related to the project.)

Counter signature of applicant / authorized signatory of organization with Seal

**Annexure-IV**

**CE Certificate (Civil) Format for Technical Civil Work: (Letter Head of the CE)**

**CE certificate (with membership/registration No. of CE) in the following format:**

**Name of Project:**

**Location with address:**

**Date of site Visit by Chartered Engineer:**

**Project Progress**

S.No.	Name of Component	Proposed/ appraised Area (sqm)	Proposed/ appraised Cost (LAKH Rs)	Actual Area sqm	Actual Cost (Lakh Rs)	Rate/ Unit (Rs/Sqm)	Remarks about the status of implementation	Comments on quality, construction standards, market rates
	<b>Total</b>							

**It is certified that the material/ components used in the Technical Civil Work are new.**

**Signature and Seal of  
C.E.**

Counter signature of applicant / authorized signatory of company with Seal

**CE Certificate (Mechanical) Format for Plant & Machinery:**

**(Letter Head of the CE)**

**CE Certificate (With membership/registration No. of CE) in the following format:-**

**Name of project:**

**Location with address:**

**Date of Visit by Chartered Engineer:**

**Project Progress**

SI. No.	Name of Component	Proposed/ appraised Quantity	Proposed/ appraised Cost (Lakh Rs)	Actual Quantity	Actual Cost (Lakh Rs)		Supplier/ Manufacturer	Status of implementation	Comments on quality, specifications, etc.
					Basic Cost	Taxes, Freight, Installation, Insurance			
	Component 1							Such as: •Ordered •Received at site •installation in progress •Installed •Commissioned	
	Component 2								
	Component 3								
	<b>TOTAL</b>								

It is certified that all the plant and machinery for which grant has been approved are new.

**Signature and Seal of C.E.**

**Counter signature of applicant authorized signatory of company with Seal**

**(Letter Head of the Bank)**

**Certificate**

1. Certified that this bank has appraised the project of M/s. (Name

and Address of the project) for grant as per scheme guidelines of the NMPB, Ministry of AYUSH and also sanctioned term Loan of Rs..... lakh.

2. It is further certified that we have released Rs.....lakh (- ---% of sanctioned term loan) and Rs.....lakh (1st instalment/ 2nd instalment of grant-in-aid) to M/s/..... (Name and Address of the project).

3. We have no objection in releasing 1<sup>st</sup> / 2<sup>nd</sup> (delete whichever not applicable) instalment of grant.

**Signature with seal**

**(Name of authorized signatory)**

**(Branch Name)**

**Counter Signature of applicant / Authorized Signatory of company with seal**

**Annexure-VII**

**Format for submission of utilization certificate**

**GFR 12 – A**

[(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE  
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect  
of recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid– General	Grant-in-aid– Salary	Grant-in-aid–creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure – II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Signature

Name.....

Name.....

Chief Finance Officer  
(Head of the Finance)

Head of the Organisation

Signature of P.I with Date

Name.....

**GFR 12 – C**  
[(See Rule 239)]

**FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)**  
**(Where expenditure incurred by Govt. bodies only)**

Sl. No.	Letter No. and date	Amount	
			Certified that out of Rs.....Of grants sanctioned during the year.....in favour of .....under the Ministry/Department Letter No. given in the margin and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the propose of .....for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year has been surrendered to Government (vide No. .... dated.....)/will be adjusted towards the grants payable during the next year.....
	Total		

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

Date.....

**PS:** The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.

## **Annexure VIII**

### **Statement of expenditure/ utilization of the funds released**

To be Signed By the applicant and Counter Signed By CA