

## **Checklist for Cold Room (Staging)(30 MT Capacity)**

1. KYC Document (AADHAR/PAN Card) of beneficiary/Entrepreneurs Proprietor/ Director/Partner/Promoter
2. Land Documents
  - Copy of recent land revenue receipt or
  - Land Lease document-(Registered Lease Deed-Minimum 15 Years) or
  - Sale Deed
3. Detailed Project Report (DPR) duly signed by Chartered Accountant (CA)
4. Details of installations of plant and machineries with quotations
5. Layout plan, Estimate, Construction Design (Duly Signed by Chartered Engineer) clearly mention that proposed staging room to be appended to a pre-cooler (or other preconditioning facility (Integrated packhouse) to allow temporary holding prior to staging for onwards dispatch.
6. Undertaking by applicant for subsidy claim (Format I)
7. In principal sanction letter or sanction letter from bank and Bank loan appraisal document (Format II)
8. Affidavit about non-availment of Capital Subsidy from NHB, NABARD, any other source on the same project (Format III).
9. One Spiral copy all attached documents along with online printed application to be submitted to the Horticulture Directorate, Bihar Patna.

### **Document required at the time of release of subsidy.**

1. Basic Data Sheet
2. Certified copy of complete term loan account statement at the time of release of subsidy
3. Back ended subsidy claim request by bank (Format IV)
4. Work Completion certificate from Bank (Format V)
5. Chartered Engineer Certificate (Format VI)
6. Chartered Accountant Certificate (Format VII)

### **Remarks: -**

1. Above lists are tentative, Directorate of Horticulture may ask any additional documents, if required.
2. Applicant may refer MIDH/NCCD guidelines for drafting DPR and Basic data sheet.
3. For appraisal of proposal MIDH/NCCD guidelines & minimum system standard will be referred.



## FORMAT - I

### Undertaking to be given with subsidy claim form (Applicable for Cold Chain related Scheme)

I/We ----- (Name of the promoter/Director) S/o Shri ----- (Father's name)  
resident of ----- (residential address) do hereby solemnly affirm and  
declare/undertake as under-

- 1 That I/We am/are individual grower/promoter/Director/partner/group of growers/association of growers/Proprietor of M/s ----- (Name of beneficiary) having its Registration No ----- Registered office at ----- (office address of beneficiary)
- 2 I hereby make application and I am authorized in my own right/by management vide its resolution No ----- dated ----- to apply and sign all required documents including this undertaking on behalf of company/partnership firm/cooperative society named as ----- and am fully aware of the facts relating to the setting up the project at Survey No ----- Village ----- Post ----- - Tehsil ----- District ----- (Bihar) (location of the project) for ----- (activity to be undertaken by project) and application is being submitted to BHDS/ Horticulture Directorate under the scheme -----
- 3 That the term and conditions of the scheme of MIDH/ Bihar govt. under which an application is made by the applicant have been properly read and understood by me and I affirm that the project / proposal/ scheme comply with the terms and conditions of state govt. and the application is made in the correct applicable scheme.
- 4 That the proposed activities to be undertaken by the project/proposal scheme are covered under the above scheme of MIDH/ State govt. and no part of the scheme /infrastructure of the project is designed or assigned to be used for any activity other than the horticulture activities specified in the application at present or in the near future
- 5 That the information provided in the application is true and correct to the best of my knowledge and belief. The estimate of the cost of project/ proposal /scheme, financial viability and operating results have been worked out /computed as per the rule and generally accepted principle and norms in this regard
- 6 No subsidy/grant in aid other than shown in application form has been availed/ is to be availed by the promoters/Directors/Partners/proprietors for this new project and component thereof from Central govt. or any of its agencies.
- 7 I/We also solemnly affirm/undertake that the proposal activity in the application is a completely new activity and not a pre-existing activity or any component thereof.
- 8 In case of concealment of any facts in this regards, the BHDS/ Horticulture Directorate would have right to reject my application out right at any stage.

Date-----

Signature of the Applicant/Authorized Person

Place-

**Format-II**  
**(On the letter head of the Bank/FIs)**

**Bank Appraisal Note**

- 1) Name of Firm:
- 2) Details of promoters:
- 3) Location with address:
- 4) Proposed activity:
- 5) Type of loan sanctioned:
- 6) Tenure of Term Loan:

**Appraisal of project cost**

Sr. No.	Name of Component	Proposed Quantity	Proposed Cost (Lakh Rs)	Appraised Quantity	Appraised Cost (Lakh Rs)
A.	<b>Civil Construction</b>				
i.					
ii.					
iii.					
B.	<b>Plant and Machinery</b>				
i.					
ii.					
iii.					
iv.					
v.					
vi.					
C.	<b>Working Capital</b>				
D.	<b>Contingency</b>				
E.	<b>Others (should be specified)</b>				

**Signature and seal of Bank Officer**

**FORMAT-III**

**Notarized Declaration regarding Capital Subsidy for Construction of Cold Room  
(Stagging) from NHB, NABARD and Any other source**

I/We hereby declare that, I/we are .....Agri Entrepreneurs/  
Director/Promoters of.....Name of the  
company/Organization  
Address.....  
(Complete address of the company).

I/we have not availed capital subsidy for constriction of Cold Room (Stagging)  
from National Horticulture Board, NABARD and any other source.

Signature of Agri Entrepreneurs/Promoter/Director

Name of the Agri Entrepreneurs Promoter/Director

## FORMAT-IV

### (Letter Head of the Bank/FI)

To,  
**Director Horticulture -cum- Mission Director,**  
Directorate of Horticulture,  
Department of Agriculture, Patna, Bihar.

Subject :- Back ended subsidy transfer request with respect to the project .....  
(name of project) of .....(name of beneficiary)

Dear Sir,

I, hereby, request you to kindly release the back ended subsidy amount for the project whose particulars have been given below :

<b>Particulars of remitting subsidy amount to the subsidy reserve fund</b>	
<b>A.</b>	<b>Particulars of Bank</b>
A.1	Name of Bank ..... Branch .....
A.2	Address :
A.3	Contact No. : Phone/Mobile : E-mail :
A.4	IFSC Code of Bank Branch
<b>B.</b>	<b>Particulars of Beneficiary of Project</b>
B.1	Name .....
B.2	Address :
B.3	Contact No. : Phone/Mobile : E-mail :
B.4	Name of the project :
B.5	Location of the project :
B.6	Term Loan A/c No. :
<b>C.</b>	<b>Particulars of Bank's Subsidy Reserve Fund</b>
C.1	Subsidy Reserve fund account no. of Bank :
C.2	Remarks -
	I undertake that for the said beneficiary, reserve fund account will be maintained subsequently in the books of the bank with due procedures of back ended credit linked subsidy.  <p style="text-align: right;">(Branch Managers Name)</p>
	Branch Seal Date : _____ <p style="text-align: right;">(Signature of Branch Manager or his Authorised Signatory)</p>

**FORMAT-V**  
(On the letter head of the bank/FIs)

**Completion Certificate from financing bank**

This is to certify that the bank branch has sanctioned a term loan amount of Rs.....on..... to the project of .....  
..... for the project of (Activity of The project) ..... in an area/capacity of .....acre/sq.mtr./MT which is situated at Khasra no..... village....., Tehsil....., District..... and the same land is leased for .....years/owned in the name of promoter/Applicant, out of which an amount of Rs..... has been released from..... to ..... The project has been completed in all respect on.....and it was started on ..... Progress of the project is satisfactory and the term loan a/c of the project is Regular/Standard/NPA.

Signature of Bank Officer \_\_\_\_\_

Name & seal of bank officer \_\_\_\_\_

Date:-

**FORMAT-VI**  
**Chartered Engineer Certificate Format**  
**for Civil work and Plant & Machineries**

(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:

Civil Work(A)

Sr. 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 (Complete/Not complete)
1							
2							
3							
4							
	<b>Total (A)</b>						

Plant and Machineries(B)

Sr. No.	Name of Component	Proposed/ appraised Quantity	Proposed/ appraised Cost (Lakh Rs)	Actual Quantity	Actual Cost (Lakh Rs)	Supplier/ Manufacturer	Status of implementation
1.							Such as ordered/ received at site/ installation in progress/ installed, etc.
2.							
3.							
	<b>Total (B)</b>						
	<b>Grand Total (A+B)</b>	-	-	-		-	

Signature and Seal of C.E



**FORMAT-VII**  
**(Letter Head of the CA)**

**Draft of Certificate from Chartered Accountant (with membership no of CA) verifying the investment of funds by promoters/Proprietors/Partners/Organization under the MIDH/ State scheme related to Cold chain and Post Harvest Management.**

The Director Horticulture -cum- Mission Director  
Directorate of Horticulture,  
Bihar, Patna

We have examined the books of accounts and other relevant records maintained by M/s/Shri/Smt. \_\_\_\_\_ (Name of beneficiary) at its office situated at \_\_\_\_\_ (Address of Office) in respect of its project situated at \_\_\_\_\_ (address of project ) for \_\_\_\_\_ (project activity). These accounts are maintained by the Company's management, partners of the firm/proprietor of the concerned/grower/NGO and our responsibility is to verify the truth and fairness of these records and verification of amount expended for acquisition/construction of fixed assets/establishment and other expenditure.

We conducted our work in accordance with the Audits and Accounting Standards generally accepted in India. Those Standards require that we plan and perform our verification to obtain reasonable assurance about whether these accounts are true and fair are free of material misstatement. A verification included examining on 100% basis, evidence audit includes examining, on a test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the grower, as well as evaluating the overall financial statement presentation. We believe that our audit provides reasonable basis of our opinion.

**We verity that**

- a) We have obtained all the information and explanation that to the best of our knowledge and belief were necessary for the purpose of our verification.
- b) In our opinion, proper books of accounts as required by law have been kept by the Company/ firm/ sole proprietorship concern/grower/NGO for the financial period \_\_\_\_\_ and these books of account represent true and fair view of the transaction entered into by the Company/firm/ sole proprietorship concern/grower/NGO.



c) In our opinion, the Company/firm/ sole proprietorship concern/grower/NGO has incurred a capital expenditure amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for acquisition/ construction of fixed assets and the same is being reflected properly in the books of accounts. The valuation made of major components of the project and whole project is tabulated as follows-

(Amount Rs. In Lakh)

S. No	Component	Proposed Expenditure	Cost as per Appraised by bank before term-loan sanction	Cost as assessed by CA	Remarks
<b>Total</b>					

**Total Means of Finance**

S No	Item	Project cost as per DPR	Project cost as per Appraisal Report	Actual Cost
01	Promoter's Equity			
02	Term Loan			
03	Unsecured Loan			
04	Grant from scheme Subsidy			
05	Other's			
	<b>Total</b>			

We recommend Rs. .... As the cost of the whole project.

**Signature and Seal of CA**

**Date :**