

Checklist for Farmgate Packhouse

Sr. N.	Details / Description
1.	Constitution of Applicant Entity (as applicable) Proprietorship: GST / Udyam / Shop & Establishment / Bank Certificate Partnership: Partnership Deed / Registration Certificate LLP: Certificate of Incorporation / LLP Agreement Company: Certificate of Incorporation / MoA / AoA / Board Resolution FPO / Cooperative: Registration Certificate / By-laws / MoA
2.	Details of Promoters / Partners / Directors / Members Aadhaar / PAN, DIN (for Directors, if applicable), Photograph / Mobile No. / Email ID Address Proof
3.	Board Resolution / Authorization Letter in favour of the authorized signatory (wherever applicable)
4.	Documentary proof of land ownership or possession (as applicable), such as: – Copy of recent land revenue receipt – Registered Sale Deed in case of owned land – Registered Lease Deed for a minimum period of 15 years in case of leased land
5.	DPR covering complete technical and operational aspects of the project
6.	Details of installation of plant and machinery along with quotations/invoices from OEM or authorized supplier
7.	Layout plan, detailed cost estimate, and construction drawings/designs duly signed and certified by a Chartered Engineer (Civil/Mechanical), as applicable.
8.	Undertaking by applicant for subsidy claim (Format I)
9.	Affidavit regarding non-availment of capital subsidy from NHB, NABARD, or any other source (Format II)
10.	Work Completion Certificate duly issued and certified by a Chartered Engineer (Civil/Mechanical). (to be submitted at the time of subsidy disbursement).
11.	One spiral-bound hard copy of all documents along with printed online application to be submitted to Horticulture Directorate, Bihar, Patna

FORMAT-I

UNDERTAKING

I/We, _____ (Name of Applicant/Authorized Person), S/o / D/o / W/o _____, resident of _____, hereby solemnly affirm and undertake that:

1. I/We propose to establish a Farmgate Packhouse at Village _____, Post _____, Block _____, District _____, Bihar, on land bearing Khata No. _____ and Khesra/Survey No. _____.
2. I/We have read and understood the terms and conditions of the applicable scheme and agree to establish the proposed Farmgate Packhouse in accordance with the approved proposal, prescribed specifications and scheme guidelines.
3. The Farmgate Packhouse and its infrastructure shall be used only for approved horticulture-related activities, including sorting, grading, cleaning, packaging and handling of horticultural produce.
4. All information and documents submitted with the application are true and correct to the best of my/our knowledge and belief.
5. No subsidy or financial assistance has been availed or shall be claimed from any other Central or State Government scheme for the same project components.
6. The proposed Farmgate Packhouse is a new project. The machinery, equipment and infrastructure covered under the application shall be procured and installed only in accordance with the applicable scheme guidelines and approval.
7. I/We shall maintain and operate the Farmgate Packhouse for the approved purpose and shall not sell, transfer or change its use without prior approval of the Directorate of Horticulture.
8. If any information or document is found to be false, concealed or misleading, the Directorate of Horticulture/BHDS may reject the application, cancel the sanction, recover the subsidy, if released, and take appropriate action under the scheme guidelines.

Date: _____

Place: _____

Signature: _____

Name: _____

Designation, if applicable: _____

Name: _____

FORMAT-II

**NOTARIZED DECLARATION REGARDING NON-AVAILMENT OF CAPITAL SUBSIDY FOR FARMGATE PACKHOUSE
FROM NHB, NABARD OR ANY OTHER SOURCE**

I/We hereby declare that I/We am/are the Applicant/Promoter/Director/Authorized Representative of
_____ (Name of Applicant/Firm/FPC/FPO), having its address at
_____.

I/We propose to establish a **Farmgate Packhouse** at Village _____, Post _____, Block
_____, District _____, Bihar.

I/We further declare that no capital subsidy or financial assistance has been availed or applied for from the **National Horticulture Board (NHB), NABARD, any Central or State Government Department, or any other source** for the same Farmgate Packhouse or its project components.

I/We understand that if the above declaration is found to be false or misleading at any stage, the application/subsidy claim may be rejected or cancelled, and any subsidy already released may be recovered in accordance with the applicable scheme guidelines.

Date: _____

Place: _____

Signature of Applicant/Promoter/Authorized Person:

Name: _____

Designation: _____

Name: _____