

**GOVERNMENT OF HARYANA**  
**INDUSTRIES AND COMMERCE DEPARTMENT**

**NOTIFICATION**

The 12<sup>th</sup> June, 2019

No. 25/16/2019-41B-I - In pursuance to the Haryana Agri-Business and Food Policy notified vide no. 1/35/2017-41B-I dated 04.06.2018 Governor of Haryana is pleased to formulate Integrated Mini Food Park scheme as per details given below;

**1. Introduction**

- 1.1 *The Government of Haryana has formulated Mini Food Park scheme as a part of Haryana Agri-business and Food Processing Policy 2018.*
- 1.2 The Mini Food Park scheme shall be applicable to only “C” and “D” category blocks to support the growth of backward regions and to promote the balanced regional development.
- 1.3 The state government shall focus on developing agro-processing clusters in the form of Mini-Food parks by promoting food processing industry near production areas i.e. rural and backward regions
- 1.4 The scheme aims at development of modern infrastructure to encourage entrepreneurs to set up food processing units based on cluster approach. The scheme is to be implemented in area of horticulture / agriculture production identified through a mapping exercise. These mini food parks will help in reducing the wastage of the surplus produce and add value to the horticultural / agricultural produce which will result in increase of income of the farmers and create employment at the local level.
- 1.5 There are certain capital intensive common facilities which are required to be created by food processing units irrespective of nature of their processing. These capital intensive facilities like cold storages, blast freezers, specialized packaging, IQF, warehousing etc. if developed as common facilities, will encourage entrepreneurs to set up more food processing units. The nature of operation of the food processing units also require developed basic enabling infrastructure to take care of continuous process, water supply, effluent treatment and clean surrounding, etc. There is a lack of such modern infrastructure in the country which is hampering the development of food processing sector. If this infrastructure is made available with the financial support from the government, there is a potential of developing food processing sector with much higher speed than it is today.

**2. Objectives of the scheme**

- 2.1 *To create modern infrastructure for food processing closer to production areas & to support the growth of backward regions and to promote the balanced regional development*
- 2.2 *To provide integrated and complete preservation infrastructure facilities from the farm gate to the consumer.*
- 2.3 *To create effective backward and forward linkages by linking groups of producer/ farmers to the processors and markets through well-equipped supply chain.*

### **3. Salient Features of the scheme**

- 3.1 *At least 5 food processing units with an aggregate investment of minimum INR 15 crore will be set up in the Mini Food Park. The Mini food park shall be set-up on minimum of 10 acres of land. These units can also be setup by the promoters/ developers and by other entrepreneurs. The investment in these units by the developer will not be eligible for grant under this scheme.*
- 3.2 *Maximum of 10 Mini Food Parks shall be considered for Financial Assistance under this scheme during the Policy period which is 5 years from the date of Notification of the Scheme.*
- 3.3 *Food processing units will also be set up simultaneous to the creation of core infrastructure in the food park. The core infrastructure facilities being developed in the food park shall be as per the requirement of food processing units to be set up in the park or as per the available raw material for processing in the area.*
- 3.4 *Mini Food Park may be developed by:*
  - i. *The promoter(s)/developers willing to set up own units in the food park and also allow utilization of common infrastructure to other units in the area;*
  - ii. *The promoter(s)/developers willing to develop common infrastructure for use by the units to be set up in the food park by other entrepreneurs;*
  - iii. *The promoter(s)/ developers willing to develop common infrastructure in the existing food park*
- 3.5 *The extent of land required for establishing the Mini Food Park would depend upon the business plan of promoter/ developer, which may vary from project to project. At least 10 acres of land for the project shall be arranged either by purchase or on lease of at least 30 years. The Government of Haryana grant shall not be used for procurement / purchase of land.*
- 3.6 *The food processing industries (except alcoholic products as well as units mentioned in negative list in the food processing policy) may be permitted to be set up in these parks.*

*Packaging facilities of food products as ancillary to the food processing industries (proposed to be setup in the park) may also be allotted land in the park.*

#### **4. Components of the Scheme:**

##### **4.1 The scheme will have following components:**

- i. Basic enabling infrastructure: It will include site development including development of industrial plots, boundary wall, roads, drainage, water supply, electricity supply including power backup, effluent treatment plant, parking bay, weigh bridges, solar plant, common office space etc. However, the cost of basic enabling infrastructure not exceeding **50% of the eligible project cost would be eligible for grant purpose**. The cost of any basic enabling infrastructure outside the boundary wall of the mini food park will not be eligible for grant assistance.
- ii. Core infrastructure: The common facilities will be based on the needs of the units which will be set up in these parks. The common facilities of capital intensive nature may include like food testing laboratory, cleaning, grading, sorting and packing facilities, boilers, dry warehouse, cold storage, pre-cooling chambers, ripening chambers, IQF, specialized packaging, other common processing facilities, etc. Only the technical civil works and plant and machinery shall be considered for grant under this scheme.
- iii. The above mentioned facilities are only illustrative and the exact nature of facilities may vary from project to project based on requirements of the units in the park and availability of agriculture / horticulture produce in the catchment area of the project.

*4.2 Any modification in the common facilities / core infrastructure after approval of the proposal will only be approved by the State Level committee for Food Processing (SLC-FP)*

#### **5. Pattern of Assistance**

*5.1 The Mini Food Park Scheme envisages grants-in-aid @ 50% of eligible project cost with maximum limit of INR 10 crore to be provided to promoter/developer only for developing any of above given facilities as approved by the SLC-FP. The grants-in-aid will be credit linked but not back-ended. The eligible project cost will exclude cost of land, pre-operative expenses and margin money for working capital from the total project cost. The registered value of the land would be taken as part of the total project cost. The grant shall not be used for procurement/purchase of land.*

*5.2 Maximum of 10 Mini Food Parks shall be considered for Financial Assistance during the Policy period which is 5 years from the date of Notification of the Scheme.*

## 6. Promoters/Developers:

6.1 *Promoters /Developers as individuals or organizations such as Govt./private/ PSUs/Joint Ventures/NGOs/Cooperatives/ Self Help Groups(SHG)/ Farmer Producer*

*Organizations (FPOs)/Farmer Producer Companies(FPCs)/Private Sector/ partnership firm/etc. will be eligible for financial assistance under the scheme.*

6.2 The Promoters/ Developers would be responsible for the following:

- i. To formulate the Detailed Project Report (DPR) and execute the project in a transparent, efficient and timely manner.
- ii. To procure/purchase land and ensure external infrastructure linkages for the project.
- iii. To obtain statutory approvals/clearances including environmental clearances, which are prerequisite for commencement and operation of the project.
- iv. To achieve financial closure and ensure timely completion of the project in specified timelines.
- v. To own and maintain the enabling infrastructure and common facilities.
- vi. To receive grant-in-aid under the Scheme, and to ensure its utilization in a transparent and judicious manner.
- vii. To maintain proper accounts of the project implementation and the maintenance of infrastructure and common facilities after commissioning of the project.
- viii. Every promoter/developer will publish the user charges/ hiring rates for common facilities and lease rental rates / sale price for plots in park on their websites and also on a board at the gate of the mini food park for wider information of the prospective investors. Rate of plots in the Mini Food Park will also be made available to the State Government for uploading on their websites.
- ix. **The promoter/ developer may sell / lease plots in mini food park to other food processing units. But the common facilities in the mini food park cannot be sold or leased out. They can only be offered to units on rental basis.**

## 7. Eligibility criteria for the promoter/developer:

7.1 The combined net worth of the promoter/developer shall not be less than 1.5 times the grant amount sought.

7.2 The promoter/developer needs to bring in at least 20% of the total project cost as equity / contribution.

7.3 The promoter/developer needs to bring in term loan from the Bank/Financial Institution for an amount not less than 20% of the project cost.

7.4 The land for the project shall be arranged by the promoter/developer either by purchase or

on lease of at least 20 years.

7.5 Any entity / applicant which has availed financial assistance for a project under the scheme of the Government of India, will not be eligible to apply for another project under same scheme of state government

7.6 The promoter(s)/ developers of the Mini Food Park approved by the state government will be eligible for availing financial assistance under other schemes of State / Central Governments including MoFPI for setting up of the unit(s) in these mini food park(s).

## **8. Inviting of Applications/proposals**

**A proposal for the proposed Mini Food Park will be submitted online** by the applicant in the prescribed application format (Annexure-II) along with following information/documents;

- a. Detailed Project Report (DPR) consisting of technical, commercial, financial and management aspect of the project. The promoter should have identified exact location of the mini food park, potential investors for food processing units in the mini food park, proposed level of investment including the estimated project cost, the proposed means of finance and the number and type of food processing units along with complete details (Also refer contents in the Annexure -III)
- b. Final term loan sanction from the Bank/ Financial Institution.
- c. A detailed appraisal note from the Bank / Financial Institution.
- d. Certificate of incorporation/ registration of the applicant firm, Memorandum and Articles of Association in case of Company/ Bye laws of the Society, Co-operative, Self Help Group/ Registered partnership deed, etc.
- e. Bio-data/background/ experience of the project promoter(s) / developer
- f. Documents in support of net-worth of the promoter/developer
- g. Annual reports and Audited Financial Statement of Accounts of the applicant firm/company/cooperative/ Partnership/ Self Help Group, etc. for last three years (in case of existing units)
- h. Documents 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. The proposals having ownership and possession of suitable land with Change in Land Use (CLU) for the project will be given preference.**
- i. Undertaking by promoter/developer as per Annexure-IV
- j. All pages of the proposal are to be properly numbered and the proposal should contain an Index as first page of the proposal indicating the various documents submitted along with page number, failing which the proposal is likely to be rejected.

## **9. Sanctioning and Disbursal Authority:**

**9.1 Sanctioning Authority: The State Level Committee for Food Processing (SLC-FP) under**

the chairmanship of Additional Chief Secretary Industries and Commerce Department, Haryana would evaluate and approve/sanction the proposals. The other members of the committee shall be as under:

Sr. No.	Name and Designation of Officer	Position
1	Additional Chief Secretary Industries and Commerce	Chairman
2	Managing Director HSIIDC	Member
3	Director Agriculture	Member
4	Director Horticulture	Member
5	Director Animal Husbandry	Member
6	Representative of Finance Department (not less than Deputy secretary's rank)	Member
7	Director Industries and Commerce	Member Secretary

The concerned department would be involved in the evaluation of project & it will be based on the requirement and type of proposal only one relevant member shall be associated in the committee, keeping in view the nature of the project out of serial no. 3,4, & 5 above. Any other member in addition to above can also be co-opted by the Chairman keeping in view the requirement of the proposal. The quorum of the committee shall be four. The criteria for evaluation of the proposal by the SLC-FP is given at Annexure-I, However minimum 60% marks shall be qualifying criteria.

**9.2 Disbursal Authority:** The Directorate of Industries and Commerce Department Haryana shall be competent to disburse the grant after compliance of the requisite formalities.

**10. Release of Funds:** The grants-in-aid will be released to promoter/ developer in three installments as below:

*10.1 First installment of 35% of the total approved grant will be released to the promoter/ developer in the designated Bank account after incurring an expenditure of 35% of the bank term loan and 35% of promoter/ developer contribution / equity on eligible project cost and submission of following documents:*

- i. Opening of dedicated bank account in a nationalized bank*
- ii. CA certificate for actual expenditure on the components of the basic enabling infrastructure of the project duly certified by the promoter/developer indicating utilization of at least 35% of term loan & 35% of promoter/ developer contribution / equity as per Annexure-V.*
- 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 promoter/ developer (Annexure-VI).*

- 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 promoter/developer (Annexure-VII).*
- v. *Certificate from the concerned bank/ financial institution (Annexure-VIII) which has sanctioned and disbursed term loan for the project certifying that:-*
  - a) *It has disbursed 35% of the total sanctioned term loan and the same being used on the approved components; and*
  - b) *Has no objection for disbursement of 35% of the grant-in-aid being released by the state.*
- vi. *Surety Bond (Annexure-IX) to be executed by the promoter/developer on a Non-Judicial stamp paper of not less than Rs.100, duly notarized and signed by two independent witnesses (other than promoters ) along with Board resolution/certificate from Board of Directors/promoters/developers (as applicable) authorizing one of the directors/partners as authorized signatory of documents.*
- vii. *“Consent to Establish” for the project from State PCB.*
- viii. *PFMS (CGA) Registration of promoter/developer and Mandate Form (Annexure-X)*
- ix. *Physical Inspection report by a team comprising of concerned joint director/ deputy director-DIC and officer from directorate of Industries, technical resource from NIFTEM/ Chotu Ram Engineering College Murthal*
- x. *Any other condition which may be specified from time-to-time.*

*10.2 Second installment of 40% of the total approved grant will be released to the promoter/developer in the designated Bank account after incurring an expenditure of 75% of the bank term loan and 75% of promoter/developer contribution/equity on eligible project cost and submission of the following documents:*

- i. *Statement indicating 100% utilization of first installment of grant duly signed by the promoter/developer and countersigned by the CA (Annexure-XI).*
- ii. *CA certificate for actual expenditure on each of the components of the project indicating utilization of 75% of term loan and 75% promoter/developer contribution / equity.*
- iii. *Details of unsecured loan (along with PAN numbers of lenders) or bridge loan, if any, duly certified by Chartered Accountant and countersigned by the*

promoter/developer are to be given (Annexure-V).

- iv. Completion of enabling infrastructure
- v. Statement of Bank account / Financial Institution relating to the project.
- vi. 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 promoter/developer.
- vii. 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 promoter/developer.
- viii. Certificate from the concerned bank/ financial institution which has sanctioned and disbursed term loan for the project certifying that:-
  - a. It has disbursed 75% of the total sanctioned term loan and the same being used on the approved components; and
  - b. Has no objection for disbursement of 40% of the grant-in-aid being released by the state.
- ix. Proof of 100% allotment of leasable plots / areas to food processing units.
- xi. *Physical Inspection report by a team comprising of concerned joint director/ deputy director-DIC and officer from directorate of Industries, technical resource from NIFTEM/ Chotu Ram Engineering College Murthal*
- x. Any other condition which may be specified from time-to-time.

*10.3 Third & final installment of 25% of the approved grant will be released to promoter/developer in the designated Bank account on completion of the project and submission of following documents:*

- i. Statement indicating 100% utilization of second installment of grant duly.
- ii. Physical Inspection report by a team comprising of concerned joint director/ deputy director-DIC and officer from directorate of Industries, technical resource from NIFTEM/ Chotu Ram Engineering College Murthal

## **11. Time Schedule:**

11.1 The time schedule for completion and operationalization of project will be **24 months** from the date of approval unless extended by state government for the reasons to be recorded.

11.2 The promoter/developer shall make all possible efforts to complete the project as per the



stipulated timelines committed to while seeking approval for the project. In case of non-adherence to stipulated timeline, except in case of force de majeure or reasons beyond the control of promoter/developer, the state level committee may consider imposing appropriate penalty in terms of reducing the grant amount, on case to case basis.

11.3 In case of non-adherence of time lines, a penalty of 1% of the quantum of installment amount due for release for that installment, will be imposed for each month's delay beyond the stipulated timeline. The maximum amount of penalty, however, shall not exceed 10% of the installment to be released to promoter/developer.

11.4 In the event of promoter/developer withdrawing from executing the project and the project not being completed by the promoter/developer for any reason, the grant-in-aid amount released will be returned by the promoter/developer along with interest @ 12% p.a. accrued thereon to the industries department within 30 days of communication of the order for refund of such grant.

## **12. Project Monitoring and Evaluation:**

*12.1 The industries department will periodically review the progress of the projects under the Scheme.*

*12.2 Pre and post inspection would also be undertaken by the Industry officials and State Level Committee for Food Processing (SLC-FP) to find out the physical, financial and operational progress as and when required.*

*12.3 The decision of the SLC-FP shall be final and binding on all concerned parties on the interpretation of the provisions of these guidelines and the matters related / incidental thereto.*

## **13. Court's Jurisdiction:**

*13.1 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 Chandigarh.*

Dated Chandigarh.  
The 4<sup>th</sup> June, 2019

DEVENDER SINGH  
Additional Chief Secretary to Government of Haryana,  
Industries & Commerce Department

## Annexure-I

## Criteria for proposals for setting up Mini Food Park

Sl. No.	Criteria	Max. Score	Reference Documents to be reviewed
<b>A</b>	<b>Land</b>	<b>50</b>	
<b>A 1</b>	<b>Possession of Appropriate Land</b>	<b>25</b>	
a)	Complete title and possession of land in the name of promoter/ developer along with CLU	25	CLU and Land Ownership Documents
b)	Complete title and possession of land in the name of promoter/ developer (without CLU)	15	Land Ownership documents
c)	Allotment letter from State Govt. Agencies in the name of the promoter/ developer	10	State Govt. land allotment letter
d)	Agreement to Sale/Purchase of Land in the name of Promoter/ Developer	5	Copy of Agreement
e)	Land identified, but not acquired	0	
<b>A 2</b>	<b>Location of Land</b>	<b>25</b>	
a)	Proof of Water and Power Connection (5 marks each)	10	Letter/Certificate from respective Municipal body/Govt. authority
b)	Availability of Approach Road	5	Letter from local body confirming the availability of approach road
c)	Nearness to the location of the crop production cluster	10	DPR/ Cluster Analysis and Project Components / concerned State Govt. Authority letter
<b>B</b>	<b>Viability of Cluster</b>	<b>15</b>	
a)	Synchronization of Core Processing facilities with requirements of food processing units & crops in agro cluster	15	DPR/ Cluster Analysis and Project Components
b)	Synchronization of Core Processing facilities with requirements of food processing units	10	DPR/ Cluster Analysis and Project Components
c)	Synchronization of Core Processing facilities with crops in agro cluster	5	DPR/ Cluster Analysis and Project Components
d)	No synchronization	0	
<b>C</b>	<b>Details of Promoter/ Developer</b>	<b>25</b>	
<b>C 1</b>	<b>Net-worth of Promoter/ Developer</b>	<b>15</b>	Audited Balance Sheet/ CA Certificate/ Related Net-worth Documents
a)	More than 20 crore	15	
b)	Rs 15 cr - Rs 20 cr	10	
<b>C 2</b>	<b>Food Processing Experience of Promoter/ Developer</b>	<b>10</b>	Balance Sheet of existing operations / FSSAI license

Sl. No.	Criteria	Max. Score	Reference Documents to be reviewed
a)	Turnover > Rs.5 crore*	10	”
b)	Turnover from Rs.1 crore to Rs.5 crore*	5	”
<b>D</b>	<b>Special Strength</b>	<b>10</b>	
a)	Adoption of modern technology for reducing carbon foot print, energy efficiency, fast-tracking & optimizing operations / use of automated technology / systems	5	Supporting documents
b)	Projects proposing to use renewable/ alternate energy source (either fully or partially)	5	Supporting documents
	<b>Total</b>	<b>100</b>	

\*Turnover of the promoter claiming food processing experience shall be in at least two of the years out of previous three and current financial year.

**APPLICATION FORM****1. Details of the applicant:**

Sl. No.	Particulars	Details
i.	Name of company/firm with complete contact details / address, Tel/Fax No. , Mobile No., E-mail	
ii.	Legal status of applicant (Govt. Institution / organization / PSUs, Joint Venture, NGO, Co-operative/ Company/ partnership firm/ proprietorship, Farmer Producer Company, Self Help Group, etc.)	
iii.	Registration No. /CIN	
iv.	PAN / TIN /TAN	
v.	Aadhar Registration No.	

**2. Details of the Director(s)/ Promoter(s)/Partner(s)**

Sl. No.	Name of Promoter (s)/Partner(s)	Address	Tel/Fax No. / Mobile No. / E-mail	Aadhar No.	PAN No.	Shareholding pattern	Net-worth
Please add additional rows, if needed.							

**3. Experience of the lead Promoter(s)/Partner(s) of Food / agro produce processing**

Sl. No.	Name of lead Promoter(s)/Partner(s)/ Applicant Entity	Details of Experience	Details of Turnover (year- wise)	Supporting Document attached, if any (Yes/No)

**4. PROFILE OF THE PROPOSED PROJECT:****(a) Details of location of Mini Food Park proposed to be set up**

- (i). Proposed location of land for Mini Food Park (Name Village/Dist./state)
- (ii). Area of Land required (In acres)
- (iii). Status of possession (Owned/ leased\*\*)

- (iv). Status of Land Use Conversion (CLU)
- (v). Proof of water and power connection
- (vi). Availability of Approach Road
- (vii). Connectivity Details. Distance (in Kms.) from: National Highway; State Highway; Freight corridor, Golden Quadrilateral, nearest agri-horti clusters
- (viii). Coordinate Details (Longitude & Latitude)
- (ix). Agro commodities to be sourced

**(b). Proposed Core Processing facilities in Mini Food Park**

Sl. No.	Type of facilities proposed to be created *	No.	Total Capacity [MT, MT/Hr., where ever applicable]	Built-up Area	Estimated Investment	No. of Days of operation of each facility in a year
i.	CA Store					
ii.	Normal cold store/ warehouse					
ii.	Frozen store					
iv.	Pre-cooling Chambers					
v.	Sorting, Grading, Waxing, Weighing, Packing facility					
vi.	Ripening Chambers					
vii.	IQF					
viii.	Blast Freezing					
	Any other facilities as per the requirement of food processing units in the cluster					

\* Only indicative list.

**(c) Food processing units proposed**

Type of food processing units	No. of units	Land to be allotted	Product mix	Estimated investment (In crore)	Estimated turnover (In crore)	Estimated employees	
						Direct	In-direct

**(d) Enabling basic Infrastructure**

Type of infrastructure	Capacity /Built-up Area	Estimated Investment

**(e). Non-core Infrastructure**

Type of infrastructure	Capacity /Built-up Area	Estimated Investment

**(f). Utilities Requirement:**

Utility	Units	Requirement
Power (maximum demand)	KW	
Water- industrial	Kilo Liters / Day	
Water- potable	Kilo Liters / Day	
Gas	Cubic Meters / Day	
Telephone (including fax)	No. of lines	
Waste disposal requirement (solid)	Kg / Day	
Waste disposal requirement (effluents)	Kilo Liters / Day	

**5. PROJECT FINANCIALS AND BUSINESS PLAN:**

**a. Estimated Project Cost Details**

Item	Amount (Rs. in crore)
Land	
Land development	
Basic enabling Infrastructure	
Core Processing Infrastructure	
Non-core Infrastructure	
Other Pre-operative expenses	
Margin money for working capital	
Contingencies/ pre-operative expenses	
Total	

**b. Proposed Means of Finance**

Source	Amount (Rs. in crore)
Promoter/ Developer contribution / equity	
Bank loan	
Grants-in-aid from Directorate of Industries & Commerce, Haryana (DI&C)	
Unsecured Loan/ Bridge Loan	
Total	

**c. Basic Revenue Projections**

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Days of operations of each of the core facilities					
Revenue earning from different facilities					
Turnover					
Cost of operations					
Gross profit					
Profit before taxation					

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

S No.	Particulars	Details (Ratio/%)	Ref Page No. in DPR*
i.	Internal Rate of Return (IRR) - with grant - without grant]		
ii.	Avg. Debt Service Coverage Ratio (DSCR)		
iii.	Break Even Point (BEP)		
iv.	Debt-Equity Ratio		

**e. Other Details:**

Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside Mini Food Park, including estimated quantities	
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Available raw material crop-wise in the catchment area indicating source of data	
Crop matrix for seasonal availability of raw materials indicating source of data	
Estimated turnover of the proposed food processing units covered in the project	
Any other relevant details / documents	

6. No. of farmers expected to be benefitted

7. Employment Generation projections

a. Direct Employment: .....

b. Indirect Employment : .....

8. Details of renewable/ alternate energy sources including solar energy, if any, proposed to be used for operating the project including inter alia, details of power generation.

**Signature of the authorized representative**

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

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



**The list of the Points / Information to be covered in the Proposals**

**1. Profiles of the applicant firm / company**

- 1.1. Names and brief profiles of the proposed Promoters/ Developers along with their contact details.
- 1.2. Indicate the nature and location of existing operations of the Promoters/ Developers.
- 1.3. Audited balance sheets for last 3 years and current year audited balance sheet or Chartered Accountant (CA) Certificates that would establish the net worth of each of the Promoter/ Developer along with supporting documents as mentioned in Para-4 of this Annexure. In case of companies, CA certificates need to be certified by their statutory auditors.
- 1.4. A brief note as to why the promoters are keen to undertake the Mini Food Park, their vision etc.
- 1.5. Any other relevant information that would establish the credentials and suitability of the Promoter/ Developer in the context of the Scheme.

**2. Profile of the Proposed Project**

- 2.1. Rationale for proposed Mini Food Park/location in terms of availability of agricultural produces and marketable surplus, with focus on perishable produces.
- 2.2. Proposed Area and availability of requisite land for establishment of Mini Food Park.
- 2.3. Selection of site needs to be justified in terms of connectivity and availability of basic infrastructure including power, water, approach road etc.
- 2.4. In case of land being available with Promoter/ Developer, proof of possession of land in form of sale deed/lease deed (CLU if applicable).
- 2.5. Details of the proposed core processing facilities and rationale for their selection in terms of availability of raw materials/market and type of food processing units being targeted.
- 2.6. Details of proposed enabling basic infrastructure including requirements of basic utilities like power, water, effluent treatment along with rationale in terms of overall business plan
- 2.7. Details of proposed non-core infrastructure and their justification
- 2.8. Above details for various project components should include area required, estimated capacities and costs for various facilities
- 2.9. Proposed strategy/methodology for building supply chain to ensure supply of raw materials to the food processing units inside agro cluster, including estimated quantities
- 2.10. Estimated turnover of the proposed food processing industry units covered in the project, after successful execution of the project
- 2.11. Estimated direct and indirect employment generation out of implementation of the project, and other impact on the industry and farm produce in the project area
- 2.12. Any other related information.

### **3. Project Financials and Business Plan**

- 3.1. Summary of estimated cost of each of the eligible components of the project for funding by Government as outlined in the Scheme
- 3.2. Proposed means of finance to fund the project: equity, debt etc
- 3.3. The amount of grant support needed for the project, as per the Scheme
- 3.4. Tie-ups with Financial Institutions/Banks, if any, for funding of the Project
- 3.5. Proposed Business Plan -Estimated revenue sources and assumptions, Estimated operating costs and assumptions, Projected profit and loss statements, balance sheets and cash flows based on these assumptions
- 3.6. Key financial indicators such as IRR, DSCR based on above financial assumptions

**UNDERTAKING**

I ..... (Name of the Lead Promoter/ Director/ Partner/ Proprietor etc.) son of Mr..... (father's name) resident of ..... (residential address) do hereby solemnly affirm and declare/undertake as under:

8. That I am promoter/ director/ partner/ proprietor of M/s..... (name of applicant) having its Registration no. ....and Registered Office at ..... (office address of applicant).
9. 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 this 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 Mini Food Park 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 Directorate of Industries & Commerce Department Haryana under the Mini Food Park Scheme of Haryana Agri-Business and Food Processing Policy 2018.
10. That the term and conditions of the above scheme of the DI&C 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 all the terms and conditions of the approval letter and provisions enshrined in the scheme guidelines.
11. That the proposed activities to be undertaken by the project/proposal are covered under the above scheme of Haryana Government 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.
12. It is certified that ..... (name of applicant) has not obtained or applied for grants for the same component / activity of the project from any other or Department of the Government of India or State Government or their agencies.
13. 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 a food processing project in the past from Directorate of Industries & Commerce Haryana [if availed, the details shall be furnished separately].
14. 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.

15. In case of concealment of any facts in this regard, the Directorate of Industries & Commerce Haryana would have right to reject/ cancel my application/project out right at any stage.
16. 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.
17. 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.
18. In case of non-implementation/ delayed implementation of the project the Directorate of Industries & Commerce Haryana 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.
19. In case of failure to operate the project for at least three years after commencement of commercial operation, I shall return the entire grant-in-aid with interest @ 10% per annum.
20. User charges/hiring rates 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 Directorate of Industries & Commerce Haryana.
21. I also 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 therefrom.

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

**Signature of the Promoter/  
Developer**

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

**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)**

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

**ii. Means of Finance: (Rs. in lakh)**

Sl. No.	Item	Means of finance approved by the Ministry	Actual expenditure incurred as on -----
1	Promoter/Developer Equity		
2	Term Loan		
3	Grant from Directorate of Industries & Commerce Haryana		
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 promoter/ authorized signatory of Promoter/ Developer with Seal



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

Sl. 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 promoter/ authorized signatory 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 (If project has multiple locations, the location wise details should be submitted in below format for each location)

Sl. 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: <input type="checkbox"/> Ordered <input type="checkbox"/> Received at site <input type="checkbox"/> Installation in progress <input type="checkbox"/> Installed <input type="checkbox"/> 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 promoter/ authorized signatory of Promoter/ Developer 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 Ministry of Food Processing Industries 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 (1<sup>st</sup>/ 2<sup>nd</sup> Installment 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) installment of grant.

Signature with  
seal (Name of authorised  
signatory)  
(Branch Name)

Counter Signature of promoter/ Authorized  
Signatory of Promoter/ Developer with seal

**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 \_\_\_\_\_ (hereinafter called the "Obligors") are held fully and firmly bound to the Governor of Haryana (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 Directorate of Industries and Commerce Department, Haryana

' Sanction Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (hereinafter 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 hereinafter 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 in left unspent after the expiry of the period within which it is required to be spent, interest@10% per annum shall be charged up to 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 Directorate of Industries and Commerce Department, Haryana or the administrative Head of the Department concerned. As regards the monetary value aforementioned 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 Addl. Secretary to the Government of Haryana, Industries & Commerce Department 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 Obligers and

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

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

Signature of AUTHORIZED  
SIGNATORY SIGNED FOR AND  
ON BEHALF OF  
(Name of the obliger in block  
letters) (seal/ stamp) of  
Organization)

1. Signature of witness  
witness Name & Address

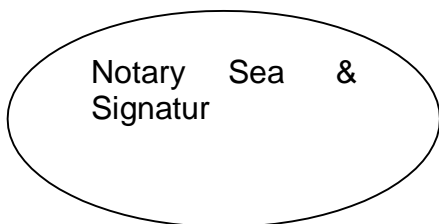
2. Signature of  
Name & Address

**TO BE FILLED UP BY**

Directorate of Industries and Commerce Department, Haryana  
For and on behalf of the Governor of Haryana

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Dated: \_\_\_\_\_



**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 the Directorate of Industries and Commerce Department, Haryana responsible.

**Date**

**Signature of Customer**

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

**(Signature and Seal of Bank / Financial Institution)**

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

**Annexure-XI**

**Statement indicating expenditure / utilization of the grant-in-aid released**

Certified that Rs.\_\_\_\_\_of grant-in-aid sanctioned by the Directorate of Industries and Commerce Department, Haryana towards first / second installment of grant-in-aid in favour of \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned.

Signature of Authorized Signatory of Promoter/ Developer with Seal

Date\_\_\_\_\_

Countersigned of Chartered Accountants with CA registration number

Endst. No. 25/16/2019-4IB-I

Dated: 12.06.2019

A copy is forwarded to the Principal Accountant General (Accounts & Entitlement/Audit) Haryana Chandigarh for information & necessary action.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

Endst. No. 25/16/2019-4IB-I

Dated: 12.06.2019

A copy is forwarded to the General Manager, Small Industrial Development Bank of India (SIDBI), SCO 145-146, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Sector 17-C, Chandigarh for information and necessary action.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

Endst. No. 25/16/2019-4IB-I

Dated: 12.06.2019

A copy is forwarded to the Director General of Industries & Commerce, Haryana for information & necessary action. You are requested to upload the policy of the department site.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

Endst. No. 25/16/2019-4IB-I

Dated: 12.06.2019

A copy is forwarded to the Controller, Printing & Stationary Department, Sector-6, Panchkula for publication in Haryana Government Extra Ordinary Gazette. You are requested to supply 100 copies in English version to this office for record.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

Endst. No. 25/16/2019-4IB-I

Dated: 12.06.2019

A copy is forwarded to the Director, General Public Relations, Information and Cultural Affairs Haryana, Chandigarh for information and necessary action.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

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A copy is forwarded to the Additional Chief Secretary to Government of Haryana Finance Department (in FD-III Branch) w.r.t. their U.O.No.4/74/2013-ERAMU(FD) dated 08.03.2019 for information and necessary action.

Superintendent Industries-I  
for Additional Chief Secretary to Government of Haryana, Industries &  
Commerce Department.

To

The Additional Chief Secretary to Government of Haryana,  
Finance Department (in FD-III Branch)

U.O. No.25/16/2019-4IB-I

Dated: 12.06.2019