

**SUFAL BANGLA PROJECT MANAGEMENT UNIT**  
**under**  
**Paschimbanga Agri Marketing Corporation Ltd.**  
2<sup>nd</sup> Floor, Uttarapan Civic Centre  
Maniktala, Kolkata-700054  
e-Mail : [sufalbangla@gmail.com](mailto:sufalbangla@gmail.com)

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**NOTICE INVITING APPLICATIONS**  
**FOR**  
**EMPANELMENT OF AGENCIES FOR CLUSTER BASED BUSINESS**  
**ORGANISATIONS (CBBOS) FOR FORMATION AND PROMOTION OF FPOs IN**  
**WEST BENGAL**

1. Notice Inviting Application No. **PD/PMU/SB/36/2022-23**
2. Date of issue: 04.08.2022
3. Last Date for submission of Application: 02.09.2022 upto 15.00 Hrs

A handwritten signature in blue ink, appearing to be 'S. Kumar', with the date '4/8/22' written below it.

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## Advertisement for Empanelment of Cluster-Based Business Organizations (CBBOs) for Implementation of Central Sector Scheme for "Formation and Promotion of Farmers' Producer Organizations (FPOs)"

1. Whereas Government of India formulated a Scheme "Formation and Promotion of Farmer Producer Organizations (FPOs)" under the Department of Agriculture, Cooperation & Farmers' Welfare (DAC&FW), Ministry of Agriculture & Farmers Welfare (MoA&FW), Government of India for formation and promotion of 10,000 FPOs over a period of 5 years. Operational guidelines is published on <http://agricoop.nic.in> for reference.

And whereas Paschimbanga Agri Marketing Corporation Ltd (PAMC Ltd) under Department of Agricultural Marketing, Govt. of West Bengal has been declared an Implementing Agency (IA) by GoI under the Scheme for formation of FPOs in different districts in the State of West Bengal.

Now it has been decided that Cluster Based Business Organizations (CBBOs) will be set up at the State/Cluster level by PAMC Ltd to form and promote FPOs as detailed in Para 7 of the aforesaid guidelines. A CBBO has professional experience and exposure in formation of FPOs in agriculture and allied sectors, and providing handholding support to the FPOs. For a detailed understanding of roles and responsibilities of CBBOs, the operational guidelines available on the website of MoA&FW may be referred.

PAMC Ltd. intends to empanel the CBBOs for promotion of FPOs and the FPOs would be registered under Companies Act.

2. PAMC Ltd invites applications from the eligible professional Organizations complying with "Minimum Eligibility Criteria" for empanelment as Cluster-Based Business Organizations (CBBOs) for implementation of Central Sector Scheme i.e. "Formation and Promotion of Farmer Producers' Organizations (FPOs)". Eligible Professional Organizations may download the application form from the website of Sufal Bangla ([www.sufalbangla.in](http://www.sufalbangla.in)).

The applications in prescribed format together with all necessary enclosures should be submitted in sealed cover to the Office of SUFAL BANGLA PROJECT MANAGEMENT UNIT under Paschimbanga Agri Marketing Corporation Ltd. at 2<sup>nd</sup> Floor, Uttarapan Civic Centre Maniktala, Kolkata-700054. The Application format for Legal Entities including CSR Organization / Foundation and other Agencies is enclosed as Annexure II A; and for Institutions promoted by Agricultural Universities, ICAR, KVKs, is enclosed as Annexure II B. Details of Office of SUFAL BANGLA PROJECT MANAGEMENT UNIT is enclosed as Annexure-III.

**The last date for receipt of application by PAMC Ltd is 02.09.2022 upto 15.00 hrs**

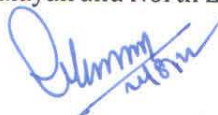
Please note that corrigendum, if any, issued on the above advertisement will be published only on the website of Sufal Bangla ([www.sufalbangla.in](http://www.sufalbangla.in)).

3. **Minimum Eligibility Criteria:** It may be noted that the following minimum eligibility criteria be met to be eligible to apply for the role of CBBOs

**A. Pre-Qualification:**

a) Any legal entity registered in India under the relevant Act or any institution established under any Act of Government of India or State and in existence for past 3 years shall be eligible.

b) The agency should have a minimum average turnover/utilization of funds of INR  $\geq$  2 crore for plain areas and INR  $\geq$  1 crore for Himalayan and North Eastern Region during the past 3 years with positive net worth.



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c) Institutions promoted by Public Sector Agricultural Universities, ICAR/ KVKs or other similar institutions of Central/State Governments shall be exempt from the above requirements.

d) Legal entities registered in India with turnover of INR  $\geq$  250 crore who have been sponsoring and implementing Corporate Social Responsibility (CSR) activities directly or through their foundations/ trusts shall also be eligible & exempt from requirement mentioned at (a) above.

e) The agency should not have been barred / blacklisted at any time by any Central Government Department/Agency/Public Sector Unit (PSU) of the Central Government or any State Government.

f) The agency should have professionals/experts in at least 3 of the following 5 domains indicated below at the time of application:

S. No.	Designation	Qualification & Experience
1	Crop Husbandry	Graduate in Agriculture from a recognized University with 5+ years of relevant experience in crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.
2	Agri Marketing / Value Addition / Processing	MBA in Agribusiness Management or equivalent from a recognized University/ Institute with 3+ years of relevant experience in Agribusiness/ Agri. Marketing/ Value Chain Development including Post Harvest Management and working with FPOs/Large Farmers groups etc.
3	Social Mobilization	Graduate in Rural Development/ Social Work or Graduate with Diploma in Rural Development/Social Work from a recognized University/ Institute with 5+ years relevant experience in mobilization of farmers, field demonstrations, organizing village level meetings etc.
4	Information Technology/ MIS	B.Tech/ BCA in Computer Science/ Information Technology or equivalent from a recognized University/Institute with 3+ years of relevant experience of handling IT related assignments, MIS development, software development etc.
5	Law/Accounts	B.Com with 5+ years/Chartered Accountant/Company Secretary with 3+ years of relevant experience in accounting, auditing, statutory compliance, legal matters, arbitration etc.

However, the agency shall give an undertaking to PAMC Ltd to recruit experts with requisite experience from the remaining domains upon selection. PAMC Ltd shall issue the Sanction/Approval Letter to the Agency only after ensuring that experts from all the above 5 domains are available with the agency.

#### B. Technical Qualification:

The agency should have technical qualification as per (a) below and any one of those contained in (b), (c) & (d), below:

- a) The agency should have minimum 3 years of experience in Mobilization of farmers/ Formation or Promotion of Farmers Producer Organizations / Business Planning of FPOs or Large Farmers'

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groups\*, which should be demonstrable through experience of working with Central/ State Governments/ PSUs/ National, International and Multi-lateral Organizations/ Companies/ CSR projects of Corporates/ Foundations/ Trusts/ Co-operatives/ FPOs independently promoted by the applicant (agency).

- b) The agency should have experience in establishing Market and Credit linkages for FPOs/Large Farmers' groups\*.

(or)

- c) The agency should have experience in providing Capacity Building Trainings, Pre and Post-harvest Trainings/Demonstrations for FPOs/Large Farmers' groups\*.

(or)

- d) The agency should have experience in facilitating establishment of Pre-harvest/Post-harvest Infrastructure facilities viz. Seed Processing Units/Processing Mills/Packhouses / Warehouses / Cold Storages / Ripening Chambers/Custom Hiring Centres/ Common Facility Centres/ Primary & Secondary Processing Units/ Export Oriented Infrastructure/ Cold Chain/ Supply Chain Management/ Branding/Marketing etc., for FPOs/Farmers' groups.

(Note: \*Large Farmers' groups are defined as  $\geq 2500$  small and marginal farmers in plain areas and  $\geq 500$  in Himalayan and North Eastern Region)

4. **Empanelment process:** The process of empanelment of eligible agencies as CBBOs is indicated below :

- The applications, upon receipt will be subjected to a scrutiny to examine the adherence to minimum eligibility criteria, completeness of application form, submission of necessary documentary evidences, etc. Such agencies who fulfil the minimum eligibility criteria, complete information in application form and documentary evidences will be shortlisted for a presentation at the Office of SUFAL BANGLA PROJECT MANAGEMENT UNIT under Paschimbanga Agri Marketing Corporation Ltd. at 2<sup>nd</sup> Floor, Uttarapan Civic Centre Maniktala, Kolkata-700054.
- The shortlisted agencies shall make a presentation before the Selection Committee to be constituted by the PAMC Ltd under Department of Agricultural Marketing, Govt. of West Bengal
- The Committee shall examine the suitability and empanel the agency based on the following broad parameters and weightage thereof.

S. No.	Name of the Segment	Weight age
1	Human Resources	25%
2	Work Experience	40%
3	Financial Strength	20%
4	Presentation	15%
	<b>Total</b>	<b>100%</b>

- The minimum cut-off score to be secured by an applicant organization/agency to be eligible for empanelment as a CBBO by PAMC Ltd in the State is 75%.
- The CBBOs so empanelled, shall be issued a letter of empanelment by the PAMC Ltd, specifying therein the names / details of the cluster(s) allocated to them, number of FPOs to be promoted during 2022-23, "focus" crop(s) / activities, particulars of the financial assistance to the CBBO in a given financial year. The organization/agency shall, within 10 (ten) days of the receipt of the empanelment letter, sign, and return the duplicate copy in acknowledgement thereof. PAMC Ltd and the organization/ agency acting as a CBBO shall enter into a separate formal Agreement for the purpose of implementation of the programme.



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- In all matters regarding eligibility, assessment, minimum qualifying standards and communication of result, PAMC Ltd's decision shall be final and binding on the applicants and no correspondence shall be entertained in this regard.
- PAMC Ltd reserves the right to cancel the above empanelment as per institutional requirement without assigning any reason at any stage of empanelment process.
- Empanelment with PAMC Ltd. does not guarantee a Right To Work. No Agency empanelled with PAMC Ltd. can demand a contract.
- The participants must submit an undertaking that they will disclose the number and details of the FPOs allocated to them by other Implementing Agencies other than PAMC Ltd. The application stands rejected if the undertaking is not submitted by the Agency along with the details of current allocation by other Implementing Agencies.
- The empanelled agencies will be allocated produce clusters where FPOs can be promoted. PAMC Ltd is not bound to allot/ allocate the "entire state" or "all the clusters" to an agency as proposed by it in the application. A decision would be taken by PAMC Ltd while considering allocation of clusters among the "empanelled" agencies. Notwithstanding the inclination of any prospective CBBO to promote FPO in specific districts/ blocks, the decision to allot specific districts/ blocks to the empanelled FPOs, solely rests with the Implementing Agency (IA) i.e. PAMC Ltd.

**5. Right to verify the particulars / data furnished by the applicant agencies in the Application**

PAMC Ltd reserves the right to verify all statements, information, documents, etc. submitted by the Applicant in the application form. PAMC Ltd may also call for necessary additional details for verification of information, documents, data, etc.

**6. Period of engagement as a CBBO**

The period of empanelment of CBBO is for a maximum period of 5 years for the purpose of formation of new FPOs, for which they will continue handholding for entire relevant five years as provided in the Central Sector Scheme. PAMC Ltd shall review the performance of CBBOs from time to time for their continuation or otherwise. When new clusters are added in the subsequent year/s, PAMC Ltd, depending on satisfactory implementation, may allocate new clusters to the same CBBO or to a new CBBO, as may be necessary.

PAMC Ltd may also consider calling for fresh applications for CBBOs empanelment for developing new FPOs in subsequent years, if found necessary.

- 7. Financial Assistance to CBBOs and disbursement of funds / instalments to CBBOs will be based on operational guidelines of the scheme. The particulars of indicative financial assistance to CBBO for promotion of one FPO are furnished in Annexure IV to the advertisement.**

**8. Other Terms and Conditions**

The following are some of the major terms and conditions of engaging the services of eligible agencies as CBBOs.

- Failure to comply with requirements spelt out in this document shall make the Application of any agency liable to be rejected. Similarly, incomplete applications or with no details furnished for any of the parameters in the Application are also liable to be rejected.
- If any Agency or any of its member(s) make(s) an averment regarding its or his/their qualification, experience, or other particulars and it turns out to be false at any stage during implementation of the Programme, the Agency shall be debarred forthwith in implementing the sanctioned / approved programme as a CBBO under the CSS but also shall be debarred for any future assignments of PAMC Ltd.
- In case it is found at any time before issue of the empanelment letter by PAMC Ltd that, one or more of the eligibility conditions have not been met by the Agency or it has made material misrepresentation or has given any materially incorrect or false information, the Agency shall be disqualified forthwith.

  
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**9. PAMC Ltd reserves the right to**

- relax or waive any of the conditions as deemed necessary in the best interest of the objectives and implementation of the Scheme without assigning any reasons thereof.
- include any other items at any time in the process



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## ANNEXURE I

District-wise Breakup of 50 no.s of FPOs to be formed and promoted by PAMCL as IA		
Sl no.	Name of Districts	Number of FPOs to be formed
1	Coochbehar	2
2	Jalpaiguri	4
3	Alipurduar	3
4	Darjeeling	2
5	Kalimpong	2
6	Uttar Dinajpur	2
7	Dakshin Dinajpur	3
8	Malda	3
9	Murshidabad	3
10	Nadia	3
11	Howrah	3
12	North 24 Paraganas	2
13	South 24 Paraganas	2
14	Hooghly	2
15	Purulia	2
16	Bankura	1
17	Purba Medinipur	2
18	Paschim Medinipur	1
19	Jhargram	2
20	Birbhum	2
21	Purba Bardhaman	2
22	Paschim Burdwan	2
<b>TOTAL</b>		<b>50</b>



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## ANNEXURE II A

Application Format for Legal Entities Qualifying “Minimum Eligibility Criteria”<sup>1</sup>

**Proposal to function as a Cluster-Based Business Organization (CBBO) under the Central Sector Scheme for Formation and Promotion of Farmer Producers’ Organizations (FPOs) in West Bengal**

**Proposed District(s) of Operation :**

**Proposed Operational Area in the District(s) :**  
(indicate the name(s) of specific block(s), if any)

I	Particulars of the Applicant Agency / Organization <sup>2</sup>	
1.	Name	
2	Legal status/constitution of the Organization (Public Limited Company/ Private Limited Company/ Farmers’ Producer Company /Cooperative Society/ Partnership Firm/ Limited Liability Partnership (LLP)/ Trust/ Federation of FPOs, Agricultural Universities, ICAR, KVKs, etc.)	
3.	Date of incorporation / registration of the organization / agency/ / Year of establishment and details ( <i>Please enclose a copy of Certificate of Incorporation/Registration Certificate/Registered Trust Deed, etc. &amp; the Memorandum and Articles of Association/Bye-Laws, etc., as applicable to the constitution of the Agency.</i> )	
4	Please indicate appropriate details for the following (number, name of the registering authority, etc., where applicable)  i. PAN ii. TAN iii. GST iv. FCRA Registration No.	


<sup>1</sup>For the “Minimum Eligibility Criteria” please refer to the Advertisement

<sup>2</sup> CSR organization/ Foundation need to provide details for its Corporate entity.


  
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	<p>v. Registrations for Gratuity, PF, Insurance, etc. for the employees</p> <p>vi. Service Tax</p> <p>vii. Professional Tax</p> <p>viii. Any other mandatory / optional registration, as per the local requirement.</p> <p><i>(Note: Enclose self-attested copies of PAN, TAN and FCRA, as may be applicable, issued by the competent authorities)</i></p>	
5	<p><b>Area/s of operation of the Organization / Agency</b></p> <p>Indicate whichever is applicable from the following:</p> <p>i) Currently operating in a Single state or Multiple States</p> <p>ii) If operating in a single state, please indicate whether it is operating in the same state for which the current application is being made?</p> <p>iii) Please indicate whether the extant Articles / Bye-laws of the Agency allows to operate in more than one State? If yes, please indicate the relevant Clause No. in the Articles /Bye-laws of the Agency.</p> <p>iv) If "No", please indicate the name of the State where the Agency is presently operating.</p> <p>v) If it is a Multi-state agency, please indicate the name(s) of the State(s) where it is presently operating.</p>	<p>Single State / Multiple States</p> <p>Yes / No</p> <p>Yes / No</p>
6	<p>Operational experience of the applicant Organization/ Agency <b>(in years and months)</b></p> <p>i) Overall</p> <p>ii) In the state where the application is made</p>	
7	<p><b>Address/es</b></p> <p>(i) Registered Office / Corporate Office / Main Office</p> <p>(ii) Number of Sub-Office(s) / Field Office(s), etc. in the country, if any</p> <p>(iii) Number and Address/es of Sub-Office(s) / Field Office(s), etc. in the State for which application has been made now</p>	

  
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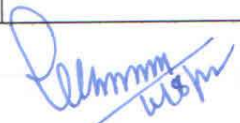
8	<p>Contact details of the Organization/Agency in connection with the present Application</p> <p>(i) Name of the Person</p> <p>(ii) Designation</p> <p>(iii) Contact No.</p> <p>(iv) e-Mail ID of the Organization/Agency</p> <p>(v) e-Mail ID of the Contact Person</p>	
9	<p>(i) Whether the Organization/Agency was "Blacklisted" by any State / Central Government Department / Government promoted institution or any of the Donor / Funding Agency earlier?</p> <p>(ii) If Yes, please furnish the details and the status of revocation of the decision, if any, as on date.</p> <p><i>Note: Please furnish a copy of the letter or documentary proof indicating revocation of the decision issued by the Competent Authority of the Agency, organization, etc., which has blacklisted the Applicant agency.</i></p>	Yes / No
10	<p>(i) Whether there was/is any Government enquiry, court proceedings or prosecution, etc. instituted against any of the Directors/CEO/any Key Person of the Organization/ Agency for any offenses?</p> <p>(ii) If Yes, please furnish details.</p>	Yes / No
<b>II Management of the Organization / Agency</b>		
1 a)  b)	<p>Nature of the Management of the Organization (Board / Governing Body / Governing Council, etc.). Indicate briefly about the Management of the Organization / Agency.</p> <p>(i) Total number of Directors / Members on the Board / Governing Body (GB) / Governing Council (GC), etc. of the organization as per the Articles of Association / Bye-laws / Memorandum, etc.</p> <p>(ii) No. of Members / Directors on the Board / GB / GC as on the date of application</p>	

  
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	If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	
ii)	<b>If no</b> training facilities are available as at present, briefly indicate the arrangements identified / available in the State / Clusters proposed in the Application, for conduct of training / capacity building programmes to the stakeholders	
2	<b>Infrastructure for mobility of Management / Staff in the Clusters / Project area</b> No. of Vehicles available with the Organization (i) 4-Wheelers (ii) 2-Wheelers	
3	Infrastructure related to Computerization of Operations / Data Management, etc. owned by the Organization <b>in the State where Application is being made now</b>	
(a)	No. of Desktop Computers	
(b)	No. of Laptops	
(c)	Others, if any, related to data management (please specify)	
4	<b>Human Resources available with the Organization / Agency</b>	
<b>A</b>	<b>At the Organization / Agency level</b>	
(a)	Total number of manpower / staff on the rolls ( <i>as at the end of the previous month</i> )	
(b)	Of them, number of permanent staff  <i>(Note: Please furnish copy of any proof, such as previous month's muster, etc. If not available, a certificate issued by the In-charge of Administration Section / Department of the Applicant Agency/ or Chief or any Director of the Applicant Agency may be furnished)</i>	
(c)	No. of Staff on Contract (contract period exceeding one year)	
(d)	No. of Ad-hoc staff (including staff on contract of less than one year period)	
<b>B</b>	<b>In the State where it proposes to work now (applicable in respect of multi-state Agency/Organization and if already has its operations in the State)</b>	
(a)	Total number of manpower / staff (as on the date of application)	
(b)	Of them, number of permanent staff	
(c)	No. of Staff on Contract (contract period exceeding one year)	

  
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(d)	No. of Ad-hoc staff (including staff on contract of less than one year period)	
<b>C</b>	<b>Availability of Expert Staff / Specialists having minimum required qualification and experience § with the Organization</b>	
	<b>Sl. No.</b>	<b>Domain / Area of Specialization</b>
		<b>No. of experts available</b>
(i)	Crop Husbandry	
(ii)	Agri-Marketing / Value Addition / Agro-Processing	
(iii)	Social Mobilization	
(iv)	Information Technology / MIS	
(v)	Law / Accounts	
<b>D</b>	Whether the Agency will provide an Undertaking to recruit the Experts / Professionals in the domains /areas where they are not presently available with the Organization / Agency, if considered for approval as a CBBO in the State?	
<b>E</b>	<p>(i) If the Agency is <b>not</b> presently operating in this State, indicate the factors which motivated it to propose to work in the State.</p> <p>(ii) In case the Agency has no presence in the State where it applied now, please indicate in detail how you do plan to deploy all the required Experts / Professionals in the proposed programme areas in the State (if you were considered as a CBBO in the State), for ensuring the required continuous handholding and incubation services to the FPOs to be promoted.</p>	
<b>F</b>	<p><b>Particulars of the Experts / Professionals who are on rolls with the Agency and who may be associated with implementation of the Programme in the Clusters proposed now in the State</b></p> <p>The Agency shall indicate the particulars of professionals / experts in at least 3 of the following 5 domains in the application. However, the Agency shall need to give an undertaking to the IA to recruit experts with the requisite qualification and experience from the remaining domains upon selection.</p>	

  
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Sl No.	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (completed years and months)	Indicate major programmes / projects associated with so far, and specifically with FPOs/Producer Cooperatives, if any.
1	Crop Husbandry				
2	Agri-Marketing / Value Addition / Agro-Processing				
3	Social Mobilization				
4	Information Technology / MIS				
5	Law / Accounts				

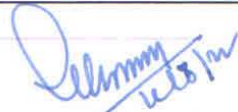
*Note: Please enclose curriculum vitae of all the above Experts.*

#### IV Operations of the Organization / Agency

##### 1 Geographical Area(s) of Operations of the Organization

(a)	Sl. No.	Name of the State/UT	Total No. of districts in the State / UT	No. of Districts having operations

##### (b) Major programmes implemented in Agriculture and Allied sectors in the Project areas

  
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Sl. No.	Name of the State	Sl. No	Name of the District	Major Agriculture / agri-related programmes/ projects implemented in the district	No. of FPOs/ Producer Cooperatives/LFGs promoted, if any
1		1			
		2			
		....			
2		1			
		2			
		....			
3		1			
		2			

Note: Please attach last 3 years' Annual Reports of the Agency

**2 Financial aspects of the major Operational Areas in the past 3 years**

**(i) Turnover / Utilization of Funds**


(Amount Rs. lakh)

Year	Turnover / Amount of Funds Utilized in the year
2020-21	
2019-20	
2018-19	
Average of 3 years	

**(ii) Top 3 Areas/Sectors where projects / programmes have been implemented**

(Amount Rs. lakh)

S N o	2020-21		2019-20		2018-19	
	Name of the Area/Sector	Amount of Fund Utilized	Area/ Sector	Amount of Fund Utilized	Area/ Sector	Amount of Fund Utilized
1						
2						
3						



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\*The Areas / Sectors may be (i) Agriculture and allied to Agriculture (ii) Health (iii) Education (iv) Environment, including forest area protection (v) Water Conservation and Management (vi) Social Mobilization and Empowerment (including promotion of SHGs, Joint Liability Groups, etc.), (vii) Livelihood Programmes (other than in Agriculture / allied to Agric.), (viii) Women and Child Welfare, etc. as may be categorized / classified by the applicant Agency

(iii)

**Implementation of Programmes in Agriculture and allied to Agriculture (including formation of FPOs)**

(Amount Rs. lakh)


Year	Total Turnover / Utilization of Funds during the year	Of (B), turnover / amount of funds utilized towards agriculture and allied to agri-programmes (including formation of FPOs)	% Turnover/ Funds utilized towards agriculture and allied to agri-programmes (including formation of FPOs)	Of (C), amount of funds utilized towards FPO/ Producer Cooperative Programme
(A)	(B)	(C)	(D) = [(C)/(B)] x 100	(E)
2020-21				
2019-20				
2018-19				
Total (of 3 years)				
Average (of 3 years)				

(iv)

**Top 3 Programmes / Projects implemented in Agriculture and allied to Agriculture sector (in terms of Utilization of Funds in that year)**

(Amount Rs. lakh)

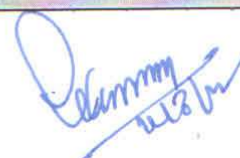
Sl. No.	Name of the Programme / Project	Amount of fund utilized during the year	Major donor / funding / sponsoring agency for the programme / project
<b>A</b>	<b>2020-21</b>		
(1)			
(2)			

  
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	(3)								
	<b>B</b>	<b>2019-20</b>							
	(1)								
	(2)								
	(3)								
	<b>C</b>	<b>2018-19</b>							
	(1)								
	(2)								
	(3)								
<b>3</b>	<b>Top 3 Donor / Funding Agencies in the past 3 years and the particulars of the programmes/projects sanctioned to the Applicant Agency (in terms of sanction of funds / grant amount to the Agency) (Amount in Rs, lakh)</b>								
	2020-21			2019-20			2018-19		
	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned
<b>V</b>	<b>Experience and Achievement in Formation and Promotion of Farmer Producer Organizations (FPOs) / Producer Cooperatives/Large Farmer Groups (LFGs ), if any</b>								



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<b>1</b>	No. of FPOs / Producer Cooperatives/Large Farmer Groups (LFGs) Promoted since establishment of the Organization/Agency						
<b>A. FPOs/Producer Cooperatives</b>							
No. of States where FPOs promoted	Total No. of FPOs promoted so far	Out of (B), No. of FPOs registered	No. of FPOs registered as			Total Membership of all the Registered FPOs	Average Membership per registered FPO/ Producer Cooperative
			Producer Company	Producer Cooperative	Other		
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)=(G)/(C)
<b>B. Large Farmer Groups (LFGs) *</b>							
No. of States where LFGs promoted	Total No. of LFGs formed so far	Total No. of Farmers involved	Av. No. of Farmers per LFG				
<p>*A Large Farmer Group (LFG) is considered as a group of farmers of <math>\geq 2500</math> in Plain areas and <math>\geq 500</math> in Hilly areas and North Eastern Region</p> <p><b>(a)</b> Details to be furnished as per <b>Appendix</b></p> <p><b>(b)</b> Please attach a detailed Write-up on the LFGs promoted by the Agency containing, inter alia, LFG-wise location, sponsoring / funding agency, objectives of farmer group formation, nature of incubation / handholding services provided by the Agency, present status of various activities undertaken by the LFG, future/long term plan of the Agency with respect to the operations / activities of the Group, etc.</p>							
<b>2</b>	<b>Major Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs/ Producer Cooperatives.</b>						
(i)	Particulars may be furnished in respect of <b>Top 3 FPO Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs/Producer Cooperatives</b> as per the following:						



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Sl. No.	Name of the Sponsoring / Sanctioning Institution / Agency *	Total grant fund sanctioned by the Institution / Agency for formation / promotion of FPOs	No. of FPOs / Producer cooperatives /LFGs sanctioned for promotion by the Sponsoring / Sanctioning Institution / Agency	No. of FPOs / Producer Cooperatives /LFGs promoted so far against the total sanctioned Programme (i ndicate the No. of Producer Cooperatives & LFGs in brackets)	Out of (E), No. of Registered FPOs/Producer Cooperatives, if any
(A)	(B)	(C)	(D)	(E)	(F)
1					
2					
3					

\*The Sponsoring institution/agency may be NABARD, Small Farmers' Agri-business Consortium (SFAC), any State Government Department/agency, any Ministry/Dept. of GoI, any Corporate under its CSR programme, etc.

**3 Geographical distribution of the FPOs/Producer Cooperatives promoted by the Agency (cumulative status as on the date of application)**

Sl. No.	Name of the State	Total No. of Districts in the State	No. of Districts where FPOs have been promoted	Total No. of FPOs / Producer Cooperatives/ LFGs promoted in the State	Of (E), No. of FPOs/ Producer Cooperatives Registered
(A)	(B)	(C)	(D)	(E)	(F)



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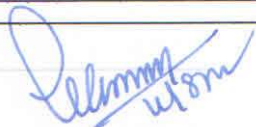
4	<b>Type / Nature of the FPOs/Producer Cooperatives promoted by the Agency(details to be furnished in respect of Registered agencies only)</b>		
	<b>Sl. No.</b>	<b>Nature of FPOs/Producer Cooperatives Promoted with respect to the major "Focus" Crop(s) / Activity</b>	<b>No. of Registered FPOs /Producer Cooperatives</b>
	1	FPOs/Producer Cooperatives of Food Grains (Cereals, Millets, Coarse Grains, Pulses, Oilseeds, etc.) producing farmers	
	2	FPOs/Producer Cooperatives of Horticultural Crops (Fruits, Vegetables, Spices, Medicinal and Aromatic Crops, Plantation Crops, Flowers, etc.) farmers	
	3	FPOs/Producer Cooperatives of farmers adopting organic agriculture practices	
	4	FPOs/Producer Cooperatives of Export-Oriented/ high value crop producing farmers	
	5	FPOs/Producer Cooperatives of other 'focus' crops' farmers (pl. specify)	
	6	FPOs/Producer Cooperatives of other 'focus' crops' farmers (pl. specify)	
5	<b>Facilitation Services Provided by the Agency to the FPOs/Producer Cooperatives and LFGs promoted by it and their impact on the business performance of the FPOs (cumulative / overall status)</b>		
(i)	Total No. of FPOs/Producer Cooperatives (Registered)and LFGs (promoted by the agency)		
(ii)	Of the (i) above, No. of FPOs/Producer Cooperatives and LFGs which are credit-linked with banks / financial institutions		
(iii)	% FPOs/Producer Cooperatives and LFGs which are credit-linked with banks / financial institutions to total FPOs/Producer Cooperatives and LFGs [(ii)/(i)] x 100]		
(iv)	No. of FPOs/Producer Cooperatives and LFGs which are market-linked (APMCs / Direct Procurement by the user industries / e-NAM/ Commodity Markets, etc.)		
(v)	% FPOs/Producer Cooperatives and LFGs which are market-linked to total FPOs/Producer Cooperatives and LFGs [(iv)/(i)] x 100]		



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(vi)	No. of FPOs/Producer Cooperatives and LFGs which are undertaking value addition/ processing of produce with required license, if any																																																																																	
(vii)	% FPOs/Producer Cooperatives and LFGs which are undertaking value addition/ processing of produce with license to total FPOs and LFGs $[(vi/(i)) \times 100]$																																																																																	
<b>6</b>	<p><b>Training and capacity Building conducted on FPO Programme/ Producer Cooperative to various Stakeholders</b></p> <p>Particulars of Training and Capacity Building programmes conducted <b>directly by the Organization / Agency</b> (not through third party / other agencies) to the FPO/Producer Cooperative personnel (Board of Directors / Management Personnel/ CEO / Accountant, etc.) and to other Stakeholders in the domain of FPOs and their activities, if any, may be furnished as under:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Programme</th> <th>Normal duration of the Programme (No. of days)</th> <th>Total No. of Programmes conducted so far</th> <th>Total No. of Trainees participated so far</th> </tr> </thead> <tbody> <tr> <td><b>I</b></td> <td colspan="4"><b>Programmes to the Board of Directors / Management Personnel of FPOs/Producer Cooperatives</b></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="3"><b>Sub-Total</b></td> <td></td> </tr> <tr> <td><b>II</b></td> <td colspan="4"><b>Programmes to the CEOs of FPOs/ Producer Cooperatives</b></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>....</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="3"><b>Sub-Total</b></td> <td></td> </tr> <tr> <td><b>III</b></td> <td colspan="4"><b>Programmes to the Accountants of FPOs/ Producer Cooperatives</b></td> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="3"><b>Sub-Total</b></td> <td></td> </tr> <tr> <td><b>IV</b></td> <td colspan="4"><b>Programmes to other Stakeholders associated with FPO/ Producer Cooperatives (such as Bankers, Government Departments/Officials, Corporates implementing CSR programmes, etc.)</b></td> </tr> </tbody> </table>		Sl. No.	Name of the Programme	Normal duration of the Programme (No. of days)	Total No. of Programmes conducted so far	Total No. of Trainees participated so far	<b>I</b>	<b>Programmes to the Board of Directors / Management Personnel of FPOs/Producer Cooperatives</b>				1					2					....						<b>Sub-Total</b>				<b>II</b>	<b>Programmes to the CEOs of FPOs/ Producer Cooperatives</b>				1					2					....						<b>Sub-Total</b>				<b>III</b>	<b>Programmes to the Accountants of FPOs/ Producer Cooperatives</b>				1					...						<b>Sub-Total</b>				<b>IV</b>	<b>Programmes to other Stakeholders associated with FPO/ Producer Cooperatives (such as Bankers, Government Departments/Officials, Corporates implementing CSR programmes, etc.)</b>			
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1			
2			
.....			
	<b>Sub-Total</b>		

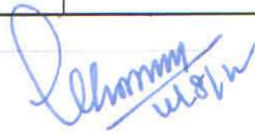
7 **Particulars of Award/Prize/Felicitation, etc. received by the Agency/Organization or any of the FPOs/ Producer Cooperatives promoted by it**

Sl. No.	Name of the FPO/ Producer Cooperatives	Name / Nature of the Award / Prize / Felicitation	Name of the Organizing / Sponsoring Agency	Date of issue of Award/Prize/ Felicitation to the FPO/ Producer Cooperatives

*Note: Please enclose copy/copies of the Certificate, etc. issued by the Organizing / Sponsoring Agency/Agencies*


**VI Performance of the FPOs/Producer Cooperatives promoted by the Agency**

Sl. No.	Particulars	FY 2020-21	FY 2019-20	FY 2018-19
(i)	Total No. of Registered FPOs/Producer Cooperatives as at the end of the Financial Year			
(ii)	Out of (i) above, No. of FPOs/Producer Cooperatives which registered business turnover of <b>Rs. 50 lakh or above</b>			
(iii)	% of FPOs/Producer Cooperatives to total FPOs/Producer Cooperatives which registered business			

  
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		turnover of Rs. 50 lakh or above in the financial year $\{[(ii)/(i)] \times 100\}$			
	(iv)	Out of (i) above, No. of FPOs/Producer Cooperatives which registered <b>Net Profit</b> in the financial year			
	(v)	% of FPOs/Producer Cooperatives to total number FPOs/Producer Cooperatives which registered Net Profit in the financial year $\{[(iv)/(i)] \times 100\}$			
<b>VII Governance &amp; Compliances</b>					
1	<b>Conduct of Board/Governing Body/Governing Council Meetings</b>				
	Minimum No. of Board / Governing Body / Governing Council, etc. Meetings to be conducted in a year as per the Byelaws,Articles of Association of the Agency, etc.				
	Actual No. of Board Meetings conducted during the financial years				
	2020-21				
	2019-20				
	2018-19				
2	<b>Auditing of Books of Account of the Agency / Organization</b>				
	Please furnish particulars on the following:				
	Financial Year	Whether Accounts audited (Yes / No)	If yes, indicate the Name and Address of the Auditors	Date of Auditors' Report	
	2020-21				
	2019-20				
	2018-19				
	<p><i>Note: Please enclose copies of Financial Statements audited and certified by the Auditors along with their Report for the above years. If these details are included in the respective Annual Reports of the agency, the same may be indicated.</i></p>				

  
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3

**Filing of Statutory Returns by the Agency / Organization**

Please indicate "Yes" / "No" / "NA" (Not Applicable) for the status of filing of following returns to the competent authorities.

Sl. No.	Particulars of the Return / Statement	Status of Submission / Compliance		
		2020-21	2019-20	2018-19
1	Annual Report			
2	Updated list of the members of the Board / Governing Body, etc.			
3	Financial Statements			
4	Income Tax Returns			
5	Compliance under the FCRA, 2010			
6	Important Resolutions			

*Note: Please attach a copy of Income Tax returns submitted for all the 3 years and the copies of the Compliance under FCRA for the years filed/submitted.*

**VII I Briefly present your achievements in the promotion of FPOs/Producer Cooperatives and facilitation/promotion services, if any.**

1

2

**IX Present Proposal of the Agency to act as a CBBO**

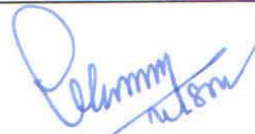
Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:

(a) Proposed Cluster(s) / names of the Blocks and District(s) in the State for operation as a CBBO

S. No	Name of the District	Names of the Blocks identified	Potential produce if any

(a) Justification for proposing the above project area (brief description)

(b) *Manpower planning:* Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

  
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Sl. No.	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available / to be deployed from the existing manpower of the Organization / Agency	No. of personnel to be recruited
1	Programme Coordinator / Manager			
2	Experts / Professionals			
(i)	Crop Husbandry			
(ii)	Agri-Marketing / Value Addition / Agro-Processing			
(iii)	Social Mobilization			
(iv)	Information Technology / MIS			
(v)	Law/Accounts			
3	Project Accountant			
4	Other key supporting personnel / staff			
(i)	Pl. specify			
(ii)	Pl. specify			
.....	Pl. specify			
	<b>Total</b>			

**DECLARATION**

I declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date :

Signature

(Name of the authorized signatory)

Seal :



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**List of Copies of Documents / Reports / Statements  
to be attached with the Application by CSR Organization**

- (i) *Curriculum vitae* of the Experts / Professionals (as indicated at para III.4.F of the Application) proposed to be deployed in the Programme Cluster(s)
- (ii) A Write Up on the Large Farmer Groups (LFGs) promoted by the Applicant, if applicable (as indicated at para V.1 of the Application)
- (iii) Last 3 years' (2020-21, 2019-20 and 2018-19) Annual Reports of the Corporate which promoted CSR Organization / Foundation (if the applicant is a CSR Foundation / Organization of a corporate)
- (iv) Last 3 years' (2020-21, 2019-20 and 2018-19) Annual Reports, audited Financial Statements along with Auditors' Report of the Applicant
- (v) Self-attested copies of Income Tax Returns for the past 3 years (2020-21, 2019-20 and 2018-19) of the Applicant.
- (vi) Self-attested copies of Compliance under the FCRA, 2010 (if applicable)
- (vii) Particulars of the FPOs / LFGs promoted by the Applicant as per the format indicated in **Appendix**



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**List of Copies of Documents / Reports / Statements  
to be attached with the Application by other Agency / Organization**

- i. Certificate of Incorporation/Registration Certificate/ Registered Trust Deed, etc. as applicable to the constitution of the Agency (as indicated at Item No. I.3. of the Application)
- ii. Memorandum and Articles of Association/Bye-Laws, etc., as applicable to the constitution of the Agency (as indicated at Item No. I.3. of the Application)
- iii. Copies of PAN, TAN and FCRA, as may be applicable, issued by the competent authorities, in respect of the Applicant agency / organization (as indicated at Item No. I.4. of the Application)
- iv. Copy of the letter or documentary proof indicating revocation of the decision issued by the Competent Authority of the Agency, organization, etc., which has blacklisted the Applicant agency(as indicated at Item No. I.9. of the Application)
- v. Copies of the proof of professional qualification claimed for each of the Members (as indicated at Item No. II.2 of the Application).
- vi. Self-attested copies of Proof of Address and PAN for all the Directors on the Board/ Member of the GB/ GC of the Applicant agency to be enclosed (as indicated at Item No. II.3 of the Application).
- vii. Any proof regarding the number of permanent staff working with the Applicant Agency (as indicated at Item No. III.4.A (b) of the Application).
- viii. *Curriculum vitae* of all the Experts / Professionals who may be associated with implementation of the Programme in the Clusters / Programme areas proposed now in the State (as indicated at Item No. III.4.F of the Application)
- ix. 3 years' (2020-21, 2019-20 and 2018-19) Annual Reports of the Organization/ Agency (as indicated at Item No. IV. 1 of the Application).
- x. A Write Up on the Large Farmer Groups (LFGs) promoted by the Organization, if applicable (as indicated at paraV.1 of the Application)
- xi. Copy of the Certificate, etc. issued by the Sponsoring Agency in respect of any Prize/ Award/ Felicitation awarded to the Applicant Agency or to any FPO promoted by the Agency (as indicated at paraV.7 of the Application)



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- xii. Last 3 years' (2020-21, 2019-20 and 2018-19) audited Financial Statements along with Auditors' Report of the Organization/ Agency (as indicated at Item No. VII. 2 of the Application).
- xiii. Self-attested copies of Income Tax Returns for the past 3 years (2020-21, 2019-20 and 2018-19) of the Organization / Agency (as indicated at Item No. VII. 3 of the Application).
- xiv. Copies of Compliance to FCRA, if applicable (as indicated at Item No. VII. 3 of the Application).
- xv. Particulars of the FPOs / Producer Cooperatives/LFGs promoted by the Organization/ Agency as per the format prescribed (**Appendix**).
- xvi. Undertaking by the Applicant along with the details of current allocation by other Implementing Agencies



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## Annexure II B

**Format of Proposal to be submitted by Institutions promoted by Agricultural Universities, ICAR, KVKS, etc., to function as a Cluster-Based Business Organization (CBBO) under the Central Sector Scheme for Formation and Promotion of Farmer Producer Organizations (FPOs)**

I	Particulars of the Applicant Institution	
1.	Name of the Institute	
2.	The Institute is promoted / established by / under the overall control of...	
3.	Date / Year of establishment	
4.	Address for Correspondence	
5.	Contact details of the Institute in connection with present Application  (i) Name of the Person  (ii) Designation  (iii) Contact No.  (iv) e-mail ID of the Contact Person  (v) e-mail ID of the Institute	
6.	Objectives, Mission and Vision of the Institute	
7.	Please indicate whether the extant Articles / Rules of the Institute allow to implement programmes of other organizations, Departments, etc., and also to receive funds.	



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8	Briefly indicate the major areas of work and achievements of the Institute in the past 3 years (A separate write up may be attached)	
<b>II Management of the Institute</b>		
1	Discuss briefly about the Management of the Institute (a separate write up may be attached)	
<b>III Infrastructure &amp; Human Resources</b>		
1	Whether the Institute has facilities for conducting training programmes in the Clusters / programme area where it proposes to work now	Yes / No
i)	<b>If yes</b> , please furnish information on the following:	
(a)	Address / location of the facility	
(b)	No. of persons who can be trained in one programme	
(c)	No. of class rooms available	
(d)	Availability of facilities for dining (Yes / No)	
(e)	Availability of lodging facility for trainees  If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	Yes / No
ii)	<b>If "No" for availability of any training facilities</b> , briefly indicate the arrangements available in the Cluster(s) proposed, for conduct of training / capacity building programmes to the programme stakeholders	
2	Infrastructure available for mobility of Project Personnel for ensuring successful implementation of the Programme  (i) No. of 4-Wheelers  (ii) No. of 2-Wheelers	



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3	Infrastructure related to Computerization of Operations / Data Management, etc. owned by the Institute, and specifically <b>in the Clusters / Programme area proposed</b>																			
(a)	Availability (number) of Desktop Computers/laptops																			
(b)	Others, if any, related to data management (please specify)																			
<b>4</b>	<b>Human Resources available with the Institute</b>																			
<b>A</b>	<b>At the Institute level</b>																			
(a)	Total number of manpower / staff																			
(b)	Of them, number of permanent staff																			
(c)	No. of Staff on Contract, if any (contract period exceeding one year)																			
(d)	No. of Ad-hoc staff, if any (including staff having less than one year contract)																			
<b>B</b>	<b>Availability of Expert Staff / Specialists <sup>s</sup> with the Institute (as on the date of application)</b>																			
	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Domain / Area of Specialization</th> <th>No. of Experts</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Crop Husbandry</td> <td></td> </tr> <tr> <td>(ii)</td> <td>Agri-Marketing / Value Addition / Agro-Processing</td> <td></td> </tr> <tr> <td>(iii)</td> <td>Social Mobilization</td> <td></td> </tr> <tr> <td>(iv)</td> <td>Information Technology / MIS</td> <td></td> </tr> <tr> <td>(v)</td> <td>Law / Accounts</td> <td></td> </tr> </tbody> </table>	Sl. No.	Domain / Area of Specialization	No. of Experts	(i)	Crop Husbandry		(ii)	Agri-Marketing / Value Addition / Agro-Processing		(iii)	Social Mobilization		(iv)	Information Technology / MIS		(v)	Law / Accounts		
Sl. No.	Domain / Area of Specialization	No. of Experts																		
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(ii)	Agri-Marketing / Value Addition / Agro-Processing																			
(iii)	Social Mobilization																			
(iv)	Information Technology / MIS																			
(v)	Law / Accounts																			
	<b>§ for details please refer to para 3 A ( f) of Advertisement</b>																			
<b>C</b>	Whether the Institute will provide an Undertaking to recruit the Experts / Professionals having the minimum qualification and experience in the domains, as per the minimum eligibility criteria, where they are not presently available, if considered as a CBBO in the State?	<b>Yes / No</b>																		



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D	Particulars of the Experts/Professionals available with the Institute and <b>who may be associated with implementation of the Programme in the Cluster/s proposed</b>					
	The Institute shall provide the particulars of professionals / experts in at least 3 of the following 5 domains at the time of application. However, it shall need to give an undertaking to PAMC Ltd to recruit experts with the requisite experience from the remaining domains upon selection.					
	Sl No	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (years)	Major programmes / projects associated with so far, and specifically with FPOs / Producer Cooperatives
	1	Crop Husbandry				
	2	Agri-Marketing / Value Addition / Agro-Processing				
	3	Social Mobilization				
4	Information Technology / MIS					
5	Law / Accounts					
Please enclose <b>curriculum vitae</b> of all the above Experts.						
<b>IV Operations of the Institute</b>						
1	Geographical Area(s) of Operations of the Institute					
	Sl. No	Name of the District	Major Agriculture / agri-related programmes projects implemented in the district (including formation and promotion of FPOs/ Producer Cooperatives) in the past 3 years			
	1					
	2					
	....					



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<b>Note: Please attach soft / hard copies of last 3 years' Annual Reports of the Institute, if published</b>																
<b>2 Three (03) Major Programmes/ Projects implemented by the Institute during the past 3 years</b>																
2020-21			2019-20			2018-19										
Name of the Programme / Project	% of Annual Fund utilization		Name of the Programme / Project	% of Annual Fund utilization		Name of the Programme / Project	% of Annual Fund utilization									
<b>Total Utilization of Funds and the 3 Major Programmes/ Projects in which the Institute utilized the Funds in the past 3 years (in terms of % to the total funds utilized in the year) (Amount Rs. lakh)</b>																
			<table border="1"> <thead> <tr> <th>Year</th> <th>Amount of Funds Utilized</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> </tr> </tbody> </table>			Year	Amount of Funds Utilized	2020-21		2019-20		2018-19				
Year	Amount of Funds Utilized															
2020-21																
2019-20																
2018-19																
<b>3 Three (03) Major Donor / Funding Agencies in the past 3 years (in terms of sanction of funds / grant amount to the Institute)</b>																
<b>(Amount in Rs, lakh)</b>																
2020-21			2019-20			2018-19										
Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned								



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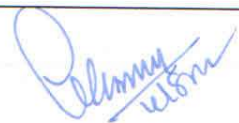
4 Financial aspects of the Institute						
(Amount in Rs. lakh)						
Year	Total amount of funds/grant sanctioned to the Institute by the donor/sponsor agencies during the year	Total amount of funds/grant utilized/ incurred by the Agency during the year	Of the total funds utilized, amount utilized towards formation / promotion of FPOs / Producer Cooperatives, if any	Indicate whether the accounts for the year audited or not? (Yes / No)		
2020-21						
2019-20						
2018-19						
<b>V Experience and Achievement in Formation and Promotion of Farmer Producer Organizations (FPOs) / Producer Cooperatives/ Large Farmer Groups (LFGs) *</b>						
<b>1 A. FPOs / Producer Cooperatives</b>						
Total No. of FPOs formed so far	Out of (A), No. of FPOs registered	No. of FPOs registered as			* Total Membership of all the Registered FPOs	Avg. Membership per registered FPO / Producer Cooperatives
		Producer Companies	Producer Cooperatives	Other forms		
(A)	(B)	(C)	(D)	(E)	(F)	(G)=(F)/(B)
<b>B. Large Farmer Groups (LFGs)</b>						
Total No. of LFGs formed so far	No. of LFGs registered, if any	Total No. of Farmers involved		Av. No. of Farmers per LFG		
* A Large Farmer Group is defined as a group of farmers of >2500 in Plain areas and >500 in Hilly Areas						
<b>Details to be furnished as per Appendix to application</b>						



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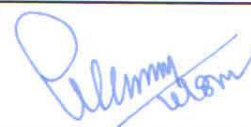


<b>2</b>	<b>Major Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives</b>					
(i)	Particulars may be furnished in respect of <b>major 3 FPO Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives / LFGs</b> as per the following:					
Sl. No.	Name of the Sponsoring / Fund Sanctioning Institution / Agency *	Total grant fund sanctioned by the Institution / Agency	No. of FPOs / Producer Cooperatives / LFGs sanctioned for promotion by the Institution / Agency	No. of FPOs / Producer Cooperatives / LFGs promoted so far against the total sanctioned (indicate the No. of LFGs in brackets)	Out of (E), No. of Registered FPOs / Producer Cooperatives and LFGs, if any (indicate the No. of LFGs in brackets)	
(A)	(B)	(C)	(D)	(E)	(F)	
1						
2						
3						
*The Sponsoring authority / agency may be NABARD, Small Farmers' Agri-business Consortium (SFAC), any State Government Department/agency, any Ministry/Department of Government of India, any Corporate, etc.						
<b>3</b>	<b>Geographic Distribution of the FPOs/ Producer Cooperatives promoted by the Institute (cumulative status as on the date of application by the Agency and shall be furnished in respect of the <u>Registered FPOs only</u>)</b>					
Sl. No.	Name of the District	No. of FPOs / LFGs promoted	Of which, No. of FPOs / LFGs Registered			



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<b>4 Type/ Nature of the FPOs promoted / Producer Cooperatives facilitated by the Institute (out of <u>Registered FPOs only</u>)</b>		
<b>Sl. No.</b>	<b>Nature of FPOs / Producer Cooperatives Promoted &amp; Registered with respect to the major "Focus" Crop(s) / activity</b>	<b>No. of Registered FPOs</b>
1	FPOs / Producer Cooperatives of Food Grains (Cereals, Millets, Coarse Grains, Pulses, Oilseeds, etc.) producing farmers	
2	FPOs / Producer Cooperatives of Horticultural Crops (Fruits, Vegetables, Spices, Medicinal and Aromatic Crops, Plantation Crops, Flowers, etc.) farmers	
3	FPOs / Producer Cooperatives of farmers adopting organic agriculture practices	
4	FPOs / Producer Cooperatives of Export-Oriented/ high value crop producing farmers	
5	FPOs / Producer Cooperatives of other 'focus' crops' farmers /activities (pl. specify)	
6	FPOs / Producer Cooperatives of other 'focus' crops' farmers /activities (pl. specify)	
	<b>Total</b>	
<p><b>Facilitation Services provided by the Institute to the FPOs / Producer Cooperatives (promoted by it or by other agencies) and their impact on the business performance of the FPOs (cumulative / overall status, irrespective of the age of the FPO)</b></p> <p>Please attach a Write Up on the Facilitation Services provided by the Institute to the FPOs / Producer Cooperatives / LFGs (either promoted by it or to the FPOs/ Producer Cooperatives /LFGs promoted by other Agencies/ Organizations), covering the following areas</p>		
<b>Sl. No.</b>	<b>Nature of Facilitation Service</b>	
1	Crop productivity improvement	



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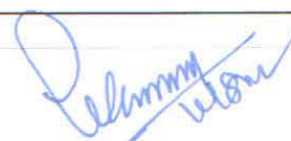
2	Introduction / popularization of new technology, new crop variety, mechanization of operations, etc., resulting in reduction in cost of production of agri-crops
3	Preparation of Business Plans by the FPOs/ Producer Cooperatives /LFGs
4	Linking of FPOs to alternate and better marketing avenues, for improved price realization for their produce
5	Improved post-harvest management/handling of the produce
6	Value addition / Primary or Secondary Processing of the farmers' produce
7	Linking of FPOs / LFGs to formal credit institutions

*If the Institute has no experience with regard to providing facilitation services, especially on those indicated at Sl. Nos. 3 to 7 above, to the FPOs, as they being critical for the business planning and financial sustainability of FPOs, its strategy with regard to facilitating these services to the FPOs to be promoted in the Cluster/s, if considered as CBBO, may be explained.*

#### 6 Training and Capacity Building Programmes

Training and Capacity Building programmes **conducted directly by the Institute** to the FPO personnel (Board of Directors / Management Personnel/ CEO / Accountant, etc.) and to other Stakeholders in the domain of FPOs / Producer Cooperatives and their Activities, if any, by the Institute


Sl. No.	Name of the Programme	Normal duration of the Programme (No. of days)	Total No. of Programmes conducted in the past 3 years	Total No. of Trainees Participated in the last 3 years
<b>I Programmes to the Board of Directors / Management Personnel</b>				
1				
2				
.....				
<b>II Programmes to the CEOs</b>				
1				
2				
.....				
<b>III Programmes to the Accountants</b>				



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1				
...				
<b>IV</b>	<b>Programmes to Other Stakeholders (also please indicate the nature of the stakeholder)</b>			
1				
2				
<b>7</b>	<b>Particulars of Award/Prize/Felicitation, etc. received by the Institute / any of the FPOs/ Producer Cooperatives /LFGs promoted by the Institute, during last 3 years</b>			
<b>Sl. No</b>	<b>Name of the FPO</b>	<b>Name / Nature of the Award / Prize / Felicitation</b>	<b>Name of the Award/ Prize issuing Agency / Organization</b>	<b>Date of issue of Award/Prize/ Felicitation</b>
<b>VI</b>	<b>Business Performance of the FPOs promoted by the Institute</b>			
Particulars of business performance of FPOs promoted by the Institute may be furnished as under:				
<b>Sl. No</b>	<b>Particulars</b>	<b>Comments of the Institute</b>		
(i)	Total No. of FPOs (Registered) / Producer Cooperatives/ LFGs promoted by the Institute, so far			
(ii)	Out of (i) above, No. of FPOs/ Producer Cooperatives/ LFGs undertaking business transactions			
(iii)	Out of (ii) above, No. of FPOs/ Producer Cooperatives/ LFGs which registered business turnover of <b>less than Rs. One</b>			




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		Rs. <b>One crore or above</b> in any of the past 3 years (year wise)	
	(iv )	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered business turnover of <b>Rs. One crore or above in any of the past 3 years (year wise)</b>	
	(iv )	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered <b>Net Profit in any of the past 3 years (year wise)</b>	
<b>VI I</b>	<b>Briefly present your achievements in the promotion of FPOs/ Producer Cooperatives or the facilitation services which you feel that have not been reflected in the information furnished above</b>		
<b>1</b>			
<b>2</b>			
<b>VI II</b>	<b>Present Proposal of the Institute</b>		
	Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:		
	(a) Proposed Cluster(s) / names of the District(s) and Blocks in the State for operation as a CBBO		
	<b>Sl. No.</b>	<b>Name of the Cluster(s)/ District(s)</b>	<b>Name(s) of the Block(s)</b>
	(a) Justification for proposing the above area(s), indicating, <i>inter alia</i> , major programmes implemented earlier, achievements made therein by the Institute (brief description)		

  
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(b) *Manpower planning*: Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

Sl. No.	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available / to be deployed from the existing manpower of the agency	No. of personnel to be recruited
1	Programme Coordinator / Programme Head			
2	<b>Professional manpower / Experts</b>			
(i)	Crop Husbandry			
(ii)	Agri-Marketing / Value Addition / Agro-Processing			
(iii)	Social Mobilization			
(iv)	Information Technology / MIS			
(v)	Law/Accounts			
3	Project Accountant			
4	Other key supporting personnel / staff			
(i)	Pl. specify			
(ii)	Pl. specify			
.....	Pl. specify			
	<b>Total</b>			



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**DECLARATION**

I declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date :

Signature

(Name of the authorized signatory)

Seal :

**Approval of the Competent Authority**

Approved the above proposal of \_\_\_\_\_ (Name of the Institute and Centre) to act as a Cluster-Based Business Organization (CBBO) in the Implementation of the Central Sector Scheme for Formation and Promotion of Farmer Producer Organizations (FPOs) in \_\_\_\_\_ (Name of the District/s) in \_\_\_\_\_ State; and recommend for consideration of \_\_\_\_\_ PAMC Ltd.



Signature

Date

Seal

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**List of Documents / Reports / Statements to  
be enclosed to the Application**

- (i) A write up on major areas of work/operations and achievements of the Institute in the past 3 years
- (ii) A write up on Management of the Institute
- (iii) *Curriculum vitae* of the Experts / Professionals (as indicated at para III.4.D of the Application)
- (iv) Copies of last 3 years' (2020-21, 2019-20 and 2018-19) Annual Reports of the Institute, if published
- (v) A Write Up on the Facilitation Services provided by the Institute to the FPOs / LFGs (as indicated at para V.5. of the Application)
- (vi) Particulars of the FPOs/LFGs promoted by the Agency as per the format indicated in Appendix to application.
- (vii) Undertaking by the Applicant along with the details of current allocation by other Implementing Agencies



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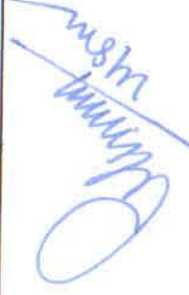




## Annexure III

## Details of the Office of SUFAL BANGLA PROJECT MANAGEMENT UNIT.

Name of the Office	Address of the Office	Email id of the Office
SUFAL BANGLA PROJECT MANAGEMENT UNIT under Paschimbanga Agri Marketing Corporation Ltd.	2 <sup>nd</sup> Floor, Uttaran Civic Centre Maniktala, Kolkata-700054	<a href="http://www.sufalbangla.in">www.sufalbangla.in</a>

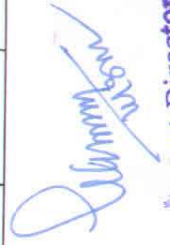


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## Annexure – IV

**Indicative financial assistance to CBBO for promotion of One FPO**  
(In Lakh Rupees)

S. No	Items of cost component	I Year	II Year	III Year	IV Year	V Year	Total
A	Base line survey / diagnostic study	1.000					1.000
B	Mobilisation of farmers , awareness programmes	0.370	0.370	0.370	0.370	0.370	1.850
C	<b>CBBO man power</b>						
(i)	Salary for professionals	1.800	1.980	2.178	2.396	2.635	10.989
(ii)	Salary for other staff	0.240	0.264	0.290	0.319	0.352	1.465
D	<b>Travel cost</b>						
		0.240	0.240	0.240	0.240	0.240	1.200
E	<b>Administrative expenses</b>						
(i)	Furniture and fixtures	0.020					0.020
(ii)	Office accommodation	0.120	0.120	0.130	0.130	0.140	0.640
(iii)	Utilities	0.070	0.070	0.075	0.080	0.080	0.375
F	<b>Training and capacity building of FPOs</b>						
(i)	Training to BoDs	0.450	0.450	0.450	0.450	0.450	2.250
(ii)	Training to CEOs	0.090	0.090	0.090	0.090	0.090	0.450
(iii)	Exposure visit	0.500	0.500	0.500	0.500	0.500	2.500
G	<b>Subtotal (A+B+C+D+E+F)</b>	<b>4.900</b>	<b>4.084</b>	<b>4.323</b>	<b>4.575</b>	<b>4.857</b>	<b>22.739</b>
H	<b>Professional charges</b>	0.490	0.410	0.430	0.450	0.480	2.260
I	<b>GRAND TOTAL (G+H)</b>	<b>5.390</b>	<b>4.494</b>	<b>4.753</b>	<b>5.025</b>	<b>5.337</b>	<b>24.999</b>
J	GRAND TOTAL (rounded off)						<b>25.000</b>



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