

**Operational Guidelines For Development of Production Infrastructure Scheme**

**1. Introduction**

1.1 The principal thrust of the Development of Production Infrastructure Scheme of the Ministry of MSME being implemented through the Coir Board, a statutory body under the administrative control of Ministry of MSME, is on development of infrastructure for the sustainable development of coir sector. The scheme envisages provision of financial assistance for setting up new coir units and modernization of existing units for the sustainable growth of the coir sector. Due to the extension of coconut cultivation to non-traditional coconut producing states, coir industry also expanded its activities to such states with the assistance of the Coir Board for development of infrastructure for setting of coir units.

1.2 The scheme is in operation since 7<sup>th</sup> Five Year Plan. During XI the Plan period the quantum of assistance eligible to the unit was at the rate of 25% of the cost of equipment and infrastructure facilities subject to a maximum of Rs.6,00,000/- for new units and Rs. 2,00,000/- for modernization of existing unit. In the case of units producing multiple items the maximum amount of subsidy admissible is Rs. 9,00,000/- The existing parameters of the financial assistance under the scheme continued during the first 2 years of XII Plan.

The scheme was got evaluated through an independent agency. Keeping in view the recommendations of the evaluating agency and all related factors, it is proposed to continue the Scheme during the XII plan period also with existing parameters to achieve the objectives of higher productivity, modernization, technology upgradation, cost efficiencies and competitiveness of the coir sector.

**2. Objectives**

- Provide modern infrastructure facilities to the production units resulting in improvement of productivity and quality
- Establishment of new „State of the Art“ Coir Processing Units
- Spread of the industry to potential areas
- Enhanced utilization of available raw material
- Creation of more employment opportunities, especially for women in rural areas
- Attracting new generation entrepreneurs to the industry

- Modernisation of existing units
- Production of high value customer oriented products
- Make the Coir Industry competitive
- Adoption of eco friendly production techniques
- Achieve the target of a pollution free coir industry with technological advancements.

### **3. Nodal Agency**

3.1 Coir Board, Kochi is the Nodal Agency. The scheme will be implemented through the Regional/ Sub-regional offices of the Coir Board. Technical intervention, wherever necessary, will be provided by Central Coir Research Institute (CCRI) and Central Institute of Coir Technology (CICT) and other institutes engaged in the development and promotion of coir industry. The scheme will be periodically monitored by Ministry of Micro, Small and Medium Enterprises (MSME).

3.2 The Regional/ Sub Regional Officers will receive the applications, process and assess the quantum of assistance as per the guidelines and forward them to the Nodal Agency with all relevant documents complete in all respects for obtaining sanction of the competent authority for release of assistance to units after obtaining all records.

### **4. Scheme Interventions**

4.1. Individuals, Co-operative societies, NGOs, SHGs, Associations and machinery manufacturers are the stakeholders involved in the implementation of the scheme. Increase in productivity and economies of scale can be achieved only through infrastructure development by installing modern machinery for the production of high value customer oriented products for the sustainability of the industry in the coming years.

4.2 With the introduction of Coir Udyami Yojana (CUY), for implementation by the Coir Board, financial assistance is provided for setting up of coir units with a project cost up to Rs. 10 lakhs in the country. Subsidy will be provided @ 25% of the project cost subject to a maximum of Rs. 6 lakh for setting up of

De-fibering Unit, Rs.4 lakh for Automatic Spinning Unit and Rs.5 lakh for others, including Coir Pith Unit. For a Composite or a Multiple Unit, the maximum monetary ceiling of assistance would be Rs. 9 lakh.

4.3 For calculation of subsidy amount, the cost of building will be restricted to a maximum of Rs. 8 lakh for De-fibering and coir pith units and Rs. 6 lakhs for others including Automatic spinning Unit. In respect of proposals for modernization of the existing units, only the cost of new machinery/equipments and new work shed to be put up will be taken for arriving at the amount of subsidy limited to Rs. 2 lakhs per unit. Land cost will not be included in the project cost for the new as well as existing units. The non-conventional energy resources/ diesel generator/ diesel engine/ expenditure towards separate power line drawn for the functioning of the unit from the rural feeder will be included in the project cost for computing the subsidy.

4.4 **Disbursal of subsidy** will be ensured by the Coir Board within a period of 21 days as per the citizen charter from the date of receipt of application completed in all respects in the Coir Board Head Office from the Regional Office/Sub Regional Office. The Regional Officer/ Sub Regional Officer/In-charge of the respective region is authorized to receive the application with all relevant documents and the same will be processed and scrutinized by him. The concerned Regional Officer/ Sub Regional Officer/In-charge of the Coir Board will conduct an inspection and will verify and assess the quantum of assistance and forward the application to Coir Board Head Quarters for obtaining the sanction from the Competent Authority. The subsidy will be directly remitted to the beneficiary's Bank account from Head Office. For this purpose the beneficiary has to furnish his bank account details to the Board. He also has to furnish all agreements and documents relating to insurance policy, pre-receipt to Coir Board, Head Office on getting an in principle sanction letter from the Board. The whole procedure will be completed within 90 days. All such cases where the subsidy amount is not distributed within 90 days will be reported to the Board by the RO / SRO concerned along with the reasons for delay. All applications to be made available to file online with user id to the unit holders. The status of application will be published in Coir Board website to maintain transparency.

## 5. Eligibility

5.1 All new coir processing units registered with Coir Board under Coir Industry (Registration) Rules, 2008 and registered with the DIC of the respective region of the entire coir sector of the country with project cost exceeding Rs.10/- lakh each or more than the ceiling fixed in Coir Udyami Yojana Scheme are eligible for assistance under the scheme. The details are as follows:

- (i) Coir Units desiring to avail of the assistance under the scheme should be registered with the Coir Board under the Coir Industry (Registration) Rules, 2008 and also with the Industries Department of the State in which the Unit is located.
- (ii) Assistance under the scheme will be extended to entire coir sector of the country.
- (iii) The units with a project cost above Rs.10/- lakh or more than the ceiling of CUY scheme only will be considered for assistance under the scheme.
- (iv) Power connection or generator should be available at the location of the coir unit.
- (v) The Regional Officer/ Sub Regional Officer/In-charge of the respective region is authorized to receive the application with all relevant documents and the same will be processed and scrutinized by him. The concerned Regional Officer/ Sub Regional Officer/In-charge of the Coir Board will conduct an inspection and will verify all the documents and assess the quantum of assistance and forward the application completed in all respect to Coir Board Head Quarters for obtaining the sanction from the Competent Authority.
- (vi) The work sheds shall conform to meet the essential civil requirements of the project.
- (vii) The equipment and motors eligible for assistance under the scheme shall not be below the standards prescribed by BIS/Board's Research Institutes from time to time.
- (viii) There will be an overall ceiling of financial assistance of Rs. 9/- lakh for units producing multiple items of coir for computing subsidy. The coir units which are producing single items like coir fibre, curled coir, coir yarn, coir pith, coir mats, coir matting, coir composite products etc. will be treated as separate units producing these items and the ceiling of subsidy fixed for the respective items will be applied in these cases.

- (ix) The ceiling prices of different items of machinery will be fixed by Coir Board from time to time after making a fair assessment of probable cost of all components used in the production of machinery items.
- (x) The machinery/equipments procured should be as per the standards prescribed by the BIS/Coir Board and at the option/choice of entrepreneurs with valid receipts/invoice from the open market. Machinery can also be imported for setting up high-tech coir processing units for which the unit shall substantiate the reason for import of machinery.
- (xi) The machinery suppliers will have to give a performance guarantee for a period of at least one year against supply to the beneficiaries and the copy to be retained with beneficiary while availing the financial assistance under the Coir Board scheme. In the case of imported machinery, the units shall produce the invoice, shipping bill etc. certified by Customs Authorities/DGFT/Banks with performance certificate from the supplier.
- (xii) For the calculation of subsidy amount, the cost of building will be restricted to Rs.8.00 lakh for Defibering and Coir Pith Units and Rs.6.00 lakh for others including Automatic Spinning Unit.
- (xiii) In respect of projects for modernization, the cost of new machinery/equipments/generators and work shed to be put up will only be taken for arriving at the project cost for calculation of the amount of subsidy.
- (xiv) Land Cost will not be included in the project cost.
- (xv) The subsidy under the scheme will be available to entrepreneurs who have not availed any other Central / State government subsidy like PMEGP, CUY etc. for the same purpose for which a self declaration has to be submitted by the unit holder.
- (xvi) In the case of original documents pledged with banks, the copies duly attested by Manager of banks to be submitted while submitting the claim.
- (xvii) The application will be considered on first come first served basis on receipt of it at RO/Sub-RO and Head Quarters of Coir Board subject to the receipt of proper documents.

## 6. Quantum of Assistance

The details of assistance provided under the scheme are given below.

### QUANTUM OF GRANT ADMISSIBLE

Sl. No.	Type of Unit	New units	Modernisation of units
		25% of the cost of equipment and	25% of the cost of modernization
		infrastructural facilities subject to a maximum of (Rupees)	of equipment and infrastructural facilities subject to a maximum of (Rupees)
(i)	Coir Fibre Extraction Unit (Defibering Unit/ Decorticating Unit)	6,00,000	2,00,000
(ii)	Automatic/mechanized Coir Yarn Spinning Unit	4,00,000	2,00,000
(iii)	Curled Coir Production Unit	5,00,000	2,00,000
(iv)	Rubberised Coir Production Unit	5,00,000	2,00,000
(v)	Coir Product Manufacturing Unit (Semi automatic loom unit)	5,00,000	2,00,000
(vi)	Coir Product Manufacturing Unit (Automatic/Powerloom)	5,00,000	2,00,000
(vii)	Coir pith product manufacturing unit	5,00,000	2,00,000
(viii)	Coir Rubber backed/ Rubber Molded product manufacturing unit	5,00,000	2,00,000
(ix)	Coir Rubber Latex backed Mats & Matting product manufacturing unit	5,00,000	2,00,000
(x)	Coir Composite Product Manufacturing	5,00,000	2,00,000
(xi)	Coir Needled felt production unit	5,00,000	2,00,000
(xii)	Coir Pith Manure/ briquette / Block Production Unit	5,00,000	2,00,000
(xiii)	Coir Garden Articles & allied products production Unit	5,00,000	2,00,000
(xiv)	Coir Mats/Matting/Carpets/ Printing /Finishing/Packing	5,00,000	2,00,000
(xv)	Coir PVC Tufted Mats Production Unit	5,00,000	2,00,000

(xvi)	Automatic coir fibre/yarn dyeing unit	5,00,000	2,00,000
(xvii)	Coir geotextiles/Matting Production Unit (Anugraha)	5,00,000	2,00,000
(xviii)	Coir mats & mattings Production Unit (Anupam loom, pneumatic control)	5,00,000	2,00,000
(xix)	Any other coir processing unit as declared by Coir Board that the unit is exclusively for production of coir and allied products.	5,00,000	2,00,000

## **7. Procurement / Cost of Machinery under the Scheme**

7.1 All machinery required for setting up the coir processing unit shall be of prescribed BIS / Coir Board standard specifications and reputed make and in the case of import of machinery for setting up of high value coir products using high-tech machinery, all relevant documents regarding the import of machinery from the Customs Authorities/ DGFT/Bank along with Performance Guarantee letter of the machinery should be produced and a certificate stating that these machinery will be used only for coir processing. The details of the machinery and the approximate cost required for each unit for grant of financial assistance under the scheme are given in Annexure-I. The estimated cost will be revised by the Coir Board from time to time, based on the field situation and increase in cost of inputs for fabrication of the machinery.

7.2 In the case of installation of non –conventional energy resource, power generator sets/ diesel engines/ separate electrical power line from the rural feeder, financial assistance will be considered along with the project cost for existing and new units.

7.3 Any addition/modification to the range of machinery for each type of units due to technological advancements, innovation, new processing technologies, product diversification will be added to the list subject to the justification by the unit holder.

## **8. General Instructions**

8.1 The grant as admissible under the scheme will be disbursed to the entrepreneur only after the unit goes into production, as reimbursement subsidy on capital expenditure.

8.2 The unit shall submit the application in the prescribed format for grant of financial assistance for new units under the scheme within 12 months from the date of commencement of production of the unit. The date of commencement of production should be supplemented by the MSME Registration Certificate issued by the General Manager, District Industries Centre of the respective area. However, the Chairman, Coir Board may condone the delay in submitting the applications on a case to case basis subject to the appeal and reasons established in writing.

8.3 New unit is a unit which is registered under the Coir Industry (Registration) Rules, 2008 but had not completed 12 months from the date of commencement of production. The applications received and pending with the Coir Board upto 31.03.2015 will assisted as per the old guidelines. Revised operational guidelines will be applicable only for units which apply for financial assistance on or after 01.04.2015.

8.4 The entrepreneur availing of the grant under the scheme shall not mortgage the assets except to the financial institutions from where he had availed loan for the establishment of the unit.

8.5 The grant received under the scheme should be recoverable from the entrepreneur through legal means.

i. Where the assistance under the scheme has been obtained by misrepresentation of facts or by furnishing of false information; or where the machineries and premises of the unit are used for other purposes than the assistance availed for during the currency period of the assistance. i.e., for 3 years

ii. Where the unit goes out of production within 3 years from the date of commencement of production, except in case where the unit remains out of production for short periods extending to 6 months due to reasons beyond its control, such as shortage of raw material, power, natural calamities etc.

8.7 A unit which has availed financial assistance would be eligible for financial assistance under modernization only after successful running of the unit for a minimum period of 3 years. The assistance under modernization scheme will be limited to the new work sheds that are to be put up and new equipments/handling equipments/vehicles/generators etc. for the unit.



8.8 In case of any disputes with regard to grant of subsidy under the scheme, the decision of Chairman, Coir Board shall be final.

8.9 The infrastructure includes work shed, soaking tank, drying yard, well and pump set, generator, separate power line from the rural feeder, handling equipments, vehicles, etc. The accessories include the motor, starter, capacitor, main switch, fuse, trailers, handling equipments used inside the premises of factory, etc.

8.10 Coir Board will prescribe detailed guidelines / forms for procurement of machinery, setting of units, submitting of application for assistance, processing of applications in the Regional Offices / Coir Board Headquarter, etc., for smooth implementation of the scheme by reducing delay in releasing the assistance and also to make it more transparent.

## **9. Maintenance of list of Applicants**

List of applicants should be maintained at Regional Office/ Sub Regional Office and Head Quarters of Coir Board and also on the Coir Board Website. A data bank should be created in the Coir Board.

## **10. Monitoring and Evaluation**

The Joint Director (Planning), Coir Board will be the Nodal Officer. The monitoring of the units will be undertaken by the Regional/ Sub Regional Offices of Coir Board on regular intervals. The Performa for monitoring is given at Annexure- II. The Mid-term appraisal of implementation of the scheme will be got done through reputed external agencies. Scheme will also be regularly monitored by nodal Ministry

**Annexure - I**

<b>Type of the Unit</b>	<b>Approximate cost (Rs).</b>
<b>1. Coir Fibre Extraction Unit</b>	
<b>A. Defibering unit</b>	
i. Crusher	3,50,000
ii. Soaking Tank	4,00,000
iii. Defibering machine – 2 No. Rs. 3,75,000/-	7,50,000
iv. Revolving Screener including motor	90,000
v. Turbo Double Cleaner	3,00,000
vi. Conveyor System with motors	35,00,000
vii. Hydraulic Bailing Press - 35 kg	2,00,000
viii. Hydraulic Bailing Press - (100-150-kg Cap)	12,00,000
ix. Conveyors for shifting the husk to the crusher, Soaking Tank, Soaking yard, De-fibering Machine, Screener, Pith disposal, etc.	20,70,000
x. Electrical Accessories	
xi. Well and Pumpset	4,50,000
xii. Diesel Generator / Diesel engine- Expenditure towards drawing power line from rural fielder exclusively for the unit	1,00,000 4,00,000
<b>B. Decortivating Unit</b>	
i. Crusher	2,70,000
ii. Squeezer	2,70,000
iii. Soaking Tank	4,00,000
iv. Decorticator – 2 Nos. @ Rs. 5, 40,000/-	10,80,000
v. Screener	90,000
vi. Hydraulic Bailing Press (35 Kg )	2,00,000
vii. Hydraulic Bailing Press - (100-150-kg)	12,00,000
viii. Conveyors from Crusher to Squeezer, decorticator to screener and disposal of coir pith	17,00,000
ix. Electrical Accessories excluding motor	2,50,000
x. Well and Pumpset	1,00,000
xi. Diesel Generator / Diesel engine- Expenditure towards drawing power line from rural fielder exclusively for the unit	4,00,000
<b>2. Automatic / Mechanised Coir Yarn Spinning Unit</b>	
<b>3. Curled Coir Production Unit</b>	
(i) Curling machine 3 Nos. @ Rs.4,00,000/- per machine	12,00,000
(ii) Hackling machine	1,50,000
(iii) Mechanized Winding Machine	40,000
(iv) Well & Pump set	1,00,000
(v) Diesel Generator/Diesel Engine/Expenditure towards Drawing power line from rural feeder exclusively for the unit.	4,00,000

<b>4. Rubberised Coir Production unit</b>		
(i) Untwisting machine (double head)	4,50,000	
(ii) Sheet machine	1.4 meter width	
(iii) Feeder machine		
(iv) Latex sprayer		
(v) Cutting machine		
(vi) Drum Press	2.2 meter width	1,50,00,000
(vii) Hydraulic Press – 7 day light		5,50,000
(viii) Vulcanizing Chamber – 40 mattresses		28,00,000
(ix) Band saw machine		11,50,000
(x) Ball Mills – 1000 litres.(3 nos.)		3,50 000
(xi) Tilting Machine		10,50,000
(xii) Stitching / Quilting machine		8,00,000
(xiii) Boiler and Accessories		50,00,000
(xiv) Diesel Generator / Diesel Engine/ Expenditure towards drawing		20,00,000
Power line from rural feeder exclusively for the unit.		4,00,000
<b>5. Coir Product Manufacturing Unit (Semi Automatic Loom Unit)</b>		
(i) Bobbin winding machine		2,10,000
(ii) Cops winding device		30,000
(iii) Semi automatic loom		
	1 mtr. width	5,00,000
	1.5 mtr. width	6,50,000
	2 mtr. width	8,00,000
	4 mtr. width	14,00,000
(iv) Dye Vat		
	50 Kg.capacity	2,00,000
	100 Kg.capacity	4,00,000
(v) Well & Pump set		1,00,000
(vi) Diesel Generator /Diesel Engine/ Expenditure towards drawing		2,00,000
Power line from rural feeder exclusively for the unit.		



<b>9. Coir Rubber Latex Backed Mats &amp; Matting Product Manufacturing Unit</b>	
(i) Automatic Foaming unit (500-1000 litre capacity – S.S. – 2 Nos.)	30,00,000
(ii) Spreading unit (Ball Mill, Planitory Mixer )	8,00,000
(iii) Hot Air Vulcanizing drying chamber ( 4 mtr. width)	15,00,000
(iv) Diesel Generator/ Diesel Engine/ Expenditure towards Drawing power line from rural feeder exclusively for the unit	2,00,000
<b>10. Coir Composite Product Manufacturing Unit</b>	
(i) Bail Opener / Fibre Cleaning Machine	4,00,000
(ii) Coir Needled Felt Plant (including sheet forming machine)	25,00,000
1 mtr.	40,00,000
1.5 mtr.	50,00,000
2.2 mtr.	10,00,000
(iii) Felt Impregnating Machine (2.2 mtr.width)	20,00,000
(iv) Resign Kettle (50 ltr. Capacity)	20,00,000
(v) Dies/ Coual Plate	
(vi) Hot Compression Hydraulic Press (3-5 day light)	25,00,000
1 mtr. x 1 mtr.	75,00,000
8 ft. x 4 ft.	5,00,000
(vii) Edge Drimming Machine ( 8x4 ft)	20,00,000
(viii) Boiler and Accessories	4,00,000
(ix) Dust Collector	
(x) Diesel Generator/ Diesel Engine/ Expenditure towards drawing Power line from rural feeder exclusively for the unit	4,00,000
<b>11. Coir Needled Felt Production unit</b>	
(i) Bail Opener / Fibre Cleaning Machine	4,00,000
(ii) Coir Needled Felt Plant (including sheet forming machine)	
1 mtr. width	25,00,000
1.5 mtr. width	40,00,000
2.2 mtr.width	50,00,000
(iii) Band saw	2,00,000
(iv) Weighing Balance	25,000
(v) Dust Collector	4,00,000
(vii) Diesel Generator / Diesel Engine / Expenditure towards drawing Power line from rural feeder exclusively for the unit	4,00,000
<b>12. Coir Pith Manure Production Unit</b>	
(i) Revolving Screener	90,000
(ii) Lab Equipment for the production of pith plus	4,50,000

(iii) Deep freezer / cold room	1,50,000
(iv) Sprinkler / Pipeline and accessories	75,000
(v) Packing Equipment	2,00,000
(vi) Handling Equipment	5,00,000
(vii) Well and Pump set	1,00,000
<b>13. Coir Garden Articles Production Unit</b>	
(i) Bail Opener / Fibre Cleaning Machine	4,00,000
(ii) Coir Needled Felt Plant (inclusive of forming unit)- minimum 75 cm Width	25,00,000
(iii) Hydraulic Hot Press	9,00,000
(iv) Automatic Stirrer for mixing rubber latex (50 ltr. Capacity)	1,50,000
(v) Hot Air Drying Chamber / Vulcanizer	10,00,000
(vi) Edge Cutting Machine	1,00,000
(v) Diesel Generator / Diesel Engine / Expenditure towards drawing Power line from rural feeder exclusively for the unit	2,00,000
<b>14. Coir Mats / Matting/ Carpets / Printing / Finishing / Packing Unit</b>	
(i) Shearing Machine (2 mtr. width)	3,50,000
(ii) Dust Collector	1,00,000
(iii) Air Compressor for printing (2 nos)@ 1 lakh	2,00,000
(iv) Colour Mixing Equipment	50,000
(v) Air Pipeline, Spray guns, Printing Plat forms etc.	2,00,000
(vi) Automatic Coir Mat Bleaching Plant	3,00,000
(vii) Hot Air Drying Chamber with two sets of trollies	10,00,000
(viii) Coir Rugs Webbing Machine (5 nos. @ Rs. 40,000/- per machine)	2,00,000
(ix) Diesel Generator/ Diesel Engine / Expenditure towards drawing Power line from rural feeder exclusively for the unit	2,00,000
<b>15. Coir PVC Tufted Mats Production unit</b>	
(i) Coir tufting unit with all accessories ( 2 mtr. width)	150,00,000
(ii) Boiler with accessories	15,00,000
(iii) Chiller with accessories	6,00,000
(iv) Diesel Generator / Diesel Engine / Expenditure towards drawing Power line from the rural feeder exclusively for the unit	4,00,000
<b>16. Automatic Coir Fibre / Yarn Dyeing /unit</b>	

(i) Mechanical hoist	12,00,000
(ii) S.S. Dye Vats (2 Nos.)	18,00,000
(iii) Hydro Extractor – 100 Kg.	5,50,000
(iv) Accessories	6,00,000
(v) Dryer	15,00,000
(vi) Boiler and Accessories	20,00,000
(vii) Well & Pump set	1,00,000
(viii) Diesel Generator / Diesel Engine / Expenditure towards drawing Power line from rural feeder exclusively for the unit	2,00,000
<b>17. Coir Geotextiles / Matting Production Unit (Anugraha Loom Unit)</b>	
(i) Warping Machine (2 mtr. width)	1,50,000
(ii) Anugraha Loom	
1 mtr. width – 2 nos. @ Rs. 35,000/-	70,000
1.5 mtr. width- 2 nos. @ Rs. 45,000/-	90,000
2.00 mtr. width – 3 nos. @ 60,000/-	1,80,000
(iii) Dye Vat S.S. (T316)	
50 Kg. Capacity -2 nos.	2,00,000
100 Kg. Capacity – 2 nos.	4,00,000
<b>18. Coir Mats &amp; Matting Production Unit (Anupam Loom, Pneumatic Control)</b>	
(i) Warping Machine (2 mts. width)	1,50,000
(ii) Anugraha Loom	
1 mtr.width – 2 nos. @ Rs.35,000/-	70,000
1.5 mtr.width – 2 nos. @ 45,000/-	90,000
2.00 mtr. width -3 nos. @ 60,000/-	1,80,000
(iii) Dye Vat S.S. (T 316)	
50 kg. Capacity – 2 nos.	2,00,000
100 kg. Capacity- 2 nos.	4,00,000
(iv) Diesel Generator / Diesel Engine / Expenditure towards Power line from rural feeder exclusively for the unit.	4,00,000

Note 1. All rates are exclusive of motor, accessories, taxes, duties, delivery charges etc.

2. The charges of generator, power generating equipments, transformers, handling equipments like power lifter, tractor etc. will be on actual billed by EB/Reputed Suppliers/Dealers.

3. The beneficiaries will have the option to go for motors with higher capacity for specific needs. However the cost admissible to the machine will be restricted to the ceiling prescribed by the Board from time to time.

**Annexure II**

**Proforma for monitoring the coir units assisted under  
Development of Production Infrastructure Scheme of Coir Board**

- .....
1. Name of the Unit :
  2. Proprietorship/ Partnership/Company/Others :
  3. Name of the Contact Person / Owner :
  4. Year of Establishment :
  5. Coir Board Registration Number :
  6. MSMED Acknowledgement Number :
  7. Job of Unit :
  8. Products purchased :
  9. Date of receipt of Assistance received from Coir Board :
  10. Assistance for new unit/ modernization :
  11. Total Investment :
  12. Additional Investment, if any made during the year .....
  13. Details of additional Infrastructure created if any :
  14. Power connection Number :
  15. Number of workers engaged :
  16. Total Production during the year : Rs.
  17. Total wages paid during the year : Rs.
  18. Loss of production, if any during the year : Rs. Reason for loss of production (Raw material scarcity/ power shortage/ labour shortage/ bank finance shortage etc.)
  19. Assistance received was utilized for :
  20. Any other information :

Signature of the proprietor with name

Place :

Date :

Signature of the verifying official of (Regional Office / Sub-Regional Office, Coir Board)

Countersigned by RO/Sub-RO.



## **EXECUTIVE INSTRUCTIONS**

1. Coir Units desiring to avail of the assistance under the scheme should be registered with the Coir Board under the Coir Industry (Registration) Rules 2008.
2. The assistance under the scheme is extended to the entire coir sector of the country.
3. The unit with a project cost of above Rs.10/- lakhs or the ceiling more than specified in CUY scheme will be considered for assistance under the scheme.
4. Power connection should be available at the location of the coir unit
5. The financial assistance under the scheme will be provided @ 25% of the total project cost excluding the cost of the land subject to a maximum as follows.

<b>Sl. No.</b>	<b>Types of Units</b>	<b>Ceiling for consideration of subsidy</b>
1	Fibre unit	Rs.6,00,000
2	Automatic Spinning Unit	Rs.4,00,000
3	Coir Pith Unit & Others	Rs.5,00,000

6. For a composite or a multiple unit, the maximum monetary ceiling of assistance is limited to Rs.9/- lakhs.
7. The work shed shall conform to the type of design prescribed by the Board and also to meet the essential civil requirements of the project. The design for work sheds of various types of coir units should be as per the essential requirement of the unit. The ceiling for computation of the subsidy is as follows:

<b>Sl. No.</b>	<b>Types of Units</b>	<b>Ceiling for consideration of subsidy</b>
1	Fibre unit	Rs.8,00,000
2	Coir Pith Unit	Rs.8,00,000
3	Others	Rs.6,00,000

8. Further subsidy under the scheme is available for modernization of the existing unit so as to increase productivity and quality only after a period of 3 years of availing any assistance under DPI scheme. The scheme provides assistance for modernization of existing coir units. As far as modernization is concerned

assistance under the scheme will be limited to new work sheds and new equipments for the unit. Assistance will be provided @ 25% of the total project cost limited to Rs. 2/- lakhs.

9. The subsidy will be sanctioned by the Board after observing the following formalities.
  - i. The Regional Officer/ Sub Regional Officer/In-charge of the respective region is authorized to receive the application with all relevant documents and the same will be processed and scrutinized by him. He will allot serial number for the receipt of each application in chronological order.
  - ii. The concerned Regional Officer/ Sub Regional Officer/In-charge of the Coir Board will conduct inspection along with an official designated by Coir Board will verify and assess the quantum of assistance and forward the application to Coir Board Head Quarters for obtaining the sanction from the Competent Authority.
  - iii. The application for subsidy duly recommended by the RO/SRO will be scrutinized and placed before a Screening Committee consisting of the following officers at Head Office.
    1. Joint Director (Planning) – Chairman
    2. Director, CCRI or representative - Member
    3. Senior Accounts Officer - Member
    4. Development Officer (ID) - ConvenerThe Committee will meet on periodical basis and recommend the proposal of financial assistance to Secretary/Chairman, Coir Board for approval.
  - iv. The assistance will be released through the Bank account of the beneficiary and through online transfer wherever core banking facilities are available by RO/Sub- RO on receipt of all post subsidy documents like joint insurance and necessary agreements.
10. In the case of leased land/ building the lease deed should be for a minimum period of 10 years with permission to operate coir unit and to undertake any constructions required for the unit
11. All legal documents in vernacular should be accompanied with legal opinion from a advocate empanelled in any nationalized banks stating that the land documents are in order for availing subsidy from the Board.
12. In the case of imported machinery, the invoice, shipping bills etc. endorsed\certified by Customs Authorities or DGFT/Bank should be produced.
13. The copies of all documents in support of the financial assistance should be inspected and attested by the RO/SRO with inspection report and certificate recommending quantum of assistance, etc.
14. The RO\SRO\Officer in charge while recommending subsidy has to prepare and attach checklist for all documents required. in the prescribed form along with other documents, which are included in their recommendation.

15. The RO/SRO concerned will submit monitoring report at least once in a year in respect of all the coir units availed subsidy from Board.
16. The Board shall ensure disbursement of subsidy within a period of 21 days from the date of receipt of application from the Regional Office concerned which is completed in all respect.
17. The Board shall ensure the mid-term appraisal and evaluation of the implementation of the scheme by engaging a reputed agency.
18. The beneficiary unit shall execute an agreement on non-judicial stamp worth Rs.100/- to the effect that they bound to the terms and conditions for the extension of financial assistance under the scheme.
19. The beneficiary unit shall cover the same under fire and general insurance policy for a total amount not less than the financial assistance extended by Coir Board under the scheme. The unit shall continue with the insurance coverage for a minimum period of five years from the date of release of financial assistance.
20. A second inspection of 10 % of the total number of cases recommended will be held by the Officer deputed from Head Office by Secretary, Coir Board.
21. Any dispute arising out of the implementation of the Executive Instruction, the matter will be referred to the Chairman, Coir Board and his decision shall be the final.

**Annexure**

**III Checklist for processing of Application for Financial Assistance under DPI scheme of Coir Board**

1. Application form I/ II  
(Whether complete in all respect)

Yes	No
-----	----

Date of receipt of application (as per the Inward Register)

DD	MM	YY
----	----	----
  
2. Whether Coir Board Registration attached (attested copy)

Yes	No
-----	----
  
3. Whether MSMED acknowledgement copy attached (attested copy)

Yes	No
-----	----
  
4. Whether copy of the land document certified by notary attached

Yes	No
-----	----
  
5. If lease land, land document attached

Yes	No
-----	----
  
6. Whether the drawing of the building, estimate, sanction of local authority is in order (this document may be kept with RO/SRO)

Yes	No
-----	----
  
7. Whether Valuation Certificate from Chartered Engineer in respect of building is attached

Yes	No
-----	----

8. Whether multiple products/ single product unit (details)

9. Whether the machinery is imported (Details)

10. Whether the receipt for the payment and bill/ invoice enclosed for all machineries and equipments (Attested copy in case of bills\receipts with Bank)

Yes No

11. Whether certificate to the effect that the unit has not availed/ applied for any assistance under any Central Govt. Scheme is enclosed

Yes No

Verified all the documents and found correct/genuine and attached as above.

Date :  
Place

Name:  
Signature  
RO/SRO

(Seal)

**Annexure IV**

FOR THE GRANT OF FINANCIAL ASSISTANCE TO COIR UNITS  
UNDER DEVELOPMENT OF PRODUCTION INFRASTRUCTURE  
FOR THE SETTING UP OF NEW UNIT

Inspection report

- 1.Name of the Unit :
- 2.Location and full address :
- 3.Constitution (Proprietary/  
Partnership/Company) :
4. Registration No. under Coir  
Industry Registration Rules 2008 :
5. MSME acknowledgement  
No. and date
6. Date of commencement of production :
7. Whether land is own/ lease  
If on lease, state period of lease :
8. Whether the accessories of the  
machinery and equipment are as  
per the BIS standards :
9. Eligibility as per norms :
10. Details of loan if any availed for  
setting up of unit.

11. Whether the construction of workshed is as per the prescribed type and design approved by local authorities

Yes No

12. Specific

recommendation of the committee : Actual Eligibility

(a) Building(s)

Recommendation

(b) Machinery

y \*

\*

\*

\*

\*

(c) Others(Specify) :

13. Date of inspection of the unit .....

14. Checklist of machinery along with specification attached : Yes/ No

15. Whether the details of application made online and User ID given, if yes, the details thereof : Yes/ No

Total

25%

Amount Recommended Rs.

Signature of the Officer in the joint inspection team (Seal)

Signature of RO

**CERTIFICATE OF UTILISATION OF CIVIL INFRASTRUCTURE**

This is to certify that the building constructed in survey  
no..... village.....taluk .....

District.....  
State ..... as per the plan approved  
by ..... (competent authority) is as per the requirement  
for installation of machinery, storing of raw materials and finished  
goods etc. and is for the exclusive use of coir processing only. The  
valuation certificate as per the details given below is attached

- 1. Name of the Chartered Engineer:-
- 2. Details of Building (Area & other details):-
- 3. Cost of the building as per valuation certificate:-

Place:  
Unit  
Date:

Signature of the applicant  
Name & address of the

(Seal)

Verified and found correct/ not correct  
Signature  
Name  
Designation (RO/SRO/OIC)

Note: This is to be attached along with the application.



**Annexure VI**

**Certificate of Utilisation of Machineries/ Equipments**

This is to certify that the following machineries/ equipments procured are being utilized exclusively for manufacturing/ processing of coir mentioned in the MSME acknowledgement issued by DIC ..... (area) only.

<b>Item</b>	<b>Bill no. &amp; date</b>	<b>Cost (Rs.)</b>

Signature \_\_\_\_\_ Name &  
Place: \_\_\_\_\_ Name of the  
Unit \_\_\_\_\_  
Date: \_\_\_\_\_ (Seal)

Countersigned  
Signature  
Name  
Designation (RO/SRO/OIC)

Note: To be attached along with the application

**Annexure VII**

**CERTIFICATE FOR INSTALLATION OF GENERATOR/ DRAWING  
OF SEPARATE POWER LINE FROM RURAL FEEDER**

This is to certify that the power generator installed/ separate power line drawn from the rural feeder is exclusively for the use of this coir unit located in survey no ..... village ..... taluk ..... District ..... State in the name of ..... Unit.

Copies of the bills and vouchers of generator and statement of expenditure certified by competent authority is enclosed.

Station:

Signature:

Date:

Name :

Name of the Unit

(Seal)

Countersigned

Signature :

Name :

Designation :

(RO/SRO/OIC)

Note: To be attached along with the application

**Annexure VIII**

**CERTIFICATE**

Certified that the Unit (Name .....) located in survey no.....village.....taluk.....District ..... State ..... has not availed any financial assistance under any Central/State Government Schemes Viz .PMREGP,CUY,MSE-CDP scheme etc.

Place: .....

Date:

(Seal)

Signature:

Name :

Name of the unit:

Countersigned  
Signature  
Name  
Designation  
(RO/SRO/OIC)

Note: To be attached along with the application

**CERTIFICATE**

Certified that the financial assistance recommended/sanctioned to M/s..... located in survey no.....village .....taluk..... District..... State..... amounting to Rs..... is as per the terms and conditions for extension of financial assistance to coir units under Development of Production Infrastructure Scheme of Coir Board. This unit will be monitored for the next three years by this office and if any deviations noticed from the agreement furnished by the unit that will be reported to the H.O and General Manager, DIC and suitable action will be initiated.

Signature :  
**REGIONAL OFFICER**

Date:

(Seal)

Note: To be furnished along with the recommendation of the application for financial assistance

## Annexure X

### Checklist of the Assessment Committee constituted for assessing the Quantum of Financial Assistance under Coir Board Scheme

.....

#### A. Verification of the following documents

- |                                 |  |
|---------------------------------|--|
| 1. Application                  | correct/ not correct                         |
| 2. List of documents            | - Verified found correct/ not                |
| 3. Certificate of GM,<br>DIC    | correct<br>- Verified found correct/ not     |
| 4. Bills, invoices,<br>vouchers | correct<br>- Verified in order/ not in order |
| 5. Land Document                | - Verified in order/ not in order            |
| 6. Building Estimate            | - Verified found correct/ not<br>correct     |

- Verified found

#### C. Valuation of the Building/ Machinery/ Equipment

- |   |                                      |
|---|--------------------------------------|
|   | : Rs.....                            |
| a. Total value of civil infrastructure<br>including<br>Soaking tank | (limited to Rs.8 lakhs)<br>: Rs..... |
| b. Total value of machinery   | : Rs.....                            |
| c. Total value of accessories                                       | : Rs.....<br>-----                   |
| d. Value towards generator/ special feeder<br>line                  | : Rs.....<br>: Rs.....               |

Total

#### C. Quantum of Assistance proposed (25% of total)

a) Rs.6 lakhs in coir  
fibre extraction unit

#### D. Assistance limited as per norms of the scheme

b) Rs.4 lakhs in case of  
automatic spinning  
unit

c) Rs. 5 lakhs in case of  
coir pith processing  
units and others

**Annexure XI**

Date:

**Declaration**

The committee constituted for the purpose of assessing the quantum of assistance under Development of Production

Infrastructure Scheme of Coir Board have verified all the documents and recommended that Rs..... is recommended for consideration of approval being the 25% of the infrastructure developed by M/s ..... a fibre units/ automatic spinning unit/ pith processing unit/ others.

*Officer in the  
AO / JD (P)  
joint inspection team*

*Officer in charge, RO*

*Sr.*

**Agreement**

An agreement made this .....between  
.....registered with Coir Board under Coir Industry registration  
rules 2008, vide the Registration No..... having registered  
office at .....here in after called „Coir Unit“ represented  
by.....on the one part and the Coir Board (Govt. of  
India), Kochi-682 016 (hereinafter called Coir Board) represented by  
its Secretary on the other part.

Whereas the Coir Board under the Scheme “Development of  
Production Infrastructure” is giving assistance to Coir Units for  
construction of worksheds and for purchase of equipments/  
modernization of equipments and infrastructural facilities herein after  
called Work shed/ Equipments/ Mordernisation of equipments  
whichever is applicable.

Whereas the coir units has applied to the coir Board for  
assistance under Development of Production Infrastructure for  
construction of workshed/ purchase of equipments/modernizations of  
equipments.

Whereas the Coir Board has pleased to sanction assistance of  
Rs...../- (Rupees.....only) as per  
order No. ....dated.....issued by the Coir Board hereinafter referred  
to as the “ Said Order” copy of which is attached hereto and shall  
together with other communications that may be issued in  
continuation thereof form part of this agreement as if incorporated  
herein subject to the conditions hereinafter appearing and subject to  
the conditions contained in the said order to which the Coir unit has  
agreed. The Coir unit covenants that the land set apart for  
constructing workshed is owned by the Coir Unit and free from  
encumbrances.

2) The Coir Unit hereby undertakes and agrees that the grant amount would be utilized only for the purpose for which it is granted and for no other purposes and in accordance with the terms of the said order within the time stipulated in the Said Order.

3) The unit shall use the premises and the shed constructed under the scheme exclusively for the purposes of the unit. The shed constructed/ equipments purchased shall not be leased or hired out to or part with the possession of it without prior approval of the Coir Board.

4) The unit shall not create any mortgage or charge by way of hypothecation, pledge or otherwise create encumbrances of any kind whatsoever and shall maintain the property free from encumbrances or liability whatsoever.

5) The assistance will be given in one installment.

6) The unit shall construct the work shed as per the type and design approved by the Coir Board and shall execute the work in accordance with the directions of officers of the Coir Board.

7) The equipments purchased/modernized shall conform to the standards laid down by the Coir Board.

8) The Coir Unit availing grant to start production immediately on construction of building and installation of machinery and the Coir Unit should make available the premises for inspection by officers of the Coir Board or Officers of the Government of states in which the unit is located.



9) The Coir Unit shall maintain separate accounts with appropriate bills and vouchers and the accounts shall be opened for inspection and audit by Auditors/ officers authorized in this behalf of the Coir Board. The Coir Unit shall furnish to the Coir Board as certificate from the competent Engineer to the effect that work of work shed has been completed as per the approved plan and estimate. The Coir Unit shall arrange the inspection of the equipments by the officers authorized by the Coir Board and the certificate issued by the officers authorized by the Coir Board should be forwarded to the Coir Board.

10) The Coir Unit shall within 30 days from the completion of the construction of the shed/ possession of the equipments insure the same against loss or damage by fire or flood for an amount not less than the amount of assistance, with an Insurance Company and the Policy shall be assigned in favour of the Coir Board, the unit shall keep the policy alive paying the insurance premia promptly for five years from the date of receipt of subsidy.

11) In case of the Coir Unit commits breach of any of the terms and conditions herein contained or those contained in the Rules of the said order in any case the Coir Unit fails to utilize the grant-in-aid for the purpose for which it is granted, the entire grant amount paid to the Coir Unit shall be refunded to the Coir Board immediately and the proprietor shall be personally liable for the refund to the Coir Board of the said grant amount.

12) “Any dispute arising out of this agreement or issue will be subject to jurisdiction at Cochin”.

13) The above agreement has been executed by the parties at ..... in the presence the following witnesses”.

14) In witness whereof Sri/ Smt.....on behalf of M/s.....and Secretary, Coir Board or his nominee for and on behalf of the Coir Board have here unto set their hands with seal of the Coir Unit and Coir Board affixed on the day and year first above written.

Signed by .....

in the presence of witness .....

Witnesses:

Signed by,

(Regional/ Sub Regional Office in charge, Coir Board)

**COIR BOARD**

(Ministry of Micro, Small & Medium Enterprises, Government of  
India) P.B.No.1752, M.G.ROAD, ERNAKULAM, KOCHI-  
682016

**APPLICATION FOR AVAILING FINANCIAL ASSISTANCE  
FOR SETTING UP COIR BASED UNITS  
UNDER DEVELOPMENT OF PRODUCTION INFRASTRUCTURE  
SCHEME**

**Part -A**

1. Name of Applicant
2. Other Details
  - (i) Date of Birth
  - (ii) Community : SC/ST/OBC/Minority/Others
3. Address for Communication
  - Address1 :
  - Address2 :
  - Post office :
  - Taluk :
  - Village :
  - State :
  - District :
  - PIN code :
  - Tele Phone No :

5. PAN Card / AADHAR number:-

**Part -B**

1. (a) Type of Organisation

Proprietor / Partnership / SHG /NGO / Pvt. Ltd. Co./ Public Ltd.  
Co./ Co-operative Society / Others

Specify :-

- (b) Type of Unit

(c) Date of Establishment

DD MM YY

(d) Coir Board Registration under Registration Rules 2008

No.								
Date								

(e) MSMED Acknowledgement from DIC

No.								
Date								

(f) Date of commencement of production as per DIC certificate

DD MM YY

If Partnership concern, please attach the registered partnership deed attested by notary

If Company, attach copies of the Registration Certificate from Registrar of Companies along with Memorandum of Association & Articles of Association

If Co-operative Society, the registration issued by competent authority, may be attached.

2. If NGO/ SHG, the Registration Certificate issued by competent authority may be attached.

3. Source of Raw Materials

Husk	Fibre	Pith	Others

4. Whether SC/ ST/ OBC/ Women/ Minority/ Others

5. Total Investment (Excluding Land)

- |                                |   |                       |
|--------------------------------|---|-----------------------|
| <p>i) Building *</p>           | <p>a) Type of Construction</p> <p>b) Total Plinth area</p> <p>c) Total value</p> <p>d) Approval of local authority</p>  | <p>Area (Sq. ft.)</p> |
| <p>ii) Soaking Tank *</p>      |   |                       |
| <p>iii) Well &amp; Pumpset</p> |   |                       |
| <p>* iv) Drying Yard *</p>     |   |                       |
|                                | <p>v) Diesel Generator / Diesel Engine/ Expenditure towards drawing power line from Rural Feeder for the Unit. (If generator, copy of sanction from competent authority to be enclosed)</p> |                       |
|                                | <p>vi) Machinery and Equipment **</p>   |                       |

Name of Machine	Capacity	Year of mfr.	Name of the mfr.	Regn. No.	Value
-----------------	----------	--------------	------------------	-----------	-------

- a)
- b)
- c)
- d)
- e)
- f)

\*Detailed drawing, estimate, valuation certificate and stability certificate (for a minimum period of 10 years from a Chartered Civil Engineer), copies of invoices/ bills/receipt, details of machinery etc. to be attached.

\*\* Attested copies of bills, cash receipts, copy of the performance certificate of the machinery manufacturer, documents from electricity authority to be attached.

6. Source of funding

Bank

Own

Other source

7. Source of Power (3 phase)

Date of Power

Connection Consumer

Card No.

8. a) Land

Own	Lease	Extent
Survey No.		
Village		
Taluk		
District		

b) Land

Mark

9. a) No. of persons employed

\_\_\_\_\_

b) Whether trained/ qualified persons available

\_\_\_\_\_

Yes

No

c) Whether child labour is resorted to

\_\_\_\_\_

Yes

No

a) Whether any assistance availed by this unit

\_\_\_\_\_

Yes

No

b) If yes, please furnish the details and dates on which assistance was received

12. Whether Pollution Abatement

Formalities completed

13. Details of Bank account

c) Bank Name & Branch:-

d) Account no. :-

(Copy of the Bank Pass Book to be enclosed)

Name and Signature of the

applicant

Place (Seal) Date

Date of receipt of the application by RO/ SRO.....

- Note:
1. Copy of the Original Land Deed should be enclosed
  2. English version of the land document should be attested by notary public is to be enclosed
  3. Legal opinion from an advocate stating that land documents are in order to avail financial assistance from Coir Board.
  4. If the land is leased, copy of the lease agreement attested by notary
  5. Machinery, workshed etc. to be put up should be as per the standards prescribed by the Coir Board.

**COIR BOARD**

(Ministry of Micro, Small & Medium Enterprises, Government of  
India) P.B.No.1752, M.G.ROAD, ERNAKULAM, KOCHI-  
682016

**APPLICATION FOR AVAILING FINANCIAL ASSISTANCE  
FOR MODERNISATION OF COIR UNITS  
UNDER DEVELOPMENT OF PRODUCTION INFRASTRUCTURE  
Part -A**

1. Name of Applicant

2. Other Details

(i) Date of Birth

(ii) Community : SC/ST/OBC/Minority/Others

3. Address for Communication

Address1 :

Address2 :

Post office :

Taluk :

Village :

State :

District :

PIN code :

Tele Phone No :

PAN Card / AADHAR number:-

**Part -B**

1. (a) Type of Organisation

Proprietor / Partnership / SHG /NGO / Pvt. Ltd. Co./ Public Ltd.  
Co./ Co-operative Society / Others \*

\* Specify :-

(b) Type of Unit



(c) Date of Establishment

DD MM YY

(d) Date on which the assistance was availed of earlier

DD MM YY

(e) Coir Board Registration under Registration Rules 2008

No.								
Date								

(f) MSMED Acknowledgement from DIC

No.								
Date								

(g) Date of commencement of production as per DIC certificate

DD MM YY

1. If Partnership concern, please attach the registered partnership deed attested by notary
2. If Company, attach copies of the Registration Certificate from Registrar of Companies along with Memorandum of Association & Articles of Association
3. If Co-operative Society, the registration issued by competent authority may be attached.
4. If NGO/ SHG, the Registration Certificate issued by competent authority may be attached.

2. Whether SC/ ST/ OBC/ Women/ Minority/ Others  
Area (sq.

3. Total Investment ft.) (Excluding Land)

i) Building

\* ii) Soaking Tank

\* iii) Well & Pumpset

\* iv) Drying Yard \*

v) Diesel Generator / Diesel Engine/ Expenditure towards drawing power line from Rural Feeder for the Unit

vi) List of existing Machinery and Equipment available

Name of Machine Capacity Year of mfr. Name of the mfr. Value

a)

b)

c)

d)

e)

vii) Give details of equipment/ machinery proposed to be installed \*\*(additionally or as replacement)

Name of Machine Capacity Year of mfr. Name of the mfr. Value

a)

b)

c)

d)

e)

5. No. of days the unit worked during the last three years (year wise)

Y- I	Y-II	Y-III

\* Detailed drawing, estimate, valuation certificate and stability certificate (for a minimum period of 10 years from a Chartered Civil Engineer), copies of invoices/ bills/receipt, details of machinery etc. to be attached.

\*\* Attested copies of bills, cash receipts, copy of the performance certificate of the machinery manufacturer, documents from electricity authority to be attached.

6. Production, financial status for the last three years  
(Qty. in MTs)

Y- I	Y-II	Y-III

(Financial statements for the last three years attested by a Chartered Accountant to be attached)

7. If the unit was not working to the full capacity, reason thereof
8. Whether existing infrastructural facilities (viz. building, soak pits etc.) are to be improved. If so, furnish details and cost thereof.
9. Whether additional infrastructural facilities are proposed to be provided (viz. extension of building, well, pumpset etc.) If so, furnish details and cost Thereof
10. Source of additional funding

Bank                  Own                  Other source

Land

Own	Lease	Extent

11. Source of power supply

Electricity Board

Generator

12. a) No. of persons employed

b) Whether any child labour is resorted to

Yes

No

13. Whether any assistance availed for this unit from any banks / other financial institutions, if so attach details

Yes

No

14. Details of Bank account

a) Bank Name & Branch:-

b) Account no. :-

(Copy of the Bank Pass Book to be enclosed)

Name & Signature of the applicant

Place Date

Note: Machinery, workshed etc. to be put up should be as per the standards prescribed by the Coir Board.