

Application Format for Legal Entities Qualifying “Minimum Eligibility Criteria”¹

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

Proposed State(s) of Operation :

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

I	Particulars of the Applicant Agency / Organization²	
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. & 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.	

¹For the “Minimum Eligibility Criteria” please refer to the Advertisement

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

	<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>Area/s of operation of the Organization / Agency</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(in years and months)</p> <p>i) Overall</p> <p>ii) In the state where the application is made</p>	
7	<p>Address/es</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>	

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>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.</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
II	Management of the Organization / Agency	
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>	

2	Details of the Directors / Members on the Board / GB / GC			
Sl. No.	Name of Director / Member	Age	Educational Qualification	Professional Qualification held, if any@
<p>@Please furnish a copy of the proof for each of the Members claiming Professional qualification. If no proof is furnished, the same shall not be reckoned.</p>				
3	KYC details of the Directors/ Members on the Board / GB / GC			
Sl. No.	Name of the Director on the Board/ Member of the GB/GC	Address	PAN No.	
1				
2				
3				
<p>Note: Self-attested copies of Proof of Address i.e Aadhaar Card, and PAN for all the Directors on the Board/ Member of the GB/ GC indicated above to be enclosed.</p>				
III Infrastructure & Human Resources				
1	Whether the Organization has / operates any facilities for conducting training programmes in the State where the Application is made now			Yes / No
i)	If yes , please furnish information on the following:			
(a)	Owned / leased / rented			
(b)	Address / location of the facility			
(c)	Class rooms (Indicate Yes or No, if yes, No. of Classrooms)			
(d)	Separate facilities for dinning (Yes / No)			
(e)	Availability of lodging facility for trainees			Yes / No

	If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	
ii)	If no 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	Infrastructure for mobility of Management / Staff in the Clusters / Project area 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 in the State where Application is being made now	
(a)	No. of Desktop Computers	
(b)	No. of Laptops	
(c)	Others, if any, related to data management (please specify)	
4	Human Resources available with the Organization / Agency	
A	At the Organization / Agency level	
(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	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)	
(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)	

(d)	No. of Ad-hoc staff (including staff on contract of less than one year period)	
C	Availability of Expert Staff / Specialists having minimum required qualification and experience \$ with the Organization	
	Sl. No.	Domain / Area of Specialization
(i)	Crop Husbandry	No. of experts available
(ii)	Agri-Marketing / Value Addition / Agro-Processing	
(iii)	Social Mobilization	
(iv)	Information Technology / MIS	
(v)	Law / Accounts	
\$ for details please refer to para 3 A (f) of Advertisement		
D	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?	Yes / No
E	<p>(i) If the Agency is not 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/Producer Cooperatives to be promoted.</p>	
F	<p>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</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>	

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

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 (i) Financial aspects of the major Operational Areas in the past 3 years
Turnover / Utilization of Funds**

(Amount Rs. lakh)

Year	Turnover / Amount of Funds Utilized in the year
2019-20	
2018-19	
2017-18	
Average of 3 years	

**(ii) Top 3 Areas/Sectors where projects / programmes have been implemented
(Amount Rs. lakh)**

S N o	2019-20		2018-19		2017-18	
	Name of the Area/Sector	Amount of Fund Utilized	Area/Sector	Amount of Fund Utilized	Area/Sector	Amount of Fund Utilized
1						
2						
3						

*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)
2019-20				
2018-19				
2017-18				
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
A	2019-20		
(1)			
(2)			

	(3)								
	B	2018-19							
	(1)								
	(2)								
	(3)								
	C	2017-18							
	(1)								
	(2)								
	(3)								
3	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)								
	2019-20			2018-19			2017-18		
	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
V	Experience and Achievement in Formation and Promotion of Farmer Producer Organizations (FPOs) / Producer Cooperatives/Large Farmer Groups (LFGs), if any								

1	<p>No. of FPOs / Producer Cooperatives/Large Farmer Groups (LFGs) Promoted since establishment of the Organization/Agency</p> <p>A. FPOs/Producer Cooperatives</p> <table border="1" data-bbox="300 376 1532 913"> <thead> <tr> <th rowspan="2">No. of States where FPOs promoted</th> <th rowspan="2">Total No. of FPOs promoted so far</th> <th rowspan="2">Out of (B), No. of FPOs registered</th> <th colspan="3">No. of FPOs registered as</th> <th rowspan="2">Total Membership of all the Registered FPOs</th> <th rowspan="2">Average Membership per registered FPO/ Producer Cooperative</th> </tr> <tr> <th>Producer Company</th> <th>Producer Cooperative</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>(A)</td> <td>(B)</td> <td>(C)</td> <td>(D)</td> <td>(E)</td> <td>(F)</td> <td>(G)</td> <td>(H)=(G)/(C)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>B. Large Farmer Groups (LFGs) *</p> <table border="1" data-bbox="300 1008 1497 1198"> <thead> <tr> <th>No. of States where LFGs promoted</th> <th>Total No. of LFGs formed so far</th> <th>Total No. of Farmers involved</th> <th>Av. No. of Farmers per LFG</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>*A Large Farmer Group (LFG) is considered as a group of farmers of ≥ 2500 in Plain areas and ≥ 500 in Hilly areas and North Eastern Region</i></p> <p><i>(a) Details to be furnished as per Appendix</i></p> <p><i>(b) Please attach a detailed Write-upon 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.</i></p>	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)									No. of States where LFGs promoted	Total No. of LFGs formed so far	Total No. of Farmers involved	Av. No. of Farmers per LFG				
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2	<p>Major Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs/ Producer Cooperatives.</p>																																			
(i)	<p>Particulars may be furnished in respect of Top 3 FPO Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs/Producer Cooperatives as per the following:</p>																																			

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 (indicate 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)	(A)

4	Type / Nature of the FPOs/Producer Cooperatives promoted by the Agency(details to be furnished in respect of <u>Registered agencies only</u>)	
Sl. No.	Nature of FPOs/Producer Cooperatives Promoted with respect to the major “Focus” Crop(s) / Activity	No. of Registered FPOs /Producer Cooperatives
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	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)	
(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]	

(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)] x 100]																																																																																	
6	<p>Training and capacity Building conducted on FPO Programme/ Producer Cooperative to various Stakeholders</p> <p>Particulars of Training and Capacity Building programmes conducted <u>directly by the Organization / Agency</u> (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>I</td> <td colspan="4">Programmes to the Board of Directors / Management Personnel of FPOs/Producer Cooperatives</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="2">Sub-Total</td> <td></td> <td></td> </tr> <tr> <td>II</td> <td colspan="4">Programmes to the CEOs of FPOs/ Producer Cooperatives</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="2">Sub-Total</td> <td></td> <td></td> </tr> <tr> <td>III</td> <td colspan="4">Programmes to the Accountants of FPOs/ Producer Cooperatives</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="2">Sub-Total</td> <td></td> <td></td> </tr> <tr> <td>IV</td> <td colspan="4">Programmes to other Stakeholders associated with FPO/ Producer Cooperatives (such as Bankers, Government Departments/Officials, Corporates implementing CSR programmes, etc.)</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	I	Programmes to the Board of Directors / Management Personnel of FPOs/Producer Cooperatives				1					2										Sub-Total				II	Programmes to the CEOs of FPOs/ Producer Cooperatives				1					2										Sub-Total				III	Programmes to the Accountants of FPOs/ Producer Cooperatives				1					...						Sub-Total				IV	Programmes to other Stakeholders associated with FPO/ Producer Cooperatives (such as Bankers, Government Departments/Officials, Corporates implementing CSR programmes, etc.)			
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	2				
				
	Sub-Total				
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
	<i>Note: Please enclose copy/copies of the Certificate, etc. issued by the Organizing / Sponsoring Agency/Agencies</i>				
VI	Performance of the FPOs/Producer Cooperatives promoted by the Agency				
	Sl. No.	Particulars	FY 2019-20	FY 2018-19	FY 2017-18
	(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 Rs. 50 lakh or above			
	(iii)	% of FPOs/Producer Cooperatives to total FPOs/Producer Cooperatives which registered business			

		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 Net Profit in the financial year			
	(v)	% of FPOs/Producer Cooperatives to total number FPOs/Producer Cooperatives which registered Net Profit in the financial year $\{[(iv)/(i)] \times 100\}$			
VII Governance & Compliances					
1	Conduct of Board/Governing Body/Governing Council Meetings				
	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				
	2019-20				
	2018-19				
	2017-18				
2	Auditing of Books of Account of the Agency / Organization				
	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	
	2019-20				
	2018-18				
	2017-18				
	<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>				

3	<p>Filing of Statutory Returns by the Agency / Organization</p> <p>Please indicate “Yes” / “No” / “NA” (Not Applicable) for the status of filing of following returns to the competent authorities.</p>				
	Sl. No.	Particulars of the Return / Statement	Status of Submission / Compliance		
			2019-20	2018-19	2017-18
	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			
	<p><i>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.</i></p>				
VII I	<p>Briefly present your achievements in the promotion of FPOs/Producer Cooperatives and facilitation/promotion services, if any.</p>				
1					
2					
IX	<p>Present Proposal of the Agency to act as a CBBO</p>				
	<p>Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:</p> <p>(a) Proposed Cluster(s) / names of the Blocks and District(s) in the State for operation as a CBBO</p>				
	S. No	Name of the District	Names of the Blocks identified	Potential produce if any	
	<p>(a) Justification for proposing the above project area (brief description)</p> <p>(b) <i>Manpower planning:</i> Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.</p>				

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			
	Total			

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 :

**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' (2019-20, 2018-19 and 2017-18) 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' (2019-20, 2018-19 and 2017-18) 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 (2019-20, 2018-19 and 2017-18) 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**

**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' (2019-20, 2018-19 and 2017-18) 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)

- xii. Last 3 years' (2019-20, 2018-19 and 2017-18) 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 (2019-20, 2018-19 and 2017-18) 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**).