

Guideline

GUIDELINES FOR IMPLEMENTATION OF SCHEMES UNDER
CESS UTILIZATION POLICY, 2015

1. The GM, DI&CC of the district will invite applications from interested/intending SHG/Co-operatives of SHG/ Company of STGs/ partnership firm of STGs/ individual STGs and workers etc.
2. In case of SHG, the group leader on behalf of the group may apply for the benefits under the schemes with a copy of authorization by the group.
3. The applications received by GM, DI&CC on or before the timeline fixed for the purpose will be scrutinized for verification of eligibility and will be segregated based on the various schemes under the Policy as under :
 - (a) Subsidy for procurement of green leaf carrying vehicles.
 - (b) Grants-in-aid upto 75% actual cost for providing common infrastructure for setting up of green leaf collection centre.
 - (c) Special assistance to set up of small orthodox Bought Leaf Factory or small CTC factory.
 - (d) Special assistance for collective drainage.
 - (e) Special assistance for replacement of Tea Bushes.
 - (f) Special assistance for procurement of inputs.
 - (g) Assistance for Health Insurance Scheme.
 - (h) Hospitalization expense.
 - (i) Education grant.
4. Application for subsidy should be submitted in the prescribed formats complete in all respect (with all supporting documents).
5. Incomplete applications shall not be entertained.
6. GM, DI&CC/DLS shall undertake verification inspection/enquiry to ensure eligibility and to justify the need under various schemes.
7. The eligible applications will be placed before DLS for selection of beneficiaries. DLS will consider the application as per availability of fund for various activities. DLS will not sanction/approve any application if adequate fund is not available.
8. In respect of Scheme under clause 6 A (a) of the Policy, the following procedure have to be followed:
 - i. The subsidy would be limited to Rs.2,00,000/- (Rupees Two lakhs) only in case of partners/SHG consisting of minimum 5 members, Rs. 3,50,000/- (Rupees Three lakhs Fifty thousand) only in case of 10 members or more.

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- ii. Self Help Group will deposit its share/contribution, with the GM, DICC by a bank draft in favour of the dealer concerned prior to release of subsidy under the Scheme by the DLS.
- iii. The vehicle should be registered in the name of approved beneficiaries i.e. SHG/partners/company/co-operative of STG.
- iv. The vehicle will be mortgaged to the DLS for a period of five years.
- v. The DLS shall make payment of amount of subsidy along with beneficiary share to the supplier through bank only.
- vi. Any member or the partner of SHG should not be a defaulter of any Govt. agency/Tea Board. An affidavit in this regard is to be submitted. (As per Annexure-I)
- vii. The vehicle shall not be sold / transferred in next 5 years from the date of registration.
- viii. The vehicle will be used only for carrying green leaf.
- ix. On three sides of the vehicle the following lines will be written "Assisted by Directorate of Tea, Govt. of Assam under Cess Utilization Policy, 2015" with minimum 4(four) inches height of the letter.
- x. Vehicle will be driven by a valid license holder only.
- xi. Proper comprehensive insurance will be undertaken by the beneficiaries.
- xii. In case of any default or violation, the beneficiaries/members will be liable to action under Civil/Criminal law.

9. As regards Subsidy under Clause 6A(b), the following procedure shall be observed:

1. Authentic documents duly signed/attested by the financing bank will only be entertained.
2. The subsidy will be permissible for a maximum period of three years/twelve quarters.

10. In respect of activities/schemes eligible for grants-in-aid under clause 6. B. of the Policy, the following conditions will be treated as mandatory :

- i. There should be minimum five partners in the venture.
- ii. Each of the partners should have independent bank A/c.
- iii. The group as a whole shall have sufficient balance in the bank accounts.
- iv. Grant-in-aid @ 75% will be admissible if the cost of the project is below Rs. 1.00 (one) lakh only.
- v. Grant-in-aid will be admissible at the rate of 60% in case cost is above Rs. 1.00 (one) lakh but less than 3.00 lakhs (three lakhs) only.
- vi. Grant-in-aid @ 50% subject to a limit of Rs. 5.00 lakhs (five lakhs) only will be admissible in case of project cost is above Rs. 3.00 (three) lakhs

11. In respect of special assistance under clause 6.C (a) of the Policy, the following items of Plant & Machinery will be treated as eligible for consideration:

- i. Original price of machinery / equipment directly connected to manufacturing process.
- ii. Accessories like tools, jigs, dies, moulds directly connected to manufacturing process.
- iii. Motors connected with Plant & Machinery
- iv. VAT/CST, Excise Duty, entry tax paid (in case of machinery / equipment).
- v. Cost of factory building only.
- vi. Payment made by A/c payee cheque / Demand Draft / NEFT/RTGS only will be admissible.
- vii. The Subsidy will be admissible @30% of the eligible investment subject to maximum limit of Rs.10 (Ten) Lakhs only.

12. In respect of special assistance under clause 6.C (b) of the Policy, the prescribed conditions to be fulfilled are as under:

- i. At least 15 STGs should be members of the Cooperative/SHGs.
- ii. The items that are eligible for subsidy would include laying out of main & peripheral drains, installation of pump set & pipe lines and construction of civil works etc.
- iii. The necessity of drainage in the applied sections, layout plan, the specifications thereof and the estimated cost should be certified by a qualified engineer.
- iv. The drainage work undertaken in the past and also carried out prior to pre approval inspection by Director of Tea will not be considered for subsidy.
- v. Areas for which subsidy has been applied for availing the benefit under the activity of re-plantation, rejuvenation and new plantation will not be eligible to be considered under drainage subsidy scheme.
- vi. The drainage work should be commenced only after due approval/sanction of the competent authority (DLS) in writing.
- vii. Upon completion of drainage work, the DI&CC concerned should be contacted for physical verification. Proper records in support of expenditure incurred should be produced at the time of post drainage inspection.
- viii. Financial assistance in the form of subsidy would be provided @ 25% of the actual cost subject to a ceiling limit of Rs. 5000.00 per hectare.
- ix. The sections for which drainage subsidy has been availed once will not be eligible for further subsidy during the next five years.

13. In respect of special assistance under clause 6.C (c) of the Policy, the prescribed conditions to be fulfilled are as under:

- i. The applicant should not be a defaulter under any of the Tea Board's loan schemes at the time of submission of application.

- ii. Subsidy cannot be claimed for the activities that have been carried out with funds availed from any Govt. agency.
- iii. Field operations should be commenced by the applicants only after receiving a sanction of DLS in writing.

14. In respect of special assistance under clause 6.C (d) of the Policy, for procurement of inputs by various SHG/STG, the following items will be eligible for consideration as under :

Sl. No.	Component	Rate of Subsidy	Ceiling Limit
1	Weighing Scale	50%	Subject to a ceiling of Rs.5,000/-
2	Power Tiller	30%	Subject to a ceiling limit of Rs.50,000/-

15. In respect of assistance eligible for Health Insurance Scheme under clause 6. D of the Policy, the prescribed Conditions to be fulfilled are as under:

- i. Workers who are in the roll under STGs of SHG/Co-operative/Company of STG/Partners of STGs for a minimum period of 2 (two) years duly certified/indentified will only be eligible.
- ii. Reference of Regd. Medical practitioner for hospitalization is to furnished.
- iii. Benefits will be admissible once in a year per family of STG/Workers subject to availability of fund.

FORM-A

(Non-Judicial Stamp Paper of Rs.20/-)

AFFIDAVIT

I Shri/ Smti son / daughter /wife of Shri/Smti Aged Year by profession do hereby solemnly declare and affirm as follows:

1. That I am a citizen of India and permanent resident of Village..... P.O Police Station In the district of
2. That I am Group leader/Proprietor / Managing partner / Managing Director / Director / President of M/Sregistered office at duly authorized by other member of the SHG/Company Partnership Firm/Co-operative.
3. That Co-Operative/Company/Firm is registered under Society Registration Act./Companies Act./Partnership deed bearing Registration No.
4. That the particulars furnished in the claim application for availability benefit under the Cess Utilization (Amendment) Policy, 2015 are true to my knowledge. That no subsidy / grant under Central / State Government / Organisation etc have been availed by me against the items mentioned in the claim application form.
5. That the particulars furnished in the application form and /or in connection with the application for subsidy granted are correct and true the be best of my knowledge and that in case of any particulars are found to be false or misrepresentation/suppression of essential facts, I shall be liable to refund the subsidy and also liable to be punished under laws of the land.
6. I/We on behalf of the unit states that, in case of the grant/ subsidy has been obtained by me /us by misrepresenting of essential facts / furnishing false information or if my/our unit goes out of production /service or effect substantial contraction within two years from the date of receipt of grant/ subsidy or within five years from the date of commencement of commercial of production/ service whichever is later, I/we shall refund the grant/subsidy if it is claimed by the implementing agency after I / we be given an opportunity of being heard.
7. That in case , any overpayment is made due to wrong calculation or misinterpretation of the rule or otherwise, the same amount shall be refunded by me /us or shall be adjusted against future grant/subsidy due, as and when demanded by the implementing agency.
8. That I/We shall abide by all the provisions and the conditions laid down in the Cess Utilization (Amendment) Policy, 2015, guidelines, instructions etc. thereof.
9. That I / We shall utilize the grant /subsidy for the purpose for which it is given and furnish a certificate of its utilization to the implementing agency within a period of 3 (three) months from the date of receipt of payment of the grant / subsidy.
10. In case, my/our unit is closed or sold out or handed over to any other parties before the expiry of the validity period as per terms & conditions of sanction of benefit under the Policy. I/ We or my/ our successor(s) shall be personally liable to refund the Subsidy.
11. That I/we am/are not a defaulter of any Govt. agency /Tea Board.
12. That I Shri / Smti the deponent of the above, do hereby solemnly declare and affirm that, statement made above are true to the best of my knowledge and belief.

Identified by me:

Signature
(Advocate)

Signature
Deponent

Solemnly affirm before me by Shri/Smti identified by Sri/Smti Advocate on this day

FORM-B

APPLICATION FORM FOR GRANT OF GREEN LEAF CARRYING VEHICLE/SETTING UP OF BOUGHT LEAF FACTORIES/SETTING UP OF GREEN LEAF COLLECTION CENTRE UNDER CESS UTILIZATION (AMENDMENT) POLICY, 2015

(To be filled up by SHG/ Co-operative of SHG /Company /Partnership of Small Tea Growers')

To : The GM, DI&CC,

.....

Sir,

I/We

Shri.....S/o.....d uly authorized by M/s.....(Name of SHG/Co-operative/Company/Partnership Firm) request you kindly to sanction subsidy/grant-in-aid for (a) green leaf carrying vehicle, (b) common infrastructure for setting up of green leaf collection centre, (strike off which is not applicable) under Cess Utilization Policy, 2015 at admissible rate. I/we will abide by all the guidelines/rules issued by the authorities in this regard. I/We will utilize the benefits under the schemes.

An affidavit to this effect is submitted herewith.

The details particulars are furnished below:

- 1. Name of the SHG/ Co-operative /Company /Partnership Firm:
2. Registration No. and year
(a) In case of Co-operative society furnish copy of Registration Certificate.
(b) In case of partnership firm furnish deed of Partnership/General power of attorney.
(c) In case of Company, furnish Registration Certificate under Company Registration Act. & Memorandum of Article Association.
3. Location:
(a) Village..... (b) P.O.....
(b) Block..... (d) P.S.....
(c) P.S..... (f) Dist.....
4. Total Nos. of members/Director/Partner list member/Director/partner with PAN is to be furnished)
5. Production of green leaf per year (in kgs.)
6. Bank A/c. No. Name of Bank
.....Branch.....
7. Any other loan/subsidy/grants availed from other agency, Yes/No
(a) If so please indicate the detail.
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A. In case of application for purchase of Green Leaf Carrying Vehicle

- (a) Make / brand of Vehicle desired:
(b) Cost of the Vehicle in Rs. (invoice from the Dealer/Company is to be furnished)

B. In case of setting up of common infrastructure from collection centre

(a) Proposed quantum of green leaf to be collected in a year in kgs.
.....

(b) Cost of infrastructure in Rs. (Project report from engineer with drawing is to be enclosed).

C. In case of collective drainage/Replantation/infilling

(a) Area proposed to applied for replantation/rejuvenation/new plantation
.....

(b) Estimated cost of the drainage in the applied section. (furnish copy of layout place and Technical Estimate)

(c) Estimated cost of replantation/infilling/reframe formation (furnish copy of DPR)

It is solemnly affirmed that the particulars furnished are true and correct. Further in case of any default on my/our part, I/we shall be liable for action as per law.

Signature of the applicant/applicants

Report of verifying Officer

Scrutinized/verified the application & Recommended for an amount of Rs.

Signature of verifying Officer

FORM-C

APPLICATION FORM FOR AVAILING HOSPITALIZATION
EXPENSE/EDUCATION GRANT ETC. UNDER CESS UTILIZATION
(AMENDMENT) POLICY, 2015

(To be filled up by STG/ Workers under STG/ Co-operative of SHG /Company
'Partnership/SHG of Small Tea Growers')

To : The GM, DI&CC,
.....

Sir,

I/We request you kindly to sanction benefits of
(a).....(b)..... (Strike off which is not applicable) under
Cess Utilization (Amendment) Policy, 2015 at admissible rate. I/We will abide by all
the guidelines/ rules issued by the authorities in this regard.

I/We will utilize the benefits as per the provision of the scheme.

The details particulars are furnished bellow:

1. (a). Name of the workers/STGs
- (b). Village
- (c). P.O.....
- (d). Block
- (e). District
2. Name of the STG/SHG working under:
3. Enrolment period of workers under STG/SHG/Company/BLF/Partnership firm of
STG :
4. Certificate/Identification by STG/SHG/Company/BLF/ Partnership firm of STG :
(To be enclosed)
5. Code No of STG/BLF in the Tea Directory:
6. PF Contribution if any:

In case of Education Grant:

7. Name of School Child/Children: (a)
- (b)
8. Name of School:
(A certificate from the School authority to be enclosed)
9. Actual cost of purchase of Books:
(Authenticated vouchers to be enclosed)

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In case of Hospitalization Expense:

- 10. Type of ailment for Hospitalization:
- 11. Reference of Registration Medical practitioner for Hospitalization:
(To be furnished)
- 12. Name of the Hospital: (Prescription/Records to be enclosed)
- 13. Actual cost of purchase of medicine:

It is solemnly affirmed that the particulars furnished are true and correct.
Further in case of any default on my part, I shall be liable for action as per law.

Signature of the applicant

Signature of recommending STG/SHG/BLF

Code No/Reg. No in the Directory:

Report of verifying Officer

Scrutinized/verified the application & Recommended for an amount of
Rs.....

Signature of verifying Officer