



**COFFEE BOARD : BANGALORE**

No: EXT/BAN/P&C Cell-26/2014-15/ 476

Date: 23.12.2014

**CIRCULAR**

Sub: Implementation of the 12<sup>th</sup> plan scheme titled "Integrated Coffee Development Project"- Reg.

Ref: Letter No.04/01/2013-Plant-B Dated 18<sup>th</sup> December 2014 of MoC & I

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The Govt. of India has conveyed approval of the scheme titled "Integrated Coffee Development Project" submitted by the Coffee Board for implementation during the Five Year period of the XII plan along with the modalities vide letter cited under reference.

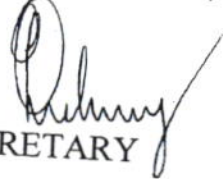
The implementation of the scheme will be subject to the following conditions

- i) The eligibility criteria, rate of assistance, pattern of assistance, components / activities as per the approved modalities should be strictly followed and there should not be any deviation. Any change in the eligibility criterion, rate of assistance, pattern of assistance and components / activities can only be done with the approval of the Head Office.
- ii) All rules and regulations laid out and revised by the Government of India under General Financial Rules must be followed.
- iii) The financial and physical targets of the schemes shall be adhered strictly.
- iv) Any clarification regarding the components of the scheme shall be obtained from the Head Office, Coffee Board.
- v) DDs(E) / Officers concerned shall prepare a pamphlet in required languages explaining the details of respective components and distribute the same widely for the benefit of the clientele. Copies of pamphlets shall be sent to Head Office for hosting the same in the Coffee Board website.
- vi) Procedures for receiving application for availing benefits under the scheme related to the different components shall be transparent, simple, appropriate and user friendly. Efforts shall be made to provide online services wherever possible.
- vii) The JDs(E), DDs(E) and Officers concerned shall devise a monitoring mechanism for effective implementation of the scheme.

Implementation modalities of the scheme have been hosted in the Coffee Board's website [www.indiacoffee.org](http://www.indiacoffee.org) and the same shall be followed strictly

Acknowledge the receipt and report compliance.

This has the approval of the Chairman.

  
SECRETARY

To

1. The Director of Finance, Coffee Board, Head Office, Bangalore
2. The Director of Research (i/C), CCRI, CRS
3. The Joint Director(Extn), Hassan / Kalpetta / Visakhapatnam / Guwahati.
4. The Deputy Director (Extn), Chikmagalur/ Hassan/ Madikeri / Virajpet / Coimbatore / Kalpetta / Paderu / Silchar / Jorhat.
5. Head Division (Quality), Coffee Board, Head Office, Bangalore
6. DD (A/cs) / DD (P&C) / Agronomist, Coffee Board, Head Office, Bangalore
7. All SLOs / JLOs.
8. DD (MR) - To host the circular on the Coffee Board's website

Copy to:

PS to Chairman / PA to DF / PA to DR / AO Plan Fund A/cs., HO, Bangalore.





**COFFEE BOARD : BANGALORE**

No: EXT/BAN/P&C Cell-26/2014-15/477

Date: 23.12.2014

**CIRCULAR**

Sub: Implementation of the 12<sup>th</sup> plan scheme titled "Integrated Coffee Development Project"- Guidelines - Reg.

Ref: Circular No: EXT/BAN/P&C Cell-26/2014-15/476 dated 23.12.2014

In continuation to the Circular cited under reference communicating the implementation modalities of the XII plan scheme "Integrated Coffee Development Project", the following general guidelines are to be adhered while implementing the various components of the scheme.

1. The JLOs/SLOs shall register the applications/claims as and when received along with the relevant documents. If the applications/claims received from the growers are not accompanied with the relevant documents, such growers have to be informed to submit necessary records by giving sufficient time before taking up inspection and further processing.
2. Inspection and processing of the applications/claims by JLOs/SLOs for feasibility report or physical verification should be taken up on seniority and any variation should have justifiable reasons.
3. The JLOs/SLOs shall normally follow the timelines for receipt, investigation and processing of applications / claims pertaining to different components / activities as indicated in the modalities / citizen charter.
4. Considering the number of cases that each JLO/SLO has to investigate and process, he shall obtain the permission from the DDE concerned for allocating the cases to Extension Inspectors of their offices to undertake the work of field inspection individually for technical feasibility report / physical verification in respect of the holding size up to 10 Ha.. In such cases, the Inspecting Official will submit the report in the prescribed proforma signed by him after inspection to the concerned JLO/SLO. The JLO / SLO shall countersign the same after scrutiny and test check 10% of the cases before forwarding the claims to the concerned DDEs.
6. The Regional DDs (E) shall take up test checking of 5% claims pertaining to different zones under their jurisdiction and send the test check reports every month to the concerned Joint Director (Extn) for information and records. It is advisable to take up test inspection of few claims before sanction instead of carrying out test inspections only after the sanction.

7. The JDs (E) shall take up test checking of 2% claims pertaining to different regions under their jurisdiction and send the test check reports every month to Head Office for information and records.
8. All the Extension Officers and Officials should clearly furnish the details of their visit and purpose in their diary whenever they visit the estates for feasibility report, physical verification and test checking etc., for verification by the competent authorities. The date of visit and the details should tally with the respective reports submitted by them subsequently.

Further, the JLOs / SLOs are directed to bestow greater care in receiving, investigation and processing the applications/claims. The DDs (E) shall process and sanction the same by maintaining proper records and seniority without giving scope for any sort of complaints that may arise from the growers' fraternity during the course of implementation of the scheme.

This is for strict compliance.

  
SECRETARY

To:

1. The Director of Research (i/C), CCRI, CRS.
2. The Joint Director (Extn), Hassan /Kalpetta/ Guwahati.
3. The Deputy Directors (Extension) – Chikmagaluru/Hassan/Madikeri/Virajpet  
Coimbatore/Kalpetta/Jorhat/ Silchar
4. All SLOs / JLOs – Traditional Areas and North East Regions.
5. Agronomist, MIU, HO, Bangalore - To host the circular on the Coffee Board's website

Copy to:

1. DS to Chairman
2. PA to Secretary / Director of Finance / Director of Research CCRI / HO
3. Deputy Director (Technical) / A/cs.
4. Plan Fund A/cs., HO, Bangalore.





COFFEE BOARD : BANGALORE

No. EXT/BAN/P&C Cell-26/2014-15/478

Date: 23.12.2014

CIRCULAR

Sub: Implementation of the scheme "Integrated Coffee Development Project" – Effective date for implementation – Reg.

Ref: 1) Circular No. EXT/BAN/P&C Cell-26/2014-15/476 dtd. 23.12.2014  
2) Circular No. EXT/BAN/P&C Cell-26/2014-15/477 dtd. 23.12.2014  
3) Letter No. JDK/EXTN-20/2014-15 dated 23.12.2014 received from Joint Director (E), Kalpetta.

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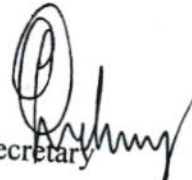
In continuation to the Circulars under reference (1) and (2). It is hereby informed that the implementation of the XII Plan Scheme titled "Integrated Coffee Development Project" shall be effective from 1.4.2014. Accordingly,

- i. The applications received on or before 31.03.2014 irrespective of the fact whether the TFR has been issued or not shall be settled as per the XI Plan modalities / norms

and

- ii. The applications received on or after 01.04.2014 shall be settled as per the XII Plan modalities / norms.

This is for strict compliance.

  
Secretary

To:

1. The Director of Research, (I/c.), CCRI / HO
2. The Director of Finance, Coffee Board, Bangalore
3. All the Joint Directors (Extn.)
4. All the Deputy Directors (Extn.)
5. All the Deputy Directors (Research) / HDTC, Mysore
6. The Deputy Director (A/c), Coffee Board, Bangalore
7. The Liaison Officer, New Delhi.
8. The Divisional Head, Quality Evaluation Centre, Bangalore.
9. The Agronomist, Coffee Board, Bangalore.
10. All the SLOs/JLOs
11. The Dy. Secretary (Promotion), Coffee Board, Bangalore.
12. The Asst. Secretary, Plan / Non-Plan Accounts Sections, Coffee Board, Bangalore

Copy to: The DS to Chairman, Coffee Board, Bangalore.