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Government of India  
Ministry of Fisheries, Animal Husbandry & Dairying  
Department of Animal Husbandry & Dairying

Krishi Bhawan, New Delhi-110001

Dated: 22<sup>nd</sup> August, 2022

**OFFICE MEMORANDUM**

**Subject: Standard Operating Procedure (SOP) for release of capital subsidy under NLM-EDP –reg.**

The undersigned is directed to enclose the 'Standard Operating Procedure (SOP) for release of capital subsidy under National Livestock Mission Entrepreneurship Development Program' (NLM-EDP) is annexed for your kind information and necessary action. This SOP will be functional within the ambit of operational guidelines of National Livestock Mission.

The SIDBI is requested to implement the SOP immediately.

*Mitra*  
(Debalina Mitra) 22.8.22

Assistant Commissioner (AH)

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Encl: As above

Copy for information:

1. Principal Secretary/ Secretary, Department of Animal Husbandry & Dairying of all States and UTs.
2. Director, Department of Animal Husbandry & Dairying of all States and UTs.
3. The Chairman of State Bank of India
4. Managing Director & CEO of all Scheduled Bank of India
5. General Manager, SIDBI.
6. Primary and Secondary Nodal officers of State Implementing Agencies(SIAs) of NLM EDP, All States and UTs.



**Department of Animal Husbandry and  
Dairying  
Ministry of Fisheries, Animal Husbandry and  
Dairying  
Government of India**

## **Standard Operating Procedure (SOP)**

**For**

**Release of Capital Subsidy**

**National Livestock Mission -  
Entrepreneurship Development  
Program  
(NLM-EDP)**

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## 1. Introduction

Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal husbandry & Dairying, Government of India is implementing the scheme of National Livestock Mission (NLM) since the financial year 2014-15. In view of the present need of the sector, the NLM scheme has been revised and realigned from FY 2021-22. The revised scheme of National Livestock Mission (NLM) aims towards employment generation, entrepreneurship development, increase in per animal productivity and thus targeting increased production of meat, goat milk, egg and wool under the umbrella scheme Development Program. The excess production will help in the export earnings after meeting the domestic demands. The concept of NLM Scheme is to develop the entrepreneur in order to create the forward and backward linkage for the produce available at the unorganized sector and to link with the organized sector.

**Benefit provided under the scheme:** Under National Livestock Mission - Entrepreneurship Development Program (NLM-EDP), the Central Government provides 50% capital subsidy for establishment of rural poultry farms including Hatchery and brooder cum mother unit, sheep/ goat breeding farm, pig breeding farm, fodder value addition (i.e., Hay/ Silage/ Total Mixed Ration (TMR)/ Fodder Block) unit and storage unit. The maximum subsidy ceiling for different components varies from Rs. 25.00 lakh to Rs. 50.00 lakh. As per the scheme guidelines the Eligible Entities need to arrange the remaining portion of funding either through obtaining loan from the bank or from the financial institution like NDC or self-financing.

**Eligible entities:** Any individual, Farmers Producer Organizations (FPOs), Self Help Group (SHGs), Farmer Cooperative Organizations (FCOs), Joint Liability Group (JLG), Section 8 companies

As per the operational guidelines, SIDBI has been engaged as Fund Channelizing Agency for management of subsidy for Entrepreneurship Development programs. The standard operating procedure comprises the detailed mechanism to be followed by various stakeholders involved in transferring the capital subsidy to beneficiaries.

## 2. Workflow of application

- ❖ The Entrepreneurs/ Eligible Entities shall submit the application along with required documents through the online portal of NLM ([www.nlm.udyamimitra.in](http://www.nlm.udyamimitra.in)).
- ❖ After successful submission of application, the same will be forwarded to respective State Implementing Agency (SIA) through the portal.
- ❖ The application submitted by the Entrepreneurs/ Eligible Entities will be scrutinized by the SIA. In case of eligible proposals, SIA will upload an in-principal approval letter/ recommendation letter and forward the application through the portal to the preferred scheduled Bank or financial institutions for sanction of loan. In case of self-financing project, the same shall be recommended for issuance of Bank Guarantee by the scheduled Bank.
- ❖ In case of non-eligible proposals, the SIA will reject the proposals citing the specific reason of rejection. If, any document or other details are required in the application, the SIA will return the application to the applicant mentioning the specific reason of returning the application.
- ❖ In case of eligible proposals, after the recommendation of the project by SIA, the same will be considered by the bank or financial institutions for financing of the project. In case of self-financing project, the same will be considered by the bank for issuance of Bank guarantee.
- ❖ If the bank or financial institution found the proposal eligible for loan, it will sanction the loan, upload the sanction letter and forward the same to the SIA for consideration of proposal under State Level Executive Committee (SLEC) through the portal. In case of self-financing project, scheduled bank will issue the bank guarantee in specific format provided in operational guidelines, upload the same on the portal along with the certificate ([Standard Format 7 enclosed at Page No. 23](#)) forward the same to the SIA for consideration of proposal under State Level Executive Committee (SLEC) through the portal.
- ❖ If the bank or financial institution found the proposal non eligible for sanctioning of loan/ bank guarantee, it will mark application as 'not interested' in portal and return the same to SIA.

- ❖ Once the bank or financial institution sanction the loan for project/ bank guarantee, the SIA shall place the same in the SLEC for recommending the application to the Department of Animal Husbandry & Dairying (DAHD), Ministry of Fisheries, Animal Husbandry & Dairying, Government of India.
- ❖ After approval of SLEC, the SIA will upload the SLEC recommendation and forward the application to DAHD through the Portal.
- ❖ The DAHD shall approve the eligible projects through the Project Approval Committee (PAC) and mark the same on the portal. Further, DAHD will provide the subsidy amount for the approved projects to the Small Industries Development Bank of India (SIDBI).
- ❖ Non eligible projects may be returned to SIA for uploading of additional documents/ information or may be rejected, if its not as per the guidelines as decided by the Project Approval Committee.
- ❖ The PAC approved projects will be forwarded to the respective lenders (Bank or financial institutions sanctioning loan) through the portal. The lending banks/ financial institutions will disburse the first instalment of loan, upload the lenders certificate ([Standard Format 1 enclosed at Page No. 14](#)) and forward the application to SIA through the portal. In case of self-financing project, the PAC approved projects will be forwarded to the SIA.
- ❖ The SIA will physically verify the progress of the project and will upload the 'Recommendation Certificate by SIA for release of First Instalment of Subsidy' ([Standard Format 2 enclosed at Page No. 15-16](#)) along with 'Physical Progress Report: Projects Under Implementation' ([Standard Format 3 enclosed at Page No. 17](#)) and forward the application through the portal. In case of self-financing project, SIA will physically verify the progress of the project, ensure the expenditure of 25% of total project cost towards creation of infrastructure required for the project and will upload the 'Recommendation Certificate by SIA for release of First Instalment of Subsidy' ([Standard Format 8 enclosed at Page No. 24-25](#)) along with 'Physical Progress Report: Projects Under Implementation' ([Standard Format 9 enclosed at Page No. 26-27](#)) and forward the application through the portal.
- ❖ These applications have completed SIA Milestone 1 and will be eligible for release of the first instalment of subsidy by SIDBI.
- ❖ SIDBI will release the first installment of subsidy to bank/ financial institution for further release of the same to beneficiary account (details under point 5, Mechanism

for release of Fund by SIDBI to Lenders) and mark the same on the portal.

- ❖ Once the loan disbursement is completed by the lender and the projects are fully completed, the lender will issue the 'Loan Disbursement Completion Certificate' ([Standard Format 4 enclosed at Page No. 19](#)) and forward the application to SIA through the portal.
- ❖ It is mandatory to submit the Integrity certificate (enclosed as Annexure IX of NLM guidelines) and surety bond (enclosed as Annexure X of NLM guidelines) to SIA before project completion.
- ❖ SIA will physically verify the progress of the project and will upload the 'Recommendation Certificate by SIA after project completion' ([Standard Format 5 enclosed at Page no. 20](#)) along with 'Physical Progress Report: Project Fully Implemented' ([Standard Format 6 enclosed at Page No. 21](#)) and forward the application through the portal to CEC.
- ❖ In case of self-financing project, after the project is completed, SIA will physically verify the progress of the project and will upload the 'Recommendation Certificate by SIA after project completion' ([Standard Format 10 enclosed at Page No. 29](#)) along with 'Physical Progress Report: Project Fully Implemented' ([Standard Format 11 enclosed at Page No. 30](#)).
- ❖ During verification and recommending the project for release of second installment SIA will ensure the actual capital cost spent on establishing the complete project and mention the same. The total amount of subsidy shall not exceed 50% of actual capital cost involved and also the subsidy ceiling as per the NLM operational guidelines. The SIA shall obtain all the necessary documents to verify the actual capital cost as mentioned in [Standard Format 5](#) and upload the same in portal in a single pdf while recommending for release of final subsidy against the particular application.
- ❖ Now these applications have completed SIA Milestone 2 and are available to DAHD for scrutiny. DAHD shall approve the eligible projects through the Project Approval Committee (PAC) and mark the same in the portal (CEC Milestone2). If the total eligible subsidy amount is different than the approved subsidy amount, decision will be taken in PAC meeting according to the merit of the project.
- ❖ Now the eligible proposals will be available to SIDBI for release of final installment of subsidy. SIDBI will release the final installment of subsidy to bank/ financial institution for further release of the same to beneficiary account (details under point 5, Mechanism for release of Fund by SIDBI to Lenders) and mark the same on the portal.



### **3. Overview of Mechanism for Capital Subsidy**

Small Industries Development Bank of India (SIDBI) has been engaged as Fund Channelizing Agency for National Livestock Mission Entrepreneurship Development programs for channelizing the capital subsidy. DAHD has signed a Memorandum of Understanding (MoU) with SIDBI regarding the managing of Subsidy, transfer of subsidy to the lending bank and financial institutions.

In respect of the entrepreneurship program, the subsidy will be released by SIDBI to the lending scheduled bank or Financial Institutions for further release of the same to beneficiaries. The SIDBI on receipt of the subsidy component, shall release the first instalment of subsidy to the appropriate account of Entrepreneurs/ Eligible Entities through the lender / Bank, after the release of first instalment of loan. The manner of subsidy release has been mentioned against each entrepreneurship component.

In case of the self-financing project, the first instalment of subsidy will be provided by SIDBI to the beneficiary through the Scheduled Bank from where Bank Guarantee has been obtained. Such self-financed projects, prior to its sanction, would also be appraised by the Bank where the Entrepreneurs/ Eligible Entities has the account. The first instalment of subsidy will be released only when the beneficiary has made expenditure of 25% cost for the project towards creation of infrastructure required for the project and has been verified by the State Implementing Agency. Remaining amount of subsidy will be provided after the project completion and verification by the State Implementing Agency.

The beneficiaries interested in taking benefit under the entrepreneurship project in self-financing mode need to provide Bank Guarantee from the scheduled bank for the remaining cost of the project beyond the capital subsidy sought for support. This Bank Guarantee shall be valid for three years and to be drawn in favour of Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying. The original Bank Guarantee is to be kept in the safe custody of the State Implementing Agency. Further, a copy of the Bank Guarantee and a declaration form need to be uploaded in the online portal at the submission of the application or to be attached with the application.

For the standard format of the Bank Guarantee and declaration form, kindly refer the operational guidelines / standard formats available on online portal. The Performa for Bank Guarantee is enclosed as Annexure VII and the Performa for submission of Bank Guarantee is enclosed as Annexure VIII of the NLM operational guidelines.



#### 4. Mechanism for release of Fund by DAHD to SIDBI

1. After the approval of Capital Subsidy by DAHD through the Project Approval Committee, DAHD shall mark the approval of subsidy on the portal and upload the relevant document regarding approval of subsidy.
2. DAHD shall provide the information on decision of Project Approval Committee in the format provided below:

S. No.	NLM Application Number	Name of Beneficiary	State	Category Gen/SC/ST	Project Cost (Amount in Rs.)	Claimed Subsidy Amount (Amount in Rs.)	Approved Subsidy Amount (Amount in Rs.)	Number of installment (First/Final)

3. DAHD shall release the funds for capital subsidy to the bank account of SIDBI as per the details shared by SIDBI from time to time in three different heads:
  - a. **General Head:** The funds transferred under General Head may be utilized for release of subsidy for any category of beneficiary. However, for release of subsidy in respect of beneficiary belongs to Schedule Caste (SC)/ Scheduled Tribes (ST), the availability of funds in the specific head i.e. SCSP Head, TSP Head may be explored. In case of availability of funds under SCSP/ TSP head, the same shall be utilized primarily for release of subsidy to beneficiaries belong to the Schedules Caste (SC)/ Schedules Tribes (ST) category respectively.
  - b. **Schedules Caste Sub-Plan (SCSP) Head:** The funds released by DAHD under SCSP head shall be utilized for release of subsidy specific to the beneficiaries belong to the Schedules Caste (SC) category.
  - c. **Tribal Sub-Plan (TSP) Head:** The funds released by DAHD under TSP head shall be utilized for release of subsidy specific to the beneficiaries belong to the Schedules Tribes (ST) category.

## 5. Mechanism for release of Fund by SIDBI to Lender

- ❖ After the approval of Subsidy by DAHD through the Project Approval Committee, the subsidy shall be released by SIDBI to the bank account of lender primarily at central level as per the details shared by lender after completion of required milestones. Banks shall provide the details of single account to receive the subsidy under NLM on behalf of all the branches. Alternatively, the subsidy shall be disbursed to the concerned bank account provided by the lender.

### 1. For Project with Bank Loan:

The subsidy will be provided by SIDBI to the bank account of lending scheduled bank or Financial Institutions after achievement of required milestones.

#### a. Milestone 1 for release of first Installment of Capital Subsidy:

SIDBI shall release the first installment of 50% of approved capital subsidy after recommendation by DAHD and completion of the following:

- Lender releases First Instalment of loan to the beneficiary and furnish the certificate attached as [Standard Format 1](#).
- Confirmation by State Implementing Agency and furnish the certificate attached as [Standard Format 2](#) along with the physical progress report attached as [Standard Format 3](#).

#### b. Milestone 2 for release of final Installment of Capital Subsidy:

SIDBI shall release the final installment of balance 50% of approved capital subsidy after recommendation by DAHD and completion of the following:

- Furnishing of project completion certificate by lender attached as [Standard Format 4](#).
- Confirmation of project completion by State Implementing Agency and furnish the certificate for project completion attached as [Standard Format 5](#) along with the physical progress report attached as [Standard Format 6](#).

## **2. For Self-Financing Project:**

The subsidy will be provided by SIDBI to the bank account of bank guarantee issuing scheduled bank for further transferring the same to beneficiaries after achievement of required milestones.

### **a. Milestone 1 for release of first Installment of Capital Subsidy:**

SIDBI shall release the first installment of 50% of approved capital subsidy after recommendation by DAHD and completion of the following:

- Furnish of certificate regarding issuance of bank guarantee by lender attached as [Standard Format 7](#).
- Furnishing of verification certificate (attached as [Standard format 8](#)) by SIA regarding verification of expenditure of 25% of cost of the project towards infrastructure incurred by beneficiary along with the physical progress report attached as [Standard Format 9](#).

### **c. Milestone 2 for release of final Installment of Capital Subsidy:**

SIDBI shall release the final installment of balance 50% of approved capital subsidy after recommendation by DAHD on completion of the following:

- Confirmation of project completion by State Implementing Agency and furnish the certificate for project completion attached as [Standard Format 10](#) along with the physical progress report attached as [Standard Format 11](#).
- ❖ SIDBI shall release the subsidy amount to bank account of beneficiary after recommendation of release of subsidy by DAHD after the completion of required milestones.
- ❖ **For release of subsidy, SIDBI shall rely on the certificates issued by SIA/ Lenders and uploaded over the portal.**

### **Utilization of Funds received by SIDBI from DAHD:**

- ❖ SIDBI shall provide the following information in respect of utilization of funds:
  - A. All the information related to fund inflow and outflow from time to time
  - B. Details of beneficiaries along with the quantum of subsidy released with date & bank account details.

- C. Utilization certificate from PFMS, if any
- D. Monthly Expenditure Statement in the below mentioned format:

<b>Opening Balance</b>	<b>No. of Beneficiary Assisted*</b>	<b>Amount of Subsidy Released*</b>	<b>Closing Balance</b>

Monthly Expenditure Statement shall be supported by an annexure comprising details of Beneficiaries and amount released to each beneficiary.

## 6. Mechanism for release of Fund by Lender to beneficiary

- ❖ SIDBI shall release the subsidy amount in the bank account of lender as shared in the Standard Formats, in both the cases i.e., project with bank loan/ Self-Financing Project for further release of the same to beneficiary. Further, lender shall open a dedicated account for release of subsidy amount, if required at any point of time.
- ❖ After the funds released by SIDBI, lender shall release the subsidy amount to beneficiary within 15 working days from the date of receiving the funds.
- ❖ Lender shall furnish the utilization certificate in respect of capital subsidy amount transferred by SIDBI in the standard format attached as [Annexure 5](#).

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## **Standard Formats - For Project with Bank Loan (Milestone 1)**

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<b>Particular</b>	<b>Details</b>	<b>To be furnished by</b>
<b>Standard Format 1</b>	Certificate by Lender after release of First Instalment of loan	<b>Lender</b>
<b>Standard Format 2</b>	Recommendation Certificate by SIA for release of First Instalment of Subsidy	<b>SIA</b>
<b>Standard Format 3</b>	Physical Progress Report: Projects under Implementation	<b>SIA</b>

**Standard Format 1**

**Certificate by Lender after release of First Instalment of loan**  
**National Livestock Mission**

It is certified that <Name of Bank>, <Name of Branch> has sanctioned the loan of <Amount in Rs.> under National Livestock Mission scheme to <Name of Beneficiary> having NLM Application Number <NLM\*\*\*\*\*> for establishing <Purpose of the Project> at <Full Address of Project Site>. The total cost of project is <Amount in Rs.> which would be funded by way of following components:

<Amount in Rs.>		
Applicant's Share	Bank Loan	Capital Subsidy
<Amount>	<Amount>	<Amount>

For timely implementation of the project, bank has released the first instalment of <Amount in Rs.> out of the abovementioned sanctioned loan amount to Beneficiary's account on <DD-MM-YYYY>. As per the operational guidelines of NLM, beneficiary has achieved the first milestone for release of first instalment of subsidy and is eligible for release of capital subsidy.

In view of the above, we recommend the case for release of capital subsidy and request to release the first instalment of capital subsidy of <Amount of the Subsidy> i.e. (50% of sanctioned subsidy) in the below mentioned account of the bank:

<b>Name of Account Holder (The Lending bank)</b>	
<b>Name of Bank</b>	
<b>Name of Bank Branch</b>	
<b>Account No.</b>	
<b>IFSC Code</b>	
<b>Any other relevant information</b>	

This certificate has been prepared after checking the relevant documents and provides correct & authentic information. We hereby, note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary. Further, we also confirm that the bank shall co-operate and provide the information/ documents etc. related to above information, if required by Government/ SIDBI at any point of time.

<Stamp & Signature>

<Name of Bank Official>  
<Designation of Bank Official>  
<Name of the Bank Branch>



**Standard Format 2**

**Recommendation Certificate by SIA for release of First Instalment of Subsidy  
National Livestock Mission**

<b>Name of State Implementing Agency</b>	
<b>Name of State</b>	

It is certified that **<Name of Beneficiary>**, having NLM application number **<NLM\*\*\*\*\*>**, approved under National Livestock Mission – Entrepreneurship Development Program scheme, is establishing **< Purpose of the Project>** at **<Full Address of Project Site>**. The total cost of project is **<Amount in Rs.>** which would be funded by way of following components:

<b>&lt;Amount in Rs.&gt;</b>		
<b>Applicant's Share</b>	<b>Bank Loan</b>	<b>Capital Subsidy</b>
<b>&lt;Amount&gt;</b>	<b>&lt;Amount&gt;</b>	<b>&lt;Amount&gt;</b>

**<Name of Bank>**, **<Name of Branch>** has sanctioned the loan of **<Amount in Rs.>** for the abovementioned project and has disbursed the first instalment of **<Amount in Rs.>** out of the sanctioned loan to beneficiary in its account **<Account number>** maintained with **<Name of bank>** on **<DD-MM-YYYY>**.

As per the operational guidelines of NLM, beneficiary has achieved the first milestone for release of first instalment of subsidy and is eligible for release of capital subsidy.

**We recommend the release of first instalment of capital subsidy (50% of approved subsidy) of **<Amount in Rs.>** and have verified the following points:**

- Beneficiary has all the relevant documents for KYC.
- Beneficiary has **<own land/ lease land>** where the project will be established.
- Project location has been verified with the GIS co-ordinates as mentioned in application form.
- Beneficiary has **<obtained training/ trained experts/ sufficient experience in the relevant field in managing and running the project/ technical experts with sufficient experience in the relevant field of managing and running the project>**.
- Beneficiary has got the sanction of loan for project from **<Name of bank or financial institution> <Name of the branch>** and the **<Name of bank or financial institution>** has released the first Instalment of loan to Beneficiary.
- Physical progress report of the project is attached as per the prescribed format.

This certificate has been prepared after checking the relevant documents and provides correct and authentic information. We hereby, note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by

Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary.

**<Stamp & Signature>**

**Primary Nodal Officer  
State Implementing Agency  
<Name of State>**

**Standard Format 3**

**Physical Progress Report : Projects Under Implementation**  
**National Livestock Mission**

<b>Name of beneficiary</b>	
<b>NLM application number</b>	
<b>Sub-Mission under scheme</b>	
<b>Activity</b>	
<b>Type of project</b>	Project with bank loan

<b>Date of visit</b>	<b>Complete address of site visited</b>	
<b>Name of visiting officers</b>		
<b>Persons/ representatives of the Beneficiary met during the visit</b>	<b>Names</b>	<b>Designation</b>

**Comments of visiting officer(s) :**

<b>1</b>	<b>Status of Land</b>	Name of the landowner: Location: Area: Status: Owned/ Leased  GIS co-ordinates for the project location, as mentioned in application form, have been verified.
<b>2</b>	<b>Status of the project implementation. Please specifically mention if there is any delay in implementation of the project (head-wise), and reasons thereof.</b>	The physical progress achieved in different aspect of the project is as under:  i. Civil Construction: ii. Livestock: iii. Equipment: iv. Miscellaneous:
<b>3</b>	<b>Whether the progress of the project is satisfactory.</b>	Yes/ No
<b>4</b>	<b>Whether Photographs of the project site are attached.</b>	Yes
<b>5</b>	<b>Any other observations / pending issues to be taken up with the beneficiary</b>	

<Signature of Visiting Officer>

**<Stamp & Signature>**  
**Primary Nodal Officer**  
**State Implementing Agency**  
**<Name of State>**

Annexure 2

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## Standard Formats - For Project with Bank Loan (Milestone 2)

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Particular	Details	To be furnished by
Standard Format 4	Project Completion Certificate by Lender	Lender
Standard Format 5	Recommendation Certificate by SIA after project completion	SIA
Standard Format 6	Physical Progress Report: Project Fully Implemented	SIA

**Standard Format 4**

**Loan Disbursement Completion Certificate by Lender**  
**National Livestock Mission**

It is certified that <Name of Bank>, <Name of Branch> has sanctioned the loan of <Amount in Rs.> under National Livestock Mission scheme to <Name of Beneficiary>, having NLM Application Number <NLM\*\*\*\*\*>, for establishing <Purpose of the Project> at <Full Address of Project Site>. The total cost of project is <Amount in Rs.> which has been funded by way of following components:

<Amount in Rs.>

Applicant's Share	Bank Loan	Capital Subsidy
<Amount>	<Amount>	<Amount>

Bank has fully disbursed the abovementioned loan amount to Beneficiary's account as on date. The conduct of the beneficiary is satisfactory and loan account is standard as on date.

In view of the above, we recommend the case for release of capital subsidy after project completion and request to release the second instalment of capital subsidy of <Amount of the Subsidy> i.e. (50% of sanctioned subsidy) in the below mentioned account of the bank:

<b>Name of Account Holder (The lending bank)</b>	
<b>Name of Bank</b>	
<b>Name of Bank Branch</b>	
<b>Account No.</b>	
<b>IFSC Code</b>	
<b>Any other relevant information</b>	

This certificate has been prepared after checking the relevant documents and provides correct & authentic information. We hereby note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary. Further, we also confirm that the bank shall co-operate and provide the information/ documents etc. related to above information, if required by Government/ SIDBI at any point of time.

<Stamp & Signature>

<Name of Bank Official>

<Designation of Bank Official>

<Name of the Bank Branch>

**Standard Format 5**

**Recommendation Certificate by SIA after project completion**  
**National Livestock Mission**

<b>Name of State Implementing Agency</b>	
<b>Name of State</b>	

It is certified that **<Name of Beneficiary>** having **<NLM Application Number>**, approved under National Livestock Mission – Entrepreneurship Development Program scheme, is establishing **< Purpose of the Project>** at **<Full Address of Project Site>**. The total cost of project is **<Amount in Rs.>** which has been funded by way of following components:

**<Amount in Rs.>**

<b>Total Cost of Project</b>	<b>Applicant's Share</b>	<b>Bank Loan</b>	<b>Capital Subsidy</b>
<b>&lt;Amount in Rs.&gt;</b>	<b>&lt;Amount in Rs.&gt;</b>	<b>&lt;Amount in Rs.&gt;</b>	<b>&lt;Amount in Rs.&gt;</b>

**<Name of Bank>**, **<Name of Branch>** has sanctioned the loan of **<Amount in Rs.>** for the abovementioned project and has fully disbursed the loan amount to Beneficiary's account as on date. The project is fully implemented. The conduct of the beneficiary is satisfactory and loan account is standard as on date. As per the operational guidelines of NLM, beneficiary has achieved the second milestone for release of second instalment of subsidy and is eligible for release of capital subsidy.

Total amount of capital expenditure and eligible subsidy amount is as follows:

**<Amount in Rs.>**

<b>Total Cost of Project</b>	<b>Actual Capital cost of the project *</b>	<b>50% of capital cost</b>	<b>Total approved subsidy amount</b>	<b>First instalment of subsidy released</b>	<b>Eligible amount of final instalment of subsidy</b>

\*Detail of cost & item wise break up having valid purchase documents for materials. In case of purchase of animals voucher issued by animal market/organization/breeder to be provided as proof

**We recommend the release of second instalment of capital subsidy of **<Amount in Rs.>** and have verified the following points:**

- Beneficiary has fully implemented the project.
- Physical progress report of the project is attached as per the prescribed format.

This certificate has been prepared after checking the relevant documents and provides correct and authentic information. We hereby note that this certificate would be an input for

decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary.

**<Stamp & Signature>**

**Primary Nodal Officer  
State Implementing Agency  
<Name of State>**



**Standard Format 6**

**Physical Progress Report : Project Fully Implemented**  
**National Livestock Mission**

<b>Name of beneficiary</b>	
<b>NLM application number</b>	
<b>Sub-Mission under scheme</b>	
<b>Activity</b>	
<b>Type of project</b>	Project with bank loan

<b>Date of Site Visit</b>		<b>Complete Address of Site Visited</b>	
<b>Visiting officers</b>			
<b>Persons/representatives of the borrower met during the visit</b>	<b>Names</b>	<b>Designation</b>	<b>Mobile Number</b>

<b>Comments of the Visiting Officer(s) :</b>			
<b>1</b>	<b>(a)</b>	<b>Whether the project is fully completed/ implemented.</b>	Yes/ No
	<b>(b)</b>	<b>Whether all the assets approved under the project including assets financed by the Bank/other assets charged to the Bank are available at the site. (Mention with details)</b>	Yes/ No
	<b>(c)</b>	<b>General Upkeep of such assets</b>	Good/ Average/ Poor
<b>2</b>	<b>(a)</b>	<b>Whether the working of the project is satisfactory</b>	Yes/ No
	<b>(b)</b>	<b>Level of activity</b>	Low/ Medium/ High
<b>3</b>	<b>Any problem noticed</b>	Yes/ No	
<b>4</b>	<b>Whether Photographs of the project site are attached.</b>	Yes	

**<Stamp & Signature>**

**Primary Nodal Officer**  
**State Implementing Agency**  
**<Name of State>**

**<Signature of Visiting Officer>**

**Annexure 3**

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**Standard Formats -  
For Self-Financing Project (Milestone 1)**

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<b>Particular</b>	<b>Details</b>	<b>To be furnished by</b>
<b>Standard Format 7</b>	Certificate by Lender after Issuing the Bank Guarantee	<b>Lender</b>
<b>Standard Format 8</b>	Recommendation Certificate by SIA - Release of First Instalment of Subsidy iro Self-Financing Project	<b>SIA</b>
<b>Standard Format 9</b>	Physical Progress Report: Projects Under Implementation	<b>SIA</b>

**Standard Format 7**

**Certificate by Lender after Issuing the Bank Guarantee**  
**National Livestock Mission**

It is certified that **<Name of Beneficiary>** having **<NLM Application Number>**, approved under National Livestock Mission – Entrepreneurship Development Program scheme, is establishing **< Purpose of the Project>** at **<Full Address of Project Site>**. It is a **self-financing project**. The total cost of project is **<Amount in Rs.>** which would be funded by way of following components:

**<Amount in Rs.>**

<b>Applicant Share</b>	<b>Capital Subsidy</b>
<b>&lt;Amount&gt;</b>	<b>&lt;Amount&gt;</b>

As per the guidelines of NLM scheme, **<Name of Bank>**, **<Name of Branch>** has sanctioned and issued the Bank Guarantee (BG) for the remaining cost of project beyond the subsidy amount. Bank Guarantee is issued in favour of **Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry & Dairying** and as per the format given in the operational guidelines of the NLM scheme. Brief details of the same is as under:

<b>BG Reference No.</b>	<b>BG Amount</b>	<b>BG Issue Date</b>	<b>BG Expiry Date</b>	<b>Validity</b>
	<b>&lt;Amount in Rs.&gt;</b>	<b>&lt;DD-MM-YYYY&gt;</b>	<b>&lt;DD-MM-YYYY&gt;</b>	3 years

In view of the above, we recommend the case for release of capital subsidy subject to the expenditure of 25% of cost of project towards infrastructure by applicant in the said project and request to release the first instalment of capital subsidy of **<Amount of the Subsidy>** i.e. (50% of sanctioned subsidy) in the below mentioned account of the bank:

<b>Name of Bank (BG Issuing Bank)</b>	
<b>Name of Bank Branch</b>	
<b>Account No.</b>	
<b>IFSC Code</b>	
<b>Any other relevant information</b>	

This certificate has been prepared after checking the relevant documents and provides correct & authentic information. We hereby, note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary. Further, we also confirm that the bank shall cooperate and provide the information/ documents etc. related to above information, if required by Government/ SIDBI at any point of time.

**<Stamp & Signature>**  
**<Name of Bank Official>**  
**<Designation of Bank Official>**  
**<Name of the Bank Branch>**

### Standard Format 8

#### Recommendation Certificate by SIA - Release of First Instalment of Subsidy for Self-Financing Project National Livestock Mission

Name of State Implementing Agency	
Name of State	

It is certified that <Name of Beneficiary> having <NLM Application Number>, approved under National Livestock Mission – Entrepreneurship Development Program scheme, is establishing < Purpose of the Project> at <Full Address of Project Site>. It is a **self-financing project**. The total cost of project is <Amount in Rs.> which would be funded by way of following components:

<Amount in Rs.>	
Applicant Share	Capital Subsidy
<Amount>	<Amount>

Beneficiary has made the expenditure of <Amount in Rs.> towards infrastructure in the project as on <DD-MM-YYYY>, which is 25% of the total cost of project. As per the operational guidelines of NLM, beneficiary has achieved the first milestone for release of first instalment of subsidy and is eligible for release of capital subsidy.

**In view of the above, we recommend the release of first instalment of capital subsidy (50% of approved subsidy) of <Amount in Rs.> and have verified the following points:**

- Beneficiary has all the relevant documents for KYC.
- Beneficiary has <own land/ lease land> where the project will be established.
- Project location has been verified with the GIS co-ordinates shared by the Beneficiary.
- Beneficiary has <obtained training/ trained experts/ sufficient experience in the relevant field in managing and running the project/ technical experts with sufficient experience in the relevant field of managing and running the project>.
- Beneficiary has got the sanction of Bank Guarantee from the scheduled bank i.e. <Name of bank> <Name of Branch> with the validity of **three years** for the remaining cost of project beyond the subsidy amount. Bank Guarantee is issued in favour of **Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry & Dairying** and as per the format given in the operational guidelines of the NLM scheme. The original Bank Guarantee along with the Declaration form in prescribed format is kept in the safe custody of State Implementing Agency.
- Beneficiary has made the expenditure of 25% of total cost of project towards infrastructure and the said expenditure has been verified through the relevant documents, bills, books of account etc.
- Physical progress report of the project is attached as per the prescribed format.

This certificate has been prepared after checking the relevant documents and provides correct and authentic information. We hereby, note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary.

**<Stamp & Signature>**  
**Primary Nodal Officer**  
**State Implementing Agency**  
**<Name of State>**

**Standard Format 9**

**Physical Progress Report : Projects Under Implementation**  
**National Livestock Mission**

<b>Name of Beneficiary</b>	
<b>NLM Application Number</b>	
<b>Sub-Mission under scheme</b>	
<b>Activity</b>	
<b>Type of Project</b>	Self-Financing Project

<b>Date of visit</b>		<b>Complete Address of Site Visited</b>	
<b>Name of Visiting officers</b>			
<b>Persons/representatives of the Beneficiary met during the visit</b>		<b>Names</b>	<b>Designation</b>
<b>Mobile Number</b>			

<b>Comments of visiting officer(s) :</b>			
<b>1</b>	<b>Status of Land</b>	Name of the landowner: Location: Area: Status: Owned/ Leased  GIS co-ordinates for the project location, as mentioned in application form, have been verified.	
<b>2</b>	<b>Status of the project implementation. Please specifically mention if there is any delay in implementation of the project (head-wise), and reasons thereof.</b>	The physical progress achieved in different aspect of the project is as under:  i. Civil Construction: ii. Livestock: iii. Equipment: iv. Miscellaneous:	
<b>3</b>	<b>Whether the beneficiary has made expenditure of 25% of cost of project towards infrastrucutre</b>	Yes/ No  The total cost of the project is <Amount in Rs.> and expenditure of <Amount in Rs.> has been done in the project as on date.	
<b>3</b>	<b>Whether the progress of the project is satisfactory.</b>	Yes/ No	
<b>4</b>	<b>Whether Photographs of the project site are attached.</b>	Yes	

5	Any other observations / pending issues to be taken up with the beneficiary	
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**<Stamp & Signature>**

**Primary Nodal Officer  
State Implementing Agency  
<Name of State>**

**<Signature of Visiting Officer>**



**Annexure 4**

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**Standard Formats -  
For Self-Financing Project (Milestone 2)**

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<b>Particular</b>	<b>Details</b>	<b>To be furnished by</b>
<b>Standard Format 10</b>	Recommendation Certificate by SIA after project completion	<b>SIA</b>
<b>Standard Format 11</b>	Physical Progress Report: Project Fully Implemented	<b>SIA</b>

**Standard Format 10**

**Recommendation Certificate by SIA after project completion**  
**National Livestock Mission**

<b>Name of State Implementing Agency</b>	
<b>Name of State</b>	

It is certified that **<Name of Beneficiary>** having **<NLM Application Number>**, approved under National Livestock Mission – Entrepreneurship Development Program scheme, is establishing **< Purpose of the Project>** at **<Full Address of Project Site>**. It is a **self-financing project**. The total cost of project is **<Amount in Rs.>** which would be funded by way of following components:

<b>&lt;Amount in Rs.&gt;</b>	
<b>Applicant Share</b>	<b>Capital Subsidy</b>
<b>&lt;Amount&gt;</b>	<b>&lt;Amount&gt;</b>

The project is fully implemented. The conduct of the beneficiary is satisfactory. As per the operational guidelines of NLM, beneficiary has achieved the second milestone for release of second instalment of subsidy and is eligible for release of capital subsidy.

**We recommend the release of second instalment of capital subsidy (50% of approved subsidy) of <Amount in Rs.> and have verified the following points:**

- Beneficiary has fully implemented the project.
- Physical progress report of the project is attached as per the prescribed format.

This certificate has been prepared after checking the relevant documents and provides correct and authentic information. We hereby note that this certificate would be an input for decision making for disbursement of subsidy under National Livestock Mission Scheme by Department of Animal Husbandry and Dairying/ Small Industries Development Bank of India (SIDBI) in respect of the said beneficiary.

**<Stamp & Signature>**

**Primary Nodal Officer**  
**State Implementing Agency**  
**<Name of State>**

**Standard Format 11**

**Physical Progress Report : Project Fully Implemented**  
**National Livestock Mission**

<b>Name of Beneficiary</b>	
<b>NLM Application Number</b>	
<b>Sub-Mission under scheme</b>	
<b>Activity</b>	
<b>Type of Project</b>	Self-Financing Project

<b>Date of Site Visit</b>		<b>Complete Address of Site Visited</b>	
<b>Visiting officers</b>			
<b>Persons/representatives of the borrower met during the visit</b>	<b>Names</b>	<b>Designation</b>	<b>Mobile Number</b>

<b>Comments of the Visiting Officer(s) :</b>			
<b>1</b>	<b>(a)</b>	<b>Whether the project is fully completed/ implemented.</b>	Yes/ No
	<b>(b)</b>	<b>Whether all the assets approved under the project are available at the site. (Mention with details)</b>	Yes/ No
	<b>(c)</b>	<b>General Upkeep of such assets</b>	Good/ Average/ Poor
<b>2</b>	<b>(a)</b>	<b>Whether the working of the project is satisfactory</b>	Yes/ No
	<b>(b)</b>	<b>Level of activity</b>	Low/ Medium/ High
<b>3</b>	<b>Any problem noticed</b>		Yes/ No
<b>4</b>	<b>Whether Photographs of the project site are attached.</b>		Yes

**<Stamp & Signature>**

**Primary Nodal Officer**  
**State Implementing Agency**  
**<Name of State>**

**<Signature of Visiting Officer>**

**Annexure 5**

**Utilization Certificate to be submitted by Lender**  
**[On the Letter Head of Bank]**

**Utilization Certificate**

It Certified that an amount of `..... (Rupees.....) has been released to .....eligible beneficiary units under National Livestock Mission (NLM) scheme of Department of Animal Husbandry & Dairying, ministry of Fisheries, Animal Husbandry & Dairying, Government of India as per details given in Annexure.

It is further certified that all above referred units have complied with the extant National Livestock Mission (NLM) Guidelines issued by Department of Animal Husbandry & Dairying and the bank has executed necessary checks/ due diligence to ensure that the said amount of `..... (Rupees.....) has been actually utilized for the purpose for which it was sanctioned and released under NLM Scheme.

Further, we are fully aware that our Bank may be held solely responsible for submission of any of the false information/ certification in respect of subsidy related matter of beneficiaries viz. eligibility, release, utilization etc.

**Signature of Nodal Officer/ Authorized Signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Stamp of the Nodal Office** \_\_\_\_\_

**Place:**

**Date:**

[On the Letter Head of Bank]

**List of Beneficiaries covered under National Livestock Mission**

<b>S. No.</b>	<b>NLM Application Number</b>	<b>Name of Beneficiary</b>	<b>Date of transfer of subsidy to Beneficiary</b>	<b>Subsidy Amount (Amount in Rs.)</b>
<b>Total</b>				

**Signature of Nodal Officer/ Authorised Signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Stamp of the Nodal Office** \_\_\_\_\_

**Place:**

**Date:**

***While sincere efforts were made to prepare the above Standard Operating Procedure (SOP) on the lines of the Operational Guidelines of the Scheme, it is expected that there may be certain additional requirements in the operating procedures keeping in view of the profile of beneficiary/ operational procedures/ feedback from any stakeholder. The same shall be amended / updated as and when required.***

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