

SCHEMES OF COCONUT DEVELOPMENT BOARD OPERATIONAL GUIDELINES



सत्यमेव जयते

नारियल विकास बोर्ड

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार), केरा भवन,
कोची - 682 011, भारत

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SCHEMES OF COCONUT DEVELOPMENT BOARD OPERATIONAL GUIDELINES

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[MINISTRY OF AGRICULTURE & FARMERS WELFARE,
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Operational Guidelines**

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INTRODUCTION

India ranks first in coconut production among the 90 coconut-growing countries of the world, accounting for 18.37% of the global area under cultivation and 30.37% of total production. In terms of productivity as well, India stands at the forefront with an average yield of 9,019 nuts per hectare, which is significantly higher than the world average of 5,457 nuts per hectare. Nearly 90% of the country's coconut area and production are concentrated in the southern peninsular region, encompassing the States of Tamil Nadu, Kerala, Karnataka and Andhra Pradesh. Among them, Kerala accounts for the largest area under cultivation, Tamil Nadu leads in total production, while Andhra Pradesh records the highest productivity.

Since its inception in 1981, the Coconut Development Board (CDB) under the Ministry of Agriculture and Farmers Welfare, Government of India has been at the forefront of uplifting and transforming the coconut sector across 22 States and Union Territories. CDB, through its various schemes and programmes succeeded in doubling the area under coconut cultivation, enhancing the production by fourfold and attaining newer heights in productivity. These milestones reflect the collective efforts of the stakeholders to strengthen and empower the coconut sector.

The Coconut Development Board functions through 25 establishments with its Headquarters at Kochi, Kerala. The Board has four Regional Offices at Bengaluru in Karnataka, Coimbatore in Tamil Nadu, Guwahati in Assam and Patna in Bihar. There are six State Centers situated at Bhubaneswar in Odisha, Kolkata in West Bengal, Thane in Maharashtra, Vijayawada in Andhra Pradesh, Junagadh in Gujarat and Port Blair in the Union Territory of Andaman & Nicobar Islands. The Board is maintaining 11 Demonstration-cum-Seed Production (DSP) Farms at Mandya (Karnataka), Abhayapuri (Assam), Madhepura (Bihar), Kondagaon (Chhattisgarh), Neriamangalam (Kerala), Vegiwada (Andhra Pradesh), Pitapally (Odisha), Palghar (Maharashtra), Dhali (Tamil Nadu), Hichachara (Tripura) and Fulia (West Bengal). A Market Development cum Information Centre has been established in Delhi. The Board has set up a Technology Development Centre at Aluva in Kerala and a Field Office in Thiruvananthapuram in Kerala.

Since 2014, the programmes of the Coconut Development Board have been integrated as a sub-scheme under the Mission for Integrated Development of Horticulture (MIDH) giving a renewed thrust to the holistic growth of the coconut sector.

With the rising cost of coconut cultivation, the pressing need to enhance production and productivity and the increasing significance of value addition, it became essential to revise the components and cost norms of the Board's schemes. The Ministry of Agriculture and Farmers Welfare has revised the operational guidelines with enhanced cost norms ranging from two to ten times increase in financial assistance. The main focus of the enhanced cost norms of CDB schemes are to strengthen and uplift the coconut sector by producing genetically superior quality planting material, enhancing production and productivity, encouraging intercropping, promoting value addition, marketing and export. Through these efforts, the Board is committed to creating better opportunities and sustainable incomes for our farmers.



This book brings together comprehensive guidelines on various schemes for the production of quality planting materials, expansion of area under coconut cultivation, enhancing production and productivity, promoting value addition, strengthening marketing and export, extending advisory services and providing insurance support. The guidelines will serve as a valuable resource for farmers, entrepreneurs, State officials, extension workers and all stakeholders in the coconut sector thereby providing easy access to the necessary information.

The operational guidelines of all the schemes are available in the Board website <https://coconutboard.gov.in/scheme.aspx> and scan below for the same





A1. PRODUCTION OF QUALITY PLANTING MATERIAL

A.1.a DEMONSTRATION CUM SEED PRODUCTION (DSP) FARMS

The Coconut Development Board has established eleven Demonstration-cum-Seed Production (DSP) Farms, so far, across the country in the States of Kerala, Karnataka, Tamil Nadu, Andhra Pradesh, Maharashtra, Odisha, Chhattisgarh, Bihar, West Bengal, Assam and Tripura for demonstrating scientific coconut management practices including inter/ mixed cropping and for supplementing the quality planting material requirements. New DSP Farms, on need basis, will be developed on land provided by the respective State Governments.

Objectives:

- a. To establish DSP Farms as centres for demonstrating scientific practices in coconut cultivation, including improved methods of crop production and plant protection
- b. To promote coconut cultivation in non-traditional coconut-growing regions by establishing demonstration farms that encourage adoption among the farming community
- c. To undertake commercial production and supply of quality planting material of coconut and suitable intercrops from the DSP Farms
- d. To develop the DSP Farms as centres for training, exposure visits and knowledge dissemination on various aspects related to coconut cultivation and allied activities

Cost norms and pattern of assistance:

1.A.1. Setting up of new DSP Farms: An amount of Rs. 30 lakh per year is allotted for the initial two years from the budget for the new farms established.

1.A.2. Maintenance of existing DSP Farms: From the third year onwards, till the yield stabilization (15-20 years), a maximum of Rs.1.00 lakh per ha per year shall be granted from the budget for maintenance of the farms.

The fund for operations, over and above the budgetary provision, in these farms and other farms, is met from 'Receipts of the Board'. The DSP Farms after attaining yield stability (15-20 years), shall be maintained with the revenue receipts.

Implementing agency:

The scheme will be implemented directly by the Board by maintaining 11 Demonstration cum Seed Production (DSP) farms and establishing new farms across the country.



Eligibility Criteria:

Eleven existing DSP Farms and the farms established in future under the control of Coconut Development Board are eligible for the subsidy. The Board has so far established 11 DSP Farms one each in the States of Andhra Pradesh (Vegiwada, W. Godavari Dist.), Assam (Abhayapuri, Bongaigaon Dist.), Bihar (Singheshwar, Madhepura Dist.), Chhattisgarh (Kondagaon, Kondagaon Dist.), Karnataka (Loksara, Mandya Dist.), Kerala (Neriamangalam, Ernakulam Dist.), Maharashtra (Dapoli, Palghar Dist.), Odisha ((Pitapally, Khurda Dist.), Tamil Nadu (Dhali, Tiruppur Dist.), Tripura (Hichachara, South Tripura Dist.) and West Bengal (Fulia, Nadia Dist.) in a total area of 362 ha and are in different stages of development. Maintenance of the 11 DSP farms across the country will be by following scientific cultivation practices.

New Demonstration cum Seed Production (DSP) farms will be established in potential States in the land alienated free of cost or on long lease from State Government.

The expenses in the DSP Farms situated in areas with high population of SC/ST communities will be booked under SCSP/TSP heads as these farms focus on betterment of the communities.



A.1.b. ASSISTANCE FOR QUALITY PLANTING MATERIAL PRODUCTION IN PUBLIC SECTOR NURSERIES

Objective

The objective of the scheme is for supplementing the Coconut seedling production programmes of the State Government/Public sector/SAU/SHU/KVK & Board's DSP Farms by extending financial assistance to minimize the demand – supply gap in the seedling production by utilizing existing infrastructure.

Cost norms and pattern of assistance:

The scheme is intended to extend financial assistance of 50% of seedling production cost @ Rs. 20.00 per seedling. The remaining cost of production shall be borne by the implementing agencies. Quality seedlings of all released varieties and hybrids can be raised in nurseries by utilizing the existing infrastructure facility.

Eligibility:

Nurseries in State/Central Government/Public sector/SAU/SHU/KVK and Boards DSP farms are eligible for financial assistance to enhance the production of planting materials by utilizing existing manpower. The subsidy extended shall be utilized for meeting the expenses such as cost of seed nuts & its transportation, land preparation, bed making & sowing and other maintenance expenses.

Implementing agency:

State/ Central Government/Public sector/SAU/SHU/KVK and Board's DSP farms

Procedure for availing the subsidy:

The procedures for various implementing agencies are as follows:

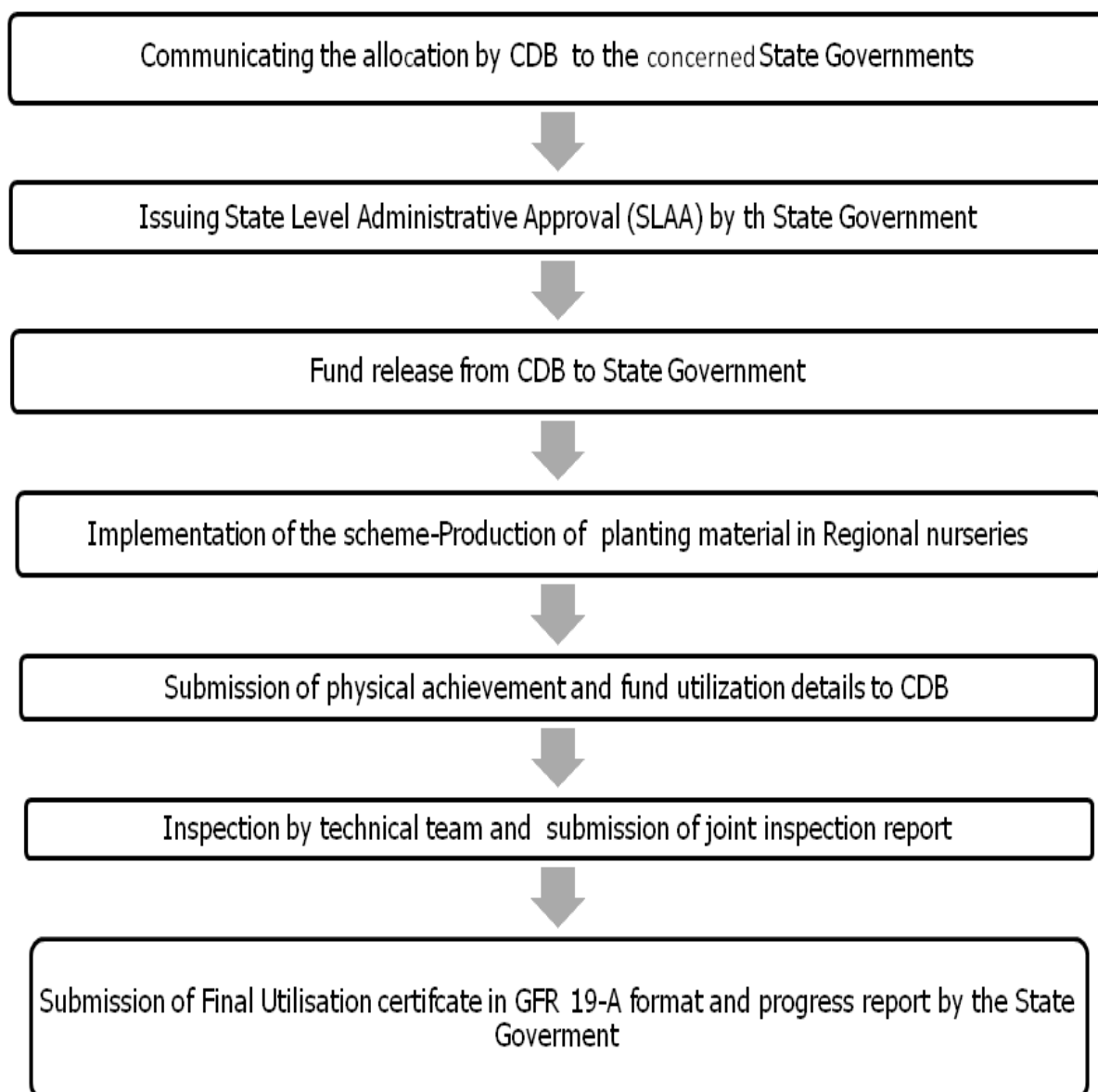
By the State Govt.: CDB will communicate the allocation to the concerned State Government. On receipt of State Level Administrative Approval (SLAA), previous year Utilisation certificate in GFR 19 A format and progress report, the eligible funds will be released to the State Department by the Board. Monthly physical and financial progress report along with the location of the nurseries along with geo-coordinates shall be furnished to the Board by the State Department. The officer from the concerned Unit Office of the Board shall visit on half yearly basis and submit a joint inspection report to Head Office, Kochi. The sale of the seedling is the responsibility of the State Government. The final utilisation certificate in GFR 19 A format and progress report should be furnished after the completion of the scheme.

By SAU/SHU/KVK/PSU/ Central Govt. institutes: The concerned implementing agency shall submit a detailed project proposal to CDB clearly mentioning the location of nursery along with geo-coordinates, source of seednuts, quantity of seednuts to be procured, along with the anticipated expenditure. A joint inspection shall be conducted by respective CDB office and implementing agency to ascertain the suitability of proposed nursery site(s). Based on recommendation by the joint inspection team, the fund will be released to the implementing agency. Monthly physical and financial progress report shall be sent to the Board. The officer from the concerned Unit Office of CDB shall visit on half



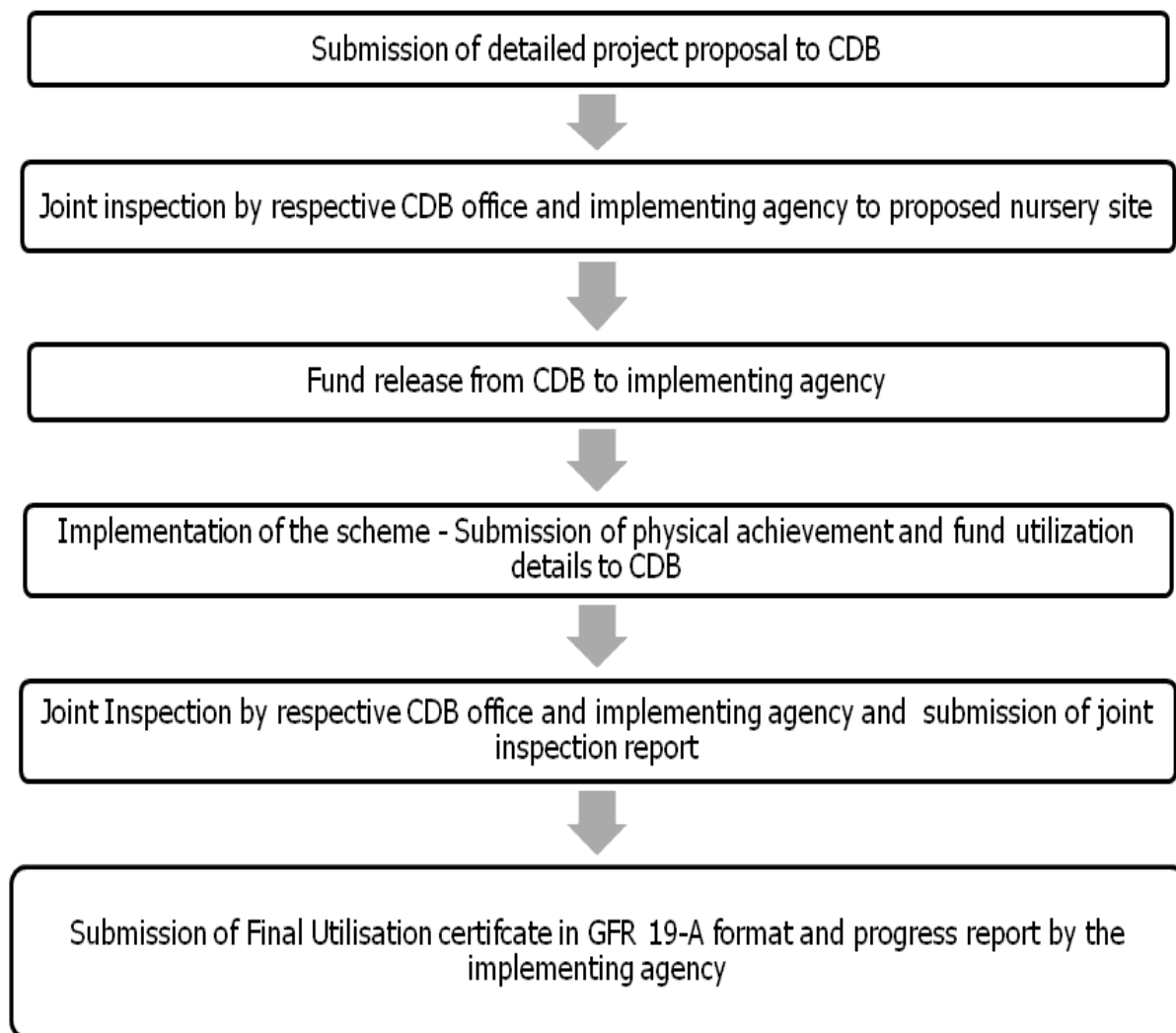
yearly basis and submit a joint inspection report to Head Office, Kochi. The sale of the seedling is the responsibility of the implementing agency. The final utilization certificate in GFR 19 A format and progress report should be furnished after the completion of the scheme.

Flow chart for scheme implementation through the State Government





**Flow chart for scheme implementation through SAU/SHU/KVK/PSU/
Central institute**





A.1.c. ESTABLISHMENT OF NUCLEUS COCONUT SEED GARDEN

Objective:

The objective is to establish nucleus coconut seed gardens of selected varieties in both public and private sectors to meet the growing demand for quality coconut seedlings of released varieties, including hybrids.

Cost norm and pattern of assistance:

To establish nucleus coconut seed gardens with promising coconut varieties, financial assistance at 50% of Rs.7.20 lakh per ha *i.e.*, Rs.3.60 lakh per ha will be provided by the Board in three annual installments on a reimbursement basis, as follows:

- 1st installment : Rs. 1.80 lakh/ha (50%)
- 2nd installment : Rs. 0.90 lakh/ha (25%)
- 3rd installment : Rs. 0.90 lakh/ha (25%)

The minimum area required for establishing a seed garden is 2 hectares and financial assistance will be extended for a maximum area of 4 hectares. However, in non-traditional areas and North Eastern (NE) States, the minimum area requirement is relaxed to 1 hectare.

Eligibility:

Individuals, Cooperative Societies, Farmer Producer Organizations (FPOs), Non-Governmental Organizations (NGOs), Krishi Vigyan Kendras (KVKs), ICAR institutes, State Agricultural Universities (SAUs), State Horticultural Universities (SHUs) and other Government organizations possessing suitable land for establishing a seed garden are eligible to avail financial assistance under this programme.

Mode of Implementation

The scheme is implemented on project basis and the Board will extend financial assistance for three years. Quality seedlings of approved varieties must be procured from recognized agencies such as ICAR, State Agricultural/Horticultural Universities and DSP Farms of CDB. The package of practices shall be implemented under the technical guidance of a committee comprising officials from the Coconut Development Board, State Horticultural/ Agricultural Universities, ICAR/KVK and the Department of Agriculture/ Horticulture. Seedlings of released Dwarf and Tall varieties should be planted in 60:40 ratio, however this may be relaxed based on committee recommendations. After availing the last installment of subsidy, the beneficiary shall maintain the seed garden at his own cost.

Procedure for availing the subsidy:

- i. A Detailed Project Report (DPR), showing the proposed expenditure for various essential components required to establish the seed garden, shall be prepared by the beneficiary in consultation with the officers of the Board and/or other experts and shall be submitted along with the application to avail assistance under this scheme.
- ii. The DPR shall also indicate the cultivars/ varieties/ hybrid combinations to be produced in the proposed seed garden. Only approved and notified/ released cultivars/ varieties/ hybrid combinations by State Agriculture/ Horticulture Universities/ CDB/ ICAR institutes shall be adopted for seedling production.



- iii. The application shall be submitted in the prescribed format along with the following documents:
 - a) A copy of the legal possession certificate of the land along with the land tax receipt/ Record of Rights, Tenancy and Crops (RTC) or other authentic documents.
 - b) A detailed project proposal, including a sketch of the area proposed for establishing the seed garden with financial breakup for a minimum period of 10 years.
 - c) An application fee of Rs.5000/- to be paid either through DD or NEFT to the respective Unit Offices of CDB and details shall be submitted along with the application.
- iv. On receipt of the application, a Joint Committee comprising officers from the Coconut Development Board (CDB) (not below the rank of DO), Department of Agriculture/Horticulture and State Agricultural/ Horticultural Universities/ Krishi Vigyan Kendras (KVKs)/ ICAR Institutes shall inspect the proposed site. Based on the inspection report, the Board will consider issuing administrative approval for implementation of the programme in the proposed area.
- v. The applicant shall execute a Memorandum of Understanding (MoU) in a stamp paper with CDB regarding the maintenance of the seed garden in good condition and its utilization for the production of quality seed nuts/ hybrid seednuts. As regard to the value of the non-judicial stamp paper the extant norms of the respective State may be followed.
- vi. The strengthening of infrastructure facilities such as fencing, land development, development of irrigation sources, farm machinery etc. shall also be covered under the project fund, in addition to the expenditure required for planting and maintaining the seed garden for initial three years.
- vii. The package of practices approved for coconut in the respective State should be followed at all the stages of the establishment of the seed garden.
- viii. The release of eligible first year subsidy will be considered after the completion of planting and developmental operations, upon submission of an audited statement of expenditure with original bills & vouchers, geo-tagged photos of the infrastructure developed etc. by the applicant and as per the report of the Joint Committee visit to the site.
- ix. The expenses incurred for development of the permanent infrastructure like fencing, building, irrigation sources etc. shall be certified by a certified civil engineer.
- x. In case of purchase of farm machineries for which registration is required, necessary registration details also should be submitted.
- xi. The Committee, in its report, shall also record its comments on the infrastructure developed and the expenses incurred based on the physical verification of the documents. The bills & vouchers from the date of receipt of application in Board's office will be considered for calculation of subsidy.
- xii. The first installment of subsidy should be availed within a period of maximum 2 years from the date of issue of administrative approval. Otherwise the AA will be treated as 'Cancelled'. If the applicant is willing to continue the establishment of the seed garden with Board's assistance, the application has to be submitted 'Afresh'.
- xiii. The progress of establishment of seed garden shall be reported by the applicant along with bills, vouchers and an audited statement for claiming subsequent installments.



Thereafter, the seed garden shall be inspected by the Committee, followed by submission of a joint inspection report for sanctioning the eligible subsidy.

- xiv. If the beneficiary has availed any credit from financial institutions such as banks, the incentive shall be linked to the credit-linked project.
- xv. Upon full release of the eligible subsidy amount, the beneficiary's address and other relevant details will be included in the Board's directory on the website.
- xvi. A signboard displaying '**Coconut Seed Garden assisted by the Coconut Development Board, Ministry of Agriculture and Farmers Welfare, Government of India**' shall be prominently installed by the beneficiary.
- xvii. The concerned Unit Office of the Board may submit Inspection Report of the seed garden on yearly basis for a minimum period of 5 years from the year of issue of administrative approval.
- xviii. If the applicant discontinues the establishment of the seed garden after availing part or full assistance, the entire subsidy amount along with penal interest shall be recovered. A suitable clause regarding the recovery of the subsidy shall be incorporated in the Memorandum of Understanding (MoU) to be executed with the applicant.

The componentwise eligible subsidy allowed under the programme is as follows:

S. No.	Component(s)	Expenses (Rs.)		% eligible	Eligible subsidy (Rs.)	
		1 ha	4 ha		1 ha	4 ha
1	LAND PREPARATION – Layout, leveling, pit making, bund preparation, development of farm roads etc	75000	300000	50%	37500	150000
2	FENCING : chain linked/barbed wire/ concrete pole/ permanent fencing	75000	300000	50%	37500	150000
3	PERMANENT IRRIGATION SOURCE : Digging bore well/ pond/ tank etc, installation of pump set with shed and laying of drip irrigation system and its maintenance	150000	600000	50%	75000	300000
4	PLANTING : Cost of seedlings and other inputs like FYM, neemcake, fertilizers, soil amendments, PPC etc including maintenance cost	200000	800000	50%	100000	400000
5	BUILDING: Construction of implement shed, small office, hybridization lab, Shade net/ poly house expenses, etc	37500	150000	50%	18750	75000
6	FARM MACHINERIES - tractor with accessories, spraying equipments, shredders etc	100000	400000	50%	50000	200000
7	INTERCROPS –Planting materials, planting and maintenance expenses of Perennials & annuals	75000	300000	50%	37500	150000



8	CONTINGENCIES - Maintenance of registers/ signboard, etc.	7500	30000	50%	3750	15000
	Total	720000	2880000		360000	1440000

The application form is attached as Annexure I and also can be downloaded from the following QR Code :





A.1.d. ESTABLISHMENT OF SMALL COCONUT NURSERY

Objective:

The scheme is implemented on project basis for the production of quality coconut seedlings by providing financial assistance for the establishment of coconut nurseries.

Cost norms and pattern of assistance:

Financial assistance limited to Rs.90/- per seedling @ 100% of cost for public sector and 50% for private sector with a maximum production capacity of 25,000 selected quality seedlings per acre. The minimum production requirement is 6,250 seedlings per year in an area of 0.10 hectares. However, in non-traditional coconut-growing areas the minimum production capacity per unit is relaxed to 3,125 seedlings.

The financial assistance, as reimbursement, will be released in two equal installments, as below.

- 1st Installment: 50% of the eligible subsidy, i.e., Rs.45.00 per seedling for the public sector and Rs.22.50 per seedling for the private sector, will be provided after the sowing of seednuts. The production capacity will be estimated based on the total number of seednuts sown in the nursery.
- 2nd Installment: The remaining 50% of the eligible subsidy, i.e., Rs.45.00 per seedling for the public sector and Rs.22.50 per seedling for the private sector, will be released after the selection of seedlings by a committee constituted by CDB.

Eligibility & Criteria

- i. Public sector, private sector, co-operatives, Farmer Producer Organizations (FPOs), Non-Governmental Organizations (NGOs) and individuals for production of quality coconut seedlings
- ii. Beneficiaries shall procure quality seednuts from selected mother palms approved by ICAR, State Agriculture/Horticulture Departments or the CDB. A letter from the respective State Agri./ Hort. Dept. of CDB Unit Office from where the seednuts are sourced, authenticating the source of collected seednuts, shall also be produced by the applicant. All necessary documents supporting the source and quality of seednuts must be submitted along with the application.
- iii. Procurement of seednuts from root wilt disease-affected areas is strictly prohibited.
- iv. The applicant must follow all recommended package of practices as prescribed by the respective State Agri. /Hort. Dept. for establishing the nursery.
- v. The applicant must be the owner of the land. In the case of leased land, a registered lease agreement with a minimum duration of five (5) years must be submitted.
- vi. The proposed land for the nursery must have a permanent and reliable source of irrigation.
- vii. The cost of production and maintenance of the nursery shall be limited to the componentwise norms fixed by the CDB for the purpose of subsidy calculation.
- viii. The Board shall not be held liable for the sale of seedlings produced by the applicant. However, upon the full release of the eligible subsidy amount, the nursery's address



and relevant details will be included in the Board's online directory to facilitate the sale of seedlings.

Procedure for availing the subsidy:

- i. The beneficiary must submit the application in the prescribed format along with a brief project report and an application fee of Rs.1,000/- (non-refundable). A detailed sketch of the land proposed for the nursery including geographical coordinates shall be enclosed with the application. All necessary documents regarding the source and quality of the seednuts must be submitted along with the application.
- ii. All expenditure related to nursery operations shall be borne entirely by the beneficiary.
- iii. On receipt of the application, an officer from the CDB or a designated committee shall inspect the site. After assessing the basic infrastructure including the source of seednuts, administrative approval shall be accorded by the respective CDB office.
- iv. Quality seed nuts must be sown scientifically in beds with proper spacing. The provision for raising seedlings in polybags are also available as part of the scheme.
- v. The release of eligible first year subsidy will be considered after the completion of sowing and developmental operations, upon submission of original bills & vouchers, geo-tagged photos of the infrastructure developed, etc. by the applicant and as per the report of the Joint Committee visit to the site.
- vi. The committee shall comprise officials from CDB (not below the rank of DO), the State Departments of Agri. /Hort. and State Agri. /Hort. Universities, KVKs/ ICAR institutes. The Committee, in its report, shall also record its comments on the infrastructure developed and the expenses incurred based on the physical verification of the documents.
- vii. Expenditure on seednut procurement and related nursery operations from the date of receipt of application at Board's office may also be included in the committee's recommendation report for subsidy release.
- viii. Based on the committee's recommendation, the first installment *i.e.*, 50 % of the eligible subsidy will be released.
- ix. The committee will conduct a second inspection to assess and select quality seedlings and recommend the release of the second installment subsidy. The joint inspection report must specify the total number of quality seedlings approved for sale and the sale price.
- x. The second installment is calculated based on selected seedlings, capped at 62.5% recovery rate against total seednuts sown:
 - a. Only selected seedlings up to 62.5% are eligible for subsidy.
 - b. Seedlings exceeding 62.5% recovery are not eligible for subsidy calculation.
 - c. If recovery is below 62.5%, the subsidy is proportionally reduced.
- xi. The subsidy is calculated based on the componentwise expenditure as follows:



Maximum eligible cost for 6250 seedlings from 10000 seednuts			
S. No	Components	Maximum cost for public (100%) (Rs.)	Maximum cost for private (50%) (Rs.)
1	Cost of seednuts and transportation	430000	215000
2	Land preparation/sowing	20000	10000
3	Irrigation system	15000	7500
4	Weeding and management	15000	7500
5	Plant Protection chemicals	6500	3250
6	Shade net and polybags	75000	37500
7	Record maintenance & contingencies	1000	500
	Total	562500	281250

- xi. The concerned CDB office shall submit a Draft Sanction Order (DSO) to the Head Office for the release of the eligible subsidy. The DSO shall include the applicant's details, Aadhaar number, total seednuts sown, total expenditure incurred, recommended subsidy amount, bank account details, all necessary supporting documents, and the joint inspection report.
- xii. After the release of 2nd installment, the nursery shall be maintained by the beneficiary at his own cost.
- xiii. The Unit Office of the CDB should ensure the uploading of details in the Krishi mapper at the time of inspection.
- xiv. The applicant shall maintain a Nursery Register to record all nursery-related operations, including the source of seednuts, date of sowing, germination details, recovery and selection of seedlings, and details of seedling disposal along with the names and addresses of the buyers. The members of the inspection committee shall also record their observations in the said register.
- xv. The beneficiary shall prominently display a signboard depicting '**Coconut Nursery assisted by Coconut Development Board, Ministry of Agriculture & Farmers Welfare, Government of India**' in the nursery premises.
- xvi. Nurseries with a production capacity exceeding 20,000 quality seedlings and having requisite experience may be considered for accreditation under the CDB scheme titled 'Accreditation and Rating of Coconut Nursery', upon submission of a specific request by the applicant in the prescribed format.

The application form is attached as Annexure II and also can be downloaded from the following QR Code:





A.1.e. ACCREDITATION AND RATING OF COCONUT NURSERIES

Objective

The main objective of accrediting coconut nurseries is to facilitate, promote and monitor the production and sale of quality planting materials in both the public and private sectors thereby ensuring the availability of genuine and highquality planting material.

Cost norms & Pattern of Assistance

Financial assistance to a maximum of Rs. 1.50 lakh is extended in a single installment for nurseries following the accreditation criteria & rating. The subsidy is extended for nurseries with a minimum annual production capacity of 20,000 seedlings as detailed below:

Item	Cost Norm (Rs./unit)	Subsidy (100%)	Pattern of Assistance
Accreditation & Rating of coconut nurseries	Rs.1.50 lakh for a nursery of annual production capacity of minimum 20,000 seedlings	Rs.1.50 lakh	100% of cost for public & private sector

Eligibility, Beneficiary selection criteria, mode of operation:

Coconut Development Board shall grant graded accreditation based on the infrastructure, production system, quality parameters of planting material and management practices adopted.

- i. Any public Institution/individual dealing with production of quality coconut seedlings for a minimum period of 3 years can be a beneficiary under the scheme.
- ii. The applicant shall be the owner of the land. In case of leased land, registered lease agreement for minimum 5 years shall be submitted.
- iii. The nursery seeking accreditation shall apply in the prescribed application form to CDB.
- iv. The application shall be accompanied with layout of nursery showing location of infrastructure components and land utilization plan, details of technically qualified staff for nursery operations, major farm machineries, tools and equipments available, operational manual for selection of mother palms and seed nuts, certification of mother palms, process followed for raising seedling and management of nursery, selection procedure for quality seedling production. The nursery shall submit details regarding mother palms and seed nuts used for raising coconut seedlings in prescribed form and shall also maintain a register for seed garden and sale of seedlings.
- v. Bar coding of seedlings produced in each accredited nursery will be made mandatory with details of source and variety so as to ensure genuineness of the seedling.
- vi. CDB shall constitute a committee to coordinate the process of Accreditation, hereinafter referred to as Assessment Committee comprising of members from:
 - a. SAU/ SHU/ ICAR/ KVK
 - b. State Dept. of Hort./ Agri.
 - c. CDB
 - d. Expert/ Nominated person by CDB (if required)



- vii. The Assessment Committee shall conduct pre assessment, final assessment and periodic surveillance of the nurseries. The committee shall submit report and their recommendations to CDB.
- viii. The Assessment Committee shall scrutinize each application, according to the nursery accreditation criteria specified and subject to physical verification by the committee.

Assessment Criteria			
1	Location of Nursery	2	Connectivity by Road / Train
3	Area under Nursery (in ha)	4	Soil type & pH and microbial test
5	Quality of Irrigation water (EC & pH)	6	Infrastructure facility
7	Variety	8	Source of seed nuts
9	Nursery Management Practices	10	Seedling selection procedure
11	Branding (labeling) of seedlings-Bar coding of seedlings	12	Record maintenance
13	Method of planting	14	Staff & technical guidance
15	Marketing strategies	16	No. of seedlings produced during last 5 years
17	Innovative management practices adopted	18	Specific achievements related to nursery

- ix. The grading, as below, shall be awarded as per marks obtained

Marks obtained (Max. 100)	Grade	Star Rating
81 & above	Excellent	*****
66 to 80	Very Good	***
55 to 65	Good	**
Less than 55	Not eligible for Grading	0

- x. After scrutiny and field verification, the Assessment Committee shall submit nurserywise assessment report to CDB along with recommendations. If any upgradation/ modification/ addition required it will be communicated to the applicant and will be given a chance to fulfill/ rectify the shortfalls within a stipulated time frame; failing which, the application shall be rejected.
- xi. On compliance, the committee shall revisit the nursery and assessment report will be submitted.
- xii. On the basis of the assessment report, CDB shall take suitable decision on accreditation to the nursery. Initially the accreditation will be accorded for a period of 2 years and can be renewed on receipt of application from the beneficiary and after physical field verification as per norms.
- xiii. The non refundable accreditation processing fee of Rs.5000/- shall be remitted to CDB by way of DD or NEFT along with application in the prescribed format. Application for the renewal



should be submitted in prescribed format along with fee of Rs.3000/-. Government/ SAUs/ SHUs/ ICAR nurseries will be exempted from the processing/ renewal fee.

- xiv. The validity period of accreditation & renewal will be for a period of two years, unless revoked earlier. The effective date of accreditation shall be considered from the date of issuance of certificate.
- xv. Accredited nursery shall enter into a MoU with CDB for terms and conditions of accreditation.
- xvi. Based on the rating, the assistance for nursery accreditation shall be extended to a maximum of Rs.1.50 lakh per ha for a nursery of annual production capacity of min. 20,000 seedlings as per rating given below. The assistance shall be provided on a pro-rata basis.

Star rating	Eligible subsidy (Rs. in lakh)
*****	1.50
***	1.00
**	0.50

- xvii. Change in location of nursery during the accreditation period is not permitted. Any change in the layout, design or capacity of the nursery shall be intimated to CDB.
- xviii. The nurseries acquired lower rating of '2 Star' and '3 Star' will be given an opportunity to upgrade to higher rating with proportionate subsidy during renewal. In case of upgradation the total subsidy availed under the scheme shall not exceed Rs.1.50 lakh.
- xix. On the basis of the report submitted and the recommendations of the pre assessment of the Committee, the Competent Authority will decide on the need to proceed with processing the case of the nursery for upgradation and subsequent accreditation or otherwise.
- xx. The renewal of accreditation shall be processed based on the satisfactory performance reported as per the surveillance/ periodic inspection carried out during the validity period and fresh assessment.
- xxi. The renewal application can be submitted from 60 days prior to the expiry of the current validity period. The applications received after expiry of the accreditation period will be treated as 'Afresh' and 'not as renewals' and the fresh application in prescribed format shall be submitted.
- xxii. The decision taken by Chief Executive Officer, CDB in this regard will be final. The competent authority has the right to accept or reject any application with or without assigning any reason whatsoever. All disputes will be settled under the jurisdiction of Ernakulam.

Surveillance/ monitoring:

The CDB is authorized to conduct unannounced visits through its officers/ designated team during the period of validity of accreditation in order to ensure that the nursery has maintained the standards as required for issue of the accreditation certificate.

Surveillance visit by CDB/ designated team shall be carried out at least once in a year or as required depending on the performance of the nursery during the validity period of accreditation.



Refusal/cancellation of nursery accreditation:

Issue of accreditation certificate may be refused or, if issued, may be cancelled or suspended:

- i. If the nursery does not confirm/fail to perform as per requirements of this scheme
- ii. If there are adverse reports from the farmers/users or any other complaints made to CDB by any other entity and upon enquiry duly conducted it is established that the Nursery has breached any of the conditions of accreditation,
- iii. On expiry of the date specified in the accreditation Certificate the accreditation ceases to be valid unless renewed.

Appeal against refusal/ cancellation of accreditation:

Appeal against refusal/cancellation of accreditation shall reach to the Chief Executive Officer, CDB within 30 days from the receipt of such order. In case of cancellation of accreditation, the appeal shall accompany the original certificate.

The application form is attached as Annexure III and also can be downloaded from the following QR Code.





A.2. EXPANSION OF AREA UNDER COCONUT

The scheme is for providing assistance for planting coconut seedlings or establishing a coconut garden in suitable areas for expanding the area under coconut in traditional/ non-traditional coconut growing States so as to increase the future production potential.

Objective:

The objective of the programme is to provide subsidy and technical support to the farmers for coconut cultivation on scientific lines in suitable new areas for increasing the production.

Cost norms and pattern of assistance:

The financial assistance to a tune of Rs. 56,000 per ha is extended in two equal annual installments for planting coconut seedlings in new area. The subsidy is extended for a maximum of 2 ha and minimum area of 0.08 ha (20 cents) per beneficiary in two equal annual installments, as detailed below:

S. No	Item	Cost Norm	Subsidy (35%)	Pattern of Assistance
1	Expansion of area under coconut	Rs.1.60 lakh/ ha	Rs.56,000/ ha	35% of cost for a maximum of 2 ha per beneficiary in two equal installments.

Eligibility criteria:

- Traditional coconut growing States:** Individual farmers or institution/ establishment associated with taking up activities in agriculture who own land suitable for coconut cultivation for planting minimum of 10 coconut seedlings in new area following package of practices on Coconut and bring in a minimum 0.08 ha of area under coconut or to a maximum of 2 ha per beneficiary in traditional coconut growing States such as Kerala, Karnataka, Tamil Nadu, Andhra Pradesh, Maharashtra, Goa, Telangana, Gujarat, Puducherry, A&N Islands & Lakshadweep.
- Nontraditional Coconut growing States:** Individual or institution/ establishment associated with taking up activities in agriculture who own land suitable for coconut cultivation for planting minimum of 5 coconut seedlings for bringing in 0.05 ha of area under coconut to a maximum of 2 ha per beneficiary.
- Quality seedlings either from the CDB DSP Farms, Government nurseries, Nurseries accredited by CDB/ other central agencies, nurseries recognized by State Governments should be used for planting and proper bills/ vouchers need to be furnished. In case of own seedlings, the concerned Agri./ Hort. Department has to certify that the farmer has followed all POP for selection of mother palms, collection of seed nuts & raising of seedlings.
- In all cases planting density would be calculated at average of 160 seedlings per ha.
- The applicant shall have legal rights on the land/ right to cultivate in the land.

Implementing agency:

The programme is implemented directly by the Board through the Department of Agriculture/ Horticulture of various States/ UTs in traditional coconut growing States. For North Eastern States and other non-traditional States through the Department of Agriculture/ Horticulture/ ICAR/ KVKs/ SAUs/ SHUs. In case of direct implementation of the scheme by the concerned Regional Offices/ State Centres of CDB, respective officials from the State Agri./ Hort. Department



shall certify that the applicant has not availed any assistance from the State agencies for establishing the same coconut garden.

This scheme is mapped through software Krishi Mapper IT platform for capturing geo spatial information and thus identifies the beneficiary land location.

Procedure for availing the benefits under the scheme:

Duly filled application in prescribed format along with geo tagged photos and other required documents need to be submitted to the respective CDB offices through State Horticulture/Agriculture Department for availing assistance under this scheme.

Separate applications are to be filled for claiming first installment and second installment of financial assistance. The cost of application form is 'Nil'. The physical application forms can be obtained from the Board's Unit Offices or from local Agriculture/ Horticulture offices of State Government. Photostat copies of the application form can also be used.

Documents to be attached/uploaded along with application:

- i. Passport size photograph of the beneficiary
- ii. Geotagged Photos of the land where seedlings are newly planted
- iii. Original bills or vouchers from an approved nursery towards purchase of seedlings. Certification of the concerned Agri./ Hort. Department in case of own seedlings.
- iv. Copy of Aadhaar card
- v. Copy of First page of Bank Pass Book (Aadhaar linked latest Bank account details)
- vi. Copy of land Tax receipt/RTC any other proof of legal possession of land (In case of Scheduled areas, if the applicant does not possess land document, the legal right of the land shall be certified by a Revenue Officer or Officer authorized by the State Government)
- vii. An undertaking stating that the seedlings are planted in new area following all Package of Practices approved by the State
- viii. Certificate from the Agriculture/Horticulture Officer in the prescribed form including expenditure incurred for planting.
- ix. Copy of SC/ ST certificate, if applicable

Procedure for release of subsidy:

- i. Individual farmers/ institute shall submit the 1st year duly filled in applications along with necessary enclosures to the implementing officers in respective State Govt. and same shall be forwarded to Board after certification. Board will process the received applications and conduct minimum 25% random field inspection and release subsidy to the eligible farmers, through DBT under PFMS platform.
- ii. The financial assistance will be granted on the basis of the actual stand of the seedlings planted. Seedlings for which assistance was received, if died or damaged, shall be replaced by the grower himself at his/ her own cost and for this no fresh subsidy shall be granted. Beneficiary who avails subsidy for 1 acre and above should display a board "Assisted by Coconut Development Board under the scheme Expansion of Area under Coconut during (Financial Year)" at his own expenses in the farm. If the Board comes to know that any person has obtained subsidy by fraudulent means, Board will have the right to recover the subsidy amount with penal interest.
- iii. For availing the 2nd installment of subsidy, separate application has to be submitted through the Implementing State Department Officer during the succeeding financial year.



- iv. The eligible subsidy based on the no. of seedlings surviving (at least 80% for traditional States and 60% for Non-traditional States including NER States) will be released after scrutiny and minimum 25% random field inspections.
- v. The applicant has to avail second year subsidy within 2 subsequent financial years after the receipt of 1st year subsidy.
- vi. The Board's officers (not below the rank of Development Officer) or Officer in charge of any Unit Office of the Board may also certify the applications instead of State Dept. officers.

Working instructions:

General:

- a. For promoting the scheme, Board may conduct massive awareness programmes on scientific coconut cultivation technologies for undertaking coconut plantation as well as facilities extended under the scheme. Publicity through print and e-media also may be undertaken for larger reach of the benefits of the scheme.
- b. Organizing AEP campaigns in the potential areas through the Department of Agriculture/Horticulture, KVKs/SAUs/ATARI of the concerned State Government to create awareness among the Officers of the State Government and other agencies associated with coconut about the CDB scheme 'Expansion of Area under Coconut' by exploring the possibility of implementing scheme on cluster basis.
- c. Farmers' collectives registered with the Board may also be involved in facilitating the implementation of the programme by coordinating collection of applications and required documents from individual farmers and submit to the concerned State Agriculture/ Horticulture Department Office.
- d. Emphasis may be given for persons belonging to SC/ ST social categories, Persons with Disabilities and women beneficiaries while selecting the beneficiaries.
- e. The offices of CDB may ensure making available the applications to the concerned Department, FPOs/ FCs and other stakeholders.
- f. Unit Offices may facilitate the State Govt. in making available quality seedlings in non-traditional coconut growing States.
- g. The beneficiaries availed the subsidy for 1st year may be encouraged to apply for financial assistance for 2nd year also in the succeeding financial year.

Release of subsidy:

- a. The eligible beneficiary may submit filled in applications to the concerned departments of respective States, which will be forwarded to concerned CDB office.
- b. The information furnished in the application and the documents enclosed may be scrutinized and short comings, if any, may be intimated to the concerned farmer/ State Agri./ Hort. department for rectification.
- c. Data entry of the processed applications in the online software shall be done by the respective office of the Board.
- d. The Draft Sanction Order (DSO) may be prepared after 25% random field inspection and forwarded to EDP wing, CDB, HO, Kochi for verification. After verification, final DSO along with necessary documents as below may be forwarded to CDB, HO, Kochi.
 - Covering letter along with Sub-planwise break up of proposed subsidy.
 - Certification regarding "Personal Information (PI) and the copies of SC&ST certificate of beneficiaries issued by the concerned authority have been collected, verified and found correct"



- Certification regarding “the applicants have not availed assistance under any other schemes”
 - Confirmation on EDP verification of DSOs
 - Signed copy of the full page DSO in PDF format along with a soft copy in Excel
 - 25% physical field inspection report along with geotagged photographs
- e. The beneficiary Account/ Aadhaar details may be once again verified before issuing the DSO for subsidy transfer.
- f. Separate DSOs may be prepared for 1st year and 2nd year subsidy release.
- g. The Development Section in CDB, HO, Kochi will scrutinize and process the proposals and issue the Sanction Order as per the approvals of the competent authority, in the prescribed format, to the Finance Section, facilitating subsidy transfer to the beneficiaries in DBT mode under PFMS platform.
- h. The Finance Section shall release the subsidy to each beneficiary and a confirmation of the same may be communicated to the Development Section. Development Section will intimate the PFMS release-rejection details to respective Unit Offices. Unit Offices may furnish rectification DSOs for the PFMS rejected beneficiaries (after updating new details in the AEP portal) and forward to CDB, HO for release of subsidy.
- i. In case of Kerala, the Development Section at CDB, HO will process the applications and issue DSO/ SO for fund release.

The application form is attached as Annexure IV and also can be downloaded from the following QR Code.





A.3. COMPREHENSIVE PROGRAMME FOR SUSTAINABILITY PRODUCTIVITY IMPROVEMENT IN EXISTING COCONUT HOLDINGS

A.3.a. PRODUCTIVITY IMPROVEMENT THROUGH COCONUT BASED CROPPING SYSTEM (PICCS)

Objective:

The main objective of the scheme is to improve the production and productivity of coconut holdings through integrated approach and thereby increasing the net income from a unit holding on a sustainable manner. The scheme caters to key farming dimensions of productivity improvement through various integrated management practices including promotion of coconut based cropping systems.

Mode of operation:

The scheme will be implemented on cluster basis through the Department of Agriculture/Horticulture of the State Governments concerned as well as directly by the Board.

i). Direct implementation by Board: The recommended packages for productivity improvement through coconut based cropping system models will be placed before each selected Coconut Farmers Clusters and each Coconut Farmers Cluster will adopt a suitable package and eligible subsidy amount will be adjusted with the cost of inputs. The concerned Agri./ Hort. departments/ SAU/ SHU/ KVK/ ICAR institutions and active FPOs (CPCs and CFCs) registered with CDB will have the opportunity to be the facilitating agency to partner with CDB for selection of coconut farmer clusters and implementation of schemes.

ii). Implementation through the State Dept. of Agri./ Hort.: Based on the State Level Administrative Approval against the target allocated by the Board to the State, funds will be released to the concerned State Department of Agriculture/ Horticulture. The State Dept. shall implement the scheme and furnish Utilization Certificate in GFR 19-A format and Quarterly & Final Physical and Financial Progress Report with beneficiary details to CDB.

Beneficiary selection criteria:

Any Coconut Farmers Cluster which possesses the following eligibility criteria and submits application with relevant documents can be considered under the scheme.

- i. The scheme is implemented on cluster basis having a minimum of 25 hectares and a maximum of 200 hectares of coconut in a contiguous area with a definite geographical boundary.
- ii. In nontraditional coconut growing States and NES, minimum cluster area required for implementation of scheme is relaxed to 15 hectares.
- iii. The selected cluster area shall have 80% of coconut coverage. However same can be relaxed based on the justification furnished by the participating CFCs, recommended by the implementing officer/team and approved by the competent authority.
- iv. A baseline survey will be carried out in a farmer participatory mode covering all holdings in the project area.
- v. Based on the information collected in the base line survey the project is formulated.



Financial Assistance:

The subsidy is 100% of the cost i.e. Rs. 42,000/- per hectare in two equal annual installments limited to max of 2 ha per beneficiary.

Components:

- i. The financial assistance covers the cost of critical inputs, planting materials of intercrops, green manure seeds, plant protection chemicals, biocontrol agents, bioinoculants, other agricultural chemicals etc. as part of demonstrating integrated management practices for improving productivity and promoting suitable coconut based cropping system. Expenses on labor components, other rental services, development of infrastructure etc. are not covered under the scheme. Demonstration of productivity improvement through coconut based cropping systems and various integrated management practices are the main activities envisaged under the scheme. Minimum 20% of the total allocation in the action plan shall be exclusively utilized for coconut based cropping system.
- ii. However, suitable modifications can be made based on the thrust areas identified and recommended by the Facilitating Agency with the approval of the competent authority.
- iii. Analytical charges for organic manures if any can be met from the scheme with the approval of competent authority.

Eligibility:

- i. Any farmer with a minimum of 10 yielding palms aged 5 years or more within the cluster area is eligible for availing the benefits of the scheme. Palms that have started yielding but are less than 5 years old can also be considered for the scheme by the implementing office. Assistance will be limited to a maximum area of 2 ha per beneficiary (160-175 palms/ ha) or as per the plant population being followed in the respective State/ UT.
- ii. All eligible coconut holdings in the area should be covered to ensure a cluster-level approach for implementation and better visibility of the impact of the practices/technologies adopted.
- iii. If a farmer is having more area than 2 ha in the cluster, the farmer shall adopt all measures including adoption of recommended package of practices with his/ her expenses, along with the cluster operations, especially the plant protection measures.
- iv. Administrative/ geographical boundaries like wards/ villages/ blocks may be taken as a whole, covering a minimum area of 25 ha and a maximum area of 200 ha per project.
- v. The maximum limit of 200 ha area can be extended further in those clusters having the potential to demonstrate improved cultivation technologies, value addition, marketing and convergence of other central sector schemes.
- vi. Farmers who have already availed benefits under the LoDP or PICCS or R&R schemes of the Board, either directly implemented by the CDB or through the State Department during the previous 5 years shall not be eligible for assistance under this scheme.
- vii. All eligible farmers in the selected area should be encouraged to undertake the programme, emphasizing its advantages, collective action, etc.
- viii. If any eligible farmer in the selected area expresses unwillingness to be part of the cluster, this should be recorded for future reference.
- ix. Preference shall be given to such CFCs willing to implement the marketing schemes of CDB like establishment of procurement centre, kiosks or taking up post harvest processing activities.



- x. Due weightage shall also be given in those cluster areas where schemes namely Creation of water resources in coconut gardens, Adoption of organic farming in coconut, Organic certification of coconut and Farm mechanization in coconut plantation for augmenting farmers' income having convergence potential.

Extending Benefits:

- i. Adopting technological interventions such as timely application of inputs (manures & fertilizers; chemicals & biological agents for plant protection/ health; green manures seeds, planting material of intercrops etc.) as per the package of packages and local need.
- ii. The total value of the benefits extended shall not exceed Rs. 42000/ha in two equal annual installments.
- iii. The funds required over & above this, if any, have to be incurred by the farmer or the cluster. The eligible subsidy is calculated proportionate to the no. of selected palms/ the area under these selected palms whichever is less.

Mode of implementation:

i. Direct implementation by CDB:

- i. On receipt of the intimation of targets under the scheme, the Implementing CDB Office (IO) will initiate action for identification of suitable area/ CFC as Facilitating Agency (FA) for implementation of the scheme in the particular State/ UT as per the allocation with special focus to thrust areas.
- ii. The CDB may devise its own criteria/ mechanism/ procedure for scoring & selection of CFCs under this programme based on the abstract proposals received. Priority shall be given to CFCs/area where similar schemes of CDB were not implemented previously.
- iii. Preliminary visits to the project area before final selection of the project proposal may be undertaken by the CDB.
- iv. Wherever felt necessary, the representatives from the State Agri./ Hort. Dept./ ICAR Institute/ SAU/ KVK may be consulted for preliminary selection/ implementation.
- v. Based on the field visits and discussions with the CFC/FA, the CDB shall finalize the clusters and issue preliminary approval.
- vi. After the issue of preliminary approval, a Beneficiary Identification Meeting (BIM) shall be organized in the cluster area by the CFC/FA ensuring participation by maximum number of beneficiary farmers to sensitize about the scheme. During the meeting the office bearers of CFCs for the scheme implementation need to be selected and the proceedings shall be minuted properly with signature of the participating farmers. There shall be a Cluster Convener and 4 Group Leaders representing different locations of the cluster. A copy of the concerned minutes needs to be submitted to CDB along with action plan. In the beneficiary identification meeting (BIM) the components proposed, activities to be taken up, role of CDB, FA, CFC and beneficiaries in implementation of the project, procedure of implementation, adoption of scientific cultivation practices of coconut and other intercrops proposed shall be discussed and finalized for timely submission of proposals.
- vii. The adoption of organic or inorganic cultivation may be left with the CFC, to be decided in the BIM and properly recorded in the Minutes Book. However, the option will be uniform for the entire project area. In case of planting materials of intercrops, suitable crops may be selected for the project area.



- viii. Convergence with any other schemes of the Board, as well as schemes/ programmes/ activities of other departments/ organizations may also be explored by FA/CFC for extending maximum benefits to the project area.
- ix. The area to be covered will be surveyed by the CFC/FA and all the basic data of the garden/ farmers shall be recorded in the prescribed format at the time of initial base line survey. Critical areas, pest and diseases shall also be recorded during the baseline survey.
- x. The contact details - full postal address, Aadhaar, mobile no. and survey no. are mandatory for each beneficiary.
- xi. The GPS co-ordinates of the cluster must be included while submitting the action plan.
- xii. The GPS co-ordinates of the location of the individual fields may preferably be mentioned in appropriate column in the beneficiary list.
- xiii. The data of baseline survey shall be entered in the online software by CFCs/ Facilitating Agency.
- xiv. Based on the discussions during BIM and baseline survey data, a comprehensive project proposal/ action plan shall be finalized by the CFC/FA and submitted to CDB along with list of beneficiaries, type and quantity of inputs/ intercrops required, latest Aadhaar linked bank account details (if required), social category of the farmer (SC/ ST) etc.
- xv. A scrutiny has also to be effected by CDB with existing database of the Board to avoid duplication of beneficiaries under R&R, PICCSand LoDP schemes implemented directly by the Board during last five years.
- xvi. In case of CFC as the FA, an affidavit on Rs. 100/- non-judicial stamp paper shall be executed to ensure facilitation of smooth implementation of the scheme, timely distribution and application of all inputs approved under the scheme.
- xvii. After receipt of the above mentioned documents/ details, CDB IO will submit a comprehensive proposal with an abstract of the CFC/ FAwise action plan for the State concerned to HO for approval of Competent Authority.
- xviii. On receipt of approval from Competent Authority, the final approval of the project with beneficiarywise input details will be communicated to the concerned CFC/FA.
- xix. On receipt of final approval of implementation of the project, the CFCs/FAs shall inform the details of the approved action plan – area and no. of palms selected under the scheme, quantity of each input allowed for each beneficiary, eligible financial assistance etc. to all the beneficiaries of the CFCs, as per the approved list. The beneficiary list with the quantum of subsidy and quantity of inputs to be supplied and other key details may be displayed in the office of the CFC/ FA Public Notice Boards for ensuring transparency.
- xx. CFC/FA shall organize Farmers' Field Days/ Awareness Programmes in the project area in connection with various stages of implementation of the scheme viz., BIM, input distribution etc. as and when required.
- xxi. Display boards in prominent locations of the project area shall be installed by the FA, with key details of the projects – name of the Cluster, total no. of beneficiaries, total area and palms covered under the project, panchayat/ wards/village(s) covered, project period & duration, total quantum of subsidy sanctioned and other details with the title "Assisted under Comprehensive Programme For Sustainable Productivity Improvement In Existing Coconut Holdings - PICCS scheme of Coconut Development Board, Ministry of Agriculture & Farmers Welfare, Govt. of India". The cost for the display board preparation and installation shall be borne by the CFC/ FA.



Supply of inputs under the scheme:

- i. The CFC shall submit the supply order in the prescribed format to IO. Implementing CDB Office will countersign the supply order and same will be forwarded to the CDB empanelled agency for supply of inputs.
- ii. Purchase of inputs shall be done by following suitable procedure based on the approval. The CFC/FA should arrange convenient and suitable space for storage of inputs.
- iii. Incidental charges during the purchase like loading/ unloading/ transportation, if any, may be borne by the CFC/FA or the individual farmer, which may be decided in the BIM.
- iv. The statutory standards/ quality specifications notified by competent authorities from time to time shall be complied by the supplier. The supplier should take back/ replace the entire lot of inputs which is not satisfying the quality standards.
- v. The quantity & quality of the inputs supplied should be ensured by the CFC/ FA and any shortcoming should be duly reported to the IO. The CFC/ FA shall coordinate for timely distribution of the inputs, utilization by individual farmers in time and maintenance of necessary records. CFC/ FA shall ensure the timely submission of material receipts and other required documents in prescribed format.
- vi. After delivery of the indented stock, the supplier may claim the bills for payment from the IO along with supporting e-way bills, Material Receipt obtained from the CFC/ FA at the time of delivery. On receipt of acknowledgement/ material receipt from the CFC/ FA and inspection by the IO, confirming the quantity and quality, the IO may process the bills for payment.

Field application of inputs:

- i. Proper application of the input to the coconut palms/ planting of intercrops as per the scientific recommendations, in a time bound manner have to be ensured by the CFC/FA. The labour charges/ rentals for application of fertilizers and other inputs, sowing of green manure seeds, planting of intercrops and their maintenance, irrigation, harvesting, etc. are to be borne fully by the beneficiary.
- ii. Periodical visits to the implementing area shall be undertaken by CDB IO for proper monitoring of implementation and midcourse corrections, if required. The Board will conduct random field inspections with CFC/FA to ensure proper implementation.
- iii. In case, any farmer has refused to take up the scheme, after the approval stage, the same may be timely intimated by the CFC/FA to the CDB in writing. The beneficiary list may be amended with deletion of the said farmer, and supply order may be placed accordingly. Once supply order is issued no addition/ deletion of farmers is permitted.
- iv. The progress of scheme implementation shall be reported by the CFC/FA to CDB time to time. The requirement of Horticulture Assistant (HA) will be assessed and approved based on the area of implementation.

Meetings to be conducted

The meetings shall be conducted as follows:

1 st Meeting	Preliminary Cluster Identification Programme/ Baseline Survey Programme	On-Farm Demonstration in Coconut Cultivation
2 nd Meeting	Beneficiary Identification - Technical Programme	Block-level Capacity Enhancement Workshop



3 rd Meeting	Input Distribution Programme	Block-level Capacity Enhancement Workshop
4 th Meeting	Assessment Programme by CDB (after completion of scheme)	District Level Coconut Outreach & Awareness Meet

Other terms & conditions:

- i. Necessary arrangements for proper documentation of the entire process of implementation may be done. The proceedings/ minutes of the meetings, reports of the field visits & other activities related to the implementation of the scheme in the project area, photographs, videos, media publications, interviews with farmers/ FC office bearers/ others, etc. should be duly recorded by Publicity Section of CDB with the help of Development Section.
- ii. If the FCs fail to ensure proper implementation of the scheme i.e., proper application of inputs to coconut palms by individual farmers and/or is found engaged in any acts of fabrication of documents/ misappropriation of funds offered by the CDB, the CFC/ FC will be blacklisted and registration of FC with the CDB will be cancelled and all future assistance from CDB will be denied.
- iii. This apart it shall be open for the CDB to initiate legal action against the FC and any illegal beneficiary got benefited by any fraudulent means, the CDB shall be entitled to recover all the inputs/ equal quantum of funds made to or availed by such fraudsters, with penal interest, cost and damages.
- iv. Competent authority of Coconut Development Board is vested with the powers for making any changes in the guidelines and any amendment in the implementation procedure of this scheme.
- v. A Post assessment on the activities undertaken in the cluster shall be done for record purposes.

ii. Implementation by State Agri./ Hort. Dept.:

- i. The fund release is effected to the concerned State Department of Agriculture/ Horticulture based on receipt of State Level Administrative Approval (SLAA) and submission of a project clearly indicating the Districtwise, clusterwise details on no. of beneficiaries, area & no. of palms to be covered, proposed interventions, etc. under the scheme.
- ii. The detailed action plan for implementation of the scheme shall be finalized based on the decisions of the State Level Monitoring Committee.
- iii. On receipt of approval/ fund release from the CDB, the State Department shall implement the scheme on cluster basis and disburse eligible subsidy in terms of kinds or reimbursement through DBT as per the SLMC decisions. All the activities undertaken in the cluster shall be properly recorded and documented by the implementing agency. The State shall furnish Utilization Certificate in GFR 19A format and Quarterly & Final Progress Report with beneficiary details on implementing the scheme.
- iv. The inputs shall be procured from SAU/SHU or CDB empanelled agencies only, by following all codal formalities as per GFR.



The application form for baseline survey is attached as Annexure VA and also can be downloaded from the following QR Code.



The application form for cluster is attached as Annexure VB and also can be downloaded from the following QR Code.





A.3.b. CREATION OF WATER RESOURCES IN COCONUT GARDENS

This component programme is implemented by CDB for the benefit of coconut farmers as per National Horticulture Mission norms. Under the Mission, assistance will be provided for creating water sources through the construction of community tanks, farm ponds, and reservoirs with plastic or RCC lining, aimed at ensuring life-saving irrigation for horticulture crops. These interventions are to be implemented in conjunction with Vikasit Bharat – Guarantee for Rozgar and Aajeevika Mission (Gramin), and wherever feasible, proper convergence must be ensured. The water bodies developed under the scheme may also be linked with micro irrigation facilities to promote the efficient and judicious use of water. The responsibility for maintaining these water sources lies with the community.

For community-based water harvesting structures

The cost norms are set at Rs. 24.00 lakh per unit (Rs. 80 per cubic metre) in general areas, and Rs. 30.00 lakh per unit (Rs. 100 per cubic metre) for North Eastern and Himalayan States, Scheduled Areas, and Union Territories like Andaman & Nicobar and Lakshadweep Islands. Assistance will be provided at 75 % of the cost for irrigating a 10-hectare command area, with a required storage capacity of 30,000 cubic meters. Pro-rata assistance is applicable for smaller capacities based on command area, using at least 500-micron plastic films or RCC/ HDPE lining. In black cotton soils, the cost for non-lined ponds/ tanks will be 30% less.

For individual farmers

Assistance is also available for the construction of on-farm ponds and tanks with plastic or RCC lining as per 'Per Drop More Crop' (PDMC) norms. Farmers can receive 50% of the construction cost (Rs.125 per cubic metre in plain areas and Rs.150 per cubic metre in hilly areas), limited to Rs.75,000 and Rs.90,000, respectively. Smaller units will receive pro-rata support. Similar to the community models, non-lined tanks in suitable soils will attract 30% less in cost.

Assistance is also extended for the construction of tube-wells or bore wells, provided they are integrated with other components under the scheme. Support covers 50% of the installation cost, limited to Rs.25,000 per unit. Additionally, flexible water storage tanks are eligible for support at Rs.0.80 per litre for capacities up to 10,000 litres. Assistance will be 50% of the cost on a pro-rata basis, with a maximum capacity of 50,000 litres per beneficiary, applicable only in North Eastern and Himalayan States, Scheduled Areas, Vibrant Villages, Andaman & Nicobar, and Lakshadweep Islands.

CDB will implement the scheme with the same cost norms, pattern of assistance in coconut gardens. Amendments/ revisions, if any, made time to time in the above scheme are also applicable for the components being implemented by CDB for coconut gardens. All checks & measures to avoid duplication, shall be undertaken as the scheme is being implemented in the States through Agri./ Hort. dept.

ReferenceLink:<https://nhb.gov.in/writereaddata/082825102800MIDH%20Guideline%202025.pdf>,
<https://pdmc.da.gov.in/files/General-Information/Guideline/4-1760756927.pdf>



A.3.c&d.ADOPTION OF ORGANIC FARMING IN COCONUT AND ORGANIC CERTIFICATION IN COCONUT GARDEN

The scheme is being implemented under Paramparagat Krishi Vikas Yojana (PKVY). Government is promoting organic farming through PKVY, a component of Pradhan Mantri- Rashtriya Krishi Vikas Yojana (PM-RKVY). The PKVY scheme provides end-to-end support to organic farmers i.e. from production to processing, certification and marketing in cluster-based approach. The primary focus of the scheme is to form organic clusters (other than North Eastern States) to help them to create a supply chain. Under PKVY, States/ UTs are provided financial assistance of Rs. 31,500/ha for 3 years in the organic clusters out of which, Rs. 15,000/ha is provided directly to farmers through DBT for on-farm and off-farm organic inputs. Financial assistance of Rs. 4,500/ha for 3 years is provided for marketing, packaging, branding, value addition etc. Rs. 3,000/ha for 3 years is provided for certification and residue analysis. Assistance is also provided @Rs. 9,000/ha for 3 years for training and capacity building. Maximum number of small and marginal farmers, Women farmers/ SHGs should be given preference.

Formation of Groups:

A group of farmers having a minimum total area of 20 ha, in far as possible, in contiguous patch within a village or closely located villages shall be considered a PKVY/ Participatory Guarantee System (PGS) Group. Group shall comprise minimum 20 farmers (may be more if individual holdings are less). All PGS group requirements for PGS certification shall be taken up by this group (called local group in PGS manual). 25-50 such groups covering 500-1000 ha area shall constitute one "Cluster".

Formation of Clusters:

State Government shall identify the target PKVY/ PGS Groups between 500 or 1000 ha area for formation of clusters. The group of clusters should be identified preferably in the existing FPO areas. Creation of new FPOs can also be taken up provided such FPO formation is funded through convergence of resources of State Government, NABARD, SFAC, DAY-NRLM. Most importantly while selecting Group of clusters, contiguous area upto 1000 ha should be selected in nearby villages so as to generate marketable surplus for processing and marketing

Model Cluster Demonstration:

For model cluster demonstration, proposals will be considered on case to case basis. Cooperatives/public sector organizations such as KVKs, ICAR institutions, SAUs, SHUs, Central Agriculture Universities, SFAC, NSC, NCDC, and other public sector organizations of Central and State Governments will be eligible for conducting the model cluster demonstrations. Monitoring of the same will be done by INM division and /or NCONF through RCONFs. The funding pattern will be 100% grant from central government for central agencies. Upto 5% of PKVY fund will be allocated at DAC level for funding these demonstrations. In case of private agencies/organizations, only those having experience in organic farming and registered with NCONF or Darpan of NITI Aayog will be considered on a case to case basis. However, at least 10% of the total project cost shall be contributed by them for the implementation of Model Organic Cluster Demonstration.

CDB will implement the scheme with the same cost norms, pattern of assistance in coconut gardens/ groups. Amendments/ revisions, if any, made time to time in the above scheme are also applicable for the components being implemented by CDB for coconut gardens. All checks & measures to avoid duplication, shall be undertaken as the scheme is being implemented in the States through Agri./ Hort. dept.

Reference Link: https://agriwelfare.gov.in/Documents/Revised_PKVY_Guidelines_022-2023_PUB_1FEB2022.pdf.



A.3.e. FARM MECHANISATION IN COCONUT PLANTATION FOR AUGMENTING FARMERS' INCOME

This component is being implemented directly by the Board by adopting the cost norms as per the 'Sub-Mission on Agricultural Mechanization' (SMAM), one of the Centrally Sponsored components of the Pradhan Mantri - Rashtriya Krishi Vikas Yojana (PM-RKVY). Under this component, the focus is on the promotion and strengthening of agricultural mechanization through training, testing, and demonstration of equipment, along with initiatives under Post Harvest Technology and Management (PHTM), which includes demonstration, training, and distribution of post-harvest machinery required for coconut gardens. Financial assistance is provided to the coconut farmers for purchase of various agricultural machines and equipments including the post-harvest and processing technologies on individual ownership basis.

Financial assistance is also provided to the FPOs and Coconut Farmers' Clusters registered with CDB for establishment of Custom Hiring Centres (CHCs) and Village Level Farm Machinery Banks (FMBs) in order to provide machines and equipments required for coconut gardens to the farmers on rental basis as per their requirements.

To extend the benefits of farm mechanization to small and marginal farmers in coconut sector, especially in regions with low farm power availability, the initiative aims to enhance accessibility and efficiency in agricultural operations. The program also focuses on building awareness among stakeholders through demonstrations and capacity-building activities. Additionally, it ensures the performance testing and certification of agricultural equipment at designated centers to maintain quality and reliability.

Cost norm & pattern of assistance:

CDB will implement the scheme with the cost norms, pattern of assistance in coconut gardens/ clusters/ Farmers' Collectives. Amendments/ revisions, if any, made time to time in the SMAM are also applicable for the components being implemented by CDB for coconut gardens. All checks & measures to avoid duplication shall be undertaken as the scheme is being implemented in the States through Agri/ Hort dept.

Reference link: https://farmech.dac.gov.in/Content/New_Folder/SMAM_revised_05.05.2025.pdf



A.4. TECHNOLOGY DEMONSTRATION/ QUALITY TESTING LAB

CDB Institute of Technology (CIT) set up at South Vazhakulam, Aluva, Ernakulam, Kerala is the technical wing of Coconut Development Board which aims at overall development and promotion of Coconut Industry through a set of focused activities. CIT aims to integrate advancement in coconut technology, training and testing on a single platform.

A.4.a. CIT-Incubation Centre

A.4.a.1 Capacity Building Programs/Entrepreneurship Development Programs

Objectives:

- To function as a national technology demonstration centre by providing short-term training, technical guidance and entrepreneurship support to individuals, FPOs, SHGs, and students.
- To showcase the potential of coconut-based convenience foods and various value-added coconut products.
- To develop entrepreneurial skills, leadership qualities, and marketing knowledge among participants.
- To create awareness about quality control practices and quality management systems followed in food processing industries.
- To provide information on packaging methods and preservation techniques for coconut convenience foods.

Eligibility	Any interested prospective entrepreneur/ manufacturer/ farmer groups etc.
Cost Norms	As per the annual training calendar, to be paid by the applicant
Pattern of Assistance	A 20% fee relaxation is applicable to Farmer-Producer Organizations (FPOs)/SHGs and their members.
Mode of Operation	Throughout the year, by accepting registrations through Google form as per the annual training calendar.

A.4.a.2 Technology Transfer Programs

Objectives:

- To offer advanced technologies in Coconut processing and value addition to interested stakeholders.
- To facilitate technology transfer and adoption of modern processing techniques in the coconut industry.
- To provide insights on processing, packaging and quality assurance of the technologies.

Eligibility	Any interested prospective entrepreneur/ manufacturer/ farmer groups etc.
Cost Norms	Flavored Coconut Milk Processing Technology- Rs. 50,000/- plus GST. Virgin Coconut Oil- Cold Processing Technology - Rs. 50,000/- plus GST.
Pattern of Assistance	NA
Mode of Operation	Throughout the year, by accepting registrations through the application form available on the CDB website. The application form may be downloaded, completed, and submitted to the TMoC section for further processing.



General Instruction: Technology transfer Training is scheduled on request basis.

A.4.a.3. Coconut Research and Development Activities

Objectives:

- To offer internship opportunities to PG students and PhD scholars from Food Technology, Food Engineering, Biotechnology, Agriculture/Horticulture, Nutrition, Chemistry, Microbiology, and Life Sciences streams for strengthening research and innovation in the coconut sector.
- To undertake studies and develop solutions addressing emerging issues and challenges in the coconut sector.

Eligibility	Post-Graduates and PhD Scholars in Food Science and allied subjects.
Cost Norms	Rs.5000/- per month to be paid by the interns
Pattern of Assistance	Selected interns from the National Institutes will be paid a food allowance of Rs. 250/- (Rupees Two Hundred and Fifty only) per day. In addition, one-time travel fare for to-and-fro journey will also be reimbursed.
Mode of Operation	Throughout the year, by inviting applications from reputed educational institutions.

A.4.a.4 Incubation support

Objectives:

- To provide incubation facilities and access to machinery on a need basis for the development of coconut-based value-added products, specifically supporting budding and small-scale entrepreneurs during the initial stages of unit establishment, focusing on products for which standardized technologies are available.

Eligibility	Any interested prospective entrepreneur/ manufacturer/Start ups		
Cost Norms	Sl no	Products	Proposed rent per day (In Rs)
	1	Flavored Coconut milk	1500
	2	Coconut milk/Cream	1500
	3	Blended coconut water	1500
	4	Coconut Chips	750
	5	Virgin Coconut Oil	1000
	6	Tender coconut ice-cream	750
	7	Coconut cookies	1000
	8	Frozen Coconut Gratings	1000
	9	Desiccated Coconut	750
	10	Coconut Lemonade (By product)	500
	11	Coconut Chutney Powder (By product)	500
Pattern of Assistance	50% relaxation in incubation fees for incubatee trained at CIT.		
Mode of Operation	Throughout the year, by inviting applications on a need basis		



A.4.b. Quality Testing Laboratory

A.4.b.i. Testing Services

Objective:

- To provide quality testing services in chemical and biological disciplines for coconut and its processed value-added products. The laboratory is NABL-accredited as per ISO/IEC 17025:2017 and notified by FSSAI.
- To provide industry-oriented consultancy for in-process quality control, precise test measurement, method development, validation and shelf life study.
- To facilitate the notification of public and private food laboratories for analysis of coconut export products under the integrated regulatory framework
- To publish scientific reports, review and research articles related to recent advancements in coconut processing, preservation, value addition, waste valorization, quality, and safety perspectives.

Eligibility	Any manufacturer/ producer/processor of a coconut product can submit the sample
Cost Norms	1)For Coconut product samples, testing charges are as per the CDB-approved price list and the charges prescribed by FSSAI for enforcement and surveillance samples. The details of testing charges for chemical and microbiological parameters available on the CDB website. 2)For Soil testing, as per the soil health card.
Pattern of Assistance	NA
Mode of Operation	Throughout the year by accepting samples from the manufacturer/ producer/processor of coconut products

The application form is attached as Annexure VI and can be downloaded from the following QR Code:



A.4.b.ii QTL-Training Programs

Objective:

To provide individuals with hands-on training for analysis of organoleptic, nutritional, chemical, microbiological, and adulteration parameters in coconut products as per regulatory requirements.



Eligibility	Industry representatives, students, and scholars with a basic graduation degree in the relevant field are eligible to apply.
Cost Norms	As per the annual training calendar published on the CDB website
Pattern of Assistance	50% relaxation on the approved charges as defined in the annual training calendar to entrepreneurs/representatives of manufacturing units registered with CDB
Mode of Operation	Throughout the year, by inviting applications on need basis

A.4.c. Coco Nest: Hatching Novel Coconut Innovations

Objective:

Aimed at fostering innovation in coconut-based product development and business incubation. This program provides training, mentorship, and funding opportunities to entrepreneurs with promising ideas in coconut processing, value addition, and sustainable coconut-based products.

Eligibility	Entrepreneurs, start-ups, researchers, students, and businesses with innovative ideas or interest in technology-driven solutions for coconut processing, waste utilization, sustainable product development, and expansion of coconut-based product ranges are eligible to apply.
Cost Norms	Rs.25,000 will be funded to the selected startup
Pattern of Assistance	On each occasion
Mode of Operation	1. Shortlisting the Applicants - Evaluation of submitted applications based on innovation, feasibility, and market potential. - Selected applicants will be invited to participate in the training program. 2. Training Program A structured training module included the following: - Idea Generation & Validation - Product Development & Pilot Testing - Regulatory Compliance - Marketing & Branding - Business Model Development 3. Technological Mentoring - One-to-one mentorship with industry experts, R&D specialists, and successful entrepreneurs. - Assistance in prototype development and validation through pilot-scale testing. 4. Idea Pitching & Final Selection for Funding - Participants will present their ideas to a panel of investors and industry experts. - Shortlisted projects will receive incubation support, seed funding, and business acceleration opportunities. 5. Post-EDP Incubation & Graduation - Selected startups will enter the incubation phase for hands-on support in launching their products. - Continuous mentorship and networking support for scale-up and



	commercialization. Selection Criteria: • Innovativeness of Business Idea • Market Feasibility & Scalability • Commitment & Entrepreneurial Mindset • Technical & Financial Viability
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General Condition: An MoU will be executed between the board and the entrepreneur after the final selection.

The application form is attached as Annexure VII and can be downloaded from the following QR Code:



A.4.d. Kalpa Hastha: Helping hand to your enterprise

Objective

To promote and support coconut based enterprises by providing financial assistance up to Rs.3.00 lakhs (maximum 50% of the project cost) to entrepreneurs who have undergone training or technology transfer programs under CDB and have established a functional coconut processing unit.

Eligibility	The applicant must: 1. Be an Indian citizen or a registered legal entity (e.g., FPO, SHG, Cooperative, Private Limited, etc.). 2. Have completed any training/technology transfer under any official program of the Coconut Development Board (CDB). 3. Have established a functional coconut processing unit using technologies related to coconut product development (Own/leased if leased lease agreement- 5 years) 4. Submit the application within 12 months of setting up the unit. 5. <i>The applicant should have a minimum of six months of documented sales from the coconut processing unit</i> 6. Not have availed the same benefit under any other similar Government scheme for the same component.
Cost Norms	It is proposed to facilitate the establishment of a coconut processing unit by entrepreneurs/individual coconut farmers for the coconut processing unit (Except ball copra/milling copra/minimally processed tender coconut unit).
Pattern of Assistance	CDB will extend assistance as reimbursement @ 50% of Expenditure incurred for the establishment of a coconut processing unit, subject to a maximum of Rs. 3.00 lakh. CDB will extend assistance for the following expenses subject to the specified conditions and limit. Eligible project components: Plant & machinery, equipment, food-grade infrastructure, packaging setup, lab equipment, and essential utilities for processing. Working capital, land cost, or operational expenses are not eligible.



Mode of Operation	Mode of Implementation: 1. Application Procedure 1. Submit an application to CDB. 2. Attach the following: • Proof of training/technology transfer under CDB. • Project report and cost breakup (certified by CA or financial institution, if possible). • GST registration, FSSAI license, MSME/Udyam registration (if applicable). • Photographs of the unit (interior and exterior with machinery). • GST Bills/invoices and payment proof of machinery and infrastructure.(purchased within 12 months from date of Udyam registration) • Bank account details and cancelled cheque. 2.Procedure for release of subsidy: • Assistance will be made on reimbursement basis only • Site inspection will also be conducted by the Board. • All claims need to be duly substantiated by proof of payment against invoices and certified by a Chartered Accountant. • In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest. 3. Monitoring & Reporting • CDB reserves the right to inspect the unit before and after disbursement. • Beneficiaries shall provide feedback/data for at least two years post-assistance, as requested. • Units established prior to training/technology transfer are not eligible.
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General Instructions:

- Any misrepresentation or misuse of funds will lead to cancellation of assistance, blacklisting, and recovery proceedings.
- For registration and further details, they may email to cit-aluva@coconutboard.gov.in or contact 0484 2679680

The application form is attached as Annexure VIII and can be downloaded from the following QR Code:





A.5. MARKET INTELLIGENCE AND RESEARCH, STATISTICS, PRODUCT AND BRAND PROMOTION AND EXPORT PROMOTION SERVICES

Coconut Development Board undertakes activities for facilitating market development, increasing market access, expanding markets, improving quality in accordance with market demand and promotion of market for coconut and its value added products leading to the development of coconut sector in the country as mandated in the Coconut Development Board Act. The major activities undertaken include market promotional initiatives for both the domestic and export markets comprising the components and subcomponents as detailed below:

S. No.	Component
A.5.a	Domestic Market Promotion
A.5.a.1	Buyer Seller Meets
A.5.a.2	Coconut pavilions in domestic trade fairs with participation of entrepreneurs
A.5.a.3	Manufacture of quality coconut products through development of skilled manpower
A.5.a.4	Promotion and Popularisation of Innovative coconut products and tender coconut carts
A.5.a.5	Market Research, Surveys and Market studies
A.5.a.6	Empowering Coconut Clusters – Strategy & Sustainability Training
A.5.a.7	Infrastructure Support for establishment of procurement centres by FPOs
A.5.a.8	Infrastructure Support for establishment of primary processing centres for ball copra/milling copra/minimal processing of tender coconut by FPOs/ Agricultural cooperatives/entrepreneurs
A.5.a.9	Infrastructure support for setting up of sales outlets or kiosks for value added products
A.5.a.10	Sampling and Testing of Coconut products
A.5.b	Export Promotion Council
A.5.b.1	Award for Export Excellence
A.5.b.2	Seminar/Workshops for potential exporters and Entrepreneurs
A.5.b.3	Coconut pavilions in international trade fairs with participation of entrepreneurs
A.5.b.4	Buyer Seller Meets - International
A.5.c	Market Development
A.5.c.1	Assistance for quality certification
A.5.c.2	Brand promotion
A.5.c.3	Development of online platform & on boarding of coconut product manufacturers
A.5.d	Conferences
A.5.e	Statistics
A.5.e.1	Market Intelligence
A.5.e.2	Surveys, Research and Evaluation Studies



Other activities undertaken in Marketing include facilitating farmer collectives, making recommendations for policy formulation related to product standards in accordance with market demand, export import policy, declaration of Minimum Support Price apart from performing the responsibilities of Export Promotion Council (EPC) – issue of Registration cum Membership Certificate, facilitating export through support on data base on raw material supply, trade, etc.

Cost norm and pattern of assistance:

S. No.	Item	Cost Norm	Pattern of Assistance
5.b.	Market intelligence and research, product and brand promotion and export promotion services	On need basis, Maximum Rs.50.00 lakh per project	100 % to CDB

Various component schemes of “Market intelligence and research, product and brand promotion and export promotion services” shall be implemented directly by Coconut Development Board. Implementation is through entrepreneurs, exporters, Farmers Collectives/FPOs, Agricultural Cooperatives etc. and financial assistance is given on reimbursement basis which is limited component wise and mostly restricted to 50% of expenditure incurred.

A.5.a Domestic Market Promotion

A.5.a.1 Buyer Seller Meets – Domestic

Buyer Seller Meets are arranged by CDB in major cities to help in market development of various value-added coconut products. Interested traders and distributors for coconut products will be invited to Buyer Seller meets wherein a forum is created for direct discussions and negotiations with the coconut product manufacturers to establish trade linkages for wider availability of products among the consumers. Apart from exclusive events, Buyer Seller Meets would also be facilitated alongside exhibitions and trade fairs facilitated by the Board. It is also proposed to facilitate participation of entrepreneurs in Buyer Seller Meets organized by trade promotion organizations with participation of buyers/ traders and distributors from within the country and abroad which are announced time to time.

Objective:

The objective of the sub component scheme is to assist entrepreneurs in market development of various value added coconut products by creating a forum for establishing trade linkages between coconut product manufacturers and traders/distributors.

Cost norm and pattern of assistance:

CDB will extend assistance as reimbursement for the following expenses subject to the specified conditions and limits.

A.5.a.1.a Buyer Seller Meets organized by CDB in major cities of the country:

Item	Assistance	Documents for Claim
Travel assistance	Travel fares including Economy flight/ Train 2AC charges for 1	Boarding pass (to and fro) for the above ticket.



	person/ unit subject to a maximum of Rs. 20,000/- per unit (enterprise) (to and fro)	Original journey tickets
Accommodation assistance	Rs. 1500/- per unit per day for Actual trade fair period + max. 1 day (based on actual accommodation dates)	Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).
Daily Allowance	Rs. 450/- for one person per day for Actual trade fair period + max. 2 days-for air travel/ Actual trade fair period + max. 4 days-for travel by train/ (based on actual travel/ accommodation dates)	
Transportation allowance for bringing products	Consolidated amount of Rs. 5000/- only per unit	Original bill(s) in the name of firm clearly indicating to and fro place of product transportation

A.5.a.1.b Buyer Seller Meets (Domestic) organized through other agencies wherein entrepreneurs are facilitated for participation:

Item	Assistance	Documents for Claim
Participation fee	50% of the cost subject to a maximum of Rs. 15,000/- per firm or actual, whichever is less.	• Original Invoice for the participation fee • Payment Receipt for the fee paid
Travel assistance	Travel fares including Economy flight/ Train 2AC charges for 1 person/ unit subject to a maximum of Rs. 20,000/- per unit (enterprise) (to and fro)	• Original journey tickets • Boarding pass (to and fro) for the above ticket.
Accommodation assistance	Rs. 1500/- per unit per day for Actual trade fair period + max. 1 day (based on actual accommodation dates)	Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).
Daily Allowance	Rs. 450/- for one person per day for Actual trade fair period + max. 2 days-for air travel/ Actual trade fair period + max. 4 days-for travel by train/ (based on actual travel/ accommodation dates)	
Transportation allowance for bringing products	Consolidated amount of Rs. 5000/- only per unit as assistance	Original bill(s) in the name of firm clearly indicating to and fro place of product transportation



Eligibility & criteria:

Eligibility for financial assistance for participation in Buyer Seller Meet (BSM)

- The firm should have a valid industry registration/Udyam
- The firm should have a valid FSSAI registration, in case of edible coconut products
- The firm should have completed minimum one year of production
- Quality certifications are encouraged
- The event should be a National Level or State Level
- The firm shall not avail assistance from any other agency for participation in that particular event
- If the Buyer Seller Meet organized within the country involves International buyers/participants with prospects for export, participating firms should also have a valid RCMC issued by CDB.

Procedure for availing the subsidy:

i). Procedure for submission of proposal for assistance:

1. The proposal for participation should be submitted in the application format for the particular event through the ONLINE portal in CDB website. The registration link for the particular event shall be opened in the portal on getting final confirmation from facilitating agencies.
2. The applicant should upload copies of documents- industry registration, FSSAI registration, RCMC, production details etc. in the portal.
3. Assistance would be extended to a maximum of one representative per firm in a given event.

ii). Procedure for submission of claim

1. After participation in the event, the claim for reimbursement should be submitted within 30 days of completion of the event. All supporting documents of items of expenditure on travel, accommodation, remittance of participation fee etc. should be submitted.
2. A report of the participation in the event with details of market access obtained, enquiries received and markets identified should be submitted along with photos of participation.
- 3 Assistance will be made on reimbursement basis only and that too after verifying the bills/ vouchers submitted in support of the claim. In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest and blacklisting in future programmes of the Board.

A.5.a.2 Coconut Pavilions in Major National Level Trade Fairs with participation of Entrepreneurs:

The Board facilitates participation of entrepreneurs and product manufacturers in national level trade fairs with potential for market development through showcasing of coconut products. The approved list of trade fairs/expos will be uploaded by the Board in its website for participation every financial year based on the potential and prospects for market development. The Board will facilitate participation of entrepreneurs in events where it is directly participating by taking stall space. In other cases, the entrepreneurs who have taken approval through the online registration, can participate on their own by taking stall space and fulfilling the formalities detailed below. CDB will extend assistance as reimbursement for the following expenses subject to the specified conditions and limits.

Objective:



The objective of the scheme is to support entrepreneurs in market development of various value added coconut products by facilitating participation in major National Trade fairs through showcasing of coconut products.

Cost norm and pattern of assistance:

CDB will extend assistance as reimbursement for the following expenses subject to the specified conditions and limits.

A.5.a.2.a Stalls facilitated by CDB directly by taking stall space

Item	Assistance	Documents to claim	Others
Travel assistance	Travel fares including Economy flight/ train 2AC charges for 1 person/ unit (to and fro) subject to a maximum of Rs. 20,000/- per unit as assistance	• Original journey tickets • Boarding pass (to and fro) for the above ticket.	• Exhibitor pass of the participants
Accommodation assistance	Rs. 1500/- per Unit per day as assistance for Actual trade fair period + max. 1 day (based on actual accommodation dates)	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).	
Daily Allowance	Rs. 450/- for one person per day for Actual trade fair period + max. 2 days-for air travel/ Actual trade fair period + max. 4 days-for travel by train/ (based on actual travel/ accommodation dates)		
Transportation charges for bringing products	Consolidated amount of Rs. 5000/- only per unit	• Original bill(s) in the name of firm clearly indicating to and fro place of product transportation	
Printing of publicity material such as brochures, flex and leaflets etc.	50% of the actual cost subject to a maximum of Rs. 5000/- per firm	Original GST bill(s) for printing of publicity materials with seal & signature One sample of the printed material, a photo of the stall with firm's banner	

A.5.a.2.b Stalls arranged by entrepreneurs (Own participation)

Item	Assistance	Documents to claim	Others
Travel assistance	Travel fares including Economy	• Original journey tickets	• Exhibitor pass of



	flight/ Train 2AC charges for one person/ unit (to and fro) subject to a maximum of Rs. 20,000/- per unit	• Boarding pass (to and fro) for the above ticket.	the participants
Accommodation assistance	Rs. 1500/- per Unit per day for Actual trade fair period + 1 day (based on actual accommodation dates)	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).	
Space rental assistance	50% of the cost of space subject to a maximum of Rs. 50,000/- per firm or actual as assistance, whichever is less. The financial assistance will be restricted to a maximum booth/stall size of 9 sq. m or the minimum booth/stall size provided by the organizer of the event.	• Original Invoice for stall rent paid (clearly indicating firm name, stall space and per unit cost). • Fact sheet of the fair indicating minimum stall space	
Daily Allowance	Rs. 450/- for one person per day for Actual trade fair period + max. 2 days-for air travel/ Actual trade fair period + max. 4 days-for travel by train/ (based on actual travel/ accommodation dates)		
Transportation charges for bringing products	Consolidated amount of Rs. 5000/- only per unit	Original bill(s) in the name of firm clearly indicating to and fro place of product transportation	
Printing of publicity material such as brochures, flex and leaflets etc.	50% of the actual cost subject to a maximum of Rs. 5000/- per firm	Original GST bill(s) for printing of publicity materials with seal & signature One sample of the printed material, a photo of the stall with firm's banner	

Eligibility & criteria:

Eligibility for financial assistance for participation in trade fairs/ expos:

- The firm should have a valid industry registration/Udyam
- The firm should have a valid FSSAI registration, in case of edible coconut products
- The firm should have completed minimum one year of production
- The products should be having brand names which are registered
- Quality certifications are encouraged
- The Trade Fair/Expo should be a National Level or State Level
- The firm shall not avail assistance from any other agency for participation in that particular fair.



Procedure for availing the subsidy:

Procedure for submission of proposal for assistance:

1. The proposal for participation in the trade fair/expo should be submitted in the application format for the particular Trade Fair/Exhibition through the ONLINE portal for Trade Fairs in CDB website.
2. The applicant should upload copies of documents- industry registration, FSSAI registration, RCMC, production details, brand registration certificate etc. in the portal.
3. Assistance would be extended to a one representative/firm/fair.

The proposed norms for promoting participation of entrepreneurs are aimed at intensifying the market development and market promotional activities for coconut products. The events and venue of events within India for coconut products will vary depending on the products since coconut products include food, beverages and non- food sector also.

Procedure for submission of claim:

1. After participation in the event, the claim for reimbursement should be submitted within 30 days of completion of the event. All supporting documents of items of expenditure on travel, accommodation and space rent should be submitted.
2. A report of the participation in the event with details of market access obtained, enquiries received and markets identified, photos of participation should be submitted along with the claim.
3. The filled in evaluation format should also be submitted.

Assistance will be made on reimbursement basis only and that too after verifying the bills / vouchers submitted in support of the claim. In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest and blacklisting by the Board in future programmes.

Checklist of documents to be uploaded with application for - Domestic Trade Fairs/ Exhibitions
1. Copy of Industry Registration / Udyam /CDB registration certificate
2. Self-attested copy of quality certificates if any like (FSSAI/BIS/AGMARK/ HACCP/ ISO /GMP/GHP/SQF etc.)
3. Brand registration certificate
4. Details of production and sales of products for the previous financial year to be furnished in the format prescribed format
5. Necessary documents including fact sheet indicating minimum stall space, space rent paid etc. shall be attached when stalls are arranged by entrepreneurs themselves

PROFORMA FOR FURNISHING THE DETAILS OF PRODUCTION OF COCONUT PRODUCTS FOR THE PREVIOUS YEAR



Sl. No.	Product(s) Manufactured	Installed Capacity (in MT)	Quantity Produced (in MT)	Domestic Sales (in Rs)	Export Turnover (in Rs)

Place:
Date:

Signature
Name:
Address:
Seal

A.5.a.3 Manufacture of Quality Coconut Products through Development of Skilled Labour:

The quality of the final product depends on the quality of the raw material and the skill in production. Skilled labour is a critical component for the entrepreneurs in production of quality product. Hence the scheme is to develop a skilled task force for processing of coconut products other than coir and coir products followed by facilitating placement in suitable processing units.

Objective:

The objective of the scheme is development of skilled manpower in processing of coconut products through skill development programmes; and aims to train personnel and equip them to meet the requirements of the coconut industry. This will result in inculcating quality consciousness among workers at grass root level and educating them on product standard quality. Development of skilled human resource will contribute to generation of rural employment. The successful trainees will be facilitated for job placement in processing units.

Cost norm and pattern of assistance:

Assistance limited to Rs.1.50 lakh is provided to units on reimbursement basis.

The estimated cost per batch of 10 trainees is as follows:

No	Particulars	Unit cost (Rs.)	Total cost (Rs.)	Remarks
1	Food and Accommodation for 10 trainees	250/ day	75,000 (10 Trainees x 30 days x Rs.250/-)	Direct benefit transfer
2	Honorarium for one Master Trainer	20,000/ batch	20,000	Direct benefit transfer
3	On the job training stipend for the trainees	150/ day	45,000 (10 Trainees x 30 days x Rs.150/-)	Direct benefit transfer



4	Consumables, course materials, pre and post evaluation skill test etc.		7,000	Reimbursement directly to the firm
5	Other miscellaneous expenses and contingencies		3,000	
	Total cost for one training		1,50,000	1,50,000

The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary Transfer based on the Attendance record duly certified by the firm.

Eligibility & criteria:

The program is proposed to be carried out in association with coconut processing units. Preference will be given to processing units that are recently commissioned and in need of not less than 10 skilled/semi-skilled manpower. A batch of 10 trainees is proposed to be trained in a processing unit. However, one more batch may be considered depending on the capacity of absorption of trained manpower in the unit.

Duration of training : 1 month (30 days)

Number of trainees in a batch : 10

The training would be imparted under the auspices of processing units in the major coconut producing States.

Qualifications for resource organization

The resource organization conducting the training can be a processing unit set up by Government Agencies/ Cooperatives /FPOs/ entrepreneurs involved in processing of coconut products, which

- Possess a valid industry registration/Udyam
- Initiated commercial production of coconut products
- Requires of minimum of 10 labour to be trained
- Possess FSSAI certification
- Quality Certifications like ISO 9001/ISO 14001/ISO 22000/ FSSC 22000/HACCP etc. desirable

Qualification and Experience of Master Trainer

- Should be a regular/contract employee of the resource organization
- Should have an experience of a minimum of 3 years in processing activities of coconut
- Should possess good communication skills

Eligibility criteria for trainees

- Above 18 years of age
- Possess Aadhaar and a bank account
- Unemployed/Underemployed

Procedure for availing the subsidy:

Implementation strategy:



- The skill development training will be undertaken based on specific project proposals from processing firms engaged in coconut processing
- The processing firm will submit proposal on the nature of skill development with details of the selected trainees
- The period of skill development training is 1 month (30 days)
- The number of participants in a batch should be minimum 10
- A training schedule should be submitted along with the proposal detailing the activities planned over the one-month period
- The training will be in-house and on-the-job within the processing unit
- After successful completion of training, the processing firm should submit consolidated details of pre and post skill evaluation test during the settlement of accounts
- Successful candidates shall be facilitated for job placement in the processing firms.

Implementation schedule:

Lack of formal education, marketable skills and other constraints imposed by poverty may be preventing rural youth from gaining significant entry in today's job market. At the same time the industry is in need of skilled labour for which there is acute scarcity. This skill development program gains prominence in this context. By extending specific skill training to employable youth under the auspices of the processing units themselves will ensure that the required skill is imparted. The training is in house and on the job and this provides the trainees with a firsthand experience of working in a commercial environment where every investment in time and money has an impact on the final profitability. Moreover, there is the added potential that successful candidates shall be extended placement by the firm. Also two or three firms together can meet their needs for skilled labour by undertaking training at one place.

This skill training and placement program proposed is based on need assessment. The resource organization will undertake mobilization of potential applicants for skill development based on their need assessment. There will be a pre-screening and counseling process to ensure that the applicants trained for skill development will remain in the field and get themselves engaged in the processing unit. The training and orientation program will be on-the-job. The firm will undertake a final assessment to assess the employability with regard to the skill imparted following which placement will be offered in the unit.

TRAINING CURRICULUM FOR SKILL DEVELOPMENT FOR PROCESSING

Training Schedule and Course Coverage	
Training duration	30 days
Number of participants	Minimum 10
Number of Master trainer	1

Guidelines for conduct of Training for Skill Development for processing

The quality of the final product depends on the quality of the raw material and the skill in production. Skilled labour is a critical component for the entrepreneurs in production of quality product. The scheme is to develop a skilled task force for processing of coconut products. Preference will be extended to skill development in the North East followed by placement in suitable processing units. The program is to be carried out in association with coconut processing units. One



batch of 10 trainees to be trained in a processing unit. One processing unit can be supported with a maximum of 2 trainings for development of skilled manpower in processing. The guidelines are as follows:

1. The training will be divided into two sessions:
 - a. Technical and managerial sessions
 - b. Practical sessions for skill development
2. The topics related to the product manufactured in the unit are to be covered in the technical and managerial sessions.
3. The Master Trainer will handle the practical sessions on skill development and will also ensure that the sessions start in time, the topics are fully covered in the training and the trainees abide by the rules.
4. The processing unit shall identify the 10 minimum prospective candidates for the training
5. The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary Transfer.

A. Technical and Managerial sessions – 1-week duration

Session	Topic
I	Identification of tools & instruments and their specific usage
II	Identification of basic processing equipments (light & heavy)
III	Cleaning, maintaining and storage of tools & equipments
IV	Personal hygiene: Safety of different body parts
V	Working area hygiene procedure and its importance
VI	Occupational Hazards and first aid contents, importance of social security

B. Practical Demonstrations

Session no.	Topic
I	Washing & cleaning
II	Separation of edible & non-edible parts
III	Peeling, shelling, Shredding, blanching, grading, sorting, grinding, chopping, drying, packing, waste management, etc.

C. On the job training - 4 weeks' duration

On the job, hands on training shall be given to the trainees for 4 weeks (24 days) under the supervision of master trainer.

Session no.	Topic
Week I	Practice Sessions - Washing & cleaning, Separation of edible & non-edible parts, Peeling, shelling, Shredding, blanching, grading, sorting, Grinding, chopping, drying, packing, waste management, etc.
Week II	
Week III	
Week IV	

**Approved cost of training**

No	Particulars	Unit cost (Rs.)	Total cost (Rs.)
1	Food and Accommodation for 10 trainees	250/ day	75,000
2	Honorarium for one Master Trainer	20,000/ batch	20,000
3	On the job training stipend for the trainees	150/ day	45,000
4	Consumables, course materials, pre and post evaluation skill test etc.		7,000
5	Other miscellaneous expenses and contingencies		3,000
	TOTAL COST FOR ONE TRAINING		1,50,000

The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary transfer based on the Attendance record duly certified by the firm.

List of Documents to be attached with Claim - Skill Development Training	
1	Attendance record of trainees and Master Trainer for the 30 days of training duly certified by the firm
2	Consolidated details of pre and post skill evaluation test
3	Documents of placement provided to successful candidates in the processing firm or in other nearby coconut processing firms
4	Copy of Bank Account document of the firm

Application form for Skill Development for Processing is attached as Annexure IX and also can be downloaded from the following QR Code :

**A.5.a.4 Promotion and Popularisation of innovative coconut products, tender coconut carts and other market promotional activities:**

Product promotion will be undertaken through distribution of varied coconut products in official meetings, showcasing in exhibitions and trade fairs, investors' meets, buyer seller meets etc. Showcasing of coconut products will also be undertaken in all Unit Offices of the Board to provide the interested stakeholders and entrepreneurs an overview of the variety of processed products possible from coconut.



Popularisation of tender coconut and promotion of consumption of tender coconut will be undertaken by exploring prospects for development of tender coconut cart prototype and distribution among selected beneficiaries – women, SC/ST, PwD (Persons with Disabilities) at 75:25 sharing by Board and beneficiary.

Push cart design will be finalized by the Board and eligible application from the selected beneficiary groups can be considered for assistance, subject to submission of permit from Local Authority for installation of push cart/space/ sale of product through the push cart.

Objective:

The objective of the scheme is to create awareness about various value added coconut products so as to promote new entrepreneurs in coconut.

The expenditure in this regard will be met by the Board.

A.5.a.5 Market Research, Survey and Market Studies:

Undertaking studies on the prospects of coconut products including demand and supply of coconut oil, tender coconut marketing in various States, other studies and surveys, areas of interest to the sector etc. on need basis in collaboration with other research institutes. Proposals will be invited by Board through Call for Expression of Interest.

CDB will be funding the proposals on merit basis.

A.5.a.6 Empowering Coconut Clusters – Strategy & Sustainability Training

Objective: The main objective of the programme is to have handholding of FPOs for empowering them.

Duration	1 day
No. of participants	Min. 50
Financial allocation	Rs.20,000
Participants	FPO members

The budget includes expenses for Honorarium @ Rs.2000, Refreshments @Rs. 150 and programme arrangements. Approval should be obtained from the competent authority for different components depending on the local situations.

Programme schedule

Time	Topics
9.30 to 10.30 AM	Registration
10.00 to 10.30AM	Introduction to the meeting
10.30 to 11.30 AM	Review of activities undertaken by FPO – By FPO representatives
11.30 to 1.00 PM	Presentation of CDB schemes and involvement of FPOs in implementation.
1.00 to 2.00 PM	Lunch Break
2.00 to 3.30 PM	Potential activities that could be undertaken by that FPO like coconut procurement, husk aggregation, copra production etc.



3.30 to 4.30 PM	Preparation of road map and presentation by FPO representatives
4.30 to 5.00 PM	Discussion
5.00 PM	Vote of thanks

A.5.a.7 Infrastructure Support for Establishment of Procurement Centres by FPOs

Objective:

The objective of the scheme is to encourage and empower the FPOs and provide them support to initiate procurement centre for aggregation and marketing of coconut leading finally to change the farmer from a price taker to a price fixer.

Cost norm and pattern of assistance:

CDB will extend assistance as reimbursement of expenses for the establishment of infrastructure for undertaking procurement of produce(s).

Infrastructure for undertaking procurement of produce(5).		
	Infrastructure supported*	Assistance
1.	Construction of semi-permanent/permanent shed/ godown space for temporary storage of produce (attach land ownership/ lease agreement document)	Reimbursement of 50% of expenditure incurred subject to a maximum of Rs. 3.00 lakh only as subsidy
2.	Plinth area of Shed/ Godown should not be less than 50 sqm	
3.	Height of Shed/ Godown from plinth level to the bottom of the trusses should not be less than 3 m	
4.	Platform balances	
5.	Minimum Office furniture of one office table and two chairs	
6.	Books of accounts – cash book, purchase and	
7.	De-husking machines	
8.	Iron mesh baskets	
9.	Trolleys for carrying coconuts	
10.	Other post harvest handling equipments for coconut	
*Serial No. 1,2,3& 4 are essential for procurement centre; others may be on need basis.		

Eligibility & criteria:

- The FPO should be at least one-year-old.
- The FPO should be having valid registration with the Board.
- The FPO should have undertaken group activities.
- The proposed procurement centre should be for undertaking group activities like procurement and supply of produce such as mature coconut/tender coconut/copra/coconut husk etc.
- FPOs registered under the 10,000 FPO programme of the Government can also be considered, if:



- a) they are recommended by Cluster-Based Business Organizations (CBBO).
- b) Additionally, as a document in support of coconut farmers as members of the FPO, a list of farmers with area under coconut and number of bearing palms shall be produced with a minimum of 10,000 bearing palms.
- Such registered under the 10,000 FPO programme of the Government, which are not registered with CDB could also get registered as CPC with the Board and avail the scheme for Procurement Centre if they satisfy the following conditions:
 - a) Minimum 250 farmers as share holders
 - b) Valid registration with Registrar of Companies as Producer Company.
 - c) Authorized capital of the company should not be less than Rs. 20 lakh
 - d) Paid up capital of the company should not be less than Rs. 10 lakh
 - e) Company should have a revenue-generating business plan related to coconut.
 - f) A minimum number of bearing coconut palms for CPCs is considered in traditional as well as nontraditional States as below:

S. No.	States	Minimum bearing palms (no.)
1	Traditional States of Kerala, Karnataka, Tamil Nadu & Andhra Pradesh	1,00,000
2	Other States	10,000

Procedure for availing the subsidy:

Procedure for submission of proposal for assistance:

- The proposal for initiation of procurement centres should be submitted minimum 30 days before the planned date of initiation of procurement.
- The FPO should attach copies of documents - registration with CDB, details of group activities undertaken with volumes and values etc. and other documents listed below.
- Assistance would be provided for the establishment of necessary infrastructure for procurement as reimbursement only.
- The applicant should not be in receipt of subsidy/grant from any other source for the same project.

The attested copy of the title deed of the land should be submitted along with the proposal if the land is owned by the FPO. In case of leased land, the attested copy of the lease agreement between the FPO and the owner of the land should be submitted. The lease agreement should include the clause: "The FPO is permitted to undertake construction of semi-permanent/permanent shed/godown space in the leased premise for procurement and marketing of coconut/shell/husk/any other by-product of coconut". The lease period of land should be for a minimum of five years".

Documents to be attached with application

- Registration Certificate of FPO with CDB
- Details of group activities undertaken with volumes and values etc.
- Copy of the land document (if land is leased lease document with lease period not less than 5 years. In the case of leased land, consent of the lessor to construct the structure is to be submitted).
- Plan & estimate of the structure proposed.



- Permit for the proposed building from the concerned authority.
- Quotation of the equipments/furniture proposed to be procured.
- Geotagged location map of the proposed procurement centre

Procedure for submission of claim:

After establishment of the procurement centre and initiation of procurement, the claim for reimbursement of expenses should be submitted within 120 days, indicating date of start of the initiation of procurement.

Documents to be furnished for claiming subsidy:

- Building completion certified by certified Civil Engineer
- GST bill for equipments/ furniture purchased and installed in the Procurement centre.
- All claims need to be certified by a Chartered Accountant.
- An Affidavit from the beneficiary agreeing for continuing the activities of procurement of mature coconut/ tender coconut/ copra/ coconut husk at the centre; and that the centre will not be kept idle/ utilized for any other purpose & undertaking that the applicant is not in receipt of subsidy/grant from any other source for the same project.

Additional documents for release of subsidy

- Monthly volume and sales returns for 3 months from the date of initiation of procurement activities with details of transactions- both in terms of volume and sales turnover.
- Audited Statement for the above specified 3-month period
- Photographs of transactions

The application form for Establishing Procurement centres is attached as Annexure X and can be downloaded from the following QR Code :



A.5.a.8 Infrastructure Support for Establishment of Primary processing Centres - for Ball Copra/Milling copra/ Minimal processing of Tender coconut

Objective:

The scheme is implemented to encourage and empower the FPOs/ Agricultural Cooperatives/ entrepreneurs/individual coconut farmers and provide them support to initiate Primary processing centres for production of ball copra/milling copra/minimally processed tender coconut thereby helping the farmers to produce good quality produce which will ultimately lead to enhancing/ doubling the farmers' income.

Cost norms and pattern of assistance:

Cost norms: It is proposed to facilitate establishment of primary processing centres by FPOs/ Agricultural cooperatives/entrepreneurs/individual coconut farmers for the production of ball



copra/milling copra/minimally processed tender coconut. The total project cost will be depending on the type of product, but subsidy limited to a maximum of Rs. 3.00 lakh per project.

Pattern of assistance

CDB will extend assistance as reimbursement @ 50% of expenditure incurred for the establishment of Primary processing centres subject to a maximum of Rs.3.00 lakh

CDB will extend assistance for the following expenses subject to the specified conditions and limits.

A.5.a.8.1 Primary processing centres for production of Ball copra

Infrastructure supported	Assistance
• Construction of semi-permanent/permanent godown for primary processing of produces – sorting, grading, drying etc. (attach lease agreement of land – min. 5 years)	Reimbursement of 50% of the expenditure incurred
• Platform balances	
• Other Infrastructure for ball copra, miscellaneous items etc.	
The capacity of the unit shall be to process minimum of 10,000 mature nuts and maximum of 20,000 nuts, and subsidy will be limited to 50 % of cost of establishment of unit or norms given below whichever is less.	
Capacity on volume basis of the unit (1 cft holding 6-8 nuts):	
Minimum: Land holding Area- 1 ha, nuts-10,000 no., capacity of unit-1600 cft, cost @Rs.115/cft-Rs.1.84 lakh with 50% subsidy	
Maximum: Land holding Area- 2 ha, nuts-20,000 no., capacity of unit-3200 cft, cost @Rs.115/cft-Rs.3.68 lakh with 50% subsidy	

A.5.a.8.2 Primary processing centers for production of Milling copra

Infrastructure supported	Assistance
• Construction of semi-permanent/permanent go down/operational area for primary processing of produce (min 1000 sqft) –sorting, grading, drying etc. (attach lease agreement of land – min 10 years)	Reimbursement of 50% of the expenditure incurred subject to a maximum of Rs. 3.00 lakh only as subsidy
• Platform balances	
• De-husking machines, processing equipments including dryers, miscellaneous items etc	
The capacity of the unit shall be to process minimum 500 mature nuts/day, and eligible subsidy will be subject to a maximum of Rs. 3.00 lakh or 50 % of cost of establishment of unit whichever is less. Cost of civil structure should not exceed 40% of the total project cost.	



A.5.a.8.3 Primary processing centers for production of Minimally processed tender coconut

Infrastructure supported	Assistance
- Construction of semi-permanent/permanent go down/ operational area for primary processing of produce (min 1000 sqft) –sorting, grading etc (attach lease agreement of land – minimum 10 years) - Platform balances - Facilities / equipments for minimal processing including Tender coconut trimming machine, tank for washing, shrink film wrapping etc	Reimbursement of 50% of the expenditure incurred subject to a maximum of Rs. 3.00 lakh only as subsidy
The capacity of the unit shall be to process 80-100 nuts/hour, and eligible subsidy will be subject to a maximum of Rs. 3.00 lakh or 50 % of cost of establishment of unit whichever is less. Cost of civil structure should not exceed 40% of the total project cost.	

Eligibility& criteria:

The eligibility for financial assistance for establishment of Primary processing centres for Ball copra/milling copra/minimally processed tender coconut is primarily for FPOs, Agricultural Cooperatives and entrepreneurs/ individual coconut farmer.

Implementing Agency:

The component will be implemented by the Board through interested potential FPOs/ Cooperative Societies/entrepreneurs/ individual coconut farmer.

Beneficiary selection criteria:

The criteria for selection of the beneficiary FPOs/Agricultural Cooperative/entrepreneur is as follows:

- The FPO/Agricultural cooperative should be at least one year old and should have valid registration with the concerned authority – Registrar of Societies/ Cooperatives/ Companies.
- In the case of FPOs not registered with CDB, proposal should be recommended by Cluster Based Business Organization (CBBO).
- In case of entrepreneur, he should have updated Udyam.
- In case of Individual coconut farmers, latest RTC and a certificate from State Agri./ Hort. Officer regarding the production of coconuts from his/her own land (Minimum of 1 ha own land with yielding coconut)
- Other information: The applicant should not be in receipt of subsidy/grant from any other source for the same project.

Procedure for availing the subsidy:

- The proposal for initiation of primary processing centres for Ball copra/milling copra/minimally processed tender coconut should be submitted in advance
- The application should be submitted in the prescribed format

Procedure for release of subsidy:

- Assistance will be made on reimbursement basis only.



- Site inspection will also be conducted by the Board.
- All claims need to be duly substantiated by proof of payment against invoices and certified by a Chartered Accountant.
- In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest.

Documents to be attached with application

- Registration Certificate of FPO/Agricultural cooperative with the concerned authority – Registrar of Societies/ Cooperatives/ Companies
- Registration Certificate with Board (for FPOs registered with CDB)
- Recommendation of proposal by Cluster Based Business Organization (CBBO)-for FPOs not registered with CDB
- Updated Udyam for an Entrepreneur
- In case of Individual coconut farmer,
 - a. Latest RTC ,
 - b. attested copy of title deed of the land and
 - c. In the States where "Title Deed" is reported as generally not available for most agricultural lands, in place of title deed, Khata Extract or Encumbrance Certificate (EC), Tax Paid Receipt, and MR (Mutation Register Extract) are to be obtained
 - d. A certificate from State Agri./ Hort. Officer regarding the production of coconuts from his/her own land - Minimum of 1 ha own land with yielding coconut; and that the applicant is not in receipt of subsidy/grant from any other source for the same project
- Other Registration details of the Entrepreneur based on nature of the firm- Proprietor/Partnership/LLP/Producer Company/ Public Ltd/Private Ltd; and
- In the case of own land by FPO/Cooperative society/entrepreneur, attested copy of the title deed of the land
- In the case of leased land by FPO/Cooperative society/entrepreneur, attested copy of the registered lease agreement between the applicant and the owner of the land with lease period of minimum of ten years

General documents for all categories of applicants:

- Plan and estimate of the building/the proposed Centre
- Permit for the proposed building / structure proposed from the local authority concerned
- Quotation of equipments proposed
- Location map of the proposed primary processing centre
- Geo-tagged photograph (with geo-coordinates) of the location of unit.
- Passport size photograph of applicant
- Copy of Aadhaar card
- Copy of first page of Aadhaar linked bank account passbook
- Copy of certificate for SC/ST category

Procedure for submission of claim:

After establishment of the Primary Processing Centre and initiation of production, the claim for reimbursement of expenses should be submitted within 120 days, indicating date of start of the initiation of production.



Documents to be furnished for claiming subsidy:

- Building/Structure completion certified by certified Civil Engineer
- GST bill for equipments purchased and installed in the Primary Processing centre
- All claims need to be duly substantiated by proof of payment against invoices and certified by a Chartered Accountant.
- An Affidavit from the beneficiary agreeing for continuing the activities of Primary processing centre& undertaking that the applicant is not in receipt of subsidy/grant from any other source for the same project (Format enclosed)

Additional documents for release of subsidy

- Milling copra/Minimal processing unit: Monthly volume of raw material procurement/ production and sales returns for 3 months from the date of initiation of processing activities with details of transactions- both in terms of volume and sales turnover
- Audited Statement for the above specified period
- Photographs of transactions
- Ball copra units: Quantity/volume of raw material utilized to be recorded after filling the unit and subsequently production of ball copra from the unit to be reported on completion of cycle
- Geo-tagged photograph (with geo-coordinates) of the unit
- Brand registration, if any

Procedure for fund release by CDB:

- Applications received in a Unit Office of CDB for each particular category of primary processing centre (ball copra/milling copra/minimally processed tender coconut) may be scrutinized.
- Once suitable applicants are identified, Unit Office concerned may undertake a preliminary inspection and scrutinize the applications for Administrative Approval.
- The applicant should have proper arrangements for sourcing coconut as well as capable of undertaking sales for ensuring economic sustainability of the unit; and shall also have minimum staff for operating the unit and monitoring sourcing/production/sales.
- If found eligible, Unit Offices-Director, Regional Office/ Deputy Director, State Centre -will be issuing Administrative Approval (AA) after ensuring that the proposal is for a unit with specified minimum capacity for production of ball copra/ milling copra/minimally processed tender nut, has minimum processing area for establishing the unit/arrangements for sourcing raw material/manpower for operating the unit and has submitted all required documents as listed above. In case of Kerala and Lakshadweep, the HO Marketing Section will be dealing the proposals.
- Letter conveying Administrative Approval (AA) shall indicate the details of applicant (address, phone and email), location (GPS coordinates) with land details -own/lease and survey number. In the case of own land, coconut area in ha, no. of yielding coconut palms, annual production, infrastructure available if any, proposed capacity of unit, sourcing of raw material etc shall be indicated.
- In the letter conveying the AA, the firm/applicant should be requested to complete the structure and make it operational, and that the firm should intimate the Unit Office concerned once the unit becomes operational.
- Copy of the letter conveying AA shall be marked to HO,CDB



- Claim shall be obtained as certified Statement of expenditure with supporting bills (GST bills for goods purchased).
- Bills from the date of receipt of application at the Board's office only will be entertained for reimbursement
- On receipt of claim, the Unit Office shall undertake inspection of the unit
- Inspection report should indicate date of commencement of the unit.
- If found eligible, the Unit office shall submit the DSO along with claim with supporting documents as listed above, Inspection Report and recommendations to HO for considering reimbursement.
- Records on Procurement of raw material/Production and Sales (format enclosed) also to be obtained on a monthly basis, in the case of milling copra and minimal processing units. Hence, reimbursement to these firms will be considered on receipt of Inspection Report, Claim with supporting documents, Procurement /Production & Sales Report up to 3rd month.
- In the case of ball copra, records on quantity/ volume of raw material-mature nuts-procured/ and utilized to be obtained after filling the unit for considering reimbursement. Subsequently on completion of production cycle, the ball copra output quantity from the unit also to be reported.

The application form for Establishing Primary Processing Centre is attached as Annexure XI can be downloaded from the following QR Code:





A.5.a.9 Infrastructure Support for Setting up of Sales Outlets or Kiosks for Value Added Coconut Products

The scheme envisages extending support for establishment of Coconut kiosks/Sales outlets for selling all kinds of quality products made from Coconut.

Objective:

The objective of the scheme is to support entrepreneurs/FPOs by facilitating establishment of an infrastructure for sale of various value added coconut products and for wider availability to consumers.

Cost norm and pattern of assistance:

The Board will extend reimbursement of 50% of cost incurred for establishment of Coconut kiosks/Sales outlets - on infrastructure, purchase of furniture, cupboards, racks, signage, refrigerator, electrical installation etc limited to a maximum of Rs 3.00 lakh as subsidy.

Details of benefits which Cooperatives can avail under Coconut Development Board schemes-reg.

Eligibility & criteria:

- The support will be provided to Manufacturers of branded value added coconut products and Farmer Producer Organisations (FPOs) registered with CDB, on project basis.
- In nontraditional States, apart from FPOs and branded manufacturers, Registered legal entities such as Farmer Producer Companies, Cooperatives and Marketing Federations having experience in marketing can also be considered for "Setting up of coconut kiosk/sales outlets.

Procedure for availing the subsidy:

The Manufacturers/FPOs/FPC/ Cooperatives /Marketing Federations will have to submit a proposal in the prescribed format, along with DPR, which explains about the location of the kiosk, the space and structure of the outlet, the source of coconut products, the mode of operating and monitoring the outlet, the expected daily sales and the economic viability of project.

Provisions under the scheme

- The applicant has to undertake the activities proposed, only after receipt of approval of the proposed project, and submit the completion report along with original bills and vouchers.
- The Board will provide reimbursement of 50% of cost incurred on infrastructure, purchase of furniture, cupboards, racks, signage, refrigerator, electrical installation etc limited to a maximum of Rs 3.00 lakh as subsidy.
- The applicant has to submit the claim after the project is implemented. CDB will conduct inspection prior to the fund release, in order to assess whether the project is implemented as explained in the proposal.
- The assistance will be provided to manufacturers/ FPOs/ FPC/ Cooperatives/ Marketing Federations on reimbursement basis, only after submission of original bills and vouchers (including TAN/ PAN numbers) and monthly sales records up to 3rd month.
- Bills from the date of receipt of application at the Board's office only will be entertained for reimbursement
- Each applicant either as an individual or as a firm, will be eligible for maximum of 5 no. of kiosks/ sales outlets based on performance in a staggered manner



Conditions to be fulfilled:

- Nature of possession of Coconut kiosk/outlet should be: Owned by the applicant, or on rent or lease for a period of at least 5 years
- The Coconut kiosk/ outlet should have a minimum area of 60 square feet
- It should be a permanent or semi-permanent structure
- It should have a permanent/semi-permanent sign board (indicating assistance from CDB) which is properly visible to the public
- Different products of coconut should be made available at the kiosks viz., Virgin Coconut Oil, Desiccated Coconut, Coconut chips, Coconut milk, Tender coconut water, Coconut oil, Neera & its value added products, Coconut wood based, Coconut shell based products etc.
- Posters of coconut products available for sale should be displayed
- Provision should be made for proper display of products
- Provision should be made for display of list of products along with their prices.
- Register should be maintained for proper accounts and bills on day-to-day transactions and this should be made available to CDB officials during their visit at anytime.
- The applicant should not be in receipt of subsidy/grant from any other source for the same project.

Documents to be attached with the application:

- Detailed Project Report
- Certificate of Registration/ incorporation
- Geotagged location Map
- Land tax receipt in case of land owned by the applicant/ registered rent or lease agreement between parties
- Arrangements made for sourcing of products
- Arrangements made for Manpower for operating the kiosk
- Proof of brand name in case of manufacturers
- Proof for branding of products-brand registration details & photograph of packed products with brand name (for branded manufacturers)
- Proof of Marketing experience- details of transaction undertaken during previous year in volume and value (for FPCs/Cooperatives/Marketing Federations in non-traditional States)

Documents to be attached for claim:

- Certified Statement of expenditure
- Sales record for upto 3rd month after commencement of operation
- Original Bills (GST Bills)
- All claims need to be certified by a Chartered Accountant
- Geotagged photograph of the Kiosk in functioning
- Bank Account details in the name of applicant
- An Affidavit from the beneficiary agreeing for continuing the activities of Kiosk/Sales outlet for coconut products & undertaking that the applicant is not in receipt of subsidy/grant from any other source for the same project (Format enclosed)



Other Documents:

- Once Kiosk is functional, Monthly sales records also to be furnished

Procedure for fund release by CDB:

Once suitable applicants are identified, applications may be forwarded to CDB, HO for Administrative Approval ensuring that proposal is for kiosks with floor area at least 60 sqft, owned by applicant/ on rent or lease for minimum 5 years, in a location having good visibility and accessibility, structure shall be permanent/ semi-permanent with minimum required accessories – Furniture, Cupboards, Racks, Equipmentsetc, for display and sale of coconut products.

The applicant should have proper arrangements for sourcing coconut products as well as capable of undertaking daily sales for ensuring economic sustainability of the unit; and shall also have minimum staff for operating the kiosk and monitoring daily sourcing/sales.

Once Administrative Approval is accorded, while conveying the same, the firm should be requested to complete the structure and make it operational. The firm should intimate the Unit Office concerned once the Kiosk becomes operational. Claim shall also be obtained as certified Statement of expenditure with supporting bills (GST bills for goods purchased). On receipt of claim, the Unit office shall inspect the unit and forward claim with Inspection Report and recommendations to HO. Inspection report should indicate date of start of the kiosk.

Subsequently, Sales Records (format enclosed) also to be obtained on a monthly basis. Reimbursement to the firm will be considered on receipt of Sales Records up to 3rd month.

A.5.a.10 Sampling and Testing of coconut products

The scheme is proposed as per provisions of CDB Act for Recommending measures for improving marketing of coconut and its products; and Fixing grades, specifications and standards for coconut and its products. Release of advisories on quality aspects on public interest may also be undertaken.

CDB will be taking samples of various coconut products for testing at its NABL accredited Quality Testing Laboratory and deviations from approved standards will be notified to Regulatory Agencies such as FSSAI for further necessary action. Suitable advisories on quality aspects in public interest may also be issued. The expenditure in this regard will be met by the Board under Market promotion. Suitable advisories on quality aspects in public interest may also be issued, on need basis.

The application form for Establishing Kiosk is attached as Annexure XII can bedownloaded from the following QR Code :





A.5.b Export Promotion Council

The Department of Commerce, Ministry of Commerce and Industry, Government of India has notified Coconut Development Board as an Export Promotion Council (EPC) for all coconut products other than those made from coconut husk and fiber, on 1st April 2009 vide Public Notice No.169 (RE-2008)/2004-2009.

A.5.b.1 Award for Export Excellence:

The export performance of coconut and coconut products has shown a great improvement since 2009-10. The number of products exported, the destinations covered, the volumes exported, the quality standards of Indian products *etc.*, have taken big strides. The Board had instituted "Award for Export Excellence" starting from 2018-19, the tenth year of establishment of EPC and further to be continued as an annual event. The exporters will be recognized for their outstanding performance in various fields connected with coconut industry and motivated to intensify their efforts in coconut export thereby putting the nation on a higher step in the ladder of export of coconut and its products.

Objective:

The objective of the scheme is to promote exports and recognize the exporters who have taken coconut and its diversified products to different parts of the globe.

Cost norm and pattern of assistance:

The award consists of prize money, citation and memento for all categories. The prize money for the Best Exporter is Rs.1.00 lakh in all categories. Under the categories of Shell based and Kernel based products, separate awards will be given in the different categories - Micro, Small and Medium. The classification of categories will be based on MSME classification. Under the categories of coconut water based products, 3 awards – Gold, Silver and Bronze are instituted with Rs.1.00 lakh, Rs.0.75 lakh and Rs.0.50 lakh, respectively, as prize money irrespective of MSME category since coconut water market in India is in the nascent stage with limited number of units and with less turnover.

Eligibility & criteria:

- All exporters who are registered with CDB will be considered for the award.
- Applicant should have valid RCMC with CDB
- Application to be submitted through Online portal
- Login will be possible only if the applicant has submitted Monthly Export Turnover for all financial years since 01.04.2022 including the Award Year in CDB Portal.
- Applicant who has secured 1st prize for last 3 consecutive years in any of the Award category will not be considered for award during the fourth year.

The Award Scheme has different categories to ensure representation of exporters dealing all kinds of coconut products *viz.*, Coconut shell/ wood based product Exporters, Coconut kernel based product Exporters, Coconut water based product Exporters, Best Woman Exporter, Best Innovative Coconut Product Exporter and Best Farmer Producer Organization. Under the categories of Shell based and Kernel based products, separate awards will be given in the different categories - Micro, Small and Medium. The classification of categories will be based on MSME classification.



Award categories and eligibility

S. No	Award	No. of Awards	Definition	Eligibility- Min. Export value	Prize Money
1	Best Coconut shell/ wood based product Exporter	3	Best three exporters based on the export value of coconut shell & wood products viz., coconut shell based activated carbon, Shell charcoal, Shell powder, shell based handicrafts, wood based products etc.	Micro – upto Rs. 10 cr. Small – upto Rs. 100 cr. Medium – upto Rs. 500 cr.	Rs. 1 lakh each
2.	Best Coconut kernel based product Exporter	3	Best three exporters based on the export value of coconut kernel products viz. dry coconut, desiccated coconut, copra, coconut milk/ powder/ cream, coconut oil, Virgin Coconut Oil, etc.	Micro –upto Rs. 10 cr. Small – upto Rs. 100 cr. Medium – upto Rs. 500 cr.	Rs. 1 lakh each
3.	Best Coconut water based product Exporter	3 (Gold, Silver, Bronze)	Best three exporters based on the export value of coconut water products viz., tender/mature coconut water, coconut water based vinegar, nata de coco, coconut water based beverages etc.	Rs. 25 lakh	Gold- Rs.1.00 lakh Silver- Rs.0.75 lakh Bronze- Rs.0.50 lakh
4.	Best Woman Exporter	1	Woman entrepreneur exporting maximum coconut products (nut/shell/wood/kernel/water etc.) in value terms	Rs.5 cr.	Rs.1.00 lakh
5.	Best Innovative Coconut Product Exporter	1	Best innovation in product exported & having considerable export value also. Applicant shall be Manufacturer of the product. New products in the market – under coconut shell/ kernel/ water/ leaf/ wood based categories or innovation within the existing products. Products which were awarded previously will not be considered again.	Rs.25 lakh	Rs.1.00 lakh
6.	Best FPO	1	Registered with CDB as FPO and as exporter- Best exporter based on export value of coconut products	Rs. 25 lakh	Rs.1.00 lakh
7	Best new exporter	1	Registration as new exporter during the Award year - Best exporter based on export value of coconut products	Rs. 25 lakh	Rs.1.00 lakh

**Procedure for availing the subsidy:**

- The application should be submitted in the format for each category through the ONLINE portal in CDB website. The registration link for Award shall be opened in the portal while inviting the application for awards.
- Applicant shall submit separate applications for each category depending on their eligibility.
- Print out of the duly filled online application form should be certified by a Chartered Accountant and uploaded before final submission of application.
- If the Awardees under Categories 1, 2 & 3-Gold happened to be a Woman, their nomination in Category 4 may be dropped. If 3-Silver/ Bronze Awardee happened to be a Woman, option may be obtained from them for Awarding under 3 or 4, and accordingly the nomination ranks/ awardees for Category 4 may be finalised.
- Any other overlappings observed among the Awardees in different categories at selection stage may be decided by the Committee

List of Documents to be attached with Application for Export Excellence Award

1	Application form duly filled up and certified by a Chartered Accountant
2	IEC Certificate
3	PAN
4	Registration-cum-Membership Certificate issued by CDB
5	A declaration in the letterhead of the Organization stating that the company is not in the 'Denied Entity List' at the time of submission of the award application.
6	Supporting documents related to i) Quality certification ii) CSR/sustainability/backward integration initiatives iii) Awards or recognitions iv) Other relevant information if any etc.
7	Supporting document as Woman Exporter for the Woman Exporter Category of Award: -Proprietor - GST Certificate & Aadhaar -Partnership firm - Partnership Deed / document indicating > 50% share for Women & Aadhaar - Company – Document indicating > 50% share holding by Women & Aadhaar
8	Copy/screenshot of Monthly Export Turnover for all financial years since 1.4.2022 including the Award Year filed in the CDB Portal

A.5.b.2 Seminars/Workshops for potential exporters and entrepreneurs:

Seminars/workshops will be organized for entrepreneurs and exporters to discuss on entrepreneurial prospects for value added products of coconut, the formalities in export, updations in export guidelines, quality certifications in export etc.



A.5.b.3 Setting up of Coconut Pavilions in major International fairs:

The Board will take initiative in participating in International fairs with potential for market development through showcasing of coconut products and will facilitate participation of entrepreneurs and exporters.

Objective:

The objective of this scheme is to support exporters to develop market for their coconut products globally by creating opportunities for participating in international events where there is potential for market development and market promotion of their specific product.

Cost norm and pattern of assistance:

CDB will extend assistance, as reimbursement, for the following expenses subject to the specified conditions and limits.

A.5.b.2.1 Stalls facilitated by CDB

Item	Assistance	Documents to claim	Others
Travel assistance	50% of the actual economy class air fare and other travel fares (including 2AC in case of domestic train journeys) limited to Rs. 60,000/- per person (one representative from each participating enterprise)	• Original journey tickets • Boarding pass (to and fro) for the above ticket.	Exhibitor pass of the participants
Accommodation	50% of the cost subject to a maximum of Rs. 20,000/- per firm	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).	
Space rent	(not applicable as Board rents the stall)		
Printing of publicity materials	50% of the cost subject to maximum of Rs.25,000/- per firm	• Original GST bills for printing of publicity materials with seal & signature • Samples of printed publicity materials, photos of the stall substantiating firm's participation	

A.5.b.2.2 Stalls arranged by entrepreneurs themselves

(Own participation)

Item	Assistance	Documents to claim	Others
Travel assistance	50% of the actual economy class air fare and other travel fares (including 2AC in case of domestic train journeys) limited to Rs. 60,000/- per person (one representative from each participating	• Original journey tickets • Boarding pass (to and fro) for the above ticket.	Exhibitor pass of the participants



	enterprise)		
Accommodation	50% of the cost subject to a maximum of Rs. 20,000/- per firm	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).	
Space rent	50% of the space rent subject to maximum of Rs. 1,00,000/-. The space rent will subject to maximum booth/stall size of 9 sqm or minimum booth/stall size provided by concerned Indian trade bodies (e.g. ITPO, FIEO etc) or the Fair Organizer	• Original Invoice for stall rent paid (clearly indicating firm name, stall space and per unit cost). • Fact sheet of the fair indicating minimum stall space	
Printing of publicity materials	50% of the cost subject to maximum of Rs.25,000/- per firm	• Original GST bills for printing of publicity materials with seal & signature • Samples of printed publicity materials, photos of the stall substantiating firm's participation	

Eligibility & criteria:

- The firm should have a valid RCMC issued by CDB.
- The firm should not be under investigation/charged/prosecuted/debarred/ blacklisted under the Foreign Trade Policy of India or any other law relating to export and import business.
- The exporter should not have availed any financial assistance under any scheme from the Government of India or State Governments for participation in the same event.
- Assistance shall be permissible to one person (regular employee/director/partner/proprietor) representing the company. Assistance would not be available to exporters of foreign nationality or holding foreign passport.
- A firm will be extended assistance for participation in a maximum of two events in a financial year.
- The products should be having brand names which are registered
- Quality certifications are encouraged

Procedure for availing the subsidy:

Procedure for submission of proposal for assistance:

- The proposal for participation in the exhibition should be submitted in the application format for the particular Trade Fair/Exhibition through the ONLINE portal for Trade Fairs in CDB website.
- The applicant should attach copies of documents - RCMC, Statement of export details of previous year, passport copy of delegate attending the event.
- Necessary arrangements for Visa has to be done by the participants themselves



- Once registered and approved by the Board for participation in a trade fair, the firm shall participate in the Fair without fail; and in case of non-participation of an approved firm, they shall not be considered for participation in any of the subsequent domestic/international trade fairs by the Board.
- The Board will not entertain any addition/ change in participants from the online registration, once done.
- After scrutiny, the administrative approval will be issued to eligible firms confirming their participation with Board's assistance.
- The invited participating firm shall regularly update the Board regarding travel itinerary and other details of the participating representative.

Procedure for submission of claim:

- After participation in the event, the claim for reimbursement should be submitted within 30 days of completion of the event. All supporting documents of items of expenditure on travel, accommodation, printing of publicity material and space rent should be submitted.
- A report of the participation in the event with details of market access obtained, enquiries received and markets identified should be submitted along with photos of participation.
- Assistance will be made on reimbursement basis only and that too after verifying the bills / vouchers submitted in support of the claim. In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest and will be blacklisted for future programmes of the Board.

Checklist of documents to be enclosed for proposal	
1.	Copy of RCMC issued by CDB
2.	Details of export of goods for the previous year
3.	Copy of Passport of the delegate(s)
4.	The fact sheet of the Trade fair or link to the same indicating minimum stall space (in the case of fairs for which stalls are to be taken by participants)

PROFORMA FOR FURNISHING THE DETAILS OF PRODUCTION OF COCONUT PRODUCTS FOR THE PREVIOUS YEAR

Sl. No.	Product(s) Manufactured	Installed Capacity (in MT)	Quantity Produced (in MT)	Domestic Sales (in Rs)	Export Turnover (in Rs.)

Place:

Date:

Signature

Name:

Address:

Seal



A.5.b.4. Buyer Seller Meet -International:

Objective:

Facilitating participation of exporters in Buyer Seller meets in established as well as emerging new markets through Trade Promotion Bodies/ in association with Embassy of India in respective countries to help in market development of various value added coconut products.

Cost norm and pattern of assistance:

CDB will extend assistance for the following expenses subject to the specified conditions and limits.

Item	Assistance	Documents to claim
Participation fee	50% of the cost subject to a maximum of Rs. 100,000/- per firm or actual, whichever is less.	• Original Invoice for the participation fee • Payment Receipt for the fee paid
Travel assistance	50% of the actual economy class air fare and other travel fares (including 2AC in case of domestic train journeys) limited to Rs. 60,000/- for one person from each participating enterprise	• Original journey tickets • Boarding pass (to and fro) for the above ticket.
Accommodation assistance	50% of the cost subject to a maximum of Rs. 20,000/- for one person	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).
Transportation allowance for bringing products	50% of the cost subject to maximum of Rs.25,000/- per firm	• Original bill in the name of firm clearly indicating to and fro place of product transportation

Eligibility & criteria:

- The firm should have a valid RCMC issued by CDB.
- The firm should not be under investigation/charged/prosecuted/debarred/ blacklisted under the Foreign Trade Policy of India or any other law relating to export and import business.
- The exporter should not have availed any financial assistance under any scheme from the Government of India or State Governments for participation in the same event.
- Assistance shall be permissible to one person (regular employee/ director/ partner/ proprietor) representing the company. Assistance would not be available to exporters of foreign nationality or holding foreign passport.
- A firm will be extended assistance for participation in a maximum of two events in a financial year.
- Once registered and approved by the Board for participation in BSM, the firm shall participate without fail; and in case of non-participation of an approved firm, they shall not be considered for participation in any of the subsequent domestic/international trade fairs by the Board.



- The Board will not entertain any addition/ change in participants once the online registration is submitted.

Procedure for availing the subsidy:

Procedure for submission of proposal for assistance:

- The proposal for participation should be submitted in the application format for the particular event through the online portal in CDB website. The registration link for the particular event shall be opened in the portal on getting final confirmation from facilitating agencies.
- The applicant should upload copies of documents- industry registration, FSSAI registration, production details etc in the portal.
- Assistance would be extended to only one representative per firm for a given event.
- After scrutiny, the administrative approval will be issued to eligible firms confirming their participation with Board's assistance.
- The invited participating firm shall regularly update the Board regarding travel itinerary and other details of the participating representative.

Procedure for submission of claim

- After participation in the event, the claim for reimbursement should be submitted within 30 days of completion of the event. All supporting documents of items of expenditure on travel, accommodation, remittance of participation fee should be submitted.
- A report of the participation in the event with details of market access obtained, enquiries received and markets identified should be submitted along with photos of participation.
- Assistance will be made on reimbursement basis only and that too after verifying the bills / vouchers submitted in support of the claim. In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest and will be blacklisted from the future programmes of the Board.

A.5.c. Market Development

A.5.c.1. Assistance for Quality Certification

The rapid growth in global coconut trade and the increasing demand for coconut products makes it all the more crucial to establish a quality system of production. The importance of standards in trade is fast becoming critical for the domestic as well as international trade. Adherence to specific standards increases the market value of the product. Quality of coconut products and packaging assumes a strong role in promoting market development of the product. The selection decision of the buyers and consumers is very much influenced by the quality certifications possessed by the product.

There are many types of quality certifications in place for the processing of quality products which include systems on quality, environment management, occupational health and safety management, food safety management, energy management etc. The scheme is proposed to encourage entrepreneurs and processors to undertake quality certification of the process/product to facilitate better market development. These include ISO 9001 (Quality Management System), ISO 14001 (Environmental Management System), OHSAS (Operational Health safety), ISO 22000 and FSSC 22000 (Food safety), HACCP (Hazard Analysis at Critical Control Points), ISO 27001 (Information Security Management), ISO 28000 (Supply Chain Management) etc and other certifications like Organic, Fair Trade, Good Manufacturing Practices, Good Hygienic Practices etc.



Government of India is also actively promoting quality certification and Quality Council of India had launched two new schemes for Indian food chain related industry namely India GHP and India HACCP certification schemes based on globally accepted Codex standards. These schemes will also help Indian food chain related industry to demonstrate compliance to global standards without having to go for costly and time consuming foreign certifications as many countries have mandated HACCP for high risk sectors and most developed countries have mandated Good Hygienic Practices (GHP) across all food sectors. FSSAI mandated hygienic & sanitary practices through its licensing regulations. Apart from that they are also encouraging the food industry to aim for India HACCP standard.

Quality assurance is a crucial factor that has to be ensured for coconut products in order to develop and sustain the domestic and export market demand. With a surge in the coconut industry world-wide, it is high time that our processors /exporters are equipped to come up with high quality products using State of the Art Technology.

Scheme for Quality Certification:

Objective:

The scheme aims to promote quality certification and implementation of food safety management systems in harmonization with international standards.

Cost norm and pattern of assistance:

Financial assistance is provided as reimbursement of 50% of the costs for certification and in-house quality control equipments subject to a maximum of Rs. 5 lakh for each certification.

Eligibility & criteria:

- Entrepreneurs or manufacturer exporters are eligible to submit proposal for quality certification
- In case of firms which have already acquired certification, applications received within one year of receipt of certification will also be considered for assistance.
- One firm will be extended assistance for certification for a maximum of 5 different certifications to ensure quality of product

Procedure for availing the subsidy:

- Interested entrepreneurs or manufacturer exporters have to submit proposal for quality certification
- The proposal should include detailed componentwise fee structure for implementation of quality systems and in-house quality control lab equipments.
- The certification should be undertaken through recognized agencies accredited by National Accreditation Board for Certification Bodies /Internationally accredited certification body.
- The applications will be scrutinized by an in-house Screening Committee.
- Assistance will be given for expenses related to the certification process, implementation of the quality system, application fee, product testing fee to the relevant standards, inspection charges, advance licence fee, surveillance charges, installation of in-house quality control lab and other related equipments etc.



- Applicants should submit certificate from Government empanelled agencies in respect of proof of expenditure incurred for acquiring the certification along with the claim.
- Assistance for Kosher, Halal or any other religious certification is not eligible.
- Civil work, AC, refrigerator, computer, glassware, chemicals, consumables etc are not eligible for assistance.

A.5.c.2. Brand Promotion

Brand building is critical to the success of any business. Brand building is the process of generating awareness and promotion of the services of a company through direct advertising campaigns or through sponsorship. Brand building strategies bring consumers closer to the brand and provide value for them so that they can know, feel and experience the brand.

Objective:

The objective of the scheme is to support entrepreneurs in brand building for their products, but limited to those products / firms which conform to relevant national and international quality standards and with shelf life.

Cost norm and pattern of assistance:

Organization	Assistance
For Government/ Co-operative Institutions	100% of the project cost, limited to a maximum amount of Rs.25.00 lakh, as reimbursement.
For Other Companies/ Organizations	50% of the project cost, limited to a maximum amount of Rs.15.00 lakh, as reimbursement.

The assistance under the scheme will be extended as reimbursement of expenditure incurred for eligible brand building activities. The scheme has four sub components, as detailed below.

Maximum assistance under each of the sub component will be limited to 50% of the maximum eligible assistance under the programme "Brand Promotion".

Eligibility & criteria:

Eligible organizations :

Manufacturing organizations eligible under the scheme can be government organizations, autonomous organizations, Cooperatives, Coconut Producer Companies, Proprietorship, Partnership firm, Private limited company etc.

Financial assistance for market promotion activities shall be limited to those products/ firms which conform to relevant national and international quality standards viz., BIS/AGMARK/HACCP/ISO etc (whichever is applicable). Only those coconut products with approved quality standards and shelf life are eligible for assistance under the scheme.

Procedure for availing the subsidy:

The firm should submit a project with detailed plan for various brand building activities to be undertaken with estimated budgets. After scrutiny the Board will communicate the administrative approval to the firm. The various scheme sub-components include:

a. Brand publicity through Digital Marketing:

Under this component, activities taken up by the manufacturing units to promote the products through electronic media are supported. The components under this head include



- Website Development
- Bar Coding
- RFID
- Online Advertising
- QR Code Marketing
- Search Engine Optimization
- Emails/ SMS/Social Media Marketing
- Other new digital marketing interventions

Following documents should be submitted along with the claim for reimbursement of eligible assistance under this component

- Proof for the selection of the agency through competitive bidding process.
- Copy of the quotations submitted by the selected agency for the work
- Work order issued to the agency
- Original bills of the agency
- Proof of payment made to the agency

Maximum assistance under the sub component "Digital Marketing" will be limited 50% of the maximum eligible assistance under the component programme "Brand Promotion".

b. Brand publicity through mass media:

Under this component, activities taken up by the manufacturing units to promote the products through mass media are supported.

The components under this head include.

- Print media like newspapers, magazines, journals etc.
- Television Advertising
- Radio Advertising
- Railway Announcement

For the above activities, the admissible rate of reimbursement will be limited to DAVP/ CBC rates. Original bill of the agency and proof of payment made to the agency should be submitted along with the claim for reimbursement of eligible assistance. Under this component Maximum assistance under the sub component 'Brand publicity through mass media' will be limited to 50% of the maximum eligible assistance under the component programme 'Brand Promotion'.

c. Assistance for printing publicity materials:

Under this component, market promotional activities taken up by manufacturers through printing publicity materials will be supported.

The elements eligible include

- Leaflets
- Brochures
- Pamphlets
- Posters, Newspaper insertions, magazine pull-outs etc.
- Products demo/Display
- Other P-O-P materials (Danglers, display materials)



Selection of the agency should be through competitive bidding process. Following documents should be submitted along with the claim for reimbursement of eligible assistance under this component

- Copy of the quotations by the agency selected for the work
- Work order issued to the agency
- Original bill of the agency
- Proof of payment made to the agency

Maximum assistance under the sub component 'Printing publicity materials' will be limited to 50% of the maximum eligible assistance under the component programme 'Brand Promotion'.

d. Assistance for outdoor advertising:

Under this, assistance will be provided to the following components

- Hoarding (print/ electronic)
- Billboards
- Bus/Tram/ Train/ Metro train Panel ads
- Moving hoardings

Selection of the agency should be through competitive bidding process.

Following documents should be submitted along with the claim for reimbursement of eligible assistance under this component

- Copy of the quotations by the agency selected for the work
- Work order issued to the agency
- Original bill of the agency
- Proof of payment made to the agency

Maximum assistance under the sub component 'Assistance for Outdoor Advertising' will be limited to 50% of the maximum eligible assistance under the component programme 'Brand Promotion'.

Subsidy for a firm limited to maximum ceiling can be availed in installments for a product or for different products within a period of 3 years.

A.5.c.3 DEVELOPMENT OF ONLINE PLATFORM AND ONBOARDING OF COCONUT PRODUCT MANUFACTURERS

It is proposed to develop an online platform to on board the coconut product manufacturers and exporters. This will provide an opportunity for the coconut product manufacturers to display their products and promotional materials along with contact details which will remain in the online portal. The portal will provide an opportunity for the prospective buyers to visit the platform any time and get details of manufacturers. They can reach out to them directly. Facilities for quarterly meetings could also be incorporated which will provide opportunity for CDB to identify potential countries for export and organize meetings with the missions and the prospective buyers abroad along with interested exporters.

The idea is to enable generation and maintenance of an online database of coconut product manufacturers and exporters accessible to all from across the globe which will aid in increasing market access and market development. The identification of the agency for developing the online portal will be undertaken as per norms.

The expenditure in this regard is met by the Board.



A.5.d. CONFERENCES :

Conferences on specified topics of relevance in the market – health attributes quality standards, technologies available, carbon credits and other upcoming topics will be organized with the objective of tabling the relevant updated information to the knowledge of the various stakeholders in the coconut sector.

The expenditure in this regard is met by the Board.

A.5.e STATISTICS

A.5.e.1 Market Intelligence:

Market information on prices and arrivals is crucial for facilitating better market decisions by the farmers and other stakeholders. CDB has evolved a system of market data collection wherein Market Intelligence Cells in the Regional offices and Head Office facilitate collection of real time market data on market prices of major coconut products and dissemination of the same is done through CDB Website and as & when required. Data collection is carried out through market data collectors in the identified major markets a daily basis.

A.5.e.2. Surveys, Research and Evaluation Studies

Undertaking statistical surveys, research, projects and any evaluation study requirement within Coconut Development Board on need basis, in collaboration with reputed institutes/ organizations are being done. Selection of the institutes shall be based on the cost, requirement & objectives of the study. For studies where the budget is high and technical expertise is required, tenders shall be invited and depending on the nature of the project/ study, selection process may either be only financial bid or both technical & financial bids.



A.6. CAPACITY BUILDING, TRAINING & AWARENESS PROGRAMMES AND INFORMATION TECHNOLOGY

The Coconut Development Board carries out various Extension and Publicity activities to enhance awareness among stakeholders and beneficiary groups, including consumers in India and abroad, in line with its mandate, as detailed below:

1. Providing technical support to farmers and other stakeholders through essential training programmes and services, as well as educating and demonstrating new ideas and techniques to improve coconut production, productivity, value addition, and marketing.
2. Conducting product promotional campaigns.
3. Disseminating information on the activities of the Board among farmers, entrepreneurs, and stakeholders through various extension tools.
4. Implementing intensive publicity campaigns across the country to improve outreach for coconut and its products and to enhance demand in domestic and international markets.
5. Promoting the benefits of coconut and its products in terms of their nutraceutical, nutritive, cosmeceutical, pharmaceutical, and functional values among the public.
6. Providing information on coconut through the publication and release of printed materials, and by organizing extension activities such as awareness programmes, capacity-building and skill development programmes, exhibitions, recognition through excellence awards, and product promotion through mass media.

These activities are broadly classified into two segments, namely Extension Activities and Publicity Activities.

I. Extension Activities

The Coconut Development Board organizes awareness programmes across the country through its Unit Offices. Through these programmes, the Board creates awareness among stakeholders about the various schemes and programmes being implemented for the integrated development of coconut cultivation and industry. The programmes also focus on disseminating knowledge on scientific coconut cultivation practices, processing and value addition, as well as marketing and export of coconut and coconut products.

The major programmes are

- A. On-Farm Demonstration in Coconut Cultivation/ Campaign for popularizing AEP/PICCS/KSIS)
- B. Block level Capacity Enhancement Programme
- C. District Level Coconut Outreach & Awareness Meet
- D. State Level Coconut Farmers' Convention
- E. Technical Enrichment for Agriculture/ Horticulture Officers
- F. World Coconut Day Celebration
- G. CDB Foundation Day Celebration
- H. Intra-State Exposure Visit for Best Practice Learning
- I. Inter-State Coconut Innovation Exposure Tour- Programme Based



J. Strategic Collaborations with Institutions and International organizations for Promotion of coconut

K. Skill Development & Livelihood Support Initiatives

K-I Friends of Coconut Tree

K-II Cocomitra- Task Force of Coconut Climbers

K-III Kera Kaushal Kendra

K-IV Training for Neera Tapping & Processing

L. Other training programmes/ Refresher trainings, etc., on need basis

M. Special Programmes:

(A) Planting and Popularizing of Coconut in Educational Institutions

(B) Reimbursement of Local Travel and Official Outreach Expenses

Mode of Implementation

A draft Annual Action Plan AAP, along with a monthly calendar of operations, shall be obtained from the Unit Offices of CDB

The action Plan shall be as under:

For programmes implemented on a cluster basis, such as Replanting & Rejuvenation and PICCS, the following activities shall be organized in each cluster:

1 st Meeting	Preliminary Cluster Identification Programme Baseline Survey Programme	On-Farm Demonstration in Coconut Cultivation
2 nd Meeting	Beneficiary Identification - Technical Programme	Block-level Capacity Enhancement Workshop
3 rd Meeting	Input Distribution Programme	Block-level Capacity Enhancement Workshop
4 th Meeting	Assessment Programme by CDB	District Level Coconut Outreach & Awareness Meet

In addition to the above, to enhance visibility of the activities undertaken by the Board for the integrated development of coconut farming and industry, state and district levels programmes may also be organized. These programmes may cover larger areas and involve wider participation of farmers, people's representatives, senior officers, industrialists, and other stakeholders.

Each Unit Office shall be allocated funds on a quarterly basis for carrying out extension activities, based on the development schemes being implemented within their respective jurisdiction.

Operational Guidelines

1. Unit Offices shall submit a quarter-wise calendar of activities, based on which funds shall be released.
2. Unit Offices shall conduct the approved programmes and submit reports along with photographs for dissemination through social media.
3. A monthly report, including category-wise details of programmes, shall also be furnished to the Head Office (HO).
4. For exposure visits, Unit Offices shall submit proposals along with the list of farmers, itinerary, and tentative period of visit. The proposal shall be scrutinized by the HO and, if



found in order, approved. A detailed report along with photographs shall be submitted after completion of the visit.

5. Unit Offices intending to conduct skill development programmes—Friends of Coconut Tree (FoCT), Cocomitra – Coconut Climbers Task Force, Kera Kaushal Kendra, and Neera Technician Training—shall strictly adhere to the prescribed guidelines. The number of training batches shall be included in the AAP.
6. Organizing offices shall ensure the availability of suitable training venues, accommodation (for residential programmes), and infrastructure. Proposals shall include details of qualified trainers/resource persons, such as certified Master Trainers in palm climbing, Master Neera Technicians, and skilled artisans for handicraft training.
7. For distribution of climbing machines (FoCT/Cocomitra), vehicles, handicraft kits, or other materials, proper acknowledgment from beneficiaries shall be obtained. Unit Offices shall also undertake field visits and post-training follow-up to assess employment/self-employment outcomes.

General Terms and Conditions

- Approval from the competent authority shall be obtained for each programme, based on local requirements.
- Inter-component reallocation is permitted based on local needs, provided the total expenditure remains within the approved allocation.
- Additional sanction may be obtained in the cases of VIP participation, higher farmer turnout, or special circumstances, with proper justification.
- As far as possible, programme venues shall be government-owned institutions.
- For on-campus programmes, accommodation shall preferably be arranged in government facilities such as guest houses, KVKs, District Training Centres (DTCs), SAMETIs, etc.

MODULES FOR SEMINARS AND WORKSHOP

A. On-Farm Demonstration in Coconut Cultivation

The On-Farm Demonstration in Coconut Cultivation shall be organized at the Block/Gram Panchayat level under programmes such as PICCS, Replanting & Rejuvenation (R&R), AEP, and KSIS campaigns, including demonstration and distribution of inputs under various schemes of the Coconut Development Board (CDB). These programmes shall preferably be conducted in the fields of outstanding or progressive farmers. The teachers for such demonstrations may include progressive farmers, extension operationalization of Front Line Demonstrations in one or more crops and/or allied sector activities. These demonstrations shall focus on Integrated Crop Management practices, including field preparation, Integrated Pest Management (IPM), Integrated Nutrient Management (INM), and other improved cultivation practices.



Duration	½ day
No. of participants	Min.100
Financial allocation	Rs.8000
Participants	Farmers in case of field oriented programmes/Farmers/workers in case of KSIS

The budget includes expenses for Honorarium for experts@ Rs.2000/- and refreshments.

Programme Schedule

Time	Topics
9.30 to 10.30 AM	Registration
10.00 to 11 00 AM	Coconut cultivation practices by AO/HO/KVK officials/Scientists
11.00 to 12.00 AM	Field visit in the progressive farmer's field
12.00 to 1.00 PM	Discussion and sharing of experience by the progressive/host farmer on the basis of field visit - focus on Integrated Crop Management including field preparation, application of manure and fertilizer, IPDM, INM, etc.

B. Block-level Capacity Enhancement Workshop

Objective: To impart knowledge and skill on scientific coconut cultivation to farming community.

Duration	1 day
No. of participants	Min. 50
Financial allocation	Rs.20,000
Participants	Farmers

The budget includes expenses for honorarium for experts@ Rs.2000/-, refreshment @ Rs.200, and programme arrangement.

Programme schedule

Duration	Topics
30 Minutes	Registration
15 Minutes	Welcome Address
45 Minutes	Prospects for processing and value addition in Coconut
15 Minutes	Question & Answer Section
45 Minutes	Marketing and Export Promotion of Coconut
15 Minutes	Question & Answer Section



45 Minutes	Schemes of CDB for promoting scientific coconut farming
15 Minutes	Question & Answer Section
1Hour	Lunch Break
45 Minutes	Scientific coconut cultivation technologies
15 Minutes	Question & Answer Section
45 Minutes	Experience sharing/Success stories in coconut farming/ Method demonstrations/Video films By Progressive farmers
	Vote of Thanks

C. District Level Coconut Outreach & Awareness Meet

Objective: To impart knowledge and skill on scientific coconut cultivation to Officials, farming community and extension workers.

Duration	1 day
No. of participants	Min. 100
Financial allocation	Rs.50,000
Participants	Farmers, Scientists, Horticulture/ Agriculture officials, extension workers

The budget includes expenses for honorarium for experts@ Rs.2000/- refreshment @ Rs.200, transportation charges of farmers, and programme arrangement.

Programme schedule

Duration	Topics
30 Minutes	Registration
15 Minutes	Welcome Address
45 Minutes	Prospects for processing and value addition in Coconut
15 Minutes	Question & Answer Section
45 Minutes	Marketing and Export Promotion of Coconut
15 Minutes	Question & Answering Section
45 Minutes	Schemes of CDB for promoting scientific coconut farming
15 Minutes	Question & Answer Section
1Hour	Lunch Break
45 Minutes	Scientific coconut cultivation technologies
15 Minutes	Question & Answering Section
45 Minutes	Experience sharing/Success stories in coconut farming/ Method demonstrations/Video films By Progressive farmers/ entrepreneurs/ others



	Vote of Thanks
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D. State Level Coconut Farmers Convention

Objective: To provide a broader platform for scientists, officials, extension functionaries, and the farming community to exchange knowledge and update themselves on the latest innovations in scientific coconut cultivation, value addition, processing, and marketing, thereby promoting the integrated development of the coconut sector.

Duration	1 day
No. of participants	1000 participants
Financial allocation	Rs.5,00,000 (depending on the number of participants)
Participants	Farmers, Scientists, Horticulture/ Agriculture officials, extension workers

The budget includes expenses for honorarium for experts @ Rs.2000/- refreshment @ Rs.200, transportation charges of farmers, mementos for VIPs, programme arrangements, exhibition arrangements, accommodation and other miscellaneous expenses.

Programme schedule

Duration	Topics
30 Minutes	Registration
30 Minutes	Formal Inauguration of State level workshop
45 Minutes	Prospects for processing and value addition in coconut
15 Minutes	Question & Answer Section
45 Minutes	Marketing and Export Promotion of Coconut
15 Minutes	Question & Answer Section
45 Minutes	Schemes of CDB for promoting scientific coconut farming
15 Minutes	Question & Answer Section
1Hour	Lunch Break
45 Minutes	Scientific coconut cultivation technologies
15 Minutes	Question & Answer Section
45 Minutes	Experience sharing/Success stories in coconut farming/ Method demonstrations/Video films by Progressive farmers/ entrepreneurs/ others
	Vote of Thanks

E. Technical Enrichment for Agriculture/ Horticulture Officers

Objective: The scheme aims to create awareness among state government agriculture/horticulture officers and other officials involved in plantation components under programmes such as VB- GRAM and watershed development programmes, regarding the various schemes of CDB, and to update their knowledge on innovations in scientific coconut cultivation and value addition



Duration	1 day
No. of participants	Min. 50
Financial allocation	Rs.50,000
Participants	ADAs, HOs, AHOs and Officers involved in plantation component in VB-GRAM/watershed programme, etc.

The budget includes expenses for training materials @ Rs.50 and refreshments @Rs. 500, honorarium for experts @ Rs. 2000, programme arrangement and miscellaneous expenses. Approval should be obtained from the competent authority for different components depending on the local situations.

Programme Schedule

Time	Topics
9.30 AM - 10.00 AM	Registration
10.00 AM - 10.15 AM	Welcome Address/ Introduction
10.15 AM - 10.30 AM	Formal Inauguration of one day programme
10.30 AM - 1.00 PM	Session I - Schemes of CDB and Method of implementation of CDB Schemes
1.00 PM - 2.00 PM	Lunch Break
2.00 PM - 3.00 PM	Session II – Processing, value addition and Marketing, in coconut (Local/National and International Market)
3.00 PM - 4.00 PM	Session III - Improved Horticulture Practices
4.00 PM – 4.15 PM	Tea Break
4.15 PM - 5.15. PM	Interactive session
5.15 PM – 5.30 PM	Vote of thanks

F. World Coconut Day Celebrations

World Coconut Day is observed on 2nd September every year to promote awareness on the importance of coconut cultivation, the nutritive value of coconut and its products, value addition, and domestic and international trade, along with its significant role in rural livelihoods, economic development, and sustainability.

Budget Allocation for CDB Unit Offices

HO/Regional Offices	Rs.50,000
State Centres	Rs.50,000
DSP Farms	Rs. 20,000

Apart from these, one major celebration at National level shall be organized.



G. CDB Foundation Day – Milestones & Innovations

The Coconut Development Board observes its Foundation Day on 12th January every year to create awareness about its initiatives for the integrated development of coconut cultivation and industry across the country.

Budget Allocation for Unit Offices

HO/Regional Offices	Rs.50,000
State Centres	Rs.25,000
DSP farms	Rs. 10,000

Apart from these, one major celebration at National Level shall be organized.

H. Intra-State Exposure Visit for Best Practice Learning

Duration	1 day
No. of participants	Min. 30
Financial allocation	Rs.30,000
Participants	Farmers

I. Inter-State Coconut Innovation Exposure Tour

Duration	4 days (excluding journey period from first location/ last location)
No. of participants	Min.20
Financial allocation	Rs.2,25,000
Participants	Farmers

3 Tier AC train fare facility can be used by the farmers and accommodation may be arranged preferably in Government Guest houses during inter-State visits.

J. Strategic Collaborations with Institutions and International organizations for Promotion of coconut

Criteria for Sanctioning Sponsorship

Sponsorship may be provided to Research Organizations, Government Institutes, State Agricultural/Horticultural Universities, Farmer Producer Organizations (FPOs), agriculture-oriented NGOs, and other organizations engaged in promotional activities such as seminars, workshops, fairs, exhibitions, etc., in the horticulture/coconut sector.



While considering proposals for sponsorship, the following criteria shall be taken into account to ensure alignment with the objectives of the Coconut Development Board:

- **Relevance:** The area of operation and activities of the applicant organization shall align with the mission, vision, and target audience of the Coconut Development Board.
- **Cost-effectiveness:** The sponsorship proposal shall offer reasonable value for the sponsorship amount, particularly in terms of outreach and stakeholder engagement.
- **Impact:** The potential long-term benefits and outcomes of the sponsorship shall be assessed.
- **Feedback and Evaluation:** Adequate mechanisms shall be in place for collecting feedback and evaluating the effectiveness of the sponsored activity.

The beneficiaries availing sponsorship shall mandatorily display promotional materials of the Coconut Development Board during the event and in any publications released as part of the event, including prominent display on the backdrop.

Categories of sponsorship:

Category	Amount proposed (Rs.)	Eligible institutions
Category 1	50,000-1,00,000	Central/ State Government institutes/ SAUs/ SHUs/ other Public Sector Institutes
Category 2	25,000-50,000	FPOs, Agriculture oriented organizations, leading media houses
Category 3	5,000-25,000	Media/ Organizations involved in coconut farmer welfare and other related activities
Category 4	5,000	Other miscellaneous requests

(b) International Seminar/ Workshops/ other programmes in collaboration with international organizations

Conduct of International Seminar/ Workshops/ other programmes in collaborations with international organizations like ICC, FAO, UN organizations etc. The budget shall be sanctioned on need basis.

K. Skill Development & Livelihood Support Initiatives

The Coconut Development Board implements a comprehensive Skill Development and Livelihood Support Initiatives, including the **Friends of Coconut Tree (FoCT) programme, Cocomitra – Coconut Climbers Task Forces, Kera Kaushal Kendras** – (group of trained coconut handicraft artisans) and **training for Neera tapping and processing**, with the objective of creating skilled manpower, promoting value addition, and generating sustainable livelihood opportunities across the coconut sector.

K-I. Friends of Coconut Tree (FoCT)

Introduction & Objective

The Friends of Coconut Tree (FoCT) programme, is a flagship skill development initiative of the Coconut Development Board aimed at addressing the acute shortage of skilled coconut tree



climbers. The programme seeks to develop a pool of trained manpower capable of undertaking coconut harvesting and plant protection operations in an efficient and safe manner.

Programme Description

The training programme is conducted over a period of **six days**, (residential/non residential) with a strong emphasis on practical, hands-on learning. The curriculum includes safe climbing techniques using modern mechanical devices, harvesting practices, plant protection measures, nursery techniques and scientific management of coconut cultivation. Trainees are also sensitized on safety, health, and livelihood aspects.

Upon successful completion of the training programme, the trainees are provided with a coconut climbing machine, free of cost, enabling them to immediately undertake field-level operations and generate income.

Trainees shall also be enrolled under the Kera Suraksha Insurance Scheme (KSIS) for a period of one year from the first day of training. The insurance premium for the first year shall be fully borne by the Coconut Development Board. From the second year onwards, the trainees shall renew the policy by remitting 15% of the premium, while the remaining 85% shall be borne by the Board, or as per prevailing KSIS provisions.

Target Group

Unemployed/underemployed people between the age of 18 and 50 years willing to undertake coconut harvesting and plant protection operations as a profession.

Implementing Agencies

The programme is implemented through eligible institutions such as Krishi Vigyan Kendras (KVKs), State Agricultural Universities (SAUs), State Horticulture Universities (SHUs), Non-Governmental Organizations (NGOs), and Farmer Producer Organizations (FPOs) having valid CDB registration, which possess the necessary infrastructure and technical expertise for conducting skill-based training programmes. The Board shall transfer the training cost to the implementing institutions. The supply order for coconut climbing machines shall be placed directly by the Board.

Cost of Training (Batch of 20 Trainees)		
Sl. No.	Particulars	Cost
1	Training cost for a batch of 20 trainees	₹ 56,500/-
2	Supply of climbing machines @ approx. Rs. 3,000 per trainee (20 trainees)	₹ 60,000/- (as per actual)
3	Transportation cost of machines and miscellaneous expenses	As per actual (depending on location)

Outcome

The programme facilitates the creation of a skilled workforce, ensuring timely harvesting and effective plant protection operations, thereby supporting farmers in improving productivity and realizing better income. It also generates green-collar employment opportunities, enabling trained climbers to earn a sustainable income.



Further, experienced trainees may progress to become Neera Technicians, enhancing their livelihood prospects. The trained personnel may also organize themselves into Cocomitra – Coconut Climbers Task Forces and avail financial assistance as per the norms applicable to Cocomitra Units.

K-II. Cocomitra-Coconut Climbers Task Forces

Cocomitra– Coconut Climbers’ Task Forces is a scheme aimed at creating a structured, dedicated, skilled, well-equipped, and responsive workforce of trained coconut climbers who can operate as a service-oriented group for timely coconut harvesting, plant protection, and related operations.

Objective: To create a structured, dedicated, skilled, well-equipped and responsive workforce of trained coconut climbers capable of operating as a service-oriented group for timely coconut harvesting and other plant protection operations.

Eligibility Criteria

- Unemployed/ underemployed people between the age of 18 and 50 years willing to undertake coconut harvesting and plant protection operations as a profession.
- Must register as an entity
- Willing to undergo CDB training and to take insurance coverage under KSIS scheme
- Must have an office and to maintain day to day activities

Standard Operating Procedure (SOP) for Cocomitra – Coconut Climbers Task Force

1. Formation of the Task Force Unit

- 1.1. Minimum 6 and maximum 10 interested and likeminded people shall form a group (to be referred to as a “Cocomitra Unit”)
- 1.2. The unit shall be registered as a legal entity (proprietorship/ partnership/ Charitable society/ SHG/UDYAM registration etc.) and must have a bank account
- 1.3. A formal application in prescribed format shall be submitted to CDB for consideration

2. Approval & Training

- 2.1. Upon preliminary scrutiny and fulfillment of eligibility, an in-principle approval shall be issued by the Board.
- 2.2. Post approval, all members must undergo a three-day training organized by CDB or its empanelled agency.
- 2.3. The training shall cover the use of climbing equipment, safe climbing techniques, and harvesting of mature nuts and tender coconuts. It shall also include hands-on training in coconut crown cleaning, plant protection measures, and related operations, along with orientation on business operations and service delivery models.
- 2.4. The trainees shall be enrolled for one-year insurance coverage under the Kera Suraksha Insurance Scheme (KSIS) from the first day of training. The insurance premium for the first year shall be fully borne by the Coconut Development Board (CDB). From the second year onwards, the policy shall be renewed by the concerned Unit for all members by remitting 15% of the premium, while the remaining 85% shall be borne by the Board or as per the prevailing provisions of KSIS

3. Identification and Registration of helpline



- 3.1. Upon completion of training, the group shall nominate two official contact persons and register a dedicated mobile number as the Unit Helpline. And the same should be linked to the Hello Naariyal Call Centre of the Board.
- 3.2. The unit shall:
 - Set up an office space (owned/rented/leased) for a minimum period of 5 years. Rent agreement/ Lease agreement should be registered with concerned authority.
 - Open a bank account in the name of the Cocomitra Unit
 - Install a permanent/semi-permanent signboard clearly displaying the name and CDB assistance.

4. Financial assistance from CDB

Item	Cost (Rs.)
Subsidy for new Two-wheeler @ max. Rs.25,000 for six – ten persons	2,50,000
Training cost for 6-10 trainees(including the cost of 6 machines)	36,000
Cost of machines (10 nos.)	30,000
Power Sprayer(2 no.)	20,000
Office Expenses/Seed Money/First aid kit	14,000
Total	3, 50,000

5. Legal & Financial Compliance

- 5.1. A registered bye-law governing the functioning and internal operation of the unit must be prepared.
- 5.2. Copy of the registration certificate, lease/rent agreement, and byelaw must be submitted to the Board.
- 5.3. Min. 2% of the revenue earned by the members shall be remitted to the account of the respective Cocomitra unit for meeting the common expenses.
- 5.4. All recurring expenses such as rent, utility bills, mobile recharge, insurance premium for two wheelers, KSIS insurance premium for Unit Members, maintenance charges of vehicles/ sprayers, etc., plant protection chemicals, etc. shall be equally shared by all unit members.
- 5.5. An MoU shall be executed between CDB and the Cocomitra Unit to ensure that climbing and other related activities are undertaken by the Cocomitra Unit.

6. Operational Guidelines

- 6.1. The unit shall:
 - Maintain a stock book of various assets and other items
 - Maintain a register/logbook documenting all service operations
 - Assign daily responsibilities and rotation of work to ensure equitable distribution of work and income.



7. Financial Assistance and Asset Procurement

7.1. The Board shall provide financial assistance for the following:

- Financial assistance @ Rs.25,000 per vehicle shall be provided for the procurement of new two-wheelers with carriers. The financial assistance for the purchase of the vehicles shall be released by the Board only after six months from the date of formation of the unit, subject to certification by the local Agriculture Officer (AO)/Horticulture Officer (HO) that the beneficiary has satisfactorily performed coconut harvesting and other plant protection operations. In cases where the vehicles are purchased through a loan from any RBI-recognized bank, the eligible subsidy shall be released to the bank against the respective loan account; otherwise, it shall be released to the account of the beneficiary. The vehicles so procured shall be registered in the name of the beneficiary.
- Climbing Machines - Supply order shall be placed directly by the Board to the agency
- Power Sprayer (2 no.) to a maximum of Rs. 20000/- directly to the supplier
- Office Expenses/Seed money/ First aid kit of Rs. 14,000/-to the bank account of the Unit

7.2. Assets procured must be:

- Comprehensively insured
- Regularly maintained by the unit

Note: Copies of the rent agreement, RC (Registration Certificate), tax paid receipt, and insurance certificate of the vehicles must be submitted to the respective CDB Unit Office. The assets must not be transferred/ sold/ disposed off without prior permission of CDB.

8. Monitoring and Reporting

8.1. The Cocomitra Unit must:

- actively involved in the harvest/ plant protection operations and other operational needs of the coconut farmers
- maintain daily operational records
- be available for periodic inspection by CDB officials
- submit a quarterly performance report to the concerned CDB office
- regularly enroll/ renew under KSIS

Once the Cocomitra unit is functional, CDB may also post the details of the Cocomitra in its website for mutual benefit of the climbers as well as the farmers. The details of the Cocomitra may also be communicated to the CFCs in the District/ State for wider reach.

Experienced Cocomitra members may further progress as Neera Technicians.

The application form for Cocomitra is attached as Annexure XIIIA can be downloaded from the following QR Code:





K-III. Kera Kaushal Kendra

Objective: The objective of Kera Kaushal Kendra scheme is to establish sustainable and collaborative Coconut Handicraft Centres across India by mobilizing, orienting, and supporting youth and artisans with an aptitude for coconut-based handicrafts. The scheme, helps form legally registered group enterprises, and extends financial and marketing support to ensure production, promotion, and income generation from coconut shell, wood, and other coconut-derived materials.

Eligibility Criteria:

- Must be unemployed/underemployed person between the age of 18 and 60 years interested in making coconut based handicrafts
- Must be willing to work in a group through a legal entity (NGO/Society/Co-operative/Trust/SHG)
- Must complete the 6-day training programme conducted by Coconut Development Board (or) have completed a similar handicraft training programme previously organized by CDB

Standard Operating Procedure for Kera Kaushal Kendra – Establishment of Coconut Handicraft Centres

Establishing sustainable and functional Coconut Handicraft Centers by identifying interested individuals with aptitude for Coconutbased Handicraft Production and providing them financial and logistic support.

1. Identification of Prospective Entrepreneurs

- Mobilization of youth interested in coconut based handicrafts
- Screening and shortlisting based on aptitude and willingness to form a common enterprise
- 15 shortlisted candidates required to form one Coconut Handicraft Centre
- Interested candidates shall register a legal entity (Society/NGO/ Co-operative Society/ Trust/ SHG)

2. Orientation and Skill Training

- A 6-day basic training shall be conducted for selected individuals
- Training shall cover coconut shell and wood craft techniques, polishing, assembly, and product finishing
- Each training batch shall consist of 15 participants
- Training cost per batch (15 persons): Rs. 67,650
- Candidates already trained under CDB programmes may directly proceed to Centre formation, after registering as a legal entity

3. Formation of Handicraft Centre

- The trained entity must secure a store/workshop premises on own/lease/ rent
- The entity must open a bank account and submit necessary documents to CDB.
- CDB shall approve and recognize the Centre as a Kera Kaushal Kendra unit.

4. Financial Assistance and Procurement



- Each approved Handicraft Centre shall be eligible for one time financial assistance for Tools and Equipments, Furniture and Fixtures, Storage Shelves and Racks, Utilities and Contingencies
- They can directly procure the items.
- The Board shall directly make the payment to the supplier after inspection by the Board

Budget Indicative per Handicraft Centre	
Item	Cost (Rs.)
Training cost for 15 trainees	67,650
Tools and equipments	80,000
Furniture and Fixtures	50,000
Storage shelves and racks	30,000
Utilities	30,000
Contingencies	10,000
Total	2,67,650/-

5. Implementation Process

- Mobilization and Short listing of interested candidates by CDB
- Registration of Centre as a legal entity by participants
- Setting up the Centre by the entity
- Submission of proposal by the Centre and verification by CDB
- CDB administrative approval communication and release of funds
- Conduct of 6-day training by CDB, if not attended
- Procurement by the Centre
- Release of payment to the party after inspection by the Board
- Monitoring of centre operations by CDB and regular reporting

6. Monitoring and Reporting

- Each Centre must maintain records of production, sales, and beneficiaries.
- Submit quarterly progress reports to CDB
- CDB may conduct periodic physical inspections

7. Marketing and Promotional Support

- Each Handicraft Centre shall actively engage in the marketing and promotion of the products made by its members
- Centres should explore local, regional, and online sales avenues, including maintaining a dedicated display section in their premises.
- The Coconut Development Board shall facilitate the participation of the Centres in exhibitions, trade fairs, and promotional events for showcasing and selling their products.



- The CDB may also facilitate linking of the Centres with Farmers' clusters/ primary processing units for raw materials
- Support shall also be extended for branding, packaging, and product design enhancement.
- Support for International exposure

The application form for Kera Kaushal Kendra is attached as Annexure XIIIIB can be downloaded from the following QR Code:



K-IV. Training for Neera Tapping & Processing

CDB is extending neera technician training in the farmers' fields/ premises of FPOs under the auspices of FPOs having Neera License in the States of Kerala, Tamil Nadu, Karnataka and Andhra Pradesh and as per extant rules in other States. Applications can be collected from Interested FPOs/promising Cocomitra members with commitment for organizing the programme @10 candidates per batch with 2 Master Technicians. The training shall be of one-week duration, with total financial assistance of Rs. 80,300/-per batch.

Duration	7 days
No. of participants	Min. 10
Financial allocation	Rs. 80,300/-
Participants	Promising FoCTs/Cocomitra unit members/ Skilled Farmers Unemployed/ underemployed youth knowing palm climbing

Implementation strategy:

- The skill development training shall be undertaken based on specific project proposals from FPOs engaged in neera processing
- The FPO shall submit proposal with details of the selected trainees
- The period of neera technician training is one week
- The number of participants in a batch should be min. 10 in the age group of 18-50 years
- The training shall be done in the farmers' fields/FPO premises
- Qualification and Experience of Master Technician: Should have an experience of minimum two years in neera tapping and processing and possess good communication skills



Guidelines for the conduct of training for Neera Tapping & Processing

The training shall be divided into Technical and Managerial sessions and Practical sessions on tapping. Services of subject matter experts from CDB/Department of Agriculture/Horticulture/SAUs/ SHUs/ ICAR institutes/ Management/other relevant fields can be utilized for handling the sessions. The training is non residential. There shall be a Course Coordinator for the training who shall ensure that the sessions start on time, the areas are fully covered in the training and the Neera technicians and the Master Technician strictly abide to the rules of the training. The training centre shall identify 10 palms (preferably dwarf palms) for tapping practice. The Master Technicians shall coordinate the practical sessions of the training. The initial tapping practice can be given in cut inflorescences kept at the ground. Tapping in inflorescence in the palm can be initiated once the Master Technician is fully confident that the tapping skill has been developed. Each Master technician shall maintain a day book on the progress achieved by the five trainees under him and the quantity of Neera tapped by them from the palms allotted to them.

Session No.	Topic
I	Introduction of coconut palm, different varieties of coconut, criteria for selection of palm for Neera tapping, varieties suitable for Neera, selection of inflorescence etc
II	Management of palms — cultural operations and plant protection of palms used for tapping, integrated pest and disease management, cultural operations conducive for Neera production
III	Neera - Introduction on Neera, nutritional composition and health attributes of Neera, Importance of Neera and Neera tapping, economic value of Neera, contribution to income of farmer, Neera technician and the state, Neera in other countries
IV	Tapping and Neera production — Process of tapping, steps involved, tapping tools and vessels — familiarization, modern methods of Neera tapping, techniques to improve quality and quantity of Neera tapped
V	Microbiological aspects in Neera tapping — personal hygiene of Neera technician, need for quality and hygiene in tapping, collection and storage, hygiene in tapping, transportation and storage of Neera
VI	Technology for Neera collection — application of disinfectant and anti fermentation solutions during Neera tapping — need for application of the solution and mode of application — time and method
VII	First aid, Importance of social security
VIII	Communication skill development and interpersonal relations

Training Cost					
S. No.	Particulars	Cost (Rs.)	No.	Amount (Rs.)	Remarks
1.	Tools	2000/ trainee	10	20000	10 trainees
2.	Food/ Refreshments for trainees and Master Technicians	200/ day	12	16800	7days



3.	Remuneration for experts	1000/ day	2	14000	7 days
4.	Fee for Master Technicians	500/ day	2	7000	7 days
5.	DA for trainees	250/ day	10	17500	7days
6.	Contingencies	5000/ batch		5000	
	Total			80300	

The budget allocation for the food and daily allowance of the trainees and the master technicians shall be transferred directly to their bank accounts.

The trainees shall be enrolled for one-year insurance coverage under Kera Suraksha Insurance Scheme from the first day of the training. The first year insurance premium shall be fully borne by CDB. From the succeeding year, it shall be renewed regularly by the Neera Technician, by remitting 15 % of the premium. Balance 85 % would be borne by the Board or as per the KSIS provisions applicable at that time.

L.Other training programmes/ Refresher trainings

The Board shall organize other training programmes/refresher trainings on various aspects on need basis.

M.Specialprogrammes:

(A) Planting and Popularizing Coconut in Educational Institutions

The School-Oriented Awareness Programme on Coconut is conceived as an educational initiative to be implemented through Science Clubs, with the objective of creating awareness among students about the importance of coconut and agriculture. The programme aims to inspire young minds to explore coconut farming by educating them on the food and nutritional value, health and wellness benefits, household and industrial uses, and the cultural and religious significance of coconut. It also seeks to help students connect with land, understand the origin of food, and appreciate the role of agriculture, particularly coconut, in the economy and society.

The programme shall be implemented through schools under the State Education Department, Public Sector Undertakings such as Atomic Energy Schools, Defence Schools, Air Force Schools under AWES, Kendriya Vidyalayas, Sainik Schools, Navodaya Vidyalayas, Ekalavya Model Residential Schools, and schools run by Municipal Corporations and Panchayats. Proposals from these institutions shall be submitted through the concerned Unit Offices of the Coconut Development Board (CDB) for approval. The number of coconut seedlings to be planted shall be determined based on the land available with the respective school, subject to a maximum area of 2 hectares.

Beneficiary schools shall organize awareness programmes on coconut cultivation, including talks and presentations on topics such as The Coconut Tree: Tree of Life, botany and growth of the palm, nutritional benefits of coconut products, eco-friendly applications, and economic significance. The programme shall also include visual and activity-based learning through posters, videos, and infographics, as well as demonstrations and exhibits such as coconut product displays, cooking



demonstrations using coconut-based recipes, and live demonstrations on planting, harvesting, and coir processing.

The Coconut Development Board shall provide financial assistance at the rate of ₹ 350 per plant towards the cost of planting material, tools, tree guards, manures, fertilizers, and other incidental expenses. High-yielding varieties of coconut seedlings shall be procured from recognized or registered nurseries. Students shall be encouraged to participate in maintenance activities such as watering, weeding, and plant protection under the supervision of a designated teacher or Science Club mentor.

The school shall submit a proposal detailing the availability of land, infrastructure, and the number of seedlings proposed. Financial assistance shall be released in two installments-50% of the eligible amount shall be released as the first installment upon approval, and the balance shall be released after completion of planting, submission of supporting documents, and verification by the Unit Office.

Monitoring of the programme shall be carried out through periodic field visits by officials of the Coconut Development Board or the State Agriculture/Horticulture Department, at least once a year. The programme is expected to enhance awareness among students, promote understanding of sustainable agriculture, and foster interest in coconut cultivation while creating school-level demonstration units.

(B) Reimbursement of Local Travel and Official Outreach Expenses

The objective of the scheme is for following standardized and transparent process for reimbursing local conveyance, Incidental Travel Allowance (TA) and other expenses incurred by regular/ contractual employees of Coconut Development Board (CDB) while performing official duties. The objective is to ensure timely, accountable reimbursements under the respective Unit Office's budget from the CBIAPhead. This reimbursement scheme applies to all regular/ contractual employees of the Coconut Development Board engaged in Official tours, Inspections, Trainings, Assignments and Other approved official duties.

The Expenses eligible for reimbursement under the scheme are, Local Conveyance, Incidental Travel Expenses, Registration Fees for official seminars/workshops and other Miscellaneous Expenses directly related to the travel/assignment.

The expenses incurred on logistics, accommodation, honorarium/ remunerations, working lunch and/ or other refreshments during the committee visits for monitoring/ study/ survey, etc. can also be covered under this component. The approval/ sanction may be obtained at competent level.

Claims shall be cleared by the respective Unit Offices as per the extant Govt. of India rules. All claims shall be subject to scrutiny, verification, and approval. Any discrepancies must be rectified promptly, with recoveries made as per applicable rules. Any deviations / special cases must receive prior approval from the Competent Authority, CDB.

II. Publicity Activities

Production of publications in different languages including grant-in-aid to State Government/ Universities for production of publications, carrying out media plan for the generic promotion of coconut and its products/ on the goodness of coconut Production and airing/screening of films, Participation in exhibitions and fairs, and recognizing the farmers and other stakeholders through



the biennial national award of Coconut Development Board are the various publicity activities undertaken by the Board for supporting and encouraging the coconut farmers, artisans and other stakeholders in the country.

A. Social Media Content Creation- Coconut Connect

Through the Scheme - Social Media Content Creation, the Coconut Development Board (CDB) aims to create widespread awareness among the general public about the goodness of coconut. The content shall cover health, nutrition, culture, livelihood, and other key aspects by posting informative, creative, and up-to-date information across the Board's social media platforms such as Facebook, Instagram, X, YouTube etc. and website of the Board.

The Board shall engage with, youth, students, food enthusiasts, health-conscious individuals, farmers, and entrepreneurs. The content shall highlight the prospects of coconut farming and industry, innovative value-added products its nutritional and medicinal benefits, culinary diversity, cultural relevance, environmental advantages, farmer/entrepreneur success stories, coconut based recipes, and eco-friendly uses of coconut byproducts.

Content formats shall include high-quality images, short videos, reels, testimonials, and interactive stories, made available in English, Hindi as well as in regional languages accompanied by relevant hashtags. The Board shall collaborate with medical practitioners, nutritionists, chefs, influencers, agricultural/food processing experts, and progressive farmers to create and publish the content.

A dedicated content management team or agency shall be engaged to execute this initiative in coordination with the publicity wing of the Board. A monthly content calendar shall be developed and reviewed periodically. This initiative shall serve as a vital tool for enhancing the visibility of coconut farming and the coconut industry across India.

Similarly, the Boards schemes and other activities shall also be published/posted after approval at competent levels.

B. Media Plan

The media plan of the Board are release of advertisement in print and electronic media- Release of promotional advertisements in dailies, mainline magazines at CBC rate; telecasting promotional films/interview stories of farmers/ entrepreneurs through various TV channels, Doordarshan etc.; carrying out Radio plan including Broadcasting of radio spots through AIR/ Community Radios; Promotional programmesthrough social media; promotion through educational institutions, e-journals etc; and release of advertisement in agriculture farmer oriented magazines. Below The Line (BTL)activities include -Promotional activities among youth by organizing contest/events on coconut; sponsoring of coconut based contests; Notifications of CDB/ Minor advertisements; preparation of documentary films/ success stories, generic promotional advertisements, posters, banners for the purpose of exhibitions/ campaigns on public interestand specific Media Plan for the North East Region.

Aim and objectives: Coconut Development Board has been undertaking multimedia product promotional campaign for promoting coconut and coconut products. The Media Plan consists of Print plan, Electronic plan and Below the line activities. Board is carrying out generic promotion of coconut value added products in order to promote health, wealth and goodness of coconut and to achieve fair and reasonable price for coconut and coconut products and thereby generating remunerative income to the farmers. The campaign is being carried out intensively through print and electronic media covering national/regional newspapers, magazines, Weeklies, TV channels, Radio and Outdoor media/BTL (Below the line) activities etc.



Guidelines for Advertisement Campaign:

- a. Publishing promotional advertisement in main line magazines/ dailies in English, Hindi and other vernacular languages and agriculture related publications.
- b. Advertisement released on CBC rates in publications having the rate. Publications/dailies not having CBC rates could be considered on merit basis – readership, circulation etc.
- c. The media selected for release of advertisements shall be selected based upon the circulation and readership. Publications having content related to agriculture, coconut cultivation, sustainability, nutrition, or similar topics shall be considered.
- d. Electronic media campaign through leading TV channels, DD News, Kisan channel of Doordarshan in various languages, Radio, FM Radios release of advertisements in theatre, websites and social media
- e. Erection of hoardings/ branding at Metro stations, Airport, Bus stations, other suitable places
- f. Branding of trains, metro trains, transport buses
- g. Printing of brochures/leaflets/ posters
- h. Engagement of celebrity as Brand Ambassador; Production of advertisements/ video films; and Releases through print/electronic media
- i. Minor advertisements/notifications
- j. Empanelment of local agencies for creative work, empanelment of professional photographers, preparation of product wise films/TV commercials

C. Printing of Publications

Aim and objective: Printing and publishing is an important publicity activity undertaken by Coconut Development Board. The Board currently brings out periodicals in six languages viz. Hindi, English, Malayalam, Tamil, Kannada, and Telugu

1. Indian Coconut Journal- English- Monthly
2. Indian Nalikera Journal- Malayalam- Monthly
3. BharatiyaNariyal Patrika- Hindi-Quarterly
4. BharatiyaThengupatrike- Kannada - Quarterly
5. IndiaThennaiIdhazh- Tamil- Quarterly
6. BharatiyaKobbariPatrika- Telugu- Biannual

The periodicals are widely circulated in India among the progressive farmers, extension workers and scientists and are also subscribed by research institutes in other coconut growing countries. Adhoc publications/ brochures/leaflets on coconut cultivation, value addition, schemes and programmes of the Board, success stories etc shall also being published on need basis.

D. Participation in Exhibition/Fairs

Participation in International and Domestic Exhibitions/ fairs is a regular programme of the Board under Extension & Publicity. Besides disseminating information on the goodness of coconut, the exhibitions provide an opportunity for creating consumer awareness about various coconut products and widening the market for coconut products in traditional as well in non-traditional areas. With the participation of manufacturers in the exhibitions, the Board arranges sales-cum-display of various coconut and coconut byproducts.

Manufacturers of value added products of coconut shall be eligible for participation in domestic trade fairs/ exhibitions. Preference shall be given to entrepreneurs supported under TMOc,



Kera Kaushal Kendra schemes of the Board and to manufacturers of innovative products from coconut.

CDB shall extend assistance, as reimbursement, on the following expenses for participation in exhibitions outside the State, wherein the Unit is situated, subject to specified conditions and limits.

Item	Assistance	Documents to be submitted for claim	Others
Travel assistance	Travel fares including Economy flight/ train 2AC charges for 1 person/ unit (to and fro) subject to a maximum of Rs. 20,000/- per unit as assistance	• Original journey tickets • Boarding pass (to and fro) for the above ticket.	• Exhibitor pass of the participants
Accommodation assistance	Rs. 1500/- per Unit per day as assistance for Actual trade fair period + max. 1 day (based on actual accommodation dates)	• Original GST bills for Hotel accommodation (clearly indicating participants name and check in/out dates).	
Daily Allowance	Rs. 450/- for one person per day for Actual trade fair period + max. 2 days-for air travel/ Actual trade fair period + max. 4 days-for travel by train/ (based on actual travel/ accommodation dates)		
Transportation charges for bringing products	Consolidated amount of Rs. 5000/- only per unit	• Original bill(s) in the name of firm clearly indicating to and fro place of product transportation	
Printing of publicity material such as brochures, flex and leaflets etc.	50% of the actual cost subject to a maximum of Rs. 5000/- per firm	Original GST bill(s) for printing of publicity materials with seal & signature One sample of the printed material, a photo of the stall with firm's banner	

Eligibility & criteria:

Eligibility for financial assistance for participation in trade fairs/ expos:

- The firm should have a valid industry registration/Udyam
- The firm should have a valid FSSAI registration, in case of edible coconut products



- The firm should have completed minimum one year of production
- The products should be having brand names which are registered
- Quality certifications are encouraged
- The Trade Fair/Expo should be a National Level or State Level
- The firm shall not avail assistance from any other agency for participation in that particular fair.

Procedure for availing the subsidy:

Procedure for submission of proposal for assistance:

- The proposal for participation in the trade fair/expo should be submitted in the application format for the particular Trade Fair/Exhibition through the ONLINE portal for Trade Fairs in CDB website.
- The applicant should upload copies of documents- industry registration, FSSAI registration, RCMC, production details, brand registration certificate etc. in the portal.
- Assistance would be extended to a one representative/firm/fair.

The proposed norms for promoting participation of entrepreneurs are aimed at intensifying the market development and market promotional activities for coconut products. The events and venue of events within India for coconut products shall vary depending on the products since coconut products include food, beverages and non- food sector also.

Procedure for submission of claim:

1. After participation in the event, the claim for reimbursement should be submitted within 30 days of completion of the event. All supporting documents of items of expenditure on travel, accommodation and space rent should be submitted.
2. A report of the participation in the event with details of market access obtained, enquiries received and markets identified, photos of participation should be submitted along with the claim.
3. The filled in evaluation format should also be submitted.

Assistance shall be made on reimbursement basis only and that too after verifying the bills / vouchers submitted in support of the claim. In the event of any false claims being lodged, Board reserves the right to claim refund of the amount granted to the applicant with applicable interest and blacklisting by the Board in future programmes.

Checklist of documents to be uploaded with application for - Domestic Trade Fairs/ Exhibitions
1. Copy of Industry Registration / Udyam /CDB registration certificate
2. Self-attested copy of quality certificates if any like (FSSAI/BIS/AGMARK/ HACCP/ ISO /GMP/GHP/SQF etc.)
3. Brand registration certificate
4. Details of production and sales of products for the previous financial year to be furnished in the format prescribed format
5. Necessary documents including fact sheet indicating minimum stall space, space rent paid etc. shall be



attached when stalls are arranged by entrepreneurs themselves

Proforma for Furnishing the Details of Production of Coconut Products for the Previous Year

Sl. No.	Product(s) Manufactured	Installed Capacity (in MT)	Quantity Produced (in MT)	Domestic Sales (in Rs)	Export Turnover (in Rs)

Place:
Date:

Signature
 Name:
 Address:
 Seal

CDB shall extend assistance as reimbursement, on the following expenses for participation in exhibitions inside within the State, wherein the Unit is situated, subject to the specified conditions and limits.

Item	Assistance to be provided
Travel assistance	3 Tier AC train charges for max. 2 persons per unit
Accommodation assistance	Rs. 750/- per person per day for the exhibition period limited to actuals
DA	Rs. 400/- per person per day for the exhibition period plus the travel period

E. National Awards

Scheme of National Awards

With the objective of recognizing and promoting excellence in coconut cultivation, innovative methods in coconut farming, product development, extension activities, coconut craftsmanship, coconut tree climbing, and women in coconut processing Coconut Development Board has instituted the biennial Scheme of National Awards with the following Award categories. Applications/Nominations shall be accepted online only. Board's awardees shall not be reconsidered for the awards for next three years.



S.No.	Award Categories	Cash Award(Rs.)
1.	Best National Farmer – Traditional (Coconut Growing Areas of Southern States including Andaman Nicobar Islands and Lakshadweep)	1,00,000/-
2.	Best National Farmer – Non-Traditional (Coconut Growing Areas of Other States)	1,00,000/-
3.	Best Coconut Processor	50,000/-
4.	Best Extension Personnel	50,000/-
5.	Best Coconut climber	50,000/-
6.	Best Coconut Processing Unit managed by Women	50,000/-
	Total	4,00,000/-

1&2. Best National Farmer - Rs. 1,00,000/-

Online applications from the farmers duly recommended by State Department of Horticulture/Agriculture, State Agricultural Universities, Coconut Development Board Offices, CPCRI and other ICAR Institutes, Panchayats, KVKs, NABARD, Registered Co-operative Societies, NGOs, or Banking Institutions shall be considered for the Coconut Farmer Awards.

1. For Best National Farmer traditional category applicant should have recommended palm population in a compact area of minimum 1 ha.
2. In the case of Best National Farmer Non-traditional category, the farmer should have optimum bearing palms in minimum 0.5 ha.
3. The applicant should have coconut garden in his/her name with documentary evidence. Copy of the ownership document need to be enclosed along with application.
4. The applicant should have adopted scientific management practices/innovations in productivity improvement, farm level processing and marketing.
5. The applicant should have adopted suitable cropping system including mixed farming system to get maximum productivity and income per unit area which needs to be substantiated with details and latest photo.
6. The applicant should have adopted package of practices recommended by research institutes/SAUs/SHUs.
7. Average production/productivity per palm during the last three years shall be provided along with latest photos of the highest yielding palm in the garden.
8. Write-up on package of practices adopted need to be enclosed along with the application.
9. Innovations, if any by the applicant for enhancing productivity, farm level processing/marketing shall be given due consideration which need to be supported by documentary evidences like press reports, CDs of gardens, photographs, etc which may be attached along with the application.
10. Video recording of the garden must be submitted along with the application.
11. Applications received under the farmer category shall be forwarded to the respective Regional Office of the Board. The State Level Selection Committee headed by the Director of



Agriculture/Horticulture or his representative with a representative from SAU and Regional Director of CDB as Member Secretary shall recommend three applications from each State and the final selection shall be done by the National level Committee constituted by the Chief Executive Officer, Coconut Development Board. Video coverage of the garden need to be submitted, if required.

3. Best Coconut Processor - Rs. 50,000/-

Units manufacturing products made from coconut, copra, coconut oil, coconut water, coconut milk, neera, coconut shell based activated carbon, shell powder, shell charcoal using pollution free technology etc are eligible to apply for the award.

The applicant may be Proprietary Concern, Public undertaking, Private Limited Company, Limited Liability Partnership Company, Joint Stock Company, Partnership Company or Co-operative Society with a standing of minimum two years in the line.

1. Turnover, adoption of quality standards and profitable utilization of by-products shall be the main criteria for consideration of the award.
2. All sales figures shall be supported by audited Statement of accounts by a Chartered Accountant. In the case of Co-operative Societies, Statement of accounts approved by the Board of Directors shall be accepted.
3. Production of commercially branded innovative products shall be given due weightage.
4. Details of Employment generation to General/SC/ST/OBC category; Women/ Transgender; Persons with Disabilities need to be furnished.
5. CSR activities if any may be detailed.
6. The applicant may be recommended by any of the following agencies: Director of Industries, Commercial Banks, Ministry of Food Processing Industries, Government of India, SAUs, SHUs, State Agencies associated with development of industries, Coconut Development Board offices, ICAR Institutions, Directorate of Marketing and Inspection, Government of India, CSIR institutes, DRDO institutes, Panchayats, Khadi and Village Industries Commission, Confederation of Indian Industries, Chamber of Commerce.
7. Copy of brochure of the unit, industry registration certificate, FSSAI, Photo/Video, details of awards received, press clippings if any, may be attached along with the application form.

4. Best Extension Personnel - Rs. 50,000/-

1. The applicant should be a grass root level worker involved in coconut development/extension/farm journalism.
2. CDB employees can also apply under this category.
3. The applicant should be able to demonstrate
 - i. Capability in the promotion of appropriate coconut based farming systems and scientific management in the farmers' field including introduction of hybrid coconuts, crop protection and extension of knowledge from lab to field.
 - ii. Promoting farm level processing for value addition.
 - iii. Establishing marketing linkages leading to increased utilization of coconut and creating business opportunity which ultimately ensure fair price for coconut farmers.
 - iv. Foundation of grass root level collectives and mobilizing group activities.
 - v. Should be aware of the activities and schemes implemented by CDB, and should have good contact with farmers.



4. Brief write up on the impact created among the farmers and the general public and the initiatives undertaken for the promotion of new technologies/concept/product etc need to be submitted.
5. The applicant should be able to demonstrate, disseminate latest technologies developed to the farmers and promote enhancement in farm income as well as improvement in the quality of life of the coconut growers, on account of their innovative interventions/innovative practices.
6. The application should be accompanied by documentation in support of the development work/extension work that has been done by the applicant at the field level/farm journalism along with his/her bio data.
7. Nomination for awards under this category can be made by the respective Head of the Office/State Departments of Agriculture/Horticulture, Coconut Development Board offices, State Agricultural/ Horticultural Universities, ICAR institute, etc.
8. The applicant should have good concept about participatory innovation.
9. If the applicant is a Farm Journalist he/she should be in the line at least for the past three years, and have good vision/skill and enthusiasm to motivate the farmers/stakeholders involved in cultivation, processing and marketing aspects of coconut and should submit copies of the articles published.

5. Best Coconut climber - Rs. 50,000/-

The applicant can be a traditional climber or FoCT/Cocomitra/ Neera Technician, engaged in coconut climbing/neera tapping.

- 1) The applicant should have a minimum of six months experience in coconut climbing/ neera tapping and other plant protection operations which need to be endorsed by the competent authority of the sponsoring agency and the same may be attached along with the application.
- 2) The bio-data stating the awards received by the applicant for excellence in his/her work may be submitted along with the application.
- 3) The climber should be enrolled with the Hello Naariyal scheme of CDB in States where the scheme is being implemented.
- 4) The applicant may be sponsored by any of the following agencies:
Panchayats, Agriculture Officers /CDB Officials or Neera Training Centers, Government agencies promoting climbers, NGOs, Societies, CPCRI, State Agricultural Departments, Board's offices, CPS/CPF, etc. The agency sponsoring climber/neera tapper should ensure that the palm climber is easily approachable to the farmers at reasonable rates and willing to provide their services to the farmers.
- 5) Monthly income of climbers and the number of trees climbed per day etc have to be certified by Panchayats/Agricultural Officers/Officers of CDB.
- 6) The work performance of the neera technician should be certified by competent authority. Work performance certificate should specify the following:
 - i. Consistency in obtaining quality and quantity of neera(pH above 6.0)
 - ii. Quality and quantity of neera tapped/ palm
 - iii. Volume of neera tapped/day.
 - iv. Number of palms tapped per day.
- 7) Method of tapping (which should include preparatory and preliminary actions prior to actual tapping) and level of hygiene in tapping and collection of neera.



6. The Best Coconut Processing unit managed by women - Rs. 50,000/-

1. The applicant may be a women entrepreneur managing Proprietary Concerns, Public undertakings, Private Limited Companies, Limited Liability Partnership Company, Joint Stock Company, Partnership Company or Co-operatives with a standing of minimum three years in the line manufacturing quality coconut products. The company may be registered in her name or she may be a managing partner or a major share holder. (Valid proof may be produced to this effect)
2. Commercial success of the unit for the last three years, adoption of quality standards and profitable utilization of by-products shall be the main criteria for consideration of the award.
3. All sale figures shall be supported by audited Statement of account by a Chartered Accountant. In the case of Co-operative Societies, Statement of accounts as approved by the Board of Directors shall be accepted.
4. The Applicant may be sponsored by any of the following agencies: Director of Industries, Commercial Banks, Ministry of Food Processing Industries, Government of India, State Agencies associated with development of industries, Coconut Development Board offices, CPCRI/ICAR Institutions, Directorate of Marketing and Inspection, Government of India, CSIR Institutes, DRDO institutes, Panchayats, Khadi and Village Industries Commission, Confederation of Indian Industries, Chamber of Commerce.
5. All the eligible applications received under this 'Best Coconut Processing unit managed by women' category shall also be considered under 'The Best Coconut Processor'. If any one of them are selected by the Committee under 'The Best Coconut Processor', the Committee shall select another suitable nominee for 'Best Coconut Processing unit managed by women' award.

GENERAL TERMS AND CONDITIONS

1. The applications under all categories shall be accepted online only. The CDs/ Pen Drives, if any, may be sent along with the copy of the application submitted online.
2. The applicant should be an Indian citizen and a resident of India.
3. Paper cuttings, photographs, video clippings, testimonials, etc. may be submitted to support the applicant's experience and excellence in the line.
4. The applicant should not be a defaulter of income tax/GST payable to the Government.
5. The awardee shall be selected by an Expert Committee constituted by the Chief Executive Officer, Coconut Development Board.
6. The applicant shall extend all facilities for the inspection of the unit/garden by the selection committee during the selection process.
7. The Chief Executive Officer, Coconut Development Board reserves all the rights not to declare the award in the absence of sufficient and suitable applications worthy of one or all award categories. The CEO also reserves all the rights for cancellation of any award which is declared but yet to be awarded or already awarded.
8. The Selection Committee shall recommend Consolation Prizes in case there are entries, which demonstrate a high level of talent, entrepreneurship and innovativeness, which needs to be encouraged and recognized. The Consolation Prize shall consist of a suitable cash award and a certificate.
9. The activities accomplished only from last two financial years onwards shall be considered for evaluation under this award.



B - TECHNOLOGY MISSION ON COCONUT

Technology Mission on Coconut (TMoC) was first sanctioned during the financial year 2001-02 with the objectives of;

- (a) Development of technology for unique value added coconut products and by-products by research, bring these value added products to commercial production by assisting to promising entrepreneurs
- (b) Providing assistance for the controlling of specific disease/pest in any specific area including development of technology for controlling of specific disease/pest to ensure uninterrupted supply of raw materials to the coconut industry for the production of value added products and by products
- (c) Develop and promote such newly developed value-added products and by-products by research and surveys.

The implementation of this scheme is on project basis.

Goal and Objectives

The goals and objectives of the Mission are:

1. to establish convergence and synergy among numerous ongoing governmental programmes in the field of coconut development in order to bring in horizontal and vertical integration of these programmes
2. to ensure adequate, appropriate, timely and concurrent attention to all the links in the production, post harvest and consumption chain
3. to maximize economic, ecological and social benefits from the existing investment and infrastructure created for coconut development
4. to promote economically desirable diversification and value addition to generate skilled employment.
5. to disseminate technologies using participatory approach through demonstration and promotion to address the gaps in a mission mode

Mission Approach

1. Mission approach is to evolve an approach for technology support which shall have synergy and convergence to address the existing gaps.
2. Existing schemes of Coconut Development Board and other institutes will continue with existing pattern and shall be converged in such a manner that 360° integration are achieved.
3. Issues which have not been addressed in existing schemes to meet the challenges.
4. Issues relating to development of technologies for management of pests and disease affected gardens, product diversification, its demonstration and promotion for adoption.
5. Missing links in existing programmes with focused attention to achieve the goals of the mission

Focus Area

1. Research and Development.
2. Capacity building and participatory planning and implementation.
3. Infrastructure Development.



4. Integrated pest and disease management.
5. Quality, Quantity and Productivity Improvement.
6. Facilitating Credit Availability and Management.
7. Socially Acceptable and Ecologically Sustainable Schemes leading to large scale adoption and long- lasting effects.
8. Poverty Alleviation Linked with Sustained Natural Resource Management through judicious management of existing land use.
9. Post-harvest Processing, Product diversification and Value addition.
10. Equitable Access of people to benefits and equitable sharing by actually involving people at all levels during the project implementation, thus ensuring the evolution of a proper sharing mechanism for them.

Structure of the Technology Mission

1. Development and adoption of technologies for management of pests and disease affected coconut gardens
2. Development and adoption of technologies for processing and product diversification.
3. Technical support, external evaluation and Emergent requirement.

Technology Mission on Coconut		
Management of pests and diseases	Processing and Product diversification	Technical support, evaluation and emergent requirements

Cost norm and pattern of assistance

(1) Management of pests and disease affected gardens:

(A) Development/ Demonstration of technologies:

The projects received from Public sector institutions for the development or demonstration of technologies for management of pests and disease affected coconut gardens are given the assistance of 100% of the project cost limited to Rs. 50.00 lakh. Any public sector institution having capability to conduct research/ demonstrate is eligible for the component.

(B) Adoption of technologies:

The projects received for the adoption of technologies for management of pests and disease affected coconut gardens are assisted with cost norms of maximum Rs.1.00 lakh/ ha on project basis. The assistance is at the rate of 25% of the project cost (*i.e.*, Rs. 0.40 lakh per ha), on pro-rata basis.

(2) Processing and product diversification:

(A) Development/ Acquisition/ training/ demonstration of technologies

The projects received from Public sector institutions for the development/ Acquisition/ training/ demonstration of technologies for processing and product diversification are given the assistance of 100% of the project cost limited to Rs. 100.00 lakh. Any public sector institution having capability to conduct research/ demonstrate is eligible for the component.

(B) Adoption of technologies:



The projects received for the adoption of technologies for processing and product diversification are assisted with back ended credit capital subsidy limited to 25% of eligible project cost, 33.3% of the project cost for SC/ST women farmers, 50 % of the cost in case of high value agriculture in the Union Territories of A & N Islands and Lakshadweep. The maximum subsidy is limited to Rs.500.00 lakh.

Proposals received from Scheduled Caste (SC)/ Scheduled Tribe (ST) promoters holding at least 51% stake in the entity, only will be treated as proposals under SC/ST category.

The combined net worth of the applicant shall not be less than 1.5 times of grants in aid/subsidy sought under the scheme. The net worth of the applicant shall be calculated as per Appendix I.

Note: Difficult Area for proposals under the scheme means North Eastern states, state of Uttarakhand, State of Himachal Pradesh, Union Territories of Jammu & Kashmir and Ladakh, State Notified ITDP (Integrated Tribal Development Project) areas and Islands (Andaman& Nicobar and Lakshadweep)

(3) Technical Support, External Evaluation and Emergent Requirement:

Support is extended on need basis to projects as decided by the Project Approval Committee of TMOc.

MONITORING AND EVALUATION

The Department of Agriculture and Farmers Welfare of Ministry of Agriculture and Farmers Welfare will be the nodal agency and programme shall be implemented through Coconut Development Board.

PROCEDURE FOR AVAILING THE BENEFITS

TMOc scheme is on project basis. The detailed project proposal along with the required documents needs to be submitted to the Board. The project will be scrutinized by the Internal Screening Committee (ISC).

Internal Screening Committee (ISC)

The project will be scrutinized by the Internal Screening Committee (ISC) of Coconut Development Board. Internal Screening Committee is chaired by Chief Coconut Development Officer. The members include

- Chief Coconut Development Officer - Chairman
- Secretary - Member
- Director (Marketing) - Member
- Director (Dev) - Member
- Deputy Director (Tech) – Member
- Deputy Director (Dev) - Member
- Assistant Director (Tech) - Member
- Two external Experts (if required)

Project Approval Committee (PAC)

All the projects after screening by the ISC meeting will be placed before Project Approval Committee (PAC) chaired by the CEO of the Board. The PAC shall consider the projects for approval.



The composition of the PAC is as below:

- Chief Executive Officer, Coconut Development Board - Chairman
- Secretary (Horticulture), Government of Karnataka -Member
- Secretary (Agriculture), Government of Kerala -Member
- Asst. Director General (Plantation Crops), ICAR -Member
- Representative of Horticulture Commissioner, Dept. of Agriculture and Farmers Welfare, Govt. of India - Member
- Representative of Ministry of Food Processing Industries - Member
- Joint Advisor, Directorate of Marketing and Inspection - Member
- Director, Central Food Technological Research Institute, Mysore -Member
- Chief General Manager, Technical Service Dept., NABARD, Mumbai- Member
- Chief General Manager, Indian Overseas Bank, Bangalore - Member
- Chief Coconut Development Officer, Coconut Development Board, Kochi- Member Secretary

In addition to the above, the Chairman of the PAC may co-opt two experts from relevant fields depending on the requirement of the meeting. Besides, Secretary, CDB will provide necessary support to Member Secretary and participate in the PAC meetings.

The projects approved by the Project Approval Committee only will be considered for financial assistance under TMOc as per the norms of the scheme.

PROCEDURE

RESEARCH PROJECT PROPOSAL

In case of research project proposals, the detailed project needs to be submitted in the prescribed format as per Annexure XIV

Receipt of Projects Proposals under Research ▼
Scrutiny of research project proposals received by the Internal Screening Committee (ISC) of CDB ▼
The projects scrutinized by the ISC are placed before Project Approval Committee (PAC) ▼
The PAC approved projects will be considered for assistance under TMOc. After the approval by the Project Approval Committee (PAC), a Memorandum of Understanding will be signed by the Board and the research institute ▼
First installment <i>i.e.</i> , First year financial assistance/ 50 % of financial assistance (incase the project is less than two years) will be released on signing of the Agreement. ▼
Second/ subsequent installment(s) of assistance will be released based on the satisfactory progress of the implementation of the project and submission of utilization certificate as per GFR ▼



Final installment i.e. 20% of total financial assistance / 10% of the total financial assistance (incase institutional charges are not claimed/approved) shall be released on completion of the project and submission of Final Report.

ADOPTION PROJECT PROPOSAL

In case of adoption projects, the detailed project needs to be submitted along with required documents in the prescribed format as per Annexure XV.

Expression of Interest inviting proposals from prospective entrepreneurs- Receipt of Projects Proposals under Adoption ▼
Scrutiny of project proposals received by the Internal Screening Committee (ISC) of CDB ▼
The projects scrutinized by the ISC are placed before Project Approval Committee (PAC) ▼
The PAC approved projects will be considered for assistance under TMOC. After the approval by the Project Approval Committee (PAC), tripartite agreement will be signed by the promoter, financing bank and Board. ▼
50% of eligible subsidy will be released after signing the Agreement, preliminary inspection of the unit and on availing 50% of the term loan sanctioned. ▼
Balance 50% of eligible subsidy will be released on satisfactory inspection report undertaken jointly by Board Officials and the financing bank and on confirmation of release of 100% of term loan sanctioned by the Bank/Financial Institution to the unit and producing building completion and machinery installation certificate from the Bank/Chartered Accountant/Chartered Engineer and on reaching commercial production and submission of production details and other documents as stipulated in the Agreement

The list of documents to be submitted along with the project proposal is furnished below:

- 1 Application form duly filled in
- 2 Detailed Project Report.
 - a. Sources of procurement of raw material required for the project.
 - b. Marketing strategy.
 - c. Manufacturing Process/ Source of Technology.
 - d. Financial parameters such as IRR, BEP, DSCR etc. minimum for a period of 10 years.
- 3 Bank/Financial Institution's detailed Appraisal Report.
- 4 Bank/Financial Institution's Term Loan Sanction Letter.
- 5 Project needs to be submitted within 10 months from date of sanction of term loan



- 6 Certificate of Incorporation/Articles and Memorandum of Association/Constitution of the Organization/By-laws/Partnership Deed etc. of the organization.
- 7 Bio-data, ID proof & Background of the Promoters/Directors.
- 8 Quotations/proforma invoices etc. from the suppliers of plant & machinery and equipments etc., required for the project.
- 9 Blue print of the factory-building plan, plan approval of Municipality/Corporation/ Panchayat along with estimate.
- 10 Audited Statement of Accounts for the last three years, wherever applicable.
- 11 Statutory clearances/ permission from Panchayat/ Industry Dept.
- 12 No objection certificate from State Pollution Control Board
- 13 Notarized English version of Land Document (in case it is in any of the regional languages)
- 14 Financial Benchmarks/ parameters duly certified by the concerned Bank.
- 15 Certificate stating non availing assistance from other agency by the promoter.
- 16 Certificate from the lending bank confirming that no subsidy has been availed from any other Government institution for the same project.
- 17 Certificate from the chartered civil engineer for civil works
- 18 In case of leased land, the lease agreement need to be registered lease of minimum 15 years
- 19 Specification for fire control system or Fire Alarm System or firefighting system

Procedure for release of subsidy under adoption projects

A promoter can avail assistance for a project for the establishment of coconut processing units from central government and state government provided the total assistance does not exceed 50% of the eligible project cost. Availing subsidy for the same project from two Central Government organisations is not admissible

Once the project is approved by the Project Approval Committee (PAC), a tripartite Memorandum of Understanding will be signed by the Board, the Promoter and financing Bank.

As per norms of TMoC, the eligible assistance would be given as a back end subsidy with a lock in period of five years. *i.e.*, the subsidy amount will be kept in the subsidy reserve fund account of the promoter in the Financial Institution, which is extending credit facility. The eligible subsidy shall be released in 2 installments *i.e.*, 50% of the subsidy would be released on availing 50% of the term loan by the promoter, 50% of subsidy on availing the remaining 50% of term loan and completion of the project once the unit starts commercial production with minimum of 30% capacity utilization. The subsidy amount could be adjusted with the loan amount on liquidation of the loan amount excluding subsidy portion (loan amount minus subsidy) after a minimum period of three years. In case of expansion projects, physical verification needs to be done before placing in PAC. After signing the MoU first installment will be released as detailed below:

50% of eligible subsidy - After signing the tripartite MoU between the Promoter, CDB and the financing Bank and upon availing 50% of the term loan by the promoter.

1. All the required documents detailed above need to be submitted.
2. Satisfactory inspection report by the Officer from CDB, Head Office, Kochi/Officer from concerned CDB Regional Office/State centre.

50 % eligible subsidy - On availing the remaining 100% of term loan and completion of the project. Documents required for 2nd installment are as follows

1. Satisfactory joint inspection report by the CDB officer and the Bank
2. Assets acquired & Machinery installation certificate from Bank



3. Fully term loan availed certificate from Bank
4. Building Completion Certificate from a Chartered Engineer.
5. Furnish an undertaking stating that the unit has not availed and will not avail any subsidy for this project from any other Government of India agencies other than Coconut Development Board.
6. Invoices of machineries purchased certified by the Bank
7. Photograph of permanent board in the premises of the unit stating that the project was established with the financial assistance from the Coconut Development Board under the scheme 'Technology Mission on Coconut' is to be displayed.
8. Monthly production Statement for the last 6 months (format enclosed)
9. Latest Quality test report of the product from CDB, CIT, Vazhakulam, Aluva, Kerala/ any NABL Accredited Testing Laboratory-whenever applicable
10. Copy of FSSAI License- wherever applicable
11. Samples of the product(s) (minimum 2 samples)
12. Leaflets/ publicity literature of the product(s)
13. Copy of HACCP/ISO certificate, if any
14. As per MoU, for advertising and packaging it is to be mentioned as 'Financial assistance from CDB under TMOC'

Adjustment of subsidy

The subsidy amount could be adjusted with the loan amount on liquidation of the loan amount excluding subsidy portion (loan amount minus subsidy) after a minimum period of three years. The documents required for adjustment are:

1. Audited annual Statement of accounts for the last two years (Balance Sheet, Trading, Profit & Loss A/c, & Profit & Loss Appropriation account)
2. Copy of Income Tax return filed for the last two years
3. Certificate for outstanding term loan amount from the Bank (in the enclosed format)
4. Monthly production Statement for the last 6 months (in the enclosed format)
5. Quality test report of the product from any NABL Accredited Testing Laboratory/ CDB CIT, Vazhakulam, Aluva, Kerala
6. Valid FSSAI License depending on the product.
7. Undertaking that the unit has not availed any subsidy from any other Govt. of India agencies
8. Affidavit in the prescribed format stating that the unit will continue

COST NORM TO BE FOLLOWED IN ADOPTION PROJECTS (subject to revisions as per Govt. norms.)

A. Building & Civil Works (Maximum eligible assistance)	
Building Type	Approved rate per sqft* (Rs.)
RCC framed structure	2500.00
Composite Structure	1700.00
Pre-fabricated/ Truss structure	1500.00
B. Building Area based on Processing Capacity	



Processing Capacity (in terms no. of coconuts)	Approved Max. eligible building area (sq. ft.)
5,000	5,000
10,000	7,000
20,000	11,000
30,000	14,000
40,000	16,000
50,000	18,000
• Base of 5000 sq. ft. taken for a capacity of 5000 nuts/day • Add extra 2000 sq. ft. for every additional capacity of 5000 nuts up to 20,000 nuts/ day • Add extra 1500 sq. ft. for every additional capacity of 5000 nuts up to 30,000 nuts/ day • Add extra 1000 sq. ft. for every additional capacity of 5000 nuts up to 50,000 nuts/ day	
Production Capacity of Activated Carbon (MT/Day)	Approved Max. eligible building area (sq. ft.)
5	10,000
7	13,000
10	16,000
12	18,000
15	20,000
Add extra 1000 sq. ft. for every additional capacity of 2MT/ day for production capacity beyond 15 MT/Day	
Production Capacity of Shell Charcoal and Shell Powder (Tons/Day)	Approved Max. eligible building area (sq. ft.)
3	5,000
5	7,000
10	8,000
15	9,000
20	10,000
Add extra 500 sq. ft. for every additional capacity of 2 Tons / day for production capacity beyond 20 MT/Day	
C. Effluent Treatment Plant	
Description	Max eligible cost considered for assistance*
Effluent Treatment Plant (Capacity in KLD)	
	Plant size up to 50 KLD – Rs.75,000 per KLD
	Add extra for every KLD for plant size above 50 KLD and upto 100 KLD - Rs. 60,000 per KLD.



	Add extra every KLD for plant size above 100 KLD - Rs. 50,000 per KLD
D. Electrification	
Description	Approved Cost Norms
Electrification	Max eligible cost
	12% of the eligible machinery cost.
E. DG set	
Description	Approved Cost Norms*
DG Set	Max eligible cost
	Rs.10,000 per KVA
F. Transformer	
Description	Approved Cost Norms
Transformer	Rs. 9000 per KVA* Supplying, installation, testing and commissioning of 33 kV/0.433 kV or 11 kV/0.433 kV substation equipment comprising HT panel, dry type /Oil type transformers HT cable, bus trunking from transformer to LT panel, LT panel automatic power factor correction panel, active harmonic filters, TVSS (transient voltage suppression system), SPD (surge protection system), essential panel, earthing, required inter-connections, substation safety equipments including LT cabling from substation to the buildings fed the substation.
G. Solar Energy System	
Description	Approved Cost Norms*
Solar Energy System	Rs. 55,000 per kWp maximum
H. Fire Control System	
Description	Approved Cost Norms*
Fire Control System	Fire Alarm System
	Manual fire alarm system - Rs.250 per sqm Automatic fire alarm system-Rs.600 per sqm
	Fire Fighting
	Down comer System - Rs.400 per sqm
	With wet riser system-Rs.800 per sqm
	With wet riser system and sprinkler system-Rs.1200 per sqm



Other Conditions:

1. Bank/ Financial institution for the purposes of these guidelines means Scheduled Public Sector Banks or Scheduled Private Sectors banks under RBI's Scheduled Commercial Banks / NABARD / SIDBI / NEDFi.
2. The land should be owned by the promoter or leased by the promoter for not less than 15 years. If the land is leased, the lease agreement should be registered.
3. Out of total project cost a minimum of 40% should be from term loan and 25% should be the promoter's contribution.
3. Building cost should not exceed 40% of the eligible project cost.
4. Maximum admissible Preliminary & Pre-operative cost should be limited to 1% of the eligible project cost.
5. Application received 10 months after the term loan sanction date will not be considered.
6. Weigh bridge cost is not eligible.
7. Essential lab equipments only will be considered.
8. Technical know-how fee will be considered for financial assistance.
9. Processing Units having innovative products only will be considered. Expansion projects for value addition/modernization will not be considered for assistance.
10. CDB has sole discretion to accept/ reject any application without assigning any reason.
11. The following items will not be considered for financial assistance
 - i. Cost of land
 - ii. Plant and machinery not directly related to the proposed project
 - iii. Second hand/old/refurbished/reconditioned machines
 - iv. Computer and allied office equipment/furniture'
 - v. Closed circuit TV camera and security system related equipment
 - vi. Stationery items/consumables
 - vii. Working capital
 - viii. Expenses before term loan sanction date.

Format for Preliminary site inspection by committee for TMOC units is attached as Annexure XVIA

Format for Joint inspection for TMOC units is attached as Annexure XVIB

Appendix (I)

CALCULATION OF NET-WORTH

(Only on the basis of the supporting documents)

(I) In respect of companies (Private/Public Limited) registered under Companies Act, 1956 or Companies Act, 2013:

- a. The net worth will be ascertained based on the paid-up share capital of the company and reserves created out of profits.
- b. Revaluation reserves only in respect of land & building may be considered for ascertaining the net worth, which will be based on circle rates duly supported by circle rate notification and land ownership documents. Such revaluation reserves shall also be reflected in forward going balance sheet of the company.



c. Share application money would be considered towards calculation of net worth provided the same has been converted into Paid up Capital within stipulated time as per Companies Act but, in any case, it should be converted into paid up capital before submission of the proposal to the Board.

d. A latest audited balance sheet duly certified by the Statutory Auditor of the Company needs to be submitted for ascertaining the net worth.

e. Where a significant portion of its net worth stands invested in equity shares of unlisted companies or is shown as loans & advances to various parties with nil or negligible income/revenue, then following additional documents would be required to be submitted by the applicant to ascertain the net worth:

i. Details of Investments made in unlisted companies by the applicant company,

ii. Audited Financial Statements (AFS) for the previous year or latest audited Balance Sheet of the companies wherein the investment has been made,

iii. Details of loans & advances along with reasons/justification for the same,

iv. In case it is observed that the equity contribution made by the promoter company has been utilised by the investee company in creating tangible assets/ Capital work in progress in projects which are under execution then such investments in shares would be considered at face value.

(v) However, in case it is observed that the investment by the promoter company is further being reinvested by the investee company in equity shares of unlisted companies or given away as long term/short term advance to individuals/ related party/ other companies and the investor company has nil/ negligible income/ revenue, then no additional clarification shall be asked for and the net worth of such promoter company shall be considered after deducting such investments/loans & advances.

f. In case of newly formed companies, net-worth of individual promoter(s)/ director(s)/ shareholder(s) will be considered to assess the combined net-worth.

(II) Entities other than companies

(viz. Proprietorship/ Partnership firms/ NGOs/ Cooperatives/ SHGs/ LLPs/FPOs)

The net worth will be ascertained on the basis of latest balance sheet of individual proprietor/partner(s) i.e. assets minus all liabilities, duly certified by the Chartered Accountant (CA). Assets include cash, current value of investments, stocks and debtors (supported by documentary evidence), land and building (supported by valuation report at circle rate, circle rate notification and land ownership documents), Plant & Machinery, Bonds, cash value of life insurance, current total balance of savings, current or fixed deposit accounts. The following methodology shall be adopted for determining the net worth:

a. Net-worth would be sum of the net-worth of the Individual partners and the partnership firm (avoiding duplication of the investment in the partner's capital account of the firm) & the investments of each individual partner towards the partnership firm.

b. If the applicant is ongoing partnership/ proprietorship firm and the applicant has submitted audited balance sheet of such partnership/ proprietorship firm, net worth based on the audited balance sheet will be taken into consideration. However, if the net worth as per balance sheet is insufficient, then the CA certified statement of Assets and Liabilities of the individual Partners/



Proprietors will be taken into consideration provided assets are supported by relevant documents as per the guidelines.

c. However, since in a partnership/ proprietorship firm, liability of partners/ proprietors is unlimited, therefore the applicant should submit CA certified "Nil Liability Statement" or Statement of "Assets and Liabilities" of the individual partners/ proprietors and the net liabilities based on these statements will be deducted while ascertaining the net worth.

(III) The aforesaid net worth components need to be supported by relevant documents and Income Tax Returns (ITRs).

(IV) Shares of unlisted companies will be considered at face value for net worth and shares of listed companies will be considered based on the average market price of the share for a period of 6 months prior to date of submission of proposal.

(V) Assets such as car, jewellery, antiques, gold, cash in hand etc. would not be considered for net worth.

(VI) Loans and advances given to group companies/ related concerns/ individuals will also not be considered towards computation of net worth.

(VII) In the case of proposed shareholders, if there is cross holding of the net-worth amongst the Members (e.g. both a company as well as the shareholders that company are the proposed shareholders), the net-worth of the company would be considered in full, however, net-worth of the individual would be considered only to the tune after discounting its shareholding in the company which is a proposed shareholder.

(VIII) The applicant(s) will have to give a self-certification regarding the details of the encumbrance of the property submitted by them towards the net worth.

Note- In case of *newly formed companies (except listed companies)* for the purpose of setting up of food processing projects, the net worth of the share-holders of the company would be considered in the same manner as in case of partnership firms. However, if, one of the constituent of the newly formed company is a corporate entity, the net worth of the corporate entity will be considered to assess combined net worth.

The application form for Research Projects can be downloaded from the following **QR Code** :



The application form for Adoption Projects can be downloaded from the following **QR Code** :





C. REPLANTING AND REJUVENATION OF COCONUT GARDENS

3.1. Objective:

The main objective of the scheme is to enhance the production and productivity of coconut by removal of disease advanced, unproductive, old and senile palms, replanting with quality seedlings and rejuvenating the remaining palms through an integrated package of practices.

3.2. Mode of Operation:

The scheme shall be implemented on cluster basis through the Department of Agriculture/ Horticulture of the concerned State Government/ ICAR Institutes/ SAUs/ SHUs/ KVKs and directly by the Board. The scheme is implemented on project basis based on State specific problems.

Cost norm and pattern of assistance:

Financial Assistance limited to Rs. 54,000 per ha is extended under three components viz. cutting and removal; replanting and rejuvenation of existing garden for two years, as below.

Year	Component	Maximum eligible subsidy for 1 ha (Rs.)
1 st year	Cutting & removal of the identified palms in the garden as per eligibility @ Rs.1,000/ palm	32,000
	Rejuvenation of remaining palms @ Rs.8,750/ ha	8,750
	Replanting with quality seedlings @ Rs.45/ seedling	4,500
	Total (1st year)	45,250
2 nd year	Rejuvenation programme @ Rs.8,750/ ha	8,750
	Total (2nd year)	8,750
	Grand Total (1st year + 2nd year)	54,000

Components and rate of assistance

(i) Cutting and removal of old, senile, unproductive and disease advanced palms:

Subsidy @ Rs. 1,000 per palm, subject to a maximum of Rs. 32,000/ ha (maximum 32 palms per hectare) is provided, as reimbursement, during the first year after cutting and removal of old, senile, unproductive and disease advanced palms. The cutting and removal shall be undertaken on the basis of the initial baseline survey which is to be taken up in individual holdings in a prescribed proforma. The palms identified for cutting and removal in the project area should be yielding less than 10 nuts/year. The palms to be cut and removed should be clearly marked. The palms identified in the project area for removal shall be approved by the concerned Agriculture/ Horticulture department. It is mandatory to cut and remove all the disease advanced, old and senile palms identified and marked during the base line survey, including the ones over and above the ceiling of assistance by incurring expenditure of their own for eradicating the foci of infection. The palms identified for cutting and removal should be completed within 3 months of the approval. The



time limit can be relaxed by the implementing agency based on the necessity. Maximum of 32 palms in 1 ha per beneficiary is allowed under this component.

(ii) Rejuvenation of the remaining coconut palms by Integrated Management:

The subsidy @ 25% of the total cost of rejuvenation (Rs. 70,000); *i.e.*, Rs. 17,500 per ha is provided in two annual installments of Rs. 8,750/- each. The maximum eligibility for availing assistance under this component is 1 ha per beneficiary.

The following integrated management practices as per approved package of practices of concerned State is essential for rejuvenation of the remaining palms:

- Balanced nutrition through soil test based fertilizer application
- Irrigation and drainage
- Soil and moisture conservation
- Growing of cover crops and other green manure crops
- Application of organic manure including enriched organics
- Intercultural operation including basin management and weed control
- Need based plant protection measures preferably with botanicals and bioagents.
- Regulation of shade and maintaining optimum palm population and
- Promotion of inter cropping/mixed farming/mixed cropping.

The input for a particular cluster may be finalized in consultation with coconut experts from SAU/SHU/ICAR/KVK/other reputed Government bodies and CDB. The beneficiary may be encouraged to adopt the same in the balance area, if any, over & above the area covered under the scheme.

(iii) Assistance for replanting:

The subsidy @ 50% cost of coconut seedlings subject to a maximum of Rs 4,500/ha (Rs.45 per seedling) is extended, as reimbursement, for replanting during the first year. Cutting and removal of disease advanced, old, and senile palms shall be followed by a systematic replanting programme to maintain optimum plant density. The applicant should use only quality coconut seedlings for replanting. The seedlings should be procured preferably from nurseries of State Department of Agriculture/ Horticulture; State Agricultural/ Horticulture Universities; ICAR institutions or nurseries accredited by CDB/DSP Farms of CDB/ other central/ State government agencies. While replanting, the palm population should not exceed the recommended planting density of the concerned State.

Replanting in all cases should be completed within the planting season succeeding the cutting and removal.

A) Direct implementation by Board:

Coconut Farmers Clusters (CFC) shall be selected by the CDB Unit Offices of the concerned States for direct implementation of the scheme. Based on the baseline survey by CFC, a DPR duly approved and recommended by the concerned Agriculture/ Horticulture department shall be submitted to the Board. The DPR shall clearly indicate the no. of palms to be cut and removed, seedlings to be replanted and the area to be rejuvenated. The scheme components have to be undertaken by the implementing agency on approval of the DPR based on the survey report. The active FPOs viz., CPFs/CPCs having valid registration with CDB, State Agri./ Hort. Dept., SAUs/ SHUs, ICAR institutions/ KVKs may be the Facilitating Agency for directly implementing the scheme on a cluster basis within their operational area.



Eligibility:

- Assistance under various components shall be limited for a maximum area of 1 ha per beneficiary as per the plant population being followed in respective State/ UT.
- All the eligible coconut holdings in the area may be covered so as to ensure the cluster level approach of implementation and for better management of pests and diseases.
- The administrative boundaries like wards/ villages/ blocks may be taken as a whole, covering a minimum area of 25-50 ha as per the project per CFC. The maximum area under implementation by each CFC shall not exceed 200 ha.
- Beneficiaries who availed assistance under LoDP/PICCS/R&R schemes during the previous five years shall not be eligible. Certificate from the State Department confirming non-availment of assistance during the last five years shall be submitted along with DPR.
- Selection of CFC/beneficiaries is the sole responsibility of the implementing Offices.
- All the eligible farmers of the selected area may be encouraged to undertake the programme sensitizing its advantages, collective action, etc. There shall not be any bias in the selection of beneficiaries.
- In case active FPOs (CPF/CPC) as the Facilitating Agency (FA), it shall include all eligible farmers, irrespective of their membership in the FPO.
- If any eligible farmer is expressing his/her unwillingness to be a part of the cluster, the same may be recorded in the minutes/ appropriate registers of the CFC for records.

Extending benefits:

- A baseline survey has to be carried out in a farmer participatory mode covering all coconut holdings in the project area. The disease advanced, old and senile palms yielding 10 or less nuts/year have to be identified for cutting and removal by the farmers themselves and verified by the farmer collectives/ FA.
- Conduct of baseline survey, collection of applications, data entry, preparation of draft project report, field verification after cutting the palms and submission of claim with necessary certificate for sanction of eligible subsidy shall be done by the CFC/FA as per the action plan suggested by the Board.
- The data in the base line survey form has to be complied by the CFC in the prescribed format.
- The benefits under rejuvenation component are extended as kind for adopting technological interventions such as timely application of inputs (manures & fertilizers; chemicals & biological agents for plant protection, plant health and soil amendments; other agricultural chemicals; green manure seeds & planting materials of intercrops etc.) as per the approved package of practices and approved action plan. The total worth of the benefits extended shall not exceed Rs. 8750/ ha in a financial year. The funds required over & above if any, has to be incurred by the farmer or by the Facilitating Agency for scientifically managing the coconut palms which are not covered in the cluster under the scheme. Convergence with other suitable schemes may also be explored. The eligible subsidy is calculated proportionate to the no. of yielding palms / the unit area whichever is less.
- The inputs shall be procured from CDB empanelled agencies only by following all codal formalities as per GFR.
- Subsidy shall be adjusted against inputs supplied under the scheme.
- The fund balance, if any, after utilization for the above items, in the first year of the project cannot be carry forwarded to the next financial year.



Mode of implementation:

1. On receipt of the intimation of targets under the scheme, the Implementing respective CDB Office (IO) will initiate action for identification of suitable area / CFC for implementation of the scheme in the particular State/ UT as per the allocation with special focus to thrust areas preferably severe pest and disease infected area where technical intervention is required.
2. A baseline survey has to be carried out in a farmer participatory mode covering all holdings in the project area and to submit a DPR based on the guidelines for approval of CDB.
3. Geotagging of the individual beneficiary fields is mandatory for implementation of Replanting & Rejuvenation (R&R) scheme.
4. The palms for cutting and removal have to be identified by the farmers themselves and verified by the CFC/ FA. Conduct of baseline survey, collection of applications, data entry, preparation of DPR, field verification after cutting the palms and submission of claim with necessary certificate for sanction of eligible subsidy shall be done by the CFC as per the action plan suggested by the Board.
5. CDB may devise its own criteria/ mechanism/ procedure for scoring & selection of CFCs under this programme; based on the abstract proposals/ DPRs received. Priority shall be given to CFCs/ areas where similar schemes of CDB were not implemented previously.
6. Wherever felt necessary, the representatives from the State Agri./ Hort. Dept./ ICAR Institute/ SAU/SHU/ KVK may be consulted for their opinions/ suggestions for preliminary selection.
7. Based on the field visits and discussions with the FA, the CDB shall finalize the CFCs and issue preliminary approval.
8. After the issue of preliminary approval by the CDB, a Beneficiary Identification Meeting (BIM) may also be organized in the cluster area by ensuring maximum number of beneficiary farmers to sensitize about the project. During the meeting the office bearers of CFCs for the scheme implementation need to be selected and the proceedings shall be minuted properly with signature of the participating farmers. There shall be a Cluster Convener and 4 Group Leaders representing different locations of the cluster. A copy of the minutes needs to be submitted to CDB along with action plan.
9. In the beneficiary identification meeting (BIM) the components proposed, activities to be taken up, role of CDB, CFC/FA and beneficiaries in implementation of the project, procedure of implementation, total number of palms to be cut and removed and seedlings to be replanted, adoption of scientific cultivation practices of coconut proposed shall be discussed and finalized for timely submission of proposals. A comprehensive project proposal/ action plan shall be finalized by the CFC/FA and submitted to CDB along with list of beneficiaries, no. of coconut palms identified for cutting and removal, type and quantity of inputs for rejuvenation/ intercrops, latest Aadhaar linked bank account details with IFSC, social category of the farmer (SC/ ST/ OBC) etc.
10. The old senile and disease advanced palms identified for cutting and removal in the project area should be yielding less than 10 nuts/ year and the palms to be cut and removed should be clearly marked in the garden.
11. The componentwise action plan for the CFC shall be approved by State Agriculture/Horticulture department and CDB.
12. Convergence with any other scheme of the Board, as well as schemes/ programmes/ activities of other departments/ organizations may also be explored by CFC/FA for extending maximum benefits to the project area.



13. The contact details - full postal address and mobile no. are mandatory for each beneficiary. The GPS co-ordinates of the location of the project area shall also have to be mentioned in appropriate column available in the prescribed format.
14. A certificate, from the State Agri./ Hort. Department that the selected beneficiaries in CFC have not availed any assistance under LODP/R&R or PICCS schemes of the Board implemented by the State Govt. in the last 5 years, also shall be furnished by the CFC/FA along with the project proposal.
15. Scrutiny has also to be effected by CDB with existing database of the Board to avoid duplication of beneficiaries under R&R, LoDP and PICCS schemes implemented directly by the Board during last five years.
16. In case of active FPOs (CPF/ CPC) as the FA, an Affidavit on non-judicial stamp paper shall be executed to ensure facilitation of smooth implementation of the scheme and timely application of the inputs. As regard to the value of the non-judicial stamp paper the extant norms of the respective State may be followed.
17. After receipt of the above mentioned documents/ details, CDB will submit a proposal with an abstract of the CFCwise action plan for the State concerned to CDB, HO for approval of Competent Authority.
18. On receipt of approval from HO, implementing office will convey the final approval of the project with beneficiarywise/ componentwise details to the CFC/FA for implementation.
19. On receipt of final approval communication from CDB Implementing Office for implementation of the project, the CFC/ FA shall inform the details of the approved action plan – area and no. of palms selected for cutting and removal, area and number of palms remaining for rejuvenation, quantity of each input allowed for each beneficiary, no. of seedlings required for replanting, eligible financial assistance etc to all the beneficiaries, as per the approved list. The beneficiary list with the quantum of subsidy and quantity of inputs to be supplied and other details shall be displayed in the office of the CFC/ FA/ Public Notice Boards for ensuring transparency.
20. FA /CFC shall organize Farmers' Field Days/ awareness programmes in the project area in connection with various stages of implementation of the scheme.
21. Display boards in prominent locations of the project area shall be installed by the FA/CFC, with key details of the projects – name of the Cluster, total no. of beneficiaries, total area and palms covered under the project, number of palms identified for cutting and removal, panchayat/ wards/village(s) covered, project period & duration, total quantum of subsidy sanctioned and other details with the title "**Assisted under Replanting and Rejuvenation scheme of Coconut Development Board, Ministry of Agriculture & Farmers Welfare, Govt. of India**". The cost for the display board shall be borne by the CFC/FA.
22. The initial cost of cutting and removal of palms should be borne by the CFC/ beneficiary in the project area.
23. Cutting and removal of the palm identified should be completed within 3 months of the approval and the farmerwise details to be furnished in prescribed formats to the Board after proper verification by CFC & CDB for releasing financial assistance in DBT mode.

Supply of inputs under the scheme:

- i. The CFC/FA shall facilitate the beneficiaries in supply and distribution of the inputs in time in required quantities as per the approved project.
- ii. Procurement of inputs shall be done by the CDB following all codal formalities.
- iii. The CFC can propose the CDB for release of payment for each item to the supplier only after completion of distribution of the input.



- iv. Incidental charges during the purchase/delivery like loading/ unloading/ transportation, if any, may be borne by the CFC or the individual farmer, which may be decided in the BIM.
- v. The statutory standards/ quality specifications notified by competent authorities from time to time shall be complied by the supplier identified for input supply under the scheme. The CFC shall ensure that the quantity & quality of the inputs supplied are as per the supply order. The CFC/FA shall coordinate for timely distribution of the inputs and utilization by individual farmers in time.
- vi. The applicant should use only quality coconut seedlings for replanting. The seedlings should be procured from nurseries of State Department of Agriculture/ Horticulture or State Agricultural Universities/ CDB/ICAR institute/ nurseries assisted by CDB/ State Dept./ other Govt. organization as far as possible.
- vii. Componentwise/ categorywise details of procurement and distribution to the beneficiary need to be submitted to the CDB.
- viii. Proper application of the input to the coconut palms/ planting of intercrops as per the scientific recommendations, in a time bound manner have to be ensured by the CFC/FA. The labour charges for basin making, application of fertilizers and other inputs, sowing of green manure seeds, planting of intercrops and their maintenance, irrigation, harvesting, other recommended practices etc. are to be borne by the beneficiary.
- ix. Periodical visits to the implementing area shall be undertaken by the CDB, preferably along with FA, for proper monitoring of implementation and midcourse corrections, if required.
- x. In case, any farmer has refused to take up the scheme, after the approval stage, the same may be intimated by the CFC/FA to the CDB in writing. The beneficiary list may be amended with deletion of the said farmer, and accordingly the supply order may be placed by the FA. No addition and deletion of beneficiary is permitted after field level implementation. Once supply order is issued no addition/ deletion of farmers is permitted.
- xi. The progress is to be reported by the FA to CDB every month.

B) Implementation through the State Department of Agriculture/Horticulture:

The fund release is effected to the concerned State Department of Agriculture/ Horticulture based on receipt of State Level Administrative Approval (SLAA) and submission of Detailed Project Report (DPR) clearly indicating the palms to be cut and removed, seedlings to be replanted and the area to be rejuvenated as per the allocation to the State, communicated by the CDB for that Financial Year. The detailed action plan for implementation shall be finalized based on the decisions of the State Level Monitoring Committee. Accordingly cutting, replanting and rejuvenation by following the recommended packages have to be adopted. On receipt of approval/ fund release from the CDB, the State Department shall implement the scheme on cluster basis and disburse eligible subsidy amount through DBT after cutting and removal of the identified palms. The replanting with quality seedlings and application of inputs under the rejuvenation component shall be ensured in the cluster area. All the componentwise activities undertaken in the cluster shall be properly recorded and documented by the implementing agency. The State shall furnish Utilization Certificate in GFR 19A format and Quarterly & Final Progress Report with beneficiary details on implementing the scheme.



Monitoring of the Project

- District Level Monitoring Committee constituted by the State Government shall monitor the implementation of the project at district level.
- State Level Monitoring Committee/ concerned CDB Office may also monitor and conduct random inspection/verification of the project.
- A joint inspection by a Technical Committee consisting of members from Coconut Development Board, State Agriculture/ Horticulture Department and State Agriculture Universities/ ICAR Institutes to the implementing areas shall be conducted annually and submit report to CDB.

General Conditions

- The project shall be implemented by the concerned State Department of Agriculture/ Horticulture in association with the Board.
- The project should be implemented in the most disease affected areas/districts in farmer participatory/cluster mode in contiguous areas of the cluster.
- Rapid roving survey has to be conducted in the project area by a team consisting of officials of Department of Agriculture/ Horticulture and State Agriculture/Horticulture University of the concerned State. The team shall make estimation for removal of disease affected old and senile palms in proposed area.
- Basic details of the proposed project area shall be included in DPR.
- A baseline survey will be carried out in a farmer participatory mode covering all holdings in the project area. The proposed area should not be an abandoned garden (or) should not belong to an absentee landlord.
- Based on the information collected in the base line survey, the officials of the Department of Agriculture/ Horticulture shall facilitate the formulation of the project report. •
- Beneficiaries who availed assistance under LoDP/PICCS/R&R schemes during the previous five years shall not be eligible. Certificate from the State Department confirming non-availment of assistance during the last five years shall be submitted along with DPR.
- Selection of CFC/beneficiaries is the sole responsibility of the implementing Offices.
- Geotagging of the individual beneficiary fields is mandatory for implementation of Replanting & Rejuvenation (R&R) scheme.
- The palms identified for cutting and removal, number of palms for rejuvenation, seedlings required for replanting and other prevailing agricultural practices will be documented by the farmers themselves and verified by the concerned Officer of Dept. of Agriculture/ Horticulture and need to be incorporated in the DPR.
- Actual number of seedlings that needs to be replanted after removal of diseased/senile unproductive palms shall be estimated based on the optimum planting density as recommended by the State Agriculture/Horticulture University.
- Irrigation component and drought management practices have to be included in the integrated management practices in the State. The irrigation schemes of the Ministry of Agriculture & Farmers Welfare under the 'Pradhan Mantri Krishi Sinchayee Yojana (PMKSY)/ CDB – Creation of Water Resources in Coconut Gardens, may be linked with the proposed irrigation component. Besides, assistance extended under other schemes viz., State Horticulture Mission (SHM), Pradhan Mantri - Rashtriya Krishi Vikas Yojana (RKVY) etc may also be converged for adoption of integrated management practices.



- The project report recommended by the District Level Committee shall be placed in the State Level Monitoring Committee for approval for onward submission to CDB.
- Implementation of the scheme will be supervised and monitored by the District Level Monitoring Committee constituted by the State Government.
- The State Level Monitoring Committee has to be constituted with the following members
 - i. The Secretary, Department of Agriculture/ Horticulture – (Chairman)
 - ii. Director of Agriculture/ Horticulture, as the case may be
 - iii. Chief Coconut Development Officer or his representative
 - iv. Two representatives from ICAR institutes/ SAU/ SHU with expertise in coconut
 - v. Director, Coconut Development Board, Regional Office (Convener) or the Deputy Director, CDB, State Centre as the case may be
- The action plan for implementing the component – 'Rejuvenation' shall be finalized based on the thrust areas identified for project area and in consultation with experts from the State Agriculture/Horticulture Department/State Agricultural University/ Horticultural University/ ICAR Institutions/ KVKs & CDB. The inputs shall be procured from SAU/SHU or CDB empanelled agencies only, by following all codal formalities as per GFR.
- The State Government may, if required, provide additional financial support to the farmers from own resources to any or all components of this project.
- Systematic replanting measures to be adopted so as to maintain the optimum palm density in the gardens during replanting.
- Before the actual implementation of the programme, the beneficiaries may be sensitized/ demonstrated about the purpose and advantages of the programme, input application, usage and other management practices recommended, for better impact.
- Proper documentation/ registers for the project implementation with beneficiarywise details & photographs during cutting of palms and replanting as well as for input distribution to be maintained by the field level implementing agency.
- Monthly progress report to be furnished regularly and Utilization Certificate in GFR 19 A format, final progress report along with beneficiary details on completion of the project to the Board.
- Final outcome of the scheme implementation shall be documented and furnished to CDB on completion of the project. Documentation of the pre and post implementation of the scheme with photographs to be done for visible impact of the scheme.

Procedure for 2nd year implementation:

The rejuvenation programme shall be continued for the second year of implementation of the scheme. However, the action plan for the second year may be finalized before the start of the financial year, so that action can be taken up for timely supply of inputs, application by farmers and other procedures involved in implementation of the scheme.

Other terms & conditions:

- Necessary arrangements for proper documentation of the entire process of implementation shall be done. The proceedings/ minutes of the meetings, reports of the field visits & other activities related to the implementation of the scheme in the project area, photographs, videos, media publications, interviews with farmers/ FC office bearers/ others, etc. may be duly recorded by Publicity section of CDB.
- If the CFCs fail to ensure proper implementation of the scheme i.e., proper cutting & removal of palms, application of inputs to coconut palms by individual farmers, replanting with quality



seedlings and/or is found engaged in any acts of fabrication of documents/ misappropriation of funds released by the CDB, the CFC/FA will be black listed and registration of CFC/ FA with the CDB will be cancelled and all future assistance from CDB will be denied.

- This apart it shall be open for the CDB to initiate legal action against the CFC and any illegal beneficiary got benefited from such fabrication and misappropriation and the CDB shall be entitled to recover all the inputs/ equal quantum of funds made to or availed by such fraudsters, with penal interest and other cost / damages.
- Powers for making any changes in the guideline and any amendment in the implementation procedure is vested with Competent Authority of Coconut Development Board.

Documents to be maintained by CFC/FA

S. No.	Particulars
1	Registers
i	Name, Address & contact no. of cluster Convener& Group leaders
ii	Minutes Book for recording proceedings/ minutes of the meetings
iii	Beneficiary Farmers Particulars with photographs & abstract details of beneficiary farmers
iv	Unwilling Farmers' particulars with the reason for nonparticipation
v	Details of senile, diseased palms cut and removed with subsidy and without subsidy
vi	Details of quantity seedlings replanted with source of procurement
vii	Stock receipt / Issue of Agricultural Inputs
viii	For recording the field visits & other activities related to the implementation of the scheme in the project area viz., seminars, farmer's field day etc.
2	Others
i	Duly filled baseline survey forms of beneficiaries with consent of individual beneficiary to transfer his/her eligible subsidy amount to the supplier of inputs
ii	Geo tag photographs, videos, media publications, interviews with farmers/ CFC office bearers/ others, etc

The Baseline Survey Format for the scheme 'Replanting and Rejuvenation of Coconut Gardens' is attached as Annexure XVII and can be downloaded from the following QR Code:





D. COCONUT PALM INSURANCE SCHEME

1. Introduction

Coconut farming is a crucial livelihood source for millions of farmers, particularly small and marginal growers. While coconut palms are categorized as perennial crops, they follow a periodic cropping system similar to seasonal annual crops. However, coconut palms are exposed to significant risks that can lead to complete crop loss or palm loss. Natural disasters such as cyclones, floods, droughts, landslides etc. and unforeseen events like pest infestations and diseases can severely impact coconut plantations, causing substantial financial distress to farmers. Additionally, since it takes 6 to 7 years for a coconut palm to start bearing fruit, crop loss not only affects the current yield but also nullifies the farmer's years of effort, leading to long-term economic hardship.

To mitigate these risks, the Coconut Palm Insurance Scheme (CPIS) was introduced in 2009-10 to provide compensation for the total loss of coconut palms. This scheme acts as a financial safety net, ensuring that farmers are protected against severe and unpredictable risks.

Initially, coconut palms were not covered under the Comprehensive Crop Insurance Scheme or the National Agriculture Insurance Scheme. Recognizing this gap, the Coconut Development Board (CDB) and Agriculture Insurance Company (AIC) proposed a specialized insurance scheme, which was approved for a pilot launch in 2009-10 under the Eleventh Five-Year Plan. Since its inception, the scheme has been implemented by CDB, in collaboration with AIC and State Agriculture/ Horticulture Departments, across all major coconut-growing States.

2. Objective

The Coconut Palm Insurance Scheme (CPIS) aims to support coconut farming by:

- Providing financial assistance to farmers for the loss, death, or irreparable complete damage of coconut palms due to natural calamities, pests, diseases, wild animal attack etc.
- Enabling coconut growers to sustain their livelihood and continue farming without financial distress.

3. Implementing Agency (IA)

The scheme is implemented by Coconut Development Board (CDB) in collaboration with the Agriculture Insurance Company of India (AIC), as the partnering insurance agency responsible for risk underwriting in accordance with CPIS guidelines. The AIC is responsible for developing application forms, ensuring their easy accessibility to applicants, and processing applications and claims within a well-defined timeframe, as mutually agreed upon between AIC and CDB.

Administrative approval of the State Government shall be sought for implementation of the scheme in all major coconut growing States.

4. Eligibility

- i. Participation in the scheme is open to all coconut growing States and Union Territories.
- ii. Individual farmers/ planter/ grower offering at least 10 healthy 'nut' bearing palms in contiguous area/ plot are eligible beneficiaries.
- iii. All palms within a contiguous area must be insured; partial insurance of plantation in a contiguous area is prohibited.
- iv. Healthy 'nut' bearing coconut palms of all varieties i.e. Tall, Dwarf and Hybrids grown as mono or intercropped, on bunds, farms or homestead can be covered.



- v. Age eligibility:
- Dwarf and Hybrid palms: 4–60 years
 - Tall palms: 7–60 years
- vi. Self-declaration of the age group by the insured planter/grower in the insurance proposal is accepted. However, the Implementing Agency (IA) holds the right to verify the insured palms for authenticity at any time. In case of misrepresentation or incorrect declaration of the palm's age or any other material fact, the insurance coverage will be deemed void, and the insured will forfeit all associated benefits.
- vii. Unhealthy and senile palms will be excluded from the coverage.
- viii. CDB shall make every effort to get all bearing and healthy palms insured, in cluster villages of district(s).

5. Risk Coverage and Sum Insured

The following perils which result in death of palm or loss of palm or palm becoming unproductive:

- Storm, hailstorm, cyclone, typhoon, tornado, heavy rainfall
- Flooding and inundation
- Widespread pest or disease or wild animal attacks causing irreparable complete damages to palm
- Accidental fires including forest fire and bush fire, lightning, earthquakes, landslides, tsunamis.
- Severe drought leading to total loss or 25% of sum assured in case of production loss provided Drought or dry spell Declarations by State Government or other competent authority.

The Insurance Scheme compensates for the total loss of a coconut palm due to insured perils, either resulting in its death or unproductivity. If the palm does not die immediately, the sum insured will be payable upon submission of a certificate from the CDB/ Agriculture / Horticulture Department, justifying its unproductive status. A palm is deemed unproductive only if further growth or rejuvenation is impossible due to damage caused by insured perils, provided the insured removes or fells the affected palm. However, if the farmer/grower chooses to retain the unproductive palm without felling it, 50% of the sum insured will be deducted as salvage value. In all cases, the loss must be directly linked to an insured peril to qualify for compensation.

Age group of palms	Sum insured (Rs./ palm)
4 - 15 years	1,900/-
16 - 60 years	3,700/-

6. Exclusions

No claims will be honored for:

- Loss within the franchise limit (For franchise clause, refer Para 10.i)
- Theft, war, civil disturbances, nuclear hazards, malicious acts
- Damages from aircraft or falling objects
- Losses due to negligence, animal action, poor maintenance, natural palm mortality, or structural damage unrelated to palm viability



7. Insurance Premium and Subsidies

The sum insured and premium rates for Coconut Palm Insurance will be structured based on different age groups as follows:

Age Group of Palms	Annual Premium (Rs./ palm)	Board's share - 85% (Rs./ palm)	Farmers share - 15% (Rs./ palm)
4 - 15 years	-	-	-
16 - 60 years	-	-	-

The farmer or grower is responsible for paying 15% of the premium, while the Board would cover the remaining 85% as a subsidy. The Board would provide its premium share amount in advance to AIC and AIC shall deduct funds as applications are processed. Any unutilized funds shall be refunded by AIC at the end of each financial year, accompanied by a Statement of expenditure.

Additionally, a rebate in premium @ 7% for two year policy and 12% for three year policy shall be provided to the farmers/ growers.

8. Insurance Period

Policies are issued on an annual basis. However, growers or farmers have the option to obtain a policy for up to three years. A premium rebate of 7% will be provided for a two-year policy, while a 12% rebate will be provided for a three-year policy.

Planters and growers can enroll in the scheme at any time throughout the year. However, coverage under the policy will commence only from the 1st day of the succeeding month.

9. Policy Enrolment procedure

- Application forms may be obtained from the website of CDB as well as AIC.
- Requisite documents to be submitted by the applicant along with duly filled and certified application form.
- It is mandatory to number the palms for its coverage in the insurance.
- The Certificate of Insurance or Cover Note shall be issued by the IA to all individual insured persons within 30 working days from the date of receiving the requisite payment and a duly completed application along with all required documents.
- IA shall also furnish a district-wise consolidated database of the insured on a mutually agreed format, CDB on monthly basis.

10. Claim Settlement Process

- The claim is assessed only if number of palms damaged, due to perils insured are in a contiguous area is more than the numbers detailed below:

S. No.	No. of insured palms in a contiguous area	Franchise (min. no. of palms lost)
1	10 to 30	1
2	31 to 100	2
3	More than 100	3



- ii. Farmers must inform the Implementing Agency (IA)/ Coconut Development Board about the losses within 10 days of occurrence of the perils insured.
- iii. Farmers will not move or shift damaged/ lost palms till inspection of crop by loss assessors is complete.
- iv. Loss assessment certification is required to be furnished by empanelled officers (jointly decided by CDB & AIC). IA, at its discretion may send its representative to assess the loss jointly with the agency designated to certify the loss. Claims require certification of irrecoverable productivity loss or palm death. Assessment need to be completed within 15 days of reporting the claim by the insured.
- v. IA, in any case, should release claim to insured planter/ grower within one month from date of receipt of requisite documents.

11. Service charges

The service charge payable to the empanelled officers, if necessary, for loss assessment shall be shared equally by CDB and AIC on a mutually agreed rates. The Board shall pay a service charge to Farmer Collectives at a rate of 10% of the premium collected from farmers/ growers (i.e., only on the Farmers' Share) for bulk policy submissions made by the Farmer Collectives.

12. Publicity and Awareness

CDB & IA will work out appropriate Plan for creating adequate awareness and publicity among farmers/ growers on the revised Coconut Palm Insurance Scheme. CDB & IA shall develop a comprehensive plan for capacity building of the associated government officials and selected empanelled officers to ensure the effective implementation of the scheme. CDB shall allocate an appropriate budget under the scheme for capacity building and promotional activities to ensure effective implementation and outreach.

13. Monitoring Framework

Monitoring and review of scheme through Committees involving representatives from the Coconut Development Board and Implementing Agency may be taken up every five years. The Committee is also entrusted with suggesting necessary changes to the scheme, which will be presented for approval at competent levels.



E. KERA SURAKSHA INSURANCE SCHEME

1. Introduction

This is a comprehensive Group Personal Accident Insurance Scheme, implemented by Coconut Development Board in association with Insurance companies for Coconut Tree Climbers (CTC), Neera Tappers (NT), Hybridization workers and Coconut labourers. Under this scheme, Coconut Tree Climbers, Neera Technicians, Hybridization Workers, coconut labourers working in either coconut farms or small scale coconut based industries can avail insurance against all accidents & hospital related expenses with respect to accidents (24/7). Youth trained under Board's Skill Development and Livelihood Support schemes and workers/ labourers engaged in the DSP Farms of CDB are also covered under the scheme.

2. Objective

The objective of this scheme is to provide comprehensive insurance coverage to workers/ laborers engaged in coconut farms, including those involved in high-risk tasks such as Coconut tree climbing, Neera Tapping, Coconut harvesting, Hybridization, and other activities essential for maintaining coconut farms. This also covers workers/ laborers involved in coconut peeling, coconut de-husking and de-shelling activities in a farm or in small scale coconut based industry. This is designed to safeguard workers in recognition of the inherent risks associated with their profession. The Board offers free first-year insurance coverage to eligible individuals enrolled in the Board's Skill Development and Livelihood Support schemes. This initiative aims to attract young individuals to pursue coconut tree climbing as a profession, thereby fostering green-collar jobs and addressing the shortage of skilled workforce in the sector. Further, all eligible DSP Farm laborers are to be mandatorily covered under the scheme with 100% premium borne by the board.

3. Implementing Agency

The scheme is implemented by the Board through the selected Insurance Agency (public sector) and is applicable throughout India.

4. Eligibility

- The scheme is applicable to workers/ laborers engaged in coconut farms, including those involved in high-risk tasks such as Coconut tree climbing, Neera Tapping, coconut harvesting, hybridization and other activities essential for maintaining coconut farms. This also covers workers/ laborers engaged in coconut peeling or de-shelling or other coconut related activities carried out either in coconut farms or in small-scale coconut-based industries.
- Beneficiaries must be within the age group of 18 to 65 years (inclusive).

5. Risk Coverage and Sum Insured

Components such as Deaths, Permanent total disablement, Permanent partial disablement, Hospital expenses for minimum 24 hours In-Patient, weekly compensation, by-stander expenses, funeral expenses, ambulance charges etc. are covered with the benefits for each component reviewed and proposed as per the requirements at the time of tender invitation for selecting the Insurance Agency.



Benefits available under KSIS from Dec. 2024 – Nov. 2026		
S. No.	Benefits available - due to accidents only	Sum insured (Rs.)
1	Death/ Permanent Total Disablement	Rs. 7,00,000/-
2	Permanent Partial Disablement	Rs. 3,50,000/-
3	Hospital Expenses Reimbursement including medicines for maximum of two months after discharge (24 hrs as IP)	Rs. 2,00,000/-
4	Ambulance Charges in case of accident as well as death (Actual as per bills).	Rs. 3,500/-
5	Weekly Compensation in case of Temporary Total Disablement (Maximum for 6 weeks-once in the insurance period @Rs.3500/- per week)	Rs. 21,000/-
6	By stander expenses - Rs. 200/- per day during 24 hour hospitalization period only based on actual bills.	Maximum Rs. 3,000/-
7	Funeral expenses in case of accidental Death (subject to producing bills)	Rs. 5,500/-

6. Insurance Premium and Subsidies

Annual premium of the policy shall be shared between Board and the beneficiary in the ratio of 85:15.

Annual Premium under the policy is based on the offers submitted by Public Sector Insurance Company by inviting tenders once in every two years as per benefits proposed under different components of the policy. For the Scheme Period up to November 2026, the total premium payable, inclusive of GST, shall be Rs.956. Out of this, the beneficiary shall be required to pay only the subsidized premium of Rs.143, and the balance shall be borne by the Board.

7. Insurance Period

Policies are issued for a period of one year starting from the day the request for insurance along with beneficiary details are shared with IA.

8. Policy Enrolment procedure

- Application form needs to be duly filled and certified by the certifying authority *i.e.*, Ward Member/ Municipal Corporation Councilor/ Panchayat President/ Agriculture Officer/ Horticulture Officer/ President of Coconut Producers' Society or Coconut Producers' Federation/ Chairman of Coconut Producer Company/ In charges of DSP Farms of the Board (for respective farm labourers)/ Coco-Mitra Training in-charge (only for trainees)/ Kera Kaushal Kendra Training in-charge (only for trainees)/Authorized signatory of small scale coconut based industry, Dept./ Unit Heads of Agriculture/ Horticulture Universities*.

* Only in case of climbers/ labourers engaged in their University Farms/ Fields

- A copy of the Aadhaar card and the front page of the bank account passbook need to be submitted, along with the duly filled and certified application form, to the CDB Headquarters.
- Premium need to be remitted through online/ offline mode.
- Cash payments/Money orders are not permitted.



- v. Upon verification of the documents submitted and confirmation of receipt of the applicable premium, the details shall be forwarded to the Insurance Agency (IA) for underwriting of the policy.
- vi. Coverage under the policy starts from the day the details are shared with IA.
- vii. Policy shall be issued by the IA & sent to the Board within 20 working days.
- viii. Board shall issue the policy to the beneficiary through post.
- ix. A renewal notice shall be issued in advance by the Board to facilitate continuation of the policy upon its expiry.

9. Claim Settlement procedure

- i. Intimation of accident need to be made by the beneficiary to Coconut Development Board within 3 days of accident (72 hrs).
- ii. After discharge from the hospital, the claimant must download the claim form from the CDB website and ensure it is duly filled out and signed by the consulting doctor. This completed form, along with mandatory duly certified supporting documents such as the Discharge Summary, Hospital Treatment Bills, Lab Bills, and Fitness Certificate, must be submitted to CDB for onward transmission to the insurance company.
- iii. In case of disablement due to accident, Disability Certificate issued by the doctor also needs to be submitted.
- iv. In case of death, Post Mortem Report, FIR & Inquest Report also need to be presented.
- v. For immobility claims, minimum 5 days continuous disablement is required and certificate by treating doctor showing the immobilization period needs to be submitted.
- vi. Any other additional documents as mentioned /required by the IA for processing the claims need to be submitted/produced by the claimant
- vii. Submitted bills & forms after a quick review by the concerned officer at Board is forwarded to IA for claim settlement.
- viii. Once the IA verifies the Claim form & documents required, Claim shall be settled through DBT to the beneficiary within 15 working days.
- ix. Insurance Agency, if desired, shall issue Discharge Voucher & KYC to the beneficiary & ask for additional documents for verifying the claim.
- x. In case of Death claim, Legal Heirship Certificate & NOC as desired by the IA need to be produced.
- xi. Any other details required by IA need to be furnished by the claimant.

The application form is attached as Annexure XVIII and can be downloaded from the following QR Code :

For Payment	Application form	Claim form
SCAN & PAY  UPI ID: cdbcochin@sbi		

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	d) Nature of finance	
13.	Aadhaar linked Bank Account Details: (Copy of first page of bank pass book needs to be attached)	
	Name of the Bank	
	Branch	
	IFSC code	
	Account Number	
14.	Details of expenditure estimated for establishing the seed garden : (Submit Detailed Project Report)	
SI No	Component	Expenditure to be incurred (Rs.)
1	Land Preparation	
a)	Layout & levelling	
b)	Pit making	
c)	Bund preparation	
d)	Construction of farm roads	
2	Fencing	
a)	Chain linked/ Barbed wire with Concrete pole/ Permanent fencing	
3	Permanent Irrigation Source	
a)	Digging bore well/pond/tank	
b)	Installation of pump set with shed	
c)	Laying of drip irrigation system and its maintenance	
4	Planting	
a)	Cost of seedlings	
b)	Cost of inputs like FYM, Neemcake, fertilizers, soil amendments, PPC etc. including maintenance.	
5	Building	
a)	Construction of shed	
b)	Construction of small office and infrastructure for hybridization	
6	Farm Machineries	
a)	Tractor/tiller	
b)	Spraying equipments	



c)	Shredders	
d)	Others (Please specify)	
7	Intercrops	
a)	Perennials	
b)	Annuals	
8	Contingencies	
a)	Maintenance of registers	
b)	Establishment of sign board	
	Grant Total as per DPR submitted	Rs.

Declaration of applicant

I/We.....S/o/W/o/D/o/M/s.....address.....

 hereby declare that the information furnished above is true and correct and I/We shall abide by the terms and conditions prescribed by the Coconut Development Board for availing the financial assistance for establishing the Nucleus coconut seed garden. I/We have incurred Rs...../ (Rupeesonly) as actual expenditure as per components mentioned in Sl. No.13 above for establishing the elite seed garden. The seedlings used for planting are from approved agencies such as State Agricultural/Horticulture University, DSP farms of CDB/ ICAR Institution or other authorised source (Please specify)

Place
 Date

Signature of the applicant

Certificate*

(Certificate of Agriculture/Horticulture Officer of State Department/Development Officer of the Board)

I Shri/Smt/M/s have inspected the coconut seed garden being established by Shri/Smt/M/s for producing quality coconut seedlings and to the best of my knowledge and belief the applicant has incurred an amount of Rs...../- (Rupees.....only) as actual expenditure as per components mentioned in Sl. No.13 above for establishing the elite seed garden in an area of.....ha, withnos. of plants.

Place
 Date

(Office Seal)

Signature
 Name & Designation of the Officer

*Administrative approval and subsequent fund release shall be based on the joint field inspection of the committee constituted by the respective CDB office based on component-wise actual expenditure along with audited Statement of accounts and original bills.

For CDB Office use only

Verifying officer's remarks :



Name & Designation
Phone No.

Documents to be attached with filled in application form :

1. Geo-tagged photograph (with geo-coordinates) of seed garden area is mandatory.
2. Detailed Project Report
3. Passport size photograph
4. Copy of Aadhaar card
5. Copy of first page of Aadhaar linked bank account passbook
6. Copy of land tax receipt/ RTC/ other relevant land documents/ registered lease document

**Guidelines for providing financial assistance
for the establishment of coconut nucleus seed garden**

1. Maximum financial assistance shall be limited to Rs.3.60 lakhs per hectare phased over a period of three years @ Rs.1.80 lakhs as the 1st installment, Rs.0.90 lakhs as 2nd installment and Rs.0.90 lakhs as 3rd installment. However, the financial assistance shall be based on the total area of the seed garden and in any case shall be limited to 50% of the cost of establishment of nucleus seed garden.
2. The minimum area required for establishment of seed garden is 2 ha and the maximum assistance shall be extended upto an area of 4 ha. In non-traditional areas and North Eastern States, the minimum area requirement is relaxed to 1ha.
3. Individuals, Cooperative Societies, FPOs, NGOs, KVKs, ICAR, SAU, SHU and other Government organizations possessing suitable land for establishing a seed garden are eligible for availing financial assistance under this programme.
4. Quality seedlings of approved varieties must be procured from recognized agencies such as ICAR Institution, State Agricultural/Horticultural Universities and DSP farms of CDB. The package of practices shall be implemented under the technical guidance of a committee comprising officials from the Coconut Development Board, State Horticultural/ Agricultural Universities, ICAR/KVK, and the Department of Agriculture/Horticulture. Seedlings of released tall and dwarf varieties should be planted in a 60:40 ratio; however this may be relaxed to 70:30 based on committee recommendations.
5. Application shall be submitted in the prescribed form with the following documents.
 - a) A copy of the possession certificate of the land along with the land tax receipt / RTC or other relevant documents.
 - b) A detailed project proposal, including a sketch of the area proposed for establishing the seed garden along with duly filled application.
 - c) Geo-tagged photo of the seed garden area.
6. An application fee of Rs.5000/- to be paid either through DD or NEFT to the respective unit offices of CDB and details shall be submitted along with the application.
7. On receipt of the application, a joint inspection shall be conducted by a committee comprising officers from the Coconut Development Board (CDB), Dept of Agriculture/Horticulture and State Agriculture/Horticulture Universities/KVK/ICAR institutes and on the basis of the report, the Board shall consider issue of administrative approval for implementation of the programme in the proposed area.
8. The applicant shall execute an MOU in the stamp paper in Rs.100/- with CDB regarding the maintenance of seed garden in good condition and its utilization for production of quality seed nuts, including hybrids.
9. The strengthening of infrastructure facilities like fencing, land development, development of irrigation



- sources, planting, buildings, farm machineries etc. shall also be covered under the project fund in addition to the expenditure required for the planting and maintenance of the seed garden.
10. All stages in establishment of seed garden should follow package of practices approved for coconut cultivation in respective States.
 11. The 1st year subsidy will be released once the planting and developmental operations are completed and on submission of audited Statement of expenditure with GST bills & vouchers by the applicant and following inspection by the Committee and submission of joint inspection report. The eligible subsidy shall be limited to component wise norms fixed by Board. (Please refer Serial No.13 in application)
 12. The progress of establishment of seed garden shall be reported by the applicant along with the bills/vouchers and audited Statement for claiming subsequent installments. Thereafter the seed garden shall be inspected by the committee followed by submission of joint inspection report for sanction of eligible subsidy.
 13. If the beneficiary has availed himself / herself of finance from financial institutions like banks, the incentive shall be linked to the credit-linked project.
 14. Upon full release of the eligible subsidy amount, the beneficiary's address and other relevant details will be included in the Board's directory in the website.
 15. A sign board displaying "Coconut Seed Garden assisted by Coconut Development Board, Ministry of Agriculture and Farmers Welfare, Government of India" shall be prominently displayed by the beneficiary at his own cost.
 16. If the applicant discontinues the establishment of the seed garden after availing part or full assistance, the entire subsidy amount along with penal interest shall be recovered. A suitable clause regarding the recovery of the subsidy shall be incorporated in the MoU to be executed with the applicant.



Annexure II											Affix passport photo here	
Application For Financial Assistance For Small Coconut Nursery												
1.	Name of applicant (in block letters)											
2.	Address of the applicant (in block letters with e-mail id & mobile no.											
3.	Gender		Male ☐ Female ☐ Transgender ☐									
4.	Whether belongs to SC/ ST/ OBC/ General		SC ☐ ST ☐ OBC ☐ General ☐									
(enclose copy of certificate)												
5.	Whether differently abled		Yes ☐					No ☐				
6.	Aadhaar Card Number											
(Please attach aadhaar copy)												
7.	Location (exact route map to reach the nursery)											
Please affix here the geo-tagged photo of the proposed nursery area												
8.	Geo-coordinates of the location of nursery					Latitude: Longitude:						
9.	Ownership of the land					Own ☐ Leased ☐						
10.	Application fee details with date											
Whether the applicant belongs to Cooperative Society/ FPO/ NGO/ KVK or any other development agency, if so, give the details												
Aadhaar linked bank account details of the applicant (Please attach copy of 1st page of bank pass book)												
Name of the Bank												
Branch												
IFSC Code												
Account Number												



11.	If the unit is financed by bank, give details (if any) (Attach copy of loan sanctioned letter)		
	a) Name of the Bank & Branch		
	b) Total cost of project sanctioned (Rs.)		
	c) Amount of loan sanctioned (Rs.)		
	d) Subsidy required by the applicant (Rs.)		
12.	Details of proposed coconut nursery (Attach detailed project report) :		
	a) Area (ha)		
	b) Survey No. and name of Village Taluk & District		
	c) Number of seednuts proposed to be sown		
	d) Estimated no. of seedling production from nuts sown		
	e) Whether the seednuts procured from selected mother palms approved by State Agriculture/ Horticulture Dept./ ICAR Institution/ CDB or from private sector approved by CDB	Yes ☐	No ☐
	f) Details of seednuts procured for sowing		
Sl No.	Variety	No. of nuts	Source* (Govt./local procurement)
1.	WCT/ECT/Tiptur Tall or other Talls (Please specify)		
2.	Hybrids(TxD/ DxT)		
3.	Dwarf (COD,CDG,MDG or other dwarfs- Please specify)		
4.	Other approved cultivars, if any		
	Total		
(*If the procurement is from Govt. Source, the details such as name of the farm/ no. of nuts to be procured shall be furnished. If the procurement is to be done locally, details such as name of the Panchayat/ Village where the mother palms selected with certification of source of seed nuts from the concerned shall be attached separately.)			
15	Cost estimate for the nursery		
Sl No.	Components	Expenditure to be incurred (Rs.)*	
1.	Cost of seednuts and transportation		
2.	Land preparation/ sowing		



3.	Irrigation system	
4.	Weeding and other management	
5.	Plant protection chemicals	
6.	Shade net and poly bags	
7.	Contingencies	
	Total	

(*As per project submitted, Bills in original shall be submitted.)

Declaration of applicant

I/We.....S/o/W/o/D/o/M/s.....

.....

address.....

..... hereby declare that the information furnished above is true and correct and I/We shall abide by the terms and conditions prescribed by the Coconut Development Board for availing financial assistance for establishing coconut nursery. I/We had not availed finance/ subsidy from any other Government agency for establishing the nursery. I also undertake that, the seed nuts for the nursery are procured from approved sources only and I shall continue the production of quality seedlings for the nursery established by following all recommended agricultural practices, after the receipt of assistance under the scheme.

Place:

Date:

Signature of the applicant

Certificate*

(Certificate of Agriculture/ Horticulture Officer of State Govt./ Development Officers of the Board)

I Shri./Smt..... have inspected the coconut nursery of the above applicant. The applicant has identified a suitable site for establishing the nursery in an area covering.....ha, with a production capacity ofseedlings per year. The source of procurement has been approved by the State Agriculture/ Horticulture Dept./ ICAR Institution/ CDB/ other committee.....(Please specify).

(Signature)

Name & Designation of the Officer

Place:

Date: (Office Seal)

For CDB Office Use only

Verifying Officer's remark :

Name and Designation :

Documents to be attached :

1. Geo-tagged photograph (with geo-coordinates) of nursery area is mandatory.
2. Detailed Project Report along with duly filled application form.
3. Passport size photograph of the applicant
4. Copy of Aadhaar card
5. Copy of first page of Aadhaar linked bank account passbook
6. Copy of land tax receipt/ RTC/ relevant documents/registered lease document (Slno.9 of application)



GUIDELINES FOR ESTABLISHMENT OF SMALL COCONUT NURSERY

1. The Small Coconut Nursery programme will be implemented by the Coconut Development Board, through Public sector, Private sector /co-operatives/ FPOs/ NGOs/ individual for production of quality coconut seedlings.
2. The applicant shall be the owner of the land. In case of leased land, registered lease agreement with a minimum duration of 5 years shall be submitted.
3. Beneficiaries shall procure quality seednuts from selected mother palms approved by ICAR, State Agriculture/Horticulture Departments, or the Coconut Development Board (CDB). Alternatively, seednuts may be sourced from selected mother palms in the private sector, provided the procurement is carried out under the technical guidance of a committee comprising representatives from the CDB, Department of Agriculture/Horticulture and State Agriculture/Horticulture Universities/Krishi Vigyan Kendras (KVKs)/ ICAR Institutes. All necessary documents supporting the source and quality of seednuts must be submitted along with the application.
4. If seednuts are procured from outside the State, the concerned Coconut Development Board (CDB) Office must certify the source and quality of the procured seednuts.
5. The applicant must follow all recommended package of practices as prescribed by the respective State Agriculture/Horticulture/Domestic/Universities for establishing the nursery.
6. The proposed land for nursery should have permanent and reliable source for irrigation.
7. The cost of production/maintenance of the nursery shall be limited to component wise norms fixed by the Board for subsidy calculation (sl.no.15 of the application form).
8. The sale of seedlings is the responsibility of the applicant. However, upon the full release of the eligible subsidy amount, the nursery's address and relevant details will be included in the Board's online directory.
9. Procurement of seednuts from the root wilt disease affected areas is strictly prohibited.
10. The beneficiary should submit an application in the prescribed format along with a detailed project report with an application fee of Rs.1000/- (non-refundable).
11. A detailed sketch of the land proposed for nursery with geographical coordinates shall be attached with the application. Geo-tagged photo of the nursery area is compulsory.
12. All expenditure related to establishment and other nursery operations shall be borne entirely by the beneficiary.
13. On receipt of the filled in application with project report, an officer from the Board or a designated committee will inspect the site and after assessing the basic infrastructure including source of seednuts and satisfactory inspection report administrative approval will be given to the applicant within 30 days of receipt of application at respective CDB office.
14. The quality seednuts should be sown scientifically in raised beds maintaining proper spacing. The provision for raising seedlings in polybags are also available as part of the scheme.
15. After completion of sowing, a committee comprising of officials of CDB, Dept of Agriculture/Horticulture and State Agriculture/Horticulture Universities/KVK/ICAR Institutes shall jointly inspect the site followed by the submission of joint inspection report. Expenditure on seednut procurement and related nursery operations as on the date of inspection must be included in the committee's recommendation report for subsidy release.
16. Applicant must submit original bills/vouchers for all nursery establishment expenses, component wise original GST invoices for transportation of seednuts, purchase of PPC, shade net, polybags, irrigation components, etc., to claim the eligible subsidy.
17. Based on the committee's recommendation, the first installment i.e. 50 % of the eligible subsidy is released via Direct Benefit Transfer (DBT).
18. The committee shall conduct a second inspection to assess and select quality seedlings and recommend the release of the second subsidy installment. The joint inspection report must specify the total number of quality seedlings approved for sale and the sale price.
19. The second installment is calculated based on no. of selected seedlings, limited to 62.5% recovery of quality seedlings from total seednuts sown:
 - Only selected seedlings up to 62.5% are eligible for subsidy.
 - If recovery is below 62.5 %, the subsidy will be proportionally deducted.
20. After the release of 2nd installment, the nursery shall be maintained by the beneficiary at his/ her own cost.
21. The applicant shall maintain a Nursery Register to record all nursery-related operations, including the source of seednuts, date of sowing, germination details, recovery and selection of seedlings, and details of seedling disposal along with the names and addresses of the buyers/farmers. The members of the inspection committee shall also record their observations in the said register.
22. The beneficiary shall prominently display a signboard depicting "Coconut Nursery assisted by Coconut Development Board (financial year), Ministry of Agriculture & Farmers Welfare, Government of India." at his own cost at the nursery site.
23. Nurseries with a production capacity of more than 20,000 no. of quality seedlings can be considered for the accreditation under CDB scheme "Accreditation and rating of coconut nursery" on specific request by the applicant in prescribed format.
24. The competent authority of the Coconut Development Board shall have the powers to make modifications to these guidelines and to amend the implementation procedures of the scheme, as deemed necessary.



Annexure III

APPLICATION FORM FOR ACCREDITATION OF COCONUT NURSERY

1.	Name the applicant (in block letters) :												
2.	Full postal address (in block letters):												
3.	Mobile no :												
	Email id												
4.	Whether Individual / Proprietorship Partnership/central/State Govt., SAUs/ Organization under ICAR / Co-operative society/ NGOs/ CPS/CPF/CPC, or others												
5.	Whether belongs to SC / ST/ OBC/ General (√please tick) : (enclose copy of the certificate)	SC ☐	ST ☐	OBC ☐	General ☐								
6.	Whether disabled (√ please tick) :	Yes ☐				No ☐							
7.	Gender (√please tick) :	Male ☐ Female ☐ Transgender ☐											
8.	Aadhaar card Number (UID) :												
9.	Aadhaar linked Bank Account Details: (Please enclose copy of 1st page of bank pass book)												
	Name of the Bank:												
	Branch:												
	IFS Code:												
	Account No:												
10.	Name of the Nursery :												
11.	Date of Establishment of the Nursery :												
12.	Whether the applicant is the Owner of the land where Nursery is established :	Yes ☐				No ☐							
13.	If not, Please indicate the full contact address of the owner of land with mobile phone no & email Id (Please attach copy of lease agreement)												
14.	Details of the Nursery : (Clearly indicate route map from the district HQ , local bus stop & distance)												
	Location												
	Village & Taluk												
	Panchayat & Block												



	District & State				
	Pin code				
	Survey No. of the plot				
	Total extend of area	Acre		Hectare	
	Area under nursery	Acre		Hectare	
	Soil type				
	pH of the soil				
	Water source	River	Pond	Borewell	Others (Specify)
	EC & pH of the water				
	Irrigation method	Sprinkler	Drip	Flood	Other (Specify)
	Geo-coordinates of the nursery area	Latitude : Longitude :			
Please affix here the geo-tagged photo of the nursery area					
15.	Details of the Coconut Nursery :				
a) Total no. of seed nuts sown during current year & Germination percentage					
i.	Tall				
ii.	Dwarf				
iii.	Hybrids				
iv.	Others (specify)				
b) Total no. of seedlings produced during current year and Recovery percentage					
i.	Tall				
ii.	Dwarf				
iii.	Hybrids				
iv.	Others (specify)				
c) Price at which seedlings are sold					



i.	Tall		
ii.	Dwarf		
iii.	Hybrids		
iv.	Others (specify)		
d)	Whether the seedlings are maintained in nursery bed or ploy bag	Nursery bed	Poly bag
e)	Details of the seed nuts sown during last 5 years	Details may be furnished in separate sheet (Variety, no. of nuts sown, source, germination percentage etc.)	
f)	Details of Seedlings produced during last 5 years	Details may be furnished in separate sheet (Variety, no. of seedlings produced, recovery percentage etc.)	
g)	Source of Seed nuts (Central/ State Govt. farms, SAUs/ Organization under ICAR/ CSIR, CDB certified mother palm garden, Private garden, Own source, others) (Please indicate the full contact address of the seed garden with mobile phone no & name of the contact person)		
h)	Whether the seed garden approved by CDB	Yes	No
i)	Procedure adopted for the identification of mother palms/specification of mother palms, Seed nuts and adherence to the required specification.	Details may be furnished in separate sheet.	
16. Nursery Management practices adopted :			
i.	Nursery beds		
ii.	Sowing of seed nuts (method)		
iii.	Mulching		
iv.	Irrigation		
v.	Weeding		
vi.	Removal of Un germinated nuts		
vii.	Plant protection activities		
viii.	Fertiliser application to nursery		
ix.	Culling of un healthy seedlings		
x.	Whether proper display boards indicating variety/no of nut sown/date of sowing / source of seed nuts are placed in the nursery.		
17.	Calender of operation with time frame	Calendar of operations may be submitted in separate	



	for nursery production:	sheet	
18.	Specify the standards for selecting quality seedlings :	Please attach separate sheet	
19.	No. of seedlings certified during the year :		
20.	Certification/ Selection mechanism adopted :		
21.	Name & Designation of the committee members who certified the Seedlings		
22.	Date of Seedling Certification :		
23.	Whether branding/labelling of seedlings were done :	Yes ☐	No ☐
24.	Infrastructure available :		
i.	Working shed		
ii.	Machineries, Tools & Implements (Specify)		
iii.	Assured water source		
iv.	Pump set etc		
v.	Irrigation system		
vi.	Electricity		
vii.	Skilled & Trained workers	No. of skilled workers/hybridization workers	
		No. of daily wage workers	
viii.	Marketing facility, Trade relation etc.		
25.	Records maintained (Please specify) :		
26.	Any specific achievements related to nursery (attach documentary evidence) :		

Declaration

I / WeS/o,D/o,W/o.....hereby solemnly declare that the above Stated information is true and correct to my best of knowledge and belief. I/WeS/o,D/o,W/oundertake, without any reservation, to abide by the terms & conditions that may be prescribed by Board from time to time and the terms & conditions mentioned in the accreditation certificate granted to us. I also agree to abide by the sale price & quality parameters, directions/ guidelines stipulated by CDB. I/We further understand that our Accreditation is liable to be cancelled in the event of breach of any of the undertaking mentioned above and any of the information furnished above are found false/ wrong. I / We also understand & agree that, all disputes and any legal matters (if any) will be settled under the jurisdiction of Hon'ble court of Ernakulam only.

Place :

Date :

Name & Signature of Applicant



Annexure IV A Application for availing Financial Assistance for the scheme 'Expansion of Area under Coconut' (First Year)		For CDB Office Use Only Farmer Key Area (ha) No of seedlings:			
		Affix Passport Photo Here			
District.....Recommending Officer (Development Officer, CDB/ Dept. of Agriculture/ Horticulture/ KVK/ SAU/ SHU).....					
1.	Name of the Applicant /Institution / Establishment				
2.	Full Postal Address :				
	House name / number				
	Post Office				
	Village & Taluk				
	Panchayat & Block				
	District & State				
	Pin code				
	Mobile Number				
	Email ID				
3.	Whether belonging to SC/ST/OBC/General Category (√please tick) :	SC ☐	ST ☐	OBC ☐	General ☐
4.	Whether disabled (√ please tick) :	Yes ☐		No ☐	
5.	Gender (√please tick) :	Male ☐ Female ☐ Transgender ☐			
6.	Aadhaar card Number (UID) :				
7.	Aadhaar linked Bank Account Details: (Please enclose copy of 1st page of bank pass book)				
	Name of the Bank:				
	Branch:				



	IFS Code					
	Account No					
8.	Total area possessed by the applicant	_____ acre (_____ ha)				
9.	Total area under coconut plantation	_____ acre (_____ ha)				
10.	Details of land newly planted with coconut seedlings :					
	Survey no.	Area (in ha)	District	Taluk	Panchayat	Village
Whether the applicant is the owner of the above mentioned land?					Yes	No
Please affix here the geo-tagged photo of the newly planted area where seedlings are planted						
Geo-coordinates of the newly planted area		Latitude:		Longitude:		
11.	Variety of coconut seedlings planted :					
	Variety of seedling planted	Nos.	Source*	Cost of seedling (Rs.)	Month & year of planting	Spacing between plants
	Tall					
	Dwarf					
	Hybrid					
	Total					
*In case of own seedlings, certificate of officer at page no.3 is mandatory.						
12.	Amount claimed for subsidy during 1st year :					



	Particulars	Amount* (Rs.)
I	Preparation of the land, pit making etc.	
Ii	Cost of the seedlings (Please enclose original bills)	
Iii	Cost of soil amendments, organic manures and fertilizer	
Iv	Fencing and shading	
V	Laying of irrigation system	
Vi	Plant protection-intercultivation, weeding & PPC	
vii	Agricultural equipments	
viii	Contingencies	
	Total	

*Maximum eligible subsidy/ha(2.5 acre) is Rs.56,000/-in 2 equal annual installments of Rs.28,000/- each
Maximum limit : 2ha(5 acre) with an amount of 1,12,000/- in 2 equal annual installments of Rs.56,000/- each.

Affidavit of the Applicant

I.....(S/o/W/oD/o).....
.....

(Address).....hereby declare that the details furnished above are true and I will abide by all terms and conditions laid down by Coconut Development Board for availing financial assistance under AEP. I have claimed a subsidy amount of Rs...../- (Rupeesonly) for the planting and maintenance ofno. of coconut seedlings in an area ofacre. The seedlings are planted scientifically in new area coveringacre (.....ha) during the year

Place:
Date:

Signature / Thumb Impression of the applicant
Name:

Certificate

(Certificate of Agriculture/Horticulture Officer of the State/Development Officer of the Board / Scientist from SAU/ SHU/KVK)

I.....(Designation of the Officer.....) have inspected the above mentioned area planted with coconut seedlings. I hereby certify that the land is suitable for coconut cultivation and the applicant has an eligibility of Rs...../-(Rupees.....only) as subsidy for planting & maintenance ofnumber of quality coconut seedlings as detailed below inhectares.

Variety of seedlings planted	No. of seedlings
Tall	
Dwarf	
Hybrid	
Total	



I here by certify that the said seedlings are not under-planted and planted scientifically in New area by following the recommended Package of Practices of the State/UT.

Signature:

Place:

Name of the Officer:

Date:

Office Seal

Mobile Number :

In case of planting of own seedlings by the farmer, please certify the following :

Certificate

I hereby certify that the farmer has used his/her own seedlings by following POP for selection of mother palms, collection of seed nuts & raising of seedlings for planting in new area.

Place:

Signature:

Date:

Office Seal

Name of the Officer:

Mobile Number :

Area :

No. of seedlings :

Others if any

Name and Designation

Documents to be attached :

1. Original bills for coconut seedlings
2. Geo-tagged photograph (with geo-coordinates) of the newly planted area is mandatory.
3. Passport size photograph of the beneficiary
4. Copy of Aadhaar card
5. Copy of first page of Aadhaar linked bank account passbook
6. Copy of land tax receipt/ RTC/ relevant documents
7. Copy of certificate for SC/ST category, if falling under the category

Instructions for filling up the application form

1. Applicant's Name : Please write in Block Letters. Please write initials/title after name.
2. Please write clearly the Aadhaar linked bank account details such as name of bank, branch name, full account number of the applicant with IFS Code.
3. Please write the geo-coordinates of the newly planted area after affixing the geotagged photo in the space provided. Applications without geo-tagged photos will be rejected.
4. Applications without the signature of the Officer concerned and Office seal will be rejected.
5. Applicant should sign in the declaration by himself/herself in the affidavit.

Conditions for granting financial assistance

1. Duly filled application in prescribed format along with photos and other required documents needs to be submitted to the respective CDB Office through State Horticulture/Agriculture Department for availing assistance under this scheme. Component wise eligible subsidy claimed to be given in the application & the geo-tagged photo of the land planted with coconut seedlings & photos of the planting and maintenance to be submitted along with application.
2. Farmers individually or institution/ establishment associated with taking up activities in agriculture who own land suitable for coconut cultivation for planting minimum of 10 coconut seedlings in new area, following package of practices on coconut and bring in a minimum 0.08 ha of area under coconut to a maximum of 2 ha per beneficiary in traditional coconut growing States such as Kerala, Karnataka, Tamil Nadu, Andhra Pradesh, Maharashtra, Goa, Gujarat, Puducherry, A&N Islands & Lakshadweep.
3. For non traditional coconut growing States, minimum of 5 coconut seedlings for bringing in an area of 0.05 ha under coconut to a maximum of 2 ha per beneficiary are eligible for subsidy under this scheme.



4. The applicant shall have legal rights on the land/ right to cultivate in the land.
5. Quality seedlings either from the CDB DSP farms, Nurseries accredited by CDB, Government nurseries, nurseries recognized by Central Govt. / respective State Government should be used for planting and proper bills/vouchers need to be furnished. In case of own seedlings, the concerned Agri./ Horti. Department has to certify that the farmer has followed all POP for selection of mother palms, collection of seed nuts & raising of seedlings.
6. In all cases planting density would be calculated at an average of 160 seedlings per ha.
7. Coconut seedlings should be planted and maintained by following POP recommendations of the respective States.
8. All required agricultural practices should be carried out before submitting application for claiming subsidy each year. Board will process the received applications and conduct field inspections and release subsidy to the eligible farmers, through DBT.
9. The financial assistance will be granted on the basis of the actual stand of the seedlings planted. Seedlings for which assistance received, if damaged or died, shall be replaced by the grower himself at his/ her own cost and for this no fresh subsidy shall be granted.
10. For availing the 2nd installment of subsidy separate application has to be submitted through the Implementing Officer during the succeeding financial year.
11. The eligible 2nd year subsidy will be released after scrutiny and field inspections, based on the no. of seedlings surviving minimum 80 % for traditional States and 60% in NER States and non-traditional coconut growing States.
12. The applicant has to avail second year subsidy within 2 subsequent financial years after the receipt of 1st year subsidy.
13. Beneficiary who avails subsidy for 1 acre or more should display a board 'Assisted by Coconut Development Board under the scheme Expansion of Area under Coconut during (Financial Year)' at his own expenses in the farm.
14. If the Board comes to know that any person has obtained subsidy by fraudulent means, Board will be having the right to recover the subsidy amount with penal interest.
15. The competent authority has the right to accept or reject any application with or without assigning any reason(s) what so ever. All disputes will be settled under the jurisdiction of Hon'ble Court at Ernakulam.



Annexure IV B Application for availing Financial Assistance for the scheme 'Expansion of Area under Coconut' (Second Year)		For CDB Office Use Only Farmer Key Area (ha) No of seedlings:	
		Affix Passport Size Photo	
State.....		District:.....	
Recommending Officer			
1.	1.Name of the Applicant / Institution/ Establishment		
	Full Postal Address		
	Pin Code		
	Email:		
	Mobile No.		
	AEP 1st year Farmer Key/Code No:		
2.	Whether belongs to SC / ST :	SC ☐ ST ☐ General ☐ .	
3.	Whether disabled :	Yes ☐ / No ☐	
4.	Aadhaar Number :		
Bank details of Aadhaar linked bank account :			
	Name of the Bank:		
	Branch:		
	IFS Code		
	Account Number		
(Please enclose the copy of the 1 st page of bank passbook in case of change of bank account)			
6.	Details of planting		
	a. Survey No. of the plot :		
	b. Area under new planting :		
	c. No. of seedlings planted during 1 st year :		
	d. No. of surviving seedlings :		



e. Amount availed as 1 st Installment of subsidy :	Rs.:...../	
Please affix geo-tagged photo (2nd Year) of the coconut planted area with geo-coordinates		
Geo-coordinates of the area :	Latitude-	Longitude-
Affidavit of the Applicant I hereby declare that the details furnished above are true and I will abide by all terms and conditions laid down by Coconut Development Board for availing financial assistance under the scheme AEP. I have received Rs...../- (Rs..... only) as 1st year subsidy in my bank account and I have maintained no. of seedlings in area in good condition by following all the scientific management practices for coconut. Place: Date: (Signature of applicant)		
Certificate (Certificate of Agriculture/Horticulture Officer of the State/Development Officer of the Board /Scientist from SAU/ SHU/KVK) Certified that the applicant has maintained..... no. of seedlings properly inha of land and information furnished in his/her application is correct. The eligible 2nd year subsidy is recommended for sanction. Place: Date: Office Seal Signature Name & Designation		
For CDB Office Use only Remarks of the verifying officer: Area : No. of seedlings : Others if any : Signature Name and Designation		



Annexure V A BASELINE SURVEY FORMAT Comprehensive Programme For Sustainable Productivity Improvement In Existing Coconut Holdings:- Productivity Improvement through Coconut Based Cropping System (PICCS)				<u>For CDB Office Use Only</u> Code No. : Area under coconut (ha) : No of yielding palms: No of non yielding palms: Affix passport size photo			
Name of Coconut Farmer Cluster							
State							
District							
Taluk							
Block							
Panchayath							
Krishi Bhavan/Village							
1.	Name of the applicant (in BLOCK letters, initials after name)						
2.	S/o./D/o./W/o.						
3.	Sex (Please tick the appropriate box)	Male ☐ Female ☐ Transgender ☐					
4.	Postal address of the applicant with Pin code (in Block letters)						
5.	Name Address proof (tick appropriate box & Provide card number in the column below)	Voter ID	Passport	Driving License	Others (please specify)		
6.	Aadhaar No						
7.	Mobile No						
8.	Whether applicant belongs to SC, ST, OBC or General category (please tick appropriate box)	SC ☐	ST ☐	OBC ☐	General ☐		



9.	Whether Farmer is differently abled (tick appropriate box)	Yes ☐	No ☐																																																							
10.	Main occupation of the applicant (tick appropriate box)	Professional ☐ Agriculture ☐	Govt. Employee ☐ Others ☐																																																							
	If others specify																																																									
11.	Total Extent of Agricultural land (ha) Copy of current year tax receipt / other relevant records to be attached																																																									
12.	Please mention the geo-coordinates of agricultural land (latitude and longitude)	Latitude : Longitude:																																																								
13.	Total area under Coconut cultivation (ha) owned by applicant																																																									
14.	Area selected under scheme-PICCS (Maximum assistance limited to 2 ha/ beneficiary)																																																									
15.	Survey No & Name of Village																																																									
16.	Title of the land	Owner ☐	Partner ☐																																																							
		Joint owner ☐	Lessee ☐																																																							
17.	Details of the land selected for implementation of the scheme:																																																									
	<table border="1"> <thead> <tr> <th rowspan="2">Variety</th> <th colspan="2">Area Under coconut</th> <th colspan="4">Details of Coconut Palms</th> <th rowspan="2">Average age of palms</th> <th rowspan="2">Average yield (Nuts/palm/year)</th> </tr> <tr> <th>Total</th> <th>Selected</th> <th>Yielding</th> <th>Non Yielding</th> <th>Total</th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Hybrid</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tall</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Dwarf</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Variety	Area Under coconut		Details of Coconut Palms				Average age of palms	Average yield (Nuts/palm/year)	Total	Selected	Yielding	Non Yielding	Total	Selected	Hybrid									Tall									Dwarf									Total								
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	Total	Selected	Yielding	Non Yielding	Total	Selected																																																				
Hybrid																																																										
Tall																																																										
Dwarf																																																										
Total																																																										
18.	Whether coconut palms are irrigated	Yes ☐	No ☐																																																							
	Method of Irrigation	Drip ☐	Sprinkler ☐																																																							
		Basin ☐	Flood ☐																																																							
		Others ☐																																																								
19.	Income from coconut & Intercrops & Approx expenditure for it's maintenance	Income (Rs.)		Expenditure (Rs.)																																																						
		Coconut	Intercrops	Coconut	Inter crops																																																					
		Rs.	Rs.	Rs.	Rs.																																																					



20.	Name of the Coconut Producers Society/Federation (CPS/CPF)																	
	CDB registration no. with validity																	
21.	Plantation management practices adopted in the farmer's coconut garden (please tick the appropriate)																	
	Basin making/Basin clearing ☐	Irrigation ☐	Application of organic manure ☐															
	Application of Fertilizers ☐	Intercultural/ Weed control operations ☐	Pest & Disease Management ☐															
	Crown cleaning ☐	Regular Harvesting ☐	Intercrops/Perennial crops/ Mixed farming ☐															
Declaration of the applicant I, (S/o, W/o, D/o).....Residing at (address)..... hereby declare & undertake the following that: 1 The information furnished is true & correct to the best of my knowledge & belief. 2 I have not availed any benefit under the LODP/ PICCS / R & R schemes of Board, either directly implemented by the CDB or implemented through State Agri./Horti Depts., during the past 5 years. 3 I shall abide by the CDB terms & conditions prescribed from time to time, in respect of implementation of the scheme:-PICCS 4 During the scheme implementation period, I will maintain my coconut garden withnos of selected palms under the scheme, covering an area of.....ha with inter crops, by adopting all recommended scientific management practices. 5 The remaining palms which are not covered under the scheme will be maintained with the same scientific management packages given under the scheme at my own expenses. 6 If any of the data furnished by me is found incorrect or wrong, at any stage of the scheme implementation, my status of beneficiary farmer in the CFC may be withdrawn and the assistance received by me may be recovered with penal interest. I, hereby authorize Coconut Development Board to transfer the eligible subsidy amount to the input suppliers directly towards the cost of the Agricultural inputs procured and supplied from them on credit basis in connection with the implementation of the scheme -PICCS in farmers field during the period. Place: Date: Signature of Applicant																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">Check list-Documents to be attached (Self attested copies)</th> <th style="width: 30%;">Please tick</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Aadhaar Card</td> <td style="text-align: center;">Yes/No</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Land tax receipt (year)</td> <td style="text-align: center;">Yes/No</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Caste certificate for SC/ST farmers (if applicable)</td> <td style="text-align: center;">Yes/No</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Disability certificate (if applicable)</td> <td style="text-align: center;">Yes/No</td> </tr> </tbody> </table>					Check list-Documents to be attached (Self attested copies)	Please tick	1	Aadhaar Card	Yes/No	2	Land tax receipt (year)	Yes/No	3	Caste certificate for SC/ST farmers (if applicable)	Yes/No	4	Disability certificate (if applicable)	Yes/No
	Check list-Documents to be attached (Self attested copies)	Please tick																
1	Aadhaar Card	Yes/No																
2	Land tax receipt (year)	Yes/No																
3	Caste certificate for SC/ST farmers (if applicable)	Yes/No																
4	Disability certificate (if applicable)	Yes/No																



5	Passport size Photo of the farmer (1 no.)	Yes/No
---	---	--------

Certification of the Coconut Farmer cluster (CFC)

CDB registration number and validity of CPS/CPF:-

This is to certify that I/We have verified the application & inspected the coconut garden of Shri./Smt.and to certify that the details furnished by him/her are true to the best of my knowledge & belief. It is also certified that he/she possess ha. land under coconut cultivation in survey no of.....village with nos of bearing coconut palms, out of whichnos coconut palms coveringha are selected under the scheme –PICCS during the year

Signature	Signature
Name & Mobile no. of Group leader	Name & Mobile no of Cluster Convener

Certification of Facilitating Agency (FA)

The above information is verified and found to be correct and recommended for including under the scheme-PICCS.

Signature
Name & Mobile no of Facilitating Agency (FA)

Certificate of Coconut Development Board Officer/Representative

I have verified the application of Shri/Smt.....and certify that the information provided is true to the best of my knowledge and belief. It is also certified that out of thenumber of bearing coconut trees inhectares of agricultural land in thevillage,number of coconut trees inhectares have been selected for the scheme PICCS during the year.

Date:

Signature
Name & Mobile no of Coconut Development Board Officer/Representative:



Annexure V B FORMAT FOR APPLICATION/ABSTRACT PROPOSAL FOR PICCS		<i>For CDB Office Use Only</i> Code No. : Area under coconut (ha) : No of yielding palms: No of non yielding palms:	
COMPREHENSIVE PROGRAMME FOR SUSTAINABLE PRODUCTIVITY IMPROVEMENT IN EXISTING COCONUT HOLDINGS - Productivity Improvement through Coconut Based Cropping System in.....District,State , during the year 202_ -202_		<i>Affix passport size photo</i>	

Taluk	Block	Municipality/ Panchayath
Krishi Bhavan/Village	Normal/ Hilly/ scheduled	

Sl. No			
1	Name of the Coconut Farmer Cluster (CFC)		
2	Name, Postal address & Mobile number of authorized contact persons of CFC		
3	Extend of Area of the proposed CFC (ha)	Total	Under coconut cultivation
4	Number of coconut palms in proposed CFC	Yielding	Non Yielding
5	Number of coconut farmers enrolled as beneficiaries		
6	Whether CFC is formed in Contiguous area & having clear and definite boundaries	Yes ☐	No ☐
7	Working area/ Jurisdiction of CFC (Cluster Map showing boundaries in four side to be submitted in separate sheet)		
	Boundaries of the Coconut Farmer Cluster		
	East		
	West		



	North		
	South		
8	Whether Coconut is a predominant crop in the CFC (minimum covering 80% of total area)	Yes ☐	No ☐
	% of Coconut growing area of the CFC		
9	Whether Coconut is cultivated in Contiguous manner	Yes ☐	No ☐
10	Total number of farmers in the proposed CFC		
11	Number of coconut farmers in the proposed CFC		
12	Type of farmers included under the scheme	CPS/CPF members	All coconut farmers
13	Annual Production of coconuts (Previous year)		Nuts
14	Annual Productivity (Previous year)		Nuts/ha.
15	Number of irrigated gardens in the CFC		
16	Source & Method of Irrigation	Pond ☐ Well ☐ Others..... Drip ☐ Sprinkler ☐ Hose ☐ Basin ☐ channel ☐ flood ☐ others ☐	
17	Soil Type	(Attach soil test report)	
18	Nutrient status of the soil		
19	Topography of the proposed CFC area	Hilly ☐ Semi sloppy ☐ Level ☐ Paddy field ☐ Converted land ☐ Low lying ☐ water logged area ☐	
20	Management of Coconut gardens (previous 2 years)	Very Good ☐ Good ☐ Average ☐ Neglected ☐	
	Name of the Agricultural Inputs used for palms	Furnish in the columns below	
	Name& (Qty/Kgs.)	Name & Qty/kgs.)	Name& (Qty/Kgs.)
21	Status of Infestation of Coconut Pests & diseases		
	i Pests RPW/RB/MITE/WHITEFLY/BHC ii Disease BUDROT/STEMBLEEDING/TANJOREWILT/FRUITROT/LEAFROT/		



	iii Others (specify the pest/ disease)		
22	Measures taken for the Management of		
	i. Pests		
	ii. Diseases		
23	Name 4 major crops grown in the CFC area with approximate %of coverage		
24	Name of the Intercrops grown in the coconut garden CFC with approximate area of each crop		Ginger, Turmeric, Banana
			Colocasia, Yam, Tapioca
			Vegetable/Tubers
			Arecanut ,Nutmeg, Cocoa
25	Other trees in the CFC area		Teak, Mahagani
			Wild trees, Shade trees
			Mango, Jack
			Rubber, Cashew
26	Transportation facility to the CFC		
27	Whether the CFC assisted under LODP/PICCS/ R & R during last 5 Years either from CDB or Agriculture/Horticulture Department		Yes ☐
			No ☐
			(Attach a certificate from the local Agricultural Officer)
28	Name of the Facilitating Agency (F.A)		
29	Name, Postal address & Mobile number of authorized contact persons of FA		
30	Category of FA		ICAR institutes/SAUs/KVKs/State Agri./Horti Department/Farmers Collectives
31	Community based operations undertaken by FA/CFC during last 5 years		
32	Establishment of Modern Copra Dryer		Yes ☐
			No ☐
	Year of Establishment	Capacity M.T/ Day	Established by
			CPS/ CPF/CPC
33	Value addition of coconut/ Byproducts		
	Name of Product	Production in Metric Ton/Year	
		2022-23	2023-24
i			
ii			
iii			
iv			



34	No of Seedlings Produced under Govt. schemes			
	During the year (Nos.)	2022-23	2023-24	2024-25
i	CDB assisted			
ii				
iii				
35	CDB Reg. no & validity of FA (if any in case of CPF/CPC)			
36	CDB Reg. no & validity of CFC (if any in case of CPS/CPF)			
37	Whether the CFC is willing to enroll all coconut farmers from The proposed cluster area as beneficiaries.		Yes ☐	No ☐
38	Whether the CFC is Willing to undertake the scheme implementation abide by the Rules & regulations of the Board		Yes ☐	No ☐
39	Whether the CFC is willing to adopt scientific management practices in all coconut gardens of the proposed CFC, including application of Chemical fertilizer and PPC.		Yes ☐	No ☐
40	Whether the CFC is willing to undertake the basin making to all the coconut palms in the proposed CFC		Yes ☐	No ☐
41	Willingness to undertake the shade regulation operations in the proposed CFC		Yes ☐	No ☐
42	Whether the CFC is willing to regulate the area & borders of the CFC, as per CDB norms ,if required,		Yes ☐	No ☐
43	Whether the CFC is willing to establish CDB schemes- procurement centers, Kiosks at their own cost.		Yes ☐	No ☐
44	Reasons for considering the CFC for implementation of the scheme		Brief note may be submitted in separate sheet	
45	Credentials of CFC		Brief note with self attested copies of the relevant document maybe submitted separately	
46	Credentials of FA (In case of CPF/CPC)			
47	Location to CFC from the District H.Q & approximate distance		To be submitted in separate sheet.	
Declaration I/ We.....representing.....CFC hereby declare & undertake the following that				
i The details furnished above are true and correct to the best of my knowledge and belief any of the above is				



proved incorrect/ faulty then we will be held responsible for the consequences including disqualification.

- ii The CFC has formed in contiguous area with clear boundaries and all coconut farmers from that cluster area, having at least 10 yielding coconut palms or more are included/ enrolled as beneficiaries of the scheme.
- iii Coconut is a predominant crop in the cluster & which covers 80% (minimum) of the total cultivated area of the cluster.
- iv If selected, the scheme will be implemented under our direct supervision and responsibility abiding with the Board's established Rules & regulations & amended time to time.
- v The Farmer Cluster shall abide by the CDB rules & regulations and Terms & conditions prescribed from time to time, in respect of Comprehensive Programme For Sustainable Productivity Improvement In Existing Coconut Holdings Productivity Improvement through coconut Based Cropping system, during year.
- vi The cluster has not availed any assistance under similar scheme earlier either from the CDB or State Agriculture Department during last 5 years.
- vii If selected, we shall convene a General Body meetings as and when instructed by CDB for finalizing cluster boundaries, Identification of the beneficiaries, Electing cluster committee, sensitize the farmers' regarding the scheme activities, etc by ensuring the participation of minimum 80% beneficiaries. Otherwise another GB will be convened within 10 days of the earlier GB ensuring 80% participation. A copy of the duly certified proceeding of the GB along with the attendance sheet of that meeting shall be furnished to CDB.
- viii If selected, We will conduct the baseline survey in the prescribed format and the veracity of the data will be verified by visiting all coconut gardens of beneficiaries.
- ix If selected, the verified data will be compiled and entered into the Excel format and a duly certified hard copy along with soft copy will be submitted to Board.
- x If selected, We will ensure the adoption of scientific management practices for the improvement of production & productivity in all coconut gardens of CFC, which includes basin opening, shade regulation, application of organic manure, chemical fertilizers, PPC, planting of intercrops etc. as envisaged in the scheme under our responsibility.
- xi If selected, we will also ensure the maintenance of the remaining palms which are not covered under the scheme; with the same scientific management packages sanctioned under the scheme at own our cost & risk.
- xii If selected, the Agricultural Inputs sanctioned under the scheme will be used only for the management of the approved coconut palms of all beneficiaries.
- xiii If selected, Soil testing will be done in the cluster area and the report will be submitted to the Board along with the baseline Survey details.
- xiv We understand and honor that, the decision of the Chief Executive Officer, CDB will be final in case of selection of CFC and other Disputes arises (if any)



Place	
Date	
Signature	Signature
Name & Address of the Authorized person Facilitating Agency	Name & Address of the Authorized person Coconut Farmer Cluster



Annexure VI

APPLICATION FOR ASSISTANCE FOR QUALITY CERTIFICATION

1	Name of the Enterprise	
2	Office Address	
3	Factory Address	Latitude.....Longitude
4	Telephone & email	
5	Constitution of the Enterprise	Proprietor/partnership/company/society/others
6	Name, Address & contact details of the authorized Person	
7	EM No. Date or UAN No. date	
8	Products manufactured/processed	
8.a	Main product(s)	
8.b	Co-product and by products, If any	
9	Installed Capacity of the main product	
10	Capacity utilization during the previous year (in percentage)	
11	Quality Certification(s) acquired already	ISO/ HACCP/ BRC/ Kosher/ Halal/ JAS/ Others(specify)
12	Details of reimbursement/grant/subsidy already received, if any, from CDB/Centre Govt /State Govt./Financial Institution etc. for acquiring ISO/HACCP/BRC/Kosher/ Halal/ Others(specify)	
13	Quality certification proposed under the scheme:	
i)	Certifications acquired within a period of one year, if any for claim	
ii)	Certifications to be acquired	
14	Name of the Consultancy firm/ Organisation involved	
15	Expenditure anticipated for the proposed quality certification (excluding hotel & travel expenses & surveillance charges). (Details	



	to be attached separately)	
16	CDB Registration-cum-Membership Certificate (RCMC) No. & Date	
17	Category of Enterprise	Manufacturer/ Manufacturer Exporter/ Merchant cum manufacturer Exporter
18	Export performance during the last three years (product wise) (Quantity to be mentioned in MTs Value to be mentioned in Rs lakh)	
19	Main products exported	
20	Principal markets to which exported	
21	Anticipated exports during next five years (in value terms – Rs in lakh)	
22	Assistance already availed from CDB (Scheme, Component, Year, Amount)	

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:..... Name:.....
Place:..... Designation:.....

Seal

List of Documents to be attached with Application form for Quality Certification

1. Copy of the Udyam
2. Copy of the Quality Certificate(s) obtained for the unit, if any
3. Audited Statement of accounts for the last 2 years.
4. Quotation(s) of the activities proposed or item(s) procured for quality certification
5. Invoice & Payment Receipt for the certification acquired within one year and proposed for claim if any



Annexure VII

Application format for Coco Nest: Hatching Novel Coconut Innovations

1	Personal Details	
	Name (Founder/Co-founder):	
	Age	
	Gender	
	Aadhaar Number	
	Website (if any):	
	*Address	
	Phone Number	
	Email ID	
2.	Educational & Professional Background	
	Qualification:	
	Previous Experience (if any):	Trading ☐ Marketing ☐ Processing ☐ Cultivation ☐
	(Please specify)	
3.	Startup Information	
	Name of the Startup (if any):	
	About Your Business Idea:	
	Title of Your Business Idea (Project Name):	
	*Brief Description of the Business Idea:	
	*What is your Unique Selling Proposition (USP)?	
4.	Intellectual Property (IP)	
	Do you own or have filed any IP?	No ☐ Yes ☐



	If Yes, please provide details:		
5.	Market Information		
	Who are your competitors?		
	Other Competing Products:		
	Market Segment:		
	Target Audience:		
6.	Program Participation		
	Are you willing to undergo an Entrepreneurship Development Program on Incubating Innovative Coconut-Based Startups?	No ☐	Yes ☐
	Are you enrolled in any other incubation program conducted by any other incubator?	☐ No	☐ Yes
	If yes, please provide details:		
	Have you availed assistance under any other similar government scheme for the same component. (Start up)	☐ No	☐ Yes
	If yes, please provide details		
7.	Declaration		
I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that providing false information may lead to disqualification.			
_____ Signature:		Date:	



Annexure VIII

Kalpa Hastha : Helping hand to your enterprise

Application for Establishing for Coconut processing unit

Type of Coconut processing unit established:

1) Name & address of Applicant:	
2) Whether applicant is	
a) FPO/Cooperative	
b) Agricultural Cooperative-	
c) Entrepreneur-	
d) Individual coconut farmers	
3) If FPO, whether registered with CDB:	
a) If FPO registered with CDB, Registration No. CPS/CPF/CPC:	
b) Date of Registration/ renewal of FPO-CPS/CPF/CPC with CDB	
c) Date of registration with Registrar of Societies	
4) If FPO not registered with CDB, name of the Cluster based Business Organization (CBBO) recommending the FPO:	
5) If Co-operative, registration details with Registrar of Societies/ Cooperatives	
6) If Entrepreneur,	
a) Nature of the firm- Proprietor/Partnership/LLP/Producer Company/ Public Ltd/ Private Ltd; (strike out whichever is not applicable) and	
b) Registration details of the firm-	
7) If Individual Coconut Farmer,	
a) Copy of RTC	
b) Certificate from the State Agri/Hort Department regarding the production of coconuts from his own land	



8)	Details of contact person:	
	a. Name	
	b.Address	
	c. Phone number	
	d: Email:	
9).	Production details (in case of FPO/Cooperative)	
	a. No. of farmer members	
	b. No. of yielding palms:	
	c. Estimated annual production (in Nos.) :	
	d. Envisaged quantity of raw material to be procured per week from members (in Nos.):	
10)	Infrastructure already in place for processing unit	
11)	Details of the proposed infrastructure	
	a. Proposed location of Coconut processing centre: (location map may be attached)	
	b Nature of ownership of the land	Own ☐ Leased ☐
	c. Own	Yes ☐ No ☐
	d. If leased, mention lease period:	 years; Date of expiry of lease period
	g. If rented, mention monthly/yearly rent:	Rs.
	h. Extent of land (cents):	
vi.	Details of existing infrastructure facility at the proposed location:	
	a) Capacity of the unit proposed:	
Sl. No.	Particulars	Estimated Expenditure(in Rs.)
1.		
2.		



3.		
4.		
5.		
	Total	

12) Means of finance for the Coconut processing unit

Sl. No.	Particulars	Amount (in Rs.)
1.	Own fund	
2.	Loan	
3.	Other sources(specify)	
	Total	

13) Details activities proposed to be undertaken after setting up of the Coconut processing unit

(a)
(b)
(c)

Declaration:
I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:..... Name:.....
Place:..... Designation:.....
Seal of FPO/Cooperative/Entrepreneur/Individual Coconut farmer



Annexure IX A

**APPLICATION FORM FOR SUBMITTING PROPOSAL FOR
SKILLED MANPOWER DEVELOPMENT FOR PROCESSING**

1	Name of the Enterprise	
2	Office Address	
3	Factory Address	
4	Telephone & email	
5	Constitution of the Enterprise	Proprietor/ partnership/ company/ society/ others
6	Name, Address & contact details of the Promoter	
7	Name, Address & contact details of the authorized Person	
8	EM No. Date or UAN No. date	
9	Products manufactured/ processed	
9.a	Main product(s)	
9.b	Co-product and by products, if any	
10	Installed Capacity of the main product	
10.a	Capacity utilization during the previous year (in percentage)	
11	Requirement of manpower	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	
12	Details of manpower currently available in the Processing unit.	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	



13	Built up area of the unit (in sq.ft or sq.m)	
14	Area of the premise (in sq. m or in cents)	
15	Details of the master trainer	
	a. Name and Designation	
	b. Employment details	
	c. Educational qualification	
	d. Experience as trainer(in years/months)	
	e. Experience as a skilled worker(in years/months)	
16	No. of trainees could be accommodated in a batch	
17	Details of residential facility proposed to be provided to the trainees	
18	Is Canteen facility available in the unit?. If not arrangements proposed to be made for providing food to the trainees during the training programme?	
19	How many days advance notice is required for commencing the training programme?	
20	Are you able to assure placement to all the trainees who have completed the training programme successfully in your unit or nearby units?.	

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:..... Name:.....
Place:..... Designation:.....
Seal

List of Documents to be attached with Application form by the firm – Skill Development Training

- 1 Copy of Industry Registration / Udyam
- 2 Self attested copy of FSSAI certification
- 3 Self attested copy of quality certificates if any like BIS/AGMARK/ HACCP/ ISO /GMP/GHP/SQF etc
- 4 Self attested copy of Brand registration certificate
- 5 Certificate by the firm regarding commercial production undergoing in the unit along with list of products
- 5 Details of Master Trainer & trainees-duly filled application forms with supporting documents
- 6 RCMC, if any
- 7 Any Awards and Recognitions received



Annexure IXB																													
Application by Master Trainer for Skill Development under the programme “Manufacture of quality coconut products through development of skilled labour”																													
1.	Name of the Master Trainer (IN BLOCK LETTERS) :																												
2.	Father's/Husband's name :																												
3.	Present employment details (designation, name and address of the firm) :																												
4.	Permanent Address, contact no. and Email id.:																												
	District:																												
	State:				Pin:																								
	Present Address :																												
	District:																												
	State:				Pin:																								
5.	Date of Birth:																												
6.	Sex - (Please Tick mark) :				Male ☐ Female ☐ Transgender ☐																								
7.	Marital Status - (Please Tick mark) :				Married ☐ Unmarried ☐																								
8.	Social category :(Copy of the certificate obtained from appropriate authority to be attached)				General ☐ SC ☐ ST ☐ OBC ☐																								
9.	Present Employment status				Regular ☐ Contract ☐																								
10.	Educational Qualification:				Matriculate ☐ Higher Secondary ☐ Graduate ☐ Post Graduate ☐ ☐ Other(Specify)																								
11.	Languages Known (Please tick mark):				<table border="1"> <thead> <tr> <th></th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others(specify)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Speak	Read	Write	Hindi				English				Others(specify)			
	Speak	Read	Write																										
Hindi																													
English																													
Others(specify)																													
12.	Aadhaar Number : (Copy of the Aadhaar card to be attached)																												
13.	Bank account details :																												
	Account Number :																												



	Bank & Branch Name	
	IFS CODE	
I do hereby declare that all information furnished above is true to the best of my knowledge and belief. Date : Place : Signature of Master Trainer		
List of Documents to be attached with Application form by the Master Trainer – Skill Development Training 1 Certificate by the firm that Master Trainer proposed is a regular/contract employee of the organization 2 Experience certificate- minimum of 3 years experience in processing activities of coconut and having good communication skills 3 Copy of Aadhaar 4 Copy of Bank Account document 5 Social category certificate in case of SC/ST/OBC		



Annexure IX C

Application by candidate for Skill Development under the programme “Manufacture of quality coconut products through development of skilled labour”

1.	Name of the candidate (IN BLOCK LETTERS) : .																	
2.	Father's/Husband's name :																	
3.	Permanent Address :																	
	District:																	
	State:	Pin:																
4.	Present Address :																	
5.	Date of Birth :																	
6.	Sex - (Please Tick mark) :	Male ☐ Female ☐ Transgender ☐																
7.	Marital Status - (Please Tick mark) :	Married ☐ Single ☐																
8.	Social category: (Copy of the certificate obtained from appropriate authority to be attached)	General ☐ SC ☐ ST ☐ OBC ☐																
9.	Present Status - (Please Tick mark) :	Student ☐ Unemployed ☐ Self employed ☐ Employed ☐																
10.	Educational Qualification:	Illiterate ☐ Literate ☐ Matriculate ☐ Higher Secondary ☐ Graduate ☐ Post Graduate ☐ Other(Specify)																
11.	Languages known (Please tick mark)	<table border="1"> <thead> <tr> <th></th> <th>Speak</th> <th>Read</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>others(specify)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Speak	Read	Write	Hindi				English				others(specify)			
	Speak	Read	Write															
Hindi																		
English																		
others(specify)																		
12.	Aadhaar Number : (Copy of the Aadhaar Certificate to be attached)																	
13.	Bank account details :																	
	Account Number :																	
	Bank & Branch Name																	
	IFS CODE																	



I do hereby declare that all information furnished above is true to the best of my knowledge and belief.

Date :

Place :

Signature of the Candidate

List of Documents to be attached with Application form by the candidates –Skill Development Training

1 Copy of Aadhaar

2 Copy of Bank Account document

3 Social category certificate in case of SC/ST/OBC



Annexure X

APPLICATION FOR ESTABLISHING PROCUREMENT CENTRE BY FPOs (CPS/CPF/CPC)

1)	Name of CPS/CPF/CPC	
2)	Registration No. & Date of CPS/CPF/CPC)	
3)	Date of expiry of current validity and Date of renewal of CPS/CPF/CPC (if applicable):	
4)	Details of contact person:	
	a. Name	
	b. Address:	
	c. Phone number	
	d. Email:	
5.	Production & Procurement details	
	a. No. of farmer members	
	b. No. of yielding palms :	
	c. Estimated annual production(in No.) :	
	d. Envisaged quantity to be procured per week from members(in No.):	
	e. Mode of disposal of procured coconuts	
	f. Infrastructure already in place for primary processing: (dehusking/defibring / copra dryer/others(specify)	
i.	Proposed location of Procurement Centre: (location map may be attached)	
ii.	a. Nature of ownership of the land:	Own ☐ leased ☐ Rented ☐
	b. If leased, mention lease period:	 years; Date of expiry of lease period
	c. If rented, mention monthly/yearly rent:	Rs.
	d. Extent of land	cents
iii.	Plinth area of Procurement Centre	 sq M



	(Plinth area should not be less than 50 sq. meters)	
iv .	Height of the Procurement Centre	 Meter
	(Height from plinth level to the bottom of the trusses should not be less than 3 meters)	
v.	Nature of structure:	Permanent ☐ Semi-permanent ☐
vi.	Details of existing infrastructure facility at the proposed location:	

SI No	Particulars
1	
2	
3	
4	
5	

vi.	Details of infrastructure facility proposed for the Procurement Centre:
-----	---

Sl. No.	Particulars	Estimated Expenditure (in Rs.)
1		
2		
3		
4		
5		
	Total	

7)	Means of finance for the Procurement Centre
----	---

Particulars	Amount (Rs.)
Own land	
Loan	
Other sources (specify)	
Total	

8).	Details activities proposed to be undertaken after setting up of the Procurement Centre. (a) (b) (c)
-----	---

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature



Date:..... Name:.....
Place:..... Designation:.....

Seal of FPO

Documents to be attached with application

- Registration Certificate of FPO with CDB,
- Details of group activities undertaken with volumes and values etc and other documents
- Copy of the land document (if land is leased lease document with lease period not less than 5 years. In the case of leased land, consent of the lessor to construct the structure is to be submitted).
- Plan & estimate of the structure proposed.
- Permit for the proposed building from the concerned authority.
- Quotation of the equipments/furniture proposed to be procured.
- Location map of the proposed procurement centre.

AFFIDAVIT

I (Name) (Designation) of
M/s.....
..... (Name and
Address of concerned FPO) do hereby solemnly affirm and declare as under:

I hereby declare that I will fulfill the following procedures for Infrastructure support for establishment of Procurement Centres at..... (Location), ensure the following:

- The firm is not in receipt of subsidy/grant from any other source for the same project
- Monthly volume and sales returns and the details of transactions will be furnished along with photographs of transactions.
- The activities of procurement of mature coconut/tender coconut/copra/coconut husk etc. will be continued at the centre; and that the centre will not be kept idle and not utilized for any other purpose.
- The procurement centre will be utilized for aggregation of produce, to the benefit of the coconut farmers.

Date:

Place:

Name and Signature of the Promoter with seal

PROFORMA FOR FURNISHING MONTHLY SALES DETAILS FOR PROCUREMENT CENTRES by

M/s.....

Month & Year :

Monthly Sales/Purchase/Stock Statement
Month :

Sl.No	List of Products (Tender nuts/matured nuts/etc.) Please mention the name of the item	Quantity in Opening stock (In MT)	Sale quantity during the month (In MT)	Sales Turnover (In Rs)	Quantity in Closing Stock (In MT)
1)					
2)					
3)					
4)					



5)					
6)					
7)					
8)					

***Monthly Account statement of Receipts and Payments by**

M/s :

Date	Payments	Amount (Rs)	Date	Receipts	Amount (Rs)
	Opening Balance				
	Purchases (List of Products)			Sales (List of Products)	
				Closing Balance	
	Total			Total	

***Shall be supported by Corresponding Bank Account Statement.**

Signature of authorized signatory:

Name and Address of authorized signatory :

Date:



Annexure XI

Application for Establishing Primary Processing Centres for production of Ball copra / Milling copra/ Minimally processed tender coconut

	Type of Primary Processing Centre proposed:	
1.	Name & address of Applicant	
2.	Whether applicant is	
	a) FPO/Cooperative	
	b) Agricultural Cooperative-	
	c) Entrepreneur-	
	d) Individual coconut farmers	
3.	If FPO, whether registered with CDB: a) If FPO registered with CDB, Registration No. CPS/CPF/CPC: b) Date of Registration/ renewal of FPO- CPS/CPF/CPC with CDB c) Date of registration with Registrar of Societies	
4.	If FPO not registered with CDB, name of the Cluster based Business Organization (CBBO) recommending the FPO:	
5.	If Co-operative, registration details with Registrar of Societies/ Cooperatives	
6.	If Entrepreneur, a) Nature of the Enterprise- Proprietor/Partnership/LLP/Producer Company/ Public Ltd/Private Ltd; (strike out whichever is not applicable) and b) Registration details of the firm- i. Enterprise Regn No- ii. Udyam Registration No-	
	c) Quantity of raw material to be procured per week (nuts)	
7.	If Individual Coconut Farmer	
	a) RTC No.- b) Area of own land (ha)- c) No. of coconut palms- d) Annual Production of coconuts from own land (nuts)- e) Quantity of raw material for primary processing (nuts)-	



8.	Contact Details of applicant:													
	a. Name													
	b. Address													
	c. Phone number:													
	d. Email:													
9.	Coconut Production details (in case of FPO/Cooperative)													
	a. No. of farmer members :													
	b. No. of yielding palms :													
	c. Estimated annual production (in no.) :													
	d. Envisaged quantity of raw material to be procured per week from members (in no.):													
10.	Infrastructure already in place for primary processing:													
	<table border="1"> <thead> <tr> <th>Sl No</th> <th>Particulars</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> </tbody> </table>	Sl No	Particulars	1		2		3		4		5		
Sl No	Particulars													
1														
2														
3														
4														
5														
11.	Details of the proposed infrastructure													
	i. Proposed location of Primary Processing Centre: (geo-tagged location map may be attached)													
	ii. Nature of ownership of the land	Own ☐ Leased ☐												
	a. Own b. If leased, mention lease period: c. If rented, mention monthly/yearly rent: Rs. d. Extent of land	(mention Yes/No) years; Date of expiry of lease period (cents)												
	iii. Nature of structure:	Permanent ☐ Semi-permanent ☐												
	iv. Details of infrastructure facility proposed for the Primary processing Centre:													
a) Capacity of the unit proposed:														
Sl. No.	Particulars	Estimated Expenditure (in Rs.)												
1														
2														
3														



4		
5		
	Total	

12) Means of finance for the Primary Processing Centre

Particulars	Amount (Rs.)
Own land	
Loan	
Other sources (specify)	
Total	

13) Details activities proposed to be undertaken after setting up of the Primary Processing Centre.

(a)

(b)

(c)

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:..... Name:.....
Place:..... Designation:.....

Seal of FPO/Cooperative/Entrepreneur/Individual Coconut farmer

AFFIDAVIT

I (Name)
.....(Designation) of
M/s.....
.....(Name and Address of concerned FPO/Cooperative/Entrepreneur/Individual coconut farmer)do hereby solemnly affirm and declare as under:

I hereby declare that I will fulfill the following procedures for Infrastructure support for establishment of Primary Processing Centre for the production of at.....(Location), ensure the following:

- The firm is not in receipt of subsidy/grant from any other source for the same project
- Monthly volume of procurement of raw material, production of processed product, sales returns and the details of transactions will be furnished along with photographs of transactions.
- The activities of Primary Processing Centre ie; production of ball copra/milling copra/Minimally processed tender coconut (strike out whichever is not applicable) will be continued at the centre; and that the centre will not be kept idle and not utilized for any other purpose.
- The Centre will be utilized for primary processing activities to the benefit of the coconut farmers.



Date:
Place:

Name and Signature of the Promoter with seal

CERTIFICATE BY State AGRI/HORT DEPT OFFICER

I (Name)
.....(Designation) hereby certify that I
have verified the application along with documents for the project Primary Processing Centre for
production of ball copra/milling copra/Minimally processed tender coconut (strike out whichever is not
applicable) submitted to Coconut Development Board by Mr /Ms
.....

.....(Name and Address of Individual coconut farmer) and the applicant owns
.....ha of land having Regn No- under the State Agri/Hort Dept jurisdiction
area.....withno of yielding coconut palms; and that
the farmer is having production ofcoconuts/year from this land for use as raw material for
the proposed Primary Processing Centre .

I also hereby certify that the applicant farmer has not received any subsidy/grant from the State
Department or any other source for the same project.

Date:
Place:

Signature:

Name :

Designation:

State Agri/Hort Dept jurisdiction area:

Office seal

**PROFORMA FOR FURNISHING MONTHLY PRODUCTION/SALES DETAILS FOR PRIMARY
PROCESSING CENTRE –for production of**

By M/s.....

Month &Year :

Monthly Procurement/Production/Sales /Stock Statement							
Month :							
Sl. No	Raw material Quantity in Opening stock (Coconut/Tender nut) (In MT)	Raw material procured during the month (Coconut/Tender nut) (In MT)	Name of Product: (Ball copra/Milling copra/Minimally processed Tender nuts (In MT) (<i>strike out whichever is not applicable</i>))	Product Quantity in Opening stock	Sale quantity during the month (In MT)	Sales Turnover (In Rs)	Quantity in Closing Stock (In MT)
1)							
2)							



3)								
4)								
5)								
6)								

*Monthly Account statement of Receipts and Payments by M/s :						
Date	Payments	Amount (Rs)	Date	Receipts	Amount (Rs)	
	Opening Balance					
	Purchases (List of Products)			Sales (List of Products)		
				Closing Balance		
	Total			Total		

*Shall be supported by Corresponding Bank Account Statement.

Signature of authorized signatory:
Name and Address of authorized signatory :



Inspection Report format		
Primary processing centres-for Ball Copra		
1	Name of applicant & address	
2	District & State	
3	Category of applicant (Farmer/Entrepreneur/FPO/Coop)	
	Nature of Enterprise (for Entrepreneur): Proprietor/ Partnership / LLP/ Producer Company/ Public Ltd/ Private Ltd	
	UDYAM Registration no/ date	
	UDYAM Registration type (Manufacturer/Trading)	
	Registration no with CDB & validity date (For FPO regd with CDB)	
	Registration no. with Registrar of Coop. (For Coop)	
	Recommendation of CBBO : (Y/N) (For FPOs Not regd with CDB)	
4	Details of land	
	Own/lease	
	If lease, whether min.10 years regd lease agreement submitted	
	Area under Coconut (ha)	
	No.of bearing palms	
5	Details of unit	
Ball copra unit	Processing capacity of unit-Mature Coconuts (No.)	
	Volume of processing area (cft)	
	Processing capacity of unit-Mature Coconuts (No.)	
	Cost of Civil Structure	
	Cost of processing equipments/facilities/platform balance etc	
	Total Claim amount	
6	Whether all claims are duly substantiated by proof of payment against invoices and certified by a	



	Chartered Accountant (Y/N)	
7	Whether Building/Structure completion certified by Chartered Civil Engineer/Licensed Civil Engineer (Y/N)	
8	Whether Affidavit from the beneficiary for continuing the activities & Undertaking on non-receipt of any other susidy/grant submitted (Y/N)	
9	Whether all other documents listed for application/claim/subsidy release are received (Y/N)	
10	Whether Aadhaar linked Bank Account details furnished(Y/N)	
11	Eligible Subsidy Amount(Rs.)	



Inspection Report format		
Primary processing centres-for Milling Copra		
1	Name of applicant & address	
2	District & State	
3	Category of applicant (Farmer/Entrepreneur/FPO/Coop)	
	Nature of Enterprise (for Entrepreneur): Proprietor/ Partnership / LLP/ Producer Company/ Public Ltd/ Private Ltd	
	UDYAM Registration no/ date	
	UDYAM Registration type (Manufacturer/Trading)	
	Registration no with CDB & validity date (For FPO regd with CDB)	
	Registration no. with Registrar of Coop. (For Coop)	
	Recommendation of CBBO : (Y/N) (For FPOs Not regd with CDB)	
4	Details of land	
	Own/lease	
	If lease, whether min.10 years regd lease agreement submitted	
	Area under Coconut (ha)	
	No.of bearing palms	
5	Details of unit	
Milling copra unit	Processing capacity of unit-Mature Coconuts(no.)	
	Godown area of processing unit (sq ft)	
	Cost of Civil Structure	
	Cost of Copra Dryer	
	Cost of other processing equipments/facilities/platform balance etc	
	Total Claim amount (Rs.)	



6	Whether all claims are duly substantiated by proof of payment against invoices and certified by a Chartered Accountant(Y/N)	
7	Whether Building/Structure completion certified by Chartered Civil Engineer(Y/N)	
8	Whether Affidavit from the beneficiary for continuing the activities & Undertaking on non-receipt of any other subsidy/grant submitted(Y/N)	
9	Whether all other documents listed for application/claim/subsidy release are received(Y/N)	
10	Whether Aadhaar linked Bank Account details furnished(Y/N)	
11	Eligible Subsidy Amount (Rs.)	



Inspection Report format		
Primary processing centres-for Minimal processing of Tender coconut		
1	Name of applicant & address	
2	District & State	
3	Category of applicant (Farmer/Entrepreneur/FPO/Coop)	
	Nature of Enterprise (for Entrepreneur): Proprietor/ Partnership / LLP/ Producer Company/ Public Ltd/ Private Ltd	
	UDYAM Registration no/ date	
	UDYAM Registration type (Manufacturer/Trading)	
	Registration no with CDB & validity date (For FPO regd with CDB)	
	Registration no. with Registrar of Coop. (For Coop)	
	Recommendation of CBBO : (Y/N) (For FPOs Not regd with CDB)	
4	Details of land	
	Own/lease	
	If lease, whether 10 years regd lease agreement submitted	
	Area under Coconut (ha)	
	No.of bearing palms	
5	Details of unit	
Minimally processed TC unit	Processing capacity of unit-Tender Nuts(Nos)	
	Godown area of processing unit (sqft)	
	Cost of Civil Structure	
	Cost of Minimal processing equipments	
	Cost of other processing equipments/facilities/platform balance etc	
	Total Claim amount (Rs.)	
6	Whether all claims are duly substantiated by proof of payment against invoices and certified by a Chartered Accountant(Y/N)	



7	Whether Building/Structure completion certified by Chartered Civil Engineer (Y/N)	
8	Whether Affidavit from the beneficiary for continuing the activities & Undertaking on non-receipt of any other susidy/grant submitted (Y/N)	
9	Whether all other documents listed for application/claim/subsidy release are received (Y/N)	
10	Whether Aadhaar linked Bank Account details furnished (Y/N)	
11	Eligible Subsidy Amount (Rs.)	



Annexure XII

APPLICATION FOR ESTABLISHING COCONUT SALES OUTLET/KIOSK

1)	Name of applicant																
2)	Registration details (Certificate of Registration/incorporation may be attached)																
3)	Date of registration																
4)	Details of contact person:																
a.	Name																
b.	Address																
	District	PIN:															
5)	Phone number																
6)	Details of coconut kiosk:																
i.	Proposed location of kiosk: (geo-tagged location map may be attached)																
ii.	Nature of ownership:																
a.	Own	Yes ☐ No ☐															
b.	If leased, mention lease period	years; Date of expiry of lease period:															
c.	If rented, mention monthly rent:	Rs.....															
iii.	Floor area of kiosk	sq ft.															
iv.	Nature of structure of kiosk	Permanent ☐ Semi-permanent ☐															
v.	Details of existing infrastructure/facility of kiosk at the proposed location:																
	<table border="1"> <thead> <tr> <th>Sl No</th> <th>Particulars</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> </tbody> </table>	Sl No	Particulars	1		2		3		4		5					
Sl No	Particulars																
1																	
2																	
3																	
4																	
5																	
vi.	Details of infrastructure/facility proposed for the kiosk:																
	<table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Particulars</th> <th>Expenditure (in Rs)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> </tbody> </table>	Sl.No.	Particulars	Expenditure (in Rs)	1			2			3			4			
Sl.No.	Particulars	Expenditure (in Rs)															
1																	
2																	
3																	
4																	



	5		
	6		
		TOTAL	

7) Means of finance:

Particulars	Amount (in Rs)
Own fund	
Loan	
Other sources (specify)	
TOTAL	

8) List of coconut products proposed to be sold through the outlet:

Sl.No	Coconut Products	Quantity	Proposed source of procurement
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9) No. of coconut points already established by the applicant (list to be enclosed):

10) Total amount of subsidy already availed by the applicant from CDB:

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:..... Name:.....
Place:..... Designation:.....

AFFIDAVIT

I (Name)
.....(Designation) of
M/s.....
.....(Name and Address of applicant)do hereby solemnly affirm and declare as under:
I hereby declare that I will fulfill the following procedures for Infrastructure support for establishment of Kiosk/Sales outlet for coconut products
at.....(Location), and ensure that:



- The firm is not in receipt of subsidy/grant from any other source for the same project
- Monthly volume and sales returns will be furnished a.
- The activities of Kiosk/Sales outlet for coconut products will be continued; and that the same will not be kept idle and not utilized for any other purpose.
- The Kiosk/Sales outlet for coconut products will be utilized for the benefit of the coconut farmers.

Date:

Place:

Name and Signature of the Promoter with seal

Proforma for Furnishing Monthly Sales Details for Coconut Sales Outlet/Kiosk by
M/s.....Month & Year:.....

A. Monthly Sales/Purchase/Stock Statement

Sl. No.	List of Products	Quantity in Opening stock	Purchase (Qty)	Sales (Qty)	Quantity in Closing Stock
1					
2					
3					
4					
5					
6					
7					
8					

B. Monthly Account statement of Receipts and Payments

S.No	Payments	Amount (Rs)	S.No	Receipts	Amount (Rs)
	Opening Balance				
	Purchases (List of Products)			Sales (List of Products)	
				Closing Balance	
	Total			Total	

*Shall be supported by Corresponding Bank Account Statement.

Date:Signature of authorized signatory:

Name and Address of authorized signatory :



Annexure XIII A

Application for Formation and Registration of Cocomitra – Coconut Climbers Task Force Unit

1.	Name of the Unit: [Name of the Cocomitra Unit]				
2.	Type of Entity:		☐ Proprietorship ☐ Partnership ☐ Society ☐ Other (Specify): _____		
3.	GST Registration Number (if available/applicable):				
	[GSTIN]				
4.	Number of Members in the Unit:		[Minimum 6, maximum 10 Trained Coconut Climbers]		
5.	Details of Members:				
	S. No.	Name	Contact No.	Aadhaar No.	Full Address
	1				
	2				
	3				
	4				
	5				
	6				
6.	Name and Contact Details of Group Leader/Coordinator:				
	Name:				
	Mobile:				
	Email:				
	Full Address:				
7.	Area of Operation: [List of villages/taluks/districts to be covered]				
8.	Bank Details of the Unit (for fund transfer): Bank Name:				



	Branch:	
	Account Number:	
	IFSC Code:	
9.	Enclosures:	
	• Copies of Aadhaar cards of all members • Training completion certificates issued by CDB • GST registration certificate (if available) • PAN card of the unit/entity (if available) • Bank account details with cancelled cheque • Passport-sized photographs of members • Any other relevant documents	
10.	Signature of two coordinators	
	1. Name and Signature	2. Name and signature
DRAFT BYELAWS OF COCOMITRA UNIT (For Coconut Climbers Task Force Units registered under the Coconut Development Board scheme)		
1.	Name of the Unit The name of the organization shall be [Name of the Unit], hereinafter referred to as the Cocomitra Unit.	
2.	Registered Office The registered office of the unit shall be located at: [Full Address with PIN Code]	
3.	Jurisdiction The operational jurisdiction of the unit shall be limited to: [Villages/Taluks/Districts/States]	
4.	Objectives The objectives of the Cocomitra Unit are: • To provide skilled coconut climbing and plant protection services to coconut farmers. • To promote safe and scientific methods of coconut harvesting, de-husking, and plant protection. • To ensure regular employment and fair remuneration for trained coconut climbers. • To develop a community-based service model for sustainable coconut production. • To mobilize support from Coconut Development Board and allied agencies. • To promote awareness on coconut palm management among farmers.	



5.	Membership • Eligibility: - Only individuals trained by the Coconut Development Board or authorized institutions shall be eligible. - Must be a resident of the jurisdiction area • Types of Membership: - Active Members: Trained climbers actively providing services through the unit. • Membership Register: A register of all members shall be maintained with names, addresses, Aadhaar numbers, training certificates, and contact details.
6.	Governance • Executive Committee: The affairs of the Unit shall be managed by an Executive Committee consisting of the following: - President (1) - Vice President (1) - Secretary (1) - Joint Secretary (1) - Treasurer (1) - Members (3–5) • Tenure: All office bearers shall be elected for a term of 3 years.
7.	Powers and Duties - The President shall preside over meetings and represent the Unit. - The Secretary shall maintain records and implement decisions. - The Treasurer shall manage accounts and budget. - The Executive Committee shall: - Approve service charges and wages - Allocate work areas to members - Ensure safety and training - Maintain records
8.	Meetings - The General Body shall meet at least twice a year. - The Executive Committee shall meet in once in every three months. - Emergency meetings require at least 3 days' prior notice.
9.	Finance and Accounts - Maintain a bank account in the Unit's name. - Record all income and expenditure. - Conduct annual audit by a registered auditor. - Submit utilization certificates to CDB as required.
10.	Sources of Funds - Service charges from farmers. - Grants and assistance from CDB or Government. - Membership fees (if any). - Donations or contributions.
11.	Dispute Resolution Disputes shall be resolved by the General Body or referred to the Coconut Development Board.
12.	Amendment of Byelaws Bye-laws may be amended by a two-thirds majority of the General Body, subject to registering authority approval.



13.	Dissolution On dissolution, assets shall be transferred to a similar body or as directed by the registering authority. Certified that these are the true and correct bye-laws of the Cocomitra Unit as adopted in the General Body Meeting held on [Date]. Signatures of Office Bearers: <table border="1" data-bbox="217 421 1398 674"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Designation	Signature									
Name	Designation	Signature											
Memorandum of Understanding (MoU) Memorandum of Understanding (MoU) Between Coconut Development Board (CDB) And Cocomitra – Coconut Climbers Task Force Unit													
1.	Preamble This Memorandum of Understanding (MoU) is entered into on this ____ day of _____, 20__ between: The Coconut Development Board (CDB), a statutory body under the Ministry of Agriculture & Farmers Welfare, Government of India, having its Head Office at Kochi, Kerala, hereinafter referred to as "the Board", AND The Cocomitra – Coconut Climbers Task Force Unit, legally registered as _____, having its registered office at _____, hereinafter referred to as "the Unit". Both parties, hereinafter collectively referred to as "the Parties," agree to collaborate for the implementation of the Cocomitra Scheme to provide professional, safe, and affordable coconut harvesting and plant protection services.												
2.	Objectives of the MoU • To create a dedicated, skilled, structured, and service-oriented workforce of coconut climbers. • To ensure timely, safe, and scientific coconut harvesting and plant protection operations. • To promote self-employment and livelihood opportunities for trained coconut climbers.												
3.	Roles & Responsibilities												
	3.1 Responsibilities of CDB												
	• Provide financial assistance @ max.25% for two-wheelers, six climbing machines, safety gear kits & uniforms, first aid kits, and seed money of Rs.12,000. • Organize training for members of the Unit through CDB/empanelled agencies. • Monitor and evaluate the functioning of the Unit through periodic inspections. • Facilitate technical support, awareness creation, and publicity of services.												
	3.2 Responsibilities of the Cocomitra Unit • Maintain six trained coconut climbers as members. • Ensure GST-compliant legal registration and adherence to financial and legal requirements. • Operate from an established base/office with a signboard displaying the Unit name and CDB assistance. • Maintain records/logbooks of daily operations and submit quarterly performance reports to CDB. • Ensure proper use, insurance, and maintenance of assets provided under the scheme. • Remit 2% of member earnings to the Unit's common fund for meeting expenses.												



	• Comply with the Standard Operating Procedure (SOP) prescribed by CDB. • Undertake visits to coconut gardens on call for harvesting/ cleaning/plant protection/intercultural activities as required by farmers.												
4	Financial & Asset Management • Assets procured under the scheme shall be registered in the name of the Unit except for two wheelers which may be registered in the beneficiaries name. • Assets must not be sold, transferred, or disposed of without prior approval of CDB. • The Unit shall ensure comprehensive insurance coverage for vehicles and equipments. • The Unit shall equally share recurring expenses such as rent, utilities, and communication.												
5	Duration & Validity This MoU shall remain valid for a period of five (5) years from the date of signing, unless terminated earlier by mutual consent or due to breach of terms.												
6	Termination Either party may terminate this MoU by giving 60 days written notice. In case of violation of scheme guidelines or misuse of financial assistance, CDB reserves the right to withdraw support.												
7	Dispute Resolution Any disputes arising out of this MoU shall be resolved amicably through consultation between the Parties. If unresolved, the matter shall be referred to the jurisdiction of courts located in Kochi, Kerala.												
8	Amendments This MoU may be modified or amended only through a written agreement signed by both Parties.												
9	<table border="1"> <tr> <th colspan="2">Signatures</th> </tr> <tr> <th>For Coconut Development Board (Director/DD of Unit Office)</th> <th>For Cocomitra Unit</th> </tr> <tr> <td>Name: _____</td> <td>Name: _____</td> </tr> <tr> <td>Designation: _____</td> <td>Designation: _____</td> </tr> <tr> <td>Date: _____</td> <td>Date: _____</td> </tr> <tr> <td>(Seal & Signature)</td> <td>(Seal & Signature)</td> </tr> </table>	Signatures		For Coconut Development Board (Director/DD of Unit Office)	For Cocomitra Unit	Name: _____	Name: _____	Designation: _____	Designation: _____	Date: _____	Date: _____	(Seal & Signature)	(Seal & Signature)
Signatures													
For Coconut Development Board (Director/DD of Unit Office)	For Cocomitra Unit												
Name: _____	Name: _____												
Designation: _____	Designation: _____												
Date: _____	Date: _____												
(Seal & Signature)	(Seal & Signature)												
	Witnesses: 1. _____ 2. _____												



Annexure XIIIIB

Application form for establishment of Kera Kaushal Kendra Scheme

Section A: Details of Legal Entity

	Name of Entity:	
	Type (Society/NGO/Trust):	
	Registration No. & Date:	
	Full Address:	
	District/State:	
	GSTIN/PAN (if applicable):	

Section B: Members List

S. No.	Name	Training Completed (Y/N)	Mobile	Aadhaar	Full Address
1					
2					
3					
4					

Section C: Centre Location

	Proposed Centre Address:	
	Building owned/rented/leased:	
	Area (sq ft):	
	Enclosures: • Copy of registration certificate • Training certificates of members • PAN/GST of entity • Bank account details • Address proof of centre • Quotation for proposed tools/equipment • Legal procession document of the centre	



Declaration:

We hereby declare that the information provided is true and we agree to abide by all terms of the scheme.

Signature of Authorized Representative

Name:

Designation:

Date:

Model Bye law for Kera Kaushal Kendra – Coconut Handicraft Centre

1. **Name**
The name of the society shall be "_____ Coconut Handicraft Centre – Kera Kaushal Kendra".
2. **Address**
Registered Office: [Complete Address]
3. **Area of Operation**
[Specify District/Region]
4. **Objectives**
 - Promote employment through coconut-based handicrafts
 - Provide skill upgradation and livelihood support
 - Organize members into a collective
 - Utilize government and CDB assistance
5. **Objectives**
 - Must have completed CDB Handicraft Training
 - Minimum 15 members
 - One vote per member
6. **Governing Body**
President, Secretary, Treasurer, Executive Members (3–5)
Term: 3 years
7. **Meetings**
 - General Body: Twice a year
 - Executive Body: Quarterly
8. **Financial Management**
 - Maintain audited accounts
 - Common bank account
 - Use funds for approved objectives
9. **Amendments & Dissolution**
 - Amendments by 2/3 majority
 - On dissolution, assets follow society laws

Certified that these are the true and correct bye-laws of the Kera Kaushal Kendra as adopted in the General Body Meeting held on [Date].

Signatures of Office Bearers:

Name	Designation	Signature



MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING between Coconut Development Board (CDB) And [Name of the Registered Entity]

1. Parties to the Agreement

This Memorandum of Understanding (MoU) is entered into on this ____ day of _____ 20__, by and between:

Coconut Development Board (CDB), having its Head Office at Kera Bhavan, SRV Road, Kochi – 682011, Kerala, hereinafter referred to as CDB

And

[Name of the Registered Entity], a legally registered [Society/NGO/Trust/Co-operative] under Registration No. _____ dated _____, having its office at [Address], hereinafter referred to as the Kendra

2. Purpose of the MoU

The objective of this MoU is to establish and operate a Kera Kaushal Kendra – Coconut Handicraft Centre to promote coconut-based handicrafts, create employment, and build a sustainable income-generating enterprise for artisans and youth trained in coconut shell and wood crafts.

3. Responsibilities of the Kera Kaushal Kendra

- Ensure the Centre is composed of a minimum of 15 trained members in coconut handicraft skills, with a valid registration as a legal entity.
- Operate from a dedicated workspace taken on lease for production, training, and sales activities.
- Maintain a common bank account and utilize funds exclusively for the approved objectives of the Centre.
- Submit all required documents including registration certificate, training proof, GST/PAN, lease agreement, etc. to CDB.
- Maintain production, sales, and membership records, and submit quarterly progress reports to the Board.
- Participate in exhibitions, trade fairs, and promotional events facilitated by CDB.
- Ensure regular maintenance and upkeep of tools, equipment, and furniture supplied by the Board.
- Promote the products through offline and online marketing channels.

Commercialization of coconut handicraft items.

4. Responsibilities of the Coconut Development Board

- Provide a 6-day basic training in coconut handicrafts through CDB or its empanelled agencies.
- Offer financial assistance for procurement of tools, equipment, furniture, and utilities through empanelled vendors as per scheme norms.
- Recognize the unit as a Kera Kaushal Kendra unit upon fulfillment of eligibility and documentation.
- Monitor the performance of the Kera Kaushal Kendra and extend support in product development, packaging, branding, and marketing.
- Facilitate the participation of the Centre in promotional and marketing events organized by CDB.

5. Duration and Termination

This MoU shall remain in force for a period of 5 (five) years from the date of signing, subject to annual review.



Either party may terminate the MoU by giving 60 days' notice in writing, citing valid reasons and after settlement of all pending obligations.

Upon termination, the Kera Kaushal Kendra shall hand over or dispose of any Board-supplied assets as per CDB's directions and the amount incurred by the Board need to be returned.

6. General Terms

- The Kera Kaushal Kendra shall not transfer or sub-lease the equipment or financial assistance received under this scheme.
- All disputes arising out of or relating to this MoU shall be subject to the jurisdiction of courts in Kochi, Kerala.
- Any changes or amendments to this MoU shall be made in writing and duly signed by both parties.

7. Signatures

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the date and year first above written.

Signatures

For Coconut Development Board:

Signature: _____

Name:

Designation:

Date:

For For Kera Kaushal Kendra

Signature: _____

Name:

Designation:

Date:



Annexure XIV			
Application for availing Financial assistance under Technology Mission on Coconut for Research Projects			
1.	Title of the scheme /project:		
2.	Location a. Name and address of the Institute/ Scientist b. Name and address of the Head of the Institute c. Actual Location where the work will be conducted		
3.	Information regarding Principal Investigator/ Scientist a. Name and Designation b. List of other projects carried out / being carried out by the Principal Investigator/Scientist with financial support from various organizations (including CDB) c. Brief Bio-data of the Principal Investigator/Scientist indicating his specialization interest, particularly in relation to the proposed research work.		
4.	Information regarding other Scientists to be associated with the Investigation		
5.	Objectives of the project		
6.	Practical / Scientific Utility:		
7.	Review of research conducted on the subject in India and abroad		
8.	Technical programme		
9.	Facilities available		
10.	Duration of the project		
11.	Staff requirements		
12.	Estimates of cost 1. Recurring 2. Non-Recurring 3. Institutional Charges		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center; vertical-align: bottom;"> Signature (Principal Investigator/Scientist-in-charge of the project) Name: Designation: </td> <td style="width: 50%; text-align: center; vertical-align: bottom;"> Signature (Head of the Institution) Name: Designation: </td> </tr> </table>		Signature (Principal Investigator/Scientist-in-charge of the project) Name: Designation:	Signature (Head of the Institution) Name: Designation:
Signature (Principal Investigator/Scientist-in-charge of the project) Name: Designation:	Signature (Head of the Institution) Name: Designation:		



Annexure XV				
Application for availing Financial assistance under Technology Mission on Coconut (To be submitted along with Detailed Project Report)				
1	Name of the project			
2	Name and address of the unit			
3	Name, address, Email ID& Ph. No of the Promoter of the project			
4	Constitution of the firm			
5	Whether belongs to SC/ST or SC/ST Woman			
6	Product & Installed capacity	To process..... coconuts per day		
7	Background of the promoter & Experience			
8	Whether New / Expansion / Modernisation (If expansion, whether details of existing unit submitted)		Existing	Proposed
		Capacity MT/day		
		Land		
		Buildings		
		Machineries		
		Others		
9	Project submission date			
10	Details of documents submitted			
	a) Detailed Project submitted through			
	b) Bank appraisal			
	c) Bank loan sanction (40% minimum)			
	d) Pollution Control Board Certificate			
	e) Land document	Area.....SurveyNo....., Village.....		
	f) Plan/estimate for civil works/building	Building Area..... Area under RCC framed structure- Area under Composite Structure- Area under Pre-fabricated/Truss structure -		
	g) Statutory clearance, Permission from Panchayat/ Industry Dept. registration	Permission from..... Vide No..... date.....		
	h) ETP Proposed/included	ETP Cost` Project by.....KLD:		
	i) ToT certificate enclosed (wherever applicable)			
	j) Proforma invoice/quotation for machineries furnished			
	k) Financial parameters like IRR (Internal Rate of Return), DSER (Debt Service Equity Ratio), DSCR (Debt Service Cost Ratio) BEP (Break Even Point) NPR, NPU etc projected	IRR % BEP % DSCR		



11	Capital Cost of the project (Item-wise)	Components	Total project cost	Eligible project cost	Maximum Eligible subsidy
			Rs in Lakh		
		Land	Own	-	-
		Building & Civil works			
		Plant & Equipment			
		Technical Know-how			
		Electrification			
		Generator			
		Preliminary & pre. Op expenses			
		Working Capital			
		TOTAL			
*Extra rows can be added according to the project					
12	Mode Of Finance	Means of Finance		Amount (Rs in Lakh)	
		Promoters Contribution (minimum 25%)			
		Term Loan (minimum 40%)			
		Total			
13	Financial Assistance availed/applied from any other source: (If Yes give details)	Name of Organisation		Subsidy sanctioned	
		Central			
		State			
		Any other			
14	Any other information relevant to the project				
15	List of Machinery (Compulsory)				

Sl. No	Items	No. of Units	Name of Supplier	Amount in Rs
1				
2				
3				
4				
5				

List of Documents to be Submitted Along with the Project Proposal

1. Duly filled-in application form.
2. Detailed Project Report (DPR) containing:
3. Source(s) of procurement of raw materials required for the project.
4. Marketing strategy.
5. Manufacturing process/source of technology.
6. Financial parameters such as Internal Rate of Return (IRR), Break-Even Point (BEP), Debt Service Coverage Ratio (DSCR), etc., projected for a minimum period of 10 years.
7. Detailed appraisal report of the Bank/Financial Institution.
8. Term Loan Sanction Letter issued by the Bank/Financial Institution.
9. The project proposal shall be submitted within 10 months from the date of sanction of the term loan.



10. Certificate of Incorporation, Memorandum and Articles of Association, Constitution of the Organization, By-laws, Partnership Deed, or other relevant constitutional documents of the organization.
11. Bio-data, identity proof, and background details of the promoters/directors.
12. Quotations/proforma invoices from suppliers of plant, machinery, equipment, and other project components.
13. Approved blueprint of the factory building, building plan approval from Municipality/Corporation/Panchayat, along with detailed cost estimates.
14. Audited financial statements for the last three years, wherever applicable.
15. Statutory clearances/permissions from the Panchayat, Industries Department, or other competent authorities.
16. No Objection Certificate (NOC) from the State Pollution Control Board.
17. Notarized English translation of land documents, wherever the original documents are in a regional language.
18. Financial benchmarks/parameters duly certified by the financing Bank/Financial Institution.
19. Certificate stating that no financial assistance for the same project has been availed from any other agency.
20. Certificate from a Chartered Civil Engineer for civil works undertaken under the project.
21. Registered lease agreement with a minimum lease period of 15 years, wherever the project is established on leased premises.
22. Detailed specifications and layout of the fire safety system, including Fire Alarm System and/or Fire Fighting System, as applicable.



Annexure XVIA				
Format for Preliminary site inspection of TMOC units				
1	Name & address of the unit (with Email id & Phone no.)			
2	Land & building details, (photos to be attached) Survey No.			
	Road access			
	Electricity			
	Water			
	Boundary wall/fence			
	Building area proposed			
	Building construction			
	Machinery installation			
3	Panchayath License (copy to be attached)			
4	Product			
5.	Whether New / Expansion / Modernisation: (If expansion, whether details of existing unit submitted)	Existing	Proposed	Total
		Capacity MT/day		
		Land		
		Buildings		
		Machineries		
		Others		
6.	Promoter details			
7.	If production started,			
8.	Processing capacity			
9.	Date of Commissioning of the unit			
10.	Date on which trial production started			



CDB Schemes – Operational Guidelines

11.	Other information/Remarks	
12.	Recommendation	
Name and Signature of CDB Official from HQ, Kochi		Name and Signature of CDB Official from RO/SC, CDB



Annexure XVIB		
Format for Joint inspection for TMOC units		
1	Name & address of the unit (with Email id & Phone no.)	
2	Status of the project/Date of completion of project	
3	Date of Commissioning of the unit	
4	Date on which trial production started	
5.	Product and Brand name	
6.	Quality certification Agmark/BIS/FSSAI	Yes ☐ No ☐
7.	Certification for unit HACCP/ISO	Yes ☐ No ☐
8.	Processing capacity	%
9.	Capacity utilization	
10.	Finished products (quantity)	
11.	Domestic Market (Avg. Qty/Value/month)	
12.	Export Market (Avg. Qty/Value/month)	
13.	Packaging	bottle/ tin/ bags etc with quantity
14.	Whether product tested for quality/ Name of Lab	
15.	Annual turnover (Rs. in lakhs)	
16.	Whether permanent Name board as per MoU	
17.	Whether mentioned on packaging and advertisement regarding 'Financial assistance from CDB under TMOC	
18.	Details of machinery installed with cost (attach certified bill copy with below format)	
19.	Other information/Remarks	
20.	Recommendation	
	Date:	
Name & Signature of Officer CDB with seal		Name & Signature Representative of Bank with seal



Annexure XVII		
Baseline Survey Format for Replanting and Rejuvenation of Coconut Gardens (R&R)		
1	District	
	Block	
	Agriculture/Horticulture Office Jurisdiction	
	Panchayath	
	Village	
	Ward No	
	Name of the Farmer	
	Male/Female/others	
	Father's/Husband's name	
	Address	
	Pin code	
	Land Phone with STD code	
	Mobile.....	
	Occupation (if any):	
	Voters ID NO/ AADHAAR No	
	Whether belonging to SC/ST/OBC	
	Coconut Cultivation area (in HA)	
	Survey and Sub – division No	
2.	Whether Farmer is a member of FPO? If Yes, Name of the FPO	(Yes/NO)
3.	Bank A/C NO	
	Branch name	
	IFSC code	
4.	Details of Coconut palms	
	a) No. of Senile and unproductive palms for	



	removal	
	b) No. of disease advanced Palms for removal	
	c) No. of disease affected juvenile palms for removal	
	d) No. of healthy juvenile palms	
	e) No. of healthy palms	
	No. of dwarfs among healthy palms	
	Total No of palms (a to e)	
6.	No. of coconuts harvested last year	
7.	Whether palms are irrigated?	(Yes/No) :
I hereby declare that the above mentioned details are true to my knowledge and belief. Place Date Signature of the farmer		



Annexure XVIII													
KERA SURAKSHA INSURANCE SCHEME PROPOSAL FORM (Application may please be Filled in English & in Block letters)													
Name of Applicant													
Aadhaar No. (Copy of the Aadhaar must be submitted with the application form)													
Father/Husband's Name													
Name, address, Email ID & Ph. No.													
House Name*					Street Name								
Town					Post Office								
District					Pin Code*								
Mobile No.				Landline No (with STD code)									
Date of Birth* (DD/MM/YYYY) (age limit will be 18-65)		DD		MM		YYYY		Female ☐ Male ☐ Others ☐					
								SC ☐ ST ☐ OBC ☐ Others ☐					
Coconut Climber / Harvester ☐				Hybridization Worker / Neera Technician ☐				Others (specify) ☐					
Mode of Payment				Demand Draft ☐ NEFT ☐ BHIM ☐ UPI ☐ Others (specify) ☐									
DD No. / UTR / UPI / NEFT/IMPS reference no.								Amount paid (Rs.)					
								Date					
*Copy of the Bank pass book must be submitted with the application form													
Name of Panchayath/Krishi Bhavan													
Declaration For Assignment I.....(Name in full) do hereby assign the money payable by the New India Assurance Co. Ltd ., in the event of my death to my (mention relationship with the insured) Mr./Mrs./Miss aged.....years and I further declare that his /her receipt shall be sufficient discharge to the company. Dated..... Applicant's Name..... Signature Date..... Witness's Name- Signature													

**Declaration Form**

Declaration: I declare that the above details are true to the best of my knowledge and belief, that I have disclosed all particulars effecting the assessment of the risk. I agree that this proposal and declaration shall be the basis of the contract between me and the company.

I declare that, I am a Coconut Tree Climber /Neera Technician/Hybridization Worker/ labourer engaged at DSP farm under Coconut Development Board/ coconut labourer working at small scale coconut based industries or coconut farms. I also declare that, I do not suffer from disablement.

Date: __/__/____

Place:

Signature of Applicant

Certification

I,.....(Name of the Certifying Officer, Designation) hereby certify that to the best of my knowledge & belief the above mentioned person.....(name of applicant) is healthy and is currently engaged in skilled labour as a Coconut tree climber/Neera technician/Harvester/ Hybridization worker/ labourer engaged at DSP farm under Coconut Development Board/ coconut labourer working at small scale coconut based industries or coconut farms.

Name & Signature

Date: __/__/____ Office Seal

Panchayath President/Agriculture Officer
CPS/CPF President/ CPC Chairman

For office use only

The above mentioned applicant may be covered under KSIS Scheme.

Date: __/__/____

Seal

Implementing Officer

Premium payable (inclusive of Tax):

Category	Payable by CTC / Cocomitra	Subsidy by CDB	Total Premium (Rs)
Cocomitra / worker engaged at DSP farm under Coconut Development Board	Nil	956.00 (incl GST)	956.00 (incl GST)
Others	143.00	813.00	956.00 (incl GST)

Applicant needs to pay an amount of Rs. 143/- (Rupees One hundred and fortythreeonly) by way of DD drawn in favour of Coconut Development Board payable at Cochin or through NEFT/IMPS / BHIM / Phone Pe / Google Pay / PayTM to State Bank of India, Metro Station, MG Road, Ernakulam branch (Account No. 41794101124, IFSC: SBIN0070142)



Benefits available under the scheme:		
Sl no	Benefits available - due to accidents only	Sum insured(Rs)
1	Death / Permanent Total Disablement	7,00,000/-
2	Permanent Partial Disablement	3,50,000/-
3	Hospital Expenses Reimbursement including medicines for maximum of two months after discharge (24 hrs as IP)	2,00,000/-
4	Ambulance Charges in case of accident as well as death (Actual as per bills).	3,500/-
5	Weekly Compensation in case of Temporary Total Disablement (Maximum for 6 weeks-once in the insurance period @Rs.3500/- per week)	21,000/-
6	By stander expenses - Rs. 200/- per day during 24 hour hospitalization period only based on actual bills.	Maximum 3,000/-
7	Funeral expenses in case of accidental Death (subject to producing bills)	5,500/-

 For payment	 For claim form
---	--

Application/ claim related documents / correspondence have to be forwarded to the office of Coconut Development Board given below:

Office of Coconut Development Board for implementation of the scheme:
Headquarters: PB No. 1021, KERA BHAVAN,
SRV Road, Kochi, Kerala - 682011, Tel: 0484 - 2376265,
Fax: 0484 - 2377902,
Contact person: Statistical Officer.
Email: ho-stats@coconutboard.gov.in

Any discrepancies/ queries on claim settlement, you may contact :
 Office of The New India Assurance Company Limited for implementation of the scheme:
 The New India Assurance Company Ltd, 36/707,
 Second Floor, Kandamkulathy Towers,
 Opp. College Ground, Ernakulam, Kochi- 682011

Competent authority of Coconut Development Board is vested with power for making any changes in the guidelines and any amendment in the implementation procedure of this schemes.



Abbreviations

AAP	Annual Action Plan
AEP	Area Expansion Programme
AIC	Agriculture Insurance Company of India
ATARI	Agricultural Technology Application Research Institute
BIM	Beneficiary Identification Meeting
CCDO	Chief Coconut Development Officer
CDB	Coconut Development Board
CEO	Chief Executive Officer
CFC	Coconut Farmers Clusters
CHC	Customs Hiring Centres
CIT	CDB Institute of Technology
CPC	Coconut Producers Clusters
CPIS	Coconut Palm Insurance Scheme
CTC	Coconut Tree Climbers
DBT	Direct Benefit Transfer
DD	Demand Draft
DPR	Detailed Project Report
DSO	Draft Sanction Order
DSP	Demonstration Cum Seed Production
EDP	Entrepreneurship Development Programme
FA	Facilitating Agency
FC	Farmer Collective
FCO	Fertilizer Control order
FMB	Farm Machinery Banks
FoCT	Friends of Coconut Tree
FPO	Farmer Producer Organization
GST	General Sales Tax
HA	Horticulture Assistant
HO	Head Office
IA	Implementing Agency
IO	Implementing CDB Office
ICAR	Indian Council of Agriculture Research
ISC	Internal Screening Committee
KSIS	Kera Suraksha Insurance Scheme
KVK	Krishi Vigyan Kendra
LODP	Laying Out of Demonstration Plots
MoU	Memorandum of Understanding
NABARD	National Bank for Agriculture and Rural Development
NEFT	National Electronic Fund Transfer
NGO	Non-Governmental Organization
NSC	National Seed Garden
NSDC	National Skill Development Corporation
NT	Neera Tapping

PAC	Project Approval Committee
PHTM	Post Harvest Technology and Management
PICCS	Productivity Improvement through Coconut Based Cropping System
PKVY	Paramparagat Krishi Vikas Yojana
PSU	Public State Undertaking
QTL	Quality Testing Lab
R&R	Replanting & Rejuvenation
RKVY	Rashtriya Krishi Vikas Yojana
RO	Regional Office
SAU	State Agriculture University
SC	State Centre
SCN	Small Coconut Nursery
SHU	State Horticulture University
SLAA	State Level Administrative Approval
TAC	Technical Advisory Committee
TMOC	Technology Mission on Coconut
VCO	Virgin Coconut Oil



Coconut Development Board

Shri. Suba Nagarajan
Chairman : 0484-2378028

Dr. Prabhat Kumar
Chief Executive Officer : 0484-2375216

Dr. B. Hanumanthe Gowda
Chief Coconut Development Officer : 0484-2375999

Shri. Pramod P. Kurian
Secretary : 0484-2377737



Government of India,
Ministry of Agriculture and Farmer's Welfare
P.B. No.1012, Kera Bhavan, SRV Road,
Kochi – 682 011, Kerala, India.
Email : cdb-kochi@coconutboard.gov.in
Website:https://coconutboard.gov.in
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