

## ANNEXURE F

### Process to be followed by Applicant for Applying for Financial Assistance under the DEEDS Dairy Parlour Scheme

- i. The interested applicant shall apply for Dairy Parlour in the prescribed form (**first page of Annexure-A**) at the nearest OMFED Dairy (Name of the Dairy, Dairy Address and Contact Number provided in **Annexure-B**) mentioning the proposed site, where he/she wants to set up the parlour.
- ii. The representatives of Marketing Division (Route In-Charges ) of concerned Dairy shall visit proposed site and verify the feasibility/ potentiality and submit the verification report to the Plant Manager (**second page of Annexure-A**).
- iii. Based on the Verification Report submitted by the Route In-Charge, and considering the eligibility, terms and conditions of appointment of New Agents (**Annexure-C**), the Selection Committee (comprising CDVO, Lead District Bank Manager (LDBM), GM-DIC, SVIB, Plant Manager, Marketing In-Charge, DDM NABARD) will hold meeting with the respective applicant on a suitable date before as agreed by the members of the Selection Committee on or before 15<sup>th</sup> Nov 2017, and approve / reject the applications submitted by the applicants.
- iv. The Applicant will take original copy of the Application Form cum Selection Committee Approval Report (**Annexure A**) and submit to the respective Bank along with other documents (Documents for availing loans as per RBI guidelines, Project Proposal **Annexure-D** ) for availing loan and subsidy under DEEDS 2017-18.

### Process of release of Subsidy

On approval of the loan, the financial institutions/ financing Banks will fix the EMI considering the reasonable interest rate (as applicable) on the net term (loan applied by the beneficiary minus the subsidy amount). For further details, please refer to **Annexure-E** (DEEDS Scheme 2017-18 Circular).

**Process to be followed by OMFED Officials for processing the Dairy Parlour applications received under the DEDS Dairy Parlour Scheme**

- (1) Marketing In-Charge to conduct a meeting on a suitable date with All Route In-Charges to
  - (a) explain about the DEDS Dairy Parlour Scheme ,
  - (b) give a docket / presenter to each Route In-Charge, consisting of one set of all the documents of the DEDS Dairy Parlour Scheme, (namely. EOI, , Project Proposal, Application Form cum Selection Committee Approval Report (Annexure A) , **Annexures B C D E F G**, DEDS Dairy Parlour Scheme Process Note for Applicants and OMFED Officials), so that the Route In-Charges can carry to field and explain to interested applicants. All details are available in website [www.omfed.com](http://www.omfed.com) →Tenders and EOI

All Route In-Charges and Marketing In-Charges should carry a set of all the relevant with them in the field to explain to interested applicants.
- (2) Dairywise Target for number of Dairy Booth/Parlour , is given in the website in **Annexure B**. Requesting all Plant Managers and Marketing In-Charges, to put maximum effort to enroll maximum booths/agents under this DEDS Scheme.
- (3) Last date for accepting application from interested applicants is 5<sup>th</sup> Dec 2017. In case any new agent is interested in setting up OMFED booth/parlour and has already approached us or we have already approached him , also may be explained the DEDS Dairy Parlour Scheme, and asked to apply immediately.
- (4) Plant Managers / GM Milk Union in consultation with CDVO, to a suitable date for conducting the DEDS Dairy Parlour Scheme Selection Committee meeting at the CDVO Office, for interviewing and approving the applicants.
- (5) Based on the date conveyed by the CDVO, Plant Managers / Milk Union Managers to send physical letters, email letter to CDVO, LDBM, SVIB, KVIC, GM-DIC, DDM NABARD, informing them to attend the selection committee meeting as per the date and venue decided. Copy of the same to be forwarded to The Director AH & VS and DGM Marketing-OMFED,
- (6) Accordingly Plant Managers / GM Milk Unions to ensure every applicant falling under their respective Dairy Operational Area is informed about the date and venue of the Selection Committee meeting and intimated about the importance of attending the meeting.
- (7) On completion of the Selection Committee meeting, Plant Manager / GM Milk Union to retain a copy of the
  - (a) Application Form cum Selection Committee Approval Report
  - (b) Copy of other documents submitted by the applicant
- (8) Original Application Form cum Selection Committee Approval Report and other documents submitted by the applicant, to be handed over to the applicant and advised to go to the preferred Bank (as provided by the applicant in the Application Form, (**Annexure A**) for applying for loan before 31<sup>st</sup> Dec 2017.
- (9) **Very Very Important !!**

On completion of the Selection Committee meeting , Plant Manager / GM Milk Union to make a summary of the applications received, in the format provided in **Annexure G**.  
Within two days of completion of the Selection Committee meeting, **Annexure G and copy of Application Form cum Selection Committee Verification Report (Annexure A)** of each and every applicant, to be sent (via physical letters with enclosures and email with scan copies of the **Annexure G and copy of Application Form cum Selection Committee Verification Report (Annexure A)** to the respective district LDBM and DDM NABARD, for their further pursual with the Banks. **Copy of the physical letters and email sent to LDBM and DDM NABARD, to be marked to CGM, NABARD, The Director AH & VS, DGM Marketing-OMFED**, for following up the applications.
- (10) Please note, Plant Manager / GM Milk Union, who have received applications for locations falling under their Dairy Operational area, but the applications do not belong to their districts of operation, may forward those applications to the Plant Manager of the concerned District, for further processing of the applications. The receiving Plant Manager , now has to ensure the application is put forth before the Selection Committee meeting to be held at the respective district CDVO . Also the receiving Plant Manager has to ensure that the applicant falling under their respective Dairy Operational Area is informed about the date and venue of the Selection Committee meeting and intimated about the importance of attending the meeting.

