

Checklist for Ministry of Food Processing Industries Subsidy (MOFPI)

1. Application in the MOFPI prescribed format in Annexure-I.
2. Detailed project report indicating bio-data/background of the office bearers/promoters of the organization along with the activities/background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with process flow chart etc.
3. Income tax returns of the proprietor for previous three years.
4. A copy of permanent SSI Registration or Industrial Entrepreneur Memorandum (IEM) or Industrial License, whichever is Applicable.
5. Bio-Data/experience and Quotations of consultant.
6. Quotation from certification body along with complete details of their background, experience and projects undertaken.
7. Confirmation that certification agency is accredited by the Quality council of India or Food Safety and Standard Authority of India (FSSAI) as applicable.
8. Details of proposed plan and machinery (Item wise and cost wise) along with quotation duly certified by approved Chartered Engineer (Mech.) and

their relevance to HACCP / ISO22000, ISO 9000/ GHP/GMP with full justification in support of cost claimed. The consultant is also required to certify the requirement and cost of plant and machinery.

9. Complete details of Technical Civil Work indicating item wise / cost wise break up and their relevance to implementation of Total Quality Management System with justification duly approved by Chartered Engineer (Civil). The consultant is also required to certify the cost of civil works.
10. An affidavit duly executed on non-judicial stamp paper of Rs. 10/- or more duly notarized, affirming
11. That company has not obtained any financial assistance for implementation of HACCP/ ISO22000, ISO 9000/ GHP/ GMP in the past from MOFPI.
12. that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt. / GOI organization/agencies and State Govt. for the same purpose/activity/same components.
13. Detailed implementation schedule for implementation of the HACCP/ ISO 9000/ISO22000/GMP/GHP system.



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14. Audited Statement of Account for the last three years and detailed profile of the company indicating products being manufactured, their marketing and future demand.
15. Date of commencement of commercial production.
16. Expenditure proposed to be incurred on the project indicating consultant fee, fee charged by the certification agency, cost of plant and machinery, cost of technical civil expenses and other expenses related to the proposal along with corresponding sources of finance.
17. The consultant for implementing ISO 9000/ISO22000/HACCP/GMP/GHP should be registered either with National Accreditation Board for Education and Training (NABET) or any Central Government Body like Bureau of Indian Standards (BIS), Agricultural and Processed Food Exports Development Authority (APEDA) etc.
18. The applicant organization is require to give an undertaking that the training of the employees on implementation of ISO 9000/ISO22000/HACCP/GMP/GHP will be obtained from the consultant.
19. Govt. Study Report (GSR) with Justification wherever modification of Infrastructure & Machinery is Suggested

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