GUIDELINES ON REJUVENATION, MODERNIZATION AND TECHNOLOGY
UPGRADATION OF THE COIR INDUSTRY - A CENTRAL SECTOR SCHEME

1. The Scheme

   Government of India has approved a new credit linked subsidy scheme called Rejuvenation, Modernization and Technology Upgradation of the Coir Industry to facilitate sustainable development of the Coir Industry in the country which in turn generate more employment opportunities especially for women and the weaker sections of people in rural areas. REMOT Scheme will be a Central Sector Scheme to be administered by the Ministry of Micro, Small and Medium Enterprises. The Scheme will be implemented by Coir Board a statutory organization under the Ministry of MSME as the Nodal Agency at the national level. At State level the scheme will be implemented through Board’s Regional Offices, Sub Regional Offices, Coir Mark Scheme Office and District Industries Centres, Coir Project Offices, Banks and such other offices from time to time. The Government subsidy under the scheme released to Coir Board will be routed through the identified banks for the eventual distribution to the beneficiaries/entrepreneurs in their bank accounts. The Implementing Agencies viz. Coir Board Offices, DIC, Coir Project Offices etc will associate with reputed Non Governmental Organizations (NGOs)/reputed Autonomous Institutions/National Small Industries Corporation/Panchayathi Raj Institutions and other relevant bodies in the implementation of the Scheme especially in the area of identification of beneficiaries, area of specific viable projects and providing training in Entrepreneurship Development, verification of units established under the Scheme.

2. Objectives of the Scheme

   The main objectives of the scheme are as under:

   (i) To modernize Coir Industry by adoption of modern technology in production and processing of coir and coir products;
(ii) Upgradation of the production and processing technology for improving the productivity, quality and product diversification;

(iii) To increase the efficiency and productivity for enhancing the earnings of the workers engaged in the sector;

(iv) To enhance the utilization of coconut husk and for increasing the production of coir fibre and coir products;

(v) To generate employment in the rural areas of the coconut producing States/Union Territories;

(vi) To provide more employment opportunities for women in the rural sector for gender empowerment;

(vii) To enhance the socio-economic conditions of the producers/workers engaged in the industry;

(viii) To contribute to inclusive growth of vulnerable sections of beneficiaries especially those belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and North Eastern Region (NER);

(ix) To give sufficient training to the rural youth of the coconut producing States with an eye on attracting them to the fold of coir sector.

(x) To provide backward/forward linkages to the unit holders to whom assistance is given under the Scheme.

3. **Quantum and Nature of Financial Assistance**

<table>
<thead>
<tr>
<th>Beneficiary’s contribution (of Project Cost)</th>
<th>Bank credit</th>
<th>Rate of Subsidy (of project cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>55%</td>
<td>40%</td>
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</table>
Note: Maximum admissible cost of the project is Rs.10 lakhs plus working capital, which shall not exceed 25% of the project cost. The banks shall consider composite loan instead of term loan to cater to the working capital requirements also. This should be exclusive of Rs.10 lakhs limit proposed. However, subsidy will be computed excluding working capital component.

4. Eligibility conditions of the Beneficiaries

i) Any individual above 18 years of age with Indian Citizenship.

ii) There will be no income ceiling for assistance for setting up of project under REMOT Scheme.

iii) Assistance under the Scheme is only available for projects for the production of coir fibre/yarn/products etc. coming under coir sector.

iv) Assistance under the Scheme will be made available to individuals, Companies, Self Help Groups, Non Governmental Organizations, Institutions registered under Societies Registration Act 1860, Production Co-operative Societies, Joint Liability Groups and Charitable Trust. However the units that have already availed Govt. subsidy under any other Scheme of Govt. of India or State Govt. for the same purpose are not eligible to claim subsidy under the scheme.

4.1. Other eligibility conditions

i) Certified copy of the caste/community certificate issued by the competent authority in the case of other special categories, is required to be produced by the beneficiary along with the application form.

ii) A certified copy of the bye laws of the institution is required to be appended along with the application wherever necessary.

iii) The project cost will include capital expenditure ie. Building and Machinery.
iv) The applicants will have the option to include one cycle of working capital also in the project proposal. However, the working capital will not be considered for subsidy. The bank can consider approval of the project and loan shall be given to the working capital also without considering any grant for the same. The loan for working capital shall be sanctioned and released only after setting up of the unit. In no case, the working capital included in the project shall exceed more than 25% of the project cost.

v) If the beneficiary is already having the workshed the component of required machinery will alone constitute the project cost as per the scheme.

Note: Only one person from one family is eligible for obtaining financial assistance for setting up of projects under REMOT Scheme. The ‘family’ includes self and spouse.

5. Implementing Agency

5.1 The Scheme will be implemented by Coir Board, Coir House, MG Road, Kochi – 682016, a statutory body under Ministry of MSME which will be a single Nodal Agency at the national level. At the state level, the Scheme will be implemented through the Field Offices of the Board viz. Regional Offices / Sub Regional Offices / Coir Mark Scheme Office / Showroom & Sales Depots. The Regional Offices will coordinate with State District Industries Centres, Coir Project Offices, Panchayati Raj Intuitions and other NGOs of repute and such others for the identification of the beneficiaries under the Scheme.

5.2 The technical interventions, wherever necessary, will be provided by Central Coir Research Institute (CCRI), Kalavoor and Central Institute of Coir Technology (CICT), Bangalore and other institutions engaged in development and promotion of the Coir Sector. The Scheme will be regularly monitored by the Ministry of Micro, Small and Medium Enterprises.
5.3 **Nodal Agencies**

The details of other agencies to be associated as Nodal Agencies in the implementation of REMOT Scheme are as under:

i) Field Offices of Coir Board viz. Regional Offices / Sub Regional Offices / Coir Mark Scheme Office / Showroom and Sales Depots and all other sub offices of the Coir Board situated in different parts of the country.

ii) District Industries Centres of all State Governments and State owned Coir Fed/Coir Corporations.

iii) Banks

iv) Panchayati Raj Institutions

v) NGOs run by persons having adequate experience and expertise in Project Consultancy in Small Agro & Rural Industrial Promotion and Technical Consultancy Services, Rural Development, Social Welfare having requisite infrastructure and manpower and capable of reaching village and taluk level in the State or Districts. NGOs should have been funded by State or National Level Government Agency for any of its programmes in the preceding 3 years period.

6. **Financial Institutions**

i) All the Scheduled Commercial Banks listed in the 2nd schedule of the RBI Act

ii) All Regional Rural Banks

iii) Co-operative Banks who are Member Lending Institutions (MLIs) of the Credit Guarantee Trust Fund for MSME as well as through SC/ST/OBC Finance and Development Corporations.

7. **Identification of Beneficiaries**

The identification of beneficiaries at different regions will be done by a committee consisting of representatives of the Coir Board, DIC, Coir Project Office, Banks, Panchayati Raj Institutions etc. The committee will be headed by the Industries Commissioner / Director of Industries / Officer-in-charge of coir activities in the State. The Banks, DICs, Project Offices, Panchayati Raj Institutions will refer the applications to the Selection Committee Convenor, who is the Officer-in-charge of the respective Coir Board Field Offices, for its consideration. Cases of inflated costing on machinery/building and other elements of a project with a view to availing higher amount of subsidy will not be allowed and such applications will be summarily rejected or the committee will have
the authority to consider such applications by reducing the cost of the project. The selection process should be a thorough, transparent, objective, just and fair process and the names of the selected application by the committee will be displayed in the website of the Coir Board.

8. **Bank Finance**

8.1 Once the application is received by the Bank, the Bank shall intimate the sanction or otherwise to the beneficiary and Coir Board within sixty (60) calendar days. Detailed grounds for rejection shall be recorded and intimated to the Coir Board and beneficiary and also maintained in the Nodal Branches of the Banks.

8.2 Margin Money (subsidy) in advance based on the sanction received will be placed lump sum deposit in the name of Coir Board with the Nodal Branch of the Implementing Banks in each State for release of Margin Money (subsidy).

8.3 The Bank will sanction 95% of the project cost after adjusting 5% beneficiary contribution deposited and disburse full amount of project cost including the beneficiary contribution in installments for setting up of the project.

8.4 The beneficiary shall deposit his contribution to the concerned bank within 30 days of the receipt of a copy of the sanction letter from the bank.

8.5 The Bank through its financing branch shall release 1st installment of loan to the beneficiary within 30 days of receipt of beneficiary contribution.

8.6 The Banks will finance Capital Expenditure in the form of Term Loan and Working Capital in the form of Cash Credit. Projects can also be financed by the Bank in the form of composite loan consisting of Capital Expenditure and Working Capital. The amount of Bank Credit will be 55% of the total project cost after deducting 40% of Margin Money (subsidy) and owner’s contribution of 5% from beneficiaries.

8.7 The Banks shall consider Composite Loan instead of Term Loan to cater to the Working Capital requirements also. This should be exclusive of Rs.10 lakhs project cost limit proposed. The Working Capital shall not exceed 25% of the project cost. No Subsidy will be paid by the Board for Working Capital component.
8.8 The eligible subsidy for the approved project will be released by the Nodal Bank after receiving the official confirmation from the Implementing Bank that 1st instalment of the loan has been released to a particular beneficiary based on the projections of Capital Expenditure in the project report. The Banks will not be charging interest on the loan to the extent of subsidy amount from the total loan. Though banks will claim subsidy on the basis of projections of Capital Expenditure in the project report and sanction thereof, subsidy proportionate on the actual availment of Capital Expenditure will be retained and excess, if any, will be refunded to Coir Board, immediately after the project is ready for commencement of production.

8.9 The entire assets created under the scheme shall be insured by the beneficiaries.

9. Rate of Interest and Repayment Schedule

9.1 Rate of interest chargeable for the loans shall be at par with base rate. Repayment schedule may not exceed 7 years after an initial moratorium as may be prescribed by the concerned Bank/financial institution so as to enable the beneficiaries to complete this project.

9.2 The loan would be covered under Credit Guarantee Trust Fund Scheme under the O/o the Development Commissioner, Ministry of MSME. The guarantee fee for the coverage will be borne by the beneficiary or the Bank. The term loan would be without collateral / third party guarantee and under no circumstances such documents should be insisted upon by the banks.

10. Modalities of the operation of the Scheme

10.1 The project proposal will be invited by Coir Board from potential beneficiaries at State level through advertisement, Press, Radio and other multimedia and through DICs at periodical intervals. The Scheme will also be advertised / publicised through Panchayati Raj Institutions which will also assist in identification of beneficiaries.

10.2 The applications under the Scheme can be collected from Coir Board Offices, District Industries Centres, Coir Project Offices, Panchayati Raj Institutions and the Nodal Agencies approved by the Board for this purpose. The forms can also be downloaded from the Coir Board website and have to be submitted directly to the Coir Board Field Offices or through the DICs.

10.3 The applications received by the DICs will be referred to the Field Offices of the Coir Board. The Officer-in-charge of the following Field Offices are authorized for receiving the applications from the DICs coming under their jurisdiction.
<table>
<thead>
<tr>
<th>Authorized Office</th>
<th>Jurisdiction</th>
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<tbody>
<tr>
<td>Coir Board Regional Office, Door No.103, Vallalar Street, Venkatesha Colony, Pollachi - 642001 Tel/Fax : 04259-222450</td>
<td>Tamil Nadu, Andaman &amp; Nicobar Islands, Pondicherry</td>
</tr>
<tr>
<td>Coir Board Regional Office, Swaraj Nagar A.C. Gardens Rajahmundry-533 101 Phone:0883-2432065</td>
<td>Andhra Pradesh</td>
</tr>
<tr>
<td>Coir Board Regional Office, Near Attingal Municipal Town Hall, Attingal.P.O. Trivandrum - 695 101. Phone: 0470-2628624</td>
<td>Thiruvananthapuram, Kollam and Pathanamthitta Districts in Kerala</td>
</tr>
<tr>
<td>Coir Board Regional Office, No. 3A, Peenya Industrial Area, Near TVS Cross, Peenya, Bangalore - 560 058 Phone : 080 - 28375023</td>
<td>Karnataka, Maharashtra, Goa and Gujarat.</td>
</tr>
<tr>
<td>Coir Board Regional Office, Jagamara (Udyogpuri), P.O.Khandagiri, Bhubaneswar-751 030, Odisha Phone:0674-2350078</td>
<td>Odisha, Bihar and Jharkhand</td>
</tr>
<tr>
<td>Coir Board Sub Regional Office, New Secretariat Building, C-Block, Ground Floor, 1 Kiran Sankar Roy Road, Kolkata-700 001 Phone:033-64586422</td>
<td>West Bengal</td>
</tr>
<tr>
<td>Coir Board Sub Regional Office, ASIDC Complex, Bhamuni Maidan, Guwahati-781022 Phone:0361-2556828</td>
<td>North Eastern Region</td>
</tr>
<tr>
<td>Office of the Coir Mark Scheme, Ababeel Complex, 1st Floor, Near SBT Main Branch, CCSB Road Alleppey - 688 011</td>
<td>Lakshadweep, all Districts of Kerala except Thiruvananthapuram, Kollam</td>
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10.4 The applications received will be referred to the Regional Level Selection Committee for its consideration. A Regional Level Selection Committee, consisting of the following members, will be set up to scrutinize the applications received by it.

i) Industries Commissioner / Director of Industries / Officer-in-charge of coir activities in the State - Chairman

ii) Lead Bank Manager / SLBC Nominee - Member

iii) Representatives (one each) from 3 major Banks operating in the region - Member

iv) One representative of SC/ST Corporation - Member

v) Representatives of Zilla Panchayat - Member

vi) General Manager, DIC - Member

vii) One nominee of the State Industries Department of each State of the region - Member

viii) Officer-in-charge of the Field Office of Coir Board - Convenor

The venue may be the District Head Quarters where the Field Office of the Coir Board is located or at the place where the office of the Committee Chairman is located, whichever is convenient to the Chairman of the Committee.
10.5 The Regional Level Selection Committee will also review the status of the applications already forwarded to the Banks. Once the application is received by the Bank, the Bank shall intimate the sanction or otherwise to the beneficiary and Coir Board Field Office within sixty (60) calendar days.

10.6 A Evaluation and Steering Committee under the chairmanship of the Chairman, Coir Board will review the implementation of the Scheme on all India basis. The Committee will meet as and when required according to the convenience of the Chairman, Coir Board. The committee will be consisting of the following:

i) Chairman, Coir Board - Chairman

ii) Secretary, Coir Board - Member

iii) Representatives of SLBC / Lead Bank / Implementing Banks - Member

iv) Representative from State Government - Member

v) Representatives from Coir Industry/Coir Machinery Manufacturers - Member

vi) Joint Director (Plg.), Coir Board - Convenor

11. Criteria for selection of Beneficiary

i) The selection of beneficiary will be done on merit on ‘first-come-first-served’ basis.

ii) Entrepreneurship Development Programme will be mandatory for all beneficiaries of the REMOT Scheme. The applicants shall undergone EDP training either before submitting the application under REMOT Scheme or after submitting the application but before the Regional Level Selection Committee recommends the applicants to the Bank. A certificate to the effect that the beneficiary has undergone the training has to be enclosed along with the application while it is recommending to the banks for consideration.

iii) The Officer-in-charge of the Field Office of the Coir Board will scrutinize the applications and the applications which are complete in all respects will be placed before the Regional Level Selection Committee.
iv) The Regional Level Selection Committee will scrutinize the application based on experience, skill and viability of the projects and also interview the applicants to assess their knowledge about the proposed project, aptitude, interest, skill and entrepreneurship abilities, market available, sincerity to repay and make the proposed project success.

v) Thereafter the selected applications will be forwarded to the Banks.

vi) The banks will take their own decision on the basis of the viability of each project. No collateral securities will be insisted by the banks in line with the guidelines of RBI for projects covered under CGTF Scheme.

vii) If the applications are rejected by the Bank, the reasons for rejection shall be furnished by the banks in writing to the Coir Board Field Office and the applicants concerned.

**Fund Flow Mechanism:**

The release of funds to the banks will be in the following manner

a) Government of India will provide the funds under the REMOT Scheme to the Coir Board.

b) Once the application is approved by the bank, the bank shall intimate the approval to the beneficiary and Coir Board. On receipt of sanction from the bank the eligible Government Grant for the approved project will be deposited by Coir Board with that bank. Banks will take their own credit decisions on the basis of viability of each project. They will appraise the projects both technically and economically for ensuring the investment actually warranted by their own mechanism.

c) Margin Money (subsidy) in advance based on the sanction received will be placed lump sum deposit in the name of Coir Board with the Nodal Bank in each State for release of Margin Money (subsidy).

d) The beneficiary shall deposit his quantum of investment (beneficiary contribution) necessary for the purpose to the concerned bank. This should be done by the beneficiary within 30 days of the receipt of letter from the bank confirming sanction of his loan.

e) The bank shall release term loan to the beneficiary within 30 days of receipt of Margin Money (subsidy) from Coir Board.
f) The Margin Money (subsidy) on the actual investment in terms of capital expenditure only will be retained and excess, if any shall be refunded to Coir Board immediately after the project is ready for commencement of production.

g) The project shall be completed within 6 months from the release of term loan by the bank.

h) The loan would be covered under the CGTF Scheme under O/o. Development Commissioner, Ministry of MSME. The guarantee fee for the coverage will be borne by the beneficiary or the bank. No collateral / third party guarantee will be required for the loans.

i) Coir Board will carry out the important task envisaged in the forward and backward linkages including e-tracking, web management, publicity, physical verification of units, organizing training programme, awareness workshops etc.

viii) The Regional Level Selection Committee under the chairmanship of District Collector / his representative shall hold quarterly meeting with the banks to review the status of the project proposals. Wherever the projects were rejected, shortcomings / reasons shall be furnished by the banks to the Coir Board and applicants concerned.

ix) Since the bank representatives will also a member of the Selection Committee it needs to be ensured that maximum number of projects, cleared by the Selection Committee is sanctioned by the banks. The selection committee will also review the performance of the banks and the loan recovery and repayment status in the quarterly review meetings.

x) Once the project proposals are received by the Coir Board Field Office the details of such proposals are to be fed in the web based application tracking system with a unique registration number for each beneficiary to enable the entrepreneurs to track their application status at any point of time.

xi) Till such time the e-tracking system will be fully operational (for which detailed guidelines should be issued by Coir Board separately to the Field Offices). This aggregated data in respect of progress of each application assistance availed by beneficiaries belonging to special categories (category wise), employment details etc. will be maintained by the Field Offices and data will be reconciled by Coir Board Head Office. The status of reconciliation will also be reviewed by the Selection Committee in the Selection Committee meetings and by Chairman, Coir Board in the review meetings.
xii) First installment of the loan will be released to the beneficiary only after the EDP training specially designed by Coir Board for the purpose which will be organized by its Field Offices.

xiii) The details of the sanction received from the Banks will be reported to the Coir Board Head Office by the Field Offices and Head Office will deposit lump sum subsidy in the Savings Bank Account in the name of Coir Board in the Nodal Bank of the respective Bank.

xiv) The beneficiary shall deposit his contribution to the concerned bank within 30 days of the receipt of a copy of the sanction letter from the bank.

xv) The eligible subsidy for the approved project will be released by the Nodal Bank after receiving the official confirmation from the Implementing Bank that 1st installment of the loan has been released to a particular beneficiary based on the projections of Capital Expenditure in the project report. The Banks will not be charging interest on the loan to the extent of subsidy amount from the total loan. Though banks will claim subsidy on the basis of projections of Capital Expenditure in the project report and sanction thereof, subsidy proportionate on the actual availment of Capital Expenditure will be retained and excess, if any, will be refunded to Coir Board, immediately after the project is ready for commencement of production. Though the subsidy will be released by the designated Nodal Branch of the bank, Coir Board will be the final authority to accept or reject a project / claim based on the parameters of the scheme. Detailed grounds for rejection shall be recorded and maintained by Coir Board.

xvi) Once the Margin Money (subsidy) is released in favour of the beneficiary, it should be kept in the Term Deposit Receipt of two years at branch level in the name of the beneficiary. No interest will be paid on the TDR and no interest will be charged on loan to the corresponding amount of TDR.

xvii) Since the Margin Money (subsidy) is to be provided in the form of subsidy (grant), it will be credited to the beneficiary’s loan account after two years from the date of first disbursement to the beneficiary, by the Bank.

xviii) In case any recovery is effected subsequently by the Bank from any source whatsoever, such recovery will be utilized by the Bank for liquidating their outstanding dues first.

xix) Margin Money (subsidy) will be ‘one time assistance’, from Government. For any enhancement of credit limit or for expansion/modernization of the project, Margin Money (subsidy) assistance is not available.
xx) Bank has to obtain an undertaking from the beneficiary before the release of Term Loan that, in the event of objection (recorded and communicated in writing) by Coir Board, the beneficiary will refund the Margin Money (subsidy) kept in the TDR or released after two years period.

xxi) Banks / Coir Board have to ensure that each beneficiary prominently displays the following sign-board at the main entrance of his project site:

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…………………………………………………..(Unit Name)

Financed by …………………………..(Bank), District Name

Under

Rejuvenation, Modernization and Technology Upgradation of Coir Industry Scheme of Coir Board

(Ministry of MSME, Govt. of India)
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(subsidy claim will be submitted by the Financing Branch of the Bank to the designated Nodal Branch at the earliest possible time).

xxii) The Nodal Branch shall, on a quarterly basis, render accounts to the Coir Board on reconciliation of the lump sum Margin Money (subsidy) placed with them indicating the branch wise details of number of units assisted, investment accrued, Margin Money (subsidy) admissible, Margin Money (subsidy) refund due to Coir Board etc. The consolidated statement (beneficiary wise) shall be supported by the loanee wise details furnished by each branch.

xxiii) Final adjustment of subsidy will be made only after updated photograph of the unit along with the beneficiary has been uploaded on the e-tracking system after joint physical verification by the Coir Board and Bank.

12. Machinery
The coir machinery/accessories purchased from manufacturer must comply with the standards set up by the Coir Board from time to time. Since beneficiaries are facing power shortage under the project they have the option to consider purchase of generator with reasonable capacity for working the coir machinery in order to get full utilization of the machinery purchased.

13. **Entrepreneurship Development Programme (EDP)**

13.1 The objective of EDP is to provide orientation and awareness pertaining to various managerial and operational functions like finance, production, marketing, enterprise management, banking formalities, book keeping etc. The EDP will be conducted by Coir Board either directly or through the nodal agencies approved by the Coir Board or Ministry of MSME, Rural Development and Self Employment Training Institutes (RUDSETI) reputed NGOs, and other organizations / institutions, identified by Coir Board from time to time. The duration of the EDP shall be 5 days. EDP will be mandatory for all REMOT beneficiaries.

13.2 **Budget for EDP Charges to the Training Centres** : An amount of Rs.2000/- per trainee for a period of 5 days towards course material, honorarium to guest speakers etc. is admissible under the Scheme. Coir Board will reimburse the expenditure to the training centres / institutes chosen for the purpose.

13.3 Reputed NGOs/organizations will also be identified for extending handholding support to the beneficiaries for availing the loan from the Banks under the scheme and setting up of the units.

14. **Physical Verification of REMOT Units**

100% physical verification of the actual establishment and working status of each of the units, set up under REMOT, will be done by Coir Board through the agencies of State Government and / or, if necessary by outsourcing the work to professional institutes / agencies having expertise in this area, following the prescribed procedures as per General Financial Rules (GFR) of Government of India. Banks will coordinate and assist Coir Board in ensuring 100% physical verification. A suitable proforma will be designed by Coir Board for such physical verification of units. Quarterly reports, in the prescribed format will be submitted by Coir Board to the Ministry of MSME.

15. **Awareness Camps**
15.1 Coir Board will organize awareness camps in the coconut producing states to popularize REMOT Scheme and to educate potential beneficiaries about the Scheme. The awareness camps will involve participation from the men and women, engaged in coir sector, with special focus on special category i.e, SC, ST, OBC, Minorities, Women etc. The requisite information / details in this regard will be obtained by Coir Board from DICs, State Level organizations like SC/ST Corporation, reputed NGOs, Nodal Agencies etc. From the awareness camp the beneficiaries will be short listed and sent for training.

15.2 **Mandatory activities to be undertaken in the awareness camps**

i) Publicity through banners, posters and press advertisements in local newspapers etc.

ii) Presentation of the Scheme by Coir Board officials

iii) Presentation by Lead Bank of the area

iv) Presentation by the successful REMOT entrepreneurs

v) Press Conference

vi) Collection of data from the potential beneficiaries which will include information like profile of beneficiary, skill possessed, background and qualification, experience, project interested etc.

vii) A shelf of projects in coir activities prepared by Coir Board will be circulated for consideration under REMOT Scheme to the implementing offices of the Board, Banks, DICs etc. Further inclusion of the projects will also be made by the Board in consultation with DICs, Banks, other stakeholders etc. Beneficiary will also have the freedom to prepare coir projects as per their requirements. The projects prepared by the beneficiaries will be considered after analyzing the viability of the project.

viii) Marketing support for the products of REMOT units through the marketing outlets of Coir Board may be provided as far as possible. Coir Board reserves the right to provide such support based on quality, pricing and other parameters from time to time.

16. **Execution of a Bond**

16.1 The beneficiary availing of the grant under the scheme shall not mortgage the assets except to the financial institutions from which he might have taken the loan for establishing the unit.
16.2 No transfer of assets, partially or wholly, which are obtained pursuant to the grant of approval under the scheme can be transferred, mortgaged, or sold under any circumstances.

16.3 The beneficiary availing the grant will have to execute a bond with the Coir Board, Kochi to the effect that:

16.3.1. The machinery/equipment will be maintained properly

16.3.2. Will be used for running coir unit

16.3.3. Will not be shifted from the premises

16.3.4. Will not be disposed off without the prior approval of the Coir Board

16.3.5. Will be insured for an amount not less than the amount of grant granted by the Coir Board.

16.3.6. Make available the unit at any time for inspection by the officers of the Coir Board or officers of the Government of the State in which the unit is located.

16.3.7. Operate the unit for a minimum of 5 years

16.3.8. Abide by any/all the instruction issued by Coir Board, Central and State Governments in regard to the working of the unit, from time to time.

16.3.9. If the conditions laid down are violated in any manner, the beneficiary is liable to repay the entire amount of assistance with interest as may be applicable at the rate decided by the Coir Board, failing which action will be taken against the defaulters.

16.4 The beneficiary seeking the grant under the scheme should make available to the committee all relevant records relating to the construction of the shed, and purchase of machinery so as to enable it to determine the quantum of grant admissible.

16.5 The grant received under the scheme would be recovered from the beneficiary

16.5.1 Where the assistance under the scheme has been obtained by fraudulent misrepresentation as to the essential facts or by furnishing false information;
16.5.2 Where the unit goes out of production within 5 years from the date of commencement of production except in case where the unit remains out of production for short period extending to a maximum of 6 months due to reasons beyond its control.

17. **Marketing Support Assistance to the beneficiaries of REMOT Scheme**

17.1 With a view to provide handholding support towards the marketing efforts of the REMOT beneficiaries the following interventions will be made out of the allocation of Rs.10 Crores earmarked for the purpose.

   a) Providing financial assistance for establishing Marketing Consortium of REMOT beneficiaries. The assistance will be disbursed towards reimbursement of expenditure incurred for formation of the Consortium, the fee paid to the Consultant engaged for forming Consortium, the expenses towards registration of the Consortium and the preliminary expenses thereof. The ceiling of assistance will be Rs.1.00 lakh per Consortium based on the claims supported by the statement of expenditure certified by the Chartered Accountant.

   b) Reimbursement of expenditure incurred for participation in fairs/exhibitions towards space rent, to and fro transportation of goods and travel expenses of the functionaries of the Consortium limited to sleeper class charges by rail between places connected with rail or actual bus fare whichever is less for two persons. This assistance will be limited to a maximum of 5 fairs a year and will be admissible during the initial 5 years after commencement of marketing activity by the Marketing Consortium. The claims will be supported with the statement of accounts of expenditure and sales made duly certified by the Chartered Accountant.

   c) The Marketing Consortium will be permitted to hire spaces in the showrooms of other parties / depots for exhibiting / selling their products. 50% of the rent provided to the owner of the Showroom / Sales Centre will be reimbursed under the scheme. The claims in this regard shall be supported with copies of the agreement with the shop owner / showroom owner together with statement of accounts, copies of rent receipt certified by the Chartered Accountant. This assistance will be provided upto a maximum of 25 cases of hiring premises in respect of one Consortium and upto 5 years after commencement of activity.

   d) The Consortiums will be eligible for assistance for hiring premises for office showroom and godown for its functioning and
for employment of personnel for managing the office as under for a period of 5 years after its establishment.

i) Reimbursement of rent of office showroom and godown subject to a ceiling of 1000 Sq. Ft. area. The assistance will be subject to an upper ceiling of Rs25/- per Sq.Ft. to be disbursed as follows:

First year - 75%
Second Year - 50%
Third Year - 40%
Fourth Year - 25%
Fifth Year - 10%

ii) Reimbursement of salary of personnel employed in the Consortium
a) One Manager subject to a ceiling of Rs.5,000/- per month
b) One Accounts Clerk subject to a ceiling of Rs.3,000/- per month

The claims will have to be supported with statement of accounts certified by the Chartered Accountant.

17.2 All the assistance under the Marketing Support Assistance to the beneficiaries of REMOT Scheme will be reimbursed to the Consortiums based on their claims to the bank account opened in the name of the Consortium.

17.3 The Marketing Support Assistance will be however subject to the budgetary outlays and availability of funds for a particular year.

17.4 The claims shall be submitted by the beneficiary on a quarterly basis.

18. **List of documents to be submitted by the Applicant**

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<tr>
<th>Sl.No.</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prescribed Application Form for Scheme assistance</td>
</tr>
<tr>
<td>No.</td>
<td>Document Required</td>
</tr>
<tr>
<td>-----</td>
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</tr>
<tr>
<td>2</td>
<td>Copy of Title Deed of the property on which the unit is proposed to be set up/already located</td>
</tr>
<tr>
<td>3</td>
<td>Proof of Coir Industry experience</td>
</tr>
<tr>
<td>4</td>
<td>Proof of training availed from Coir Board</td>
</tr>
<tr>
<td>5</td>
<td>Machineries proposed to be purchased along with Invoice</td>
</tr>
<tr>
<td>6</td>
<td>Industrial Establishment Certificate issued by DIC</td>
</tr>
<tr>
<td>7</td>
<td>Plan &amp; Estimate for construction of workshed duly certified by Chartered Engineer</td>
</tr>
<tr>
<td>8</td>
<td>Project Profile of the proposed project</td>
</tr>
<tr>
<td>9</td>
<td>In case of SC/ST, copy of Caste Certificate</td>
</tr>
<tr>
<td>10</td>
<td>Any other supporting documents</td>
</tr>
</tbody>
</table>
## Application for Availing Assistance Under Rejuvenation, Modernization & Technology Upgradation of the Coir Industry Scheme of Coir Board

Details in blocks should be entered in CAPITAL LETTERS only
Please put Tick ( √ ) mark in the appropriate boxes

<p>| | | | | | | | | | |</p>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Applicant / Institution / SHG etc.</td>
<td></td>
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|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 2 | Category | Individual | SHG | NGO | Co-op. Society | JLG | Charitable Trust | Company | Others |
|   |   |   |   |   |   |   |   |
| (i) | If individual, |   |   |   |   |   |   |   |   |
|   | (a) whether Male/Female | M | F |
|   | (b) Aadhar No. |   |   |   |   |   |   |   |   |
|   | (Attach copy of Aadhar) |   |   |   |   |   |   |   |   |
|   | (c) Name of Father/Mother/Spouse |   |   |   |   |   |   |   |   |

| (ii) | If SHG, NGO, Co-op. Society etc. specify; |   |   |   |   |   |   |   |   |
|   | Regn. No. |   |   |   |   |   |   |   |   |
|   | (Attach copy of Registration Certificate) |   |   |   |   |   |   |   |   |
|   | No. of Members | M | F | Total | SC | ST | OBC | Minority |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 3 | Whether SC/ST/OBC/Minority (Enclose certificate from Taluk/village Officer for SC/ST) |   |   |   |   |
|   | : SC | ST | OBC | Minority |

4 Postal Address
<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Panchayat</td>
<td></td>
</tr>
<tr>
<td>Taluk/District</td>
<td></td>
</tr>
<tr>
<td>State / PIN</td>
<td></td>
</tr>
<tr>
<td>Contact No.</td>
<td></td>
</tr>
<tr>
<td>Name and Address of the proposed unit</td>
<td></td>
</tr>
<tr>
<td>Village Panchayat</td>
<td></td>
</tr>
<tr>
<td>Taluk/District</td>
<td></td>
</tr>
<tr>
<td>State / PIN</td>
<td></td>
</tr>
<tr>
<td>Tel (O)</td>
<td></td>
</tr>
<tr>
<td>MSME / DIC Registration No. (in case of existing unit)</td>
<td></td>
</tr>
<tr>
<td>Whether Entrepreneur Development Programme (EDP) undergone</td>
<td></td>
</tr>
<tr>
<td>If Yes, attach copy of the Certificate</td>
<td></td>
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<tr>
<td>The proposed unit</td>
<td></td>
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<tr>
<td>Existing</td>
<td>New</td>
</tr>
<tr>
<td>Experience in the Coir Industry, if any, in years</td>
<td></td>
</tr>
<tr>
<td>(Experience of Promoter/Leader of the Group etc.)</td>
<td></td>
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<tr>
<td>Whether detailed project report / profile attached</td>
<td></td>
</tr>
<tr>
<td>If Yes, furnish details in Appendix-B</td>
<td></td>
</tr>
<tr>
<td>Amount of loan required (in Rs.)</td>
<td></td>
</tr>
<tr>
<td>Building Type (own/ leased/ rented)</td>
<td></td>
</tr>
<tr>
<td>Capital Expenditure Loan</td>
<td></td>
</tr>
<tr>
<td>Workshed, Building etc.</td>
<td></td>
</tr>
<tr>
<td>Machinery &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>Pre-operative Cost</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
</tr>
<tr>
<td>Working Capital/Cash credit limit</td>
<td></td>
</tr>
<tr>
<td>Grand Total (Total Project cost + working capital)</td>
<td></td>
</tr>
</tbody>
</table>
### 12 Name of the Bank preferred by the Applicant

<table>
<thead>
<tr>
<th>Branch Name</th>
<th>IFSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 13 Documents to be annexed

- (Please Tick)
  - a) Copy of Title Deed
  - b) Copy of Aadhar Card
  - c) Copy of MSME/DIC Registration Certificate
  - d) Invoice of the machinery
  - e) Project Report/Profile
  - f) Plan & Estimate certified by Chartered Engineer
  - g) Copy of Caste Certificate (in case of SC/ST)
  - h) Copy of Certificate of Registration as NGO, SHG, Co-op. Society etc.
  - i) Any other document (pl. specify)
  - j) Copy of EDP Training Certificate

### Declaration

The details furnished above by me are true to the best of my knowledge and belief.

Place: 
Date: 
Signature of the applicant: 
Name in Block letter: 

Note: Machinery, workshed to be put up under the scheme should confirm to the standards set by Coir Board. If any unit requires only part of the outlay prescribed under the Scheme, it can submit the application indicating the amount of outlay/assistance sought for. As far as possible, applicant's preference for lending bank will be catered to. However this cannot be guaranteed. Application in duplicate must be submitted. Use extra sheets for furnishing the details, if any.
Registration No. : 

Date of receipt : 

Slab year for which loan has been sought : 

Documents enclosed : 

Status of the application : 

Remarks (use additional sheets if needed) : 

Bank allotted : 

Whether the applicant has undergone Entrepreneur Development Programme (EDP) and copy of the certificate submitted : 

Application placed before the Regional Level Selection Committee held on………………

at……………………………...and duly recommended for consideration

Project cost (Capital Expenditure) as per application : Rs.

Project cost (Capital Expenditure) recommended : Rs.

Subsidy recommended : Rs.

Working Capital eligible : Rs.

Date

Signature of the Convenor
Regional Level Selection Committee
(Seal)
### Appendix-A

(i) Year of Establishment (in case of existing unit)  
(ii) Coir Board Regn. No. & Date (If not registered, must do so prior to applying for assistance)  
(iii) Present status of the unit  
(whether functioning or not)  
(iv) The type of the product produced - Yarn / Fibre / Mats / Matting / Others (please specify)  
(v) Area of the workshed available  
(vi) Number of employees engaged  
(vii) Details of Equipment / Machinery  
(viii) If additional facilities required, specify details
### Appendix-B

i) Area of workshed requirement  
(Attach copy of Title Deed, Plan & estimate certified by Chartered Engineer)

ii) Machinery required  
(Attach invoice from the machinery manufacturer)

### BANK LOAN SANCTION DETAILS  
(To be filled up by the Banks)

<table>
<thead>
<tr>
<th>Name of Financing Bank</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>:</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>:</td>
</tr>
<tr>
<td>Whether Loan Sanctioned / Rejected</td>
<td></td>
</tr>
<tr>
<td>If sanctioned;</td>
<td></td>
</tr>
<tr>
<td>Loan Account No.</td>
<td>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of loan sanction</th>
<th>Project cost</th>
<th>Beneficiary contribution deposited</th>
<th>Term loan sanctioned by Bank</th>
<th>Eligible subsidy</th>
<th>Full quantum of loan sanctioned (excluding working capital)</th>
<th>Working capital sanctioned</th>
<th>Total loan sanctioned (Project cost+ working capital)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

If rejected, specify reasons thereof:
## RELEASE OF SUBSIDY BY COIR BOARD

(To be filled up by Coir Board)

<table>
<thead>
<tr>
<th>Expenditure Sanction No. &amp; Date</th>
<th>Amount of subsidy sanctioned &amp; released</th>
<th>Name of Bank</th>
<th>Date of release</th>
<th>Mode of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

## DETAILS OF PHYSICAL VERIFICATION CONDUCTED

(100% Physical Verification of the actual establishment and working status)

(To be filled up by Coir Board)

Present status of the Unit : 

Date of release of last instalment of term loan : 

Date of commencement of project : 

No. of workers employed : 

<table>
<thead>
<tr>
<th>M</th>
<th>F</th>
<th>Total</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>Others</th>
</tr>
</thead>
<tbody>
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</table>

Monthly production : 

Whether a member of the Marketing Consortium established under REMOT Scheme : Yes | No

Whether the Insurance Policy (Assets) are taken / renewed : Yes | No

Whether refund / repayment of loan is made : Yes | No

Method of Marketing (Direct/through Coir Board Showrooms/through other agencies) : 

Signature :
Name & Designation of Officer
(Seal)
<table>
<thead>
<tr>
<th></th>
<th>APPLICATION FOR COIR BOARD MARKETING SUPPORT ASSISTANCE UNDER REMOT SCHEME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ASSISTANCE FOR HIRING SPACES IN THE SHOWROOMS/SALES CENTRES OF OTHER PARTIES/DEPOTS FOR EXIBITING/SELLING PRODUCTS</td>
</tr>
<tr>
<td>1</td>
<td>Name of the Consortium with full address</td>
</tr>
<tr>
<td>2</td>
<td>Name of the President of the Consortium</td>
</tr>
<tr>
<td>3</td>
<td>Name, address and PAN of the members of the Consortium (Use additional sheets, if required)</td>
</tr>
</tbody>
</table>
| 4 | Bank Account details of Consortium:  
| a) | Name of the Bank & Branch |
| b) | Account Number |
| c) | IFSC Code |
| d) | Account Type |
| e) | MICR Number |
| 5 | Number and Year of Registration of Consortium  
(Attach copy of the registration) |
| 6(a) | Address of Depot/Showroom hired |
| b) | Date of commencement of sales activity by the Consortium |
| 7 | Name and address of owner of the Depot/Showroom/Sales Centre |
**Particulars of Space Rent paid**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Total Space hired………….. Sq.M/Sq.Ft.……………..</td>
<td>2) Year for which the claim is made :</td>
</tr>
<tr>
<td>3) Space Rent/month : Rs.</td>
<td>4) Total Rent for the year : Rs.</td>
</tr>
<tr>
<td>5) Assistance claimed : Rs.</td>
<td></td>
</tr>
</tbody>
</table>

(restricted to 50% of the space rent paid)

Certified that the Showroom/Sales Centre hired is exclusively for marketing the products of the Consortium.

Also certified that the members of the Consortium are exclusively the beneficiaries of REMOT Scheme of Coir Board.

**Note:** The claims shall be supported by the Statement of Expenditure certified by the Chartered Accountant. 50% of the rent provided will be reimbursed under the scheme. The assistance will be provided up to a maximum of 25 cases for hiring premises for one Consortium upto 5 years after commencement of the activity. Use separate form for each Showroom/ Sales Centre hired.
C I R C U L A R

Sub: Implementation of Rejuvenation, Modernization and Technology Upgradation of the Coir Industry – Central Sector Scheme of Coir Board – reg.

Ministry of MSME, Govt. of India vide letter No.5(17)/2013-Coir dated 25th June, 2014 has conveyed approval for continuation of Central Sector Plan Scheme “Rejuvenation, Modernization and Technology Upgradation (REMOT)” from XI Plan to XII Plan and approved the modified Operational Guidelines of the Scheme. The modified Operational Guidelines of the Scheme is enclosed herewith for your information and implementation of the Scheme as per the guidelines.

The following guidelines are also issued for implementation of the REMOT Scheme through the Coir Board Field Offices.

1. **Bank Account Operation**

1.1 Coir Board, Coir House, M.G.Road, Kochi-16 will be the Nodal Agency at the National Level for the implementation of the REMOT Scheme. The Scheme will be implemented through the Field Offices of the Board viz. Regional Offices / Sub Regional Offices / Coir Mark Scheme / Coir Board Showroom and Sales Depots of the Coir Board.
1.2 Coir Board will provide state wise target, physical and financial, in respect of the number of units and Govt. subsidy through its Field Offices.

1.3 Coir Board will place the REMOT Subsidy with State Bank of India, Ernakulam in a separate account viz. Coir Board HO - REMOT Main Account.

1.4 It should be a Savings Bank Account.

1.5 The Field Offices of the Coir Board will open Nodal Branch Bank Savings Bank Account viz. Coir Board REMOT Account in State Bank of India, separately, in their region. They will also consult with SLBC and identify other public sector Banks, if necessary, and open Savings Bank Account in these Banks also separately ie. Coir Board REMOT Account. However, the State Bank of India, which is identified as the Nodal Bank of the Field Office, will also act as the Nodal Bank for all Scheduled Commercial Banks under Private Sector and Co-operative Sector.

1.6 The Field Offices will intimate all the details of the Nodal Branch Account and IFSC Code to the Head Office.

1.7 The subsidy will be released from the Coir Board Head Office – REMOT Main Account to the Nodal Branch Savings Bank Account of the Field Offices considering the target and applications received.

1.8 While identifying the Nodal Branches of Public Sector Banks the Field Offices should ensure that only such Banks who have good track and performance records are identified.

1.9 For the above purpose the Officer-in-Charge of the Field Offices of the Coir Board are authorized to open new SB accounts in each identified Nodal Branches of the Public Sector Banks in the name of Coir Board separately with authorized signatory of respective offices.
1.10 The Head Office of the Board will release margin money (subsidy) to the Nodal Banks on quarterly basis. For further release of fund the Coir Board Field Officer-in-charge shall obtain expenditure statement and utilization certificate from the Nodal Branch of the Banks for the fund released earlier.

1.11 The Field Offices should reconcile the account on monthly basis with Nodal Branches of the Banks and monthly report on reconciliation should be furnished to the Joint Director (Plg.), Coir Board by 15th of every month for the preceding month.

1.12 The interest earned from the Main Account, Nodal Branch Accounts on unspent balance of REMOT accounts is to be remitted to Secretary, Coir Board on half yearly basis by 30th September for the first six months and by 31st March for second six months.

1.13 All the Nodal Branch Accounts so opened shall be non-operative (without cheque facility) i.e. adjustment should be only through letter of correspondence.

2. Inviting Applications

2.1 The Head Office will give advertisement nationally and Field Offices will give advertisements locally through print and electronic media for inviting applications along with project proposal from prospective beneficiaries for establishing coir units under REMOT Scheme. For meeting the above expenditure separate fund will be placed with Field Offices in advance.

2.2 The Officer in charge of the Field Offices shall intimate the details of the scheme to the District Industries Centres, Coir Project Offices, Panchayati Raj Institutions, SLBC etc. for their information.

2.3 The applications under the Scheme can be collected from Coir Board Offices, District Industries Centres, Coir Project Offices, Panchayati Raj Institutions and the Nodal Agencies approved by the Board for this purpose. The forms can
also be downloaded from the Coir Board website www.coirboard.gov.in and have to be submitted directly to the Coir Board Field Offices or through DICs.

3. **Selection of Applications**

3.1 A Regional Level Selection Committee, consisting of the following members, will be set up to scrutinize the applications received by it.

i) Industries Commissioner/Director of Industries/Officer-in-Charge of coir activities in the State - Chairman

ii) Lead Bank Manager / SLBC Nominee - Member

iii) Representatives (one each) from 3 major Banks operating in the region - “

iv) One representative of SC/ST Corporation - “

v) Representatives of Zilla Panchayat - “

vi) General Manager, DIC - “

vii) One nominee of the State Industries Department of each State of the region - “

viii) Officer-in-charge of the Field Office of Coir Board - Convenor

The venue may be the District Head Quarters where the Field Office of the Coir Board is located or at the place where the office of the Committee Chairman is located, whichever is convenient to the Chairman of the Committee.

3.2 The Committee will call for an interview of the applicants to assess their knowledge about the proposed project, aptitude, interest, skill and entrepreneurship abilities, market available, sincerity to repay and make the proposed project success.
3.3 Cases of inflated costing on machinery/building and other elements of a project with a view to availing higher amount of subsidy will not be allowed and such applications will be summarily rejected or the committee will have the authority to consider such applications by reducing the cost of the project.

3.4 The Regional Level Selection Committee will meet once in a month or as per the requirement to scrutinize the applications, conduct interviews for the prospective beneficiaries and shortlist the applications forwarding to the banks for sanctioning purpose. The Committee may also call for further details, if any, required from the beneficiaries for the consideration.

3.5 The applications approved by the Regional Level Selection Committee will be forwarded to the respective banks as per the choice of the beneficiary by the Officer-in-charge of the Field Office of the Board.

4. Sanction of Applications

After receiving the applications duly recommended by the Regional Level Selection Committee, the Financing Branch will take their own credit decision for sanction the project under REMOT Scheme. Once sanction, a sanctioning order will be issued in favour of beneficiary under intimation to Filed Offices of the Board from whom the Govt. subsidy will be availed and also to Coir Board, Head Office, Kochi.

5. Entrepreneur Development Programme (EDP)

5.1 After issuance of the sanction order by the financing branch of the Bank and receipt of the copy of the same the beneficiary must have to undergo EDP training for purpose of release of fund if he/she has not undergone EDP training.

5.2 The Field Offices of the Coir Board will arrange training to the beneficiaries through the Field Offices directly or through the nodal agencies approved by the Coir Board or Ministry of MSME, Rural Development and Self Employment Training Institutes (RUDSETI) reputed NGOs, and other organizations / institutions, identified by Coir Board from time to time for a period of five days within one month of the receipt of the intimation.
5.3 After completion of the EDP training a certificate to the effect in favour of the beneficiary will be issued by the concerned training centres and also forward a copy to the financing branch of the beneficiary.

6. **Release of Bank Loan**

   As soon as the financing branch receives the EDP training completion certificate the Bank will release loan as per the Scheme and copy of the release order should be endorsed to the concerned Coir Board Field Offices and to Coir Board, Head Office at Kochi. Before release of Bank Loan the beneficiary has to execute a **Letter of Undertaking** for the loan sanctioned under the REMOT Scheme of the Coir Board in the prescribed format (**Annexure-IV**).

7. **Release of Margin Money (Subsidy)**

   7.1 After receipt of the Bank loan by the beneficiary, the beneficiary will submit the Margin Money Claim format (enclosed at **Annexure-I**) to the financing branch of the Bank within a period of seven days.

   7.2 The financing branch with their recommendation will forward the claim format to respective nodal branch where Coir Board Margin Money (subsidy) is placed with within a period of 15 days.

   7.3 As soon as the claim is received by the Nodal Branch, the Nodal Branch will release the Margin Money (subsidy) to financing branch within one month and forward the claim papers to respective Field Offices of the Board for further necessary action. The Field Office shall acknowledge receipt of the Margin Money Claim (Specimen Copy of the Format of Acknowledgment is attached as **Annexure-II**)

   7.4 The financing branch of the Bank, after receipt of the margin money (subsidy) from the nodal branch will place the said amount under Term Deposit Receipt (TDR) in the name of the beneficiary in the financing branch itself for a period of two years. During this period, no interest will be paid on the TDR and no interest will be charged on the corresponding amount of TDR.
7.5 The time limit for submission of the margin money claim by the beneficiary at the financing branch of the Bank to release of subsidy by the nodal branch of the Bank and receipt of claims at Field Office of the Board will be 60 days.

8. **Physical Verification of REMOT Units**

8.1 100% physical verification will be done for the units financed under REMOT Scheme. The physical verification will be done jointly by Officer-in-charge of Coir Board of State concerned, Coir Board through the agencies of State Government and/or, if necessary by outsourcing the work to professional institutes/agencies having expertise in this area, following the prescribed procedures as per General Financial Rules (GFR) of Government of India and Bank.

8.2 Though the Margin Money (subsidy) will be released by the designated nodal branch of the Bank, Coir Board is the final authority to either accept the claim or reject it, based on the parameters of the Scheme and considering the physical verification report.

9. **Adjustment of Margin Money (Subsidy)**

After receipt of satisfactory physical verification report, the Field Offices of the Coir Board will issue the adjustment letter if the unit is fulfilling all the parameters of the Scheme. Final adjustment of subsidy will be made only after updated photograph of the unit along with the beneficiary has been uploaded on the e-tracking system after joint physical verification by the Coir Board and Bank. If not, the financing branch will be advised to remit the Margin Money (subsidy) to nodal branch account which was kept under TDR. Format for Adjustment of Margin Money is enclosed as **Annexure-III**

10. **Monitoring and Reporting**

10.1 The Regional Level Selection Committee under the Chairmanship of Industries Commissioner / Director of Industries / Officer-in-charge of coir activities in the State will hold quarterly meetings with the banks at Regional Level to review the status of the project proposals. While reviewing the status of proposals the Committee will also discuss the following issues in details:
i) Status of pendency of projects with the Banks.

ii) Status of the projects sanctioned and rejected by the banks and the reasons of the rejection.

iii) Time taken by the respective decision making authorities of the banks, at various levels and ensure remedial measures.

10.2 The Officer-in-Charge of the Field Offices of the Board are the authority for reporting systems of their respective region. The progress should be furnished through web based Monthly Progress Report System for which Field Offices will be provided a separate password and user name to enter the data in the web based reporting system.

10.3 The Officer-in-Charge of the Field Offices will ensure all possible steps for successful implementation/ monitoring/ reporting in their jurisdiction.

10.4 The Officer-in-Charge of the Field Offices of the Board should attend SLBC/DLBC meetings for review of progress with Bankers periodically for smooth implementation of the Scheme.

10.5 For entering and updating the application status, Coir Board will engage staff on contract basis for the purpose, if required. The updated status at every stage will be monitored by the respective Officer-in-Charge of the Field Offices of the Board. Till this system becomes operational Field Offices will continue to maintain the existing monthly reporting system manually and report to Coir Board Head Office before 5th of every month.

11. **Marketing Support Assistance to the Beneficiaries of REMOT Scheme**

11.1 In the modified Scheme Govt. of India has approved Marketing Support Assistance to the beneficiaries of REMOT Scheme for the reimbursement of expenses incurred for the following purposes.

   a) For establishing Marketing Consortium

   b) For meeting the expenditure incurred for participation in fairs/exhibitions towards space rent, to and fro transportation of goods and travel expenses of the functionaries of the Consortium.
c) For hiring space rent for display in other parties showroom spaces.

d) For hiring premises for office showroom and godown.

e) Towards payment of salary of personnel employed in the Consortium.

11.2 All the above assistance will be as per the Operational Guidelines of the Scheme. The claims have to be duly certified by the Chartered Accountant. The Chartered Accountant shall also certify that the members of the Consortium are REMOT beneficiaries.

11.3 The Consortium have to submit the applications to the respective of the Field Offices of the Coir Board and the Field Officer-in-Charge shall forward the applications to HO with his due recommendations for considering the claims.

Monthly Progress Report on the implementation of the REMOT Scheme has to be reported to the Ministry. Hence the following format has been devised for maintenance of physical and financial achievement progress report at the Field Offices. All prescribed formats are enclosed herewith the following justification.

Annexure-A - A format for Monthly Performance Report under REMOT Scheme. The main aim of maintaining this format is to ensure smooth and uniform flow of information from the Field Office. At the same time the accounts of the Field Offices should also automatically get reconciled on the last day of the month with the accounts of the Nodal Branches and Cash Book.

Annexure-B - A format of Utilization of Funds received and utilized by the respective Field Offices. The UC may be sent to the Coir Board HO every quarter.

Annexure-C - A format of Cash Book to be maintained in the Field Offices will be subject to inspection by the Internal Audit of the Coir Board.
Annexure-D  - A format of monthly progress report to be submitted by Nodal Branches of Public Sector Banks/Private and Co-operative Banks to the Field Office by 3rd of each month.

Annexure-E  - A monthly performance report to be submitted by the Field Offices by 5th of each month for onward transmission to the Ministry of MSME, Govt. of India, New Delhi.

Annexure-F  - A format of furnishing details of Nodal Branches of the Banks.

All Field Offices should ensure to maintain the physical and financial achievement in the above stated format as well as the feedback/reporting may be furnished within the time limit.

( M. Kumara Raja )

SECRETARY

Encl: as above.

To    All REMOT Scheme Implementing Offices of the Board

Copy to:  CVO, Coir Board.
## MONTHLY PERFORMANCE REPORTING FORMAT UNDER REMOT SCHEME FOR THE YEAR ____________

**MONTH:**

**NAME OF COIR BOARD FIELD OFFICE:**

<table>
<thead>
<tr>
<th>Details</th>
<th>Opening Balance</th>
<th>REMOT fund received from HO as on .....</th>
<th>Deposited with Bank</th>
<th>M.M. Claims settled by Nodal Branches during the month ..........</th>
<th>Closing balance of M.M as on .......</th>
<th>Interest remitted to HO Jan/July</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coir Board Field Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**
UTILIZATION CERTIFICATE

Certified that out of Rs....................... of funds sanctioned under REMOT Scheme (subsidy) during the year ..................... in favour of .................................... vide budget allocation letter No........................................ dated ................... and Rs........................ on account of unspent balance of previous year, a sum of Rs............................... has been utilized for the purpose of ......................... for which it was sanctioned and that the balance of Rs.......................... remained unutilized.

a. With Coir Board Field Office - Rs.

b. With Nodal Branches - Rs.

at the end of ...................... will be adjusted towards the REMOT Scheme payment payable during the next year.

2. Further certified that we are satisfied that the conditions on which the lumpsum payment of Govt. subsidy Margin Money Grant was sanctioned are being fulfilled and we have exercised proper checks to see that the money was actually utilized for the purpose for which it was sanctioned.

OFFICER-IN-CHARGE

COIR BOARD FIELD OFFICE

(Office Seal)
(Format of Cash Book to be maintained by Field Offices of the Coir Board under REMOT Scheme)

<table>
<thead>
<tr>
<th>RECEIPT</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Particulars</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Opening Balance</td>
</tr>
<tr>
<td></td>
<td>Fund received from Coir Board HO under REMOT Scheme</td>
</tr>
<tr>
<td></td>
<td>Fund transferred to Nodal Branches</td>
</tr>
<tr>
<td></td>
<td>Interest credited by Bank</td>
</tr>
<tr>
<td></td>
<td>Refund of Margin Money from Nodal Branch SB Account</td>
</tr>
<tr>
<td></td>
<td>Funds received under Promotional Activities</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

**ANNEXURE-C**
ANNEXURE-D

REJUVENATION, MODERNIZATION AND TECHNOLOGY UPGRADE (REMOT) OF COIR INDUSTRY SCHEME OF COIR BOARD

GOVERNMENT SUBSIDY (MARGIN MONEY) CLAIM STATEMENT

(To be submitted by the Nodal Branches to the Coir Board Field Office and Corporate Office of Bank)

Monthly Margin Money Statement for the month of ……………………………

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>District</th>
<th>MARGIN MONEY RELEASED</th>
<th>EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Position of utilization of funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total No. of projects</td>
<td>Total Bank Finance</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

TOTAL

CERTIFIED THAT:
1 First installment/full lumpsum amount of loan is released to all the beneficiaries.
   Original Margin Money Claims are enclosed to this report.
2 Margin Money is paid only in respect of eligible claims.
3 There are no Margin Money Claims pending with the Nodal Branch / Details of pending Margin Money claims is given in the enclosed statement.

Signature, Designation & Seal of Nodal Branch
MONTHLY REPORT ABOUT BANK PERFORMANCE IN RESPECT OF REMOT SCHEME FOR THE MONTH OF …………………..

<table>
<thead>
<tr>
<th>Receipts of funds and source</th>
<th>Amount received</th>
<th>Disbursed to</th>
<th>No. of Proposals</th>
<th>Employment generated</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Branches</td>
<td>R.R.B’s</td>
<td>F.T</td>
<td>P.T</td>
</tr>
<tr>
<td>State Bank of India</td>
<td></td>
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<tr>
<td>State Bank of Travancore</td>
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<td>Bank of India</td>
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<td>Bank of Baroda</td>
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<tr>
<td>Central Bank of India</td>
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<tr>
<td>Canara Bank</td>
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<tr>
<td>TOTAL</td>
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<tr>
<td>GRAND TOTAL</td>
<td></td>
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</tbody>
</table>

Note: The above statement is to be prepared for Field Offices, separately.
## Statement showing the details of Nodal Branches for REMOT Scheme of Public Sector Banks under REMOT Scheme of Coir Board

**Name of Field Office:**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Bank</th>
<th>Full Address of the Bank</th>
<th>Phone/Fax No.</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Application Form cum Receipt for claiming “Govt. Subsidy” from Coir Board under REMOT Scheme by beneficiary and Bank

(TO BE FILLED IN BLOCK LETTERS)

From
The Branch Manager

Bank:........................................

Branch:........................................

Address:.................................

........................................

........................................

Ref. No. Date:

To
The Officer-in-Charge
Coir Board Field Office

Address: .................................

........................................

........................................
SUB: Payment of “Govt. Subsidy” against the Bank Finance sanctioned
under REMOT Scheme of Coir Board – reg.

Sir,

I/We……………………………………………………… son/daughter/wife of ………………………………………… Secretary/ Chairman/ President / Managing Trustee/ Proprietor of …………………………………………………………………….. hereby inform that a Industry Project has been sanctioned in my/our favour under the captioned Scheme by ……………………………………………………………………..(Name of the Financing Bank) Branch …………………………………………… Tehsil …………………………………………… District …………………………………… State of ………………………………………

<table>
<thead>
<tr>
<th>Details of Project Cost</th>
<th>Amount (Rs.)</th>
<th>Means of Finance</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditure:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Workshed</td>
<td></td>
<td>Own Contribution</td>
<td></td>
</tr>
<tr>
<td>ii) Machinery/</td>
<td></td>
<td>Term Loan for Fixed Capital</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. I / We, therefore request you to please advise the Bank to disburse an amount of Rs…………………… (Rupees………………………………………………………….) being the Govt. Subsidy sanctioned by the Coir Board. The details of my / our project is as under:
2.1 (a) Full name of the beneficiary/Society/Institution/Trust :

(b) Father’s Name (In case of Individual) : 

(c) Date of Birth of individual :

(d) Full Address (with PIN Code) :

(e) Legal Status / Constitution :

(Parternship firm not eligible)

(f) Registration No. and date, if any :

2.2 Location of the Unit :

(Village, Taluk, Dist. & State with PIN Code)

2.3 Village Industry Activity (Please specify) :

2.4 (a) General Category or : YES / NO

(b) Whether the beneficiary belongs to SC/ST/Minority/OBC/Ex-serviceman/PHC/Women (Please specify) :

Signature of the Beneficiary
2.5 Per Captia Fixed Investment: Rs………………………

(C.E. divided by full time employment equal to Rs.1,00,000 in plain areas & Rs.1,50,000 in hilly area)

2.6 Employment envisaged:
   a) Full Time : 
   b) Part Time :

If Existing Unit – i) Before availing the assistance
   a) Full Time :
   b) Part Time :

ii) After availing the assistance
   a) Full Time :
   b) Part Time :

2.7 Particulars of deposit of Own Contribution:
   a) Nature of Deposit : SB / CD
   b) Account No :
   c) Date of Deposit :
   d) Amount deposited : Rs………………………

2.8 Bank’s Sanction Letter No.
   (copy of the sanction order to be enclosed) : 
2.9 Date and amount of first disbursement

(certified copy of ledger extracts to be enclosed)

2.10 Whether the sanction is covered under Credit Guarantee

Fund Scheme for Micro, Small Industries of CGTMSE

3. I / We hereby agree to abide by the terms and conditions and instruction issued by the Coir Board in this behalf from time to time and those to be issued in future with regard to REMOT Scheme. I / We also agree to furnish quarterly progress report on production, sales, employment, wages paid etc. to the Bank which in turn will send the information on quarterly basis to the Coir Board Field Office for record and further information.

4. I / We hereby declare that the Govt. Subsidy has not been claimed either by me or by any other person of my family for the same or any other project in the past and “one family one subsidy” norm has been followed. Further, the Bank credit has not been/will not be utilized to adjust or square off any previous loan / advance taken by me / us in the past.

Signature of the Beneficiary
5. Certified that the unit financed by ........................................ (Name of Financing Bank) ........................................ (Name of Branch) in my/our favour under .........................................................(activity/industry) is a new Industry Unit / Existing Unit modernized.

6. Certified that I/We have already undergone necessary EDP Training during the period ........................................ conducted by .........................................................

........................................( Name & address of the Training Institute)

OR

7. Certified that I/We shall display following sign-board at the main entrance of my/our project site:

.................................................................(Unit name)

Financed by .................................................................(Bank)

Under Rejuvenation, Modernization and Technology Ugradation (REMOT) Scheme of Coir Board

8. I/We are ready to bear the amount of Guarantee Fee and Annual Service Fee in respect of Credit Guarantee Fund Scheme for Micro, Small Industries operated by CGTMSE, if the Bank in its discretion decides to recover the same.

9. I/We, hereby undertake to refund proportionate amount of Govt. Subsidy calculated on cash credit facility, if the said CC facility is not adequately utilized as per stipulated norms of Coir Board.

10. It is hereby declared that all facts furnished above by me/us in the Govt. Subsidy claim are correct and if any information is found to be false or leads to misleading the authorities with ulterior motive of availing Govt. Subsidy, I/We should be subjected to any punishment as deemed fit in the eyes of law.
11. The Advance Stamp Receipt of Govt. Subsidy amount is also attached.

Yours faithfully,

Place: 

Signature of the Beneficiary

Date: 

COUNTERSIGNED

BRANCH MANAGER

(Seal of the Bank Branch)

RECEIPT

Received Rs................................. (Rupees ........................................)

........................................) from the Secretary, Coir Board, Cochin-16, towards the payment of “Govt. Subsidy” in respect of project under REMOT Scheme for ......................................................... sanctioned for Rs......................... by .........................................................Bank at .........................................................Branch.
1. In consideration of the project of the above beneficiary/Institution, our Bank / Branch has sanctioned a loan of Rs..................... after proper appraisal of the project at this end. As against a loan of Rs..................... (C.E. Rs..................... W.C. Rs.....................) the Bank has released first installment/full lump sum amount of loan of Rs..................... on ..................... The Bank shall arrange to deposit the amount of Govt. Subsidy in Term Deposit in the name of the beneficiary for 2 years from the date of release of first installment of the loan. It is confirmed that no interest will be paid on the amount of TDR by the Bank and no interest will be charged on the corresponding amount of the loan for a period of 2 years. The Bank is aware, that if the advance goes “bad” before 2 years, Govt. Subsidy will be adjusted to liquidate loan liability of the beneficiary with interest. Recovery, if any, effected later will be remitted to the Coir Board.

2. Certified that the unit sanctioned by our Bank Branch in favour of Shri/Smt./M/s.............................................................. is for new unit / modernization of existing unit. The instant Govt. Subsidy claim is in conformity with the guidelines and instruction issued by RBI, Coir Board and our Bank. The instant project has not been sanctioned for utilization / adjustment partly or wholly, of any debt deemed bad or doubtful of recovery or to adjust / liquidate any past loan / advance.
3. Certified copy of the Sanction Order of the Bank and certified ledger extracts of the borrower’s Term Loan A/c and Cash Credit Account is / are enclosed.

4. Shri/Smt…………………………………………………… son/daughter/wife of …………………………………………………………….. has been undergone EDP training and a copy of the certificate is enclosed.

5. Certified that the unit sanctioned by our Bank Branch in favour of Shri./Smt./M/s………………………………………………………. and Govt. Subsidy amount released to the unit will be proportionately recovered and remitted to Coir Board if the unit does not adequately utilize the CC facility as per Coir Board norms.

Place:                                                                                        Signature

Date:                                                                                        Designation of the Bank Official

Encl: as above                                                                  (Seal of the Bank)

Signature Code/P.A. No.............
Ref: No.                                      Date :

To

The Branch Manager,

Name & Address of Financing Bank Branch

Sir,

Sub: Acknowledgement letter for receipt of Margin Money Claim

This is with reference to the Margin Money claim submitted by you in respect of the beneficiary named below with details as under:

<table>
<thead>
<tr>
<th>Name &amp; address of the Beneficiary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>Name of the State</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>Rs.</td>
</tr>
<tr>
<td>Amount of Bank Finance</td>
<td>Rs.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Own Contribution</td>
<td>Rs.</td>
</tr>
<tr>
<td>Amount of Margin Money to be released</td>
<td>Rs.</td>
</tr>
<tr>
<td>Industry and Activity</td>
<td></td>
</tr>
<tr>
<td>Employment envisaged (Nos.)</td>
<td></td>
</tr>
</tbody>
</table>

2. Coir Board is pleased to acknowledge the receipt of Margin Money claim amounting of Rs................................ (Rs.......................................................) to the above mentioned beneficiary for the project under REMOT Scheme through the Nodal Branch of your Bank.

3. In terms of undertaking, the said amount of Margin Money may be deposited in the TDR for two years in the name of the beneficiary in the financing Bank Branch and no interest will be paid on the amount of TDR by the Bank and no interest will be charged for corresponding amount of the loan. A xerox copy of the said TDR may be send to this office for record.

4. After two years the Margin Money amount may be adjusted against the outstanding loan of the beneficiary only after receipt of adjustment letter from the Coir Board.

Yours faithfully,

Officer-in-Charge

Field Office of Coir Board

: 2 :
NOTE: Please display the following Sign Board at the unit site.


…………………………………………………………………………...(Unit name)

Financed by ……………………………………………………………………(Bank)

Under Rejuvenation, Modernization and Technology Ugradation (REMOT) Scheme of Coir Board

Copy to:

1. The Beneficiary
   It is requested to contact the Banker (Financing Branch) and complete all the required formalities. Further, he/she is requested to furnish monthly progress report on production, sales, employment to the banker from time to time. Further, all records should be kept ready and update to be produced before the Coir Board at the time of inspection at any point of time.

2. The Manager (Nodal Branch)
   For information and necessary action please. It is requested to send the Xerox copy of TDR to this office for record.
Ref: No.                                      Date:

To

The Branch Manager,

Name & Address of Financing Bank Branch

Sir,

**Sub: Adjustment of Margin Money Claim**

This is in continuation to acknowledgement letter for receipt of Margin Money claim dated ____________ of Margin Money in favour of the beneficiary, where details are as under:

<table>
<thead>
<tr>
<th>Name &amp; address of the Beneficiary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td></td>
</tr>
<tr>
<td>Name of the State</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>Rs.</td>
</tr>
<tr>
<td>Amount of Bank Finance</td>
<td>Rs.</td>
</tr>
<tr>
<td>Own Contribution</td>
<td>Rs.</td>
</tr>
</tbody>
</table>
Amount of Margin Money to be released | Rs.
---|---
Industry and Activity
Employment envisaged (Nos.)

2. During the course of physical verification of the unit in question, it is found that the availment of actual bank loan by the beneficiary is as under:

<table>
<thead>
<tr>
<th>Details</th>
<th>Term Loan (Rs.)</th>
<th>Cash Credit (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Finance Sanctioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Finance Utilized</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margin Money disallowed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. In view of the above, Coir Board is pleased to sanction Margin Money of Rs.__________________ (Rupees ____________________________) as against the release of Margin Money of Rs.__________________ vide acknowledgement letter referred to above. The said sanctioned amount may be adjusted against the loan of beneficiary.

4. An amount of Rs.__________________ (Rupees ____________________________) being Margin Money disallowed may be remitted immediately to the Nodal Branch under intimation to this Office.

Yours faithfully,

Officer-in-Charge
Field Office of Coir Board
LETTER OF UNDERTAKING TO BE SIGNED BY THE BORROWER FOR ASSITANCE UNDER REMOT SCHEME OF COIR BOARD

To
The Branch Manager

...........................................
...........................................
...........................................

LOAN SANCTIONED UNDER REMOT SCHEME OF THE COIR BOARD

FOR .........................................................(Activity)

I / We have been sanctioned with a loan for Rs.................................. (Rupees ..........................................................) on ..............
For which necessary documents have been executed by me/us. I/We shall become eligible for Margin Money Assistance of Rs..............................
(Rupees..........................................................) under the above scheme only after Coir Board approves my/our eligibility for the Margin Money. Pending approval & admission of the claim by Coir Board the Margin Money (Subsidy) amount may be retained in a Term Deposit Account with the Bank in my/our name for two years with lien marked for the loan sanctioned. In case of non-admission / non-approval of claim by Coir Board the Bank shall be entitled to.
(a) Refund the subsidy in full to the Coir Board.

(b) To convert the sanction into one or the other of its schemes at its sole discretion without any further reference to me in this regard.

(c) I further undertake to bind myself and abide by the decision/actions taken by the Bank in this regard as aforesaid.

Yours faithfully,

Place:

Date:  
Signature of Borrower
Sub: EDP Training under the Central Sector Plan Scheme "Rejuvenation, Modernization and Technology Upgradation" (REMOT) - regarding.

Ref: This Office Circular No. CB/REMOT/2012-13/35/1-II dated 19th August, 2014.

Ministry of Micro, Small and Medium Enterprise, Government of India, New Delhi vide letter No.5(17)/2013-Coir/231 dated 25th June, 2014 has approved for continuation of Plan Scheme REMOT during XII Plan period. Accordingly, a copy of the approved operational guidelines of the modified REMOT Scheme has been forwarded to all Field Officers of the Board vide Circular dated 19-08-2014 referred to above. As per Clause 11 (ii) of the modified operational guidelines of REMOT Scheme, Entrepreneurship Development Programme (EDP) is mandatory for all beneficiaries of the REMOT Scheme. The applicants have to undergo EDP training either before submitting the application under REMOT Scheme or after submitting the application but before the Regional Level Selection Committee recommends the applications to the Bank. Duration of the EDP training programmes has been fixed for a period of 5 days with the aim to provide orientation and awareness pertaining to various managerial and operational functions like finance, production, marketing, enterprise management, banking formalities, book keeping etc. An amount of Rs.2000/- per trainee for the 5 days EDP programme towards course material, honorarium to guest speakers etc. is admissible under the scheme. Coir Board will reimburse the expenditure to the Training Centres/Institutes chosen for the purpose, subject to the ceiling per trainee. A Certificate to the effect that the applicant has undergone the training has to be submitted by him to the Regional Level Selection Committee before consideration of application. The same shall be enclosed in the application duly recommended by the committee and sent to the banks concerned.

A Xerox copy of the Certificate of each candidate is to be enclosed along with the claim, from the agency imparting the training, for recoupment of EDP Training Fee submitted to the Regional / Sub Regional Office of the Coir Board.
As per the modified operational guidelines of the REMOT Scheme the EDP shall be conducted by Coir Board either directly or through the nodal agencies approved by the Coir Board or Ministry of MSME, Rural Development and Self Employment Training Institutes (RUDSETI), reputed NGOs and other organizations/institutions, identified by Coir Board from time to time. The Competent Authority has ordered that the Field Offices of the Coir Board may conduct EDP for the applicants of REMOT Scheme through the Field Offices directly or through the nodal agencies approved by Coir Board or Ministry of MSME, Rural Development and Self Employment Training Institutes (RUDSETI), reputed NGOs and other organizations/institutions, identified by Coir Board from time to time for a period of five days within one month of the receipt of intimation from the Field Offices. The Competent Authority has also ordered to empanel the agencies identified by KVIC/MoMSME/RUDSETI etc. for conducting EDP Programme for the applicants of REMOT Scheme. The topics to be covered for the training may be the following:

1) Becoming an entrepreneur; Challenges ahead
2) Entrepreneurial competencies; achievement motivation and attitude building, developing confidence.
3) Establishment of an enterprise; identification of business opportunity and business plan preparation.
4) Enterprise management
5) Managing the scare finance; financial planning and accounts maintenance.
6) Marketing the product.
7) Statutory laws, rules and regulations of the Government to be followed/abided by the entrepreneur.
8) Expansion, growth and sustainability of the enterprise.
9) REMOT Scheme and Marketing Support Assistance under the Scheme.

10) Formation of Consortiums, working of consortium and advantages of consortium approach.

A list of EDP Training Centres identified under PMEGP will be e-mailed to the Field Officers for information. All Field Officers of the Board are directed to refer to this list and take action for identifying the required EDP Training Centres in each districts under their jurisdiction for organizing EDP Training for the applicants of REMOT as per the modified operational guidelines of REMOT Scheme. Meetings with the Training Centres may also be organized to apprise them about the revised Scheme of REMOT.

After selecting EDP Training Centres for the areas concerned an Agreement has to be executed with the selected training Centres for conducting EDP to the REMOT applicants. The Training Centres shall issue a Certificate to the effect that the beneficiary has undergone the training. A specimen copy of the approved agreement to be executed by the Training Centre with the Field Officer of the Board is enclosed. Field Officers of the Board are directed to take necessary action immediately for selecting EDP Training Centres, executing agreement and conducting EDPs to the REMOT applicants.

Sufficient number of printed Certificates, in blank, to be issued to the applicants of REMOT who have undergone EDP training will be sent separately.

This is issued with the approval of Chairman.
Encl: As above.

To

RO, CMS/ RO, Trivandrum/ RO, Bangalore/ RO, Bhubaneswar/ RO, Rajahmundry/ RO, Pollachi / SRO, Kannur/ SRO, Kolkata/ SRO, Sivagangai/ SRO, Guwahati/ REC, Thanjavur

Copy to:

1) CVO, Coir Board.
2) Accounts Section
3) Internal Audit Section
4) Hindi Section for arranging Hindi version.