



सत्यमेव जयते



# **Standard Operating Procedure (SoP) for submission of claims for interest subvention and credit guarantee by lending institutions**

**Ministry of Agriculture & Farmers Welfare  
Department of Agriculture & Farmers Welfare  
Krishi Bhawan, New Delhi**

## Financing Facility under Agriculture Infrastructure Fund

### Overview of the scheme

Department of Agriculture & Farmers Welfare (DA&FW) is implementing a Central Sector scheme of financing facility under Agriculture Infrastructure Fund. It aims at development of Post-Harvest Management Infrastructure (PHM) and Building Community Farming Assets which are expected to reduce post-harvest losses, result in better value realisation to farmers and innovation and invention in farming technology.

To achieve these objectives, the scheme provides financial support in the form of interest subvention@ 3% p.a. and credit guarantee upto Rs. 2 crore on loans given to eligible entities for eligible projects of PHM and Building Community Farming Assets by Lending Institutions (LIs.).

The subsidy for interest subvention and credit guarantee on the loans under AIF will be given to LIs against the claims submitted by them on the prescribed frequency. After receiving subsidy from the Government, LIs will immediately pass on the subsidy/adjust the subsidy in the respective loan account of the borrower.

These Standard Operating Procedures (SOPs) therefore lay down the detailed rules and procedures for submission of claims for interest subvention by the lending institutions, their processing by the Department, release of subsidy, transfer/adjustment of subsidy by the lending institution to the beneficiary account, Auditor's certificate of lending intuitions and other related aspects there to.

These SoPs will be deemed as natural extension of scheme guidelines, and in case of contravention, if any, between the two, the guidelines shall prevail.

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## Standard operating procedures for submission of claims for interest subvention and Credit Guarantee fee (CGTMSEE fee)

### 1. Interest subvention and credit guarantee

- 1.1. Loans under AIF means loans given to eligible entities for undertaking eligible projects for setting up of Post-Harvest Management Infrastructure (PHM) and Building Community Farming Assets as per the scheme guidelines of AIF.
- 1.2. Loans under AIF will have interest subvention @3% p.a. upto ₹ 2 crore for a period of 7 years from the date of first disbursement, including moratorium period from six months to not more than 2 years. For loans above ₹ 2 cores interest subvention will be limited upto ₹ 2 cores. **No interest subvention will be granted for the period during which a loan remains NPA.** Interest subvention will resume from the date loan upgrades into standard category and interest subvention for the period of NPA will also be given. NPA status of a loan will not extend the period of interest subvention and credit guarantee i.e. it will be provided for a period of 7 years from the date of first disbursement irrespective of whether the loans becomes NPA during this period.
- 1.3. Credit guarantee for eligible beneficiaries as per CGTMSE guidelines on loans under AIF will be provided under Credit Guarantee Fund for Median and Small Entrepreneurs (CGTMSE) upto ₹ 2 crores for a period upto 7 seven years or till the tenure of the loan ends, if it is earlier. For loans above ₹ 2 crores, credit guarantee will be limited upto ₹ 2 crores. Fee for the credit guarantee under CGTMSE will be first paid by the lending institution, which will be reimbursed by the Government afterwards.
- 1.4. For Farmers Producer Organisations (FPOs), credit guarantee will be given under FPO promotion scheme of this Department.

### 2. General aspects of claim submission

- 2.1. Each LI will submit a consolidated claim in respect of loans disbursed under AIF by its field agencies across the country. e.g. State Bank of India will submit a single claim in respect of interest subvention and credit guarantee on the loans disbursed under AIF by its branches

across the country. As for State/District cooperative banks and Rural Banks, NABARD will submit a single consolidated claim.

2.2. Lending institutions will submit the claims quarterly for the first three quarters i.e in July (for April – June), October (for July-Sept) and January (for Oct-Dec). However for the last quarter, claim for only January and February will be submitted in March. Claim for March will be submitted in April month of next FY. So in total, LIs will be submitting 5 claims in a FY.

2.3. The last date for submission of claim will be the 30<sup>th</sup>/31<sup>st</sup> of the claiming month.

2.4. Subsidy for interest subvention and CGTMSE fee will be released only against actual claims and not on provisional/tentative claims. In other words subsidy will be release only against interest subvention already accrued or CGTMSE Fee already paid.

2.5. Following documents are required to be submitted by the lending intuitions with their claims:-

2.5.1 Auditor's certificate in [Annexure-I](#) (only with July claim).

2.5.2 Bank details in which subsidy is to be transferred duly signed by the authorised signatory

2.5.3 System generated **Consolidated Claim Sheet-Cum-Forwarding Letter** (on the LIs letter head) duly signed

2.5.4 Utilisation certificate generated on PFMS

2.5.5 Completion of EAT module on PFMS certification in [Annexure-II](#)

**Note:- all these documents may be uploaded as a single pdf along with the claim.**

2.6 All lending institutions shall be responsible for submission of the accurate data and monitoring of the scheme. DA&FW shall not be liable for any inaccurate submission of data by LIs.

2.7 For generating Utilisation certification and completing EAT module on PFMS, LIs may refer to PFMS/EAT User-Manual and contact the concerned PFMS officer of their state.

2.8 In the event a loan under AIF becomes NPA and LI has initiated the process of recovery, then LI will also recover the total amount of interest

subvention upto date of it becoming NPA, in the recovery process, and remit the same to DA&FW.

### 3. Claim submission Procedure

- 3.1 Claims for interest subvention and CGTMSE Fee are required to be submitted separately for category wise for North Eastern Region, other than North Eastern Region and General, Scheduled Cast Sub-Plan (SCSP) and TSP (Tribal Sub-Plan) for enabling DA&FW to release subsidy accordingly.
- 3.2 However, the LIs will only have to fill in the amount of interest subvention or CGMTSE fee in the appropriate template and system will automatically segregate them in the appropriate categories based on the records and will generate a **Consolidated Claim Sheet-Cum-Forwarding Letter**. In case of any discrepancy between system captured details of beneficiaries, LIs may coordinate with Central PMU for the rectification of the same.
- 3.3 Lending institutions will need to take a print out of the **Consolidated Claim Sheet-Cum-Forwarding Letter** (on LIs letter head), sign and stamp it, and thereafter upload the same on the claim portal along with other documents mentioned in para 2.5 above as a single pdf.
- 3.4 After completing the above steps, LIs will forward the completed claim to Central PMU for verification. On receipt, Central PMU will check the claim, and if found correct, will validate it. Then claim will be forwarded to the Department for processing.
- 3.5 However, if CPMU finds discrepancy/error in the claim, it will return the claim to the LI for correction, indicating the discrepancies/error. After rectification the lending institution will re-submit the claim to Central PMU by following the steps outlined in 3.2 to 3.4 above.

### 4. Processing of claim by DA&FW

- 4.1 After receiving the claim from Central PMU along with the documents uploaded by the lending institution, Department will process the claims for payment, subject to availability of the budget.

- 4.2 For timely processing of claim, it is necessary that lending institutions adhere the timelines for submission of claims and claims should be complete and correct in all respect.

## **5. PASSING ON THE BENEFIT TO THE BENEFICIARY**

- 5.1 Upon receiving subsidy from the Department against the claim, lending institutions will immediately adjust/pass on the benefit into the beneficiaries loan account.

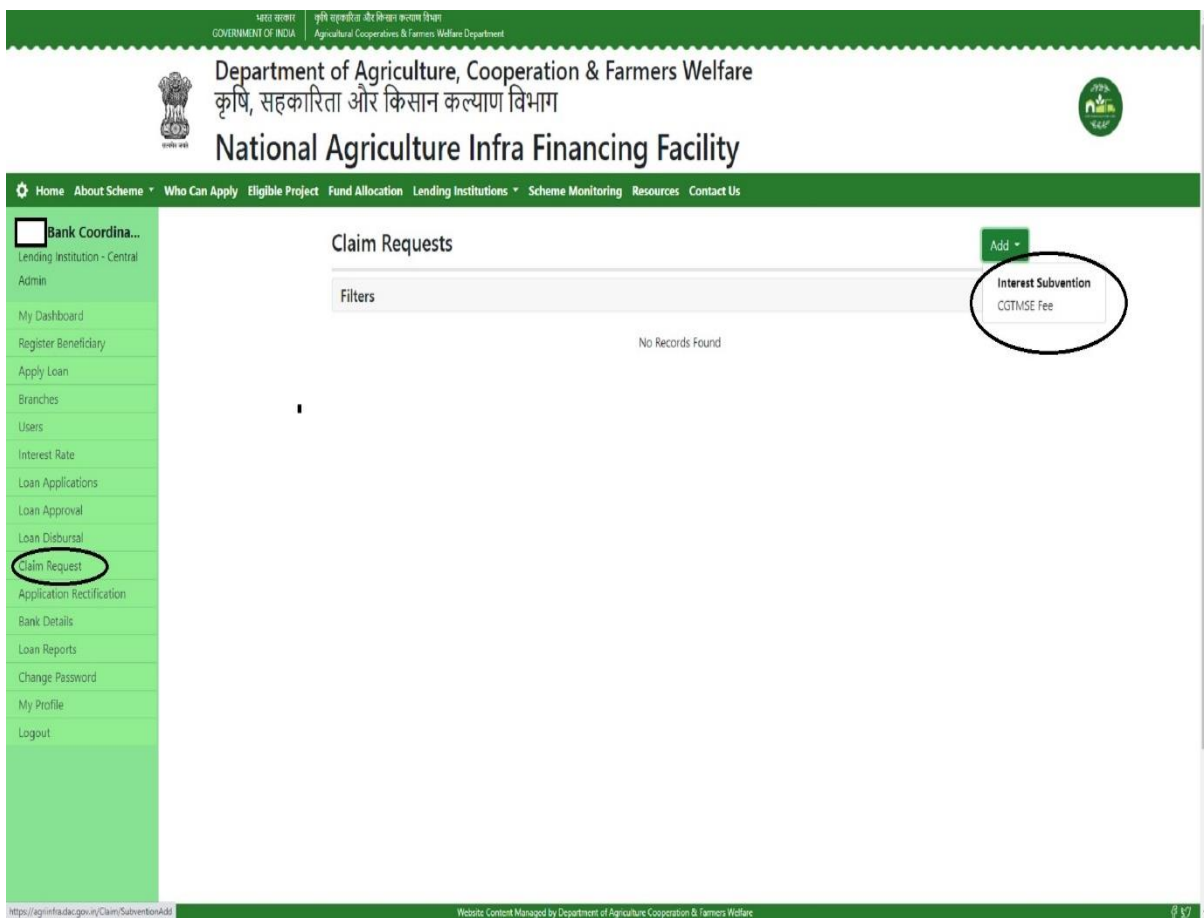
## **6. RECORDS OF COMPLETED PROJECTS**

- 6.1 LIs are to keep a close watch on the progression of projects completion. LIs will ensure that each project has been geo-tagged on AIF portal.
- 6.2 LIs are to update the state of completion of each project on AIF portal. It is the responsibility of LIs to give correct information regarding completion of project.

## 7. STEP-WISE ONLINE CLAIM SUBMISSION PROCEDURE

To claim Interest Subvention, Lending Institute has to Log-In with valid credentials and select on Claim request from the side menu.

- After selection the following screen will open, LI needs to select the Interest subvention option





## Interest Subvention Claim Screen

A new screen will open, the LI has to select the loan applications by clicking Fetch Loan Applications,

- Following which loan applications of that duration will be displayed and Bank has to select against the respective loan application number to claim for the Interest subvention as shown in the following screen.

Period

Year
January

Month
2021

Fetch Loan Applications

Application	Beneficiary	State	District	Amount	Term
<input type="checkbox"/> 1000452	PRIYANKA PATEL	MADHYA PRADESH	RAISEN	79,90,000	7Y 0M
<input type="checkbox"/> 1000457	Ritu Malani	MADHYA PRADESH	RAISEN	1,12,48,000	7Y 0M
<input type="checkbox"/> 1000483	Mansaji Warehousing	MADHYA PRADESH	RAISEN	1,13,00,000	7Y 0M
<input type="checkbox"/> 1000589	RAJINI PATEL	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input type="checkbox"/> 1000599	RAJANI RAI	MADHYA PRADESH	RAISEN	1,22,40,000	7Y 3M
<input type="checkbox"/> 1000604	Sunita Rai	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input type="checkbox"/> 1000628	SHREE GANESHA WAREHOUSE	MADHYA PRADESH	BHOPAL	1,12,50,000	7Y 9M
<input type="checkbox"/> 1000630	NAINA WAREHOUSING	MADHYA PRADESH	RAISEN	79,00,000	7Y 0M

Loan Application	Beneficiary	Interest Amount	Subvention Amount
No matching records found			
		0	0

Interest Amount

Subvention Amount

Document

Choose File

No file chosen

Note- Format accepted only in .pdf format. Maximum size allowed is 5 MB.

Notes

Save as Draft

Submit

Cancel

- Once loan application is selected LI will fill the Interest amount and subvention amount of the selected applications. And upload the authenticated documents for approval of SI claim.

**Period**

Year
January

Month
2021

Fetch Loan Applications

Application	Beneficiary	State	District	Amount	Term
<input type="checkbox"/> 1000452	PRIYANKA PATEL	MADHYA PRADESH	RAISEN	79,90,000	7Y 0M
<input type="checkbox"/> 1000457	Ritu Malani	MADHYA PRADESH	RAISEN	1,12,48,000	7Y 0M
<input checked="" type="checkbox"/> 1000483	Mansaji Warehousing	MADHYA PRADESH	RAISEN	1,13,00,000	7Y 0M
<input checked="" type="checkbox"/> 1000589	RAJNI PATEL	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input type="checkbox"/> 1000599	RAJANI RAI	MADHYA PRADESH	RAISEN	1,22,40,000	7Y 3M
<input checked="" type="checkbox"/> 1000604	Sunita Rai	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input checked="" type="checkbox"/> 1000628	SHREE GANESHA WAREHOUSE	MADHYA PRADESH	BHOPAL	1,12,50,000	7Y 9M
<input type="checkbox"/> 1000630	MAJINI WAREHOUSING	MADHYA PRADESH	RAISEN	73,00,000	7Y 0M

Loan Application	Beneficiary	Interest Amount	Subvention Amount
1000483	Mansaji Warehousing	<input type="text" value="0"/>	<input type="text" value="0"/>
1000589	RAJNI PATEL	<input type="text" value="0"/>	<input type="text" value="0"/>
1000604	Sunita Rai	<input type="text" value="0"/>	<input type="text" value="0"/>
1000628	SHREE GANESHA WAREHOUSE	<input type="text" value="0"/>	<input type="text" value="0"/>
		0.00	0.00

**Interest Amount**  
Rs.0

**Subvention Amount**  
Rs.0

**Document**  

Choose File No file chosen

Note- Format accepted only in .pdf format. Maximum size allowed is 5 MB.

**Notes**

Save as Draft

Submit

Cancel

- Once a Claim is submitted it will be visible to PMU for Verification/ pending Information or Rejection based on the filled details.

## Interest Sub. Approval

Claim 12092012I001


Status Submitted

Date 18/03/2021

Period December 2020

Lending Institution Punjab and Sind Bank

Type Interest Subvention

Documents 

#	Application	Beneficiary	Type	State	Approved On	Term	Approved	AIF	Disbursement	Interest	Subvention
1	1039965	SATISH GERA	Agri-Entrepreneur	RAJASTHAN	05/11/2020	7Y OM	2,47,50,000	1,62,50,000	2,47,50,000	86,436.00	34,119.00
										86,436.00	34,119.00

## Interest Amount

Rs.86,436

Eighty Six Thousand Four Hundred and Thirty Six

## Subvention Amount

Rs.34,119

Thirty Four Thousand One Hundred and Nineteen

## Notes

## Approval

Amount

Date

14/06/2021

Notes

Approve

Pending Information

Reject

Cancel

CGTSME Claim Screen

A new screen will open, the LI has to select the loan applications by clicking Fetch Loan Applications,

- Following which loan applications of that duration will be displayed and Bank has to select against the respective loan application number to claim for the CGTMSE fee as shown in the following screen.

Period

Year

January

Month

2021

Fetch Loan Applications

	Application	Beneficiary	State	District	Amount	Term	
<input type="checkbox"/>	1000452	PRIYANKA PATEL	MADHYA PRADESH	RAISEN	79,90,000	7Y 0M	
<input type="checkbox"/>	1000457	Ritu Malani	MADHYA PRADESH	RAISEN	1,12,48,000	7Y 0M	
<input type="checkbox"/>	1000483	Mansaji Warehousing	MADHYA PRADESH	RAISEN	1,13,00,000	7Y 0M	
<input type="checkbox"/>	1000589	RAJNI PATEL	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M	
<input type="checkbox"/>	1000599	RAJANI RAI	MADHYA PRADESH	RAISEN	1,22,40,000	7Y 3M	
<input type="checkbox"/>	1000604	Sunita Rai	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M	
<input type="checkbox"/>	1000628	SHREE GANESHA WAREHOUSE	MADHYA PRADESH	BHOPAL	1,12,50,000	7Y 9M	
<input type="checkbox"/>	1000630	NAINA WAREHOUSING	MADHYA PRADESH	RAISEN	73,00,000	7Y 0M	

Loan Application	Beneficiary	CGTMSE Fee
No matching records found		
		0

CGTMSE Fee

Document

Choose File

No file chosen

Note- Format accepted only in .pdf format. Maximum size allowed is 5 MB.

Notes

Save as Draft

Submit

Cancel

- Once loan application is selected LI will fill the Interest amount and subvention amount of the selected applications. And upload the authenticated documents for approval of CGTMSE Fee claim.

Period

Year
January

Month
2021

Fetch Loan Applications

	Application	Beneficiary	State	District	Amount	Term
<input type="checkbox"/>	1000452	PRIYANKA PATEL	MADHYA PRADESH	RAISEN	79,90,000	7Y 0M
<input type="checkbox"/>	1000457	Ritu Malani	MADHYA PRADESH	RAISEN	1,12,48,000	7Y 0M
<input type="checkbox"/>	1000483	Mansaji Warehousing	MADHYA PRADESH	RAISEN	1,13,00,000	7Y 0M
<input type="checkbox"/>	1000589	RAJNI PATEL	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input checked="" type="checkbox"/>	1000599	RAJANI RAI	MADHYA PRADESH	RAISEN	1,22,40,000	7Y 3M
<input checked="" type="checkbox"/>	1000604	Sunita Rai	MADHYA PRADESH	RAISEN	1,22,41,000	7Y 3M
<input type="checkbox"/>	1000628	SHREE GANESHA WAREHOUSE	MADHYA PRADESH	BHOPAL	1,12,50,000	7Y 9M
<input type="checkbox"/>	1000630	NAINA WAREHOUSING	MADHYA PRADESH	RAISEN	73,00,000	7Y 0M

Loan Application	Beneficiary	CGTMSE Fee
1000599	RAJANI RAI	<input type="text" value="0"/>
1000604	Sunita Rai	<input type="text" value="0"/>
		0.00

**CGTMSE Fee**

Rs.0

**Document**

No file chosen

Note- Format accepted only in .pdf format. Maximum size allowed is 5 MB.

**Notes**

Save as Draft

Submit

Cancel

- Once a CGTMSE fee claim is submitted it will be visible to PMU for Verification/ pending Information or Rejection based on the filled details.

### CGTMSE FEE Approval

**Claim** 15892104C001


**Date** 15/05/2021

**Status** Submitted

**Period** April 2021

**Lending Institution** Karur Vysya Bank

**Type** CGTMSE Fee

**Documents** 

#	Application	Beneficiary	Type	State	Approved On	Term	Approved	AIF	CGTMSE Fee
1	1045823	T KANNAN	Farmer	TAMIL NADU	31/03/2021	7Y 0M	24,00,000	24,00,000	42,480.00
									42,480.00

#### CGTMSE Fee

Rs.42,480

Forty Two Thousand Four Hundred Eighty

**Notes** please reimburse the CGTMSE amount paid

### Approval

**Amount**

**Date**

14/06/2021

**Notes**

Approve

Pending Information

Reject

Cancel

## Annexure-I

### Agri Infra Fund- Format for interest subvention and CGTMSE fee claim certificate from Auditors of Lending Institutions

\_\_\_\_\_ BANK

OFFICE ADDRESS: \_\_\_\_\_

Claim for 3% Interest Subvention and CGTMSE fee for loan upto ₹2 Crore under Agriculture  
Infrastructure Fund Scheme for the Financial Year \_\_\_\_\_

	Interest Subvention			CGTMSE Fee		
	No. of accounts (in Actuals)	Amount Disbursed (₹ Lakh)	Amount of subvention claimed (₹ in Actuals)	No. of accounts (in Actuals)	Amount Sanctioned (₹ Lakh)	Amount of CGTMSE fee claimed (₹ in Actuals)
Loans up to ₹2 crore						

We certify having disbursed the above loans at a maximum interest rate of 9% p.a. up to ₹ 2 Crores under Agriculture Infrastructure Fund during the financial year \_\_\_\_\_.

#### **CERTIFICATE :**

The 3% interest subvention claim of \_\_\_\_\_ Bank under Agriculture Infrastructure Fund for the year ended 31<sup>st</sup> March \_\_\_\_\_ is ₹\_\_\_\_\_. We certify that the total claim of ₹\_\_\_\_\_ of the Bank is true and correct.

The Claim towards CGTMSE fee of \_\_\_\_\_ Bank under Agriculture Infrastructure Fund for the year ended for 31<sup>st</sup> March \_\_\_\_\_ is ₹\_\_\_\_\_. We certify that the total claim of ₹\_\_\_\_\_ of the Bank is true and correct.

**DATE:**

**PLACE:**

**CHARTERED  
ACCOUNTANT/  
AUDITOR(S)**

**FIRM RUBBER STAMP  
& REGISTRATION NUMBER**

**ACCOUNTANT/BRANCH MANAGER  
CHIEF MANAGER /REGIONAL HEAD**

**Annexure-II**

**Completion of EAT module certification  
(on Banks letter head)**

\_\_\_\_\_ **BANK**

**OFFICE ADDRESS:** \_\_\_\_\_

**Certificate**

We hereby certify that the transactions relating to transfer/adjustment of subsidy to beneficiaries have been entered in the EAT module of PFMS in respect of subsidy released by DA&FW in month of .....20..... under Agriculture Infrastructure Fund Scheme.

(Authorised signatory)

**DATE:**

**PLACE:**