

**PROJECT COMPLETION REPORT-CUM-APPLICATION FOR  
SANCTION/DISBURSEMENT OF CAPITAL  
INVESTMENT SUBSIDY FOR AGRO-ENTERPRISES**

From

Sri / Smt..... (in Block Capitals)  
Son / Daughter/ Wife of.....  
At/Village/Town.....  
P.O./Block.....  
Sub-Division.....  
District.....  
Date of application.....

To

The District Nodal Officer

At:..... P.O. ....

Sub: Project completion report and Application for Capital Investment Subsidy

Sir,

In accordance with the State Agriculture Policy -2013, application is herewith submitted for grant/sanction of subsidy of Rs..... (Rupees.....)only on investment in fixed capital for the Enterprise categorized /detailed below. The subsidy amount may be credited in my account (for self finance cases)/my loan account(for bank finance cases) through RTGS as follows.

Name of the Account Holder :  
Term Loan Account Number :  
Savings Bank Account :  
Number (Self financed projects) :  
Name of the Bank branch:  
IFSC Code :

(a) Name /identification / location of the Enterprise  
Village : Land/site Particulars :  
P.O. : Khata (s) Nos. :  
Block : Plot Nos. :  
Sub-Division :  
District :

(b) General Information  
i) A new project or not :  
ii) Items of Manufacture production :  
iii) Present unit size/capacity :  
iv) Employment created or likely to be created :  
v) Mode of Finance (Self/Bank) :  
vi) Date of starting the trial :  
production/completion of the project

- (c) Project Cost Details
- i) Cost of the buildings built after issue of go-ahead letter :
  - ii) Cost of electrification :
  - iii) Cost of machineries/ Farm machineries :
  - iv) Cost of infrastructure for creating irrigation source :
  - v) Cost of compound wall with gate :
  - vi) Cost of plants/birds/ animals/fries/ fingerlings etc. :
  - vii) Cost of other items if not specified :

(d) I/we hereby agree that I/we shall forthwith repay the amount disbursed to me/us with interest prescribed by Government from time to time, if the amount of capital investment subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever reason.  
 It is hereby further certified that I/we have not either applied for or received any amount by way of Capital Investment Subsidy from any other source.  
 I/we hereby undertake to abide by the terms and conditions as laid down under the Guideline.  
 This to certify that the information furnished above are true to the best of my/our knowledge.

Date:  
Place:

Yours faithfully,  
Signature of the Applicant in full,  
for and on behalf of Enterprise

**LIST OF DOCUMENTS TO BE UPLOADED:**

1. Lay out plan and detailed valuation for civil construction work in general including provision of irrigation and ancillary items by the designated Asst. Engineer
2. Authentic bill/vouchers having GSTIN/SRIN for expenditure incurred against electrification/water supply/equipment and machinery.
3. Purchase receipt of live stock duly certified by a veterinarian.
4. Insurance policy/schedule for live stock.
5. Purchase receipt of fries/fingerlings/planting materials/poultry birds etc.
6. Photograph of the unit in presence of the entrepreneur
7. Certificate as regards to new project and non availing of subsidy from any other source for that particular project in non judicial stamp paper.
8. Agreement

**COMPLETION REPORT BY THE DISTRICT NODAL OFFICER**

I have visited the \_\_\_\_\_ unit of Sri/Smt. \_\_\_\_\_ of village/post \_\_\_\_\_/Block: \_\_\_\_\_ Dist: \_\_\_\_\_ on dated: \_\_\_\_\_ and found that the unit has been completed/not completed as per the project report submitted by the entrepreneur. I agree/disagree to the information submitted in Annexure-V by the entrepreneur.

Signature  
Name of the DNO.....  
Designation.....