

Spices Board



Government of India

Ministry of Commerce

RTI Manuals

(Information Handbook under section 4 (1) (b)

of the Right to Information Act)

**Issued by
Chairman,
Spices Board, Kochi**

Preface

The RTI Manuals under Section 4 (i) (b) of RTI Act comprises of 17 Manuals. These are included in 18 chapters. Chapter I gives the introduction. One Manual each of the Manuals 1 to 17 is included in each of the subsequent chapters viz. chapter 2 to 18.

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Chapter1

Introduction

1.1. Background of this hand-book

The Right to Information Act 2005 (22 of 2005) was enacted by Parliament and the assent of the President was obtained on 15th June 2005. The objective of the Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Section 4 (1) (b) of the Act enjoins up on every public authority to publish, suo moto, 17 Manuals containing the particulars of its organization, functions, duties, and such other particulars required in the Section ibid. Accordingly the prescribed particulars of Spices Board are published in the website for access by public.

1.2. Objective / purpose of this hand-book

The RTI Act was enacted by Government of India with a view to empower the citizens to get information from various Government departments, offices, organizations, institutions, local bodies, bodies owned, controlled or substantially financed, including non Government organizations substantially financed directly or indirectly by the Government, known as public authority, as a matter of right within a stipulated time frame, barring exceptions.

The purpose of this handbook is to make available to the public all the general information required by them about Spices Board and its activities, so that the public have resort to minimum use of the RTI Act to obtain information.

1.3. Who are the intended users of this hand-book

The handbook is mainly intended for use of the spices growers, dealers in spices, processors of spices, manufacturers as well as exporters of spices and its products and the public in general.

1.4. Organisation of the information in this hand-book

The information in this handbook is given in a structured manner in line with the provision of Section 4 (1) (b) (i) to (xvii) of the RTI Act. Reference to various Acts, Rules and orders followed by the Board is given in the book. Full text of those Acts and Rules which are available in the market and are followed by various departments of the Central Government are not given. Other details are fully given.

1.5. Definitions

In this Manual unless the context otherwise requires,

- (i) The “Act” means the Spices Board Act, 1986 (No.10 of 1986)
- (ii) “Board” means the Spices Board constituted under sub-section (1) of section 3;
- (iii) “Cardamom” means the fruit of cardamom plant and includes green cardamom, bleached cardamom, bleachable white cardamom, sundried cardamom, cardamom seeds, powdered cardamom and oil extracted from cardamom;
- (iv) “Cardamom plant” means *Elettaria cardamomum maton*, *amomum subulatum Roxb* and any other plant which the Board may, by notification in the official Gazette, declare to be a cardamom plant for the purposes of this Act;
- (v) “Certificate” means a certificate granted under section 12;
- (vi) “Dealer” means a dealer in spices
- (vii) “Estate” means the area administered as one unit which contains land planted with cardamom plants.
- (viii) “Export” and “import” mean respectively, taking out of or bringing into India by land, sea and air;
- (ix) “Manufacturer” means a manufacturer of spices;
- (x) “Member” means a member of the Board appointed under sub-section (3) of Section 3;
- (xi) “Owner” in relation to any land planted with cardamom plants includes –
 - (a) any agent of the owner; and
 - (b) a mortgagee, lessee or other person in actual possession of the land;
- (xii) “Prescribed” means prescribed by rules made under this Act;
- (xiii) “Registered estate” means an estate in respect of which an owner is registered under sub-section (1) of section 8 and includes any estate in respect of which an owner is required to be registered under the provisions of that sub-section;
- (xiv) “Registered owner” means an owner of a registered estate which has been or is registered or is required to be registered under sub-section (1) of section 8; and
- (xv) “Spices” means the spices specified in the Schedule:
Provided that the Central Government may, if satisfied that it is necessary or expedient in the public interest so to do, by notification in the Official Gazette, add any other spice to the Schedule or omit any spice there from.

1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

1. Public Information Officer	Dy. Director(P&C) Spices Board, Palarivattom, Kochi. 682025 Phone: 0484-2333610-616 (off.) 0484-2809595 (Res.)
2. Asst. Public Information Officer	Dy. Director (TIS) Spices Board, Palarivattom, Kochi. 682025 Phone: 0484-2333610-616 (off.)
Appellate Authority	Secretary , Spices Board Palarivattom. Kochi. 682025 Phone: 0484-2333607/2333610-616 extn 233 (Off) 0484- 2427074 (Res.)

1.7 Procedure and Fee Structure for getting information not available in the hand-book.

Right to Information Act

Right to Information Act was enacted by the Parliament on 15.06.2005 and notified in the Gazette of India dated 21.06.2005. It provides right to information for citizens to secure access to information under the control of public authorities. The citizens can have access to the information of the Board under the provisions of the Right to Information Act except certain information as notified under Section 8 of the Act. The citizens may obtain the information about the Board on payment of prescribed fees.

Procedure for Request of Information

Application Procedure for requesting information

1. Apply in writing or through electronic means in English or Hindi or in the official language of the area to the PIO, specifying the particulars of the information sought for.
2. Reason for seeking information is not required to be given.
3. Pay fees as may be prescribed (if not belonging to the Below Poverty Line category).

The time limit to get the information

1. 30 days from the date of filing application before the Public Information Officer
2. 35 days from the date of filing application before the Assistant Public Information Officer.

3. 48 hours for information concerning the life or liberty of a person
4. If the interests of a third party are involved, then time limit will be 40 days (maximum period + time given to the third party to make representation).
5. Failure to provide information within the specified period is a deemed refusal.

The fee

1. Application fee of Rs.10/- is prescribed.
2. If further fees are required, then it must be intimated in writing with calculation details of how the figure was arrived at.
3. No fees will be charged from people Below the Poverty Line.
4. Remittances may be made in the form of Demand Draft / Bankers Cheque / Indian Postal Order drawn in favour of the Secretary, Spices Board, Kochi - 682028
4. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

Ground for rejection

1. If it is covered by exemption from disclosure. (Sn. 8)
2. If it infringes copyright of any person other than the State. (Sn.9)

Manual . 1
(under Section 4(1) (b) (i) of RTI Act)

Chapter-2
Particulars of Organization, Functions and Duties

2.1. Objective/purpose of the public authority.

The Spices Board is a statutory organization constituted under sub-section (1) of section 3 of the Spices Board Act, 1986 to develop, promote and regulate export of spices.

2.2 Vision & Mission of the public authority

2.2.1 Vision

The vision of the Board is to universalize the use of cardamom and other spices and to make India the premier supplier of value added spices and herbs in the industrial, retail, food segment of the global food ingredients market, neutral and wellness sectors and to retain the ancient glory of India as the land of spices.

2.2.2 Mission

The Mission of the Spices Board is to beef up its development agenda by gaining new insights, setting new directions, adding new perspectives to ensure long term growth of the industry on a sustained basis. It also aims at increasing production and productivity through research by evolving cost effective management practices for reducing the cost of production, producing quality cardamom free of toxic contaminants, ensuring the quality of spices and its products exported, providing services at farm gate level through mobile spice-clinic, human resource development, training, improving the income generation activities of small and marginal growers, as well as welfare of workers in the industry.

2.3 Brief history of the public authority and context of its formation.

2.3.1 Indian Cardamom and its history

Cardamom the Queen of all spices has a history as old as human race. It is one of the high priced spice in the world.

Latin Name	: Elettaria cardamomum Maton
Family	: Zingiberaceae (Ginger Family) under Monocotyledons
Common names	: Small Cardamom, Lesser Cardamom, True Cardamom, Malabar Cardamom, Green Cardamom

The generic name *Elettaria* originated from the Malayalam word *Elathari* meaning literally the seeds of *Elam*.

Based mainly on the size of fruits, two broad groups of plants are recognized in India, *E. cardamomum* Var. Major, made up of the wild indigenous types and Minor *E. cardamomum* Var. Minor comprising the cultivated varieties and types. Common among cultivated are the Malabar, Mysore and Ceylon types, of which the two former ones alone are widely grown in Kerala, Tamil Nadu and Karnataka.

Varieties

There were initially three natural varieties of cardamom plants.

- Malabar (Nadan/Native) - As the name suggests, this is the native variety of Kerala. These plants have pannicles which grow horizontally along the ground. This variety is being cultivated in low altitude areas like Thodupuzha in Idukki District.
- Mysore - As the name suggests, this is a native variety of Karnataka. These plants have pannicles which grow vertically upwards.
- Vazhuka - This is a naturally occurring hybrid between Malabar and Mysore varieties, and the pannicles grow neither vertically nor horizontally, but in between.
- During 1984 an Indian farmer Sebastian Joseph at Kattappana in the South Indian state of Kerala developed a unique high-yielding cardamom variety. This variety yields 1500 kg/hectare as compared to the conventional 200 kg/ha. Realizing its potential a few planters isolated high yielding plants and started multiplying them on a large scale. The most popular high yielding variety is "Njallani." In the Nineties the Njallani variety got wide acceptance from the farmers and from 1996-97 onwards the Njallani was cultivated by most of the farmers. This variety grows well in high altitude areas. The increased yield from Njallani revolutionised cardamom cultivation in the state of Kerala and was instrumental in improving the income level of Cardamom farmers. ICRI developed varieties as well as other farmer varieties are getting popular in specific locations and enable to sustain high production of Cardamom. ICRI – 3 is the ruling variety in Karnataka while ICRI-4 is extensively cultivated in lower pulacry hills of Tamil Nadu.
- Large Cardamom known as *Ammomum Subulatum* Roxb is grown in Sikkim and Darjeeling District of West Bengal. This is black in colour and bigger in size. ICRI Sikkim-1 and ICRI Sikkim- 2 are the popular high yielding varieties cultivated in Sikkim and Darjeeling District of West Bengal.

There are three grades in which Indian cardamom is well known in the International market, 'Alleppey green Extra Bold' (AGEB), ' Alleppey Green Bold' (AGB) and 'Alleppey Green Superior' (AGS). Cardamom oil is an essential factor in food items and in preparation of certain medicines.

Small cardamom – Landraces

1. Njallani
2. Panikulangara-1
3. Panikulangara-2
4. Vali green bold
5. Palakkudi
6. PNS Vaigai
7. Wonder cardamom
8. Gayathri
9. Krishna
10. Thiruthali
11. Kalarickal White
12. Kalarickal King

High yielding varieties released by ICRI

- ICRI.1
- ICRI -2
- ICRI-3 (Karnataka)
- ICRI-4 (Tamil Nadu)
- ICRI- 5 (first hybrid variety)
- ICRI- 6
- ICRI- 7 (for Wayanad)

The name of Cardamom known in various languages are as follows.

Malayalam	Elam
Tamil	Yelakkai
Kannada	Yallakki
Telugu	Yelakkayalu
Hindi	Choti elaichi
Bengali	Choti elaichi
Marathi	Veldode
Gujarathi	Elaichi
Sanskrit	Ela, Truti, Kapita: Varni, Karangi, Triputa
English	Cardamom, Malabar Cardamom, lesser Cardamom, small cardamom
Arabic	Hila Barvakhat
Greek	Cardamom elottarie

Cardamom growing countries

Apart from India, Cardamom is also cultivated in Nepal, Sri Lanka, Guatemala, Mexico, Thailand and Central America.

History

About five thousand years ago, in the third millennium B. C., the spices of Kerala were sold in the markets of the Middle-East countries. Cinnamon and Cardamom were the first to enter the field. Ginger, Turmeric, Cloves and Pepper followed later. Oriental spices were popular as priceless assets throughout the periods of at least three great civilizations-the Babylonian, the Assyrian and the Egyptian. Cardamom was among the two hundred and odd plants known to Assyrian doctors and chemists. The Holy Bible (Old Testament) also contains plentiful references to spices like cinnamon and cardamom. One of the references (1 Kings: 10.10) tell that Queen of Sheba while visiting King Solomon of Israel (1015 to 977 B. C.) brought spices in large quantities along with diamond and gold as gift to the King. Cardamom, Cinnamon, Ginger, Turmeric and Pepper are mentioned by Dioscorides (40-90 A. D.), the Greek Physician and contemporary of Pliny in his *Materia Medica*.

Throughout the centuries, the Arabs who were the greatest spice merchants of the ancient world, held a monopoly on the trade in spices to maintain which they concealed the very identity of their source. It may be mentioned that there were close commercial contacts between South India and North India during the age of the Indus Valley Civilization (3rd millenium B. C.). There was also an overland caravan route connecting the Indus Valley with the countries of the Middle East. A thousand years later the Phoenicians who were great sailors established trade connections with South India but they were general merchants not interested in spices alone. Towards the beginning of the Christian era the mystery surrounding the source of spices was cleared and the Egyptians also entered the field of spice trade. With the Roman conquest of Egypt in the middle of first century B. C., it was the turn of the Romans to trade in spices. The Romans held the field for centuries thereafter. By the close of the Middle Ages (about 1400 A.D.) the west European countries gained supremacy in spice trade. Portugal was the first to enter the field followed later by Dutch and English.

Recorded evidences of its antiquity in South India are not easily available. The high ranges where cardamoms grew wild were the 'home' of malaria as well and, therefore, remained isolated from the rest of the country. Malayalam itself evolved as a language with a distinct script only by the 9th century A. D. There is however, evidence to show that the spices including cardamom were familiar to the people and their names passed on through the spoken word from generation to generation. These are mentioned in a host of proverbs, folk songs and ballads, which have been compiled and published later.

Earliest mention of cardamom is in the monumental medical treatise, Ayurveda (about 1000 B. C.) in Sanskrit in which its properties and medicinal uses are recorded.

The poetical works of Kalidasa (4th century A. D.) abound in references to its spicy fragrance. Among the ancient works in Tamil literature, the plant finds mention in 'Cilappatikaaram' (about 4th century A. D.). Tirunaavukkaracar (7th century A. D.) speaks of the 'black mountain of cardamom' in his 'Teevaaram'. The cardamom bunch finds mention in Perinakatai (8th century A. D.) and the smell of cardamom in Kamparamaayanam (12th century A. D.). An ethical work called 'eelathi' roughly belonging to the 9th century A. D. bears the name of Elam (cardamom). From the 12th century onwards cardamom figures much in the works of Malayalam poets, the references being confined mostly to its alluring fragrance in romantic settings.

Uses of Cardamom

Many and varied were the uses to which cardamom and other spices were put in ancient days. They were used for flavouring various food preparations, confectionary, beverages, liquors and for healing and for propitiation of the gods. The Babylonians and the Assyrians grew many such aromatic plants in their gardens. Egyptians used the spices to perfume holy oils and for preserving the dead bodies of Kings, by a system of mummification. The women of ancient Egypt are said to have bathed their bodies in the scented fumes of slow burning spices. Cardamom and Cinnamon were essential ingredients in the perfumes used by Greeks and Romans. It is also used for medicinal purpose, both in Allopathic and Ayurveda systems. In Middle East countries Cardamom is mainly used for preparation of 'Gahwa' (cardamom flavoured coffee.) In South India from time immemorial, it is used in curries, cakes, sweetmeats and pickles as well as in medicine. It is also a favourite masticatory.

2.3.2 Genesis of the Spices Board

The Cardamom Act, 1965 (No.42 of 1965) was enacted by the Parliament to provide for the development of Cardamom Industry under the Government of India. The Cardamom Act came into force in three stages viz. provisions regarding imposition of cess on export of cardamom with effect from 1-4-1966, provisions of the Act other than those relating to registration of estates with effect from 5-4-1966 and provision regarding registration of owners of cardamom estates with effect from 12-7-1966. The Spices Export Promotion Council, established by the Government of India was looking after the matters connected with export of spices. The Spices Board Act, 1986 was enacted by repealing the Cardamom Board Act and dissolving the Cardamom Board and the Spices Export Promotion Council. The Spices Board Act came into effect from 26th February 1987 and the Spices Board was established taking over the assets and liabilities of the Cardamom Board and the Spices Export Promotion Council.

Under the Spices Board Act there was no provision for levy of cess on spices export, as Spices Cess Act, 1986 enacted earlier had contained provision for levy of cess on spices. However the levy of cess was discontinued by the Cess Laws (Repealing and Amending) Act, 2006 (w.e.f 2-6- 2006). Consequently no cess is levied on export of spices at present.

In the Schedule to the Spices Board Act enacted originally, there were only 26 items of spices, which was increased to 52 with effect from 8-11-1990. The following spices in any form including curry powders, spice oil, oleoresins and other mixtures where spice content is predominant come under the purview of the Board.

1. Cardamom	19. Kokam	37. Juniper berry
2. Pepper	20. Mint	38. Bay leaf
3. Chilly	21. Mustard	39. Lovage
4. Ginger	22. Parsley	40. Marjoram
5. Turmeric	23. Pomegranate seed	41. Nutmeg
6. Coriander	24. Saffron	42. Mace
7. Cumin	25. Vanilla	43. Basil
8. Fennel	26. Tejpat	44. Poppy Seed
9. Fenugreek	27. Pepper long	45. All-Spice
10. Celery	28. Star Anise	46. Rosemary
11. Aniseed	29. Sweet flag	47. Sage
12. Bishopsweed	30. Greater Galanga	48. Savory
13. Caraway	31. Horse-raddish	49. Thyme
14. Dill	32. Caper	50. Oregano
15. Cinnamon	33. Clove	51. Tarragon
16. Cassia	34. Asafoetida	52. Tamarind
17. Garlic	35. Cambodge	
18. Curry leaf	36. Hyssop	

2.4. Duties and functions of the public authority.

2.4.1 Functions and duties of the Board

The functions of the Board as defined under the Spices Board Act are:

The Board may:-

- (i) develop, promote and regulate export of spices;
- (ii) grant certificate for export of spices and register brokers therefor
- (iii) undertake programmes and projects for promotion of export of spices;
- (iv) assist and encourage studies and research for improvement of processing, quality, techniques of grading and packaging of spices;
- (v) strive towards stabilisation of prices of spices for export;
- (vi) evolve suitable quality standards and introduce certification of quality through “Quality Marking” for spices for export;
- (vii) control quality of spices for export;
- (viii) give licences, subject to such terms and conditions as may be prescribed, to the manufacturers of spices for export;

- (ix) market any spice, if it considers necessary, in the interest of promotion of export;
- (x) provide warehousing facilities abroad for spices;
- (xi) collect statistics with regard to spices for compilation and publication;
- (xii) import, with the previous approval of the Central Government, any spice for sale, and
- (xiii) advise the Central Government on matters relating to import and export of spices.

(2) The Board may also:-

- (i) promote co-operative efforts among growers of cardamom;
- (ii) ensure remunerative returns to growers of cardamom;
- (iii) provide financial or other assistance for improved methods of cultivation and processing of cardamom, for replanting cardamom and for extension of cardamom growing areas;
- (iv) regulate the sale of cardamom and stabilisation of prices of cardamom;
- (v) provide training in cardamom testing and fixing grade standards of cardamom;
- (vi) increase the consumption of cardamom and carry on propaganda for that purpose;
- (vii) register and licence brokers (including auctioneers) of cardamom and persons engaged in the business of cardamom;
- (viii) Improve the marketing of cardamom;
- (ix) collect statistics from growers, dealers and such other persons as may be prescribed on any matter relating to the cardamom industry; publish statistics so collected or portions thereof or extracts there from;
- (x) secure better working conditions and the provision and improvement of amenities and incentives for workers; and
- (xi) undertake, assist or encourage scientific, technological and economic research.

2.4.2 Duties and functions of departments

The Board is implementing the above functions through the following five Departments:

- 1. Administration**
- 2. Finance &Accounts**
- 3. Development**
- 4. Marketing**
- 5. Research**
- 6. Quality Evaluation Laboratory**

2.4.3 Administration Department

The Administration Department is under the immediate control and supervision of the Secretary. The department is responsible for providing administrative services to the personnel and other functional departments of the Board. The following divisions are coming under the Administration Department.

- i. Administration
- ii. Official Language
- iii. Engineering
- iv. Vigilance
- v. Library and Documentation

2.4.3.1 Administration division

The administration division is headed by a Deputy Director. Administration division has two sections viz. General Administration and Personnel Administration, each headed by an Assistant Director. The General Administration section deals with all purchases, maintenance of vehicles/office building, etc. The Personnel Administration section deals with all service matters of staff like posting, transfer, maintenance of service books, retirement, etc.

2.4.3.2 Official Language division

This division is performing the implementation of Official Language policy and conducting training in Hindi for employees of the Board. This division attends to the translation of Annual Report, Audit Report, Minutes of Board Meetings, Report of Parliamentary committees, documents coming under Section 3 (3) of the Official Language Act, etc. from English to Hindi. This division also attends to translation of letters received in Hindi and translation of draft replies to such letters received in Hindi from Ministry and other State Governments. The work connected with visiting cards, seals, forms, invitation cards, banners, brochures and publicity materials required to be prepared in Hindi are also attended to by the division.

2.4.3.3. Engineering Division

The division is responsible for all construction work in Head Office and Zonal/Regional offices of the Board and for payment of recurring charges such as rent, electricity, water, telephone, etc. Engineering Division is responsible for interaction with CPWD, KITCO, etc. who are responsible for preparation of draft agreement, discussion with Director Finance, Director Marketing and Chairman and for taking action for finalisation of the agreement, daily monitoring of the on going projects, sorting out technical problems arising if any in the execution of the projects, verification of bills and processing for payment, submission of bills to the competent authority for sanction and payment after approval by the Chairman.

2.4.3.4 Vigilance division

The Vigilance Division is responsible for monitoring various vigilance activities including disciplinary proceedings against the employees of the Board. The Division also deals with all types of complaints against the staff of the Board from the public as well as from other affected persons. The Division also conducts surprise checks/inspections for ascertaining proper working of the offices of the Board. Vigilance division is also entrusted with the work of imparting of necessary training to the staff of the Board.

2.4.3.5 Library and documentation

Spices Board library attached to the head office is responsible for the acquisition of books and periodicals and their classification, indexing, custody, issue and maintenance.

2.4.4 Finance & Accounts Department

Functions of Finance & Accounts Department

The Finance & Accounts Department in the Board has been functioning independently as a service department for the other departments in the Board viz., Marketing, Development, Research and Administration. The Finance Department has three Sections namely Accounts (Budget and Accounts), Accounts (Payments) and Accounts (Research & Development). The following are the main functions of the Finance Department:

- a. Making payments for the supplies and services received by the Board.
- b. Paying subsidies, grant-in-aid, etc. for various development and marketing schemes of the Board.
- c. Giving necessary financial advice to the various Departments and Heads of Departments as and when requested by them.

2.4.5 Development Department

2.4.5.1 Functions of the Department

Development Department is one of the important executing arm of Spices Board under which the extension network of Spices Board functions. The department is the connecting link of Spices Board with the spice growers, Governmental and non-governmental agencies, Agricultural Universities and Research stations functioning in the field of agriculture. The responsibility of making available the assistance offered by Government of India for development and post harvest improvement of spices vests with the development department. This is achieved through planning and implementation of various Plan schemes and

projects of the government. The department functions in close coordination with all other departments and sections of Spices Board for the smooth implementation of various programmes of the Board. The technically qualified personnel of the department extends all sorts of technical advice to the spice farming community especially the cardamom growers.

The Department has the following two divisions:

1. Development (Monitoring)
2. Development (Extension and Implementation)

The Monitoring division functioning at headquarters is monitoring all the development schemes of the Board.

The Extension and Implementation division is basically the field set up of the Board. As on July 2009 there are 8 Regional Offices, 24 Zonal Offices, 38 Field Offices and 5 departmental Nurseries functioning under the Division. The Development Department is responsible for the overall development of Cardamom. For improving production and productivity of Cardamom, both small and large, Board has formulated and implemented various development programmes. The Department also implements various schemes for Pepper, Turmeric, Mint etc.

2.4.5.2 Jurisdiction of Field Offices, Zonal Offices and Regional Offices

The table below gives the details of area under the jurisdiction of various Field Offices/ Zonal Offices and Regional Offices under the Department.

(The Jurisdictional area may change depending upon implementation of Plan Programmes and Projects and relocation of offices).

Regional office	Zonal office	Field Office	Jurisdictional Area
KERALA & TAMIL NADU (State)			
Kumily Region	Kumily	Elappara	Elappara Vagamon Upputhara Kannampady(Tribal Area)
		Peermade	Peermade Manjumala

			Mlappara Kokkayar Peruvanthanam Periyar
		Kumily	Kumily
		8 th Mile (Anakkara)	Anavilasam Chakkupallam
	Vandanmedu	Vandanmedu	Vandanmedu
		Puttady	Anakkara
		Thookkupalam	Karunapuram
	Kattappana	Kattappana	Kattappana
		Thankamani	Thankamany
		Murikkassery	Vathikkudy Upputhodu Kanjikkuzhy Idukki
		Marykulam	Ayyappankovil
		Pampadumpara	Pampadumpara
	Cheruthoni	Thodupuzha	Muttam Karimkunnam Karikkode Alakkode Thodupuzha Purappuzha Manakkad Kumaramangalam Meenachil(T) Pazhukkakkanam
		Karimannoor	Elappally Kudayathoor Velliamattom Udumbannoor Karimannoor Neyyasseri Kodikulam Vannappuram Arakkulam
		Adimali	Anaviratty Pallivasal Mankulam Mannankandam
		Vellathooval	Vellathooval Kunjithanni Konnathady
Nedumkandam Region	Nedumkandam	Nedumkandam-1	Kalkoonthal

		Nedumkandam-2	Parathode
		Myladumpara	Udumbanchola
		Udumbanchola	Chathurangappara
	Pooppara	Pooppara	Pooppara Chinnakkanal
		Marayoor	KDH Munnar Kanthalloor Marayoor Keezhanthoor Vattavada Kottakkamboor
		Bodinayakanur	Theni (D) Virudhunagar(D) Thirunalveli (D) Dindigal (D)
	Rajakumari	Rajakumari	Rajakumari
		Rajakkad	Rajakkad Baisonvalley
		Santhanpara	Santhanpara
		Mangathotty	Gandhippara
Wayanad Region		Kalpetta	Vythiri(T) Malappuram(D) Kozhikode(D)
		Sulthanbathery	Sulthanbathery(T) Gudallur(T) & Nilgiri(D) of Tamil Nadu
		Mananthavady	Mananthavady(T) Kasargod(D) Kannur(D)
		Coimbatore	Nilgiri(D) Coimbatore(D) Salem(D) Namakkal(D) Erode(D) Palghat(D)
KARNATAKA			
Saklespur	Chickmagalur	Mudigere	Mudigere(T) Chickmagalur(D) Tarikere(T) Kadur(T) Belthangadi(T)
		Saklespur	Alur(T) Hassan(D) Belur(T) Saklespur(H) Hanbal(H)

			Belagode(H)
		Vanagur	Hethur(H) Hassan(D) Yeslur(H) Hassan(D) Arkalgud(T)
		Deptl.Nursery	
		Bettadamane	
		Yeslur	
	Madikeri	Bhagamandala	Napoklu(H) Kodagu(D) Bhagamandala(H)
		Madikeri	Madikeri(H) Kodagu(D) Sampaje(H) Sullia(T) Mangalore(D) Puthur(T) Bantwal(T)
		Virajpet	Virajpet(T) Kodagu(D)
		Somwarpet	Somwarpet(T) Kodagu(D)
		Deptl.Nursery	
		Beligeri	
		Aigoor	
	Shimoga	Koppa	Koppa(T) Chickmagalur(D) Sringeri(T) N R Pura(T) Hosanagar(T) Shimoga(D) Thirthahalli(T) Bhadravathy(T)
		Sirsi	Entire North Canara(D) Sagar(T) Shimoga(D) Soraba(T) Shikkaripura(T) Part of Goa
		Dharwad	Entire North Karnataka(D) Dharwad(D) Haveri(D) Gadaga(D)
		Deptl.Nursery	
		Belagola	

Regional office	Zonal office	Field Office	Jurisdictional Area
Guntur			Guntur(D) Prakasam(D) Markapur(D)
Warrangal			Khammam(D) Nizamabad(D) Warrangal(D) Karimnagar(D)
Ahmedabad			Gujarat Maharashtra
Jodhpur			Rajasthan
	Lucknow		UP Uttarkhand Bihar
NORTH EASTERN REGION			
Guwahati	Itanagar	Churachandpur	North Eastern States except Sikkim
		Dimapur	
		Shillong	
	Aizwal		
	Agartala		
Sikkim(Gangtok)	Mangan		State of Sikkim and Darjeeling district of West Bengal.
	Tadong		
	Jorethang		
	Kalimpong		

Abbreviations: T - Taluk, H - Hobli, D - District

In Kerala & Tamil Nadu the jurisdictional areas of Field Officers are revenue villages

2.4.6 MARKETING DEPARTMENT

Functions of the Department

The prime objective of the Board is to promote and regulate export of spices and spice products from India. The Board regulate the marketing of spices and spice products through issue of certificate of registration, issue of licences, quality certification, etc. The marketing activities include regulating the domestic marketing of cardamom through auction system. The export development and promotion programmes are formulated and implemented by the Marketing Department of the Board. The programmes are aimed at equipping the exporters to have necessary

competitive edge in sustaining and increasing exports of Indian spices.

The Department has three divisions viz.

- **Marketing,**
- **Trade Information service and Market Research**
- **Publicity.**

The activities of the Department are undertaken through 11 Regional Offices spread over India. The Regional Offices are headed by Dy. Director (Marketing)/ Assistant Director (Marketing).

The area of jurisdiction of Head office and the Regional Offices are as follows:

Sl.NO	Regional Office (marketing)	Jurisdiction
1.	Gangtok (sikkim)	All districts of Sikkim
2.	Guwahati (Asam)	All States in North East except Sikkim
3.	New Delhi	Delhi, Haryana, Uttarkhand, Punjab & Jammu & Kashmir
4.	Ahmedabad (Gujarat)	All districts of Gujarat & Rajasthan
5	Mumbai (Maharashtra)	All districts of Maharashtra & Madhya Pradesh
6.	Guntur (AP)	All districts of Andhra Pradesh
7.	Kolkata (West Bengal)	All districts of West Bengal, Orissa, Chhatisgarh and Jharkhand
8.	Bangalore (Karnataka)	All districts of Karnataka & Goa
9.	Chennai (Tamil Nadu)	All districts of Tamil Nadu except Coimbatore, Erode and other than those under Tuticorin and Bodinayakannur.
10	Tuticorin (Tamil Nadu)	Districts of Kanyakumari, Ramanathapuram, Tirunelveli, Virudunagar
11.	Bodinayakannur(Tamil Nadu)	Districts of Theni, Dindigal, Puthukotai, Sivaganga, Madurai & Idukki(Kerala)
12.	Kochi HO (Kerala)	All districts of Kerala (except Idukki)

2.4.6.1 Marketing Division:

The Marketing division has three sections viz.,

- Licensing & Registration,
- Implementation of Market Development &

- Promotion Schemes and Mandatory Sampling,

Licensing and Registration:

Registration of spices exporters, renewal of registration of the existing spice exporters, Auctioneers licence, Cardamom Dealer license, RCMC, Spice House Certification and Logo Certification are the major works attended under Licensing & Registration.

THE CURRENT LICENSING PERIOD IS 2008-2011(1ST September- 2008 – 31ST August- 2011)

Market development & promotion

1. Mandatory sampling:

All the consignments of chilly and chilly products, turmeric powder and Sugar Coated Fennel Seeds exported from India is mandatorily sampled and tested in the Quality Control Laboratory of the Board for the presence of Sudan I - IV dye and for aflatoxin (in respect of chilly and chilly products) as well as Sunset Yellow FCF (in respect of Sugar Coated Fennel Seeds). This section is responsible for arranging the collection of samples from the exporters and stuffing of the materials through the authorized service provider.

As per order No. MKT/SS/01/2009 dated 3-11-09 of Director (Mktg) the Board has entrusted the work of mandatory sampling and container stuffing with effect from 3rd November, 2009 to new agencies. The name and address of the agencies who have been entrusted for drawing samples and supervising container stuffing in different locations are given below.

Maharashtra/ Mumbai	1.National Collateral Management Services Ltd.(NCMS) MUMBAI - 400 025 2 Geo-Chem Laboratories (P) Ltd. Navi Mumbai 400 703
Andhra Pradesh	National Collateral Management Services Ltd. (NCMS)
Karnataka	National Collateral Management Services Ltd. (NCMS)
Gujarat	National Collateral Management Services Ltd.(NCMS) Ahamedabad - 382424
Tamil Nadu/ Chennai	Geo-Chem Laboratories (P) Ltd. Chennai 600001
Tuticorin	A TLaC (existing)
Outer Delhi	IGI (existing)
West Bengal	IGI (existing)

Kerala/Coimbatore/ Erode.	1. National Collateral Management Services Ltd.(NCMS) Always 2.A TLaC- Existing
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Services charges for drawing samples and supervising container stuffing will have to be paid by the exporter to the appointed agencies at the rates prescribed by the Board.

2.4.6.2 Trade Information Service & Market Research

This Division is responsible for collection, compilation and dissemination of statistics on exports, imports, area, production and domestic and international prices of various spices and the market research activities. In addition, preparation of reviews, reports, etc. are also done by the division. Some of the policy related issues are also dealt by the division as and when directed by higher officials.

2.4.6.3 Publicity division

The division is responsible for the over all public relations and image building activities of the Board. It is responsible for publication of all publicity matters related to the Board. The division is arranging the Board's participation in the International and Domestic Fairs/Food exhibitions. The division also undertakes the execution of work relating to promotional activities such as giving advertisement, exhibition of hoarding, etc. and arranging press meetings. Printing and distribution of publications such as Spices Market Weekly, Spice India (English, Malayalam, Tamil, Kannada, Telugu and Hindi), Foreign Trade Enquiry Bulletin, Spices Export Review and preparation of directories, visiting cards and ID Cards are also undertaken by the Division.

2.4.7 Research Department

Indian Cardamom Research Institute (ICRI) was established at Myladumpara (Kerala) in 1978 by Cardamom Board under the erstwhile Cardamom Act 1965. The Cardamom Act 1965 was repealed by the Spices Board Act 1986. The Act, (section 7 (2) (xi)) among other things, provides to undertake, assist or encourage scientific, technological and economic research. The Board is undertaking research under these provisions.

For location specific problems, two Regional Research Stations were also started at Saklespur in Hassan District of Karnataka and Thadiankudisai in Dindigal District of Tamil Nadu during 1980. In 1983, a Research Centre for large cardamom was started at Gangtok, Sikkim and the same was also brought under ICRI in 1987 as one of its regional stations.

The primary mandate of Indian Cardamom Research Institute is to develop suitable production, protection and post harvest technologies for small and large

cardamoms. The main objectives of these activities are to make Indian Spices internationally competitive. The institute is also involved in transfer of appropriate technologies to growers/farmers. The activities of the institute have now been expanded to cover adaptive research programmes on other spice crops such as vanilla, pepper, ginger, turmeric, paprika/chillies, culinary herbs, various tree spices etc. The institute is also collaborating with different organizations at national level in advanced areas of research.

The research programmes are undertaken by various division viz., Agronomy and Soil Science, Plant Pathology, Crop Botany, Biotechnology, Entomology, Transfer of Technology.

2.4.7.1 COMMITTEES RELATED TO RESEARCH DEPARTMENT

R & D COMMITTEE:

The R & D committee lays down the long term research & development strategies of the Spices Board and also decides on policies, funding and implementation of the R & D programmes of the Board.

QUINQUINIAL RESEARCH REVIEW TEAM:

An external agency is assigned to undertake technical audit of the research programme undertaken by ICRI. Last quinquennial audit was undertaken by NAARM(National Academy of Agricultural Research Management), ICAR, Hyderabad.

ANNUAL RESEARCH COUNCIL

Separate Council are formed for Small & Large Cardamom)

The function of the council is to review the progress of research work assigned to each scientific staff, suggest notifications or conclude the programme and to approve the programme for the subsequent year. The research programme undertaken are based on the farmer problems assessed during scientist – farmer interfaces, spice clinics and issues raised by Field Officers.

SCIENTIFIC STAFF COUNCIL:

Each Scientist's assigned programme is reviewed and the succeeding months programme is approved. Short falls and constraints are assessed and mid term corrections are also undertaken.

FARM DEVELOPMENT COMMITTEE:

The function of the Committee is approving the work for the succeeding month. Assessing the work carried out during the month. Finalization of approval of farm inputs, labour inputs etc. Farm Development activities and other infrastructural needs are assessed and approved.

2.4.7.2 RESEARCH DIVISIONS OF ICRI

Crop improvement division

The division undertakes projects like collection, conservation, cataloguing and evaluation of genepool in cardamom and allied genera, crop improvement for qualitative and quantitative characters in cardamom, breeding for tolerance to diseases, pests as well as drought, physiological studies on cardamom and other spices, adaptive trials on other spices etc.

Agronomy and Soil Science division

The division undertakes the following

- Basic and applied research on crop management and agricultural chemistry (all production technologies from seed, nursery, planting, land preparation, nutrition, water management, weed control, optimizing yield and quality, etc.).
- Evolving Integrated Nutrient Management (INM) strategies for cardamom and other spices.
- Laying out organic farming practices for spices.
- Providing farm advisory services based on soil and plant analytical report.
- Evaluation of organic inputs and revalidation of farmers' practices and traditional knowledge for framing scientific base.
- Providing quality test report for cardamom and vanilla samples received from farmers.
- Maintenance and recording of Agricultural Meteorology Station of the Institute.
- Drought management in cardamom.

Plant pathology division

Functions in brief

1. Identification of key areas of research on pathological problems of cardamom and other spices.
2. Planning and formulation of research projects on priority basis to deal with identification of diseases of spice crops and technology development for disease management .
3. Plantation visits and field study for better understanding of diseases and disease situations and giving recommendations to planters for taking up effective management of field disease problems.
4. Conducting group meetings for giving training to planters on bioagents preparation and their utilization for disease control.

Entomology Division

Functions in brief

The Entomology Division has taken-up basic and adaptive research on small cardamom, large cardamom, vanilla, pepper, ginger, turmeric and chilli. The outcome of the research work over the years has been Integrated Pest Management strategy which essentially means minimal use of synthetic pesticides and maximum reliance on natural regulatory mechanism to maintain the pest below damage causing level, endeavouring to further exploit the naturally occurring regulatory mechanisms to sustain the yield as well as to protect the agro ecosystem.

2.4.7.3 Biotechnology Division

This division functions at the Head office of the Spices Board at Kochi.

The research on biotechnology at ICRI had been really field oriented and has succeeded in bringing the fruits of biotechnology to the farm gate. A total of 205 ha under small cardamom, 55 ha under large cardamom, 111 ha under vanilla and 35 ha under black pepper were demonstrated under tissue culture plants by ICRI. The programmes were a grand success and were rated as best among DBT programmes. The programme resulted in identification of one elite clone in small cardamom (TCC 9) and two clones in large cardamom. More than three lakh Tissue culture plants were distributed by ICRI on vanilla.

2.4.8 Quality Evaluation Department

The Quality Evaluation Laboratory of Spices Board at Cochin was established in 1989 and the Quality Evaluation Laboratory at Mumbai was established during June 2008. The Quality Evaluation Laboratory at Guntur will be in operation from March 2010. It is functioning under the direct Control of Chairman since 1997. It provides analytical services to the Indian spice industry, monitors the quality of spices produced and processed in the country and analyse all the samples collected under the Compulsory inspection of Chillies/ Chillies products and Turmeric exported from India.

The laboratory at Cochin is certified by British Standards Institution, U.K. for the ISO 9001:2008 Quality Management System, from 1997 and for ISO 14001:2004 Environmental Management System from 1999 respectively and Accreditation under the National Accreditation Board for Testing & Calibration Laboratories (NABL) (under the ISO/IEC: 17025) in 2004. All the activities under the ISO 9001:2000 systems established in the laboratory are fully computerized. The Laboratory at Mumbai is in the process of establishing the ISO systems. The Laboratory maintains all the above systems in the laboratory without any major nonconformance during each surveillance audit.

The Laboratory provides analytical services to the Indian Spice Industry and monitors the quality of Spices produced and processed in the country. It also undertakes analysis of consignment samples under the mandatory inspection of Spices Board. It has facilities to analyze various physical, chemical and microbial parameters, including pesticide residues, aflatoxin, heavy metals and contaminants/ adulterant, artificial dyes in spices and spice products. The Laboratory follows

internationally accepted test methods for various analysis. The laboratory is equipped with the latest sophisticated instruments to undertake the analysis as per the requirements of importing countries. All the activities under the ISO 9001:2000 systems established in the laboratory are fully computerized.

The Laboratory's activities are divided into three parts Viz. Chemistry Lab, Residue Lab and Microbiology Lab for the efficient handling of the analysis done on various parameters.

In addition to the voluminous analytical works done in our Laboratory and the ISO system maintenance, the following works/activities are also been carried out by the Laboratory.

2.4.8.1 Jurisdiction of the Laboratories

Laboratory at cochin

Consignments exported through all ports other than Mumbai, Kolkotta and Kandala.

Laboratory at Mumbai

Consignments exported through Mumbai, Kolkotta and Kandala ports

2.5 Main activities / functions of the Spices Board

In addition to the functions of the Board as defined under the Spices Board Act, the Board may also:-

- (i) promote co-operative efforts among growers of cardamom;
- (v) ensure remunerative returns to growers of cardamom;
- (vi) provide financial or other assistance for improved methods of cultivation and processing of cardamom, for replanting cardamom and for extension of cardamom growing areas;
- (vii) regulate the sale of cardamom and stabilisation of prices of cardamom;
- (v) provide training in cardamom testing and fixing grade standards of cardamom;
- (vi) increase the consumption of cardamom and carry on propaganda for that purpose;
- (vii) register and licence brokers (including auctioneers) of cardamom and persons engaged in the business of cardamom;
- (viii) improve the marketing of cardamom;
- (ix) collect statistics from growers, dealers and such other persons as may be prescribed on any matter relating to the cardamom industry; publish statistics so collected or portions thereof or extracts there from;
- (x) secure better working conditions and the provision and improvement of amenities and incentives for workers; and

(xii) undertake, assist or encourage scientific, technological and economic research.

2.6 List of services being provided by the public authority

2.6.1 Services Offered by Research Department

2.6.1.1 Soil / Plant Testing and Advisory Services:

Soil Testing

Soil testing begins with soil sampling. Proper soil sampling helps in better analysis in the laboratory. Each sample submitted for analysis should be a composite of several sub samples; the actual number depends on field size and uniformity. Generally a larger field or a less uniform field should be more intensively sampled than one that is small and uniform. Not less than five sub samples should be taken and 15 to 25 samples are preferred. Usually sampling should be done with a soil probe or auger to the depth of 15 cm. A small shovel or trowel can be used if a probe is not available. Each sub sample should be approximately equal in size. The sub samples should be placed in a clean bucket or a polythene sheet and mixed thoroughly. The sample size can be reduced to 500g by quartering technique. Air dry the soil samples in shade at room temperature.

This service is available at ICRI Myladumpara and Regional Research Station, Sakleshpur, Karnataka.

2.6.1.2 Disease / Pest Diagnosis and Recommendation

The planter should bring concerned specimen; (leaf/stem/root /panicle/rhizome) for diagnosis and the recommendation will be given on the spot and feedback of the recommendations made may be intimated to the scientists.

2.6.1.3 Supply of Bio Agent

The bioagents *Trichoderma harzianum* (solid and liquid cultures), *Pseudomonas fluorescens*(liquid culture), *Bacillus subtilis*, and AMF (Arbuscular Mycorrhizal Fungi) are multiplied at bioagent production unit at ICRI, Myladumpara. These are supplied to farmers on the basis of advance booking for management of fungal diseases in cardamom, vanilla and other spice crops. Farmers should fill up the request form and make payment of prescribed fees. The materials will be readily supplied in the case of advance booking. In other cases, a suitable date for the supply will be intimated to them and they can collect the material on the date specified. This service is available at ICRI Myladumpara and Regional Research Station, Sakleshpur, Karnataka.

2.6.1.4 Supply of Earthworms:

Multiplication of Entomopathogenic nematodes and distribution to needy farmers for root grub management is done.

2.6.1.5 Supply of nucleus planting material on demand:

The Stations have developed location specific high yielding cardamom varieties viz, ICRI-1, ICRI-2, ICRI-5, ICRI-6 and ICRI-7 (Myladumpara); ICRI-3 (Saklespur); ICRI-4 (Thadiankudisai) and ICRI Sikkim-1 and ICRI Sikkim-2 (Gangtok). Those planters who desire to have nucleus planting material (50 planting unit or less) for further multiplication and using their farms can intimate their demand to the respective research station at least ten months in advance for assured supply.

2.6.1.6 Mobile Spice Clinic:

Mobile Agri Clinic is implemented to create awareness on the need to achieve sustainable production through adoption of scientific package of practices with least adverse impact on the environment. This is implemented through regular scientific interventions at farm level in various locations of the cardamom tract and also to bring about a close interaction between scientists and farmers.

2.6.1.7 Good Agriculture Practices (GAP) Training

Good Agriculture Practices (GAP) training programme : It is a residential training programme of three months duration on Good Agricultural Practices (GAP) for quality spices production to unemployed youths of India. The training programme was designed for youths who are interested in taking up agriculture as a profession in rural areas, aimed at ecologically sound and sustainable spices production. This programme may also provide employment opportunities in nursery production, bio-agent production, consultancy services etc. Further, entrepreneurs / NGOs could utilize the expertise of these trainees for improving their farms.

2.6.1.8 Scientists Farmer Interface:

Both Scientists (from various disciplines) and farmers of a locality assemble in a convenient room. With the use of samples collected, scientists will explain various problems faced by the farms of that locality and suggest remedial measures. Farmers can also clear any doubts in such meetings.

2.6.1.9 Field Research Demonstration:

The main and Regional Stations of ICRI are having farms for various research purposes. A few plots in the farms are earmarked for demonstration of proven research findings such as performance of high yielding varieties, response of known varieties under different management systems, ecology plot, organic farming etc.

Visit to such plots can very well help the farmer to convince the research finding *in situ*.

2.6.1.10 Pesticide Residue Analysis

A Pesticide Residue Laboratory is functioning in Indian Cardamom Research Institute with the following objectives.

1. To analyze pesticide residue levels in spices grown under different agro climatic conditions.
2. To compile and analyze data for determining the source, nature and extend of contamination of pesticides in the spices from field and market samples and providing corrective measures through planters meet and mobile agri-clinic.
3. To under take periodic monitoring of possible pesticide contamination of open well water in the cardamom eco-system.

The laboratory has the facilities to analyse residues of organochlorine, organo phosphorus and synthetic pyrethroids in spices and water samples

2.6.1.11 Testing of new molecules (paid up trial services for agri inputs)

For registrations of agri inputs such as pesticides, fertilizers & other inputs, it is mandatory for the companies to evaluate the product for its suitability for Cardamom production.

2.6.1.12 Quality testing for bio control agents.

Quality testing of bio control agents is done at the centre free of charge.

2.6.1.13 Farmers' Cell:

Serve as an information cum reception cell for spice growers who visit the Institute seeking various advisory services pertaining to problems relating to his spice crops. Provide first hand information to the visitor about the Institute, its functions and services etc. Farmers cell prepare a data base of farmers who visit ICRI for technical guidance and support.

2.6.1.14 Plantation visits

Plantation visits and on the spot study of disease problems and giving recommendations to planters on disease control methods are given based on necessity.

2.6.1.15 Pest survey

The Entamology division conducts regular pest survey for giving forewarning.

2.6.1.16 Training on mass production of bio agents

Training programmes are conducted for planters on mass production of bio agents and VAM and their utilization.

2.6.2 Services offered by Development Department

2.6.2.1 Training to Members of TGBG

Participants : All the members of Technology Gap Bridging Group except the officer members.
Venue : Indian Cardamom Research Institute, Myladumpara
Duration : Two days
Faculty : From KAU, IISR and ICRI
Remuneration : Actual bus fare and DA @ Rs.100/- per day per participant

Food &
Accommodation : Free food & accommodation will be arranged at ICRI

2.6.2.2 Farmers' Training (50 Nos. per training)

Participants : Pepper Growers of a particular locality
Venue : Within the jurisdiction of the Field Office
Duration : Half a day programmes
Faculty : Master Trainers trained under the project, skilled members of TGBG trained under the project and scientists from relevant institutions

2.6.2.3 Training on Production of Bio-inputs

Participants : Selected farmers willing for on-farm production of bio-inputs like Trichoderma and pseudomonas.
Venue : ICRI, Myladumpara
Duration : One day
Faculty : From ICRI
Remuneration : Actual bus fare and DA @ Rs.100/- per day per participant
Food : Working lunch will be arranged at ICRI

2.6.3 Services offered by Marketing Department

The services provided by Marketing Division are the following

Sl No.	Nature of service	Amount payable / receivable
	Marketing Division:	
1	Registration of exporters (block period of	2000/-

	three years)	
2	Renewal of Registration of exporters (block period of three years)	1000/-
3	Issue of Registration cum Membership certificate to exporters	Free for registration certificate holders
4	Mandatory sampling & stuffing works are attended by all regional offices.	Rates fixed by the Board from time to time.
5	Collection of sampling and stuffing supervision charges.	Rates are fixed by the Board from time to time.
6	Licensing of Cardamom auctioneers (for block period of three years)	5000/-
7	Renewal of auctioneers licence Auction turnover upto 1 crore (annually) -----do----- 1 crore to 10 crore -----do----- more than 10 crore	5000 10000 25000
8	Licensing of persons to carry on business of Cardamom	1000/-
9	Granting NOC for urgent export (should apply for registration simultaneously)	Nil
10	Promotion of Indian Spice Brands Abroad	As per the scheme rules
11	Participation in International fairs/exhibitions /meetings/seminars	As per the scheme rules
12	Issue of spice house certificate	Nil
13	Issue of Indian Spices Logo	Nil

2.6.4 Services offered by Quality Evaluation Department

2.6.4.1 Services provided by the laboratory

In addition to its main laboratory attached to Head Office at Kochi the Board has also set up laboratories at Mumbai and Guntur. The Quality Evaluation Laboratories of the Board are equipped to undertake analysis of various parameters on the spices and spice products. The details of the analysis and analytical methods under the scope of ISO/IEC 17025 are given below.

Sl.No.	Name of analysis	Standard method of technique
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(1)	(2)	(3)
1.	ASTA Specification	ASTA Cleanliness Specifications, 1999
2.	ACID Insoluble Ash	ASTA Method 4.0, 1997
3.	AFLATOXIN I(B1, B2, G1, G2)	ASTA Method 24.2, 1998
4.	BACILLUS CEREUS	FDA BAM Chapter 14,2001
5.	CAPSAICIN	ASTA Method 21.3, 1997
6.	Clostridium perfringens	FDA BAM Chapter -16,2001
7.	Coliforms	FDA BAM Chapter -4,2002
8.	Colour value	ASTA Method 20.1, 2004
9.	Curcumin	ASTA Method 18.0, 2004
10.	E. Coli	EIC Method Chapter-2, 1982
11.	Moisture	ASTA Method 2.0, 1997
12.	OLEORESIN	ASTA Method 11.0, 1997
13.	Salmonella	FDA BAM Chapter 5, 2003
14.	Starch	ASTA Method 8.0, 1997
15.	Staphylococcus Aureus	FDA BAM Chapter -12, 2001
16.	Sudan Dye I – IV	E.C. Notification 03/99
17.	Sulphur Dioxide	AOAC Method 990.23.2000
18.	Piperine	ASTA Method 12.1, 1997
19.	Total Ash	ASTA Method 3.0, 1999
20.	Total Plate Count	FDA BAM Chapter 3,2001
21.	Volatile Oil	ASTA Method 5.0, 1997
22.	Vanillin	AOAC Method 990.25,2000
23.	Yeast and Mould	FDA BAM Chapter -18, 2001
24.	Pesticide Residues: Organochlorinae Aldrin, BHC I, BHC II, BHC III, Dieldrin, Endosulphan, Endosulphan II, Endosulphan Sulphate, Endrin, Endrin Aldehyde, Hepta chlor, Heptachlor Epoxide.	USFDA Pesticide Analytical Manual
25.	Pesticide Residues: Organophosphorus Methyl Parathion, Chlorpyrifos, Quinalphos Etition, Triazophos, Monocrotophos, Dimethoate, Irobaenphos, Profenofos	USFDA Pesticide Analytical Manual
26.	Pesticide Residues: Pyrethroid Cypermethrin, Fenvalerate, Icyhalothrin, Delta Methrin	USFDA Pesticide Analytical Manual

2.6.4.2 Tests conducted and fees levied

Details of the Analysis on various parameters showing the analytical charges, minimum quantity and number of days required for completion of analysis are given below:

Sl. No.	Name of analysis	Minimum quantity required in gms	Charges Rs. ♦	No of days required ♣
1	Aerobic Spore Count	100	150	3
2	Agmark specifications	500	*	>
3	ASTA specifications	500/250X10Nos. ***	*	1
4	Acid insoluble ash	250	250	3
5	Added Starch	100	300	2
6	Aflatoxin (B1, B2,G1,G2) [HPLC METHOD]	250@	1500	3
7	Ochratoxin A [HPLC METHOD]	250@	2000	5
8	Alcohol soluble extract	250	120	3
9	Bacillus cereus	100	350	5
10	Bulk density / Litre weight of spices	1000	100	1
11	Capsaicin - HPLC method (%/SHU)	100@	350	4
12	Chromate test (Qualitative)	100	100	2
13	Clostridium perfringens	100	500	5
14	Cold water soluble extract	100	120	4
15	Coliforms	100	220	4
16	Colour value (ASTA METHOD)	100@	180	3
17	Common salt	100	100	3
18	Crocine	10	180	2
19	Crude fibre	100	300	5
20	Curcumin (ASTA METHOD)	100@	250	3
21	Enterobacteriaceae	100	180	3
22	Excreta, mamalian	500/250	100	1
23	Excreta, others	500/250	100	1
24	Extraneous / foreign matter	500/250	100	1
25	E. coli	100	180	3
26	Filth, heavy	100	400	2
27	Filth, light	100#	400	5
28	Gingerols and Shogaols	100@	750	3

29	Heavy metals (Cd, Cr, Cu, Fe, Mg, Mo, Pb & Zn)	100@	120##	5
30	Heavy Metal: Arsenic	100	300	4
31	Heavy Metal: Mercury	100	300	4
32	Insect defiled / infested	500/250	100	1
33	Light berries	250	100	1
34	Moisture (ASTA METHOD)	250	100	2
35	Mould (Microbiological)	100	120	5
36	Mould (Physical)	250	100	1
37	Non - volatile ether extract	100	150	6
38	Oleoresin (EDC extractables)	100	150	5
39	Organochlorine Pesticides Residues (Isomers of BHC, Endosulfan and DDT; Heptachlor, Aldrin, Dieldrin, Endrin and Endrin aldehyde)	200@	2000	6
40	Organochlorine Pesticide Residue – Dicofol	200@	800	6
41	Organophosphorous Pesticides Residues - (I) (Chlorpyriphos, Dimethoate, Disulfoton, Ethion, Methyl Parathion, Phorate, Parathion and Quinalphos)	200@	2000	6
42	Organophosphorus Pesticides Residues (II) (Methyl Pirimiphos, Phosalone, Monocrotophos)	200@	2000	6
43	Organophosphorus Pesticide Residues-III (Iprobenphos, Triazophos and Profenphos)	200@	2000	6
44	Pyrethroid Pesticides Residues (Cypermethrin and Fenvalerate)	200@	1000	6
45	Pesticide residues, single compound (any of the above)	200@	800	6
46	Malathion	100	800	7
47	Phorate	100	800	7
48	Etrimphos	100	800	7
49	Fenitrothion	100	800	7
50	Phosmet	100	800	7
51	Chlorfenvinphos	100	800	7

52	Parathion	100	800	7
53	Lambda Cyhalothrin	100	800	7
54	Chlorothalonil	100	800	7
55	Azinphos Ethyl	100	800	7
56	Picrocrocine	10	200	2
57	Piperine (ASTA METHOD)	100@	250	3
58	Safranal	10	180	2
59	Salmonella	100	420	6
60	Shigella	100	350	6
61	Starch	100	300	5
62	Staphylococcus aureus	100	420	5
63	Sudan - Dye (I,II,III & IV (HPLC METHOD))**	100	2000	2
64	Sudan - Dye (I,II,III & IV (LC-MS/MS METHOD)	100	2000	2
65	Sulphite Reducing Clostridia	100	600	5
66	Sulphur dioxide	200	300	4
67	Thermostable Bacteria	100	175	2
68	Total ash	100	150	3
69	Total plate count	100	150	2
70	USFDA specifications	500/250X10 Nos.**	*	6
71	Volatile oil	200@	100	3
72	Vanillin	30	250	3
73	Vanillic acid	30	250	3
74	P-Hydroxybenzoic acid	30	250	3
75	P-Hydroxybenzaldehyde	30	250	3
76	Synthetic dyes II (Sudan Red 7b, Sudan Orange G, Para Red, Rhodamine B and Butter Yellow (LC-MS/MS METHOD))	100	2000	2
77	Synthetic dyes II - Single compound (any of the above)	100	750	2
78	Water activity	100	250	2
79	Water soluble ash	100	200	4
80	Whole insects dead (by count)	250	100	1
81	Yeast (Microbiological)	100	120	5
82	Yeast and Mould (Microbiological)	100	220	5

Procedure for getting analytical report

The customers desiring to get the analytical report of samples should sent the

sample along with the Sample Information Sheet in Form No.01 duly filled in.

Note:-

1. ♦ Service tax @10% and Educational cess @3% (or as applicable) will be charged extra as per Rules in force
2. * Charges based on the parameter specified for each spice.
3. **Turmeric is analysed for Sudan I-IV by HPLC Method unless otherwise specified.
4. ***In the case of analysis for ASTA / USFDA parameters, sample size should be a minimum of 500 g for heavier items like pepper, ginger, turmeric etc. and 250 g sample for low density items like chilli and seed spices.
5. # Quantity for light filth analysis for Tamarind concentrate by AOAC method should be a minimum of 600g.
6. ##Analytical charges Rs. 120/- per element
7. @ In the case of analysis of oleoresin samples of spices for the above parameters a minimum of 50 g sample size is required and in case of coriander and herbs a sample size of 300 gm is required.
8. The days required for the analysis will increase depending on the inflow of samples for analysis.
9. ♣ No. of working days required for analysis
Time for getting reports depends on the number of parameters for individual spices and number of samples.

The samples may be sent to the Senior Scientist (QC), Quality Evaluation Laboratory, Spices Board, Sugandha Bhavan, Palarivattom, Cochin -682 025, along with analytical charges in the form of cash/D.D. drawn in favour of Secretary, Spices Board.

2.7. Organizational Structure

The Spices Board have the following five departments.

1. Administration
 2. Finance & Accounts
 3. Development
 4. Market
 5. Research
 6. Quality Evaluation department
- The departments are responsible for formulation of policies of the Board in relation to the activities allocated to it and also for the execution and review of those policies.
 - The departments are headed by Secretary/Director who acts as the Administrative Head and the principal advisor to the Chairman on all matters of policy and administration within the department.

Administration Department, Finance Department, Development Department and Marketing Department functions at the Head office at Kochi. The Research Department functions at Indian Cardamom Research Institute campus at Myladumpara in Idukki District.

The following divisions function directly under the control of the Chairman

- 1. Internal Audit**
- 2. Vigilance**
- 3. Planning & Coordination**

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Spices Board has publicized all its schemes and rules governing grant of financial assistance etc. through its website, print media etc. Radio, Television, Farmers' clubs, NGOs, SHGs etc are also used by the Board as media for communicating with the growers on these matters. The Spices Board expects spice growers and new entrepreneurs to understand the objectives and the conditions for grant of financial assistance properly and participate in the schemes as informed participants so that their involvement will be more. This will help the Board to implement the scheme more effectively and efficiently.

Feed back from the Spice growers regarding difficulties faced by them in obtaining optimum yield, and success stories regarding new methods adopted resulting in enhancement of production, requirement of infrastructural facilities, diseases affecting the plants etc are reckoned by the Board and passed on to others for guidance and also taken into account while framing the schemes. The Research and Development programmes are also taken up to meet the requirements in the field, based on the feed back received.

2.9 Arrangements and methods made for seeking public participation/contribution.

2.9.1 Seminars, Public Meetings, etc.

The Spices Board's extension machinery is in constant contact with the public through visits to individual farms. Demonstration plots are also maintained in the research farms of the Board to educate the farmers about the best agricultural practices. The Board conducts group meetings, seminars, study classes, demonstrations and exhibitions.

2.9.2 Farmers' Cell:

Farmers' Cell in the ICRI, Myladumpara serve as an information cum reception cell for spice growers who visit the Institute seeking various advisory services pertaining to problems relating to his spice crops. This Provide first hand information to the visitor about the Institute, its functions and services etc. Farmers cell prepare a data base of farmers who visit ICRI for technical guidance and support.

2.9.3 Mobile Spice Clinic:

Mobile Spice Clinic is implemented to create awareness on the need to achieve sustainable production through adoption of scientific package of practices with least adverse impact on the environment. This is implemented through regular scientific interventions at farm level in various locations of the cardamom tract and also to bring about a close interaction between scientists and farmers.

2.9.4 Scientists Farmer Interface:

Both Scientists (from various disciplines) and farmers of a locality assemble in a convenient room. With the use of samples collected, scientists will explain various problems faced by the farms of that locality and suggest remedial measures. Farmers can also clear any doubts they have got in such meetings.

2.9.5 Plantation visits

Plantation visits and on the spot study of disease problems and giving recommendations to planters on disease control methods are given based on necessity.

The Board is getting first hand feed back about the usefulness, operational issues etc from the public through these meetings. The Board is also getting feedback from participants of various schemes through letters and representations by post or as e-mail. The views of farmers/public obtained through these interaction process is reckoned for making suitable changes in the future schemes, programmes and research activities.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

2.10.1 Service delivery

Field Officers of the Development Department are the base level service providers of the Board. On receipt of applications for subsidy in respect of various schemes they will inspect plantations to ascertain the eligibility for financial and other assistance. Based on their reports assistance will be sanctioned by Assistant /Deputy Director in the Regional Office/ Zonal office. As a measure of preventive vigilance, certain prescribed percentage of the cases inspected by Field Officers will be over-checked by senior level officers. In addition to that the Vigilance Flying Squad of the Department also undertakes over-checking at random. Review meeting for monitoring the implementation of various components of the scheme are taken by

senior officers at Regional, Zonal and Head Office level. The Dy Directors in charge of the Regional Office and Assistant Director in charge of Zonal offices attend to public grievances on all Wednesdays. All the complaints are being properly scrutinized, investigated in the field and immediate remedial measures taken, to resolve the grievances.

2.10.2 Public grievance resolution.

In the light of the instructions received from the Ministry of Commerce, a Public Grievances Cell (PGC) has been set up in the Board for dealing with public complaints and redress of public grievances in so far as the activities of the Spices Board are concerned.

1. The Public Grievance Cell of the Board will function under the direct supervision of the Secretary who will be the full-time Grievance Officer designated as the Director of Grievances. He will be assisted by the Vigilance Officer in redress of public grievances.
2. All Wednesdays will be observed as a meetingless day. The Director of Grievances/ Heads of Departments/Office will remain in their offices during specific hours (10.00 hours to 13.00 hours) on every Wednesday to receive and hear grievances of the public.
3. The Receptionist, Security personnel and group D staff have been given suitable instructions about the meetingless day so that members of the public may meet the officers on that day without prior appointment.
4. The name, designation, room number, telephone number etc of the Director of Grievances/Grievance Officer will be displayed prominently at the reception or a convenient place in the Office building for information of the public.
5. A locked complaint box is placed at the reception or convenient place accessible to the public, so that they could lodge the complaints without difficulty. The Controlling Officer will open the box everyday by about 4 PM and examine the complaints if any, for expeditious redress.
6. In the interest of expeditious disposal of grievances the Director of Grievances exercises more frequently the powers vested with him to call for papers/documents of long pending cases and take decisions with the approval of the Chairman.
7. Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization will be sent to the petitioner.
8. Each department analyses grievances received by them with a view to identifying the major grievance prone areas and devising corrective measures to reduce the scope of recurrence of grievances.
9. All Departments/Offices/sections ensures timely submission of quarterly returns about the redress of grievances to the Director of Grievances (Secretary), Spices Board, Kochi so as to reach him on or before 10th of every succeeding month of the quarter.

10. The Officer-in-Charge of every outstation office is designated as Grievance Redress officer, who will deal with every complaint. If the grievance can be redressed at his level, it will be disposed of immediately. Otherwise it will be taken up with the concerned higher authorities under intimation to the Vigilance Officer.

11. The Vigilance officer will make it a point to check up periodically the functioning of the public grievance machinery in every Regional/Zonal Office and arrange to communicate final decision to the party, on the grievance raised, if any complaint is found to await redress.

12. The machinery and work relating to public grievances and the statistics relating to receipt/disposal of public grievances forms part of the annual action plan and the annual administrative report of the Board.

2.11 Addresses of the main office and other offices at different levels. (Locationwise)

Sln o	LOCATION_ NAME	DISTRICT	STATE	PIN	TELEPHONE	FAX_NO	EMAIL
1	ADIMALI-(DEV)-FO	IDUKKI	KERALA	685561	04864 224852	-	
2	AGARTHALA-(DEV)-ZO	AGARTALA	TRIPURA	799006	0381 2226241	- 0381- 2226241	agartalaspeciesboard@rediffmail.com
3	AHMEDABAD-(DEV)-RO	AHMEDABAD	GUJARAT	380059	079 26858006	- 079 26858008	sbahmedabad@dataone.in
4	AHMEDBAD-(MKG)-ZO	AHMEDABAD	GUJARAT	382481	079 26858006	- 27621506	spicesahmedabad@gmail.com
5	AIGOOR-(DEV)-FAO	COORG	KARNATAKA	571251	08276-287852		
6	AIZWAL-(DEV)-ZO	AIZWAL	MIZORAM	796001	0389-315138		adsbzn@rediffmail.com, sbaizawl@rediffmail.com
7	ANAKKARA-(DEV)-FO	IDUKKI	KERALA	685512	0869-222489		
8	BANGALORE-(MKG)-ZO	BANGALORE	KARNATAKA	560070	080 26767335	- 080 26767335	sbro@vsnl.net
9	BELEGOLA-(DEV)-FAO	CHICKMAGALORE	KARNATAKA	577126	08265 236239	-	
10	BELIGERI-(DEV)-FAO	COORG	KARNATAKA	571201	0872 - 227363		
11	BETTADAMANE-(DEV)-FAO	CHICKMANGALORE	KARNATAKA	577132	08263 240902	-	
12	BHAGAMANDALA-(DEV)-FO	KODAGU	KARNATAKA	571247	08272-243445		
13	BODINAYAKAN	THENI	TAMIL	625513	04546	- 04546-	spicesboardddkt

	UR-(DEV)-FO		NADU		280317	281397	@sancharnet.in
14	BODINAYAKAN UR-(MKG)-ZO	THENI	TAMIL NADU	625513	04546 281397	-	sbadbodi_1@dat aone.in
15	CHENNAI- (MKG)-RO	CHENNAI	TAMIL NADU	600040	044 26201342	- 044- 26264314	sbrochn@vsnl.c om
16	CHERUTHONI- (DEV)-ZO	IDUKKI	KERALA	685602	9497187663		
17	CHICKMANGAL ORE-(DEV)-ZO	CHICKMANGA LORE	KARNATAK A	577101	08262 234173	-	adzockm@gmail .com
18	CHINDWARA- SPICES PARK	CHINDWARA	MADHYA PRADESH	480001	07162-295070		spiceboardmp@ bsnl.in
19	CHURACHANDP UR-FO	CHURACHAN DPUR	MANIPUR	795128	03874-233105		
20	COCHIN-(ADM)- HO	ERNAKULAM	KERALA	682025	91-484- 2333610	91-484- 2334429	mail@indianspic es.com
21	COIMBATORE- (DEV)-FO	COIMBATORE	TAMIL NADU	641002	0422 2474430		fospices@dataon e.in
22	DHARWAD- (DEV)-FO	DHARWAD	KARNATAK A	580025	0836 2224155	-	fosbdwr@yahoo. co.in
23	DIMAPUR- (DEV)-FO	DIMAPUR	NAGALAND	797112	03862-225688		
24	ELAPPARA- (DEV)-FO	IDUKKI	KERALA	685501	04869 242052	-	fosbela@gmail.c om
25	GANGTOK- (DEV)-RO	GANGTOK	SIKKIM	737101	03592 202230	- 03592- 201418	dddevsbgtk@dat aone.in
26	GANGTOK- (MKG)-ZO	GANGTOK	SIKKIM	737101	03592 202904	- 03592- 201418	sbmkt@sify.com
27	GANGTOK-(RES)	GANGTOK	SIKKIM	737102	03592 231307	- 03592 231307	rrsspicesgk@ya hoo.com
28	GUNTUR-(DEV)- RO	GUNTUR	ANDHRA PRADESH	522007	0863 2354782	- 0863- 2338570	sbzo@sify.com
29	GUNTUR- (MKTG)-RO	GUNTUR	ANDHRA PRADESH	522007	0863 2354782	- 0863- 2338570	sbzo@sify.com
30	GUWAHATI- (DEV)-RO	GUWAHATI	ASSAM	781006	0361- 2229776	2229779	sbroghy_dev@y ahoo.com
31	GUWAHATI- (MKG)-RO	GUWAHATI	ASSAM	781006	0361-2229778	2229779	sbroghy_mkg@ yahoo.com
32	ITANAGAR- (DEV)-ZO	ITANAGAR	ARUNACHA L PRADESH	791111	0360 2218718	-	sbitanagar@gma il.com
33	JODHPUR-(DEV)- RO	JODHPUR	RAJASTHA N	342001	0291-2636944	0291- 2636944	
34	JORETHANG- (DEV)-ZO	JORETHANG	SIKKIM	737121	03595 257313	-	spices.jorethang @sify.com
35	KALIMPONG- (DEV)-ZO	DARJEELING	WEST BENGAL	734301	03552 255514	-	kpgspicesboard @yahoo.co.in
36	KALPETTA- (DEV)-FO	WYNAD	KERALA	673121	04936 202605	-	
37	KARIMANNUR- (DEV)-FO	IDUKKI	KERALA	685581	04868-261187		

38	KATTAPPANA-(DEV)-FO	IDUKKI	KERALA	685508	04868 272440	-		
39	KATTAPPANA-(DEV)-ZO	IDUKKI	KERALA	685508	04868-272440			adsbktp@gmail.com
40	KOLKATA-(MKG)-ZO	KOLKATA	WEST BENGAL	700017	033 22804304	-	033 22879736	sbrokol@dataone.in
41	KOPPA-(DEV)-FO	CHICKMAGALORE	KARNATAKA	577126	08265 221157	-		sboardkoppa@bsnl.com
42	KUMILY-(DEV)-FO	IDUKKI	KERALA	685509	04869 222015	-		
43	KUMILY-(DEV)-RO	IDUKKI	KERALA	685509	04869-222348			
44	KUMILY-(DEV)-ZO	IDUKKI	KERALA	685509				
45	LUCKNOW-RO	LUCKNOW	UTTAR PRADESH	226005	09001395193			
46	MANGAN-(DEV)-ZO	NORTH SIKKIM	SIKKIM	737116	03592 234335	-		spicesmangan@sify.com
47	MANGATHOTTY-(DEV)-FO	IDUKKI	KERALA	685619				
48	MARAYOOR-(DEV)-FO	IDUKKI	KERALA	685620				
49	MARYKULAM-(DEV)-FO	IDUKKI	KERALA	685507	9447522041			
50	MERCARA-(DEV)-FO	COORG	KARNATAKA	571201	08272 225791	-	08272 225791	spices_board@yahoo.co.in
51	MERCARA-(DEV)-ZO	COORG	KARNATAKA	571201	08272 223814	-	08272 223814	20spices_board@yahoo.co.in
52	MUDIGERE-(DEV)-FO	CHICKMANGALORE	KARNATAKA	577132	08263-220431			mdgsbfo@yahoo.com
53	MUMBAI-(MKG)-RO	BOMBAY	MAHARASHTRA	400703	022 27843093	-	022- 27841116	sbddmum@mtlnet.in
54	MURIKASSERY-(DEV)-FO	IDUKKI	KERALA	685604				
55	MYLADUMPARA-(DEV)-FO	IDUKKI	KERALA	685553	04868 237861			fosbmyl@gmail.com
56	MYLADUMPARA-(RES)	IDUKKI	KERALA	685553	04868 237268	-	237285	dirres_spices@yahoo.com
57	NEDUMKANDAM(II)-(DEV)-FO	IDUKKI	KERALA	685553				
58	NEDUMKANDAM-(DEV)-RO	IDUKKI	KERALA	685553	04868-234730			spicesboardddkt@sancharnet.in
59	NEDUMKANDAM-(DEV)-ZO	IDUKKI	KERALA	685553	04868-233663			
60	NEDUMKANDAM-(I)-(DEV)-FO	IDUKKI	KERALA	685553	04868-232089		04868- 234630	
61	NEW DELHI-(MKG)-RO	NEW DELHI	DELHI	110024	011 24333235	-	011- 24335041	sbrodel@bol.net.in
62	PAMPADUMPAR	IDUKKI	KERALA	685556	04868-235089			

	A-(DEV)-FO						
63	PEERMADE-(DEV)-FO	IDUKKI	KERALA	685531	04869-233668		
64	POOPARA-(DEV)-ZO	IDUKKI	KERALA	685619	04868-247550		
65	POOPARA-(DEV)-FO	IDUKKI	KERALA	685619	04868-247550		
66	PUTTADY-(DEV)-FO	IDUKKI	KERALA	685551			
67	RAJAKKAD-(DEV)-FO	IDUKKI	KERALA	685556	04868 241024	-	
68	RAJAKUMARI-(DEV)-ZO	IDUKKI	KERALA	685619	04868-244438		
69	SAKLESPUR-(DEV)-FO	HASSAN	KARNATAK A	573134	08173 249427	-	nmusman@hotm ail.com
70	SAKLESPUR-(DEV)-RO	HASSAN	KARNATAK A	573134	08173-244007	08173- 244124	spicedev@sanch arnet.in
71	SAKLESPUR-(RES)	HASSAN	KARNATAK A	573134	08173 244281	- 08173 - 244281	cardamom@blr. vsnl.net
72	SANTHANPARA-(DEV)-FO	IDUKKI	KERALA	685619	04868 247222	-	
73	SHILLONG-(DEV)-FO	SHILLONG	MEGHALA YA	793014	0364 2522689	-	
74	SHIMOGA-(DEV)-ZO	SHIMOGA	KARNATAK A	577201	08182 279866	- 276472	spices_board200 3@yahoo.com
75	SIRSI-(DEV)-FO	NORTH KANARA	KARNATAK A	581402	08384 236870	-	
76	SOMWARPET-(DEV)-FO	COORG	KARNATAK A	571236	08276 282165	-	
77	TADONG-(DEV)-ZO		SIKKIM	737102	03592-232170		spicestadong@y ahoo.in
78	THADIYANKUDI SSAI-(RES)	DINDIGUL	TAMIL NADU	624212	04542 224234	-	
79	THANKAMANI-(DEV)-FO	IDUKKI	KERALA	685515	9497194207		
80	THODUPUZHA-(DEV)-FO	IDUKKI	KERALA	685584	04862-226075		
81	THOOKKUPALA M-(DEV)-FO	IDUKKI	KERALA	685552			
82	TUTICORIN-(MKG)-ZO	TUTICORIN	TAMIL NADU	628008	0461 2391485	- 0461 - 2391485	miosbtcn@sanch arnet.in
83	UDUMBANCHOL A-(DEV)-FO	IDUKKI	KERALA	685554	04868-237200		fosbucl@yahoo. com
84	VANAGUR-(DEV)-FO	HASSAN	KARNATAK A	573123	08173-241405		
85	VANDANMETTU -(DEV)-FO	IDUKKI	KERALA	685551	04868 277033	-	fosbvdm@gmail .com
86	VANDANMETTU -(DEV)-ZO	IDUKKI	KERALA	685551	04868- 277033		zosbvdm@gmail .com

87	VELLATHOOVAL-(DEV)-FO	IDUKKI	KERALA	685563	04864-267378		
88	VIRAJPET-(DEV)-FO	COORG	KARNATAKA	571218	08274 - 257251		
89	WARANGAL-(DEV)-RO	WARANGAL	ANDHRA PRADESH	506001	0870-2455510		spicesboard@satyam.net.in
90	YESLUR-(DEV)-FAO	HASSAN	KARNATAKA	573137	08173-278166		

2.12 Morning hours of the office : Closing hours of the office :

Office hours

All offices of the Board except Farms and Nurseries observe 5 Day Week and the Farms and Nurseries observe 6 Day Week. The working hours of the offices observing 5 Day Week and 6 Day Week are as follows:

2.12.1 5 Day Week

(a) All Headquarters offices under the Administration, Development, Finance and Marketing Departments work from 9.00 AM to 5.30 PM with half an hour lunch break staggering from 1.00 PM to 2.00 PM.

All offices under the Research Department at Indian Cardamom Research Station, Myladumpara and Research Stations in other places also work from 9.00 AM to 5.30 PM with half an hour lunch break

2.12.2 6 Day Week

The Farms and Nurseries under the Development Department work from 08.00 AM to 4.30 PM. with a lunch break of half an hour

Second Saturdays will be closed holidays to the offices working on 6 day week.

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(under Section 4 (1) (b) (ii) of RTI Act)

Chapter . 3

Powers and Duties of Officers and Employees

The Chairman who is the administrative head of the Board, exercises control over all the five departments. viz. Administration, Finance & Accounts, Development, Marketing, Research & Quality Evaluation. Internal Audit, Vigilance and Planning & Coordination Divisions function directly under the Chairman.

3.1 Powers and duties of the Chairman

The chairman shall, in addition to presiding over the meetings of the Board, exercise and discharge such powers and duties of the Board as may be delegated to him by the Board and such other powers and duties as may be prescribed.

- i. The Chairman shall be responsible for the proper functioning of the Board and the implementation of its decisions and the discharge of its duties under the Act.
- ii. The Chairman shall be the principal executive officer of the Board and shall exercise administrative control over all departments and officers of the Board.
- iii. The Chairman shall have power to require the Board or any Committee thereof to defer taking action, in pursuance of any decision taken by the Board or the Committee, as the case may be pending a reference to the Central Government on such decision.
- iv. The Chairman shall sanction expenditure on contingencies, supplies and services and purchase of articles required for the working of the office of the Board and required for the execution of measures in furtherance of the object of the Act, subject to necessary provisions in the budget.
- v. The Chairman shall have power to take decision in respect of all matters that cannot wait disposal by the Board or a Committee, as the case may be. The action taken by the Chairman shall be put up to the Board for post facto approval at its next meeting. Provided that where the Board modifies or reverses the decision taken by the Chairman such modification or revision shall be without prejudice to the validity of any action taken before such modification or revision. (Rule 14 of Spices Board Rules).
- vi. The Chairman shall grant leave to officers and employees of the Board

including the Secretary.

- vii. The Chairman shall prescribe duties of all officers and staff of the Board and exercise such supervision and disciplinary control as may be necessary.
- viii. The Chairman may by order in writing delegate any of his powers under Rule 14 (i), (ii) and (iii) of the Spices Board Rules 1987 and power to enter into contracts subject such limitations as deemed necessary to any other officer of the Board. (Decision of the Board in its meeting dated 13-4-1987).
- ix. The Chairman shall be present and preside over the meetings of the Board. (Rule 8 of Spices Board (Meetings) Rules, 1992).
- x. The Chairman may exercise supervision and disciplinary control as may be necessary;

3.2 Powers and duties of Heads of Departments

3.2.1 Administration Department

Powers and duties of Secretary

The Secretary is appointed under Section 4 (1) of the Act, the terms and conditions of service of whom under Section 4 (2) shall be determined by Regulations to be made under Section 39 (1) of the Act.

He is the statutory authority for the implementation of various provisions of Spices Board Act and Rules. He is also the head of the Administration Department of the Board. As Head of the Department he is responsible for overall supervision and control of the activities in the Department including the Labour Welfare Schemes under implementation every year.

He will be in overall charge of the Administration of the Board. He shall be present in the Board meetings, meetings of sub committees etc and supervise matters relating to preparation of agenda notes and conduct of Board meetings, preparation of Board minutes and monitoring of implementation of the Board's decision. He will report to the Chairman / Board.

As per Rule 11 (2) (i) (e) the Secretary shall be a member of the Executive Committee. As per Rule 5 and Rule 12 (3) of the Spices Board (Meetings) Rules, 1992, notice of the Ordinary Meeting of the Board or committees shall be signed by the Secretary and shall be sent to the Central Government or left at or posted to the address of every member 14 days in advance of the date of such meeting. In terms of Rule 11 and 16 of the Spices Board (Meetings) Rules, 1992, a record of the proceedings of the Board or committee shall be maintained by the Secretary of all items of business transacted and copies of such record shall be forwarded to the Central Government. In view of the above, the Secretary is to attend all the meetings of the Board and the Committees, keep records of the proceedings and assist the Chairman in the implementation of the decisions taken. The Secretary is also preparing

the draft Annual Report on the working of the Board and on approval by the Board forward the same to the Central Government for being laid on the table of both the Houses of Parliament. The Secretary shall apprise the Chairman through a monthly report, to be submitted before 10th of the following month, all important papers/ files on which action is pending in the Department. He performs other functions as assigned to him by the Chairman from time to time.

3.2.2 Finance & Accounts Department

Duties and responsibilities of Director (Finance)

The Finance & Accounts Department in the Board has been functioning independently as a service department for the other departments in the Board viz., Marketing, Development, Research and Administration. The Finance Department has three Sections namely Accounts (Budget and Accounts), Accounts (Payments) and Accounts (Research & Development). Currently, the following functions are discharged by the Finance Department:

The duties and responsibilities of the Director (Finance) shall be as follows:

- i) Preparation of budget proposals and Annual Plan and getting them approved by the Chairman, Board and the Government.
- ii) Mobilising funds from Government of India and other funding agencies for implementation of the schemes and programmes.
- iii) Ensuring prioritised allocation of such funds for the various schemes and programmes approved by the Board.
- iv) Monitoring the progress of expenditure under various schemes and programmes and submission of periodical returns on such expenditure to the Chairman and the Government.
- v) To ensure compliance with GFRs, guidelines and OMs issued by the Government of India, FR & SR, Pension Rules and other rules in regard to various claims and ensure correct and timely payment of all the staff related claims including pension and, payments under various schemes and programmes.
- vi) Managing Board's funds, Provident Fund and New Pension Fund, dealing with Bankers including investment planning.
- vii) Examining all new schemes, programmes and proposals prepared by various departments before it is sent to Chairman/Board for approval.
- viii) Examining all files from various Departments, which are submitted to Chairman for financial sanction and rendering necessary advice to various Departments on financial matters.
- ix) Scrutiny of files relating to implementation of Pay Commission Report, fixation of pay including fixation on promotion, payment of retirement benefits etc. to the officers and staff of the Board or any other person engaged by the Board on part or full time for any purpose.
- x) Scrutiny of all proposals for purchase of furniture, accessories and equipments, provision of telephone for any officer / wing of the Board. \
- xi) Scrutiny of all proposals of deviation from approved procedures, standards

and norms involving or likely to involve any additional expenditure or set precedence for such likely expenditure in future.

- xii) Preparation and submission of periodical financial management information reports to Chairman.
- xiii) Preparation of Annual Accounts of the Board comprising of Receipts and Payments Account, Income and Expenditure Account and Balance Sheet, getting approval by the Board, coordinating audit by CAG and ensuring timely placement of Separate Audit Report before Parliament.
- xiv) Follow up of internal and external Audit recommendations.
- xv) Advise the Board on all matters related to taxation.
- xvi) Facilitating computerization of all offices of the Board in India including procurement of Hardware and Soft ware.
- xvii) Ensuring maintenance of Cash Books and cash balances and related records in accordance with the Central Government Receipt and Payment Rules and other prescribed procedures.
- xviii) Scrutiny of notes on agenda for Board and its Committees on schemes and proposals which have a financial aspect, before it is submitted to Chairman for approval.
- xix) Serve as a member in the various Committees constituted by Chairman, like Purchase Committee, Schemes and Projects approval Committee, DPC, Transfer Committee etc.
- xx) As Project Manager of the **UNDP** Project implemented by the Board, he shall be responsible for implementation of the project components as approved by the Project Monitoring Committee in the Annual Work Plan.
- xxi) The Director (Finance) shall also perform such finance and non finance functions which are entrusted to him by the Chairman from time to time including organizing meetings of visiting delegations, facilitation of VIPs during their visit and discharging all duties connected with the World Spice Congress, etc.

3.2.3 Development Department

Development Department is one of the important executing arm of Spices Board under which the extension network of Spices Board functions. The department is the connecting link of Spices Board with the spice growers, Governmental and non-governmental agencies, Agricultural Universities and Research organisations functioning in the field of agriculture

Duties and responsibilities of Director (Development)

1. Act as the Head of the Development Department.
2. Responsible for implementation of plan based development schemes/ projects.
3. Responsible for implementation of plan based development schemes/ projects under NHM
4. Responsible for taking decisions on policy matters regarding implementation of developmental schemes and projects in consultation with and approval of

Chairman.

5. Reporting progress on implementation of plan schemes and projects to Chairman and Ministry.
6. Sorting out issues on development of Cardamom (small & large) and post harvest improvement of spices and taking up suitable measures for addressing the issues.
7. Control of the staff working in the Development Department.
8. Representing Board in various forums and meetings when authorized by Chairman or found relevant to maintain interest of the Board.
9. Sanction of scheme payments and other bills up to the powers delegated to him.
10. Attend the Board Meetings as Head of the Development Department of Spices Board when invited.
11. Any other work assigned to him by the Chairman.

3.2.4 Marketing Department

The export development and promotion programmes are formulated and implemented by the Marketing Department of the Board. The programmes are aimed at equipping the exporters to have necessary competitive edge in sustaining and increasing exports of Indian spices.

Duties and responsibilities of Director (Marketing)

He will exercise overall supervision of the work in the Marketing Department and will have administrative control over the officers under him. He shall exercise such powers and perform such duties under the directions of the Chairman /Board.

He shall be responsible for the following:

- Proper administration of the Marketing Department.
- He shall give proper advice to the Chairman regarding the formulation and implementation of various export promotion schemes.
- He shall make available necessary technical advice to spices exporters.
- He shall arrange exhibitions and fairs.
- He shall monitor and evaluate implementation of various schemes.
- He shall assign target to Zonal /Regional Offices and monitor their achievements.
- He may represent the Board in National /International conferences relating to spices as per the directions of the Chairman/Board.
- He shall regulate the domestic marketing of Cardamom through auction system.

3.2.5 Research Department

Duties and responsibilities of Director (Research)

- ❖ He will be in overall charge of the research activities in various fields/ disciplines in ICRI and Regional Research Stations.
- ❖ He will act as Head of Indian Cardamom Research Institute, Spices Board, its Regional Research Stations and Project units under its jurisdiction.
- ❖ He should examine and recommend scientific and technological research projects, schemes and programmes and undertake periodical evaluation of the progress in implementation of projects, schemes and programmes.
- ❖ He should examine and recommend development and extension project schemes and programmes in relation to Cardamom industry and undertake periodic evaluation and review thereof.
- ❖ He shall advise the Chairman regarding the thrust areas of research to be carried out, its advantages and disadvantages etc.
- ❖ He shall define the thrust areas of research as per the mandate and assign leadership to scientists in the respective disciplines.
- ❖ He shall co-ordinate research / consultancy projects involving collaboration with other government / public organisations. This includes formation of team of scientists for different projects.
- ❖ He shall provide facilities for scientists to formulate externally funded research projects in their respective areas of specialization and getting the groups recognized as centres of excellence in the respective areas.
- ❖ He shall periodically review the testing charges of various tests conducted by the various divisions of research Department and make increase in rates with reference to the cost of raw materials and machinery used, manpower involved etc. The review should be conducted at least once in three years.
- ❖ He may participate in national and international seminars, symposia, visit the national/international institutions for updating technical knowledge and improving professional competence.
- ❖ Act as the technical head of Spices Board and co-ordinate with Development and Marketing department.
- ❖ Provide administrative leadership which includes strategic planning, overseeing the proper discharge of administration, managing the research plan effectively and efficiently ensuring that accepted standards of research and ethical behaviour are met.
- ❖ Act as Member of transfer committee of the Spices Board.
- ❖ Act as Member of Departmental Promotion Committee [DPC] of the Spices Board
- ❖ Act as Member of R&D Committee of the Spices Board.
- ❖ Act as Member of Selection committee for Scientific & technical staff of the Board.
- ❖ Act as Chairman of the Annual Research Council meeting of the Institute.

- ❖ Act as Member of the review committee of other research institutions at national and international level.
- ❖ Identify prospective research areas of collaboration with national, international R&D institutions and work on the modality of execution and implementation of collaborative programmes.
- ❖ Co-ordinate, HRD and Transfer of Technology [ToT] programmes of the Institute.
- ❖ Monitoring of all institutional and collaborative R&D projects including physical and financial targets and achievements.
- ❖ Responsible for the publications of research, technical bulletins and act as member of editorial board of Spice India.
- ❖ Lead the Scientist group in workshops/symposia/seminars and also to represent the country at the national and international level.
- ❖ Setting up of endowments and granting Awards pertaining to spices production.
- ❖ Preparation of budget, fixing of targets and laying out short, medium and long term R&D objectives, annual action plan, planning and implementation etc.
- ❖ Act as Nominated member of cardamom development fund
- ❖ Act as Organising committee member of World Spice Congress.
- ❖ Promoting and facilitating leading edge research including collaborative and interdisciplinary research in areas relating to the mandate of institution.
- ❖ Building and providing sufficient support to enhance research capability at the institution.
- ❖ Wherever applicable develop mutually beneficial linkages with spice industry in order to develop partnership and collaborative research.
- ❖ Transferring knowledge to society through outreach and through technology transfer.
- ❖ Enhancing the reputation of the Research department by undertaking quality research and transferring the outcome to the benefit of the farming community.
- ❖ Encouraging and supporting the raising of funds for research through external funding programmes.
- ❖ The above activities will be taken up in close co-ordination with the Dy. Directors/ Scientists in charge in the respective disciplines.
- ❖ To carry out any duty which is assigned by the Chairman/Board.

3.3 Delegation of Powers

Under the Spices Board Act, all powers are vested with the Government /Board and the Chairman. The Board /Chairman is authorized to delegate their powers to the subordinate officers. The delegation of statutory, Financial and Administrative Powers given to the various officers of the Board are available in the Compilation of Delegation of powers. Delegation of very important powers given to Heads of Departments and other senior officers of the Board are given below.

General delegation of powers (relevant to the public)

Delegation of special powers of officers in specific Departments

1. Development Department

	Director (dev)	Dy/Assistant Director	Field Officer
Inspections	May inspect any cardamom estate and books of any such estate for the purpose of verifying the accuracy of any return made under section 10 (1) or to ascertain the production capacity of the estate.	May inspect any cardamom estate and books of any such estate for the purpose of verifying the accuracy of any return made under section 10 (1) or to ascertain the production capacity of the estate.	May inspect any cardamom estate and books of any such estate for the purpose of verifying the accuracy of any return made under section 10 (1) or to ascertain the production capacity of the estate.
Re planting and rejuvenation subsidy and subsidy for various items.	May grant/sanction annual subsidy installments and subsidy for various other items	May grant/sanction annual subsidy installments and subsidy for various other items as per delegated powers	
Permits to growers	May issue permits to growers for starting work of various schemes.	May issue permits to growers for starting work of various schemes.	

2 Marketing Department

Nature of power	Director (Marketing)	Dy./Asst Director (Marketing)	Market Intelligence officer
Licensing of persons to carry on business of Cardamom	Director (Marketing) may issue the certificate		
Licensing of	Director		

Cardamom auctioneers	(Marketing) may issue the certificate		
Certificate of registration as exporter	Director (Marketing) may issue the certificate. In the absence of Director Marketing, Director Finance or Director Development may issue		
Issue of spice house certificate	Director (Marketing) may issue the certificate		
Issue of Indian spices logo	Director (Marketing) may issue the certificate		
NOC for urgent export		Can collect the required documents from the exporters when there is urgent shipment and can issue an NOC for passing the current shipment	Can collect the required documents from the exporters when there is urgent shipment and can issue an NOC for passing the current shipment

The remaining delegation of powers of various officers are given in the Compilation of Delegation of Powers available with the Board's offices.

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(under Section 4 (1) (b) (iii) of RTI Act)

Chapter – 4

Procedure followed in Decision Making Process including channels of supervision and accountability

4.1 What is the procedure followed to take a decision for various matters

The Board is governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, General Financial Rules, Revised Leave Rules 1972, Staff Car Rules etc.

The Board have also framed its own Rules and guidelines for the proper administration of the affairs of the Board. The decisions are taken based on the Rules and procedures in force.

4.2 What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves

The procedure / criteria followed and the levels through which a decision process moves are given in detail in para 4.6.

4.3 What are the arrangements to communicate the decision to the public

Decisions relating to implementation of various schemes operated through Development Department & Marketing department as well as other important matters requiring public attention are being communicated to the public through press release, TV/Radio, e mail, Board's website etc. Board's publication, the 'Spice India' is a major medium of communication with the public.

4.4 Who are the officers at various levels whose opinions are sought for the process of decision making.

In respect of subsidy schemes, the opinion of the Field Officer, Assistant Director (at Zonal Office level) Dy Director (at Regional Office level) and Director (Development) at Head Office level are sought for arriving at a decision.

Similarly the opinion of various officers and the Heads of Departments are sought, for taking decisions relating to matters concerning the respective Departments. Regarding matters involving financial commitments of various Departments, the opinion of the Director Finance is obtained to arrive at a decision.

4.5 Who is the final authority that vets the decision.

The Chairman/ Board /Government as the case may be.

4.6 Procedure followed in decision making for important matters.

The procedure followed in decision making process in respect of important subjects is as follows.

4.6.1. Procedure for approval of schemes or for major non-recurring expenditure, where the Board/ Government is the sanctioning authority.

The policy decisions relating to the activities and schemes of the organisation are taken in the Spices Board, constituted under the Spices Board Act. The Board has 32 members representing various interests such as spice growers, exporters, spice producing states etc and is headed by the chairman appointed by Govt. of India. In addition to this, statutory committees (Executive Committee and the Research and Development Committee for Cardamom & Market Development Committee for spices) are formed to scrutinize various matters and make recommendation to the Board. The Board and committees meet periodically for transacting business.

The Director (Finance) will be invariably consulted before the schemes/proposals are placed before the Chairman/ Committee/Board.

Proposals for schemes and other important matters are referred to the concerned committees of the Board, which in turn studies the proposals and make recommendations. The Board takes into account the recommendations of the committees also for arriving at a decision. Generally the schemes are proposed for a five year plan period. Such schemes which require approval by the Ministry/ other relevant committees like SFC, EFC etc. on the basis of the financial powers and other related matters, are sent to the ministry for approval.

As regards schemes or proposals for major non- recurring expenditure, they will be submitted in the format in which such schemes/ proposals are to be submitted to the Government for sanction. This format will inter-alia contain the following details:-

- 1) Title of the Scheme
- 2) Brief description and objects.
- 3) Justification
- 4) Description of the manner and period in which expenditure is to be incurred.
- 5) Staff requirement, if any.
- 6) Financial implications.
- 7) Foreign exchange involved, if any.
- 8) Benefits expected, and
- 9) Specific sanction required.

On receipt of sanction from the relevant authority for the various schemes, the concerned Departments frame the scheme rules and submit it to the Chairman for approval. After receiving approval, the schemes are implemented based on the budget approval for the respective Five Year Plan period.

Implementation of the schemes is taken up by the Department concerned, for which the following procedure is adopted.

Proposals for implementation will be initiated from the Department concerned and processed through the Accounts Unit of the Department concerned.

The Accounts Unit of the Department concerned will examine the proposals and in doing so, will inter-alia verify the following viz:-

that the proposal is complete in all respects/details and arithmetical accuracy is checked;

that necessary budget provision as approved by the Government exists; and that the rules and procedures laid down by the Government/Board and in the Office Manual are followed in respect of purchases/civil works/other expenditure as the case may be.

After verification by the Accounts Unit, the proposals are seen by the Head of the Department concerned and submitted to the Chairman through Director (Finance) for necessary sanction.

The procedure outlined above is also applicable in the case of agenda items placed before the Committees/Board, seeking sanction/ approval for incurring expenditure both recurring and non-recurring.

4.6.1.1 Projects & Programmes implemented with funds received from other agencies.

The Board has been implementing certain projects and programmes with grants received from other Government Departments and National agencies. The details of projects /programmes executed during 2008-09 and expenditure incurred during 2008-09 were as follows.

Programmes	Expenditure (Rs. in lakh)
Western Ghat Development Programme	12.25
ASIDE (State cell)	1178.19
Eco friendly Neem project	31.63
ICAR- NAIP scheme	11.97
Other collaborative projects	43.19
Total	1277.23

The schemes are implemented as per the guidelines issued by the funding agency.

4.6.2 Sanction and regulation of Expenditure

All proposals from the Departments having financial implications (vide list given below) and requiring sanction of the Chairman/Board/Govt. shall be initiated from the Departments concerned, processed through the Accounts Division/Unit of the Department concerned, seen by the concerned Head of the Department and submitted to the Chairman through the Director (Finance) for sanction.

- (i) All new schemes
- (ii) Procurement of assets exceeding Rs.1 lakh in each case where no specific provision exists, except for furniture and equipments.
- (iii) Procurement of furniture exceeding Rs.2.00 lakh and equipments except lab equipments exceeding Rs.5.00 lakh, and lab equipments above Rs.20 lakh in each case.
- (iv) Procurement of agricultural/estate inputs/planting materials exceeding Rs.25.00 lakh in each case
- (v) Hiring of new services (consultancy, training etc) costing more than Rs.3 lakh in respect of any single item
- (vi) Creation of Posts
- (vii) Delegation of financial powers
- (viii) Opening/closing of bank accounts
- (ix) Civil works exceeding Rs.10. 00 lakh in respect of any single item
- (x) Advance/loans to outside parties exceeding Rs.3.00 lakh in each case.
- (xi) Disposal of assets of book value exceeding Rs.1.00 lakh in respect of any single item
- (xii) Telephone/e-mail/Internet connections
- (xiii) All proposals for reappropriation of sanctioned budget
- (xiv) proposals to write off losses exceeding Rs. 1,000 in each case.

Instructions contained in the Office orders /Circulars shall be strictly adhered to while processing proposals for financial sanction.

4.6.3 Procedure for incurring expenditure where Heads of Departments or subordinate officers are empowered to sanction and incur expenditure.

All Heads of Departments, Heads of Divisions and subordinate officers who have been granted delegation of financial powers strictly adhere to financial Rules, orders issued by the Government of India from time to time and instructions given in the Office Orders, the Office Manual etc regarding the procedure to be followed in the matter of sanction and incurring of expenditure. The Officer concerned makes it a point that all proposals are within their financial powers for incurring expenditure and are according to the Rules, Orders and procedures to be followed. In cases of doubts, the matter is referred

to the Director (Finance) for advice/comments and wherever necessary, orders of the Chairman is obtained.

4.6.4 Procurement of goods

The Board have been delegated with full powers to make their own arrangements for procurement of goods. In case however, the Board does not have the required expertise, it may project its indent to the Central Purchase Organization (e.g. DGS & D) with the approval of competent authority.

The Board is following the General Financial Rules (GFR) for effecting purchases. Accordingly purchase of goods up to the value of Rs. 15,000/ (Rupees Fifteen Thousand only) on each occasion can be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority. Purchase of goods costing above Rs. 15,000 (Rupees Fifteen Thousand only) and up to Rs. 1,00,000 (Rupees One lakh only) on each occasion can be made on the recommendations of a Local Purchase Committee duly constituted by the Chairman. The method of Limited Tender Enquiry is adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakh. Invitation to tenders by advertisement is used for procurement of goods of estimated value of Rs. 25 lakh (Rupees Twenty Five Lakh) and above.

For goods and items of standard types, in respect of which rate contracts have been entered by the Central Purchase Organization (e.g. DGS&D) purchases are effected as far as possible from the Central Purchase Organization.

4.6.5 Appointments, promotions and deputations

1. All appointments, promotions and deputations are made subject to relevant rules framed by the Central Government/Board and within the frame work of FR&SR.

2. Criteria for appointment / promotion is based on the positional qualifications laid down in the Spices Board Recruitment Regulations (approval awaited from Government)

3. All promotions up to the level of key posts viz Secretary and Directors are made by the Chairman after observing usual formalities of constitution of Departmental Promotion Committee subject to observation of regulations in the concerned Bye-law.

4. For Group A posts, other than key posts direct recruitment /promotions to higher grade are done based on interview conducted by a committee in which Chairman , Head of the concerned Department and subject expert from outside takes part.

5. For the posts of Heads of Departments at the level of Secretary /Directors and above, direct recruitment/ promotion to higher grade are done on the basis of interview conducted by a committee in which representative of the Ministry also takes part.

4.6.6 Routine matters

Channel of Submission of files/cases and other disposals

1) The channel of submission of disposals is determined with reference to the organizational structure and the distribution of work in the organization, the departmental instructions, and orders of delegation of powers. The normal channel of submission with reference to a Section is the dealing hand, the Section Head, the Officer in immediate charge of the Section, the Supervisory Officer, the Group Supervisory Officer, the Head of the Department and the Chairman. In the forward chain the files and cases are submitted in this channel and in the back chain the reverse order is followed.

2) Functional expertise is provided in the Board's organization by constituting functional divisions, sections, units of cells. Such functional expertise under the Board are grouped below:-

- i) Finance & Accounts Division - Accounts Section/Units and Cells within it - For all financial matters, application of service rules and allied matters.
- ii) Vigilance Section – For all matters connected with Conduct Rules, Classification, Control and Appeal Regulations, Security and allied matters.

Files and cases relating to matters assigned to the above Divisions/Sections should be referred to them and their advice/ recommendations should be recorded in the files before putting up to the Chairman for final orders. The Heads of Departments and Supervisory Officers may refer files/cases to these Divisions/Sections for obtaining their advice.

The system may vary in certain Departments, depending up on the system of hierarchy in existence. However, there will be level jumping in some cases. Decisions can also be taken at lower level based on the delegation of administrative and financial powers.

4.6.7 Granting permit and sanctioning financial assistance to growers under Development Schemes.

Manner of processing and payment of subsidy

1. The application forms for subsidy under various schemes available with the field offices are issued to farmers/growers in duplicate. The applications in two parts (Part A and Part B) duly filled in and supported with the necessary documents and certificates are initially received in the Field Offices concerned. The applications should invariably be accompanied by a Survey Plan duly certified by a Registered Surveyor or Revenue authorities, a Certificate of Registration (CR) of the plantation/estate or a Certificate of having applied for Registration (ACR) issued by the Revenue Authorities, details of Survey No. of the plantation/estate including the Village and Taluk, total area and the area of plantation and land tax receipt. The application for replanting/ rejuvenation should also be accompanied by a declaration to the effect

- i) that a specified area has actually been replanted with the variety of material specified for replanting,

- ii) whether the subsidy has to be adjusted against bank loan (if availed) or not,
 - iii) that the annual yield for four years from the commencement of yield will be reported,
 - iv) that no tree cutting from the existing levels will be undertaken from the area replanted and that additional shade tree saplings will be planted in replanted area wherever necessary to protect the environment, and
 - v) that replanting material of high yielding varieties only will be used for replanting.
- The applications in all cases should be accompanied by a pre-stamped receipt.

2. The Field Office maintains separate scheme-wise registers to record the applications received (Register of Receipt of Application).

The Field Officer scrutinizes the application, arranges cent per cent verification and makes suitable recommendations.

The details of recommended applications are recorded in another register viz. Application recommended Register.

The recommended /rejected applications are then forwarded from the Field Office to the Zonal Office for further processing.

The recommended applications are then subjected to further test inspections at the level of the Assistant Director /Deputy Director at the prescribed percentage.

Permits are issued to the growers for doing the proposed work/purchase.

3. Further inspection is conducted to verify whether the proposed work has been executed satisfactorily or the required items are purchased etc.

Subsidy under various schemes are then sanctioned as per delegation of financial powers.

4. The applications duly sanctioned are received back in the Zonal Office for effecting payment and payments are effected by the respective Zonal Offices by cheque and the cheques are sent by post only.

After computerization of accounts and payment system, the passed vouchers will be send by the Zonal office/ Regional office to the Head office at Kochi and the amount of subsidy will be directly credited to the bank account of the growers from the Head office at Kochi.

In respect of other schemes the above procedure with suitable modifications is followed.

The Scheme Rules approved by the Chairman is the basis for determining the eligibility for payment of subsidy.

The officers involved in the decision making are: Field Officer/ Asst. Director & Dy. Director /Director

These officers are available in the concerned Field Station / Zonal/Regional Office/Head office

If the growers are not satisfied with the decision of these officers, they can appeal to the Chairman Spices Board whose address is given in the Notice Board.

4.6.8 Granting financial assistance to Growers/ workers under Extension schemes and Labour Welfare schemes as well as Market/export promotion schemes.

The eligibility for subsidy is based on scheme rules framed for each scheme. The procedure followed is also similar to those given in the preceding para with minor variations according to the nature of the respective scheme. The scheme rules are given in Manual 12 (Chapter 13) of this hand book.

4.6.9 Research Activities

Decisions regarding research activities are taken on the basis of recommendations made by the following committees related to research department

4.6.9.1 R & D COMMITTEE:

Composition:

The committee is a statutory committee of the Spices Board with Chairman, Spices Board as the Chairman of the committee with Secretary, Spices Board as the convener. Director (Res), Director(Dev), Director IISR and nominated members of the Board are members.

Functions:

The R & D committee lays down the long term research & development strategies of the Spices Board and also decides on policies, funding and implementation of the R & D programmes of the Board.

4.6.9.2 QUINQUINIAL RESEARCH REVIEW TEAM:

An external agency is assigned to undertake technical audit of the research programme undertaken by ICRI. Last quinquennial audit was undertaken by NAARM(National Academy of Agricultural Research Management), ICAR, Hyderabad.

4.6.9.3 ANNUAL RESEARCH COUNCIL

Separate Council are formed for Small & Large Cardamom

Composition:

Chairman	: Director (Research)
Secretary	: Dy. Director (Research)
Members	: 3 External Experts for each subject from ICAR, other Institutions(IISR etc), State Agricultural University & Leading private research laboratories.

Functions:

To review the progress of research work assigned to each scientific staff, suggest modifications or conclude the programme and to approve the programme for

the subsequent year. The research programme undertaken are based on problems faced by farmers and assessed during scientist – farmer interfaces, spice clinics and issues raised by Field Officers.

4.6.9.4 SCIENTIFIC STAFF COUNCIL:

Composition:

Chairman : Director (Research)
Convener : Dy. Director (Research)
Members : All the Scientific staff from Main and Regional Stations

The Scientific staff council is regularly held on first Wednesday of every month.

Functions:

Each Scientist's assigned programme is reviewed and the succeeding months programme is approved. Short falls and constraints are assessed and mid term corrections are also undertaken.

4.6.9.5 FARM DEVELOPMENT COMMITTEE:

Composition:

Chairman : Director (Research)
Convener : Farm Manger
Members : Dy. Director (Research), All HODS, AD(Admn), All Farm staff & Scientist-in-charge (farm)

The Farm Development Committee is convened on first Thursday of every month.

Functions:

Approving the work for the succeeding month. Assessing the work carried out during the month. Finalization of approval of farm inputs, labour inputs etc. Farm Development activities and other infrastructural needs are assessed and approved.

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(under Section 4 (1) (b) (iv) of RTI Act)

Chapter . 5

Norms set by it for the discharge of its functions

5.1 Details of the Norms/ Standards set by the Board for execution of various activities/ programmes.

The Board functions according to the Spices Board Act 1986 enacted by the Parliament and amendments made subsequently and the Spices Board Rules, 1987. The Board is generally governed by the Rules and Regulations of the Government of India and is following the Fundamental Rules, Supplementary Rules, CCS Conduct Rules, CCS (Classification, Control and Appeal) Rules. General Financial Rules, Revised Leave Rules 1972, Staff Car Rules, Defined Contribution Pension scheme Rules 2004 etc.

The Board have also framed the following Rules, Manuals, procedures, and guidelines for the proper discharge of functions and administration of the affairs of the Board

- ❖ The Spices Board Manuel of Office Administration.
- ❖ The Spices Board Manuel of General Procedure.
- ❖ Compilation of Delegation of powers.
- ❖ The Spices Board Internal Audit Manuel
- ❖ The Spices Board Services [CCA] Regulations 1992
- ❖ The Spices Board Meeting Rules 1992
- ❖ The Spices Board Recruitment Rules (to be notified)
- ❖ Spices Board (Registration of Exporters Regulations 1989)

- ❖ Cardamom (Licensing and Marketing Rules) 1987
- ❖ Spices Board (Quality Marketing Regulations)1992
- ❖ Guidelines, norms and rules for operating various schemes implemented by the Board
- ❖ Guidelines for Licensing of persons to carry on business of Cardamom
- ❖ Office orders, Circulars, Notes etc.

On other aspects of official procedures the Board follows the norms set by the Government of India by way of rules/regulations/guidelines formulated by the Government of India on administrative matters and in the matters relating to disciplinary proceedings and Vigilance activities, RTI Act, Implementation of Official Language Hindi, etc. The Board also follows the financial rules/norms as applicable to the Central Government departments/organizations. Also norms by way of targets are set in the plan and budget documents.

5.2 Specific norms for certain functions

5.2.1 General.

As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through departmental instructions. If a case is remaining with an official for more than the stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her.

5.2.2 Eligibility norms for availing subsidy etc.

The Board is implementing various subsidy schemes, grants, loans etc applicable to spice growers, exporters of spices and its products etc. The Board is also implementing labour welfare schemes applicable to plantation workers. The Board has framed a set of rules prescribing the eligibility norms of each scheme. These rules are given in detail in Manual 12 (Chapter 13) of RTI Manuals.

5.2.3 Payment of subsidy

Application for subsidy for various schemes of the Board are called for once every year with a specific last date for submission. On receiving the application, the applications are scrutinized with reference to the scheme rules and inspection of the plantations, worksites, etc are conducted. Deficiencies and defects are pointed out to the applicants. On rectification of the defects by the applicants, the applications are finally processed and payments are generally made subject to availability of funds within the same financial year. Depending on the number of applications and the number of field staff available for conducting inspection, and the time taken by the applicants for rectifying the defects etc, there may be delay in final processing of the applications and making payments.

5.2.4 Grievance redress

All Wednesdays are generally observed as a meetingless day. The Director of Grievances/ Heads of Departments/Offices remain in their offices during specific hours (10.00 hours to 13.00 hours) on every Wednesday to receive and hear grievances of the public.

A locked complaint box is placed in the office at the reception or convenient place accessible to the public, so that they could lodge the complaints without difficulty. The Controlling Officer makes arrangements to open the box everyday by about 4 PM and examine the complaints if any, for expeditious redress.

Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization will be sent to the petitioner.

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(under Section 4 (1) (b) (v) of RTI Act)

Chapter - 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

6.1. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions are given below.

- ❖ Spices Board Act 1986 & Rules 1987
- ❖ Spices Board (Meetings) Rules 1992
- ❖ Cardamom (Licensing & Marketing Rules) 1987
- ❖ Spices Board (Quality Marketing) Regulations 1992
- ❖ Spices Board (Registration of Exporters) Regulations, 1989
- ❖ Spices Board Recruitment Regulations (under finalisation)
- ❖ Spices Board Service (Classification, Control & Appeal) Regulations 1992.
- ❖ Fundamental Rules
- ❖ Supplementary Rules
- ❖ General Financial Rules 2005
- ❖ Central Civil Service (Leave Rules) 1972
- ❖ Defined Contribution Pension Scheme Rules 2004
- ❖ Staff Car Rules

- ❖ Swamy's Hand Books relating to FR, SR, GFR, Pension, etc.
- ❖ CCS Conduct Rules
- ❖ CCS (Classification, Control and Appeal) Rules
- ❖ RTI Act 2005
- ❖ Manual regarding use of Official Language in Hindi.
- ❖ The Spices Board Manual of Office Administration.
- ❖ The Spices Board Manual of General Procedure.
- ❖ Compilation of Delegation of powers.
- ❖ Spices Board Internal Audit Manual
- ❖ Guidelines, norms and rules for operating various schemes implemented by the Board
- ❖ Office orders, Circulars, Notes etc.

6.2 From where one can get a copy of rules, regulations, instructions, manual and records

Government Rules and orders, Swamy's handbooks etc are available in the book shops selling Government publications. The Spices Board Act and Rules are available for sale (price Rs. 100/-) by Secretary at the Head office of the Board. The Regulation are notified in the gazette of India. The Rules specifically framed for Spices Board are for internal use only and are not available for sale.

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(under Section 4 (1) (b) (vi) of RTI Act)

Chapter . 7

7. A statement of the categories of documents that are held by it or under its control

7.1 Classification of Records

For determining the periods of preservation, records are classified as follows.

7.1.1 CLASS 'A'- Permanent records:

Records required to be kept permanently for historical importance, for administrative purposes, or for research purposes will be classified under this category. Such records are so important that its original should be preserved intact and access to it in the original form must be restricted to the minimum. If materials in it are likely to be required for frequent references such records may be got printed or microfilmed.

The instructions issued by the National Archives is observed for treating the records as genuine sources of information on any aspect of history-political, social, economic etc or are considered to be of biographical or antiquarian interest, and for handing over such records to them. No records are handed over to the National Archives without obtaining prior approval of the Chairman /Government of India.

Records fit for permanent preservation are illustrated under-

7.1.1.1 Records of value for administrative purposes

i) Papers regarding Constitution, functions, and salient features of the working of the organization and its offices, committees and working groups etc.

ii) Papers relating to major policy decisions, including those relating to enactment/amendment of Acts and Rules and important decisions of Government.

iii) Minutes of the Board Meetings.

iv) Papers containing title deeds of properties or other permanent assets acquired or relinquished.

v) papers concerning rules, regulations, departmental instructions etc.

7.1.1.2 Records of value for historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for historical research purposes as well, but the following categories should be specially considered as of value to historians

i) Papers relating to more important aspects of scientific or technical research and development.

ii) Papers relating to the origin of the organization, how organized, how functioned and (if defunct) how it was dissolved.

iii) Papers relating to policy decision, change in policy decisions and implementation of it.

iv) Papers relating to developmental schemes and other measures adopted to increased production and productivity of spices.

7.1.1.3 Records of value for scientific reference

- i) Papers on research projects undertaken and the end results achieved.
- ii) Papers relating to obsolete research activities or investigations or to abortive projects/schemes in important fields.
- iii) Papers on research activities dropped, abandoned and deferred.

7.1.2 CLASS 'B': Records of semi permanent character to be preserved for longer periods exceeding 10 years.

7.1.3 CLASS 'C': Records of secondary importance to be preserved for limited periods not exceeding 10 years

Records to be preserved for period not exceeding one year are referred to as records of ephemeral nature

7.2 Important records held by the Spices Board.

7.2.1 Administration Department

1. Service records of employees
2. Property records
3. Asset registers
4. Documents relating to hired accommodations
5. Records relating to disciplinary proceedings
6. Annual Confidential Reports
7. Property Returns filed by staff & officers
8. Bank guarantee register and bank guarantees
9. Board Minutes, Agenda Notes etc.

7.2.2 Accounts Department

- 1) Information on 5 year Plan allocations, Annual Plan allocations, approved Budget allocations etc. for various schemes, programmes and projects.
- 2) Information on up to date expenditure for various schemes being implemented by different departments.
- 3) Annual Budget proposals presented to the Board and the Govt. and approvals received on the same.
- 4) Statement of assets and liabilities of the Board for the year under report and also for previous years
- 5) Information on payments made to various beneficiaries under different schemes being implemented by the Board.
- 6) Details on payments of bills received for purchase of goods and materials and services contracted and received
- 7) Information on internal and extra budgetary resources generated by the Board under various heads

- 8) Information on Plan and Non-Plan funds received during the year utilized upto date and balances held
- 9) Reports on audits conducted by the Accountant General, Kerala and the audit observations there on.
- 10) Final Accounts of the Board including Receipts and Payments Accounts, Income and Expenditure Account and Balance Sheet from the inception of the Board
- 11) Information on salary, allowances and advances paid to the employees of the Board from time to time
- 12) Information on pension paid to retired employees and family pensions etc.
- 13) Cash book and vouchers.
- 14) Ledgers, journals etc.

7.2.3 Development Department

Director`s office

1. Files relating to formulation of schemes and scheme Rules
2. Rules for implementation of various subsidy schemes.

Regional Offices /Zonal offices

1. Leave Register
2. Telephone Register
3. Register showing cost of petrol, oil, lubricants etc. consumed (Fuel Consumption Register)
4. Stamp account & Despatch Register
5. Local Delivery Register
6. Inspection Register.
7. Register of unserviceable spare parts of jeeps.
8. Vehicle maintenance Register
9. Visitors' Register
10. File Register
11. File Movement Register
12. Personal Register
13. Form A Register
14. Subsidy application Register (various schemes)
15. Establishment Register
16. Register of receipt/cheque book
17. Register of Travelling Allowance advance/Travelling Allowance bills
18. Calendar of Returns
19. Contingent Advance Register.
20. Inward register
21. Staff movement register
22. Imprest cash book
23. Asset register
24. Stationery stock register
25. Consumable items register

26. Bank account
27. Receipt book
28. Cheque issue register /bill register
29. Payment voucher register
30. Register of advances and settlement of advances
31. Journals vouchers
32. Paid bills and vouchers
33. Abstract of cash book

Field offices

1. Inward register
2. Despatch register
3. Stamp account register
4. Staff movement register
5. Imprest cash book
6. Asset register
7. Stationery stock register
8. Consumable items register
9. Bank account
10. Receipt book
11. Work diary of staff individually maintained
12. Application received register for each scheme
13. Application recommended register for each scheme
14. Monthly expenditure statement
15. Bank Reconciliation statement
16. Vehicle performance report
17. Monthly progress report of schemes

7.2.4 Marketing Department

The specific records pertaining to the department are maintained in the system and reports are generated from the system. Important items include the following.

1. Bank guarantee Register
2. Register for watching fulfillment of export obligation
3. Sample receipt register
4. Sampling register
5. Stuffing register
6. Mandatory sampling analytical report register
7. Customer samples cheque/demand draft /cash register.
8. Local samples received register
9. Files relating to formulation of schemes and scheme Rules
10. Rules for implementation of various subsidy schemes.

7.2.5 Research Department

1. Field Note book, project registers pertaining to each projects by individual scientists.
2. Project registers, stock registers pertaining to external funded projects.
3. Cardamom germ plasm register.
4. Cash book
5. Ledger
6. Cheque register
7. Receipt register
8. Central asset register
9. Inward register
10. Despatch register
11. Fuel stock register
12. Stationery stock register
13. Central computer asset register
14. Stock register of chemicals, glasswares, rectified spirit, bioagents etc
15. Register of consumables.
16. Library register
17. Attendance register
18. Vehicle stock register
19. Plantation visit register
20. Register for advisory services
21. Visitor`s register
22. Division asset register
23. Division stock register for consumables.
24. Attendance register for labourers.
25. Daily labour report (DLR)
26. Stock register for farm inputs.
27. Stock register for farm produce.
28. Sunday clinic register.
29. Stock register for assets (farm)
30. Fuel register
31. Overtime register (OT) for farm labourers
32. Overtime register (OT) for Cardamom curing
33. Engineering wing stock register.
34. Register for leave with wages
35. Register for LIC premium deductions.
36. Register for sick leave.
37. Register of labourers including PF A/c No.

7.2.6 Quality Evaluation Laboratory

1. Document movement register
2. Issue register for standards

3. Register for annual maintenance contract
4. Register for control of gas cylinder
5. Inventory of laboratory equipments
6. Instrument performance register
7. Maintenance control register
8. Issue register for chemicals/ filter paper
9. Issue register for bonded chemicals
10. Breakage register for glassware
11. Movement register for master sets
12. Register for standard stock cultures.
13. Master list of documents
14. Agenda of management review meetings
15. List of equipments to be calibrated in Chemistry lab
16. List of equipments to be calibrated in Residue lab
17. List of equipments to be calibrated in Microbiology lab
18. MOL distribution list
19. MOA distribution list
20. MOC distribution list

7.2.7 Trade Information Service

1. Files on Correspondence with DGCI&S, DGFT, IPC, ITC, Customs, etc. regarding Export/Import statistics of spices;
2. Files on State/District-wise Area and Production details of various spices, collected from various Agencies;
3. Data regarding Daily, Weekly and Monthly prices of major spices in the domestic and international markets;
4. Data regarding World Area and production of major spices;
5. Compilation of Returns from the exporters;
6. Data regarding Dissemination of information on trade and spices statistics

7.2.8 Planning & Coordination Division

- 1) Files relating to Parliament Questions & Answers;
- 2) Files relating to VIP References;
- 3) Files relating to Budget proposals, Annual plans and Five-year plan proposals;
- 4) The Reports of the Parliamentary Standing Committee on Commerce and Prabhu Committee Report.
- 5) Files relating to Geographical indications of Goods
- 6) Files relating to Right to Information Act, 2005 and implementation thereof
- 7) Files relating to Monthly Progress Reports and Annual Reports.
- 8) Files relating to Promotion of Flavourit brand of Indian spices.

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(under Section 4 (1) (b) (vii) of RTI Act)

Chapter 8

8. Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

8.1 Formulation of Policy

8.1.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies?

8.1.1.1 All policies and programmes of the Board are formulated in the Board meetings.

The Board has representatives from all stake holders including large growers, small growers, exporters, peoples' representatives, representative of Spices Labour Interest, spice producing states' representatives etc who express their views and contribute substantially in the formulation of the Board's programmes and policies. It may be noted that the data collected by the field level officers of the Spices Board in the Development Department through interaction with growers are considered, consolidated and presented by the head of Development Department and are reckoned while framing the policies and programmes. (composition of the Board is given in para 9.1 of this Manual)

There are three Statutory Committees viz. Executive Committees, Market Development Committee for Spices and Research & Development Committee for Cardamom.

Experts and prominent members from public who are related to the respective subjects are nominated to the committees by the Board. Various issues relating to Spices Plantation/Industry sector are referred to the committees for detailed study. The committees deliberate on the issues referred to them and makes recommendations to the Board. The Board takes decision on the basis of the recommendations made by the committees.

The functions of the committees are given in Manual 8 (Chapter 9).

8.1.1.2 Arrangements for seeking public participation

Though it is not mandatory for the Board to seek public participation directly, a system of gathering the views and needs of the stakeholders through the officers in the Regional/Zonal/Field offices of the Board is in existence.

8.1.1.3 Farmers' Cell:

A Farmers cell functions at the Indian Cardamom Research Institute, (ICRI) Myladumpara (Idukki District, Kerala). It serves as an information cum reception cell for spice growers who visit the Institute seeking various advisory services pertaining to problems relating to the spice crops. It also provides first hand information to the visitor about the Institute, its functions and services etc. Farmers cell prepares a data base of farmers who visit ICRI for technical guidance and support.

8.1.1.4 Mobile Spice Clinic:

A Mobile Spice Clinic functions under the ICRI, Myladumpara. Its activities creates awareness among farmers on the need to achieve sustainable production through adoption of scientific package of practices with least adverse impact on the environment. This is implemented through regular scientific interventions at farm level in various locations of the cardamom tract and also to bring about a close interaction between scientists and farmers.

8.1.1.5 Scientists Farmers' Interface:

Scientists (from various disciplines) from ICRI Myladumpara and farmers of a locality assemble in a convenient room. With the use of samples collected, scientists will explain various problems faced by the farms of that locality and suggest remedial measures. Farmers can also clear any doubts they have got in such meetings

8.1.1.6 Plantation visits

The field level officers from the Development dept visits the plantations and interact with the farmers about their problems and suggest remedial measures.

Plantation visits and on the spot study of disease problems and giving recommendations to planters on disease control methods are also given based on necessity by the scientists of ICRI Myladumpara.

8.1.1.7 Media reports

The Board has a system of scrutiny of news paper reports and other media reports which are of interest to the Board or the spices industry for appropriate action.

- The inputs received from Farmers` Cell, Mobile Spice Clinic, Scientists Farmer Interface, Plantation visits, Media reports etc are also taken into account for formulating the policies of the Board.
- Task forces have been setup for individual spices for their promotion with representation from exporters.
- While preparing yearly Action Plans, proposals are also made based on suggestions received from All India Spices Exporters Forum, Farmers, NGOs, etc

8.1.1.8 Is it mandatory to seek public opinion

It is not mandatory to seek public opinion in the formulation of the policies of the Board. However the Board always gather the views of the stakeholders in all related issues before finalizing its policies and programmes.

8.2 Implementation of Policy

Chairman is the principal executive officer responsible for the proper functioning of the Board and implementation of its decisions and discharge of its duties under the Spices Board Act

8.2.1 Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies

There is no provision to seek consultation/ participation of public or its representatives for implementation of policies. It is not mandatory to do so.

Manuel 8
(under Section 4 (1) (b) (viii) of RTI Act)

Chapter 9

A statement of boards, council, committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

9.1 Constitution of the Spices Board

As per Section 3 (3) of the Spices Board Act read with Rule 4 of the Spices Board Rules, 1987, the composition of the Board shall be as follows.

a.	Chairman appointed by the Government of India	1
b.	Members of Parliament (Two from Lok Sabha and One from Rajya Sabha)	3
c.	Representative of the Ministries of the Government of India dealing with Commerce, Agriculture and Finance.	3
d.	Representatives of the Growers of Spices	7
e.	Representatives of the exporters of Spices	10
f.	Representatives of the major spice producing States	3
g.	Representatives of the Planning Commission, the Indian Institute of Packaging, Mumbai, the Central Food Technological Research Institute, Mysore and the National Research Centre for Spices, Kozhikode.	4
h.	Representative of Spices Labour Interest	1

The Chairman shall be a person in the grade of Joint Secretary to the Government of India and his appointment shall be made in consultation with establishment officer of the Department of Personnel and Training, Ministry of Home Affairs, Government of India.

The Board shall each year elect from among its members, a member to be the Vice Chairman of the Board for a period of twelve months commencing from the date of his election or if the election is held before the expiry of the term of office of an existing Vice chairman, from the date on which such vice chairman vacates the office. If however the election is not held within a period of twelve months, the existing Vice chairman shall continue to hold office till the election is conducted.

The Central Government may make such consultations as it thinks fit before appointing representatives of the interests specified in (d) to (h) above.

Spices Board came into existence in 1986.

9.1.1 List of present Board Members vide Gazette Notification no.2010 dt. 03-12-2009

and No.25 dated 7-1-2010

(Ministry of Commerce & Industry dept. of Commerce Notification No..S.O,3081(E) dated 3-12-2009 and S.O, 32(E) dated 7-1-2010)

Sl. No	Name and Address	Status	Telephone/Mobile/Fax/E-Mail
1.	Shri. V.J. Kurian, IAS Chairman Spices Board, Palarivattom, KOCHI-682 025	Chairman	Ph : 0484-2333304 Mob : 98470 65507 Fax : 0484-2349135 E-Mail : chairman@indianspices.com
2.	Shri P.T. Thomas Hon. MP (Lok Sabha) 307,Kerala House, 3-Jantar Mantar Road New Delhi – 110 001 Shri P.T. Thomas Hon. MP (Lok Sabha) Puthiyaparambil House, Upputhode, Rajamudi P.O Thodupuzha Idukki Dist.	Member	Ph : 04868-263216 04862-229595 Mob : 9447029595/9013180092/ 09847077150 Fax : 04862-229595 E-mail : ptthomasidk@gmail.com
3.	Shri Anant Kumar Hegde Hon. MP (Lok Sabha) 13, Firoz Shah Road, New Delhi-110 001 Shri Anant Kumar Hegde Hon. MP (Lok Sabha) No.17, K.H.B. Colony, Sirsi – 581 402 Karnataka State	“	Ph : 011-23795001 Mob : 9868180337 Fax : 011-23795001 Tel : 08384-225248/234337 Fax : 08384-223353 E-Mail : mpanara@gmail.com
4.	Shri Tiruchi Siva, Hon'MP (Rajya Sabha) 15, Firoz Shah Road New Delhi – 110 021. Shri Tiruchi Siva, Hon'MP (Rajya Sabha) 33, SBO Colony, Lawsons Road, Cantonement, Tiruchirappalli, Tamil Nadu – 620 001.	“	Tel : 0431-2417676/2412977 09868181955/09443160180 Fax : 0431-2412977 E-Mail : tiruchi.siva@sansad.nic.in
5.	Shri Mangat Ram Sharma Director In charge of Plantations	Member	Ph : 011-23063268, 26492218

	Division Department of Commerce Ministry of Commerce and Industry Udyog Bhavan New Delhi-110 107		Mob : 9971554633 Fax : 011-23061646/23063418 E-Mail : mrsharma@nic.com
6.	Shri. Atanu Purkayastha Joint Secretary and Mission Director, (National Horticulture Mission) Department of Agriculture & Co-operation, Ministry of Agriculture Krishi Bhawan, New Delhi- 110 001	“	Ph: 011 – 23381503/24358242 Mob: 9899772227 Fax: 011 - 23387669
7.	Shri V.D. Alam Director In charge of Finance Division Department of Commerce, Ministry of Commerce and Industry Udyog Bhavan New Delhi-110 107	“	Ph : 011-23061807/23347203 Mob : 9968287203 Fax: 011 – 23061807 Email: vdalam@nic.in
8.	Shri K.C. Pradhan The Wayside Gardens Sixth Mile, Tadong-737 102, Gangtok, Sikkim	“	
9.	Adv. Joy Thomas Thundathil, Arakkulam P.O Idukki, Kerala' Pin-685 591	“	Ph : 04862-252240 Mob : 9447052134
10.	Shri Roy K. Paulose, Konanal, Thattakkuzha P.O, (Via) Karimanoor, Thodupuzha Idukki, Kerala	“	Ph : 04862-235304, 222977 Mob : 9447421666
11.	Shri Jose Kompanathottam Anniyartholu P.O, Kattapana, Idukki, Kerala, Pin-685 515	“	Ph : 04868- 270210 Mob : 9447087306
12.	Shri G. Muraleedharan Perumbalathu House, Pampadumpara-685 556 Idukki, Kerala	“	Ph : 04868- 236073 Mob : 9961149473
13.	Shri Abul Kalam Spices Grower Madeena Munavara Coffee	“	Ph : 08265- 245050/ 691675 Mob : 9448032796 Fax : 08265-245050

	Estate, Jayapura -577 123, Koppa Taluk Distt. Chikmagalur,Karnataka		E-Mail : abulkalam_b@yahoo.co.in
14.	Shri Bhaskar Singh Raghuwanshi Subhash Colony Haat Road, Guna Dist. Guna, Madhy Pradesh Pin - 473 001	Member	Ph : 07542-251017 Mob : 9425134379 E-Mail : kapilraghu81@gmail.com
15.	Dr. Viju Jacob Director M/S. Synthite Industries Ltd., Kadayirippu, Kolencherry, Ernakulam, Kerala, Pin-682 311	Vice- Chairman	Ph : 0484-3051200/210 Mob : 9846640010 Fax : 0484-3051351 E-Mail : viju@synthite.com
16.	Mr. Mathavan Partner M/s, S.P.G Ramasamy Nadar and Sons, 77, South Car St., Virudhunagar, Tamil Nadu, Pin-626 001	Member	Ph : 04562-243364, 244164 Mob : 9443144864 Fax : 04562-244964 E-mail : spgr@eth-net & spgr@sancharnet.in
17.	Mr. Ajay J. Mariwala, Managing Director M/s. Vallabhdas Kanji Ltd., 47, Bristow Road, Wellington Island Cochin, Kerala, Pin-682 003	“	Ph : 0484-3077777 Mob : 9846093333 Fax : 0484-3077781 E-Mail : vgl@vklspices.com
18.	Dr. N. Murughasan, Chairman, M/s. Exim Rajathi India Pvt. Ltd., Gulam Towers,No.46, 47,48 & 59 Royapettah High Road, Chennai-600 014	“	Ph : 044-42210666 Mob : 9840129666 Fax : 044-42160663 E-Mail : exim@rajathi.com
19.	Mr. Rajendra P. Ghogale Managing Director M/s. A.M. Todd Co. India Pvt. Ltd., 20, Rajmahal, 84 Veer Nariman Marg Churchgate, Mumbai-400 020	“	Ph : 022-22821225/0261/0462 Mob :09967312000 Fax : 022-22821788 E-Mail: raj_ghogale@yahoo.com
20.	Mrs. Sushama Srikandath Director and Chief Operating Officer M.s. AVT. Mc Cormick	“	Ph : 0484-2677511/ 2677263 Mob : 9895177511 Fax : 0484-2677275

	Ingredients Pvt. Ltd. South Vazhakulam, Aluva-683 107		E-Mail : sushama@avtspice.com
21.	Mr. Philip Kuruvilla Managing Director M/s. Indian Products Ltd., Door No.V/705-707 Gujarati Road, Mattancherry Kochi-682 002	Member	Ph : 0484-2228089, 0422-3985711/3985720 Mob: 9364333117 Fax : 0422-3985710 E-Mail : Philip@jayanthi.com
22.	Mr. P.J. Kunjachan M/s. Arjuna Natural Extracts Ltd., Bank Road, Aluva, Kerala, Pin-683 101	“	Ph : 0484-2622644 Mob : 9895977371 Fax : 0484-2622612 E-Mail : pjk@arjunanatural.com
23.	Shri Jojo George, Pottamkulam House Koottickal P.O, Kottayam, Kerala, Pin-686 514	“	Ph : 04869-222865 Mob : 9447182097 Fax : 04868-222097 E-Mail : jojo-md@kcpcmc.com
24.	Shri George Valy Valiplackal House, Koorali Ponkunnam, Kottayam, Kerala Pin:686 522	“	Ph : 0481-2568311, 2568951 Mob. 94471586830 Fax : 0481-2568918 E-Mail : georgevaly@gmail.com
25.	The Secretary to Government Agriculture Department Government of Kerala Govt. Secretariat, Thiruvananthapuram-695 001	“	
26.	Sri. S. Ahmed Additional Chief Secretary Principal Secretary(Agriculture & Horticulture) Government of Rajasthan, Government Secretariat, Jaipur, Rajasthan	“	
27.	Representative from Sikkim	“	
28.	Smt. Sutapa Majumdar, Director(I.E Division) Planning Commission, Yojana Bhavan, New Delhi- 110 001	“	Ph : 011-23096717 011-26493215 Mob : 9868124796 Fax : 011-23096717 E-Mail : sutapa.m@nic.in
29.	Shri N. C. Saha Director, Indian Institute of Packaging E-2, MIDC Area, P.B.No.9432, Andheri(East)	“	Ph :022 - 28219803/9469/6751 022 - 28209622, 022-28329623 022 - 28391506, 022-28328178 Mob : 9323035639 Fax : 022-28375302

	Mumbai-400 093		E-Mail : director-iip@iip_in.com
30.	Dr. V. Prakash Director, Central Food Technological Research Institute, Mysore-570 020, Karnataka	“	Ph : 0821-2517760 Fax : 0821-2516308 E-Mail : prakash@cftri.com
31.	Dr. V.A. Parthasarathy Director, Indian Institute of Spices Research P.B.No.1701, Markkunnu P.O, Calicut-673 012	“	Ph : 0495-2730294 Fax : 0495-2731187 E-Mail : parthasarathy@spices.res.in
32.	Shri K.V. George Karimattom Karimattom House, Vandanmettu P.O Idukki Dt. , Kerala	“	

9.1.1.1 Tenure of members.

The term of office of members shall normally be three years from the date of his appointment as may be specified in the notification appointing him.

A member elected or appointed shall cease to be a member if he ceases:-

to be a Member of Parliament by virtue of which he was elected,
to hold office to which he was appointed, or
to represent the category from which he was appointed.

A member elected or appointed to fill a casual vacancy, shall hold office as long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

The Central Government may reappoint a member of the Board for not more than two terms of office.

9.1.1.2 Head of the body

The Chairman shall be the principal executive officer of the Board and shall exercise administrative control over all the departments and officers of the Board. The other statutory post is that of the Secretary to the Board. Appointments to the post may be made by the Board in consultation with the Central Government. (Section 4 of the Spices Board Act).

9.1.2 Functions & Duties of the Board

The functions of the Board as stipulated in Section 7 of the Act are as follows:

The Board may

- i) develop, promote and regulate export of spices;
- ii) grant certificate for export of spices and register brokers there for;
- iii) undertake programmes and projects for promotion of export of spices;
- iv) assist and encourage studies and research for improvement of processing, quality, techniques of grading and packaging of spices;
- v) strive towards stabilization of prices of spices for export;
- vi) evolve suitable quality standards and introduce certification of quality through “Quality Marking” for spices for export;
- vii) control quality of spices for export;
- viii) give licences, subject to such terms and conditions as may be prescribed, to the manufacturers of spices for export;
- ix) market any spice, if it considers necessary, in the interest of promotion of export;
- x) provide warehousing facilities abroad for spices;
- xi) collect statistics with regard to prices for compilation and publication;
- xii) import, with the previous approval of Central Government any spice for sale; and
- xiii) advise the Central Government on matters relating to import and export of spices.

9.1.3 Frequency of meeting

Normally Chairman may call for a meeting of the Board at any time and also if a requisition for a meeting is presented to him at least by ten members in writing, at such places as he deems fit. A special meeting of the Board may be summoned by the Chairman at any time after informing the Central Government and members in advance of the subject matter of discussion and reason for summoning the meeting urgently. There shall be not less than three ordinary meeting of the Board in a year and the interval between any two meetings shall not be more than six months.

9.2 COMMITTEES OF THE BOARD

Under Section 5 of the Act, the Board may constitute every year such committees as may be necessary for the efficient discharge of its functions. Accordingly the Board has constituted the following three committees:-

- ❖ **Executive committee**
- ❖ **Research and Development committee for cardamom**
- ❖ **Market development committee for spices**

The Executive Committee, the Research and Development Committee for Cardamom and Market Development Committee for Spices are statutory committees constituted under Rule (11) (2) of the Spices Board Rules, 1987.

9.2.1 Composition of the committees

(i) Executive Committee –

- (a) The Chairman of the Board
- (b) The Vice Chairman
- (c) One of the members representing the major Spice Producing States elected yearly by rotation
- (d) The member representing the Ministry of Central Government dealing with Finance
- (e) The Secretary of the Board
- (f) A member elected from among the members representing the growers of spices
- (g) A member elected from among the members representing the exporters of spices

(ii) Research and Development Committee for Cardamom

- (a) The Chairman of the Board
- (b) The Vice Chairman
- (c) One of the members representing the major Spice Producing States elected yearly by rotation
- (d) The member representing the Ministry of Central Government dealing with Agriculture
- (e) One member representing *Elettaria Cardamomum* Maton
- (f) One member representing *Amomum Subulatum* Roxb
- (g) Member representing National Research Centre of Spices, Kozhikode
- (h) Director (Research)
- (i) Director (Development)
- (j) A member elected from among the members representing the exporters of spices

(iii) Market Development Committee for Spices

- (a) The Chairman of the Board
- (b) The Vice Chairman
- (c) The Director, Central Food Technological Research Institute, Mysore
- (d) The member representing the Ministry of Central Government dealing with Commerce
- (e) Three members to represent trade interests to be appointed by the Board from among themselves
- (f) An officer of the Export Inspection Agency of India appointed by the Board.
- (g) Director (Marketing)
- (h) Two members representing growers of spices.

The Chairman of any committee may require any officer of the Board or may invite any person or persons to attend such meetings of the committee but such person or persons may have no power to vote.

9.2.2 Functions of the Committees:

(a) Executive Committee:

This committee shall exercise the following functions:-

- (i) Such administrative matters as are delegated by the Board;
- (ii) Registration of traders and exporters, examination and acceptance of returns to be made by registered owners of estates, farms, gardens, processing units, publications of the statistics so collected, or of any portions thereof or extracts there from;
- (iii) Any other function assigned by the Board.

(b) Research and Development Committee for Cardamom

This committee shall exercise the following functions:-

- (i) formulation of projects for the development of cardamom;
- (ii) reviewing implementation of development projects;
- (iii) assigning priorities for research work to be undertaken by the Board;
- (iv) reviewing progress of research;
- (v) any other function assigned by the Board.

(c) Market Development Committee for Spices:

This Committee shall exercise the following functions:

- (i) monitoring of auctions of spices;
- (ii) formulation of projects for market development in internal markets and for exports;
- (iii) review of the market conditions relating to Spices;
- (iv) recommend to Board such matters as are necessary for streamlining of marketing of spices;
- (v) any other function assigned by the Board.

9.3 Whether meetings of the Board or its committees are open to public and whether minutes of the meetings are available to the public.

The meetings of the Board or its committees are not open to public. Minutes are prepared for the Board / Committee meetings. But the minutes are not open to public.

Manual . 9

Chapter -10

Directory of its officers and employees

(Separate file)

Manual . 10

Chapter -11

**The Monthly Remuneration Received By Each of its Officers and Employees,
Including the System of Compensation as Provided in Regulations**

(Separate file)

Manual – 11

(under Section 4 (1) (b) (xi) of RTI Act)

Chapter 12

12. The budget allotted to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

The requirement of funds of the Board is met out of funds available in the Spices Board Fund. The grants and loans received from Government of India under Section 20 of Spices Board Act, 1986 are credited to the Spices Board Fund. All fees levied and collected in respect of certificates granted under the Act and all sums received by the Board from such other sources as may be decided up on by the Central Government are also credited to the Spices Board Fund.

A summary of the Sanctioned Budget of Spices Board for the year 2009-10 is given below:

(Rs. in crore)

Sl.No.	Programme/scheme	Sanctioned budget	Revised estimate proposed
(1)	(2)	(3)	(4)
1	Export oriented production and post harvest improvement	20	20
2	Replantation and Rejuvenation of Cardamom plantations	15	15
3	Export development and promotion	18	52.5
4	Export oriented research	4	6
5	Quality improvement	4	5
6	HRD and works	1	1.5
7	Replantation and rejuvenation of pepper in Wynad District of Kerala	0	2
	Total	62	102
	Non plan	2	

Manual- 12

Chapter – 13

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

XI Plan schemes

	DEVELOPMENT DEPARTMENT SCHEMES
13.1	“SPECIAL PURPOSE FUND FOR REPLANTATION & REJUVENATION OF CARDAMOM PLANTATION (SMALL & LARGE)”
13.1.1	Replantation of Cardamom in Kerala & Tamil Nadu
13.1.2	Replantation in Karnataka
13.1.3	Replantation in Sikkim & Darjeeling District of West Bengal
13.2.1	Rejuvenation in Kerala & Tamil Nadu
13.2.2	Rejuvenation in Sikkim & Darjeeling District of West Bengal
13.3.1	Planting Material Production - Kerala & Tamil Nadu
13.3.2	Planting Material Production - Karnataka
13.3.3	Planting Material Production – Sikkim & Darjeeling
13.4	SCHEMES FOR EXPORT ORIENTED PRODUCTION AND POST HARVEST IMPROVEMENT OF SPICES
13.4.1.	Irrigation and Land Development Programme for Cardamom (small)
13.4.2.	Purchase of Irrigation Equipments
13.4.3	Soil and Water Conservation and Afforestation (5-15% slope)
13.4.4	Rain Water Harvesting Devices in Spice Plantations
13.4.5	Improved Cardamom Curing Devices for Small Cardamom (Kerala, Tamil Nadu and Karnataka)
13.5.1	Setting up of Curing houses (Modified Bhatti) in NE Region
13.5.2	Rain Water Harvesting Devices in Spice Plantations (NE Region)
13.5.3	Large Cardamom Development (New planting) (North East other than Sikkim)
13.5.4	Rain Water Harvesting Devices (NE Region)
13.5.5	Setting up of Curing houses (Modified Bhatti) (NE Region)
13.5.6	Organic cultivation of pepper(NE Region)
13.5.7	Organic cultivation of Lakadong Turmeric
13.5.8	Organic cultivation of ginger
13.6	PROGRAMMES FOR SPICES OTHER THAN CARDAMOM.
13.6.1	Programme for supply of seed spices threshers (power operated and manually operated) for post harvest improvement of seed spices
13.6.2	Supply of pepper threshers

13.6.3	Supply of bamboo mats for drying pepper during XI plan period
13.6.4	CHILLI - Promotion of Integrated Pest Management (IPM)
13.6.5	TURMERIC- Programme for supply of turmeric steam boiling units for community use.
13.6.6	Programme for supply of turmeric polishers
13.6.7	MINT- Scheme for supply of modern mint oil (field) distillation units lined with stainless steel
13.7	GENERAL POST HARVEST IMPROVEMENT PROGRAMMES FOR SPICES
13.7.1	Construction of drying yards for Chilli, Ginger, Turmeric, Pepper, Seed Spices and Tree Spices under hygienic condition
13.7.2	Supply of HDPE tarpaulin/silpauline sheets
13.7.3	Supply of Moisture meter for spices
13.8	PROMOTION OF ORGANIC FARMING
13.8.1	Organic Certification Assistance
13.8.2	Cost of Internal Control System (ICS)
13.8.3	Setting up bio-agent production units in major spices growing areas
13.8.4	Promotion of organic cultivation of spices
13.8.5	Setting up of vermi compost units
13.8.6	Recognition of Spice Growers
13.9	SCHEMES UNDER NATIONAL HORTICULTURE MISSION (NHM)
13.9.1	Production of Planting Material
13.9.2	Replanting/Rejuvenation of Senile Plantations
13.9.3	Promotion of Organic Farming – construction of vermin-compost units
13.9.4	Construction of vermin-compost units by NGOs/SHGs/Farmers' Group
13.9.5	Promotion of Integrated Pest/Disease Management (IPM/IDM)
13.9.6	Functional Infrastructure
	MARKETING DEPARTMENT
13.10	EXPORT DEVELOPMENT SCHEMES
13.10.1	Promotion of Indian Spice Brands Abroad
13.10.2	International Trade Fairs/Meetings
13.10.3	Spices Processing in North Eastern Region
13.10.4	Trade Promotion
13.10.5	Infrastructure Development
13.10.6	Product Development & Research

Details of the schemes are given below.

13.1 “SPECIAL PURPOSE FUND FOR REPLANTATION & REJUVENATION OF CARDAMOM PLANTATION (SMALL & LARGE)”

13.1.1 Replantation of Cardamom in Kerala & Tamil Nadu

1. Name of Programme/scheme

Replantation of Cardamom in Kerala & Tamil Nadu

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to address the issue of replanting of the old and uneconomic plantations of cardamom small and large in the States of Kerala, Karnataka, Tamil Nadu and Sikkim & Darjeeling District of West Bengal.

4. Physical and financial targets of various programmes

State	Unit Cost (Rs./ha)	Size of holding (ha)	Area to be covered (ha)	percentage of subsidy	Subsidy per ha (Rs.)	Total Subsidy (Rs.Crs)
Replantation						
Cardamom (Small)						
Kerala & Tamil Nadu	1,18,700	0-4 ha	7500	33%	39171	29.38
		4-8ha	2500	25%	29675	7.42
Sub-total			10000			36.80
Karnataka	90663	0-4 ha	11368	33%	29919	34.01
		4-8ha	3648	25%	22666	8.27
Sub-Total			15016			42.28
Cardamom (Large)						
Sikkim & Darjeeling	50,000	0-4 ha	7500	33%	16500	12.38
		4-8 ha	2500	25%	12500	3.13
Sub-total			10000			15.51
Rejuvenation						
Kerala & Tamil Nadu	42500	0-4 ha	15000	33%	14025	21.04
Sikkim & Darjeeling	20000	0-4 ha	10000	33%	6600	6.60
Grand Total						122.23

Total for Replantation: Rs. 94.59 crore
Total Rejuvenation : Rs. 27.64 crore
Total Financial Outlay : Rs.122.23 crore

5. Eligibility of Beneficiary

Cardamom growers having Cardamom Registration Certificate for holdings up to 8 ha are eligible to apply under the scheme. The replantation cycle is fixed as 8 years. A second time benefit for the same area replanted, availing subsidy from Spices Board will be only available on completion of 8 years. Minimum area to be replanted is 0.10 ha. in contiguous block.

Inter-planted area with Pepper, Coffee and Arecanut is also permitted to avail subsidy and the area replanted in such cases will be arrived based on the proportionate area calculated on spacing and number of cardamom plants planted in the area and will be considered for payment of subsidy.

6. Pre-requisites for the benefit

The minimum plant population per hectare in the replanted area must be 1100 Nos. in pure cardamom plantations.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

On hearing of completion of replantation by the applicant, the concerned Officer of the Board may physically verify the replanted area for assessing the area covered for recommending subsidy. Eligibility will be decided based on the fulfillment of the conditions prescribed.

The percentage of survival of cardamom plants for recommending first/second installments of subsidy should be as follows:

First year/installment	:	85%
Second year/installment	:	95%

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Holding Size	% of Subsidy	1st Inst. Gross	Subsidised cost of Planting Material to be deducted	Balance to be paid as 1st inst. (net/actual)	2nd Inst.	Total Subsidy
Up to 4 ha	33%	22135.00	4355.00	17780.00	17036.00	39171.00
Above 4 to -8 ha.	25%	16770.00	3300.00	13470.00	12905.00	29675.00

10. Procedure for the distribution of the subsidy

The subsidy will be paid in two annual installments. Subsidised cost of 1100 Nos. of planting materials per ha. will be deducted from the first installment subsidy and only balance amount will be paid to the grower. (Cost per planting material is estimated as Rs.12/-).

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.1.2 Replantation in Karnataka

1. Name of Programme/scheme

Replantation in Karnataka

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to address the issue of replanting of the old and uneconomic plantations of cardamom small and large in the States of Kerala, Karnataka, Tamil Nadu and Sikkim & Darjeeling District of West Bengal.

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Cardamom growers having Cardamom Registration Certificate for holdings up to 8 ha are eligible to apply under the scheme. The replantation cycle is fixed as 8

years. A second time benefit for the same area replanted, availing subsidy from Spices Board will be only available on completion of 8 years. Minimum area to be replanted is 0.10 ha. in contiguous block.

Inter-planted area with Pepper, Coffee and Arecanut is also permitted to avail subsidy and the area replanted in such cases will be arrived based on the proportionate area calculated on spacing and number of cardamom plants planted in the area and will be considered for payment of subsidy.

6. Pre-requisites for the benefit

The minimum plant population per hectare in the replanted area must be 3000 nos. in pure cardamom plantations.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

On hearing of completion of replantation by the applicant, the concerned Officer of the Board may physically verify the replanted area for assessing the area covered for recommending subsidy. Eligibility will be decided based on the fulfillment of the conditions prescribed.

The percentage of survival of cardamom plants for recommending first/second installments of subsidy should be as follows:

First year/installment	:	85%
Second year/installment	:	95%

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Holding Size	% of Subsidy	1st Inst. Gross	Subsidised cost of Planting Material to be deducted	Balance to be paid as 1st inst. (net/actual)	2nd Inst.	Total Subsidy
Up to 4 ha	33%	17950.00	3000.00	14950.00	11969.00	29919.00
Above 4 ha. to 8 ha	25%	13600.00	2250.00	11350.00	9066.00	22666.00

10. Procedure for the distribution of the subsidy

The subsidy will be paid in two annual installments. Subsidised cost of 3000 Nos. of planting materials per ha. will be deducted from the first installment subsidy

and only balance amount will be paid to the grower. (Cost per planting material is estimated as Rs.3/-).

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.1.3 Replantation in Sikkim & Darjeeling District of West Bengal

1. Name of Programme/scheme

Replantation in Sikkim & Darjeeling District of West Bengal

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to address the issue of replanting of the old and uneconomic plantations of cardamom small and large in the States of Kerala, Karnataka, Tamil Nadu and Sikkim & Darjeeling District of West Bengal.

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Cardamom growers having holdings up to 8 ha are eligible to apply under the scheme. The replantation cycle is fixed as 8 years. A second time benefit for the

same area replanted availing subsidy from Spices Board will be only on completion of 8 years. Minimum area to be replanted is 0.20 hectares in a contiguous block.

6. Pre-requisites for the benefit

The minimum plant population per hectare in the replanted area must be 4000 nos. in pure cardamom plantations.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

On hearing of completion of replantation by the applicant, the concerned Officer of the Board may physically verify the replanted area for assessing the area covered for recommending subsidy. Eligibility will be decided based on the fulfillment of the conditions prescribed.

The percentage of survival of cardamom plants for recommending first/second installments of subsidy should be as follows:

First year/installment	:	85%
Second year/installment	:	95%

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Holding Size	% of Subsidy	1st Inst. Gross	Subsidised cost of Planting Material to be deducted	Balance to be paid as 1st inst. (net/actual)	2nd Inst.	Total Subsidy
Up to 4 ha	33%	9900.00	4000.00	5900.00	6600.00	16500.00
Above 4 to 8 ha	25%	7500.00	3000.00	4500.00	5000.00	12500.00

10. Procedure for the distribution of the subsidy

The subsidy will be paid in two annual installments. Subsidised cost of 4000 Nos. of planting materials per ha. will be deducted from the first installment subsidy and only balance amount will be paid to the grower. (Cost per planting material is estimated as Rs.3/-).

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.2.1 Rejuvenation in Kerala & Tamil Nadu

1. Name of Programme/scheme

Rejuvenation in Kerala & Tamil Nadu

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to address the issue of rejuvenation of immature plantations, old, senile and abandoned plantations in the States of Kerala & Tamil Nadu

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Cardamom growers having Cardamom Registration Certificate for holding size up to 4 ha only are eligible to apply. Minimum area to be rejuvenated is 0.10 ha. A beneficiary is eligible for subsidy only once during the XI Plan period.

6. Pre-requisites for the benefit

Immature plantations, old, senile and abandoned plantations will not be considered.

Replanted area subsidized under Spices Board's scheme for replantation during XI plan period (2007-08 to 2011-2012) will not be considered.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

The farmer has to remove diseased, poor yielding/senile plants in the existing plantation and the gaps are to be filled with quality planting materials (up to 20% of the plant population ie. up to 220 Nos. per ha.). Vacancies in the plantations are also to be filled. In addition to removal of poor yielding and senile plants & gap filling with quality planting materials, scientific plant protection operations, fertilizer application, inter-culture operations, weeding, mulching, irrigation & other good agricultural practices prescribed by the Board are to be adopted in the plantations selected for rejuvenation.

On hearing of completion of rejuvenation by the applicant, the concerned Officer of the Board may physically verify the rejuvenated area for assessing the area covered and for recommending subsidy.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy for the programme under the scheme is Rs.14025.00 per ha towards 33% of the cost of rejuvenation (cost of rejuvenation estimated is Rs.42,500/- per ha).

10. Procedure for the distribution of the subsidy

While making the payment to the eligible growers, subsidized cost of 20% of the planting material (220 Nos.) proposed for gap filling in the rejuvenated plot @ Rs.725/- will be deducted and balance amount of Rs.13,300/- per ha. only will be paid to the grower. The subsidy will be paid as a single installment on satisfactory completion of rejuvenation.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.2.2 Rejuvenation in Sikkim & Darjeeling District of West Bengal

1. Name of Programme/scheme

Rejuvenation in Sikkim & Darjeeling District of West Bengal

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to address the issue of rejuvenation of immature plantations, old, senile and abandoned plantations in the States of Sikkim & Darjeeling District of West Bengal

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Cardamom growers having holding size up to 4 ha. only are eligible to apply. Minimum area to be rejuvenated is 0.20 hectares.

A beneficiary is eligible for subsidy once during the XI Plan period.

6. Pre-requisites for the benefit

Immature plantations, old, senile and abandoned plantations shall not be considered. Replanted area subsidized under Spices Board's scheme for replantation during XI plan period shall not be considered.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

The farmer has to remove poor yielding/senile plants in the existing plantation and the gaps are to be filled with quality planting materials (up to 20% of the plant population ie. up to 800 Nos. per ha.). Vacancies in the plantations are also to be

filled. In addition to removal of poor yielding and senile plants & gap filling with quality planting materials, scientific plant protection operations, application of manure, weeding, mulching, irrigation & other good agricultural practices prescribed by the Board are to be adopted in the plantations selected for rejuvenation.

On hearing of completion of rejuvenation by the applicant, the concerned Officer of the Board may physically verify the rejuvenated area for assessing the area covered and for recommending subsidy.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy will be Rs.6600/- per ha towards 33% of the cost of rejuvenation (cost of rejuvenation estimated is Rs.20,000/- per ha).

10. Procedure for the distribution of the subsidy

While making the payment to the eligible growers, subsidized cost of 20% of the planting material (800 Nos.) proposed for gap filling in the rejuvenated plot @ Rs.792/- will be deducted and balance amount of Rs.5808/- per ha. only will be paid to the grower. The subsidy will be paid as a single installment on satisfactory completion of rejuvenation.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.3.1 Planting Material Production - Kerala & Tamil Nadu

1. Name of Programme/scheme

Planting Material Production - Kerala & Tamil Nadu

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to promote the programme for planting material production of cardamom by providing assistance to the certified nursery owners who were producing planting material to cater to the requirement for replantation and rejuvenation.

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Planting material production through certified nurseries in Kerala & Tamil Nadu and that in Karnataka through certified and departmental nurseries will be eligible.

6. Pre-requisites for the benefit

Whatever be the production method, (sucker multiplication nurseries or production through polybag/bed) quality of the mother plants selected for seed procurement, source of mother clones selected for multiplication and the seedlings/suckers produced in the certified nurseries which are in turn used in the field for replantation and rejuvenation are to be ensured.

7. Procedure to avail the benefits of the programme

Growers/other eligible agencies who are willing to operate certified nurseries need to seek approval of the Spices Board, execute an agreement on approval, be trained in nursery operations, collect seed material/suckers from sources approved by Spices Board.

8. Criteria for deciding eligibility

The production will be through certified nurseries opened in growers' field. Individual growers, labourers, self-help groups, farmers' groups, NGOs, CBOs (Community Based Organisations) etc. who are having the required facilities for opening such nurseries for production of quality planting materials can be selected under the programme.

In Karnataka, production will be through Departmental Nursery also.

The seed plots selected for procuring seeds and mother plants identified for sucker multiplication are to be certified by the Assistant Director based on recommendation by the Field Officer concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Rs.1.75 per sucker.

10. Procedure for the distribution of the subsidy

Payment of subsidy for all type of nurseries will be in a single installment during the subsequent season of opening of the nursery.

The subsidy recommended/paid will be proportionate to the number of healthy, disease-free, quality planting material available for distribution from the nursery.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.3.2 Planting Material Production - Karnataka

1. Name of Programme/scheme

Planting Material Production - Karnataka

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to promote the programme for planting material production of cardamom by providing assistance to the certified nursery owners who were producing planting material to cater to the requirement for replantation and rejuvenation.

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

Planting material production through certified nurseries in Kerala & Tamil Nadu and that in Karnataka through certified and departmental nurseries will be eligible.

6. Pre-requisites for the benefit

Whatever be the production method, (sucker multiplication nurseries or production through polybag/bed) quality of the mother plants selected for seed procurement, source of mother clones selected for multiplication and the seedlings/suckers produced in the certified nurseries which are in turn used in the field for replantation and rejuvenation are to be ensured.

7. Procedure to avail the benefits of the programme

Growers/other eligible agencies who are willing to operate certified nurseries need to seek approval of the Spices Board, execute an agreement on approval, be trained in nursery operations, collect seed material/suckers from sources approved by Spices Board.

8. Criteria for deciding eligibility

The production will be through certified nurseries opened in growers' field. Individual growers, labourers, self-help groups, farmers' groups, NGOs, CBOs (Community Based Organisations) etc. who are having the required facilities for opening such nurseries for production of quality planting materials can be selected under the programme.

In Karnataka, production will be through Departmental Nursery also.

The seed plots selected for procuring seeds and mother plants identified for sucker multiplication are to be certified by the Assistant Director based on recommendation by the Field Officer concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Rs.1.25 per sucker/bed and Polybag seedling.

10. Procedure for the distribution of the subsidy

Payment of subsidy for all type of nurseries will be in a single installment during the subsequent season of opening of the nursery.

The subsidy recommended/paid will be proportionate to the number of healthy, disease-free, quality planting material available for distribution from the nursery.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.3.3 Planting Material Production – Sikkim & Darjeeling

1. Name of Programme/scheme

Planting Material Production - Sikkim & Darjeeling

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to promote the programme for planting material production of cardamom by providing assistance to the certified nursery owners who were producing planting material to cater to the requirement for replantation and rejuvenation.

4. Physical and financial targets of the programme

(refer para 13.1.1 sub para 4)

5. Eligibility of Beneficiary

The production will be through certified nurseries opened in growers' field. Individual growers, labourers, self-help groups, farmers' groups, NGOs, CBOs (Community Based Organisations) etc. who are having the required facilities for opening such nurseries for production of quality planting materials can be selected under the programme.

6. Pre-requisites for the benefit

Whatever be the production method, (sucker multiplication nurseries or production through polybag/bed) quality of the mother plants selected for seed procurement, source of mother clones selected for multiplication and the seedlings/suckers produced in the certified nurseries which are in turn used in the field for replantation and rejuvenation are to be ensured.

7. Procedure to avail the benefits of the programme

Growers/other eligible agencies who are willing to operate certified nurseries need to seek approval of the Spices Board, execute an agreement on approval, be trained in nursery operations, collect seed material/suckers from sources approved by Spices Board.

8. Criteria for deciding eligibility

The seed plots selected for procuring seeds and mother plants identified for sucker multiplication are to be certified by the Assistant Director based on recommendation by the Field Officer concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Rs.1.15 per sucker.

10. Procedure for the distribution of the subsidy

Payment of subsidy for all type of nurseries will be in a single installment during the subsequent season of opening of the nursery.

The subsidy recommended/paid will be proportionate to the number of healthy, disease-free, quality planting material available for distribution from the nursery.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.4 SCHEMES FOR EXPORT ORIENTED PRODUCTION AND POST HARVEST IMPROVEMENT OF SPICES

13.4.1. Irrigation and Land Development Programme for Cardamom (small) (Kerala, Tamil Nadu and Karnataka)

1. Name of Programme/scheme

Irrigation and Land Development Programme for Cardamom (small) (Kerala, Tamil Nadu and Karnataka)

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to provide assistance for construction of new farm pond/ well, bore well, tube well, mini check dams, diversion channel and storage tank and also for purchasing irrigation equipments and other land development programmes.

4. Physical and financial targets of the programme

Year	Physical Target(ha.)	Financial Outlay (Rs. Lakh)
2007-08	500	35.00
2008-09	500	35.00
2009-10	500	35.00
2010-11	500	35.00
2011-12	500	35.00
TOTAL	2500	175.00

State-wise area targeted and fund allotted per year are as follows:

State	Area (ha.)	Share of WGDP	Share of Spices Board
KERALA	250	NIL	25.00
TAMILNADU	20	NIL	2.00
KARNATAKA	230	15.00	8.00

TOTAL	500	15.00	35.00
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The Programme will be implemented jointly by Spices Board and WGDP of Karnataka sharing the cost on 66:34 ratio as was done during the X Plan.

5. Eligibility of Beneficiary

Kerala & Tamil Nadu Region – Cardamom growers possessing cardamom registration Certificate up to 8 hectares.

Karnataka region- Cardamom growers possessing registration Certificate up to 4 hectares for construction of water storage devices and purchase of irrigation equipments and up to 8 hectares for soil and water conservation.

6. Pre-requisites for the benefit

The devices permitted are construction of new farm pond/ well, bore well, tube well, mini check dams, diversion channel and storage tank. Readymade tank made of fibre glass or other materials are not allowed. The minimum capacity/volume of water storage device should be 15m³ in case of farm pond. drilling of tube wells/bore wells of 15.24 cm.(6 inches) diameter, and installation of suitable pump sets in tube wells only would be considered for payment of subsidy.

7. Procedure to avail the benefits of the programme

Growers desirous of constructing water storage devices under the scheme should apply to the Board before commencing the work through the local Field Officers in the prescribed format in duplicate with plan and estimate of construction duly certified by a qualified Engineer not below the rank of an Asst. Engineer of the Public Works Department, Block Development Department, Minor Irrigation Department, Zilla Parishad or an Engineer approved for the purpose by the Board.

8. Criteria for deciding eligibility

The Field Officer after preliminary inspection and satisfying the necessity and feasibility etc. of the proposed device, will submit his preliminary report together with application to the concerned Asst. Director for issuing permit order. The Asst. Director after looking into the availability of fund will issue permit order specifying the dates on which the work is to be started and completed. In the case of Karnataka the Asst. Director will seek the concurrence of the Zilla Parishad before issue of permit order.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The eligibility and rate of subsidy for different components are as follows:

FOR KERALA – TAMILNADU REGION

	Category	Subsidy	Full amount of subsidy will be paid by the Spices

			Board(Rs.)
Construction of devices	Up to 4 ha.	50% of the actual cost or Rs.16,000/- whichever is less.	16,000
	4 – 8 ha.	25% of the actual cost or Rs.16,000/- whichever is less.	16,000
Installation of I.P.Sets	Up to 8 ha.	25% of the actual cost or Rs.5,000/- whichever is less.	5,000
Installation of sprinkler irrigation equipments	2-8 ha.	25% of the actual cost or Rs.21,175/- whichever is less.	21,175
Gravity irrigation with tanks	Up to 8 ha.	25% of the actual cost or Rs.1,250/- whichever is less.	1,250
Gravity irrigation with hose pipes alone	Up to 8 ha.	25% of the actual cost or Rs.1,250/- whichever is less.	1,250
Soil conservation (5-15% slope)	Up to 8 ha.	25% of the actual cost or Rs.7,500/- per ha. whichever is less(Maximum 2 ha.)	7,500

Maximum amount of subsidy for all the three components together is limited to Rs.52,175/- for a grower in Kerala and Tamil Nadu.

FOR KARNATAKA

Item	Category	Subsidy	WGDP, Karnataka share (66%) (Rs.)	Spices Board Share (34%)
Construction of devices	Up to 4 ha.	50% of the actual cost or Rs.12,500/- whichever is less.	8,250	4,250
Installation of IP sets	Up to 4 ha.	50% of the actual cost or Rs.10,000/-	6,600	3,400

		whichever is less.		
Installation of Sprinkler Irrigation Equipments	Up to 4 ha.	25% of the actual cost or Rs.21,175/- whichever is less.	13,975	7,200
Gravity irrigation tanks with control valve	Up to 4 ha.	50% of the actual cost or Rs.2,500/- whichever is less.	1,650	850
Gravity irrigation with hose pipes alone	Up to 4 ha.	50% of the actual cost or Rs.2,500/- whichever is less.	1,650	850
Soil conservation (5-15% slope)	Up to 8 ha.	31% of the actual cost or Rs.3,125/- per ha. whichever is less (Maximum 2 ha)	2,063 (per 1 ha.)	1,062 (per 1 ha.)

Maximum amount of subsidy for all the three components together is limited to Rs.39,925/-.

10. Procedure for the distribution of the subsidy

In Kerala & Tamil Nadu full subsidy will be paid to the cardamom growers by the Spices Board, while in Karnataka the programme will be implemented jointly by Spices Board and WGDP, Karnataka State on 66:34 ratio, as in X Plan. However, if the contribution from the State Government is not forthcoming, Board will implement the programme with the existing level of funding i.e., only Board's share alone will be paid so that there is no reduction in total area and enhancement in Board's Budget provision.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.4.2. Purchase of Irrigation Equipments

1. Name of Programme/scheme

Purchase of Irrigation Equipments

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to provide assistance for purchasing irrigation equipments for augmenting irrigation facilities.

4. Physical and financial targets of the programme

(See para 13.4.1 sub para 4)

5. Eligibility of Beneficiary

Kerala & Tamil Nadu Region – Cardamom growers possessing cardamom registration Certificate up to 8 hectares.

Karnataka region- Cardamom growers possessing registration Certificate up to 4 hectares for construction of water storage devices and purchase of irrigation equipments and up to 8 hectares for soil and water conservation.

6. Pre-requisites for the benefit

Irrigation equipments eligible for grant of subsidy under the scheme are irrigation pump sets and hose pipes, gravity irrigation with tank, gravity irrigation with hose pipes, sprinkler irrigation, mist irrigation and drip irrigation equipments.

7. Procedure to avail the benefits of the programme

Growers may submit their application in the prescribed form in duplicate along with 2 copies of proforma invoice/quotation from regular/reputed authorised dealers/suppliers to the Field Officer.

8. Criteria for deciding eligibility

On receipt of application, the Field Officer will verify the documents and assess the availability of water and feasibility of the project after field inspection and submit his preliminary report and application to the Asst. Director concerned for issuing permit order. The Asst. Director will issue permit order indicating the time limit for purchase.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The benefits will be according the procedure prescribed for Irrigation and Land Development Programme for Cardamom (small) (Kerala, Tamil Nadu and Karnataka) (para 13.4.1) sub para 9

10. Procedure for the distribution of the subsidy

(See para 13.4.1 sub para 10)

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.4.3 Soil and Water Conservation and Afforestation (5-15% slope)

1. Name of Programme/scheme

Soil and Water Conservation and Afforestation (5-15% slope)

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to provide assistance for construction of new farm pond/ well, bore well, tube well, mini check dams, diversion channel and storage tank for land development programmes.

4. Physical and financial targets of the programme

(See para 13.4.1 sub para 4)

5. Eligibility of Beneficiary

Kerala & Tamil Nadu Region – Cardamom growers possessing cardamom registration Certificate up to 8 hectares.

Karnataka region- Cardamom growers possessing registration Certificate up to 4 hectares for construction of water storage devices and purchase of irrigation equipments and up to 8 hectares for soil and water conservation.

6. Pre-requisites for the benefit

The devices permitted are construction of new farm pond/ well, bore well, tube well, mini check dams, diversion channel and storage tank. Readymade tank made of fibre glass or other materials are not allowed. The minimum capacity/volume of water storage device should be 15m³ in case of farm pond. drilling of tube wells/bore wells of 15.24 cm.(6 inches) diameter, and installation of suitable pump sets in tube wells only would be considered for payment of subsidy.

7. Procedure to avail the benefits of the programme

After completing the construction, the cardamom grower should intimate the Field Officer and the Field Officer will conduct the inspection and submit his report to the Asst. Director concerned. The Asst. Director will inspect the structure and forward the application with his report to the Asst. Engineer for giving final assessment about the quantum of work and cost involved.

8. Criteria for deciding eligibility

On receipt of application, the Field Officer will verify the documents and assess the availability of water and feasibility of the project after field inspection and submit his preliminary report and application to the Asst. Director concerned for issuing permit order. The Asst. Director will issue permit order indicating the time limit for purchase.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The benefits will be according the procedure prescribed for Irrigation and Land Development Programme for Cardamom (small) (Kerala, Tamil Nadu and Karnataka) (para 13.4.1 sub para 9)

10. Procedure for the distribution of the subsidy

(See para 13.4.1 sub para 10)

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.4.4 Rain Water Harvesting Devices in Spice Plantations

1. Name of Programme/scheme

Rain Water Harvesting Devices in Spice Plantations

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularise cheap method of harvesting rain water for irrigation purpose in the Cardamom (small & Large), and other spices plantations, Byadagi Chilli in Karnataka and spices grown in N.E. Region.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Small cardamom growers possessing cardamom registration certificate up to 8.00 ha. and spice growers, who have land holding up to 8.00 ha. under Cardamom Large, Byadagi Chilli in Karnataka and Spices in NE Region as the case may be, are eligible.

6. Pre-requisites for the benefit

For availing benefit under the programme, farmers have to purchase the silpauline sheets required for the purpose from suppliers approved by Board at approved rates.

7. Procedure to avail the benefits of the programme

Interested growers of cardamom (small & Large), Baydagi chilli in Karnataka and all spices grown in NE Region, holding land up to 8 ha. will submit application in the prescribed format. Small cardamom growers must have Registration Certificate.

8. Criteria for deciding eligibility

On completion of the water storage tank (excavation and lining with Silpauline sheets), the farmer will intimate the same to the Field Officer and the Field Officer will physically verify the construction work, take its measurements and recommend eligible subsidy approved in the programme, to the Assistant Director concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy @ 33.33% of the actual cost, limited to Rs. 8,000/- is allowed for the construction of one 200 cu. metre capacity tank (excavation of the tank and lining with Silpauline).

10. Procedure for the distribution of the subsidy

The Assistant Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.4.5 Improved Cardamom Curing Devices for Small Cardamom (Kerala, Tamil Nadu and Karnataka)

1. Name of Programme/scheme

Improved Cardamom Curing Devices for Small Cardamom Kerala, Tamil Nadu and Karnataka

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularize the eco-friendly drying of cardamom using alternate fuels among the growers by providing suitable incentives.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Registered small cardamom growers owning a minimum area up to 8 ha. are eligible for assistance to install one drier under the scheme.

6. Pre-requisites for the benefit

The driers have to be obtained from approved suppliers and expenditure in excess of approved rates shall not be entertained.

7. Procedure to avail the benefits of the programme

Interested growers will submit the application in the prescribed format with quotations obtained from approved agencies supplying the drier and accessories.

8. Criteria for deciding eligibility

On completion of installation the matter is to be informed to the Field Office of the Board by the beneficiary submitting bills/ invoice and Field Officer will physically verify the installation and recommend the case to the Assistant Director.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Maximum subsidy of Rs.60,000/- per device towards 33.33% of the cost of the device. Non-subsidy portion will be met by the growers from their own funds or through institutional finance.

10. Procedure for the distribution of the subsidy

Subsidy will be released after satisfactory installation and physical verification by officers of the Board.

The Assistant Director/Deputy Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5 Cardamom Large (Sikkim and Darjeeling District of West Bengal)

13.5.1 Setting up of Curing houses (Modified Bhatti) in NE Region

1. Name of Programme/scheme

Setting up of Curing houses (Modified Bhatti) in NE Region

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularize the method of modified Bhatti system, which gives best quality in curing cardamom.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Registered small cardamom growers owning a minimum area up to 4 ha. are eligible for assistance.

6. Pre-requisites for the benefit

Those who want to avail the benefits of this scheme need to apply to the Board and on approval can undertake construction.

7. Procedure to avail the benefits of the programme

Interested planters have to apply to the Board in the prescribed form and on approval can undertake construction

8. Criteria for deciding eligibility

On completion of construction, the facility will be inspected by the Board and grant-in-aid disbursed.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy will be provided @ Rs. 5,000/- for 200 kg capacity and Rs. 9,000/- for 400 kg capacity curing houses respectively towards 33.33% and 36% of cost of the construction. (an average subsidy of Rs.7,500/- per curing house is estimated)

10. Procedure for the distribution of the subsidy

Subsidy will be released after satisfactory completion and physical verification by officers of the Board.

The Assistant Director/Deputy Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.2 Rain Water Harvesting Devices in Spice Plantations (NE Region)

1. Name of Programme/scheme

Rain Water Harvesting Devices in Spice Plantations

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularise cheap method of harvesting rain water for irrigation purpose in the Cardamom (small & Large), and other spices plantations, Byadagi Chilli in Karnataka and spices grown in N.E. Region.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Small cardamom growers possessing cardamom registration certificate up to 8.00 ha. and spice growers, who have land holding up to 8.00 ha. under Cardamom Large, Byadagi Chilli in Karnataka and Spices in NE Region as the case may be, are eligible.

6. Pre-requisites for the benefit

For availing benefit under the programme, farmers have to purchase the silpauline sheets required for the purpose (120 gauge) from suppliers approved by Board at approved rates.

7. Procedure to avail the benefits of the programme

Interested growers of cardamom (small & Large), Baydagi chilli in Karnataka and all spices grown in NE Region, holding land up to 8 ha. will submit application in the prescribed format. Small cardamom growers must have Registration Certificate.

8. Criteria for deciding eligibility

On completion of the water storage tank (excavation and lining with Silpauline sheets), the farmer will intimate the same to the Field Officer and the Field Officer will physically verify the construction work, take its measurements and recommend eligible subsidy approved in the programme, to the Assistant Director concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy @ 33.33% of the actual cost, limited to Rs. 8,000/- is allowed for the construction of one 200 cu. metre capacity tank. A farmer is eligible to construct storage tank of his actual requirement / convenience, but the subsidy will be limited to 33.33% of the total expenditure subject to Rs.8,000/- for 200 M3 capacity device.

10. Procedure for the distribution of the subsidy

The Assistant Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.3 Large Cardamom Development (New planting) (North East other than Sikkim)

1. Name of Programme/scheme

Large Cardamom Development (New planting) (North East other than Sikkim)

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is the extension of cultivation of Large Cardamom in 1500 ha. under area expansion programme. The states tentatively selected and the area proposed to be covered are given below:-

State	XI Pan period
Arunachal Pradesh	500 ha.
Meghalaya	100 ha.
Manipur	75 ha.
Mizoram	400 ha.

Nagaland	425 ha.
Total	1500 ha.

4. Physical and financial targets of the programme

Year	Physical Target (in ha.)	Planting material production cost (Rs. in lakh)	Subsidy (Rs. in lakh)	Financial Target (Rs. in lakh)
2007-08	300	36.00	9.00	45.00
2008-09	300	36.00	16.50	52.50
2009-10	300	36.00	16.50	52.50
2010-11	300	36.00	16.50	52.50
2011-12	300	36.00	16.50	52.50
Total	1500	180.00	75.00	255.00

5. Eligibility of Beneficiary

The planting will be taken up in contiguous areas / compact blocks to take up group certification. Minimum eligible area is 0.2 ha. and maximum 8 ha.

6. Pre-requisites for the benefit

Farmers who are willing to maintain the large cardamom planted area for a minimum period of 5 years will only be selected in the programme. An undertaking in writing has to be submitted along with the application.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit may submit applications in the prescribed format to the respective Field Office of Spices Board enclosing copy of documents required.

8. Criteria for deciding eligibility

With the help of State Agri./Horti Departments / NGOs, area suited for cultivation and beneficiaries would be selected in one or two villages in one district in each state. Plant population per ha is 4000 Nos. The Spices Board will provide planting materials from the certified nurseries, and the cost will be adjusted against the subsidy due to the beneficiary.

Wherever NGOs are engaged for implementing the scheme, farmers should sign an MOU with the NGO and the NGO with the Spices Board regarding willingness to participate in the scheme and continue organic farming practices for a minimum period of 5 years and beyond.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Spices Board would provide a financial assistance of Rs. 17,500/- per ha. for meeting the expenditure on planting material, maintenance, purchase of organic inputs, organic certification, retention fee etc.

10. Procedure for the distribution of the subsidy

DETAILS OF PAYMENT OF SUBSIDY

Ist installment subsidy Per ha. Rs.	Deductions to be made from Ist installment of subsidy					II installment of subsidy per ha.	Total subsidy per ha.
	Cost of planting materials @ Rs.2/- per seedling	Retention fee to the NGO per ha.(Rs.) *	Organic certification cost per ha (Rs.)	Total deduction from Ist installment of subsidy (Rs.)	Net subsidy to be paid to the grower per ha. (Rs.) after making deductions		
15,000	8,000	500	300	8,800	6,200	2,500	17,500

* wherever required only

(Certification cost will change subject to the cost fixed based on competitive quotations invited from certifying agencies.)

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.4 Rain Water Harvesting Devices (NE Region)

1. Name of Programme/scheme

Rain Water Harvesting Devices in Spice Plantations

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularise cheap method of harvesting rain water for irrigation purpose in the Cardamom (small & Large), and other spices plantations, Byadagi Chilli in Karnataka and spices grown in N.E. Region.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Small cardamom growers possessing cardamom registration certificate up to 8.00 ha. and spice growers, who have land holding up to 8.00 ha. under Cardamom Large, Byadagi Chilli in Karnataka and Spices in NE Region as the case may be, are eligible.

Financial assistance will also be given to the growers, who are already having smaller capacity structures that had been constructed without assistance from the Board. Subsidy will be provided @ 33.33% of the additional cost involved for making bigger capacity pits and to purchase fresh silpauline sheets to cover the total area.

6. Pre-requisites for the benefit

For availing benefit under the programme, farmers have to use Silpauline of approved specification (120 gauge) and the purchase of silpauline sheets have to be effected from approved suppliers at approved rates.

7. Procedure to avail the benefits of the programme

Interested growers of cardamom (small & Large), Baydagi chilli in Karnataka and all spices grown in NE Region, holding land up to 8 ha. will submit application in the prescribed format. Small cardamom growers must have Registration Certificate. The Field Officer of the Board will assess the technical / economical feasibility and issue the work permit under intimation to the Assistant Director concerned.

8. Criteria for deciding eligibility

On completion of the water storage tank (excavation and lining with Silpauline sheets), the farmer will intimate the same to the Field Officer and the Field Officer will physically verify the construction work, take its measurements and recommend eligible subsidy approved in the programme, to the Assistant Director concerned.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy @ 33.33% of the actual cost, limited to Rs. 8,000/- is allowed for the construction of one 200 cu. metre capacity tank. A farmer is eligible to construct storage tank of his actual requirement / convenience, but the subsidy will be limited to 33.33% of the total expenditure subject to Rs.8,000/- for 200 M3 capacity device.

10. Procedure for the distribution of the subsidy

The Assistant Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.5 Setting up of Curing houses (Modified Bhatti) (NE Region)

1. Name of Programme/scheme

Setting up of Curing houses (Modified Bhatti) in NE Region

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of this scheme is to popularize the method of modified Bhatti system, which gives best quality in curing cardamom.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Registered small cardamom growers owning a minimum area up to 4 ha. are eligible for assistance.

6. Pre-requisites for the benefit

Those who want to avail the benefits of this scheme need to apply to the Board and on approval can undertake construction.

7. Procedure to avail the benefits of the programme

Interested planters have to apply to the Board in the prescribed form.

8. Criteria for deciding eligibility

On completion of construction, the facility will be inspected by the Board and grant-in-aid disbursed.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy will be provided @ Rs. 5,000/- for 200 kg capacity and Rs. 9,000/- for 400 kg capacity curing houses respectively towards 33.33% and 36% of cost of the construction. (an average subsidy of Rs.7,500/- per curing house is estimated)

10. Procedure for the distribution of the subsidy

Subsidy will be released after satisfactory completion and physical verification by officers of the Board.

The Assistant Director/Deputy Director will effect the payment in accordance with the provisions stipulated under the programme.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.6 Organic cultivation of pepper(NE Region)**1. Name of Programme/scheme**

Organic cultivation of pepper

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of this scheme is to promote organic cultivation of pepper in NE Region

4. Physical and financial targets of the programme

Physical and financial targets are as follows.

(Rs. in lakh)

Year	Physical Target (in ha.)	Financial Target (Rs. in lakh)	Subsidy to farmers (Rs. in lakh)	Estimated cost of planting material & Transportation (cost @ Rs.5/- & Re.1/- respectively)	Retention fee @ Rs.500/- per Ha	Cost of certification @ Rs.300 per ha.	Total eligible Subsidy Per ha. @ Rs.15,000/-
2007-08	100	15.00	2.20	12.00	0.50	0.30	15.00
2008-09	100	15.00	2.20	12.00	0.50	0.30	15.00
2009-10	100	15.00	2.20	12.00	0.50	0.30	15.00
2010-11	100	15.00	2.20	12.00	0.50	0.30	15.00
2011-12	100	15.00	2.20	12.00	0.50	0.30	15.00
TOTAL	500	75.00	11.00	60.00	2.50	1.50	75.00

5. Eligibility of Beneficiary

Beneficiaries would be selected by the concerned officer of the Board directly or with the help of State Agri/Horti Departments if necessary.

6. Pre-requisites for the benefit

The NGOs or individual farmers having very good past records and experience in organic cultivation only shall be selected.

7. Procedure to avail the benefits of the programme

Farmers who are willing to participate in the programme for a minimum period of 5 years will only be selected and an undertaking has to be submitted along with the application. Cultural operations are to be carried out strictly as per NPOP standards to enable certification.

8. Criteria for deciding eligibility

Each farmer should take up planting of a minimum of 100 standards (200 rooted cuttings in 0.10 ha. and a maximum of 8 ha.).

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The grant-in-aid will be provided in the form of planting materials & cost of certification. If there is any amount remaining in excess after meeting the above, it would be paid to the beneficiaries during the second year.

10. Procedure for the distribution of the subsidy

As mentioned in previous para.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed with the Field officer and an undertaking has to be submitted along with the application stating that cultural operations will be carried out strictly as per NPOP standards to enable certification.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.7 Organic cultivation of Lakadong Turmeric

1. Name of Programme/scheme

Organic cultivation of Lakadong Turmeric

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of this scheme is to promote organic cultivation of Lakadong Turmeric in NE Region

4. Physical and financial targets of the programme

Physical and financial targets are as follows. (Rs. in lakh)

Year	Physical target(in ha.)	Subsidy to farmers(Rs. in lakh)	Certification @ Rs.300/- per ha. & Ret. Fee @ Rs.500/- per ha (Rs. In lakh)	Total Subsidy (Rs. in lakh)
2007-08	610	71.37	4.88	76.25
2008-09	600	70.20	4.80	75.00
2009-10	600	70.20	4.80	75.00
2010-11	600	70.20	4.80	75.00
2011-12	600	70.20	4.80	75.00
TOTAL	3010	352.17	24.08	376.25

5. Eligibility of Beneficiary

Farmers owning up to 8 ha. will be eligible for participating in the programme.

6. Pre-requisites for the benefit

Farmers who are willing to participate in the programme for a minimum period of 4 years (2008-09 to 2011-12) in one village on a cluster basis will be selected and an undertaking has to be submitted along with the application.

7. Procedure to avail the benefits of the programme

Cultural operations are to be carried out strictly as per NPOP standards to enable Certification.

8. Criteria for deciding eligibility

When the crop is ready for harvest, the Board's Officer concerned has to inspect and certify that the entire field for which subsidy has been paid is properly maintained until the time of harvest. This will be the final inspection report for that particular year. In case there is crop failure in the entire field or part of the field the same should be reported by the inspecting officer for adjusting the proportionate amount of subsidy payable for the subsequent year of crop to the concerned farmer.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The total subsidy would be Rs.12,500/- per ha. i.e 50% of the cost of planting materials. After meeting the cost of certification charges and retention fee to NGOs, the balance amount would be disbursed as subsidy to the farmers in one installment, 6 months after sowing/planting and satisfactory establishment/maintenance.

10. Procedure for the distribution of the subsidy

As mentioned in previous para.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed with the Field officer and an undertaking has to be submitted along with the application stating that cultural operations will be carried out strictly as per NPOP standards to enable certification.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.5.8 Organic cultivation of ginger

1. Name of Programme/scheme

Organic cultivation of Ginger

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of this scheme is to promote organic cultivation of Ginger in NE Region

4. Physical and financial targets of the programme

Physical and financial targets are as follows. (Rs. in lakh)

Year	Physical target(in ha.)	Subsidy to farmers(Rs. in lakh)	Certification @ Rs.300/- per ha. & Ret. Fee @ Rs.500/- per ha (Rs. In lakh)	Total Subsidy (Rs. in lakh)

2007-08	610	71.37	4.88	76.25
2008-09	600	70.20	4.80	75.00
2009-10	600	70.20	4.80	75.00
2010-11	600	70.20	4.80	75.00
2011-12	600	70.20	4.80	75.00
TOTAL	3010	352.17	24.08	376.25

5. Eligibility of Beneficiary

The farmers owning up to 8 ha. can participate in the programme.

6. Pre-requisites for the benefit

Ginger varieties like Nadia, China and local varieties would be used for cultivation. Seed materials have to be procured from organic farms or in the absence, from traditional farms during the first year at the rate of 2000 kg/ha. by the beneficiary farmers at their own responsibility.

Willingness to continue organic farming practices in the same plot for a minimum period of 5 years, during XI plan period has to be obtained from the farmers.

7. Procedure to avail the benefits of the programme

Farmers who are willing to participate in the scheme for a minimum period of 4 years (2008-09 to 2011-12) in one village on a cluster basis will be selected and an undertaking has to be submitted along with the application.

Cultural operations are to be carried out strictly as per NPOP standards to enable Certification.

8. Criteria for deciding eligibility

When the crop is ready for harvest, the Board's Officer concerned has to inspect and certify that the entire field for which subsidy has been paid is properly maintained until the time of harvest. This will be the final inspection report for that particular year. In case there is crop failure in the entire field or part of the field the same should be reported by the inspecting officer for adjusting the proportionate amount of subsidy payable for the subsequent year of crop to the concerned farmer.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Total subsidy is Rs. 12,500/-per ha. ie. 50% of the cost of planting material. After meeting the cost of certification charges and retention fee to NGO, the balance amount would be disbursed to the farmers in one installment, 6 months after sowing/planting and satisfactory establishment/maintenance. (Rs.300/- per ha. towards Certification cost and Retention fee @ Rs.500/- per ha per year will be adjusted from the subsidy.)

10. Procedure for the distribution of the subsidy

As mentioned in previous para.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed with the Field officer and an undertaking has to be submitted along with the application stating that cultural operations will be carried out strictly as per NPOP standards to enable certification.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6 PROGRAMMES FOR SPICES OTHER THAN CARDAMOM.

13.6.1 Programme for supply of seed spices threshers (power operated and manually operated) for post harvest improvement of seed spices

1. Name of Programme/scheme

Supply of seed spices threshers

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to educate and motivate the farmers to adopt hygienic threshing practices for production of quality seed spices using mechanical seed spices threshers (both power operated and manually operated) at subsidized rates.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period will be as follows:

Year	Power operated		Manually operated	
	Nos	Rs. in lakh	Nos	Rs. in lakh

2007-08	4	2.00	10	1.50
2008-09	4	2.00	10	1.50
2009-10	4	2.00	10	1.50
2010-11	4	2.00	10	1.50
2011-12	4	2.00	10	1.50
Total	20	10.00	50	7.50

5. Eligibility of Beneficiary

Individual Growers owning up to a holding size of 8 ha and groups/Associations /NGOs etc. consisting of seed spices growers as members are eligible to benefit under the programme. Generally, one unit will be allotted to an applicant or group under the scheme. Under the programme, large growers and NGOs are eligible for purchase of power operated threshers and small and marginal growers are eligible for purchase of manually operated threshers. However, additional units to Groups will be considered based on specific request depending upon the total area under seed spices and the number of seed spices growers in the group depending up on the proposal /application received.

6. Pre-requisites for the benefit

The firms supplying the seed spices threshers will be approved by the Board's Head Office on the recommendation from Zonal AD/ Regional DD.

In the case of groups, the Group will execute an agreement with the Board stating that a committee will manage the thresher and allow its members to use the thresher by making proper schedule for threshing of seed spices and also collecting a nominal fee (per quintal basis) from the members in concurrence with the Board for running the equipment and maintenance.

7. Procedure to avail the benefits of the programme

Interested Individual seed spices growers /Growers groups/Associations /NGOs etc will submit the application in the prescribed format along with registration details, number and list of members, quotation from the approved source indicating the capacity and cost of the seed spices threshers to the respective office of the Spices Board. The concerned officer of the Board will verify the eligibility criteria and conduct preliminary inspection to assess the technical feasibility and recommend the eligible cases to the Zonal AD / Regional DD for issuing permit order. The Zonal AD /Regional DD will issue the permit order for acquiring the seed spices threshers.

8. Criteria for deciding eligibility

After acquiring the unit, the applicant will send a completion report along with original bills /invoice from the approved source to the office where the application is filed. The Concerned officer will verify the bills / invoice and physically verify the

seed spices thresher and its working and send the final inspection report with recommendations to the Zonal AD / Regional DD for payment of subsidy.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The cost of a power operated seed spices thresher and manual thresher are estimated as Rs. 1.00 lakh and Rs. 30000/- respectively. 50 % of the cost of the thresher subject to a maximum of Rs. 50,000/- for a power thresher and Rs. 15000/- for a manually operated thresher will be paid as subsidy.

10. Procedure for the distribution of the subsidy

The Zonal AD / Regional DD will inspect all the cases and make payment of subsidy to the applicant from RO or send it to HO for payment as per the delegated financial powers.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.2 Supply of pepper threshers

1. Name of Programme/scheme

Supply of Pepper threshers

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to help the pepper growers to produce good quality pepper for export by supplying pepper threshers at subsidized cost for separating the berries, and also to reduce the cost of production.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period will be as follows:

Year	Physical [Nos.]	Financial [Rs. in crore]
2007-08	95	0.066
2008-09	105	0.074
2009-10	100	0.070
2010-11	100	0.070
2011-12	100	0.070
Total	500	0.350

5. Eligibility of Beneficiary

All pepper growers having up to 8 ha. of yielding pepper vines are eligible to avail the benefit of the scheme.

6. Pre-requisites for the benefit

The beneficiaries should get the thresher from the companies approved by the Board.

7. Procedure to avail the benefits of the programme

Growers desirous of availing the benefit should file an application in the prescribed format with the nearest Field Office of the Board in duplicate along with 2 copies of the proforma invoice/quotation from the approved company/ supplier for the equipment proposed to be purchased. On receipt of the application, Field Officer will verify the eligibility and recommend to the Assistant Director of the Board who in turn will issue a permit order to the grower. On receipt of the permit order, the applicant should purchase and install the equipment and intimate the fact to the Field Officer along with the original bill in duplicate and a pre-stamped receipt for the subsidy amount.

8. Criteria for deciding eligibility

The Field Officer will inspect the functioning of the equipment and recommend eligible subsidy to the Assistant Director

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The eligibility of subsidy is Rs.7,000/- per thresher [power operated] irrespective of the capacity of the equipment.

10. Procedure for the distribution of the subsidy

After getting the inspection report from the Field officer, the Assistant Director will pay the subsidy, after physical verification of the equipment.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.3 Supply of bamboo mats for drying pepper during XI plan period

1. Name of Programme/scheme

Supply of bamboo mats for drying pepper

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to help the small and marginal growers of pepper for drying pepper under hygienic condition.

4. Physical and financial targets of the programme

During XI plan period the programme is to supply 10,000 mats per annum for 5 years ie. 50,000 mats with a financial outlay of Rs.0.375 crore.

5. Eligibility of Beneficiary

Pepper growers having 51 to 100 nos. of yielding pepper vines are eligible for one mat of size 12' x 6' and those having more than 101 vines are eligible for two mats once in three years. Those who have availed of the subsidy under the scheme three years ago can again apply and receive mats from the Board at subsidized cost as the life span of an ordinary bamboo mat under use is considered not more than three years, after verifying all the newly filed applications.

6. Pre-requisites for the benefit

The Field Officers will collect the non-subsidy portion well in advance from the beneficiaries selected for allotting bamboo mats.

7. Procedure to avail the benefits of the programme

The Field Officers in charge of the selected villages will identify the beneficiaries and collect the applications and the supply will be arranged on first come first served basis but after giving priority to first time applicants.

8. Criteria for deciding eligibility

Supply of mats will be effected after getting the non-subsidy portion. The Field Officers will also obtain an undertaking from the grower that the bamboo mats supplied will be properly utilized for pepper drying.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The eligible subsidy will be 90% of the cost to tribal growers and 50% of the cost to the growers of general category.

10. Procedure for the distribution of the subsidy

The Board will procure the mats and supply of mats will be effected to the growers after getting the non-subsidy portion.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.4 CHILLI - Promotion of Integrated Pest Management (IPM)

1. Name of Programme/scheme

CHILLI - Promotion of Integrated Pest Management (IPM)

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to assist the growers of Chilli in Integrated Pest Management (IPM)

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Farmers having land holding up to 8 ha. with documents to prove ownership of the land in Guntur, Warangal, Prakasham, Karimnagar and Khammam districts of Andhra Pradesh are eligible to avail the assistance from the Spices Board.

6. Pre-requisites for the benefit

Contiguous areas where exporters are sourcing chillies will be identified and selected. The farmers shall give an undertaking to follow the IPM practices as recommended by the Directorate of Plant Protection, Quarantine & Storage, Faridabad.

7. Procedure to avail the benefits of the programme

The farmers in the selected areas shall submit their applications in the prescribed form before commencement of the operations, to the Board's office along with the copy of the land record to prove the ownership of the land.

8. Criteria for deciding eligibility

The farmers shall not use the banned pesticides in the IPM. If the farmers are found using banned pesticides, they will be barred from availing benefits of the Board's development programmes.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The subsidy will be 50% of the cost of IPM inputs which is estimated at Rs.3,000/- per ha. which will be given to the beneficiaries as inputs only. The balance 50% of inputs should be purchased by the farmers at their own cost.

10. Procedure for the distribution of the subsidy

The Officer-in-charge of the Board will purchase the full quantity of IPM input kit (50% of the actual inputs) and distribute it to the beneficiaries with proper acknowledgement collected from the beneficiaries.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.5 TURMERIC- Programme for supply of turmeric steam boiling units for community use.

1. Name of Programme/scheme

Supply of turmeric steam boiling units for community use.

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the programme is to motivate groups of growers to boil the turmeric in time using steam to produce quality turmeric suitable for exports by supplying the steam boiling units at subsidized cost on community basis.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period (ie from 2009-10 to 2011-12) will be as follows:

Year	Physical Target (No. of units)	Financial Target (Rs. In lakh)
2009-10	10	12.00
2010-11	10	12.00
2011-12	5	6.00
Total	25	30.00

5. Eligibility of Beneficiary

Growers groups / Associations / NGOs etc. consisting of turmeric growers as members are eligible to benefit under the programme. Generally, one unit irrespective of the capacity will be allotted to a group under the programme.

However, additional units will be considered based on specific request depending upon the total area under turmeric and the number of turmeric growers in a group. Individual growers are not eligible to apply under this programme.

6. Pre-requisites for the benefit

The Groups will execute an agreement with the Board stating that the Governing committee will manage the boiling unit by making proper schedule for boiling the raw turmeric produced by its members and allow them to use the boiling unit systematically by collecting a nominal user fee (per quintal basis) for running the equipment and for maintenance .

7. Procedure to avail the benefits of the programme

Interested growers groups/ associations / NGOs etc will submit the application in the prescribed format along with registration details of their group/association/NGO, indicating no. of members, area under turmeric cultivation and quotation from the approved sources indicating the capacity and cost of the turmeric boiling units to the respective office of the Spices Board. The concerned officer of the Board will verify the eligibility criteria and conduct preliminary inspection to assess the technical feasibility and recommend the eligible cases to the zonal Assistant Director / Regional Dy Director for issuing permit order. The zonal Asst Director / Regional Dy Director will issue the permit order for purchasing/setting up of the turmeric boiling units.

8. Criteria for deciding eligibility

After setting up of the unit, the applicant will send a completion report along with original bills / invoice from the approved source to the officer who has issued the permit order. The field officer will verify the bills / invoice and physically verify the steam boiling unit and send the final inspection report with recommendations to the zonal Assistant Director / Regional Dy Director for payment of subsidy.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The cost of a large scale steam boiling unit for turmeric varies from Rs.1.00 lakh to Rs. 2.50 lakh depending upon the capacity ranging from 600 kg per batch to 900 kg per batch. 50 % of the cost of the boiling unit subject to a maximum of Rs. 1.20 lakh per unit depending upon the capacity will be paid as subsidy to the eligible applicant .

10. Procedure for the distribution of the subsidy

After getting the inspection report from the Field officer, the zonal Assistant Director/ Regional Dy Director will inspect all the cases and make payment of subsidy to the applicant from ZO/RO or recommend to head office as per the delegated financial powers.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format are to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.6 Programme for supply of turmeric polishers

1. Name of Programme/scheme

Supply of turmeric polishers

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to motivate the growers to popularize the polishing of turmeric by supplying improved polishers at subsidized rates to produce polished turmeric suitable for export.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period will be as follows:

Year	Physical Target (No. of units)	Financial Target (Rs. In lakh)
2007-08	20	3.20
2008-09	20	3.20
2009-10	20	3.20
2010-11	20	3.20
2011-12	20	3.20
Total	100	16.00

5. Eligibility of Beneficiary

Individual turmeric Growers having a land holding size up to 8 ha. and grower groups/Associations/NGOs etc. consisting of turmeric growers as members

are eligible to benefit under the programme. Generally, one unit will be allotted to a grower or group under the scheme. Preference will be given to Groups / NGOs etc. in allotting the turmeric polisher. However, additional units to Groups will be considered based on specific request depending upon the total area under turmeric and the number of turmeric growers in the group depending upon the proposal/application received.

6. Pre-requisites for the benefit

The firms supplying the turmeric polishers will be approved by the Board's Head Office on the recommendation from Zonal AD/ Regional DD.

The grower /Groups will execute an agreement with the Board stating that a committee will manage the polisher and allow its members to use the polisher by making proper schedule for polishing of turmeric produced by its members and also collecting a nominal fee (per quintal basis) from the members in concurrence with the Board for running the equipment and maintenance.

7. Procedure to avail the benefits of the programme

Interested turmeric growers having land holding up to 8 ha. and Growers groups /Associations / NGOs etc will submit the application in the prescribed format and land documents along with registration details, number and list of members in the case of groups, quotation from the approved source indicating the capacity and cost of the turmeric polishers to the respective office of the Spices Board. The concerned officer of the Board will verify the eligibility criteria and conduct preliminary inspection to assess the technical feasibility and recommend the eligible cases to the Zonal AD/Regional DD for issuing permit order. The Zonal AD/ Regional DD will issue the permit order for acquiring the turmeric polishers.

8. Criteria for deciding eligibility

After acquiring the unit, the applicant will send a completion report along with original bills / invoice from the approved source to the office where the application is filed. The Concerned officer will verify the bills / invoice and physically verify the turmeric polisher and send the final inspection report with recommendations to the Zonal AD / Regional DD for payment of subsidy.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The cost of a turmeric polisher of 250 kg capacity per batch is Rs. 32000/-. 50 % of the cost of the polisher subject to a maximum of Rs. 16,000/- will be paid as subsidy to the Groups. The applicants are free to purchase higher capacity polishers but the subsidy will be limited to Rs.16000/-

10. Procedure for the distribution of the subsidy

After getting the inspection report from the Field officer, the zonal Assistant Director/ Regional Dy Director will inspect all the cases and make payment of subsidy to the applicant from ZO/RO as the case may be.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format are to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.6.7 MINT- Scheme for supply of modern mint oil (field) distillation units lined with stainless steel

1. Name of Programme/scheme

Supply of modern mint oil (field) distillation units lined with stainless steel

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to motivate the Mint growers to set up modern field distillation units lined with Stainless steel in the growers field to improve the efficiency of distillation unit as well as to improve the quality of oil by providing 50% of the cost of such unit as subsidy thereby enhancing the exports of Mint oil and its value added products from the country.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period will be as follows:

Year	Physical Target (No. of units)	Financial Target (Rs. In crore)
2007-08	10	0.130
2008-09	10	0.130
2009-10	10	0.130
2010-11	10	0.130
2011-12	10	0.130

Total	50	0.650
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5. Eligibility of Beneficiary

Mint Growers owning a holding size of up to 8 ha are eligible to avail the benefits under the scheme. A grower is eligible to benefit only one unit irrespective of the capacity under the scheme. Growers' groups/Associations/NGOs etc. consisting of Mint growers as members are also eligible to benefit under the scheme. In the case of Growers' groups/Associations/NGOs etc., the maximum number of units will be decided depending upon the total area under mint and the number of Mint growers in the group based on the proposal /application received.

6. Pre-requisites for the benefit

The approval of the manufacturer/ supplier from whom the purchase has to be effected will be done on the basis of the recommendation of CIMAP, Lucknow.

7. Procedure to avail the benefits of the programme

The interested eligible growers/Society/ NGOs/Association will submit the application in the prescribed format (in duplicate) along with land documents as a proof for eligibility and quotation for purchase of the modern distillation unit from approved source detailing the capacity and cost to the respective office of the Spices Board.

8. Criteria for deciding eligibility

The Concerned officer of the Board will conduct a preliminary inspection to verify the eligibility criteria and assess the technical/economical feasibility and recommend the eligible applications to the concerned Zonal AD/Regional DD/Head Office as the case may be for issue of permit order. In the case of Individual growers, concerned Zonal AD/Regional DD will issue the permit order to the eligible cases under intimation to Head office. In the case of Groups/Associations / NGOs etc., the permit order will be issued by the Head office.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The cost of a modern field distillation unit lined with stainless steel having a capacity ranging from 2000- 6000 litres (500 to 1500 Kg. Herbage per batch) of oil is estimated as Rs. 4 lakh. A maximum of Rs. 1.30 lakh per unit or 32.5 % of the cost of the unit depending upon the capacity, whichever is less, will be paid as subsidy to the growers.

10. Procedure for the distribution of the subsidy

After getting the inspection report from the Field officer, the Zonal AD/Regional DD will inspect all the cases and make payment of subsidy to the growers from RO or recommend to Head Office as per the delegated financial powers.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format are to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.7 GENERAL POST HARVEST IMPROVEMENT PROGRAMMES FOR SPICES

13.7.1 Construction of drying yards for Chilli, Ginger, Turmeric, Pepper, Seed Spices and Tree Spices under hygienic condition

1. Name of Programme/scheme

Construction of drying yards for Chilli, Ginger, Turmeric, Pepper, Seed Spices and Tree Spices under hygienic condition

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to motivate the Spice growers to set up drying yards in the growers field to improve the quality of the spices and thereby enhancing the exports of spices and its value added products from the country.

4. Physical and financial targets of the programme

During XI plan period the programme is to construct an area of 18500 sq.m. of drying yard during 5 years with a financial outlay of Rs.3.70 crore. The year wise target is as follows :

Year	Physical [Sq. m..]	Financial [Rs. in crore]
2007-08	35000	0.700
2008-09	37500	0.750
2009-10	37500	0.750

2010-11	37500	0.750
2011-12	37500	0.750
Total	185000	3.700

5. Eligibility of Beneficiary

The scheme will be applicable to small and marginal growers holding up to 4 ha. only in selected villages. The benefit of the scheme is not available to holdings up to 0.10 ha. and they can avail the scheme for supply of polythene sheet/bamboo mats.

In the case of Co-op. Societies, Agrl. Marketing Board, Agro Industries Corporation etc. the applications along with plan and estimate approved by a Civil Engineer shall be received by the AD/DD/JD in the prescribed format.

Construction of community drying yards by farmers groups (SHGs) and association of farmers and Agriculture Market Committees will be supported by extending 50% of the cost of construction as subsidy and the maximum area of drying yard that is eligible by the group will be proportionate to the members thereof.

Under the institutional/community based organizations/ Associations/ Societies/ SHGs/CBO, can be considered for construction of common drying yard. These organization will find out a suitable land in their ownership/possession and implement for minimum 10 years and construct a concreted drying yard with a minimum dimension of 500 sq.m.

6. Pre-requisites for the benefit

The drying yard should be constructed in the Land/Site owned by the applicant. It should be constructed at a minimum height of 30 cm. above the ground level, away from cattle shed, poultry, bathroom/toilet, residence, in order to dry/process the spice produce hygienically. Location of the construction of drying yard stating village, survey number etc. should be mentioned in the applications, inspection reports, plan & estimates.

The eligible area of drying yard that can be constructed will be in relation to cropping area. The eligible area is to be worked out based on the following table.

Pepper		Chilli, Ginger, Turmeric and tree spices		Seed spices	
Land holding [ha]	Size of drying yard [sq. m.]	Land holding [ha]	Size of drying yard [sq. m.]	Land holding [ha]	Size of drying yard [Sq. m.]
Less than 100 vines	Nil	Up to 0.10 ha.	Nil	Up to 0.10 ha.	Nil
Between 101-330 vines	50	0.11-0.20 ha.	50	0.11-0.40	25
Between 331-660 vines	100	0.21-0.30 ha.	100	0.41-0.70 Ha.	75
661 vines and above	150	0.31 ha. and above ie. Up to 4 ha.	150	0.71 –1.10 ha.	100
				1.11-1.40 ha.	125
				1.41 ha. and above ie. Up to 4 ha.	150

7. Procedure to avail the benefits of the programme

Application in the prescribed format along with plan and estimate certified by a licensed Civil Engineer/Government/Quasi Government Department may be collected by the Field Officers. On receipt of application, Field Officers will conduct a preliminary inspection of the site where construction is proposed and if feasible will issue a permit, under intimation to the Assistant Director/Deputy Director.

In the case of Co-op. Societies, Agrl. Marketing Board, Agro Industries Corporation etc. the applications along with plan and estimate approved by a Civil Engineer shall be received by the AD/DD/JD in the prescribed format.

In the case of construction of community drying yards by farmers groups (SHGs) and association of farmers and Agriculture Market Committees prior approval from H.O. is required for permitting construction under institutional sector/community sector.

8. Criteria for deciding eligibility

On receipt of application, Field Officers will conduct a preliminary inspection of the site where construction is proposed and if feasible will issue a permit, under intimation to the Assistant Director/ Deputy Director. On completion of construction, Field Officer will again inspect the work and forward his/her report

along with recommendation to the Asst. Director for arranging payment of subsidy.

In places where Board's Field Offices are not functioning and the programme is implemented directly by the JD/DD/AD eg. Guntur, Secunderabad, Markapur, and Ahmedabad, the applications in the prescribed format along with plan and estimate approved by a Civil Engineer can be collected either directly by the AD/DD/JD or through the Agrl./Horti. Officers of the state concerned. In case where the applications are directly collected by the AD/DD/JD, the preliminary inspections shall be made by him. If the applications are received through the State Agrl./Horti. Officers, it may be forwarded along with their recommendation to the AD/DD/JD for issue of permits. On completion of construction, the AD/DD/JD should inspect all the cases received directly as well as through the State Agri./Horti. Officers and effect payment of subsidy.

In the case of Co-op. Societies, Agrl. Marketing Board, Agro Industries Corporation etc. the applications along with plan and estimate approved by a Civil Engineer shall be received by the AD/DD/JD in the prescribed format. He may conduct the preliminary inspection and issue permit. On completion of construction AD/DD/JD may inspect again and send the recommendation for payment of subsidy to the HO.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy offered is 90% of the cost of construction subject to a maximum of Rs.540/- per sq.mtr. for scheduled tribe growers, 50% of the cost of construction subject to a maximum of Rs.300/- per sq.m for scheduled caste growers and 25% of the cost of construction subject to a maximum of Rs.150/- per sq.m for general category growers.

Construction of community drying yards by farmers groups (SHGs) and association of farmers and Agriculture Market Committees will be supported by extending 50% of the cost of construction as subsidy and the maximum area of drying yard that is eligible by the group will be proportionate to the members thereof.

The institutional/community based organizations/Associations/Societies/SHGs/CBO, can be considered for construction of common drying yard. These organization will find out a suitable land in their ownership/possession and implement for minimum 10 years and construct a concreted drying yard with a minimum dimension of 500 sq.m. They are eligible to get 50% of the cost of construction, subject to a maximum of Rs.3.00 lakh.

10. Procedure for the distribution of the subsidy

After completion of construction and after getting the inspection report from the Field officer/ authorised agencies, the Zonal AD/ Regional DD/ will inspect all the cases and make payment of subsidy to the growers from RO or recommend to Head Office as per the delegated financial powers.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board or to the Zonal AD/ Regional DD or the authorised agency.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format are to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal/Regional/ Head office of Spices Board

13.7.2 Supply of HDPE tarpaulin/silpauline sheets**1. Name of Programme/scheme**

Supply of HDPE tarpaulin/silpauline sheets

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

Objective of the scheme is to educate the growers on the importance of producing dried clean spices to meet market needs. This could be achieved to a great extent by educating them to take up drying on HDPE Tarpaulin sheets.

4. Physical and financial targets of the programme

During XI plan period the programme is to purchase and supply 93700 Nos. of HDPE/silpauline/tarpaulin sheets in a period of 5 years with a financial outlay of Rs.4.946 crore. The year wise target is as follows:

Year	Physical [Nos.]	Financial [Rs. in crore]
2007-08	10500	0.554
2008-09	20800	1.098
2009-10	20800	1.098
2010-11	20800	1.098
2011-12	20800	1.098
Total	93700	4.946

5. Eligibility of Beneficiary

Small and marginal growers having up to 4 ha. of yielding spices viz. Chilli, Turmeric, Pepper, Seed Spices etc. are eligible.

The number of polythene sheets eligible for a farmer will be as follows:

- (a) Up to 1 ha. spices cultivation : 2 Nos.
- (b) 1-4 ha. spices cultivation : 3 Nos.

Area of operation

Sl. No.	Crop	Area
1.	Chilli	Karnataka and Andhra Pradesh
2.	Turmeric	Andhra Pradesh

Those who have availed the scheme once, are not eligible again for the benefits under the scheme.

6. Pre-requisites for the benefit

The beneficiaries eligible as per the scheme are selected by the officers of the Board/agency entrusted with the distribution of the same and make supply after collecting 50% of the cost from the tribal category farmers and 66.66% of the cost from the general category farmers.

7. Procedure to avail the benefits of the programme

Small and marginal growers having up to 4 ha. of yielding area of spices viz. Chilli, Turmeric, Pepper, Seed Spices etc. may submit application in prescribed form duly filled, with land document to Board's officers/agencies entrusted for distribution of HDPE/Silpauline tarpaulin sheets.

In areas where the Board's officers are not functioning, the implementation will be arranged through the State Horti/Agri Departments, Agricultural Marketing Committee or any other organization identified by the Board for the purpose.

8. Criteria for deciding eligibility

Depending upon the supply and demand, officer-in-charge of the Board will allot the HDPE/Silpauline tarpaulin sheets to the applicant.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The eligibility of subsidy is 50% of the cost to the tribal growers and 33.33% to the growers under general category.

10. Procedure for the distribution of the subsidy

Board will arrange centralized purchase and supply of 5 layered HDPE tarpaulin sheets of size 8 m x 6 m [250 GSM] or Silpauline [120 GSM] sheets, with ISI marks which complies with all the quality parameters stipulated by BIS including UV stabilizer exposure tests, at IIP, Mumbai. The supply will be effected to the growers after getting the non-subsidy portion.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board or the authorised agency

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.7.3 Supply of Moisture meter for spices

1. Name of Programme/scheme

Supply of Moisture meter for spices

2. Duration of the programme /scheme

XI PLAN

3. Objective of the programme

The objective of the scheme is to help the growers in testing the moisture content of spices after drying the spices at farm level. This will help in maintaining the optimum level of moisture content in spices so that chances of contamination by fungi, mould etc, could be prevented during storage.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period are as follows:

Year	Physical Target (No. of units)	Financial Target (Rs. In lakh)
2007-08	20	0.50
2008-09	20	0.50
2009-10	20	0.50
2010-11	20	0.50
2011-12	20	0.50
Total	100	2.50

5. Eligibility of Beneficiary

Growers groups/Associations/NGOs etc. consisting of spice growers as members are eligible to benefit under the programme. Generally, one Moisture meter will be allotted to an applicant under the scheme. However, additional units to Groups will be considered based on specific request depending upon the total area under spices and the number of spices growers in the group depending upon the proposal /application received.

6. Pre-requisites for the benefit

The Groups will execute an agreement with the Board stating that a committee will manage the moisture meter and allow its members to use the moisture meter and also collecting a nominal fee (per sample basis) from the members in concurrence with the Board for running the equipment and maintenance.

7. Procedure to avail the benefits of the programme

Interested Growers groups/Associations/NGOs etc will submit the application in the prescribed format along with registration details, number and list of members, quotation from the approved source indicating the spices that can be tested and cost of the moisture meter to the respective office of the Spices Board.

8. Criteria for deciding eligibility

The concerned officer of the Board will verify the eligibility criteria and conduct preliminary inspection to assess the technical feasibility and recommend the eligible cases to the Zonal AD/Regional DD for issuing permit order.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The cost of a digital spices moisture meter is estimated as Rs. 8000/-. 32 % of the cost of the moisture meter subject to a maximum of Rs. 2500/- will be paid as subsidy to the Groups.

10. Procedure for the distribution of the subsidy

After acquiring the moisture meter, the applicant will send a completion report along with original bills / invoice from the approved source to the office where the application is filed. The concerned officer will verify the bills / invoice and physically verify the moisture meter and send the final inspection report with recommendations to the Zonal AD / Regional DD for payment of subsidy.

11. Where to apply or whom to contact in the office for applying

Applications to be filed to the respective Field Office of the Board or the authorised agency

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8 PROMOTION OF ORGANIC FARMING

13.8.1 Organic Certification Assistance

1. Name of Programme/scheme

Organic Certification Assistance

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the programme is to help growers / processors of spices in acquiring confirmation, in conversion and organic certification which is a pre-requisite for marketing organic spices.

4. Physical and financial targets of the programme

The targets are fixed every year

5. Eligibility of Beneficiary

Group of farmers, NGOs, Farmers Co-operative Societies /Associations, Individual farmers and processors are eligible.

6. Pre-requisites for the benefit

The certification must be done by an Inspection and Certification Agency accredited under National Programme for Organic Production (NPOP).

7. Procedure to avail the benefits of the programme

Individuals/Groups willing to avail benefit under the programme will have to submit an application in Part-A to Spices Board providing general information. On receipt of application in Part-A, the same will be processed and intimation regarding eligibility under the programme will be communicated to the applicant. Application in Part-B has to be submitted on receipt of Organic Certificate from the Inspection &

Certification Agency along with other documents required like Invoice, Cash Receipt etc. (Part A and B of application are different for certification of farms and processing units).

8. Criteria for deciding eligibility

The following documents are to be submitted along with Part-A and B of the applications:

2. Copy of contract executed with the Accredited Inspection & Certification Agency
3. Quotation/Estimate received from Inspection & Certification Agency towards cost of certification.
4. Invoice received from the Inspection & Certification Agency towards the payment for the Inspection & Certification.
5. Original of cash receipt received from the Inspection & Certification Agency on effecting payment of Inspection & Certification cost by the operator against the invoice received from the Agency.
6. Copy of the valid confirmation /in conversion/organic certificate (as the case may be) along with annexure/other attachments issued by the Inspection & Certification Agency.

In the case of farmers groups/NGOs/Associations etc. the following conditions are also applicable.

1. In addition to the above documents that are prescribed for individuals, list of beneficiaries with their name and address, village and survey no., area under organic cultivation, area under spices etc. are also to be submitted for the group.
2. The group should contain minimum of 50 organic farmers in a contiguous block.
3. Functioning of an ICS (Internal Control System) is required for considering group certification.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Individual farmers and processors are eligible for 50% of the cost of certification subject to a maximum of Rs.25,000/- per certification.

Group of farmers, NGOs and farmers Co-operative Societies/Associations are eligible for 50% cost of certification subject to a maximum of Rs.75,000/- for certifying their farms / processing units.

10. Procedure for the distribution of the subsidy

After verifying the eligibility, the subsidy will be paid by the Assistant Director /Dy Director /Director as per the delegation of powers.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed with the Field officer

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8.2 Cost of Internal Control System (ICS)

1. Name of Programme/scheme

Cost of Internal Control System (ICS)

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the programme is to provide assistance to growers / processors of spices who acquires confirmation, in conversion and organic certification, the cost of maintaining Internal Control System in group

4. Physical and financial targets of the programme

The targets are fixed every year

5. Eligibility of Beneficiary

Group of farmers, NGOs and farmers Co-operative Societies/Associations who get assistance for Organic Certification Assistance are eligible.

6. Pre-requisites for the benefit

For claiming the subsidy for ICS along with cost of certification the cost involved for maintaining ICS may be audited and certified and submitted to the Board. In addition to the documents filed for getting the Organic Certification Assistance, the applicant is liable to submit any additional document/proof required by the Board for processing the application for providing the assistance.

7. Procedure to avail the benefits of the programme

The application filed for Organic Certification Assistance will be reckoned for this assistance also within the maximum limit of subsidy of Rs.75,000/- (If the total amount of subsidy towards 50% of cost of certification and 50% of cost of ICS is found to be less than Rs.75,000/- only the actual will be paid as subsidy).

8. Criteria for deciding eligibility

The required documents are to be submitted along with Part-A and B of the application.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Group of farmers, NGOs and farmers Co-operative Societies/Associations are eligible for 50% cost of certification and 50% of cost of ICS subject to a maximum of Rs.75,000/- for certifying their farms / processing units as well as towards the cost of ICS.

10. Procedure for the distribution of the subsidy

After verifying the eligibility, the subsidy will be paid by the Assistant Director / Dy Director /Director as per the delegation of powers.

11. Where to apply or whom to contact in the office for applying

Applications are to be filed with the Field officer

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8.3 Setting up bio-agent production units in major spices growing areas

1. Name of Programme/scheme

Setting up bio-agent production units in major spices growing areas

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the scheme is to make available quality bio control agents viz. Trichoderma, Pseudomonas etc. in the spice growing areas by assisting in setting up bio- agent production units. These units will also serve as training centres for those growers who are interested in starting bio-agent production units.

4. Physical and financial targets of the programme

The physical and financial targets proposed during the XI plan period are as follows:

Year	Physical Target (No. of units)	Financial Target (Rs. In lakh)
2007-08	2	2.60
2008-09	2	2.60
2009-10	2	2.60
2010-11	2	2.60
2011-12	2	2.60
Total	10	13.00

5. Eligibility of Beneficiary

NGOs having technical capacity and who have credible records are eligible. The land and building should be in the name of NGO for the purpose of setting up the Bio-agent production Unit. The NGO should have at least two qualified staff having science back ground to manage the unit.

6. Pre-requisites for the benefit

On getting permission for setting up of the unit, the NGO has to sign an MOU in the prescribed format and commence the work for installation of the unit.

7. Procedure to avail the benefits of the programme

1. Interested NGOs shall submit the application in the prescribed format along with the following documents.
 - a) Documents to prove ownership of land and building viz. land tax receipt etc.
 - b) Their profile containing the details of registration as NGO, area of operation, experience in implementing Agricultural programmes etc.
 - c) A detailed project report with cost estimates for setting up the Unit.
 - d) Competitive quotations for the equipments/instruments to be purchased for the unit.
 - e) Details of qualified staff to manage the Unit and arrange production of bio-agents.

- f) Plan of the building and lay out for installation of equipments.

8. Criteria for deciding eligibility

The application along with Project Report will be processed at Head Office of Spices Board and got evaluated by the Scientists of ICRI, Myladumpara. Based on the evaluation report, a site inspection will be conducted by the Board's officer and based on his recommendation, permission will be given in feasible cases to commence the work by the Director (Dev), Spices Board, Cochin-25.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The Board will provide a maximum subsidy of Rs.1.30 lakh per unit or 50% of the cost whichever is less for the purchase of equipments and accessories and mother culture for setting up the bio-agent production unit during XI plan period.

10. Procedure for the distribution of the subsidy

Based on the inspection report and satisfactory fulfillment of terms and conditions as per MOU, payment of subsidy will be effected.

11. Where to apply or whom to contact in the office for applying

The NGOs should submit the application to the respective office of the Spices Board under which the area of operation of the NGO falls or directly to Director (Dev), Spices Board, Palarivattom P.O., Cochin-25.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8.4 Promotion of organic cultivation of spices

1. Name of Programme/scheme

Promotion of organic cultivation of spices

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the scheme is to support organic cultivation of spices by providing subsidy to the Organic Spices growers.

4. Physical and financial targets of the programme

The targets are fixed every year

5. Eligibility of Beneficiary

Farmers having land holding up to 8 ha. are eligible to avail the assistance from the Spices Board.

6. Pre-requisites for the benefit

The scheme is proposed to be implemented through NGOs selected by the Board. Areas where the scheme was implemented during the previous year will be continued in the subsequent years. Internal Control System for group certification has to be organized and monitored by NGOs. An undertaking may be given by the beneficiary stating that he will continue the organic cultivation in his field.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma through the NGOs. Permission will be issued by the Board's officer for implementing the programme.

8. Criteria for deciding eligibility

The NGOs in consultation with the officers of the Board will select the beneficiaries in compact areas.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The Board will provide subsidy of Rs.5,000/- per ha. in which Rs.4,250/- per ha. will be paid to farmers in two installments. Rs.500/- to NGO as retention fees; and Rs.250/- towards organic certification cost.

10. Procedure for the distribution of the subsidy

The 1st installment of the subsidy of Rs.2,250/- per ha and 50% of the NGO retention fee of Rs.250/- per ha. will be advanced to the NGO who in turn will procure 50% of the actual input required per ha. and supply to the farmers. The balance 50% of the inputs may be purchased by the farmers at their own cost. The inputs may be procured by the NGOs from the source approved by the Board and at the approved rates.

The NGO has to arrange necessary training on guidelines/requirement of organic farming in consultation with Board's officers at appropriate time. While

recommending 2nd installment of subsidy, bills and vouchers for purchase of organic inputs, list of organic inputs procured and acknowledgements for receipt of inputs by the beneficiaries shall be forwarded for settlement of 1st installment subsidy released for procurement of organic inputs. The 2nd installment of subsidy Rs.2000/- per ha. and 50% retention fee, Rs.250/- per ha. and Rs.250/- per ha. towards certification cost will be released through the implementing NGOs, after successful implementation of the programme and production of Organic Farming Certificate issued from accredited certifying agency along with quotation/estimation for certification, invoice, cash bill/receipt of the certification body in the case of annual crops. In the case of perennial crops 2nd installment of subsidy will be released in the second year on meeting the above requirement.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma through the NGOs.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8.5 Setting up of vermi compost units

1. Name of Programme/scheme

Setting up of vermi compost units

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the scheme is to encourage establishment of vermi compost units by offering a subsidy

4. Physical and financial targets of the programme

During XI plan period the programme is to establish 15000 vermi compost units for 5 years with a financial outlay of Rs.3.00 crore. The year wise target is as follows:

Year	Physical [Nos.]	Financial [Rs. in crore]
2007-08	3000	0.600
2008-09	3000	0.600
2009-10	3000	0.600
2010-11	3000	0.600
2011-12	3000	0.600
Total	15000	3.000

5. Eligibility of Beneficiary

The scheme is eligible to growers having holdings up to 8 ha. Maximum number of units eligible per beneficiary having holdings up to 4 ha. is two Nos. and 4-8 ha. holdings is three Nos. of one ton capacity.

6. Pre-requisites for the benefit

The vermi compost unit/s are to be constructed on the land owned by the applicant. Location of the village, survey number where the vermi compost units are proposed to be established should be mentioned in the applications.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

On satisfactory completion of the unit, Board's officer will conduct final inspection and recommend subsidy to eligible cases, for payment.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The amount of subsidy is Rs.2,000/- per unit towards 33.33% of the cost of setting up the unit.

10. Procedure for the distribution of the subsidy

After conducting final inspection and after getting recommendation from field officer, the Assistant/Dy Director may effect payment to the beneficiaries.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.8.6 Recognition of Spice Growers

1. Name of Programme/scheme

Recognition of Spice Growers

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the scheme is to encourage healthy competition among growers for improving production, productivity and quality of cardamom small, cardamom large, vanilla and organic spices.

4. Physical and financial targets of the programme

The targets are fixed every year

5. Eligibility of Beneficiary

For applying for awards for Organic spice the farmers should have a minimum area of 0.40 ha. and should possess a valid organic certificate issued by an accredited Inspection & Certification Agency under NPOP. For cardamom award the farmers shall be a registered cardamom grower having a minimum area of 0.40 ha. with plants in the age group of 4 to 7 years. For Vanilla award the grower should have a minimum of 100 vines in his plantation.

6. Pre-requisites for the benefit

Fulfillment of the conditions prescribed

7. Procedure to avail the benefits of the programme

The nominations are collected through Board's offices

8. Criteria for deciding eligibility

The awards are given based on field assessment by an expert committee constituted for the purpose.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The first prize carries a cash award of Rs. 1.00 lakh, citation and certificate. Each second prize carries cash award of Rs. 25000/-, citation and certificate.

10. Procedure for the distribution of the subsidy

The payment is made to the award winners based on the decision of the expert committee.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9 SCHEMES UNDER NATIONAL HORTICULTURE MISSION (NHM)

13.9.1 Production of Planting Material

1. Name of Programme/scheme

Production of Planting Material

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

The objective of the project is to address the issue of non-availability of sufficient planting material

4. Physical and financial targets of the programme

Sl. No.	Component	Physical Coverage	Total Cost 5 Yrs.	Assistance from NHM 5 Yrs.	
				Percentage	Amount (Rs. in crore)
1.	Production of Planting Material – Establishment of small nursery units	300 Nos. (1 ha. each)	9.00	50%	4.50

Planting Material Production Schedule:

Year	Rooted Cuttings (Nos. in Lakh)	Amount of Subsidy (Rs. Crore)
2009-10	200	--
2010-11	200	1.50
2011-12	100	1.50
2012-13	100	0.75
2013-14	--	0.75
Total	600	4.50

5. Eligibility of Beneficiary

The eligibility for raising nurseries will be only for beneficiaries who are taking up replantation/rejuvenation in their plots under the project.

6. Pre-requisites for the benefit

These nurseries are expected to produce limited number rooted cuttings for use in the nearest vicinity of pepper farms where replantation and rejuvenation are taken up. In no case commercial production and supply of rooted cuttings will be allowed under the programme.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

The maximum number of rooted cuttings in poly bags eligible for subsidy under the programme will be 5000 per beneficiary. Initial planting in the nursery should be 20% more than the final production target for achieving 100% stand at the final stage.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy will be provided only for production of rooted cuttings in poly bags through certified nurseries as above, towards 50% of the cost ie. 0.75 paise per rooted cutting which are suitable for planting in the main field.

10. Procedure for the distribution of the subsidy

After conducting final inspection and after getting recommendation from field officer, the Assistant/Dy Director may effect payment to the beneficiaries. The payment will be in a single installment during (May, June) subsequent planting season, on satisfactory production of disease free, healthy rooted cuttings which are suitable for field planting.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9.2 Replanting/Rejuvenation of Senile Plantations

1. Name of Programme/scheme

Replanting/Rejuvenation of Senile Plantations

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

The objective of the project is to address the issue of low productivity/production.

4. Physical and financial targets of the programme

Sl. No.	Component	Physical Coverage	Total Cost 5 Yrs.	Assistance from NHM 5 Yrs.	
				Percentage	Amount
	Replanting/Rejuvenation of senile plantations	60,000 ha.	180.00	50%	90.00

Coverage of Replantation/Rejuvenation during the Project Period

Year	Area to be covered (ha)	Amount of Subsidy (Rs. Crore)
2009-10	4,500	3.86
2010-11	18,500	18.75
2011-12	18,500	27.75
2012-13	18,500	27.75
2013-14		11.89
Total	60,000	90.00

5. Eligibility of Beneficiary

- Pepper growers having valid land documents to prove ownership of land.
- Minimum standards required to join the project – 10 Nos. (2 vines per standard).
- The maximum number of vines (planted on standards) eligible for subsidy by a single beneficiary under replantation/rejuvenation will be 1080 Nos irrespective of size of the holding.
- The minimum spacing of plants in the farm will be 2.5 x 2.5 meters.

6. Pre-requisites for the benefit

The activities under the component will be like:

- Entire replanting of senile plantations
- Selective replacement of senile/disease affected/poor yielding vines in the existing plantations with quality planting materials. The planting materials permitted for use under the programme are rooted cuttings produced in the certified nurseries/stem cuttings which are certified by the Field Officer concerned or the Inspection Committee.
- When planted on fresh standards (erythrina etc) a sapling of silver oak or jack has to be planted adjacent to that for transferring the grown up vines to these trees at a later stage to ensure survival of plants even if erythrina or the support is damaged.
- Planting has to be taken up as per the Package of Practice recommended for pepper by KAU/IISR.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

Payment of subsidy will be on per standard basis which is planted with a minimum of two rooted or stem cuttings.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Subsidy per standard replanted/rejuvenated will be Rs.28.00 which will be paid in two annual installments of Rs.16.00 during the year of planting and Rs.12.00 during the subsequent year.

10. Procedure for the distribution of the subsidy

Subsidy disbursement will be through e-payment from the Office of the Assistant Director (Dev) or Dy. Director (Dev) concerned. Only in exceptional cases payment by crossed cheques would be done. The disbursement of subsidy will be done on the basis of the recommendations of the inspecting officers and test checking officers.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9.3 Promotion of Organic Farming – construction of vermin-compost units

1. Name of Programme/scheme

Promotion of Organic Farming – construction of vermin-compost units

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

The objective of the project is to address the issue of non-availability of organic inputs.

4. Physical and financial targets of the programme

Sl. No.	Component	Physical Coverage	Total Cost 5 Yrs.	Assistance from NHM 5 Yrs.	
				Percentage	Amount
	Organic Farming – construction of vermin-compost units	3680 units	22.08	50%	11.00

5. Eligibility of Beneficiary

Maximum number of units that can be availed by individual beneficiary depending upon number of standards will be as follows :

Up to 540 Nos.	:	One unit
Above 540 to 1080 Nos.	:	Two units
Above 1080 to 2160 Nos.	:	Three units
Above 2160 to 4320 Nos.	:	Five units

6. Pre-requisites for the benefit

The type of units which are assisted under the project will be tank type units. The cheapest structure of tanks are ferro-cement tanks.

Recommended size of the tank is as follows:

Length:	2.70 metres
Width	0.90 metres
Height	0.90 metres

The tank is to be erected on a raised stable concrete slab with a provision to store water on the sides of four outer sidewalls at the base, to protect organic matter and earthworms in the tank from ants. The tank can be covered using any roofing material like polythene sheets, light roof etc. Cost of construction of such a tank is estimated as Rs.6000/-.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

Tanks have to be constructed as per the size prescribed and composting technique prescribed in the scheme rules have to be followed. After completion of the work, the Board's authorised officers will inspect the tanks and recommend subsidy according to eligibility.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Fifty percent of the cost subject to a maximum of Rs.3000/- per unit.

10. Procedure for the distribution of the subsidy

Subsidy disbursement will be through e-payment from the Office of the Assistant Director (Dev) or Dy. Director (Dev) concerned. Only in exceptional cases payment by crossed cheques would be done. The disbursement of subsidy will be done on the basis of the recommendations of the inspecting officers and test checking officers.

11. Where to apply or whom to contact in the office for applying

The beneficiary farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9.4 Construction of vermin-compost units by NGOs/SHGs/Farmers' Group:

1. Name of Programme/scheme

Construction of vermin-compost units by NGOs/SHGs/Farmers' Group:

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

The objective of the project is to address the issue of non-availability of organic inputs.

4. Physical and financial targets of the programme

Coverage during the project period:

Year	No. of units	Amount of Subsidy (Rs. Crore)
2009-10	11666	3.50
2010-11	15000	4.50
2011-12	3333	1.00
2012-13	3333	1.00
2013-14	3333	1.00
Total	36665	11.00

5. Eligibility of Beneficiary

The maximum number of units that can be allotted to a group depending upon the number of farmers in the group will be 10 Nos.

6. Pre-requisites for the benefit

The type of units which are assisted under the project will be tank type units. The cheapest structure of tanks are ferro-cement tanks. NGOs/SHGs/Farmers' Group could set up vermicompost production units which are having bigger capacity. Field Officer will assess the requirement/ facilities of the group and recommend such cases to Assistant Director for necessary approval.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

Composting technique prescribed in the scheme rules have to be followed. After completion of the work, the Board's authorised officers will inspect the tanks and recommend subsidy according to eligibility.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Maximum subsidy eligible will be not higher than Rs.30,000/- or 50% of the actual cost whichever is less.

10. Procedure for the distribution of the subsidy

Subsidy will be paid in a single installment on satisfactory completion of construction and loading of organic waste and introduction of earthworms in the

unit. Subsidy disbursement will be through e-payment from the Office of the Assistant Director (Dev) or Dy. Director (Dev) concerned. Only in exceptional cases payment by crossed cheques would be done. The disbursement of subsidy will be done on the basis of the recommendations of the inspecting officers and test checking officers.

11. Where to apply or whom to contact in the office for applying

The NGOs/SHGs/Farmers' Group may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9.5 Promotion of Integrated Pest/Disease Management (IPM/IDM)

1. Name of Programme/scheme

Promotion of Integrated Pest/Disease Management

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

The objective of the project is to promote Integrated Pest Management (IPM)/ Integrated Disease Management (IDM)

4. Physical and financial targets of the programme

(Rs. in Crore)

Sl. No.	Component	Physical Coverage	Total Cost 5 Yrs.	Assistance from NHM 5 Yrs.	
				Percentage	Amount
	Promotion of IPM	50,000 ha.	10.00	50%	5.00

Coverage under IPM during the Project Period

Year	Area (ha)	Amount of Subsidy (Rs. Crore)
2009-10	15000	1.50
2010-11	23750	2.37
2011-12	4000	0.40
2012-13	4000	0.40
2013-14	3250	0.33
Total	50000	5.00

5. Eligibility of Beneficiary

Maximum eligibility per beneficiary will be standards up to 2160 Nos. and minimum 10 Nos. irrespective of the size of the holding.

Assistance will be once in a year and continuously for 3 years for a farm during the project period.

6. Pre-requisites for the benefit

Those who wish to get assistance under IPM/IDM should:

- Remove unproductive/senile vines/vines which are irrecoverably damaged by pest & diseases and replant/rejuvenate with quality planting materials.
- Be willing to take up IPM/IDM practices as recommended by Spices Board.
- Attend training programmes on GAP/IPM practices organised by Spices Board.
- Beneficiaries of replanting/rejuvenation as well as other components are also eligible
- Shall agree to operate IPM continuously for three years from inception.

7. Procedure to avail the benefits of the programme

The beneficiary farmers have to apply to the Board in the prescribed proforma. The officer concerned may inspect the site and give permit order.

8. Criteria for deciding eligibility

The actual quantity of supply per beneficiary will be proportionate to the number of standards as assessed by Spices Board in the pepper garden of the beneficiary.

Field inspections will be conducted after supply of inputs, for assessing application of inputs in the IPM/IDM plots

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

The assistance will be Rs.1000/- per 540 standards (maximum eligibility per beneficiary will be for 2160 standards irrespective of size of the holding at a ceiling

of Rs.4000/- towards 50% of the cost of IPM/IDM kits containing trichoderma/pseudomonas/ copper sulphate.

10. Procedure for the distribution of the subsidy

The assistance will be as IPM/IDM kits containing IPM/IDM inputs such as trichoderma, pseudomonas and copper sulphate. 50% of the cost of Trichoderma and pseudomonas towards non-subsidy portion has to be borne by the beneficiary and is to be paid to ICRI.

In respect of copper sulphate non-subsidy portion has to be paid by the beneficiary to the supplier and subsidy portion will be reimbursed to the supplier based on certification of the bills of supply by the supplier, staff of the Board who supervised the supply and concerned Field Officer along with list of beneficiaries which is also certified by the above mentioned people.

11. Where to apply or whom to contact in the office for applying

The Farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

13.9.6 Functional Infrastructure

1. Name of Programme/scheme

Functional Infrastructure

2. Duration of the programme /scheme

2009-10 to 2013-14

3. Objective of the programme

Under this component financial assistance will be given to Farmers' Associations/NGOs representing pepper growers and other institutions under public sector for establishing collection, processing and grading centres of pepper.

4. Physical and financial targets of the programme

Coverage of Units under the Project

Year	No. of units	Assistance (Rs. Crore)
2009-10		1.25
2010-11	1	0.50
2011-12	1	0.50
2012-13	1	0.25
2013-14		-
Total	3	2.50

5. Eligibility of Beneficiary

Out of the three units, the unit proposed in Udumbanchola taluk will be set up in the cardamom complex (For Common Cleaning, Processing and Grading facility) established by Spices Board at Puttady in Vadanmedu. The other two units will be selected based on project proposals from eligible beneficiaries.

6. Pre-requisites for the benefit

The beneficiary should have a minimum of one acre of free hold land to construct building for housing processing and packing of pepper from the nearby locality. The land should have access to road, water and power. Once the application is cleared by the Spices Board the beneficiary has to mortgage the title deed of the above said land, building, godown, plant & machinery to Spices Board for a period of minimum five years.

The beneficiary should also ensure regular collection and processing of 6000 tons of green pepper during harvesting season (October to April).

7. Procedure to avail the benefits of the programme

Eligible beneficiaries may apply to the concerned Field Officer, Spices Board with the following documents:

- a) Application in the prescribed format
- b) Project Report appraised by Financial Institutions/Chartered Engineer or approved consultancy firms
- c) Original title deed, encumbrance for immediate 13 years, tax paid receipt, possession certificate and site plan of the land in which the unit is proposed to be established
- d) Flow chart relating to collection, grading/processing and other activities of the unit

- e) Plan and Estimate of the processing unit and godown
- f) List of equipments/machinery proposed to be installed/set up indicating make and the cost.
- g) Copies of quotations for machineries/equipments from minimum two suppliers
- h) Registration Certificate, Bye-law, Organogram, Profile and previous years balance sheet/audited accounts of the NGO/ Organization certified by a Chartered Accountant
- i) No Objection Certificate from Revenue Department/Local bodies
- j) Details of arrangements for collection of pepper from farmers and marketing
- k) List of pepper growers who are proposed to be catered through this unit
- l) Any other relevant information pertaining to the project

Applicant is liable to produce any other documents required by the Board at the time of evaluation of the application.

Field Officers on satisfactory scrutiny of the documents, will forward it to Director (Dev) through concerned AD/DD.

8. Criteria for deciding eligibility

A Committee consisting of Director (Dev), Director (Mktg) and Director (Fin.), Spices Board will evaluate the proposal and eligible application will be recommended to Chairman, Spices Board for his approval. On receipt of intimation of approval of the project, the beneficiary may carry out the project and complete the same within the stipulated period of 12 months.

Inspection on Completion of the Project

The beneficiary, on completion and functioning of the unit shall submit the following documents to Director (Dev), Spices Board through concerned FO/AD/DD:

- a) Completion Report
- b) Self certified copies of Bills/Vouchers
- c) Expenditure Statement audited and certified by Chartered Accountant
- d) Bank Statement detailing payments released for approved activities/components of the project or copies of Demand Drafts relating to the payment effected for the project
- e) Details on collection of pepper from farmers planned for the ensuing season

The inspection team will consist of an Officer from Spices Board nominated by Chairman, representatives from DAS & SHM. For technical evaluation of the plant & machinery technical personnel from National Institute for Interdisciplinary Science And Technology/Industries Department can be inducted.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Assistance will be 100% of the capital cost on building and plant & machinery or Rs.0.83 crore whichever is less.

10. Procedure for the distribution of the subsidy

All payments for plant and machinery, equipments, consultancy charges etc. shall be made by crossed cheque/demand draft/e-payment which should be entered in the bank statement. Other petty cash transactions will be limited to Rs.1000/- per transaction and should be supported by proper bills/vouchers.

Schedule of payment of assistance will be as follows:

- 10% on handing over the documents to Spices Board
- 30% on completion of building
- 10% on placement of supply order for the plant & machinery. The manufacturers list (Plant and machinery) will be short listed in consultation with Spices Board
- 40% on installation of the machinery and satisfactory functioning (test run) of the unit.
- 10% (balance) will be paid on successful operation of the unit for three months.

11. Where to apply or whom to contact in the office for applying

The Farmers may file their applications to the Field offices of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

In the jurisdictional Zonal office of Spices Board

MARKETING DEPARTMENT SCHEMES

13.10 EXPORT DEVELOPMENT SCHEMES

Export Development Schemes are implemented through the Marketing Department.

13.10.1 Promotion of Indian Spice Brands Abroad

1. Name of Programme/scheme

Promotion of Indian Spice Brands Abroad

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the scheme is to assist exporters in penetrating the developed markets through launching/promoting own brands or buying out existing brands. The scheme aims to promote Indian Spice Brands in new, sophisticated and affluent segments in foreign markets, targeted beyond the ethnic Indian population in these countries and in the Middle East. There are two activities assisted under the scheme viz.

[1] Product and Packaging Development and Bar Coding

[2] Brand Promotion.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

All registered exporters of spices who have registered their brands with the Board, SHC/Logo holders and holders of organic certification are eligible to avail the benefits under the scheme. An expert committee constituted by the Spices Board will evaluate the proposal and approve. The facility will cover spices in all forms exported in institutional packs up to 25 kgs and consumer packs of spices in all form including curry powders and mixed ground spices up to 5 kgs will be qualified for availing the assistance.

6. Pre-requisites for the benefit

Conditions:

- a) Total approved amount for the programme will be released in three equal installments at the beginning of each year.
- b) Before the release of the loan, the applicant has to provide a bank guarantee in the prescribed format for an amount equivalent to the loan sanctioned on a stamp paper. This guarantee is to be renewed well before the date of expiry. The guarantee

also needs to be enhanced as and when further installments of loan are sanctioned/released and an amended agreement on stamp paper should also be executed to the Board.

- c) By the end of every six months the loanee has to give a detailed report of the activities undertaken along with a progress report and an expenditure statement that the loan has been fully utilized for the sanctioned purpose should be submitted at the end of the each year.
- d) Supporting documentary evidence for the expenditure incurred/committed has to be produced.
- e) An export obligation of 5 times of the loans availed over a period of 8 years from the drawal of the 1st installment of loan.
- f) In the event of any misuse of funds from the loan amount the exporter has to refund the entire loan together with interest at the existing bank rate plus 2 % interest thereon immediately to the Board.
- g) In the event of default in repayment, the Board reserves the right to invoke the bank guarantee executed by the loanee and recover the loan amount.
- h) The loan shall be paid in Indian currency only.
- i) In the case of any dispute, the decision of the committee shall be the final.

7. Procedure to avail the benefits of the programme

The exporter who desires to avail of the assistance under this component has to submit an application in the prescribed format along with copies of detailed proposal covering details of the market promotion to be undertaken with cost break up in each segment separately. The prescribed applications and guidelines are hosted in the website www.indianspices.com .

8. Criteria for deciding eligibility

On the basis of the market study, an appropriate marketing strategy will be evolved and implemented by the exporter in consultation with the Board. Based on the market study conducted and indications about sufficient potential, prospective exporter/ exporters willing to take part in the scheme will be identified. When the loan is approved the Board will provide the funds to the exporters for meeting their estimated annual expenditure for brand promotion in accordance with the programmes approved by the Board and in the manner stipulated. The exporter who has availed the loan should submit half yearly progress report to the Board. This would be reviewed by a committee constituted by the Board for the purpose. The repayment of loan shall be in equal annual installments commencing from the 4th year and end in the 8th year from the date of receipt of the fund by the applicant exporter.

Spices Board will periodically review the progress of implementation of the Scheme, expenditure, export growth, etc and continuation of the assistance will depend largely based on:

- i) Qualitative analysis of the brand acceptance in the market.
- ii) Stability and reach of the brand in the market.

- iii) Growth and competence of the brand.
- iv) Export growth in real terms.

An exporter can avail the assistance under the scheme for promoting the given brand in a maximum of 5 countries in the XI plan period. At the end of the third year, a detailed review will be made by the Board to determine the impact and need for continuation of assistance, if required, from the fund for a further period.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Interest free loan up to 100% for slotting/listing fee and promotional measures and 50% of the cost of product development, subject to a maximum of Rs.2.50 crore per brand and Rs.5.00 crore where brand buyout is involved for (a) Product and Packaging Development and Bar Coding and (b) Brand Promotion will be considered per exporter during the XI plan period. For undertaking the brand promotion and other related campaign the exporter has to meet the entire foreign exchange requirement. This assistance is restricted to the first three years of promoting the brand.

10. Procedure for the distribution of the subsidy

Total approved amount for the programme will be released in three equal installments at the beginning of each year subject to fulfillment of the conditions.

11. Where to apply or whom to contact in the office for applying

The exporters may file their applications to the Regional offices (Marketing) of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

13.10.2 International Trade Fairs/Meetings

1. Name of Programme/scheme

International Trade Fairs/Meetings.

There are two components under the programme viz.,

- (1) Participation in International fairs/exhibitions
- (2) Participation in International meetings/seminars

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the programme is to provide assistance to meet the cost of participation/deliberation in international meetings/ seminars/delegation and suggest future course of action to be taken for export promotion, by the exporters associations / forums, if they are representing the industry in any of the above meetings as desired by the Spices Board.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

All registered exporters are eligible to avail the grant under the component No.1 above on a reimbursement basis against the production of required documents. Representatives of exporters' associations/forum nominated to the International meetings/seminars to address common issues of the spice industry are eligible to avail the assistance under the component No.2 above.

6. Pre-requisites for the benefit

Inspection:

Immediately after completion of the activity but positively within 90 days of his/her return to India, the beneficiary shall submit their claim to the Board with the following documents:

1. Brief report about the activity participated and achievement made.
2. Legible photocopy of passport highlighting the entries about departure from and arrival in India and also countries visited or documentary evidence such as hotel bills, boarding pass etc.
3. Copy of air ticket/jacket used during the journey.
4. Proof of payment for airfare (bills/receipts)
5. Self certified copies of receipt, bank advise etc., evidencing payment made towards stall charges and electricity (as applicable)
6. Stamped advance cash receipt to the eligible amount for payment from the Board.

On receipt of the claim, the case will be considered and grant will be reimbursed as per the Spices Board/MDA guidelines.

7. Procedure to avail the benefits of the programme

Application indicating the proposed activity in the prescribed form should be submitted to the Spices Board at least 15 days prior to the commencement of the programme. Based on the application and also on any other additional documents/details in support of the documentation, if any, the Board may accord in principle approval to proceed with the activity.

8. Criteria for deciding eligibility

General Procedure of processing of applications

1. The Officers- in- charge in head office/regional offices who received the application will scrutinize the application as per the working procedure/guidelines approved by the Board and submit/forward the same with necessary recommendations for issue of Go ahead letter to the exporter. The exporter can issue purchase order and effect payment after date of submission of application to the Spices Board officers/offices.
2. The applications received at Head office and other Regional Offices will be forwarded to the experts as per the scheme approved by Govt. of India/Ministry of Commerce & Industries in case the application for adoption of hi-tech processing and up-gradation of their existing plant and machinery, to obtain their opinion on the applications and project reports submitted by the exporters. On receipt of expert opinion go ahead will be issued to the concerned exporters or clarifications will be called for if any as required by the expert. In other cases the Head office will issue go ahead letter as per the Scheme guidelines.
3. The exporter has to submit their bills/vouchers after completion of the installation of plant and machinery, up-gradation of in-house lab.
4. Participants in trade fairs have to submit their claim in the prescribed application format and other specified /required documents.
5. On receipt of the bills and required documents at Head office & through the regional offices, the Head office will nominate the officers for physical verification of the installation of plant and machinery, lab equipments and incase of reimbursement the bills and vouchers, other documents the same will be scrutinized by Head office and payment will be effected directly to the concerned exporters. The inspection will be carried out along with other organization officials from EIA, Agmark and State Industries Dept. and the final report will be sent to Head office for release of eligible grant-in-aid.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Scale of Assistance:

1. *Participation of exporters in international trade fairs/exhibitions*

Board provides assistance to exporters by reimbursing 50% of the airfare (economy excursion class) for visits to trade fairs subject to a maximum of

Rs.60,000/- for Logo/SHC holders and Rs.40,000/- for holders of registered brand and organic certificate, per exporter per year. In case of hiring independent stall, extent of assistance will be 50% of the cost per exporter per year subject to a ceiling of Rs.1 lakh. In addition to the above, assistance to all registered exporters for participation in international trade fairs, buyer-seller meet etc., are also provided as per the terms and conditions specified under MDA scheme from time to time.

2. Participation of exporters in International meetings/seminars and delegations

Qualified representatives are assisted to participate in the international meetings/ seminars/delegations by extending financial assistance up to 50% of their airfare (economy excursion class) subject to a ceiling of Rs.1.5 lakh per year per exporter.

10. Procedure for the distribution of the subsidy

The eligible grant-in-aid will be released directly to the concerned exporters.

11. Where to apply or whom to contact in the office for applying

The exporters may file their applications to the Regional offices (Marketing) or to the Head office of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

13.10.3 Spices Processing in North Eastern Region

1. Name of Programme/scheme

Spices Processing in North Eastern Region

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the programme is to provide financial assistance to the spice growers' co-operatives, farmers' associations, NGOs representing spices growers and individual entrepreneurs in North Eastern and hill states to establish primary processing facilities for spices for organized marketing of the produce in domestic and international markets with possible value addition. Under this scheme, all types of primary processing facilities, which do not require very high investments, are envisaged here to ensure dispersed and relatively low to middle level value addition, particularly to avoid distress sale and large-scale wastage of locally grown spices will be supported.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

Spices growers' co-operatives, farmers' associations, NGOs representing spices growers and individual entrepreneurs in the North Eastern and hill states.

6. Pre-requisites for the benefit

Export Obligation

The beneficiaries are required to fulfill an export obligation against availing assistance by exporting spice and spice products worth five times of the grant in aid within five years from the date of completion of the processing facilities. For discharging the export obligation, the export effected directly by the beneficiary, if any, as well as the supplies made by the beneficiary to other exporters for export (deemed export) will be considered.

7. Procedure to avail the benefits of the programme

Eligible applicant may apply to the Board in the prescribed format and obtain 'in-principle' approval to their proposal before implementation of the project.

1. Application in the prescribed form in duplicate
2. Project description appraised by financial institutions / Chartered Engineer or any other competent technical organization
3. List of equipments proposed to be installed
4. Copies of quotations for machineries / equipments from a minimum two parties

The claims on expenses on setting up the processing facilities/equipments after the date of application for grant in aid only will qualify to work out the cost of the project for the purpose of payment of grant in aid. All payments for the processing facilities/ equipments etc., should be made by crossed cheque/demand draft, which should be reflected in the bank statement. Payment by cash to petty expenditure connected with the project shall be considered up to Rs.35,000/- only.

8. Criteria for deciding eligibility

Inspection

The beneficiary on completion of the project/installation, shall submit the following documents to the Board:

1. Completion report
2. Copies of bills/vouchers/receipts (self attested)
3. Expenditure statement duly certified by the Chartered Accountant
4. Bank statement detailing payments released for qualified activities/components of the project or copies of demand drafts relating to the payment effected for the project.

On receipt of the claims after completion of the project, the Board will arrange for an inspection of the unit for physical verification of the installations of equipments/ machineries. The inspection team may consist of an officer from the Board and a local representative from the industry department/EIA/ Agmark or any other Government agencies.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Grant in aid is provided to the tune of 33% of the cost of all types of primary Processing facilities subject to a maximum of Rs. 25.00 lakh during the plan period per beneficiary. In respect of farmers' groups the assistance will be up to 50% of the cost of primary processing facilities subject to a maximum of Rs.35.00 lakh per beneficiary.

10. Procedure for the distribution of the subsidy

On satisfactory completion of the project, and based on the recommendation of the inspection team, the Board may sanction payment of the grant-in-aid to the exporter or to the nominated agency/institution. The amount of assistance shall be disbursed in one lump sum after the beneficiary executes an agreement for discharging the export obligation.

11. Where to apply or whom to contact in the office for applying

The Eligible applicants may file their applications to the Regional offices (Marketing) or to the Head office of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

13.10.4 Trade Promotion

1. Name of Programme/scheme

Trade Promotion

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

There are three components under the programme of “Trade Promotion” viz.,

- (1) Sending Business Samples Abroad
- (2) Printing Promotional Literatures/Brochures
- (3) Packaging Development and Bar Coding Registration

The objective of the programme is to provide assistance for these components as it is essential for developing export business, securing orders, better presentation of capabilities to the buyers and to promote modern/scientific packaging for retail market by which the country may build up better image, increased shelf life for the products and higher value realization.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

All registered exporters who are holding Spices Board Logo/Spice House Certificate/ Brand Registration with the Board/Organic Certification are eligible for availing assistance under the scheme. In the case of assistance for packaging development and bar coding, all registered exporters are eligible to avail the assistance under this component.

6. Pre-requisites for the benefit

Export Obligation for availing assistance:

No export obligations are prescribed for availing assistance for these three components.

7. Procedure to avail the benefits of the programme

Eligible exporters may apply to the Board with the following:

1. Application in the prescribed form.
2. Copy of SHC/Logo/Organic Certification/Brand Registration (for component Nos.1 & 2)
3. Original of the courier waybill, POD and proof of payment (for component No.1).
4. Details of the promotional activity along with draft literature/brochure etc. (for component No.2)
5. Quotation for consultancy, design, dummy, printing, paper (with sample), packing material etc. (for component Nos.2 & 3).
6. Details of bar coding registration/traceability standards (for component No.3)
7. Test Certificate of packing material from IIP (for component No.3).

Based on the above documents and also on the basis of any other additional documents if any required in support of application, and called for by the Board, approval in principle to proceed with the work will be accorded by the Board. However, in the case of reimbursement of courier/air freight charges, prior approval is not required.

8. Criteria for deciding eligibility

Inspection/verification:

On completion of the activity, the applicant may submit the following documents to the Board:

1. The final version of the printed literature/brochure/CD/video film/packages developed etc. (two copies)
2. Copies of bills, vouchers and receipts (self attested)
3. Proof of payment of the expenditure
4. Expenditure statement duly certified by the Chartered Accountant
5. Pre-stamped receipt for the eligible amount.

On receipt of the claims for the above activities and on satisfactory completion of the activity, the Board will consider providing the eligible grant in aid to the exporter.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

1. Sending business samples abroad:

Financial assistance up to Rs.50,000/- per exporter per year is provided to meet the cost of courier/air freight charges for sending business samples to the buyers abroad. However, the sample of one consignment should not exceed 1 kg in the case of spice oil & oleoresin and 10 kgs for other spices and spice products.

2. Printing promotional literatures/brochures:

Financial assistance @ 50% of the cost subject to a maximum of Rs. 2.00 lakh per brochure and such assistance will be extended up to a maximum of two times per exporter during the plan period.

3. *Packaging Development and Bar Coding Registration:*

Assistance will be to the tune of 50% of the cost of packaging development and bar coding registration subject to a ceiling of Rs.1.00 lakh per exporter per year.

10. Procedure for the distribution of the subsidy

On completion of the activity and based on the verification report, the Board may reimburse the eligible grant in aid to the exporter or to the nominated agency/institution. In the case of courier /air freight charges, the exporters may raise the claims for reimbursement on quarterly basis and the bills relating to the last quarter of the financial year should be submitted before 20th of March.

11. Where to apply or whom to contact in the office for applying

The Eligible applicants may file their applications to the Regional offices (Marketing) or to the Head office of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

13.10.5 Infrastructure Development

1. Name of Programme/scheme

Infrastructure Development

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

There are four components under the programme of 'Infrastructure Improvement' viz.,

- (1) Adoption of Hi-Tech in Spice Processing,
- (2) Technology and process up-gradation,
- (3) Setting-up/up-gradation of in-house quality control laboratory, and
- (4) Quality certification,
 - (a) accreditation /certification of processing units
 - (b) validation and standardization of check samples send abroad.
 - (c) imparting training for lab personnel

The objective of the programme is to provide assistance for these components as it is necessary to empower the industry to adopt such methods of processing the produce by which the country may acquire a distinct image as the source of quality/safe products, consistency in meeting quality requirements and obtain recognition for the country as the ‘international processing hub’.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

All exporters having valid Certificate of Registration as Exporter of Spices from the Spices Board and also having an investment of a minimum of Rs.50 lakh (except for groups of certified organic growers having a minimum of 50 members) are eligible for availing the assistance.

6. Pre-requisites for the benefit

Export Obligation for availing assistance

The beneficiaries are required to fulfill export obligation against availing assistance by exporting spices and spice products worth TEN times of the amount of assistance availed under any or all of the above components from the Spices Board over and above his/their average of export performance achieved during the immediate past three years, within a period of FIVE years from the date of completion of the project in the case of general areas. For special/difficult areas and organization/institutions/ establishments referred above the export obligation will be FIVE times of the amount of assistance to be fulfilled in FIVE years. In the case of samples sent abroad for validation/ standardization as well as training of laboratory personnel abroad, the eligible grant in aid will be released based on the required documents/information furnished by the beneficiary and these two components will not attract the export obligation. For discharging the export obligation, the export effected directly by the beneficiary as well as the supplies made by the beneficiary to other exporters for export (DEEMED EXPORT) will be considered.

7. Procedure to avail the benefits of the programme

Eligible exporters may apply to the Board with the following:

1. Application in the prescribed form in duplicate. (One copy only for component 3&4).

2. Project report appraised by financial institution/Chartered Engineer or any other competent technical organization, in duplicate (for component 1 & 2).
3. Copy of self-attested document to prove the title of the land in which the unit is established/possession certificate issued by concerned authority (for component 1&2).
4. Flow chart relating to processing activities of the unit (for component 1&2).
5. List of equipments supported by the Board during the XI plan period.
6. List of equipments proposed to be installed/set up indicating Make and the Cost.
7. Copies of quotations for machineries/equipments from a minimum two parties (except for established suppliers).
8. Copy of Certificate of Registration as Exporter of Spices.
9. Last year's Balance Sheet of the company certified by the Chartered Accountant.

Based on the above documents and also on the basis of any other additional documents that may be called for in support of the application, the Board shall accord in-principle sanction to proceed with the project.

The claims on expenses on setting up the plant & machinery/instruments after the date of application for grant-in-aid only will qualify to work out the cost of project for the purpose of payment of grant-in-aid. All payments for plant & machinery, equipments, consultancy charges etc., should be made by crossed cheque/demand draft, which should be reflected in the bank statement. Payment by cash to petty expenditure connected with the project shall be considered up to Rs.25,000/- only.

8. Criteria for deciding eligibility

Inspection

The beneficiary on completion of the project/installation, shall submit the following documents to the Board:

1. Completion report
2. Copies of bills/vouchers / receipts (self attested).
3. Expenditure statement duly certified by the Chartered Accountant.
4. Bank statement detailing payments released for qualified activities/components of the project or copies of demand drafts relating to the payment effected for the project.
5. Copy of airway bill, invoice for the analytical charges of the samples dispatched abroad for validation/standardization and copy of the analytical report received from the laboratory in which the sample was tested (for component 4b).
6. Receipt from the courier agent along with POD status report for having received the payment. (for component 4b). On receipt of the claims for the above activities, except in the case of sample sent abroad for validation and training of laboratory personnel, the Board will arrange for an inspection of the unit for physical verification of the installations of equipments/machineries. The inspection team may consist of an officer from the Board and a local representative from the industry department/EIA/Agmark or any other Government agencies. In the case of activity

4b, the claim for the financial assistance shall be sent to the Board within one month from the date of completion of the training with supporting documents like air ticket, and payment details.

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Grant-in-aid is provided to the tune of 33% of the cost of various activities listed above under the four components, subject to a maximum of Rs.100 lakh for general areas and 50% of the cost or Rs.200.00 Lakh, whichever is less, for special areas. Under the special area, during the plan period 2007-2012, units established in North East Region, hill/difficult areas or units set up by organizations of organic farmers, co-operative societies, producer companies and Government promoted organizations in any locations are eligible for higher rate (50%) of grant. The financial assistance for the component (4c) would be limited to Rs.60,000/- per training subject to a maximum of three training programmes per exporter during the plan period. However, the total amount of assistance under any or all of the following components (a) Adoption of high-tech in spice processing (b) Technology Transfer & Process Up-gradation, (c) Setting up of in-house laboratory and (d) Quality certification/accreditation shall not exceed the limit of Rs.100/- lakh in general areas and Rs.200/- lakh in special areas/ specified promoters during the plan period.

10. Procedure for the distribution of the subsidy

On satisfactory completion of the project, and based on the recommendation of the inspection team, the Board may sanction payment of the grant-in-aid to the exporter or to the nominated agency/institution. The amount of assistance shall be disbursed in one lump sum after the beneficiary executes an agreement with the Spices Board and also providing a Bank Guarantee from any scheduled bank in the prescribed formats, favouring the Spices Board for an amount equal to the amount of grant-in-aid for a period till the beneficiary fulfills the stipulated export obligation. Immediately after furnishing the proof of export equal to the export obligation, the bank guarantee will be released.

11. Where to apply or whom to contact in the office for applying

The Eligible applicants may file their applications to the Regional offices (Marketing) or to the Head office of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

13.10.6 Product Development & Research**1. Name of Programme/scheme**

Product Development & Research

2. Duration of the programme /scheme

XI Plan

3. Objective of the programme

The objective of the programme is to provide financial assistance to the exporters/ research institutions to undertake product research & development.

Major areas for assistance are:

- Utilization of the services of national or international research institutes for developing new spice products/applications or for establishing traditional and non-traditional values.
- In-house research programmes by entities with sufficient infrastructure facilities.
- Clinical trials to establish and validate therapeutic properties of spices through reputed third parties.
- Patenting and product registration in consuming countries.

4. Physical and financial targets of the programme

Fixed every year

5. Eligibility of Beneficiary

All registered exporters and recognized research institutions.

6. Pre-requisites for the benefit

No export obligation is prescribed for availing assistance for product research and development.

7. Procedure to avail the benefits of the programme

Eligible exporters/research institutions may apply to the Board in the prescribed format and obtain 'in-principal' approval to the proposal. The applicant may submit the following to the Board in triplicate.

1. Application in the prescribed form.
2. Project report appraised by research institutions/in-house lab scientists
3. Brief about the scientists involved in the project

8. Criteria for deciding eligibility

Inspection/verification

The beneficiary shall produce all necessary documents that may be called for by the Board specific to the project in addition to the following documents:

- a) Final report of the product research & development
- b) Original of bills and proof of payments made in the course of completion of the project.
- c) Expenditure statement duly certified by Chartered Accountant.
- d) Samples of products manufactured (as applicable).
- e) Copies of documents to establish the claimed properties of the products (as applicable)
- f) Documentary evidence for patenting the product (as applicable).

9. Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)

Grant in aid @ 50% of the cost subject to a maximum of Rs.25.00 lakh per beneficiary during the plan period is provided to meet the cost of product research & development. If clinical trials and patenting are also involved in the programme, the ceiling will be up to Rs.1.00 crore.

10. Procedure for the distribution of the subsidy

Based on the completion report and on verification of the documents, the Board may release the eligible grant to the beneficiary or to the nominated agency/institution. All payments under the assistance schemes by the Board shall be in the form of crossed cheque or Bank transfer.

11. Where to apply or whom to contact in the office for applying

The Eligible applicants may file their applications to the Regional offices (Marketing) or to the Head office of the Board in the prescribed proforma.

12. Application Fee (where applicable)

Nil

13. Other Fees (where applicable)

Nil

14. Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)

Application in the prescribed format to be filed

15. List of attachments (certificates/ documents)

Copy of required documents prescribed in the sub rules to be attached.

16. Format of Attachments

As prescribed in the sub rules.

17. Where to contact in case of process related complaints

To the Director (Marketing) at the head office of Spices Board in Kochi.

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(under Section 4 (1) (b) (xiii) of RTI Act)

Chapter -14

14. Particulars of Recipients of Concessions, permits or authorization granted by it.

14.1 The Spices Board issues permit to the eligible applicants of Development Schemes implemented by the Board. The permit is a token of approval given by Spices Board to the applicants for proceeding with the execution of the schemes applied for. The permit indicates the location and area under which the work is to be done. It entitles the permit holder for subsidy from Spices Board under various development schemes, subject to fulfillment of the prescribed conditions.

Details are given below.

Name of Programme	Development Schemes implemented by Spices Board
Type (Concession/ Permits/ Authorization)	Permit
Objective	The permit is a token of approval given by Spices Board to the applicants for proceeding with the execution of the schemes applied for.
Targets set (For the last year)	No target is fixed for issuing permits.
Eligibility	The eligibility criteria is different for various types of schemes. (Refer to scheme rules)
Criteria for the eligibility	The applicants should plant / replant cardamom or other prescribed spices or execute works or purchase items according to the terms and conditions prescribed in the respective Scheme Rules.
Pre-requisites	Fulfillment of various conditions in the scheme rules.
Procedure to avail the benefits	There is no separate application form for permit. The application for the respective schemes is sufficient to get the permit.
Time limit for the concession/ Permits/ Authorizations	No specific time limit is prescribed for the permit. The permit will be issued after inspection etc and will be valid for the period prescribed for the respective scheme.
Application Fee (where applicable)	Nil
Application format (where applicable)	No separate format of application for permit.

List of attachments (certificates/ documents)]	As prescribed in the scheme rules.
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14.2 No of permits issued during 1-4-2008 to 31-3-2009 are given below.
Total No of permits issued during 2008-09 was 20006

Development Department

Total No of permits issued during 2008-09 was 20006

14.3 Detail of the benefit given

14.3.1 Marketing department

Name of scheme	No of beneficiaries	Amount (Rs.in lakh)
Adoption of high-tech and tech upgradation	17	338.00
Setting up / upgradation of quality control labs	10	36.24
Sending business samples abroad	17	7.48
Packaging development		1.00
Product development and research	1	3.00
Market development assistance	19	12.87
Grant in aid for participation in international trade fair/ exhibition	6	2.72

14.3.2 Development Department

Details of benefits such as name of scheme, No of beneficiaries and amount paid are as follows.

No of beneficiaries (2008-09)			
	Name of scheme	No of beneficiaries	Amount (Rs.in lakh)
I	EXPORT ORIENTED PRODUCTION		
A)	Small Cardamom		
i	Irrigation & Land Development	712	112.70
ii	Rain Water harvesting	65	2.60
iii	Improved curing devices	83	3.75
	DEVELOPMENT PROGRAMMES FOR NORTH EAST		
B)	Large Cardamom Development - Sikkim		
i	Curing house	130	7.10
ii	Rain Water harvesting	20	0.70
C)	Other North Eastern Region		
i	Large Cardamom New Planting	216	88.00
ii	Rain Water harvesting	12	0.30

iii	Curing house Modified bhatti	14	
iii	Organic Production of Pepper	110	17.40
iv	Lakadong turmeric	1345	109.00
v	Organic ginger	1428	97.70
vi	Organic Naga Chilli	18	1.00
vii	Training of farmers of NE States (every year)	88	6.10
D)	Other Spices		
1	Seed Spices		
i	Threshers (Power)	17	13.40
ii	Threshers (Manual)	3	
2	Pepper		
i	Threshers	252	14.30
ii	Bamboo mats	3212	5.00
3	Chilli		
i	IPM	5218	58.40
E)	Post Harvest Improvement of Spices		
i	Drying Yard (in sq.m)	164	24.90
ii	Polythene / Silpaulin Sheets (Nos)	3180	55.50
F)	Organic Farming		
i	Certification (Nos)		
	Individual	12	
	Group	22	12.90
ii	Organic cultivation of spices (ha)	610	42.80
iii	Vermi compost units (Nos)	2817	52.70
G)	Extension Advisory Service	32000	980.50
	Special purpose fund for replanting and rejuvenation of cardamom plantations		
A)	Small Cardamom		
i.	Replanting (ha)	4574	637.50
ii.	Rejuvenation (ha)	5755	393.20
B)	Large Cardamom		
i.	Replanting (ha)	1756	104.80
ii.	Rejuvenation (ha)	1120	28.40

14.4 Distribution of benefits

The subsidy and other benefits payable under various schemes will be paid by cheque or by direct credit to the bank account of the beneficiaries only after complying with the conditions prescribed for each scheme to the satisfaction of the Board.

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(under Section 4 (1) (b) (xiv) of RTI Act)

Chapter -15

Details in respect of the Information available to or held by it, reduced in an electronic form.

The Board has a full-fledged Electronic Data Processing department. Most of the activities of the Board have been computerized. The Board has launched its Website at www.indianspices.com containing all information on Indian spices and the Board's activities.

Information available in Database are given below.

15.1 Marketing Department

1. Details of Registered Exporters/ RCMC holders, Dealers and Auctioneers.
2. Details of Registered Exporters awarded with Brand Registration, Spices House & Logo Certification
3. Details of Container samples collected, shipment details and its analytical results
4. Domestic/International Trade Enquiries received for Spices and prices for major spices.
5. Profiles on Spice Commodity/ Country

15.2 Trade Information Services

1. Export/Import Details of Spices & Spice products from/into India
2. Auction details (dates/prices/location) of cardamom
3. Domestic/International prices of Spices from different sources
4. Details of Area and production of Spices cultivated in India
5. List of Leading Suppliers of Spices and Spice products

15.3 Library

1. Catalogue of Books and Publications

15.4 Finance and Personnel

1. Budget /account wise Receipts and Expenditure
2. Location wise details of Regional/Zonal offices of the Board
3. Personnel information
4. Details on Leave/Salary of Officers and staff
5. Details on interest bearing loans availed
6. Details of IT returns
7. EPF subscription of casual labourers

15.5 Quality Lab

1. SOPs, MOAs, MOCs and other Quality Records
2. Details of Sample receipts, work allocation, analytical results and its deliver
3. List of spices vs parameters, sub parameters, fees, requirements quantity and time for analysis.
4. Details of Analytical Procedures followed
5. Catalogue for documents control
6. List of suppliers
7. List of Exporters/Customers from whom samples are received for Analysis
8. Equipment calibrations and services
9. Details of payments collected for analytical purpose
10. Details of consumable issue, receipt & stock

15.6 Tissue Culture Lab

Production and stock details of TC plants

15.7 Publicity

Details of Subscribers of Boards publications

EDP

IT equipments and its configurations : Location /category wise

Software packages have been developed and implemented in the following areas:-

- Trade Information Service
- India's spices exports
- World Import
- Prices in domestic and international markets
- Area and production
- Trade Directories: Exporters, Dealers, Auctioneers, Importers, Suppliers, Planters etc.
- Registration and licensing
- Electronic Auction of small cardamom.
- Pre-shipment sampling
- Monitoring receipt, analysis and delivery of Spice samples received for quality evaluation.
- Analysis of analytical data of the Quality Evaluation Lab to assess the incidence of physical, chemical and microbial contaminants.
- Financial Accounting and Pay roll.
- Interest bearing loans like GPF, HBA etc.
- Personnel Information, leave accounting and income tax assessment.
- Library Cataloguing, circulation and control of external documents.
- Market Survey Analysis.
- Area and Production Surveys.

- Maintenance of subscriber addresses, monitoring of subscription expiry and mailing of periodical publications.
- Receipt and issue of consumables and maintenance of assets.
- Maintenance and accounting of provident fund and pension scheme for casual labourers.

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(under Section 4 (1) (b) (xv) of RTI Act)

Chapter 16

Particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

16.1 Types of facilities available.

The following facilities are available.

Sl.No	Facility available	Nature of information	Working hours
1.	Information counter	No separate information counter. General information is available from the Publicity Section, Trade Information Service, Development Section, Marketing Section, Indian Cardamom Research Institute, Myladumpara etc.	9.00 am-5.30 pm
2.	Website	www.indianspices.com .	
3.	Library	Library functioning at the Spices Board Head Office at Kochi is open to public. The Library of Indian Cardamom Research Institute, Myladumpara permits public/students/ trainees/persons engaged in research etc to the library for reference. (Contact Librarian for details).	9.30 am-5.00 pm
4	Publications	Board regularly publishes Spice India magazine in English, Hindi, Nepali, Malayalam, Kannada, Tamil and Telugu, Spices Market weekly, Foreign Trade Enquiry Bulletin fortnightly, Spices Export Review. It also brings out publications like Spices Statistics, Directories of Importers and Exporters, CD-ROMS, Booklets on individual Spice-specific farming practices, etc.	
5	Exhibitions, Seminars etc	The Board's participation in the Domestic and International Fairs, Exhibitions, Seminars and conferences and broadcasting of programmes on Radio	

		and TV enable the public to have access to spices-related information.	
6.	Notice Board	Open to public in all offices of the Spices Board.	

16.2 Spices Board Publications

Spices Board is publishing books, journals, magazines etc for imparting knowledge to the public in respect of Spice planting, crop processing, import, export etc. Details are given below.

16.2.1 PERIODICALS

1. SPICE INDIA

Published as monthlies simultaneously in English, Malayalam, Tamil, Kannada & Hindi. Spice India is published quarterly in Telugu and Nepali.

Annual Subscription for each language	Rs. 50/-
Five Years Subscription	Rs.200/-
Telugu and Nepali (Quarterly) :	
Annual Subscription	Rs.20/-
Five Years Subscription	Rs. 75/-
2. SPICES MARKET	
English weekly, Annual subscription	Rs.200/-
3. FOREIGN TRADE ENQUIRY BULLETIN	
Fortnightly- Annual Subscription	Rs.400/-
4. COMPUTER DISKETTES	Rs. US \$
1. Compendium of Indian Spices	1000/- 30/-
1. Catalogue of Indian Spices	500/- 18/-
2. Flavourfully Your's Indian Spices (In English & Hindi)	125/- 10/-
3. Proceedings of VI World Spice Congress	250/- 6/-
4. Proceedings of VII World Spice Congress	180/- 10/-
5. Proceedings of VIII World Spice Congress	180/- 10/-
6. Vanilla (English, Malayalam, Hindi, Tamil and Kannada)	100/-
7. Schemes of Spices Board	150/-

All remittances must be made in favour of the Secretary, Spices Board, Cochin- 682 025. The demand draft /M.G. may be drawn on any scheduled bank in Ernakulam. Request for VPP not entertained. Cheques not accepted.

16.2.2 SPICES BOARD PUBLICATIONS (other than periodicals)

		Rs.
1	Spices Board Act & Rules	100/-
2.	Spices Statistics 2004	200/-
3.	Exporters' Directory of Spices Board	100/-
4.	Agmark Grade Specifications	50/-
5.	National Standards of Organic Spices – Malayalam	50/-
6.	Guidelines for production of organic spices in India (In English, Hindi, Tamil, Kannada, Marathi)	100/-
7.	Great Recipes	15/-
8.	From the Indian Kitchen	35/-
9.	Flavourly Yours Indian Spices (In English & Hindi)	125/- US \$ 10
10.	Vanilla Status Paper	75/-
11.	Vanilla – the Princess of Spices	100/-
12.	Pepper Cultivation, processing and Marketing	100/-
13.	Spices Export Review	100/-
14.	Agmark II Series	50/-

Prices inclusive of postal charges.

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Chapter .17

The names, designations and other particulars of the Public Information Officers

17. Names, designations and other particulars of the Appellate Authority, Public Information Officer and Assistant Public Information Officers

1. Public Information Officer	Dy. Director(P&C) Spices Board, Palarivattom, Kochi. 682025 Phone: 0484-2333610-616 (off.) 0484-2809595 (Res.)
2. Asst. Public Information Officer	Dy. Director (TIS) Spices Board, Palarivattom, Kochi. 682025 Phone: 0484-2333610-616 (off.)
3. Appellate Authority	Secretary Spices Board, Palarivattom, Kochi. 682025 Phone: 0484-2333607/2333610-616 extn 233 (Off) 0484- 2427074 (Res.)

Note: Send applications addressed to designation only and not by name.

17.4 Other Assistant Public Information Officers (APIOs) (Outstations)

The officers in charge of the following offices are the APIOs of the respective offices/areas in the respective states (given in alphabetic order)

ANDHRA PRADESH	
GUNTUR-(DEV)-RO SPICES BOARD HOUSE NO: 5-91-12 4TH LINE, LAKSHMIPURAM GUNTUR ,ANDHRA PRADESH Phone :0863 - 2354782 Fax :0863-2338570 Email :sbzo@sify.com	GUNTUR-(MKTG)-RO SPICES BOARD HOUSE NO: 5-91-12 4TH LINE, LAKSHMIPURAM GUNTUR ,ANDHRA PRADESH Phone :0863 - 2354782 Fax :0863-2338570 Email :sbzo@sify.com

<p>WARANGAL-(DEV)-RO SPICES BOARD D. NO.1-7-1322, BALASAMUDHRAM ADVOCATES COLONY, HANUMANKONDA WARANGAL ,ANDHRA PRADESH Phone :0870-2455510 Fax :</p>	
ASSAM	
<p>GUWAHATI-(DEV)-RO SPICES BOARD RUKMINI NGR (WIRELESS)NAMGARH PATH P.O. ASSAM SACHIVALAYA, DISPUR GUWAHATI ,ASSAM Phone :0361- 2229776,Mob. 9435552658 Fax :2229779 Email :sbroggy_dev@yahoo.com</p>	<p>GUWAHATI-(MKG)-RO SPICES BOARD RUKMINI NGR (WIRELESS)NAMGARH PATH P.O. ASSAM SACHIVALAYA, DISPUR GUWAHATI ,ASSAM Phone :0361-2229778 Fax :2229779 Email :sbroggy_mkg@yahoo.com</p>
<p>ITANAGAR-(DEV)-ZO SPICES BOARD V.I.P ROAD OPP. TO STATE BANK OF INDIA ABOVE DAWN LIT POST BANK TINALI ITANAGAR ,ARUNACHAL PRADESH Phone :0360 - 2218718 Fax : Email :sbitanagar@gmail.com</p>	
GUJARAT	
<p>AHMEDABAD-(DEV)-RO SPICES BOARD REGIONAL OFFICE NO.4,SABANDH TWINS, B/S.GURUDWARA, GOVIND DHAM THALTEJ. P.O. AHMEDABAD ,GUJARAT Phone :079 - 26858006,26858007 Fax :079 - 26858008</p>	<p>AHMEDBAD-(MKG)-ZO SPICES BOARD NO.4, SABANDH TWINS, B/S. GURUDWARA, GOVIND DHAM THALTEJ. P.O., AHMEDABAD ,GUJARAT Phone :079 - 26858006,26858007 Fax :27621506</p>
KARNATAKA	
<p>AIGOOR-(DEV)-FAO DEPARTMENTAL NURSERY SPICES BOARD VIA. MADAPUR, AIGOOR COORG ,KARNATAKA</p>	<p>BANGALORE-(MKG)-ZO SPICES BOARD NO. 2976, 17TH CROSS, K.R.ROAD BENA SHANKARI, 2ND STAGE BANGALORE ,KARNATAKA</p>

Phone :08276-287852 Fax : Email :	Phone :080 -26767335 Fax :080 -26767335 Email :sbro@vsnl.net
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BETTADAMANE-(DEV)-FAO DEPARTMENTAL NURSERY SPICES BOARD BETTADAMANE CHICKMANGALORE ,KARNATAKA Phone :08263 - 240902 Fax : Email :	BHAGAMANDALA-(DEV)-FO SPICES BOARD FIELD OFFICE BHAGAMADALA KODAGU ,KARNATAKA Phone :08272-243445 Fax : Email :
CHICKMAGALORE-(DEV)-ZO SPICES BOARD P B NO. 73 H.NO. 10009/7886 TILAK PARK ROAD VIJAYAPURA EXTN. CHICKMAGALORE, KARNATAKA Phone :08262 - 234173 Fax : Email :adzockm@gmail.com	DHARWAD-(DEV)-FO SPICES BOARD NO.326, MIG NAVANAGAR HUBLI, DHARWAD DHARWAD ,KARNATAKA Phone :0836 - 2224155 Fax : Email :fosbdwr@yahoo.co.in
KOPPA-(DEV)-FO SPICES BOARD BELAGWADI ROAD KOPPA CHICKMAGALORE, KARNATAKA Phone :08265 - 221157 Fax : Email :sboardkoppa@bsnl.com	MERCARA-(DEV)-FO SPICES BOARD DASAWALA ROAD, P.B. No. 37 MADIKERI COORG ,KARNATAKA Phone :08272 - 223814 Fax :08272 - 225791 Email :spices_board@yahoo.co.in
MERCARA-(DEV)-ZO SPICES BOARD P.B.NO: 37 DASAWALA ROAD MADIKERI COORG ,KARNATAKA	MUDIGERE-(DEV)-FO SPICES BOARD K.M.ROAD MUDIGERE CHICKMANGALORE ,KARNATAKA Phone :08263-220431

Phone :08272 - 225791 Fax :08272 - 225791	Fax : Email :mdgsbfo@yahoo.com
SAKLESPUR-(DEV)-FO SPICES BOARD H.No. 568, PANCHASHRI, II CROSS, MALLIKARJUNA NAGAR, P.B. NO. 12, SAKLESPUR HASSAN ,KARNATAKA Phone :08173 - 249427 Fax :	SAKLESPUR-(DEV)-RO SPICES BOARD P.B.NO.12 SANGU NILAYA,1ST CROSS, MALLKARJUNA NAGAR, SAKLESPUR HASSAN ,KARNATAKA Phone :08173-244007 Fax :08173-244124 Email :spicedev@sancharnet.in
SAKLESPUR-(RES) REGIONAL RESEARCH STATION SPICES BOARD, DONIGAL POST SAKLESPUR HASSAN ,KARNATAKA Phone :08173 - 244281 Fax :08173 - 244281 Email :cardamom@blr.vsnl.net	SHIMOGA-(DEV)-ZO SPICES BOARD DOOR NO.MD-4/B-1, H.NO. 61(2) RAVINDRANAGAR, IIND CROSS SHIMOGA ,KARNATAKA Phone :08182 - 279866 Fax :276472 Email :spices_board2003@yahoo.com
SIRSI-(DEV)-FO SPICES BOARD HUBLI ROAD SIRSI NORTH KANARA ,KARNATAKA Phone :08384 - 236870 Fax : Email :	SOMWARPET-(DEV)-FO SPICES BOARD B.L.V.COMPLEX, NEAR HOUSING BOARD COLONY, I.B.ROAD, SOMWARPET COORG ,KARNATAKA Phone :08276 - 282165 Fax : Email :
VANAGUR-(DEV)-FO SPICES BOARD, FIELD OFFICE,SY. NO.49/1,VANAGUR, VANAGUR HAND POST , SAKLESPUR TK, VANAGUR HASSAN ,KARNATAKA Phone :08173-241405,9449313724 Fax :	VIRAJPET-(DEV)-FO SPICES BOARD FIELD OFFICE, NEAR CHATHREKERE, CHICKPET, VIRAJPET COORG ,KARNATAKA Phone :08274 - 257251 Fax : Email :
YESLUR-(DEV)-FAO DEPARTMENTAL NURSERY SPICES BOARD YESLUR HASSAN ,KARNATAKA	

Phone :08173-278166 Fax : Email :	
KERALA	
ADIMALI-(DEV)-FO SPICES BOARD FIELD OFFICE ADIMALI IDUKKI ,KERALA Phone :04864 - 224852 Fax : Email :	ANAKKARA-(DEV)-FO SPICES BOARD 8TH MILE, ANAKKARA KUMILY IDUKKI ,KERALA Phone :0869-222489 Fax : Email :
CHERUTHONI-(DEV)-ZO SPICES BOARD St. George Building, Idukki Colony P.O., Cheruthoni IDUKKI ,KERALA Phone :9497187663 Fax :	ELAPPARA-(DEV)-FO SPICES BOARD FIELD OFFICE, ELAPPARA, SHANTI NAGAR, ELAPPARA POST, IDUKKI ,KERALA Phone :04869 - 242052 Fax : Email :fosbela@gmail.com
KALPETTA-(DEV)-FO SPICES BOARD, WINNERS PARK - IIND FLOOR OPP. ST. JOSEPH CONVENT SCHOOL KALPETTA, WAYANAD WYNAD ,KERALA Phone :04936 - 202605 Fax : Email :	KARIMANNUR-(DEV)-FO SPICES BOARD Parayannilam Complex, Karimannoor Thodupuzha Taluk IDUKKI ,KERALA Phone :04868-261187 Fax :
KATTAPPANA-(DEV)-FO SPICES BOARD Poomattam Building, Near New Bus Stand Kattappana P.O. IDUKKI ,KERALA Phone :04868 - 272440 Fax :	KATTAPPANA-(DEV)-ZO SPICES BOARD Poomattam Building, Near New Bus Stand, Kattappana P.O., IDUKKI ,KERALA Phone :04868-272440 Fax :
KUMILY-(DEV)-FO SPICES BOARD K.K. Road, Kulathuppalam, Near Union Bank of India Kumily IDUKKI ,KERALA	KUMILY-(DEV)-RO SPICES BOARD K.K. Road, Kulathuppalam, Near Union Bank of India, Kumily IDUKKI ,KERALA

Phone :04869 - 222015 Fax :	Phone :04869-222348 Fax :
KUMILY-(DEV)-ZO SPICES BOARD K.K. Road, Kulathuppalam, Near Union Bank of India Kumily IDUKKI ,KERALA Phone : Fax :	MANGATHOTTY-(DEV)-FO SPICES BOARD MANGATHOTTY VIA RAJAKUMARI IDUKKI ,KERALA Phone : Fax : Email :
MARAYOOR-(DEV)-FO SPICES BOARD WARD NO. 7/236, KUTTIKATTIL HOUSE, MUNNAR ROAD, MARAYOOR IDUKKI ,KERALA Phone : Fax :	MARYKULAM-(DEV)-FO SPICES BOARD KUNNUMPURATHU BUILDING MARYKULAM, AYYAPPANCOVIL P.O. IDUKKI ,KERALA Phone :9447522041 Fax : Email :
MURIKASSERY-(DEV)-FO SPICES BOARD Pathikattu Building, School Jn., Murikkassery P.O., IDUKKI ,KERALA Phone : Fax :	MYLADUMPARA-(DEV)-FO SPICES BOARD, FIELD OFFICE, ICRI CAMPUS, KAILASANDADU.P.O., IDUKKI ,KERALA Phone :04868 237861 Fax : Email :fosbmyl@gmail.com
MYLADUMPARA-(RES) INDIAN CARDAMOM RESEARCH INSTITUTE, SPICES BOARD, KAILASANADU P O., MYLADUMPARA, IDUKKI ,KERALA Phone :04868 - 237268,237206, 237207 Fax :237285 Email :dirres_spices@yahoo.com,icrimyla@eth.net	NEDUMKANDAM(II)-(DEV)-FO SPICES BOARD 1ST FLOOR,, OPP. UBI NEDUMKANDAM NEDUMKANDAM IDUKKI ,KERALA Phone : Fax :
NEDUMKANDAM-(DEV)-RO SPICES BOARD 1ST FLOOR, OPP. UBI NEDUMKANDAM NEDUMKANDAM	NEDUMKANDAM-(DEV)-ZO SPICES BOARD ZONAL OFFICE COMPAYAR ROAD, KIZHAKKE KAVALA

<p>IDUKKI ,KERALA Phone :04868-234730 Fax :</p>	<p>NEDUMKANDAM IDUKKI ,KERALA Phone :04868-233663 Fax :</p>
<p>NEDUMKANDAM-(I)- (DEV)-FO SPICES BOARD FIELD OFFICE ABOVE POST OFFICE, NEDUMKANDAM IDUKKI ,KERALA Phone :04868-232089 Fax :04868-234630 Email :</p>	<p>PAMPADUMPARA-(DEV)-FO SPICES BOARD, FIELD OFFICE, PAMPADUMPARA,FIRST FLOOR, SUGANDHARANI SHG, BULDG.PAMPADUMPARA PO IDUKKI ,KERALA Phone :04868-235089 Fax :</p>
<p>PEERMADE-(DEV)-FO SPICES BOARD MARIAN ARCADE ST. MARYS COMPLEX, PEERMADE P.O. IDUKKI ,KERALA Phone :04869-233668 Fax : Email :</p>	<p>POOPARA-(DEV)-ZO SPICES BOARD GREEN PALACE BLDG. POOPARA IDUKKI ,KERALA Phone :04868-247550 Fax : Email</p>
<p>POOPARA-(DEV)-FO FIELD OFFICE, SPICES BOARD, HOTEL GREEN PALACE BLDG. KUMILI, MUNNAR ROAD, POOPARA IDUKKI ,KERALA Phone :04868-247550 Fax : Email :</p>	<p>PUTTADY-(DEV)-FO SPICES BOARD PUTTADY P.O., IDUKKI ,KERALA Phone : Fax : Email :</p>
<p>RAJAKKAD-(DEV)-FO SPICES BOARD CHURCH ROAD RAJAKKAD IDUKKI ,KERALA Phone :04868 - 241024 Fax : Email :</p>	<p>RAJAKUMARI-(DEV)-ZO SPICES BOARD ZONAL OFFICE, C/O. MALANAD AGRI. LAND DEV. BANK, RAJAKUMARI IDUKKI ,KERALA Phone :04868-244438,Mob.9447132808 Fax : Email :</p>
<p>SANTHANPARA-(DEV)-FO SPICES BOARD SANTHANPARA IDUKKI ,KERALA Phone :04868 - 247222</p>	<p>THANKAMANI-(DEV)-FO SPICES BOARD KANJIRAMTHANAM BUILDING, THANKAMANI P.O., IDUKKI ,KERALA</p>

Fax : Email :	Phone :9497194207 Fax : Email :
THODUPUZHA-(DEV)-FO SPICES BOARD ARCHANA JN., MUVATTUPUZHA ROAD THODUPUZHA IDUKKI IDUKKI ,KERALA Phone :04862-226075 Fax :	THOOKKUPALAM-(DEV)-FO SPICES BOARD K.V.V. Es Building, Kallar P.O. Thoorkupalam, IDUKKI ,KERALA Phone : Fax : Email :
UDUMBANCHOLA-(DEV)-FO SPICES BOARD FIELD OFFICE, UDUMBANCHOLA. P.O. IDUKKI ,KERALA Phone :04868-237200 Fax : Email :fosbucl@yahoo.com	VANDANMETTU-(DEV)-FO SPICES BOARD VANDANMETTU IDUKKI ,KERALA Phone :04868 - 277033 Fax : Email :fosbvdm@gmail.com
VANDANMETTU-(DEV)-ZO SPICES BOARD VANDANMETTU P.O. IDUKKI ,KERALA Phone :04868- 277033 Fax : Email :zosbvdm@gmail.com	VELLATHOOVAL-(DEV)-FO SPICES BOARD GRAMA PANCHYAT BUILDING VELLATHOOVAL IDUKKI ,KERALA Phone :04864-267378 Fax : Email :
MADHYA PRADESH	
CHINDWARA-SPICES PARK SPICES BOARD, KABRA COLONY, NAGPUR ROAD, BEHIND SHANDHINATH SCHOOL UNIRANALA P.O., CHINDWARA , MADHYA PRADESH Phone :07162-295070,07162-295071 Fax :	
MAHARASHTRA	
MUMBAI-(MKG)-RO SPICES BOARD UNIT NO:1 PLOT NO:9&10 BANKING COMPLEX BLDG - II, NEAR COMMODITY EXCHANGE STR -19-A VASHI	

BOMBAY ,MAHARASHTRA Phone :022 - 27843093,27831730 Fax :022-27841116 Email :sbddmum@mtnl.net.in,sbromumbai@gmail.com	
MANIPUR	
CHURACHANDPUR-FO SPICES BOARD JIREH HOUSE, HMUIA VENG, TIDDIM ROAD, NEW LAMKA CHURACHANDPUR ,MANIPUR Phone :03874-233105 Fax :	
MEGHALAYA	
SHILLONG-(DEV)-FO SPICES BOARD C/o. ROSA VILLE JYNKIENG, NONGTHYMMA P.O SHILLONG ,MEGHALAYA Phone :0364 - 2522689 Fax : Email :	
MIZORAM	
AIZWAL-(DEV)-ZO SPICES BOARD HARANG VELA BUILDING KHATLA BAZAR AIZWAL ,MISSORAM Phone :0389-315138 Fax : Email :adsbazn@rediffmail.com, sbaizawl@rediffmail.com	
NAGALAND	
DIMAPUR-(DEV)-FO SPICES BOARD, C/O LENDAKONGER LIDAK COMP PO-DIMAPUR. PB -195, HALF NAGARJAN NEAR HGH.SEC.SCHOOL DIMAPUR ,NAGALAND Phone :03862-225688	

Fax :	
Email :	
NEW DELHI	
NEW DELHI-(MKG)-RO SPICES BOARD A-111, DEFENCE COLONY NEW DELHI ,DELHI Phone :011 - 24333235,24332045 Fax :011-24335041 Email :sbrodel@bol.net.in,snewdelhi@gmail.com	
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SIKKIM	
GANGTOK-(DEV)-RO SPICES BOARD DIESEL POWER HOUSE ROAD P B NO. 25 GANGTOK ,SIKKIM Phone :03592 - 202230 Fax :03592-201418 Email :dddevsbgtk@dataone.in	GANGTOK-(MKG)-ZO SPICES BOARD P B NO.85 DIESEL POWER HOUSE ROAD GANGTOK ,SIKKIM Phone : 03592 - 202904 Fax :03592-201418 Email :sbmkt@sify.com
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MANGAN-(DEV)-ZO SPICES BOARD MANGAN P O NORTH SIKKIM ,SIKKIM Phone :03592 - 234335 Fax :	TADONG-(DEV)-ZO TADONG ZONAL OFFICE N.H. 31 A, DARAGAON P.O. TADONG, SIKKIM Phone :03592-232170 Fax : Email :spicestadong@yahoo.in

Email :spicesmangan@sify.com	
TAMIL NADU	
BODINAYAKANUR-(DEV)-FO SPICES BOARD KURANGINI ROAD BODINAYAKANUR THENI ,TAMIL NADU Phone :04546 - 280317 Fax :04546-281397 Email :spicesboardddkt@sancharnet.in	BODINAYAKANUR-(MKG)-ZO SPICES BOARD KURANGINI ROAD BODINAYAKANUR THENI ,TAMIL NADU Phone :04546 - 281397 Fax : Email:sbadbodi_1@dataone.in,spicesboard@dataone.in
CHENNAI-(MKG)-RO SPICES BOARD NO.11/3008 1ST FLOOR II STREET , 13TH MAIN ROAD, Z BLOCK SHANTHI COLONY, ANNA NAGAR CHENNAI ,TAMIL NADU Phone :044 - 26201342 Fax :044-26264314	COIMBATORE-(DEV)-FO SPICES BOARD OLD D, NO. 1120/D, NEW D. NO.506, MEENAKSHI NAGAR FIRST CROSS STREET, THADANAN ROAD, NEAR PAL CO. BUS STOP COIMBATORE ,TAMIL NADU Phone :0422 2474430 Fax :
THADIYANKUDISSAI-(RES) REGIONAL RESEARCH STATION SPICES BOARD THADIYANKUDISSAI PERUMBARAI P.O. KODAIKANAL DINDIGUL ,TAMIL NADU Phone :04542 - 224234 Fax : Email :	TUTICORIN-(MKG)-ZO SPICES BOARD NO. 12, GROUND FLOOR, AMMAN KOVIL STREET, CHIDAMBARA NAGAR TUTICORIN ,TAMIL NADU Phone :0461 - 2391485 Fax :0461 - 2391485
TRIPURA	
AGARTHALA-(DEV)-ZO SPICES BOARD ZONAL OFFICE GORKHABASTI VIP ROAD, KUNJABAN P.O. AGARTALA ,TRIPURA Phone :0381 - 2226241 Fax :0381-2226241 Email :agartalaspicesboard@rediffmail.com	
UTTAR PRADESH	
LUCKNOW-RO SPICES BOARD H.NO. 559, KHX/091, SHRI NAGAR,	

NEAR SINGAR NAGAR GATE, ALAMBAG LUCKNOW ,UTTAR PRADESH Phone :09001395193 Fax : Email :	
WEST BENGAL	
KALIMPONG-(DEV)-ZO SPICES BOARD 10TH MILE POST GUMBA HATTA, RESHI ROAD, KALIMPONG DARJEELING ,WEST BENGAL Phone :03552 - 255514 Fax : Email :kpgspicesboard@yahoo.co.in	KOLKATA-(MKG)-ZO SPICES BOARD 195 -A- PARK STREET KOLKATA ,WEST BENGAL Phone :033 - 22804304 Fax :033 -22879736 Email :sbrokol@dataone.in

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The following are the means /methods or facilitation available to the public which are adopted by the Department for dissemination of information.

- Office Library
- Through News paper, Radio & TV
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manuals Available
- Website of the Public Authority
- Scientist farmer interface
- Farmers cell
- Mobile agri clinic
- Plantation visits etc
- Field research demonstrations

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Chapter 18

Such other information as maybe prescribed

18.1 Training imparted to public by Public Authority

18.1.1 Training to Members of TGBG (Pepper scheme)

Participants : All the members of Technology Gap Bridging Group except the officer members.
Venue : Indian Cardamom Research Institute, Myladumpara
Duration : Two days
Faculty : From KAU, IISR and ICRI
Remuneration : Actual bus fare and DA @ Rs.100/- per day per participant

Food &
Accommodation : Free food & accommodation will be arranged at ICRI

Expenses for : Expenses for food for two days will be not higher
Food than Rs.200/- per participant

Syllabus : GAP, Planting Material Production, IPM, Post Harvest Handling/ Quality Improvement and other relevant aspects.

Deputy Director (Dev), Kumily/Nedumkandam will prepare schedule of the programme in consultation with Field Officers, Assistant Directors and Director (Res), ICRI and make necessary arrangements.

Director (Res) will make available suitable faculties based on the syllabus of the training. TA & DA on actual and honorarium at the rate of Rs.250/- per hour will be given to the faculties. For exclusive subject experts and celebrity technical experts honorarium up to Rs.1000/- per faculty can be given.

18.1.2 Farmers' Training (50 Nos. per training)

Participants	Pepper Growers of a particular locality
Venue	Within the jurisdiction of the Field Office
Duration	Half day programmes
Faculty	Master Trainers trained under the project, skilled members of TGBG trained under the project and scientists from relevant institutions

Budget per Programme	Maximum of Rs.2500/- for meeting expenses on hall rent, hiring charges, refreshments, invitation/publicity, honorarium for specially invited faculties with approval of Assistant Director concerned and other incidental expenses.
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Training on vermicompost production will be handled in all the programmes. Field Officer concerned with the participation of TGBG will organize and conduct the programme. Deputy Director (Dev), Kumily/Nedumkandam in consultation with Field Officers and Assistant Directors will prepare annual schedule of farmers' training and will get it approved by Director (Dev).

18.1.3 Training on Production of Bio-inputs

Participants	: Selected farmers willing for on-farm production of bio-inputs like Trichoderma and pseudomonas.
Venue	: ICRI, Myladumpara
Duration	: One day
Faculty	: From ICRI
Remuneration	: Actual bus fare and DA @ Rs.100/- per day per participant
Food	: Working lunch will be arranged at ICRI

Deputy Director (Dev), Kumily/Nedumkandam will prepare schedule of the programme in consultation with Field Officers, Assistant Directors and Director (Res), ICRI and make necessary arrangements.

18.1.4 Training of officers and farmers of North Eastern States

Board arranges training programmes for the officers of the state Agriculture/Horticulture Department and selected growers of North Eastern States on the recent advances on spices cultivation, harvest and post harvest operations in elite plantations, research stations like IISR, ICRI, KAU., NGOs, Spice Processing units of South India and Quality Evaluation Laboratory of the Board. Training of Officers will be conducted in alternate years.

Entire expenses for travel and stay, D.A of trainees, local transport, etc. will be met by Spices Board.

18.1.5 Quality Improvement Training Programmes

For ensuring quality of the final product, maintenance of quality at every stage has to be taken care of. This requires education at all levels. Hence Quality Improvement Training Programmes are organized in all the spice growing tracts based on a schedule drawn up for the purpose every year. The trainings will cover topics on good agricultural and improved post harvest improvement practices which are authenticated by IISR, ICRI, various Agricultural Universities etc. for various spices. Technical literature on the subject are also distributed in vernacular.

The trainings are organized for farmers, traders, representatives of NGOs and

Officers of State Agri/Horti. Departments. Incidental expenses for conducting the programmes are met by the Board at maximum costs fixed per programme . Farmers' Groups, NGOs & State Departments can collaborate with Spices Board for organizing such programmes.

18.2 With relation to certificates and No objection certificate etc issued by the Public Authority not included in Manual - 13

18.2.1 Spice House Certificate

(1) An exporter of spices who has his own or taken on rent or leased premises having facilities for cleaning, grading, processing, warehousing and packing as given in the Schedule annexed to these rules, may apply to the Board in Form-VI for grant of a Spice House Certificate. The Board on being satisfied as to the facilities available in the premises owned or taken on rent or lease for a period of not less than three years, and based on HACCP/ ISO 22000 certification to the unit shall issue a certificate in Form VII. If on inspection at any time, it is found that the exporter does not have such facilities, the Spice House certificate issued to him shall be cancelled.

(2) The Spice House Certificate shall be valid for three years from the date of issue.

Provided that the certificate shall be invalid for the period the exporter does not hold a valid Exporter Registration Certificate.

Provided further that the certificate shall be renewed if the exporter maintains the facilities referred to in sub-rule (1).

(Vide Rule 15 (A) of Spices Board Rules, 1987)

18.2.2 Issue of Indian Spices Logo

The procedure for issue of Indian Spices Logo is contained in the Spices Board (Quality Marketing) Regulations 1992 issued by Government of India, Ministry of Commerce.

18.2.3 Procedure for granting NOC for urgent export

As per section 15 of the Act power to permit export without certificate vests with the Central Government. However in the case of dealers having no certificate for export, they can apply for NOC for urgent exports, and simultaneously apply for Certificate of Registration for export of spices. The Dy. Directors (Mktg), Asst. Directors (Mktg.) and Market Intelligence Officers will prepare a check list of the documents in support of the certificate of registration and sent it by fax to the Director (Marketing). After the Director is satisfied about the correctness of the documents

relating to registration he may issue the NOC for urgent export and fax it to the respective office. After getting clearance from the Director, the shipment may be allowed by the respective officer. The validity of the NOC will be 10 days. Then the original application and other documents will be forwarded to Head office for issue of CRES.

18.3 Details of any other public services provided by the Public Authority

The Board is implementing the policy of Govt with regard to development of Cardamom and export of spices and spice products. The various schemes/programmes implemented in this regard are given in Manual No. 12 (chapter 13).

The application forms of various schemes implemented by the Board are available in the Board's website **indianspices.com**. (scheme details are available in chapter 13 in para numbers referred below.)

- 13.1.1 Replantation of Cardamom in Kerala & Tamil Nadu
- 13.1.2 Replantation in Karnataka
- 13.1.3 Replantation in Sikkim & Darjeeling District of West Bengal
- 13.2.1 Rejuvenation in Kerala & Tamil Nadu
- 13.2.2 Rejuvenation in Sikkim & Darjeeling District of West Bengal
- 13.3.1 Planting Material Production - Kerala & Tamil Nadu
- 13.3.2 Planting Material Production - Karnataka
- 13.3.3 Planting Material Production – Sikkim & Darjeeling
- 13.4 SCHEMES FOR EXPORT ORIENTED PRODUCTION AND POST HARVEST IMPROVEMENT OF SPICES
 - 13.4.1. Irrigation and Land Development Programme for Cardamom (small)
 - 13.4.2. Purchase of Irrigation Equipments
 - 13.4.3 Soil and Water Conservation and Afforestation (5-15% slope)
 - 13.4.4 Rain Water Harvesting Devices in Spice Plantations
 - 13.4.5 Improved Cardamom Curing Devices for Small Cardamom (Kerala, Tamil Nadu and Karnataka)
 - 13.5.1 Setting up of Curing houses (Modified Bhatti) in NE Region
 - 13.5.2 Rain Water Harvesting Devices in Spice Plantations (NE Region)
 - 13.5.3 Large Cardamom Development (New planting) (North East other than Sikkim)
 - 13.5.4 Rain Water Harvesting Devices (NE Region)
 - 13.5.5 Setting up of Curing houses (Modified Bhatti) (NE Region)
 - 13.5.6 Organic cultivation of pepper(NE Region)
 - 13.5.7 Organic cultivation of Lakadong Turmeric
 - 13.5.8 Organic cultivation of ginger
- 13.6 PROGRAMMES FOR SPICES OTHER THAN CARDAMOM.
 - 13.6.1 Programme for supply of seed spices threshers (power operated and manually operated) for post harvest improvement of seed spices

- 13.6.2 Supply of pepper threshers
- 13.6.3 Supply of bamboo mats for drying pepper during XI plan period
- 13.6.4 CHILLI - Promotion of Integrated Pest Management (IPM)
- 13.6.5 TURMERIC- Programme for supply of turmeric steam boiling units for community use.
- 13.6.6 Programme for supply of turmeric polishers
- 13.6.7 MINT- Scheme for supply of modern mint oil (field) distillation units lined with stainless steel
- 13.7 GENERAL POST HARVEST IMPROVEMENT PROGRAMMES FOR SPICES

- 13.7.1 Construction of drying yards for Chilli, Ginger, Turmeric, Pepper, Seed Spices and Tree Spices under hygienic condition
- 13.7.2 Supply of HDPE tarpaulin/silpauline sheets
- 13.7.3 Supply of Moisture meter for spices

13.8 PROMOTION OF ORGANIC FARMING

- 13.8.1 Organic Certification Assistance
- 13.8.2 Cost of Internal Control System (ICS)
- 13.8.3 Setting up bio-agent production units in major spices growing areas
- 13.8.4 Promotion of organic cultivation of spices
- 13.8.5 Setting up of vermi compost units
- 13.8.6 Recognition of Spice Growers

13.9 SCHEMES UNDER NATIONAL HORTICULTURE MISSION (NHM)

- 13.9.1 Production of Planting Material
- 13.9.2 Replanting/Rejuvenation of Senile Plantations
- 13.9.3 Promotion of Organic Farming – construction of vermin-compost units
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MARKETING DEPARTMENT SCHEMES

13.10 EXPORT DEVELOPMENT SCHEMES

- 13.10.1 Promotion of Indian Spice Brands Abroad
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