

**F.No.11026/10/2017-M&E**  
**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Fertilizers**

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Shastri Bhawan, New Delhi  
Dated: 7<sup>th</sup> September, 2017

**OFFICE MEMORANDUM**

**Subject:** Amendment in guidelines dated 10.10.2016 under the policy on promotion of City Compost reg.

Consequent upon the approval of the Cabinet on 20.01.2016, the Department notified a policy on promotion of City Compost on 10.02.2016. The para(ii) of the notification dated 10.02.2016 states that

*Initially, marketing and promotion of city compost is proposed to be done through the existing fertilizer companies. In due course, compost manufacturers and other marketing entities recognized by the concerned State Government may also be included for the purpose with the approval of Department of Fertilisers. The market development assistance shall be routed through the entity which is marketing it.*

2. As per the notified policy the co-marketing of City Compost is being done by the Fertilizers marketing companies along with chemical fertilizers for which a provision of Rs. 1500 per tonne as Marketing Development Assistance (MDA) has been made.

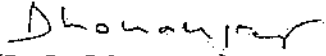
3. Though, co-marketing of City Compost along with chemical fertilizers has already been started as per above notification, it is felt that in order to increase the volume of sale of City Compost and to make the compost available at affordable price to farmers, the compost manufacturers having wide marketing network are allowed for selling packed bags of compost to farmers and claim Market Development Assistance (MDA) for the same. Accordingly, those Compost manufacturers who are interested to market City Compost in bag are required to apply to Department under **Annexure-I** of the guideline including the marketing area and Wholesalers/Retailers details in those areas for registration in the iFMS Portal. Compost Manufacturers are also required to submit a letter from State as per **Annexure-II**.

4. The terms and conditions for claiming MDA for bagged sale of City Compost to farmers by Compost manufacturers will be applicable with the following amendments

in the guidelines for bagged sale of City Compost by Compost marketing companies of dated 10.10.2016 (copy enclosed):

- i. City Compost manufacturer as marketer like Chemical Fertilisers Companies as marketing entities shall be allowed to market City Compost in bag and claim MDA.
  - ii. Other contents of the O.M. will remain unchanged.
5. This issues with the approval of competent authority.

Enclosure: As stated above.

  
(D. P. Srivastava)  
Director (P&K)  
Telephone: 011- 23389839

To

- i. Secretary, Department of Agriculture, Co-operation and Farmers Welfare, Krishi Bhawan, New Delhi
- ii. Chief Secretaries of all States/UTs
- iii. Joint Secretary (PHE), Joint Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi
- iv. Director (FA)/ Director (Finance)/CA/P&AO of Department of Fertilizers, Shastri Bhawan, New Delhi
- v. Director (Agriculture) of all State Governments/UTs Administration.
- vi. CMD/MD of all Compost manufacturers.
- vii. Director General, FAI, Saheed Jit marg, New Delhi
- viii. President, Waste Management Association, 4<sup>th</sup> Floor, Gopal Das Bhawan, 28, Barakhamba Road, New Delhi
- ix. All officers of the Department of Fertilizers
- x. Director (NIC) for uploading on website.

**Annexure-I**

**Details of City Compost Manufacturer/Municipality**

- i. Name of City Compost Manufacturing Company
- ii. Address of City Compost Plant
- iii. Address of registered Office of Manufacturer
- iv. TIN No. of manufacturer
- v. PAN No. of manufacturer
- vi. Name and address of Municipal Body with which Manufacturer has the tie up
- vii. Tenure of the contract between Municipal body and manufacturer
- viii. Input of MSW per day
- ix. Installed capacity (Annual in MT)
- x. Brand name of the City Compost
- xi. Contact person name, mobile number and e-mail ID.
- xii. Bank account details like account no., IFSC code, name of account holder (Account should be in Company and Municipality or Municipality's name as the case may be), address of the bank.

**Date:**

**Place:**

**Signature of the Authorized signatory of the Company  
(Name, Designation with seal)**

**Annexure-II**

To

Joint Secretary  
M&E Division  
Department of Fertiliser  
Shastri Bhawan, New Delhi

It is certified that (*Name of the Company along with address, registration no., etc*) is a Compost manufacturer with manufacturing plant at (*address of location of the plant*) and (*address of registered Office of the Company*) has tie up with (*name and address of the Municipality along with address*) for manufacturing of City compost and is capable of producing City compost on sustainable basis.

**Signature of the Authorized signatory of the State  
(Name, Designation with seal)**

**F. No. 11026/14/2015-M&E**  
**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Fertilizers**  
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Shastri Bhawan, New Delhi

Date: 10.10.2016

**Office Memorandum**

**Subject:** Revised Procedure for submission of bills for payment/recoveries in respect of sales of City Compost under the Policy on Promotion of the City Compost of the Department of Fertilizers (DOF).

The guidelines on procedure for submission and processing of claims for payment of Market Development Assistance (MDA) of Rs. 1500/MT on sales of City Compost in the matter of implementation of Policy on Promotion of City Compost prescribed hereunder shall be applicable to sales made from the date of issue of this O.M.

**A. Eligibility for Market Development Assistance**

- i. The Market Development Assistance (MDA) for sale of City Compost as per the standards laid down in Fertilizer Control Order at subsidized prices will be paid only through marketing entities. All Urea manufacturers and all P&K fertilizer (including SSP) manufacturers and importers registered under NBS Scheme are eligible for marketing of City Compost. If any Urea manufacturer or P&K fertilizer (including SSP) manufacturer is also producing City Compost, it will also be eligible to market its own City Compost and claim MDA.
- ii. The companies interested to market City Compost is required to submit a letter intimating their willingness to market City Compost along with details of registered manufacturers, with whom purchasing agreement for supply of City Compost has been made and other information as per **Annexure-I** to Department of Fertilizers (DOF). DOF will allot an FMS ID to the company to enable it to upload the quantity of City Compost purchased from the manufacturers and sold to different dealers, the MRP, etc. Uploading of data relating to purchase, sales, MRP etc. is mandatory and the companies are required to generate monthly MDA claims online as is being done for P&K fertilizers and submit the claims to Director (FA), DOF, Udyog Bhawan, New Delhi for processing and arranging payment of MDA.
- iii. Each bag of City Compost should display its constituents as given in FCO, the Brand name of the marketing entities followed by "City Compost promoted under Swachh Bharat Mission", the manufacturers name and other facts as per relevant rules. The bag will also contain logo of Swachh Bharat Mission

**B. Reasonableness of MRP and printing of MRP on bags**

- i. Though the market price of City Compost will be determined based on demand-supply balance, the fertilizer companies will be required to print Maximum Retail Price (MRP) along with applicable MDA on the fertilizer bags clearly. Any sale above the printed net MRP will be punishable under the EC Act.
- ii. Apart from Market Development Assistance given by the Department of Fertilizers, if any State provides subsidy on City Compost, the MRP will be lowered by the Company to that extent and the subsidy so passed will also be passed on to the farmers in terms of lower MRP.
- iii. The marketing entities are required to print the MRP and applicable MDA along with the subsidy paid by State Govt.(s), if any clearly on each bag of City Compost sold. The marketing entities are also required to upload the same MRP in the FMS/mFMS besides furnishing the MRPs along with subsidy claims for each month.
- iv. Department of Fertilizers will establish appropriate mechanism to examine the reasonableness of MRP to ascertain whether the assistance given in the form of Market development Assistance or State subsidy has been passed on to the consumers. In case, after the examination it is established that the assistance as described above has not been passed on, the same is liable for recovery.

**C. General Payment Procedure for claiming Market Development Assistance (MDA) under Policy on Promotion of City Compost:**

**2. Process for release of 'On Account' Payment**

- i. The marketing entities of City Compost are allowed to claim 50% 'On Account' payment of subsidy from DoF for the quantity of City Compost sold at first point sale (to the dealer/retailer) at district level, month-wise, based on the requisite information provided by them in prescribed **Proforma 'A' & 'C'**, duly certified by the authorized signatory as well as the statutory auditor of the Company.
- ii. A copy of the Proforma 'A' and 'C' along with the supporting documents is also required to be submitted by the marketing entities to the concerned State Government (Directorate of Agriculture) in which City Compost has been sold during a particular month, for verification and certification of the sale of City Compost executed by the marketing entity during a particular month. The details of the sales invoices and other supportive documents, etc. which are to accompany Proforma 'A' & 'C' are to be sent only to the State/UT Governments within 30 days of the calendar month of sales.
- iii. The details of sales entered in FMS are required along with Proforma A & C as annexures.

- iv. The City Compost marketing entities are required to submit the specimen signatures of their authorized signatory as well as the Statutory Auditor along with their name and seal as well as for the manufacturers with whom they have their marketing tie up.
- v. The State Government in which the City Compost plant is located is required to inspect and certify that the quality of the City Compost produced by the unit during a particular month was as per the standards laid down in the FCO.
- vi. The State Government shall issue such certificate in its official stationery as per prescribed Proforma.
- vii. The manufacturer/marketing entity is required to submit a copy of such Certificate issued by the State Government along with the claim for claiming 'On Account' payment for that particular month.
- viii. State Govt. is required to mention clearly the sub-standard quantity of City Compost not eligible for subsidy along with the number of samples and sample number details in Quality Certificate (Proforma B2-CC) issued by them.
- ix. The claims processed by Fertilizer Accounts Wing shall be submitted for administrative approval of Joint Secretary, Department of Fertilizers dealing with the subject.
- x. Thereafter, the claims shall be sent for concurrence of Internal Finance Division (IFD).
- xi. After concurrence by IFD, sanction for the 'On Account' subsidy amount shall be issued by the Fertilizer Accounts Wing.
- xii. Then P&AO shall release the payment of subsidy as per the prescribed procedure through PFMS.
- xiii. The marketing entities are required to claim 'on account' MDA within two months from the month of sale of City Compost.

**3. Release of Balance Payment of subsidy:**

- (i) Based on the information provided by the marketing entity in respect of sale of City Compost in a particular month in prescribed Proforma 'A& C' to the States, the State Governments are required to verify the sales of City Compost made by the marketing entity in the State and send the quantity Verification Certificate in prescribed Proforma 'B1-CC' to the Department of Fertilisers as well as to the City Compost marketing entity within 180 days from the date of submission by the marketing entity.

- (ii) If marketing entities submit their claim as per guidelines, the payment of balance MDA on the sale of City Compost shall be released by DoF to the marketing entities based on Proforma 'B1-CC' and Proforma 'B2-CC' issued by the State Governments certifying the quantity and quality of City Compost sold during a particular month and on receipt of retailer's acknowledgement in mFMS.
- (iii) The State Governments are required to certify the quantity and quality of the City Compost sold as such by the marketing entity in a particular month.
- (iv) No part certification is allowed.
- (v) Any quantity found non-standard shall also be mentioned in the Proforma 'B' on which no Market Development Assistance shall be eligible.
- (vi) Based on the submission of Proforma 'B1-CC & B2-CC' by the State Government, the marketing entity becomes eligible to claim balance 50% payment of MDA on the sales of City Compost during a particular month/State.
- (vii) The marketing entity shall claim balance payment of Market Development Assistance in prescribed Proforma 'D'.
- (viii) The Proforma 'D' is also required to be signed by the authorized signatory of the Company as well as by the Statutory Auditor of the Company.
- (ix) The Fertilizer Accounts Wing shall process the claims as per State Government certification in Proforma 'B1-CC & B2-CC'.
- (x) DoF reserves the right to charge interest plus penal interest on that quantity of City Compost, on which MDA has been paid and later on the State Government certified the said quantity or part thereof non-standard or not sold/sold less in Proforma 'B1-CC', at the rate prevalent at the time of processing of the claim.
- (xi) The claims for balance payment of MDA shall be processed by Fertilizer Accounts Wing for administrative approval of the Joint Secretary, Department of Fertilizers.
- (xii) Then, the claims shall be sent for concurrence of Internal Finance Division (IFD).
- (xiii) After concurrence by IFD, sanction for the balance Market Development Assistance amount shall be issued by the Fertilizer Accounts Wing.
- (xiv) Then P&AO shall release the payment of subsidy as per the prescribed procedure through PFMS



**4. Action to be taken by Fertilizer Accounts Wing in respect of delay or non-receipt of Proforma 'B1-CC' certificate:**

- (i) The Fertilizer Accounts Wing would monitor State-wise receipt of Proforma 'B1-CC & B2-CC' and in the event of delay in submission of Proforma 'B1-CC & B2-CC' by State Governments, DoF/Fertilizer Accounts Wing will take up with the State Government to submit Proforma 'B1-CC & B2-CC' at the earliest so that the 'On Account' payment of MDA released to the marketing entity could be settled and the balance payment of MDA could also be released. The City Compost marketing entity should also pursue with the State Governments to submit Proforma 'B1-CC & B2-CC' at the earliest.
- (ii) If there is delay of more than 180 days in receipt of Proforma 'B2-CC' from the State Government, the proforma B2-CC will be presumed as deemed receipt of proforma B2-CC and the on account claims would be processed for payment of MDA.
- (iii) The State Governments are required to adopt a well considered system for thorough quantity verification of sales of City Compost in Proforma 'B1-CC' either on random basis or based on some other parameter and the extent thereof may be decided by them after taking into account the manpower and the infrastructure at their disposal for this purpose as also the geographical considerations.
- (iv) The detection of any other violation of provisions/ conditions/ rules & regulations laid down under various laws of the land such as FCO may be reported separately along with the submission of Proforma 'B1-CC & B2-CC'.
- (v) The State Governments are required to send to Fertilizer Accounts Wing, the attested signatures of the authorized signatory who will be signing Proforma 'B1-CC & B2-CC'. If there is any change in the authorized signatory, the attested signatures of such signatory should be sent to Department of Fertilisers.
- (vi) While issuing Proforma 'B1-CC & B2-CC' certificate, State Government are required to ensure that :
  - (a) Affixing of rubber stamp and office seal showing name and designation of authorized official certifying the sales;
  - (b) Indication of place and date of signing of Proforma 'B1-CC & B2-CC';
  - (c) That the quantity certified in Proforma 'B1-CC' is the final quantity as partial certification for a given month shall not be accepted;
  - (d) That the format of the enclosed Proforma 'B1-CC & B2-CC' is neither changed or amended; and

- (e) That Proforma 'B1-CC & B2-CC' is not issued with cuttings or correction.

**5. Specimen signatures of authorized signatories/ Statutory Auditor of the Company:**

- (i) All the claims of Market Development Assistance ('On Account' or balance payment) in prescribed Proforma must be signed by the Chief Executive or his authorized signatory of the company.
- (ii) The authorized signatory of the claims should be at least of the rank of the General Manager or the Head of Finance Department or holding equivalent post in the company.
- (iii) The attested signatures of the authorized signatory must be sent to the Fertilizer Accounts Wing, DoF initially immediately before any payment is released and also at the beginning of each financial year.
- (iv) There should be maximum two authorized signatories for each company.
- (v) Two copies of three specimen signatures of the authorized signatory, duly attested by the Chief Executive of the Company should be sent to the Fertilizer Accounts Wing, DoF after affixing the official seal.
- (vi) Similarly, the specimen signatures along with name and seal of the Statutory Auditor of the Company should also be submitted by the marketing entity to DoF.

**6. Payments through public/private sector bank**

Payments shall be made to the marketing entity of City Compost by DoF by credit to any public/private sector bank for which all marketing entities are required to open an account with the Bank.

- (i) The fertilizer marketing companies are required to register in PFMS system for the purpose of claiming Market Development Assistance.

**7. Documentation/ submission of records:**

- (A) The City Compost manufacturers are required to maintain the following records of permanent nature in continuity year after year and which may be made available to the DoF or any organization authorized by DoF for audit/verification at the time of inspection or whenever otherwise called for:-
  - (i) Daily stock registers in form RG-1 showing for each day opening balance, production, quantity dispatched and closing balance.
  - (ii) Daily report of production and stock of each product duly authenticated by Manager (Production).

- (iii) Dispatch/stock transfer advice, serially numbered and signed by Manager (sales).
- (iv) Dispatch instructions issued from Headquarters or other controlling entities.
- (v) Gate passes, bearing printed serial numbers together with a register of gate passes issued, showing number and date of the gate pass issued each day and the quantities moved out of the factory on the basis of gate passes (i.e. the daily recapitulation statement).
- (vi) Register of dispatches giving the full particulars of gate pass numbers, date, dispatch/stock transfer advice and the number and date of the letter containing the dispatch instructions, against each entry in the register.
- (vii) Sales invoices should be serially numbered and supported by warehouse delivery note/orders.
- (viii) Sales day book.
- (ix) Delivery Challan issued from headquarter/company's godown or any entities controlling stocks, as also copies of Delivery Challan duly signed by the receiver in confirmation of receipt of consignment.
- (x) Register showing the authorized dealers.
- (xi) Stock Register of raw materials purchased and consumed – separately for indigenous and imported raw materials.
- (xii) Registration/license details obtained from the concerned authorities.

(B) The manufacturer, in case he is also the marketer may ensure that the RG-1 register, stock register, gate pass register, raw material register and all other connected records are duly authenticated by the statutory auditors/chartered accountants with name, date, designation and stamp. These records shall also to be signed by the authorized officer of the company. The cuttings, over-writings and insertion of figures in the above records shall be attested by the authorized officer.

#### **8. Others**

- (i) All references other than in respect of claims, regarding the City Compost Scheme should be sent in a sealed cover to Joint Secretary, Department of Fertilizers, Shastri Bhawan, New Delhi by registered post/speed post.
- (ii) M/o Urban Development is required to submit monthly production details/returns to Department of Fertilizers, Shastri Bhawan, New Delhi.

- (iii) The Department of Fertilizers may, from time to time, call for any additional information from marketing entities as deemed fit for the smooth and efficient implementation of the Scheme.
- (iv) The above guidelines have the approval of the competent authority.
- (v) These guidelines have been placed in the web site of the Department of Fertilizers <http://fert.nic.in>

*D. P. Srivastava*  
**(D P Srivastava)**  
**Director to the Govt. of India**  
**Telephone No.: 011-23389839**

To

- i. Secretary, Department of Agriculture, Co-operation and Farmers Welfare, Krishi Bhawan, New Delhi
- ii. Chief Secretaries of all States/UTs
- iii. Joint Secretary (PHE), Joint Secretary, Ministry of Urban Development, Nirman Bhawan, New Delhi
- iv. Director (FA), Department of Fertilisers, Udyog Bhawan, New Delhi
- v. Director (Agriculture) of all State Governments/UTs Administration.
- vi. CMD/MD of all fertiliser Companies.
- vii. DG, FAI, Shaheed Jit Singh Marg, New Delhi.
- viii. President, Waste Management Association, 4<sup>th</sup> Floor, Gopal Das Bhawan, 28, Barakhamba Road, New Delhi
- ix. All Officers of Department of Fertilisers
- x. Director (NIC) for uploading on the website.

Details of City Compost Manufacturer

- i. Name of City Compost Manufacturing Company
- ii. Address of City Compost Plant
- iii. Address of registered Office of Manufacturer
- iv. TIN No. of manufacturer
- v. PAN No. of manufacturer
- vi. Name and address of Municipal Body with which Manufacturer has the tie up
- vii. Tenure of the contract between Municipal body and manufacturer
- viii. Input of MSW per day
- ix. Installed capacity (Annual in MT)

**Date:**

**Place:**

**Signature of the Authorized signatory of the Company  
(Name, Designation with seal)**

**Proforma 'A' & 'C'**

For claiming 'On-account' payment of Market Development Assistance by marketing entities under Policy for promotion of CITY COMPOST.

Claim under notification No. ----- dated -----

To

The Director (FA), Department of Fertilizers, Room No. 473, Udyog Bhavan, New Delhi

Sir/Madam,

We hereby submit the claim for "on-account" payment of Market Development Assistance as per the particulars submitted below:

1. Name of manufacturer with address:
2. Name and address of marketing entities, if any
3. Claim for the month: No..... Date.....
4. Details of the Claim:

Claim No.	MRP Per M.T. (excluding Local Taxes) (in Rs.)	Name of State/UT in which CITY COMPOST has been sold	Net Qty eligible for payment (in MTs) as per Annexure	Rate PMT	Market Development Assistance payable (in Rs.)	.....% of total Market Development Assistance as On-A/c amount payable

5. Total amount of 'On-account' payment of Market Development Assistance being claimed rounded off to .....(amount in words).
6. Certified that the net quantity shown in Column 4 in the above table on which Market Development Assistance is being claimed is on net weight basis and does not include the weight of empty bags and has been sold in the districts as per the attached Annex-I exclusively for supply of the same to the farmers for agricultural use through the approved dealers/State agencies or to the NPK mixture/Customized fertilizers manufacturers registered under the Fertilizers Control Order 1985 (FCO) and not for any industrial or any other use. It is certified that the MRP and the Market Development Assistance amount in Rupees per bag has been printed on each bag and the quality of this fertilizer sold is conforming to the FCO specifications. It is also certified that the company is having a valid Fertilizer Registration Certificate/Memorandum of intimation with respect to above sales.
7. It is certified that all the conditions prescribed in the Ministry of Chemicals & Fertilizers (Department of Fertilizers) letter No. ----- dated ----- and guidelines on City Compost have been fulfilled.
8. It is certified that the above-mentioned quantity of City Compost has been sold to the dealers/state agencies, etc which have been duly registered with the concerned State authorities.
10. The above mentioned quantity of CITY COMPOST has been sold as per marketing arrangement issued by Department of Fertilizers vide letter No..... dated.....
11. It is certified that the quantity sold as per Annexure and the Market Development Assistance claimed is as per column (5) of the table above are not merely a stock transfer in the company itself.

12. It is certified that each bag containing CITY COMPOST, manufactured by the unit has been stamped with 'Quality Certified' rate of Market Development Assistance given by Government of India & MRP (including all taxes) on it and then only sold in the market.

13. It is certified that the following quantity of City Compost is sold in various districts.

Sl. No.	Product	State	Received quantity	Normal quantity
(1)	(2)	(3)	(4)	(5)

Received an amount of Rs.....

Date:

Place:

Signature of the Authorized signatory of the Company  
(Name, Designation with seal)

Please pay the Market Development Assistance amount by crediting it in Account Number .....with.....(Name of Bank & Address).....

For <Name of the Manufacturer/Marketing entities>

Date:

Place:

Signature of the Authorized signatory of the Company  
(Name, Designation with seal)

Copy to: Commissioner/Director(Agriculture) of the State Governments to verify quantity sold and issue Proforma 'B' within one month and send the same to Department of Fertilizers, Government of India, Shastri Bhawan, New Delhi - 110 001.

(Auditor's Report on letter head of Auditor)

It is hereby certified that the quantities of City Compost supplied by (Name of manufacturers) have been sold in the districts of various States/UTs during the month of ..... as per the Annex-I attached herewith.

2. The City Compost sold by (Name of marketing entities) as shown below are hereby certified after duly examining the sale invoices, sale register, delivery challans, Railway Receipts (RRs) for rail dispatch/Lorry Receipts for road dispatches, Stock Transfer Not (STN) and (specify any other record maintained by the Company)

Sl. No.	Market Assistance claim No. with date	Development claim No. with date	State	Quantity in MTs	Remarks, if any

3. The quantity dispatched from railhead to the registered warehouse/buffer godown/Dealer's stock point is verified from STN/warehouse stock report. The quantity directly dispatched to the dealers as a sale either from plant or from destination rake point is verified from the delivery orders/invoices/STN.

4. The quantity claimed to have been sold by this marketing entities has also been verified from RG-1 register/production record showing production, books of accounts, stock registers and other relevant records maintained by the company.

Place:

Date:

Signature of the Statutory Auditor of the Company  
(Name, Membership No. with seal)



12. It is certified that each bag containing CITY COMPOST, manufactured by the unit has been stamped with 'Quality Certified' rate of Market Development Assistance given by Government of India & MRP (including all taxes) on it and then only sold in the market.

13. It is certified that the following quantity of City Compost is sold in various districts.

Sl. No.	Product	State	Received quantity	Normal quantity
(1)	(2)	(3)	(4)	(5)

Received an amount of Rs.....

Date:

Place:

Signature of the Authorized signatory of the Company  
(Name, Designation with seal)

Please pay the Market Development Assistance amount by crediting it in Account Number .....with.....(Name of Bank & Address).....

For <Name of the Manufacturer/Marketing entities>

Date:

Place:

Signature of the Authorized signatory of the Company  
(Name, Designation with seal)

Copy to: Commissioner/Director(Agriculture) of the State Governments to verify quantity sold and issue Proforma 'B' within one month and send the same to Department of Fertilizers, Government of India, Shastri Bhawan, New Delhi - 110 001

(Auditor's Report on letter head of Auditor)

It is hereby certified that the quantities of City Compost supplied by (Name of manufacturers) have been sold in the districts of various States/UTs during the month of .....as per the Annex-I attached herewith.

2. The City Compost sold by (Name of marketing entities) as shown below are hereby certified after duly examining the sale invoices, sale register, delivery challans, Railway Receipts (RRs) for rail dispatch/Lorry Receipts for road dispatches, Stock Transfer Not (STN) and (specify any other record maintained by the Company)

Sl. No.	Market Development Assistance claim No. with date	State	Quantity in MTs	Remarks, if any

3. The quantity dispatched from railhead to the registered warehouse/buffer godown/Dealer's stock point is verified from STN/warehouse stock report. The quantity directly dispatched to the dealers as a sale either from plant or from destination rake point is verified from the delivery orders/invoices/STN.

4. The quantity claimed to have been sold by this marketing entities has also been verified from RG-1 register/production record showing production, books of accounts, stock registers and other relevant records maintained by the company.

Place:

Date:

Signature of the Statutory Auditor of the Company  
(Name, Membership No. with seal)

Month/Year:

Company Name:

Name of State:

(Quantity in MTs)

District	Quantity Arrived/received	Quantity sold (*)	Quantity sold To (**)	Preceding month Quantity returned (not eligible for payment)	Net Quantity eligible	Remarks, if any
1	2	3	4	5	6(4-5)	7

(\*Quantity sold of CITY COMPOST manufactured based on MSW)

(\*\* Name, address and details of dealers registered under Fertilizer Control Order/Institutional agencies/NPK Mixture manufactures/customized fertilizers manufactures to which quantity sold)

For Statutory Auditor

Date:

Place:

Authorized Signatory

(Name, Membership No. with seal)

Date:

Place:

Name of the Company

Company authorized Signatory

(Name, Designation with seal along with date and place)

**Proforma B1-CC**

(Quantity certificate for CITY COMPOST)

(To be submitted in duplicate by State/UT within 180 days of receipt of Proforma 'A & C')

GOVERNMENT OF .....  
 COMMISSIONERATE OF AGRICULTURE.....(State)

No.....

Dated:.....

**QUANTITY CERTIFICATE**

To  
 Joint Secretary  
 Department of Fertilizers,  
 Ministry of Chemicals & Fertilizers  
 Government of India,  
 Shastri Bhawan  
 New Delhi.

(Kind attention: Director (FA), Deptt. of Fertilizers, Room No. 473, E-Wing, Udyog Bhawan, New Delhi)

1. Name of the Manufacturer with full address.....
2. Name of the Marketing entities with full address.....
3. Name of State/Union Territories where product (s) sold.....
4. Claim for the month in which CITY COMPOST was sold in the State/UT.....
5. Bill No..... date ..... of 'On Account' claim as per Proforma 'A&C'
6. Report on the sale of CITY COMPOST in the State:

Sl. No.	Product	Brand	Qty. claimed as per Proforma 'A&C' (On A/c claim)	Qty. confirmed as sold in the State in saleable Packaged form as per FCO	Cumulative Qty. sold during the financial year	Sub-standard/ Short Quantity during the month	Net Quantity Certified as per FCO standard for the month* eligible for Market Development Assistance
1.	2.	3.	4.	5.	6.	7.	8=5-7
1	CITY COMPOST-P						

(\* Quantity sold as well as quality as per FCO sold in the state will be certified by the State Government)

7. It is certified that above statement is correct with regard to sales of CITY COMPOST to dealers registered under the Fertilizers Control Order/ Institutional Agencies (State Marketing Federation (HIMFED) etc.) NPK mixture manufacture/customized fertilizers manufacturers for agricultural purpose/use only), which resulted in physical transfer of stock and ownership during the month/year.....
8. It is certified that..... MTs out of.....MTs of CITY COMPOST claimed to have been sold as per Proforma 'A and C' for the month/year of .....has been found Non standard.
9. It is certified that..... MTs out of.....MTs of CITY COMPOST claimed by the manufacturer/marketing entities to have been sold as per Proforma 'A and C' for the month/year of .....has been found short supplied.
10. It is certified that..... MTs out of.....MTs of CITY COMPOST claimed to have been sold by the marketing entities as per Proforma 'A and C' for the month/year of .....has been sold for other than that of Agricultural purpose (State Marketing/Cooperative Federation like HEMFED etc.) NPK mixture manufacture customized fertilizers manufacturers for agricultural purpose use only and not for industrial and any other use).
11. Certified that bags containing CITY COMPOST sold in the state near the Stamp print Quality certified and the Quality of CITY COMPOST is as per FCO norms.
12. Certified that CITY COMPOST is sold at Maximum Retail Price not more than that printed on each bag of powdered CITY COMPOST/Granulated CITY COMPOST/Boronated CITY COMPOST.

Director of agriculture  
(with Name and Seal)

Place:

Date:

Copy to:

<Claimant Name>

Note: It is mandatory to issue Proforma B1-CC within the period of six months days. The quality certificate (Proforma B2-CC) should be submitted within a period of one month as stipulated to notification no. ----- dated ----- issued by Deptt. of Fertilizers.

Proforma B2-CC

(Quality Certificate for CITY COMPOST)

(to be submitted in duplicate by State/UT within 30 days of receipt of Proforma A and C)).

GOVERNMENT OF \_\_\_\_\_  
COMMISSIONERATE OF AGRICULTURE \_\_\_\_\_ (State)  
Dated \_\_\_\_\_

No. \_\_\_\_\_

Ref No. of B-1S \_\_\_\_\_

Dated \_\_\_\_\_

QUALITY CERTIFICATE

Joint Secretary  
Department of Fertilizers  
Ministry of Chemicals & Fertilizers  
Government of India, New Delhi

(Kind attention: Director(FA), Depart. of Fertilizers, Room No. 473, F-Wing, Udyog Bhawan, N.D

1. Name of State/UT \_\_\_\_\_
2. Name of Manufacturers and location \_\_\_\_\_
3. Name of the Marketing entities with address \_\_\_\_\_
4. Date of Inspection \_\_\_\_\_
5. Inspecting Authority (Name in Capital & Designation) \_\_\_\_\_
6. Name of Product \_\_\_\_\_
7. Name of the Brand \_\_\_\_\_
8. Month/Year \_\_\_\_\_
9. Batch/Lot Nos inspected \_\_\_\_\_
10. Quantity test failed if any \_\_\_\_\_
11. Sampling carried out at \_\_\_\_\_  
(viz Unit premises/Company's warehouse or godowns/Dealer or Retailer premises)

12. It is certified that the Inspecting Authority mentioned above has inspected the said CITY COMPOST unit on the date mentioned above and has found that a well equipped laboratory as specified under notification No. 1-5-91-Fert Law dated 16<sup>th</sup> April, 1991 and No. 1-1-303-Fert Law dated 12<sup>th</sup> May, 2003 of the Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India forming Appendix-3 of the FCO to test the samples of CITY COMPOST is functioning in the said CITY COMPOST unit.
13. It is also certified that the samples drawn as above have been tested as per the guidelines of FCO from the State Government Laboratory or from the Laboratory designated by the State Government and as per the Test Report CITY COMPOST manufactured is of the quality as specified under FCO for CITY COMPOST in Schedule-I
14. It is certified that out of \_\_\_\_\_ number of samples drawn & tested \_\_\_\_\_ number of samples were failed and \_\_\_\_\_ MTs of the fertilizers grade for each failed sample amounting to \_\_\_\_\_ MT shall not be eligible for Market Development Assistance.
15. It is also certified that each bag has been stamped with (a) Quality certified (b) Batch No. \_\_\_\_\_ to (c) Maximum Retail Price (MRP) and (d) Market Development Assistance being given by the Government of India

Director Agriculture  
(with Name and Seal)

Place: \_\_\_\_\_

Date \_\_\_\_\_

Copy to \_\_\_\_\_

Claimant Name \_\_\_\_\_

Please note that the quality certificate (Proforma-B-2CC) should be submitted within a period of one months as stipulated in Notification No. \_\_\_\_\_ dated \_\_\_\_\_

For claiming balance payment of Market Development Assistance (50%) w.r.t. CITY COMPOST

Claim for Balance payment of Market Development Assistance  
 ..... on CITY COMPOST during the month of  
 ..... against 'On Account payment of Market Development Assistance received  
 through Bill No. .... Date.....(Bill No. of 'On Account' payment).

To

The Director, FA wing, Room No. 473, E-Wing, Udyog Bhawan, New Delhi

Dear Sir/Madam,

We submit the following claim for payment of balance Market Development Assistance:

1. Name and address of manufacturing Company:
2. Name and address of marketing entities
3. Claim for the month in which product(s) sold .....
4. Details of the claim:

(Quantity in MTs)

Balance claim No.	State & "On A/c" Claim No.	Qty. as per "On-A/c" claim (Qty. In MTs)	Sub-standard/short supply (Qty. in MTs)	Qty. sold and eligible for payment (Qty. in MTs)	Rate of Market Development Assistance applicable ** (in Rs.)	Total amount payable (in Rs.)	"On A/c" ...% of total Market Development Assistance already received (in Rs.)	Balance (%) payable (in Rs.)
(1)	(2)	(3)	(4)	(5)=(3)-(4)	(6)	(7)=(5)x(6)	(8)	(9)=(7)-(8)
Total								

5. Total amount of balance payment of NBS claimed being rounded off to  
 ..... (Amount in words)

7. It is certified that the quantity shown in Col.5 above has been sold as per the guidelines issued from \_\_\_\_\_ time to time by Department of Fertilizers. The above information is based on the proof in respect of sales for the relevant month and is verified from the sale orders, delivery challians and sale invoices/sale bills.

8. The company undertakes that in case any quantity is short certified or the quantity of fertilizer is found to be sub-standard by the concerned State/Union Territory Government (s) as per Proforma 'B1-CC' then the company is liable to refund the amount along with panel interest to this Department as per the provisions of letters No. \_\_\_\_\_ date \_\_\_\_\_.

9. It is certified that all the conditions prescribed in the Department of Fertilizer's letter No. \_\_\_\_\_ dated \_\_\_\_\_ and guidelines dates \_\_\_\_\_ have been complied.

Place:  
of the Company  
Date:  
No. with seal)

Signature of the Statutory Auditor  
(Name, Membership

Received an amount of Rs. ....

Place:  
with seal  
Date:  
Company

Signature and name/designation of the Authorized Signatory of the  
Company Name

Please pay the Market Development Assistance amount of Rs. .... by crediting it in  
Account Number.....(specify Bank name branch and address).....

Place:  
Date:

Signature and name/designation of the Authorized Signatory of  
the Company  
Company Name with seal