

No.23011/1/2010-MPR
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
The 24th May, 2011

To

All Chief Secretaries of States/Union Territories
All Agricultural Production Commissioners/Secretaries/Director (Agr.)

Sub: Revised Proformae for claiming 'On account' and Balance payments of Nutrient Based Subsidy (NBS) under the Nutrient Based Subsidy Policy on the sale of SSP with effect from 1.4.2011.

Sir,

I am directed to refer to this Department's letter of even number dated 10.5.2011, whereby the revised proformae for claiming "On Account" and balance payment of subsidy under Nutrient Based Subsidy Policy were enclosed. Certain amendments have been made in those Proformae. Accordingly, a new set of Proformae are sent herewith for claiming payment on the sales of SSP for the month of April 2011 onwards.

2. This issues with the approval of the Competent Authority.

Yours faithfully,



(Varinder Gupta)

Under Secretary to the Government of India
Tel: 23388536

Copy to:

1. Director (Fertilizer Accounts), Department of Fertilizers, Udyog Bhawan, New Delhi.
2. Controller of Accounts/P&AO, Department of Fertilizers.
3. Dir. (Fin.)/ AFA/Section Officer (Fin.), Department of Fertilizers.
4. Sr. AD (Accounts), Concession Wing with the request to send Proforma 'F' to RO (F) every month in respect of all SSP units.
5. Shri Sheodhar, DGM, Projects & Development (I) Ltd., PDIL Bhawan, A-14, Sector 1, NOIDA
6. All SSP manufacturers
7. Fertilizers Association of India, Shaheed Jit Singh Marg, New Delhi.
8. NIC, Department of Fertilizers for uploading on the Department's website (fert.nic.in)
9. AD(OL)



(Varinder Gupta)

Under Secretary to the Government of India

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11. It is certified that the quantity sold as per Annex-I and the subsidy 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 quantity of SSP as shown in the table above is produced from one or more of the varieties of the Rock Phosphate as specified/notified by Department of Fertilizers from time to time.

13. It is certified that this SSP unit has a well equipped laboratory to test the samples of SSP manufactured in this unit and that the laboratory was in working condition during the period of production and the quality of SSP manufactured/sold as such has been tested in the above laboratory.

14. It is certified that each bag containing SSP, manufactured by the unit, has been stamped with "Quality Certified", rate of subsidy given by Government of India & MRP (**including all taxes**) on it and then only sold in the market.

15. It is certified that "Quality Certificate" of SSP issued by the State Government of the State in which this SSP unit is located is enclosed herewith.

16. It is certified that the following quantity of fertilizers is sold in various districts under para 1 (vi) of the Nutrient Based Subsidy Policy No.23011/1/2010-MPR dated 4.3.2010, (In case sale of fertilizers in District is against 20% of the fertilizers produced under the Movement Control Order under the ECA 1955).

Sl. No.	Product	State	Received quantity	Quantity under ECA 1955	Normal quantity
(1)	(2).	(3)	(4)	(5)	(6) = (4)-(5)

Received an amount of Rs.

Date:
Place :

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

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

For <NAME OF THE MANUFACTURER/MARKETER

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 fertilizers supplied by (Name of manufacturers/marketers) have been sold in the districts of various States/UTs during the month of..... as per the Annex-I attached herewith.

2. The grade-wise quantities sold by (Name of manufacturers/marketers) 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 Note (STN) and (specify any other record maintained by the Company).

Sl. No.	Subsidy 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 manufacturer/marketer 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:

Signature of the Statutory Auditor of the Company

Date:

(Name, Membership No. with Seal)

Company Name:

Month/Year:

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 SSP manufactured based on indigenous/imported Rock)

(** Name, address and details of dealers registered under Fertilizer Control Order/Institutional agencies/NPK mixture manufactures/customized fertilizers manufacturers 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 'B'

(on official stationery of the State Government)

To be furnished by the State/Union Territory Government within 30 days from the receipt of Proforma 'A' giving the quantity of sale of fertilizers in the districts. This is required for payment of balance amount of subsidy.

To

Letter No.....Date.....

The Director (FA), Department of Fertilizers, Room No. 473, Udyog Bhavan, New Delhi-110001

Sir/Madam,

I hereby submit Proforma 'B' as per the particulars below:

1. (a) Name of the manufacturer with full address:
(b) Name of the marketer with full address:
2. Month in which SSP is sold in various districts:
3. Claim No.and date..... of claim as per Proforma 'A'
4. Report on the sale of fertilizers in the various districts of State

S.No.	Product sold SSP/ Boronated SSP	Total Qty as per Proforma 'A' for On-account payment.	Total Quantity actually sold in the various districts of this State.	Sub-standard quantity	Short Supply	(Quantity in MTs)
						Net quantity sold in the various districts of the State, eligible for subsidy,
(1)	(2)	(3)	(4)	(5)	(6)	(7)=(4)-(5)-(6)
Total						

5. It is certified that above statement at para 4 is correct with regard to sales of SSP to dealers/institutional agencies (State Marketing/Cooperative Federations like NAFED, HAFED, MARKFED, UP Agro Industries Corporation, etc.), NPK mixture manufacturers/customized fertilizer manufacturers registered under Fertilizers Control Order for agriculture use only), which resulted in physical transfer and ownership of the above quantity during the month mentioned in Sl.No. 2 above.

6. It is certified that MTs out ofMTs of the SSP claimed to have been sold by manufacturer/marketer as per Performa 'A' and 'C' for the month/year of has been sold for other than that for agriculture purpose.

7. It is certified that all bags containing SSP, which were sold in this State were bearing the stamp/print "Quality Certified" and the quality of SSP was as per FCO. Also amount of subsidy and MRP in Indian Rupees was printed on each bag.

8. It is certified that SSP was sold at Maximum Retail Price as printed on each bag containing SSP.

Place :

Date :

DIRECTOR OF AGRICULTURE
(with name and seal)

Copy to :

.....Manufacturer/marketer

For claiming balance payment of subsidy (15-10%) w.r.t. SSP

Claim for Balance payment of subsidy on SSP during the month of against 'On Account' payment of subsidy paid 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 subsidy :

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

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 subsidy applicable ** (in Rs.)	Total amount payable (in Rs.)	"On A/c" ...% of total subsidy already paid (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)

Contd....

:7:

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 challans and sale invoices/ sale bills.

8. The company undertakes that in case, any quantity is short certified or the quality of fertilizers is found to be sub-standard by the concerned State/Union Territory Government (s) as per Proforma 'B', then the company is liable to refund the amount along with penal interest to this Department as per the provisions of letters No. 19011/59/2003-MPR (Vol.III) dated 30.10.2007 and F.No.19011/59/2003-MPR (Vol.III) 28.12.2007.

9. It is certified that all the conditions prescribed in the Department of Fertilizer's letter No. 23011/1/2010-MPR dated 21.4.2010 and guidelines dated 5.8.2002 have been complied.

Signature of the Statutory Auditor of the Company

Place:
Date :

(Name, Membership No. with Seal)

Received an amount of Rs.....

Company Name with seal

Place :
Date :

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

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

Company Name with seal

Place :

Date :

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

6. Details of raw materials

Item	Opening Balance on 1 st day of the month	Qty. purchased during the month	Source from where purchased** #	Date of Arrival at port*/ factory	Price/ credit days	Total inventory	Consumption during the month	Closing Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) =(7-8)	(10)
Ind. Rock Phosphate									
Imp. Rock Phosphate									
Sulphuric Acid									
Sulphur									

*(1) Copies of documents in support of import of raw materials, such bill of lading, bill of entry port out turn, custom duty paid, etc. to be attached.

** (2) Copies of documents in support of purchase details, as such as invoice, amount paid etc. to be furnished in one month subsequent to submission of Proforma 'E'.

(3) If there are more than one entries, than the information to be given in separate sheets.

Information in respect of production and sale of SSP during the month for which the 'On-Account' payment has been claimed.

1. Name of the Unit
2. State in which the unit is located :
3. Annual Installed capacity:
4. Month for which on-account claim has been made :
5. Production during the month :
6. Sale of SSP :

(in MTs)

Name of States in which sale has been executed				

Authorized Signatory

Place:
Date :