

## SELF HELP GROUP'S INSTRUCTION SHEET

**This instruction sheet allows you to focus on the key points during filling the application**

### LIVELIHOOD AND PROFILE OF SHG MEMBERS

1. Mention the name of the SHGs for which the grant has to be released.
2. Mention year of formation of SHG.
3. Mention the type of SHG (i.e., If Males only, Female only, Male and Female both, Joint liability group)
4. Mention Name of institution or programme that is promoting the SHGs
5. Any other detail of Promoting institution or programme that is promoting the SHGs, (e.g., key contact person details, address, references).
6. Mention details of the President or Treasurer of the SHG. i.e., Full name, Gender, Designation, Date of Birth, Social category, Phone number.
7. Mention details of all the other members of the SHG i.e., Full name, Gender, DOB, Social category, Phone no.
8. Enter Bank details of the SHG i.e., IFSC Code, Bank name, Branch Name, Bank Account Number.

### MICRO-CREDIT HISTORY OF THE SHG


9. If the SHG has an Existing or Current bank loan, mention Bank loan details:
  - a. Bank/ Financial Institution Name from where the loan is availed

- b. Loan Type- Business Loans (unsecured)/ Term Loan/ Commercial Equipment Loan/ Commercial Vehicle Loan/ Loan Against property/ Cash Credit or Over Draft limit.
- c. Loan Status (Active/Matured)
- d. Loan Amount (Should not be Rs. 0)
- e. Year of availing loan.
- f. EMI amount
- g. **Note:** Do not fill EMI amount and Loan outstanding fields if Loan type is "CC/OD limit"
  - i. Must be mentioned in INR
  - ii. Should not be 0
  - iii. Should be less than outstanding loan amount.
- h. EMI/ Interest repayment status [Standard (regular) or non-Performing (irregular) to be mentioned]
- i. Loan Outstanding

## EXISTING BUSINESS DETAILS


### 10. Nature of Business

- a. If the business is related to any food processing\* activity then mention "Yes"
- b. If the business is NOT related to any food processing activity, then mention No.
  - 1. If No, enter the details of the business activity the SHG is engaged in




\*Food processing is the transformation of agricultural products into food product, or of one form of food into other forms. Food processing includes many forms of processing foods, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience foods.

11. Mention the address of the existing manufacturing unit/ trading enterprise.
  - a. Street, Taluk/Block, Village, District, State, Panchayat, Pin.
12. Mention ownership of existing property (If SHG is Owned/ Leased/ Rented)
13. Mention if you are planning to engage in processing of ODOP produce identified by State.
  - a. If mentioned “NO”, select the given drop-down options of other ODOP products.
  - b. If you do not find the product listed in the drop-down, mention the name of the product.
14. Mention a brief note about your existing business.
15. Mention the details of the Infrastructure/ Property of the SHG.
  - a. At least 1 of the mentioned type of available should be selected (Godown/ Storage Facility or Trading Unit or Other.
  - b. Street Address, Village, Panchayat, Taluk/Block, District, State, Pin code, Contact Number.
  - c. Ownership of the Infrastructure of Self-Help Group (Mention if SHG Owned/Leased/Rented)
16. Mention the total Number of Experience (In Years) of the relevant business in producing/manufacturing/trading the product/s
17. Mention the details of the existing production capacity of the SHG.
  - a. Mention the production quantity (per day).

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- i. This value should be greater than 0.
    - b. Choose units from- Kg/ Litre/ Metric Ton/ Piece/ Others.
  18. Mention the total quantity sold (in units) in the last 3 years which includes
    - a. Present year, Recent (Past Year-1) and next to recent (Past year-II)
  19. Mention Total Sales generated (in INR) in the last 3 years.
  20. Mention Net Profit (in INR) in the last 3 years.
    - a. Provide an estimate for the present/ current year.
    - b. Provide actual values for the past years- I & II.
  21. Mention Total Current Investment in Plant and Machinery (In INR)
  22. Mention Total number of workers currently working in the SHG.

### **PROPOSED - NEW / UPGRADATION PLAN**

23. If the Proposed business is related to any food processing activity, then classify the Proposed business in terms of kind of value addition being done
  - a. Select from Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution), Post-Harvest Management and Other.
24. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
  - a. Mention Street, Taluk/Block, Village, District, State, Panchayat, Pin code.
25. Mention the ownership of proposed property
  - a. owned, Leased or rented.
26. Mention if you are planning to engage in processing of ODOP produce identified by the State (YES or NO).

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- a. If “NO”, select the product from the dropdown of the other ODOP products.
  - b. If ODOP selected is not listed in the dropdown, mention the name of the product selected.
  - c. Mention the domain of the Food product selected (i.e.,
  - d. Mention the category of the Food product selected (i.e.,
27. Mention a brief about the proposed business mentioned.
  28. Mention details of Production (per day) and installation capacity of the proposed unit in terms of quantity and amount (choose from units -Kg, Litre, Metric Ton, Piece or others)
  29. Mention the proposed quantity to be sold in units- Kg, Litre, Metric Ton, Piece or others.
  30. Mention the total number of workers to be employed for the proposed unit of the SHG.
  31. Mention Quotation Details for the proposed Machineries / Equipment (Upload the photocopy)
    - a. Machinery Name
    - b. Rate (Amount of the proposed machinery to be installed)
    - c. Quantity
  32. Mention the Work shed cost estimated (in INR)
  33. Mention the cost of Furnitures and Fixtures to be installed (In INR)
  34. Mention the Preliminary & Pre-operative costs (In INR)
  35. Mention the Contingency / other miscellaneous costs (In INR)
  36. Mention the Capital Expenditure (In INR)
    - a. **Note:** Capital expenditure is sum of machinery cost, Work shed, Furniture & Fixtures, Preliminary & Pre-Operative cost (in INR) and Contingency/other miscellaneous)

37. Mention the Working Capital

- a. **Note:** Working Capital is the money available to fund a company's day-to-day operations.

38. Mention proposed Total Sales to be generated in a year (in INR)

39. Mention proposed Net Profit in a year (in INR)

40. Mention SHGs contribution

- a. Group Contribution (Should be minimum 10% of the Capital Expenditure)
- b. Group Contribution of Margin Money for Working Capital (Should be minimum 20% of the Working Capital).