



## Revised guidelines for claiming Hand Holding/Incentives Payment by NTI/Agripreneur under AC&ABC Scheme:

S. No.	ACABC Revised Guidelines 2025	Documents to be submitted	Remarks
1.	<b>Release of Hand Holding Funds</b>		
	<p>4.5.5. Hand holding funds can be released in three stages viz.: (i) after DPR preparation and bank loan sanction (Rs. 1500/-), (ii) after getting loan facility by the candidate (Rs. 4,000/-) and (iii) after establishment of agri-venture by the candidate and release of subsidy amount by NABARD to the subsidy reserve fund account (Rs. 3,500/-).</p> <p>Handholding funds in case of trained candidates who have established ventures through self-finance, can be released in one instalments on venture establishment (Rs. 3,000/-).</p>		
2.	<b>Release of Hand Holding Amount Rs. 9,000/- per trainee for credit linked Agriventures</b>		
Stage I	<p>Clause 4.5.5.1 Rs.1500 out of the total Hand-holding amount, i.e. Rs. 9,000/- per trained candidate, shall be released to the NTIs after submission of DPR to banks and getting the loan sanction by submission of list of projects submitted to bank (for candidates who intend to establish the venture with bank finance) along with proof of submission by NTIs. Utilization Certificates for this amount shall be submitted by NTIs within one month from the date of receipt of amount.</p>	<ul style="list-style-type: none"> <li>Covering letter with relevant subject.</li> <li>Proforma "A" (<a href="https://www.agriclinics.net/GCDocuments/206.pdf">https://www.agriclinics.net/GCDocuments/206.pdf</a>) along with Jan Samarth (JS) -Id.</li> <li>Bank acknowledgement receipt or Postal receipt &amp; delivery reports as proof of submission of DPR to banks.</li> <li>Jan Samarth Excel File along with Candidate Name and JS unique ID. The candidate name and JS Unique ID can be copied from Jan Samarth only.</li> <li>Submission of soft copies of DPRs to MANAGE mentioning Training Program Number in the subject.</li> <li>Submission of Loan Sanction Order</li> <li>Utilization Certificates for this amount shall be submitted by NTIs within one month from the date of receipt of amount as per the format available at (<a href="https://www.agriclinics.net/GCDocuments/69.pdf">https://www.agriclinics.net/GCDocuments/69.pdf</a>)</li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>4.5.6.3. As hand holding and reporting the progress are continuous activities, MANAGE may release the hand holding amount to NTIs on bi-monthly basis.</li> <li>Ensure the consent of the agripreneur is obtained before submitting the DPR to banks through the JanSamarth Portal or by post. (<a href="https://www.agriclinics.net/GCDocuments/193.pdf">https://www.agriclinics.net/GCDocuments/193.pdf</a>)</li> <li>Ensure vetting of DPR by MANAGE before submitting to Bank.  <a href="https://www.agriclinics.net/GCDocuments/194.pdf">https://www.agriclinics.net/GCDocuments/194.pdf</a></li> </ul>

<b>4.5.5.2 Remaining Rs.7500/- of the Hand holding amount shall be paid as incentive to NTIs in two instalments as shown below</b>			
Stage II	<ul style="list-style-type: none"> <li>(i) Rs. 4000/- on release of first instalment of loan by the banks to the agripreneur for which NTIs have to submit proof of loan sanction by banks</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter with relevant subject</li> <li>NTIs need to submit Proforma-B1 (Loan Sanction details) (<a href="https://www.agriclinics.net/GCDocuments/205.pdf">https://www.agriclinics.net/GCDocuments/205.pdf</a>)</li> <li>Bank Loan Statement showing disbursement of first installment of loan.</li> <li>Upload loan sanction details information in the MIS portal.</li> <li>NTI's has to submit payment receipt in prescribed format (<a href="https://www.agriclinics.net/GCDocuments/201.pdf">https://www.agriclinics.net/GCDocuments/201.pdf</a>) signed by the Nodal Officer to MANAGE for accounting purpose.</li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the Subsidy Claim forms are submitted to the NABARD Regional Office and guide the agripreneur accordingly</li> </ul>
Stage III	<ul style="list-style-type: none"> <li>(ii) Rs.3500/- on venture establishment by the candidates and release of subsidy amount by NABARD to the subsidy reserve fund account for which NTIs must submit proof of venture establishment by candidates and subsidy release by NABARD. NTIs have to submit only receipts for these amounts and need not submit Utilization Certificates as these amounts are paid as incentives.</li> </ul>	<ul style="list-style-type: none"> <li>Covering letter with relevant subject</li> <li>NTIs may ensure that each and every agripreneur displays the banner at the agri-venture. Prescribed Banner format (<a href="https://www.agriclinics.net/GCDocuments/207.pdf">https://www.agriclinics.net/GCDocuments/207.pdf</a>)</li> <li>NTIs need to submit Proforma-B2 (Subsidy Sanction details) (<a href="https://www.agriclinics.net/GCDocuments/204.pdf">https://www.agriclinics.net/GCDocuments/204.pdf</a>)</li> <li>NTIs should submit Venture Establishment Report (Annexure VIII) along with supporting documents &amp; geo-tagged photos. (<a href="https://www.agriclinics.net/GCDocuments/195.pdf">https://www.agriclinics.net/GCDocuments/195.pdf</a>)</li> <li><u>At least one evidence of Agri-venture establishment as per Annexure-II</u> (<a href="https://www.agriclinics.net/GCDocuments/196.pdf">https://www.agriclinics.net/GCDocuments/196.pdf</a>)</li> <li>The NTIs will onboard only verified ventures by MANAGE on the AC&amp;ABC MIS Portal and Krishi Mapper application.</li> <li>NTI's has to submit payment receipt in prescribed format (<a href="https://www.agriclinics.net/GCDocuments/200.pdf">https://www.agriclinics.net/GCDocuments/200.pdf</a>) signed by the Nodal Officer to MANAGE for accounting purpose.</li> <li>NTIs need to submit the NABARD report with regard to release of subsidy and upload subsidy sanction details information in the MIS portal.</li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> <li>Annexure – XI (<a href="https://www.agriclinics.net/GCDocuments/208.pdf">https://www.agriclinics.net/GCDocuments/208.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Ensure submission of Incentive to agripreneur along with Handholding claim.</li> <li>Ensure onboarding of venture in KrishiMapper after getting confirmation from MANAGE.</li> </ul>

<b>3.</b>	<ul style="list-style-type: none"> <li><b>Release of Hand Holding Amount Rs. 3,000/- per trainee for self-financed Agriventures</b></li> </ul>		
	<ul style="list-style-type: none"> <li>4.5.5.3 In case of trained candidates who established ventures by self-finance, handholding fund of Rs. 3000/- (Rs.1500/- each for DPR preparation and venture establishment) can be released in a single instalment on submission of proof of venture establishment.</li> </ul>	<ul style="list-style-type: none"> <li>NTIs should submit Venture Establishment Report (Annexure VIII) along with supporting documents &amp; geo-tagged photos. (<a href="https://www.agriclinics.net/GCDocuments/195.pdf">https://www.agriclinics.net/GCDocuments/195.pdf</a>)</li> <li>NTIs have to submit payment receipts for these amount.</li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> <li>Annexure – XI (<a href="https://www.agriclinics.net/GCDocuments/208.pdf">https://www.agriclinics.net/GCDocuments/208.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the venture is operational and active.</li> <li>Ensure onboarding of venture in KrishiMapper after getting confirmation from MANAGE.</li> </ul>
<b>4.</b>	<ul style="list-style-type: none"> <li><b>Incentive to NTI</b></li> </ul>		
	<ul style="list-style-type: none"> <li>4.5.6.1. NTIs with cumulative and respective batch success rate of more than 50 percent are eligible to get an additional incentive of Rs. 2000/- per candidate for every candidate established after 50% success rate, reported in respective batch. NTIs shall submit receipt to MANAGE for accounting purpose and Utilization Certificate is not needed for this amount.</li> </ul>	<ul style="list-style-type: none"> <li>NTIs shall submit payment receipt to MANAGE for accounting purpose (<a href="https://www.agriclinics.net/GCDocuments/198.pdf">https://www.agriclinics.net/GCDocuments/198.pdf</a>)</li> <li>Submission of Proforma "C" (<a href="https://www.agriclinics.net/GCDocuments/203.pdf">https://www.agriclinics.net/GCDocuments/203.pdf</a>)</li> <li>Updation of claimed success stories on MIS portal</li> <li><u>NTI can claim incentive only once. The maximum time period to claim the incentives is three years from the date of completion of Training program.</u></li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> </ul>	
<b>5.</b>	<ul style="list-style-type: none"> <li><b>Incentive to Agripreneur</b></li> </ul>		
	<ul style="list-style-type: none"> <li>4.5.6.2. Every candidate who establishes his/her venture and submits proof to that effect is eligible to receive an incentive of Rs. 1000/-. This incentive amount may be electronically transferred to the candidate on verification by NTI</li> </ul>	<ul style="list-style-type: none"> <li><u>At least one evidence of Agri-venture establishment as per Annexure-II</u> (<a href="https://www.agriclinics.net/GCDocuments/196.pdf">https://www.agriclinics.net/GCDocuments/196.pdf</a>)</li> <li><u>Current 2 Geo tagged photographs of Agri-venture</u></li> <li><u>Submission of payment receipt from Agripreneur and NTIs for accounting purpose</u> (<a href="https://www.agriclinics.net/GCDocuments/197.pdf">https://www.agriclinics.net/GCDocuments/197.pdf</a>)</li> <li>Annexure – XI (<a href="https://www.agriclinics.net/GCDocuments/208.pdf">https://www.agriclinics.net/GCDocuments/208.pdf</a>)</li> <li>Proforma-D (<a href="https://www.agriclinics.net/GCDocuments/202.pdf">https://www.agriclinics.net/GCDocuments/202.pdf</a>)</li> </ul>	<ul style="list-style-type: none"> <li>This can be submitted along with the Stage III documents of Handholding for credit linked agriventures (or) along with Venture Establishment Report for self-financed agriventures.</li> </ul>
<b>6.</b>	<ul style="list-style-type: none"> <li>4.5.6.3. As handholding and reporting the progress are continuous activities, MANAGE may release the handholding amount to NTIs on bi-monthly basis</li> </ul>		

**The above guidelines will be effective from 23-10-2024**

A handwritten signature in black ink, appearing to read 'Shahaji Phand', with a long horizontal stroke extending to the right.

**Dr. Shahaji Phand**  
**Principal Coordinator AC&ABC**