



## **National Fisheries Development Board**

### **Guidelines for Fish Dressing Centres and Solar Drying of Fish**

#### **1.0 Introduction**

The domestic market in India consumes more than 90% fish produced annually. Hygiene in handling and transportation of fish has been a matter of concern, resulting in substantial post-harvest losses as well as reduction in quality. In order to prevent post-harvest losses, address degradation of quality and food safety problems, the NFDB proposes to support set up of fish dressing centres near the major fish production/landing centers, with facilities to handle, process and pack fish hygienically for sale through retail outlets and imparting training particularly to fisherwomen on a much large scale.

Further, considering the importance of drying of fish as a method of fish preservation, but at the same time, the unhygienic ways of drying of fish in the country, NFDB proposes to set up hygienic solar fish drying units and fish drying platforms for sun drying all over India. These units are planned to provide practical models for fishers to adopt similar methods for their drying requirements, resulting in safe & quality, dried fishery products and significant reduction in post-harvest losses.

#### **2.0 Fish Dressing/Processing Centres**

##### **2.1 Components of Assistance**

The NFDB will assist the following components to support fish dressing centres:

- Setting up of fish dressing centres
- Training and demonstrations to fisherwomen

##### **2.2 Setting up fish dressing centres**

###### **2.2.1 Eligibility criteria**

The following criteria will be used for set up of fish dressing centres:

- State Departments / R&D institutes/ Corporate houses / Cooperative Societies / women SHGs / Private entrepreneurs engaged in fisheries.
- Past experience and performance in the field
- Willingness to adopt modern methods of fish utilization
- Land and other immovable property required for implementation of the project showing title deed/lease agreement (for 10 years) in case of non availability of land especially for women SHGs, autonomous fisheries

bodies as State Fisheries Corporation/ federation etc. may have to intervene in providing the land and other facilities and the scheme will be implemented through these autonomous bodies.

- In the case of Co-operative societies, women self help groups, private entrepreneurs and corporate bodies, the proposal has to be submitted through the respective state fisheries departments.

### 2.2.2 Requirements

The components of the fish dressing/processing centre are detailed below, which can be customized to different situations:

No.	Component
1	Building <ul style="list-style-type: none"> <li>i. Chilled store – 5 tonne (150 sq.ft)</li> <li>ii. Pre-processing hall (500-1000 sq.ft)</li> <li>iii. Chilled store for finished products - 10 tonnes (150 sq.ft)</li> <li>iv. Processing hall (500-1000 sq.ft)</li> <li>v. Cold storage (200 sq.ft)</li> </ul>
2	Refrigeration system
3	Water purification
4	Flake ice unit
5	Solid waste disposal facilities
6	Processing tables
7	Cutting bandsaw
8	Heat sealers (10 nos.)
9	Vacuum packing machine
10	Insulated boxes
11	Crates and other utensils
12	Insulated truck
13	Freezing and frozen storage facilities <ul style="list-style-type: none"> <li>i. Plate freezer (5 TPD)</li> <li>ii. Tunnel freezer (5 TPD)</li> <li>iii. Cold Store (50 t)</li> </ul>

### **2.2.3 Type of Assistance**

- The NFDB assistance will be to the extent of 20% subsidy to the Government organizations, R&D institutes, women SHGs and Co-operative societies engaged in fisheries and 20% equity for the private sector Corporate houses and entrepreneurs.

## **2.3 Training and Demonstration**

### **2.3.1 Eligibility criteria**

- Developmental organizations with proven track record in training – State and Central Agencies/R&D Departments/Institutes, State Fisheries Corporations/ fisheries Federations, women SHGs engaged in fisheries sponsored by State fisheries department/fisheries Corporation, fishermen federation and other alike fisheries apex bodies and other rural development departments with background of fish processing and value addition,
- Proven expertise in processing of fish & fishery products

### **2.3.2 Type of Assistance**

The NFDB assistance for the purpose shall be as detailed in Annexure-I.

## **3.0 Solar drying of fish**

### **3.1 Components of Assistance**

The NFDB will assist the following two components to support solar drying of fish:

- Setting up of solar drying units
- Platforms for sun drying of fish

### **3.2 Setting up of Solar drying units**

Under this category, the NFDB will support setting up of solar drying units with capacity 1,000 kg or above wet fish per load. The driers under this category can be solar driers and solar driers with LPG back-up depending up on the climatic condition of the region where the facility is set up.

#### **3.2.1 Eligibility criteria**

Fisheries Departments / R&D institutions/Individuals/Fishermen/ fisher women cooperative societies and SHGs engaged in fish drying and dry fish marketing shall be eligible to receive the assistance.

### **3.2.2 Requirements**

- Building for receiving, cleaning and Washing, drying facility – 1500 sq.ft.
- Insulated boxes 100 kg X 4
- Utensils, weighing balances, trays, cutlery, cutting board, etc.
- Pre-processing table (4)
- Water purification system
- Sanitary facilities, toilet etc.
- ETS (Effluent Treatment System)
- Drier 500 kg/load up to 4 nos.
- Vacuum packing unit
- Packing materials

### **3.2.3 Type of Assistance**

The NFDB assistance will be to the extent of 20% subsidy to the beneficiaries sponsored by Government organizations, women SHGs engaged in fisheries sponsored by State fisheries department/fisheries Corporation, fishermen federation and other alike fisheries apex bodies and 20% equity for the corporate bodies and private entrepreneurs.

## **3.3 Platforms for sun drying of fish**

The platforms for drying of fish can be prepared from SS mesh on SS frame so that proper sanitation and hygiene can be maintained on a daily basis. The capacity shall be 100 kg wet fish or its multiples. This will enable better quality dry fish production which will improve consumer appeal and marketing with significant reduction in post-harvest losses.

### **3.3.1 Eligibility criteria**

Individual fishers/Fishers' Cooperative Societies/Central and State Agencies/NGOs /SHGs engaged in fish drying/curing and marketing.

### **3.3.2 Requirements**

- Utensils
- SS frame & mesh platform (150 sq.ft) With fly proof facility
- Sealing machine, 2 nos.
- Cutting board & cutlery
- SS Tables, 2 nos.
- Semi permanent fly proof shed

### **3.3.3 Type of Assistance**

The NFDB assistance will be to the extent of 20% subsidy to the beneficiaries sponsored by Government organizations women SHGs engaged in fisheries sponsored by State fisheries department/fisheries Corporation, fishermen federation and other alike fisheries apex bodies and 20% equity for the corporate bodies and private entrepreneurs.

## **4.0 Submission of Proposals**

All proposals received from the beneficiaries shall be submitted to the NFDB for approval and release of funds. To ensure uniformity in the details provided by the farmers and the implementing Agencies, application shall be submitted in the following forms:

- (i) Form FDC-I: Fish Dressing/Processing centres
- (ii) Form FDC-II: Training and demonstration for fish processing
- (iii) Form FDC-III: Fabrication of Solar drier/Platform drier

Application forms at Sl. No. (i) and (iii) above shall be filled up by the applicant and counter signed by the concerned State Government. However, the application form at Sl. No. (ii) prescribed for training and demonstration shall be filled up by the Implementing Agency and submitted to the NFDB for consideration of release of funds.

## **5.0 Release of funds**

Generally, the financial assistance shall be released in two equal installments for activities relating to establishment of processing centres for production of fish products. The first installment shall be released on approval of the proposal by the NFDB and the second installment shall be released on completion of all civil work and on receipt of the utilization certificate from the Implementing Agency for the first installment of the subsidy. However, if the Implementing Agency feels that the subsidy should be released in three installments, they may indicate while submitting the proposal to NFDB. All subsidy installments shall be deposited in the bank account of the beneficiary.

The financial assistance for Training and Demonstration shall be released in a single installment, on approval of the proposal by the NFDB.

## **6.0 Submission of Utilisation Certificate**

The Implementing Agencies shall submit utilization certificates in respect of the funds released to them by the Board. Such certificates shall be submitted in **Form FDC- IV** on half-yearly basis *i.e.* during July and January of each year. The utilisation certificates can also be submitted in between if activities for which funds were released earlier have been completed and the next dose of subsidy is required to complete the remaining works by the farmer.

## **7.0 Monitoring and Evaluation**

A dedicated Monitoring and Evaluation (M&E) Cell shall be set up at NFDB Headquarters to periodically monitor and evaluate the progress of activities implemented under the NFDB funding. A project monitoring committee comprising of experts in the subject matter, as well as finance and representatives of the Financing Organizations may be constituted to periodically review the progress of the activities including the achievements related to physical, financial and production targets.

**Annexure-I**

**Summary of the Norms for Assistance towards Training and Demonstration**

<b>Sl. No</b>	<b>Item</b>	<b>Activities</b>	<b>Unit Cost</b>	<b>Subsidy</b>	<b>Remarks</b>
1.0	<b>Training and Demonstration</b>	(i) Assistance to farmers for participation in 10 days training programme (batch of 25 – 30).  (ii) Honorarium to Resource Persons.  (iii) Assistance to implementing agency for training and demonstration.			(i) Daily allowance of Rs 125/ day /trainee and reimbursement of actual to and fro travel, subject to a maximum of Rs 500 per trainee.  (ii) Honorarium of Rs 1250 and actual to and fro travel expenses, subject to a maximum of Rs 1000.  (iii) Rs 75/ trainee/ day to the Implementing Agency towards identification, mobilization of beneficiaries, supply of training material, etc.  (iv) Development of demonstration unit @ Rs 1 00 000/- (one time grant) to the Implementing Agency to conduct regular training/ demonstration activities.  (v) In absence of own facility, grant of Rs 50 000/- shall be available to the State Government to lease private unit and its development for conduct of training/ demonstration, etc.  (vi) In the absence of (iv) and (v) above, Rs 5 000/- per training program for hiring suitable facility from private farmer.  (vii) ICAR Fisheries Institutes/ Colleges of Fisheries under State Agriculture Universities/ Other Agencies using their own facilities will get a lump sum amount of Rs 1,00,000/- one time grant for this purpose.

**Application for Establishing Fish Dressing/Processing Centres**

Sl. No	Particulars sought from the applicant	Information furnished by the applicant
(1)	(2)	(3)
1.0	Name and address of the applicant/ firm/ institutes/ departments/ cooperatives/Self Help Group/NGO (IN BLOCK LETTERS):	
2.0	Address for communication (telephone/ mobile number):	
3.0	Details of land where processing activity is proposed to be taken up:	
	a) State:	
	b) District:	
	c) Taluk/ Mandal:	
	d) Revenue Village:	
	e) Survey Number(s):	
	f) Ownership (whether freehold or on lease):	
	g) If on lease, duration of lease:	
	h) Total land area (in ha):	
	i) Total built up area (in ha):	
	j) Details of the proposed activity (Lay out plan/ Design details and engineering works (item wise/work wise details) to be certified by the CICEF/ / CIFT/ IFP/ or State/Central Government Departments/ agencies.	
5.0	Whether the applicant is in default of payment to any Financial Institution/ State Government for loan/ assistance availed earlier. If yes, please provide the details and the reasons for default:	
6.0	<b>Estimates regarding input costs:</b>	
	a) Products to be developed and species to be processed:	
	b) Processing capacity:	
	c) Recurring Cost Raw material Sub material Packing material Utilities	
	d) Source of procurement:	



(1)	(2)	(3)
7.0	Experience of the applicant/Agency in the field and details of training undergone so far:	
8.0	Details regarding economics of operation:	
9.0	Whether any financial tie up has been made for availing Bank loan, if so please provide the details:	
10.0	Expected date of operation of the processing activity:	
11.0	Marketing tie up:	
12.0	Source and number of labour employed for renovation as well as day-today culture operations:	

**Declaration by the Applicant**

I/ We.....son/daughter/wife  
of .....  
Working at.....

hereby declare that the information furnished above is true to the best of my/ our knowledge and belief. I am/ we are fully aware that if it is found that the information furnished by me/ we/ us is false or there is any kind of deviation/ violation of the conditions under which assistance is provided to me by the NFDB, any action as deemed fit for violation of this condition may be taken against me/ us.

Date:

Place:

Signature of the applicant (s)

**Countersigned by the implementing Agency**

Date:

Place:

Signature and seal of the authorized representative of the Implementing Agency

**FORM –FDC- II**

**Application for Training and Demonstration in Fish processing**

Sl. No	Particulars sought from the Agency	Implementing Agency	Information furnished by the Implementing Agency		
(1)	(2)		(3)		
1.0	Name and address of the Implementing Agency:				
2.0	Location of the Training Facility:		<b>District</b>	<b>Block</b>	<b>Village</b>
3.0	Facilities available or proposed for imparting training:				
4.0	Details of the Training Programme:				
	a) Number of persons to be trained in fish processing/pre-processing/valued added product processing (to be given separately):				
5.0	Whether the Implementing Agency proposes to conduct training at its own training centre or in field? Number of training programmes to be conducted in a year may be indicated? What is the group size?				
6.0	Financial Implications:				
	<b>Item</b>		<b>Number</b>	<b>Amount</b>	
	<b>a) Training</b>				
	(i) DA of Rs. 125/day/trainee and reimbursement of actual to and fro travel, subject to a maximum of Rs. 500/trainee)				
	(ii) Honorarium of Rs. 1250 and actual to and fro travel expenses, subject to a maximum of Rs. 1000/-				
	(iii) Rs. 75/trainee/day to the Implementing Agency towards identification, mobilization of beneficiaries, supply of training material, etc.				
	<b>b) Demonstration Unit</b>				
7.0	Technical capabilities of resource persons to be engaged in training:				
8.0	Any other details in support of the proposal				

Date:  
Place:

Signature and seal of the authorized representative of the Implementing Agency

**FORM – FDC-III****Application for Fabrication of Solar drier/Platform Drier**

<b>Sl. No</b>	<b>Particulars sought from the applicant</b>	<b>Information furnished by the applicant</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.0	Name and address of the applicant/firm/association/Self Help Group/Dept. of Fisheries/local self governing bodies/cooperative society and individuals (IN BLOCK LETTERS):	
2.0	Address for communication (telephone/ mobile number):	
3.0	Details of land where drying activity is proposed to be taken up:	
	a) State:	
	b) District:	
	c) Taluk/ Mandal:	
	d) Revenue Village:	
	e) Ownership (whether freehold or on lease):	
	f) If on lease, duration of lease:	
	g) Total land area in which the drying unit be set up (in ha):	
4.0	Details of the proposed drying facility	
	a) Type of drying	
	b) Numbers and size of drier – Capacity of the drier (Raw material)	
	c) Technology to be adopted	
	d) Production capacity	
	e) Source of water	
	f) Details of the proposed construction works of drier (Design details/engineering works to be certified by the CICEF/Department of Fisheries/ICAR Fisheries Institute/Integrated Fisheries Project/College of Fisheries	
5.0	Details on tie up with the Bank for availing institutional finance	
6.0	Arrangement for seed money	
7.0	Whether the applicant is in default of payment to any Financial Institution/ State Government for loan/ assistance availed earlier. If yes, please provide the details and the reasons for default:	
8.0	Experience of the applicant in drying and details of training undergone	
9.0	Details regarding economics of operation	
10.0	Expected date of operation of the drier and tentative schedule of activities	
11.0	Number of drying units set up within a radius of 10 kms	
12.0	Source and number of workers employed for day-today drying operations	

**Declaration by the Applicant**

I/We.....son/ daughter/ wife  
of .....Working  
at..... hereby declare  
that the information furnished above is true to the best of my/ our knowledge and  
belief. I am/ we are fully aware that if it is found that the information furnished by  
me/ we/ us is false or there is any kind of deviation/ violation of the conditions  
under which assistance is provided to me by the NFDB, any action as deemed fit for  
violation of this condition may be taken against me/ us.

Date:

Place:

Signature of the applicant (s)

**Countersigned by the implementing Agency**

Date:

Place:

Signature and seal of the authorized  
representative of the Implementing  
Agency

***National Fisheries Development Board***

Form for Submission of Utilization Certificate

Sl. No	Letter No and date	Amount

Certified that out of Rs. \_\_\_\_\_ sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under the National Fisheries Development Board's Letter No given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous sanction, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remains unutilized. The same will be adjusted towards the next installment payable during the period \_\_\_\_\_.

Physical progress:

Certified that I have satisfied myself that the conditions on which the funds were sanctioned by the National Fisheries Development Board have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Date:

Place:

Signature and seal of the  
authorized representative of the  
Implementing Agency