

**राष्ट्रीय सहकारी विकास निगम**  
**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**  
**F&TD DIVISION**

File No. NCDC: 2-107/2024-FISH

Dated: 18.02.2025

**CIRCULAR**

**Sub: Strengthening of Fisheries Cooperatives under Pradhan Mantri Matsya Kisan Samridhi Sah Yojana (PM-MKSSY) – Regarding.**

The National Cooperative Development Corporation (NCDC) was set up in 1963 under an Act of Parliament with the mandate of planning, promoting and financing activities of cooperatives and is under Ministry of Cooperation, Government of India. NCDC has been promoting and developing fisheries cooperatives after NCDC Act was amended in 1974. It has formulated specific schemes and pattern of assistance for enabling the fishery cooperatives to take up activities relating to: purchase of operational inputs such as fishing boats, nets and engines, creation of infrastructure facilities for marketing, transport vehicles, ice plants, cold storages, retail outlets, processing units, development of inland fisheries, seed farms, hatcheries, preparation of feasibility reports and Integrated Fisheries Development Projects (Marine, Inland and Brackish Water) to promote fisheries sector through cooperatives.

2. NCDC is an intermediary agency for strengthening of fisheries cooperatives under Pradhan Mantri Matsya Kisan Samridhi Sah-Yojana (PM-MKSSY). Department of Fisheries, Government of India vide letter no. j-01013/3/2025 dated 20.01.2025 allocated cooperatives to NCDC's target for formalisation and strengthening of 2076 cooperatives under the sub scheme. The State/UT-wise details of allocation of cooperatives are tabulated below:

S.No	Name of the States/UTs	No. of Primary Cooperatives
1	Andaman & Nicobar Islands	26
2	Andhra Pradesh	558
3	Daman and Diu and DNH	4
4	Goa	5
5	Gujarat	134
6	Lakshadweep	4
7	Maharashtra	749
8	Puducherry	15
9	Tamil Nadu	289
10	West Bengal	292
	<b>Total</b>	<b>2076</b>

3. The sub scheme has a provision of ₹ 2 lakh for each selected fishery cooperative as financial support. The funding pattern is as follows:

S. No.	Activities	Unit cost (in ₹)	To be paid to
1	Gap analysis of the identified fisheries cooperative and preparation of a suitable business plan including mentoring and 2.5% of institutional charge.	1,00,000	Intermediary (Intermediary agencies will

			release the funds to the empanelled CBBOs after receiving funds from DoF, GoI)
2	Need based financial support viz. Office requirements, Office Furniture, and equipment etc.	90,000	Cooperatives
3	Training and capacity Building of selected Cooperative	10,000	Intermediary
<b>Total</b>		<b>2,00,000</b>	

4. Fund Disbursement- The process of fund disbursement will be as follows –

- Fund to Primary Fisheries Cooperatives shall be done as per financial sanction on submission of gap analysis and business Plan.
- Intermediary Agency will submit quarterly bills to DoF and fund will be disbursed as per the conditions of Financial Sanction for gap analysis and business plan and for imparting training.
- Funds to the CBBOs will be released only after receiving funds from Department of Fisheries, Government of India. There is no provision for advance release of funds under the scheme.

5. The Cluster Based Business Organizations (CBBOs) CBBOs will be empaneled from the date of empanelment to the end of FY 2026-27 and major task of the CBBOs will be as follows –

- i. Identify potential fisheries cooperatives for their formulization and strengthening in coordination with NCDC and State/UT Fisheries Department;
- ii. Submission of application form along with required documents of identified fisheries cooperatives on NFDP portal under “Cooperative Module”;
- iii. Assist fisheries cooperatives in identification of potential fisheries value chain;
- iv. Preparation and submission of suitable business plan for identified fisheries cooperatives;
- v. Facilitating identified fisheries cooperatives with relevant industry expert/consultants;
- vi. Provide technical assistance and necessary advise to fisheries cooperatives for organizational development and improved managerial practices;
- vii. Handholding and mentoring fisheries cooperatives on management, governance, leadership development and business planning in the fisheries sector;
- viii. Develop training and capacity building modules, impart training and create awareness about new technologies and innovations in fisheries sector;
- ix. Provide guidance to fisheries cooperatives to function as FFPOs;
- x. Facilitate knowledge sharing and best practices;
- xi. Assist fisheries cooperatives in establishing market linkages with wholesalers, retailers and processors;
- xii. Facilitate the sale of fisheries products through its network, ensuring fair prices and market access for cooperatives;
- xiii. Facilitate participation of fisheries cooperatives in national/international fairs and exhibitions for better exposure to newer market and technologies;
- xiv. Submission of required data and detail to the NCDC; and
- xv. Any other work assigned by NCDC and Department of Fisheries, Government of India.

6. The selection of CBBOs will be done as per the broader criteria of Department of Fisheries (DoF), Ministry of Fisheries, Animal Husbandry and Dairying, Government of India letter No. J-1203135/16/2020-Fydated 29.04.2022 (**copy enclosed**) by internal committee of NCDC conveying there for selection of Cluster Based

Business Organisations (**CBBOs**) for formalisation and strengthening of 2076 cooperatives under the sub scheme. On the basis of experience and performance, the State/District level Fisheries Federations will be given preference as CBBOs for strengthening of PFCS.

7. In this regard, **State/District Level Fisheries Federations** may submit their application by 21<sup>st</sup> February 2025 to the Executive Director, Fisheries Division, NCDC, Hauz Khas, New Delhi - 110016 and on the mentioned email id – [aquancdc@ncdc.in](mailto:aquancdc@ncdc.in) in the prescribed format enclosed here along with other necessary formats mentioned in aforesaid DoF letter dated 29.04.2022 which is also hosted on NCDC website: [www.ncdc.in](http://www.ncdc.in) .

8. Concerned federation/organizations may drop email on [aquancdc@ncdc.in](mailto:aquancdc@ncdc.in) for any query or further information or may go through the operation guideline of PM-MKSSY for further detail.

Ashok B Pillai  
Executive Director (F&TD)

**To:**

Regional Directors of NCDC Chennai, Gandhinagar, Hyderabad, Kolkata, Pune, Thiruvananthapuram (Please circulate it with all State/District Level Fisheries Federations in the concerned State/UTs).

I	Particulars of the Applicant Federation	
1	Name of the Federation	
2	Date/Year of establishment	
3	Incorporation Act/Registration No	
4	Address for Correspondence	
5	<p>Contact Details of the Federation in connection with present application</p> <p>(i) Name of the person</p> <p>(ii) Designation</p> <p>(iii) Contact No</p> <p>(iv) E-mail ID of the Contact Person</p> <p>(v) E-mail ID of the Federation</p>	
6	Mandate of the Federation	

**II Availability of Domain Experts**

Availability of experts in following 5 domains is preferred, however, the entity should have professionals/experts in at least 3 of the following at the time of submission of application. The entity should ensure that the remaining domain experts are available within 2 months from the date of issue of letter of award (i.e., date of empanelment) for issuance of work order.

Sl.No	Domain/Area of specialization	Name of expert	Qualification	Experience in the relevant area
1	Fisheries/ Aquaculture Management			
2	Value Chain			
3	Social Mobilization			
4	IT/MIS			
5	Accounts			

**III FFPOs/FPOs/fisheries societies promoted by the Federation (cumulative status as on the date of application)**

Sl.No	Name of the State	Total no of Districts where FFPOs/FPOs/ fisheries societies have been promoted	Activities under which FFPOs/FPOs/ fisheries societies have been promoted	Total no of FFPOs/FPOs/ fisheries societies registered so far	Out of registered, no of FFPOs/FPOs/ fisheries societies in operation at present
(A)	(B)	(C)	(D)	(E)	(F)

IV

Awards and Recognition, if any.

### **Declaration-**

- a) I/We have read the DoF letter dated 29/04/2022 regarding criteria for selection of CBBOs for implementation of FFPOs under PMMSY while submitting our response. Further, it is understood that this is only an exercise for likely empanelment for the future work (s). It does not confer any right to any party submitting application for further consideration in the process or work allotment.
- b) I/We have read the fund flow process under PM-MKSSY and gives consent under the same.
- c) I/We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the classified information to the parties, our empanelment would be cancelled at any time during the contract period.
- d) I/We agree to share any other details apart from the one's requested in this document with the Implementing Agency (IA), as and when required.
- e) I/We hereby declare that no relevant information has been omitted/withheld/alterd in the process of furnishing the information with respect to this application.
- f) I/We hereby certify that our entity has not been debarred/blacklisted by any Central/State Government departments/Agencies/PSUs for services of any description

Place:

Date:

Signature

(Name of the authorized signatory)

With seal of the entity

### **List of documents to be submitted by Applicant Entity-**

- i) Copy of registration certificate (Not needed for earlier empaneled CBBOs).
- ii) Curriculum vitae of the professionals/experts as per Annexure 1 of the DoF letter dated 29/04/2022 regarding criteria for selection of CBBOs for implementation of FFPOs under PMMSY.
- iii) If all 5 domain experts are not available at present, please submit an undertaking for recruitment of domain experts as per Annexure 2 of the DoF letter dated 29/04/2022 for selection of CBBOs for implementation of FFPOs under PMMSY.
- iv) Last 3 years audit report.

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**CRITERIA FOR SELECTION OF CBBOs**

## 1. Eligibility Criteria

The entities intending to submit their application for the role of CBBOs will fulfil the following eligibility conditions:

Particulars	Details	Supporting Documents
<b>Participating entity</b>	<ul style="list-style-type: none"> <li>• <b>Category 1:</b> CBBOs already empanelled under Central Sector Scheme for Formation and Promotion of 10,000 FPOs of M/o A&amp;FW by the Implementing Agencies</li> <li>• <b>Category 2:</b> Any State/Central Government Agricultural Universities/ KVKs/Quasi Govt. Organizations/ Cooperatives/ Similar Institutions of Central and State govt. promoting FPOs/FFPOs/ farmers' groups, <b>which are not covered under Category 1 above.</b></li> <li>• <b>Category 3:</b> Any legal entity, <b>which are not covered under Category 1 &amp; 2 above</b>, registered in India under the relevant Act, or any institution established under any Act of Government of India or State and in existence for past 5 years will be eligible.</li> </ul>	A complete set of documents required under the laws of India for establishing the applicant's status to operate legally, as applicable, for example, Certificate of Incorporation/ Registration, Registered Partnership Deed, Registered Trust Deed etc.
<b>Financial strength</b>	<p>a. <b>For category 1</b> CBBOs already empanelled under Central Sector Scheme for Formation and Promotion of 10,000 FPOs of M/o A&amp;FW have already qualified financial strength and hence are exempted from this criterion of financial standing</p> <p>b. <b>Category 2</b> are exempted from this criterion of financial standing.</p> <p><b>Category 3</b></p> <p>a. The applicant should have minimum average turnover of <b>INR 1 crore during the last three (3) financial years</b> with positive net worth.</p> <p>b. If the entity is registered in the <b>Himalayan and NE states/UTs</b> and intends to undertake the role of CBBO in the <b>Himalayan/ NE state and / UTs</b>, in such cases the minimum average turnover will be <b>INR 50 lakhs for the last three (3) financial years with positive net worth.</b></p>	Duly certified turnover by Chartered Accountant (CA)



Experience	<p>a. <b>For category 1</b> CBBOs already empanelled under Central Sector Scheme for Formation and Promotion of 10,000 FPOs of M/o A&amp;FW have already qualified experience criteria and hence are exempted from this criterion of experience</p> <p>b. <b>Category 2</b> are exempted from this criterion of experience.</p> <p><b>Category 3</b></p> <p>a. The applicant should have <b>minimum 3 years of experience in mobilization of fishers/ fish farmers/fish workers and vendors/fisheries entrepreneurs/ farmers of agriculture and allied sectors</b>, which should be demonstrated through experience of working with central/ state governments/ PSUs/ national, international, and multi-lateral organizations/co-operatives/CSR projects of corporates/foundations/trusts/FPOs independently or jointly promoted by the entity.</p> <p>b. The entity should have experience in establishing or facilitating production, market linkages for FFPOs/ FPOs/large farmers' groups/fisheries cooperatives/similar institutions /working with the private sector companies in fisheries and aquaculture domain.</p> <p style="text-align: center;"><b>OR</b></p> <p>The entity should have experience in providing capacity building training programmes, pre- and post-harvest trainings/ demonstrations for FFPOs/ FPOs/large farmers' groups/fisheries Cooperatives/similar Institutions /working with the private sector companies in fisheries and aquaculture domain.</p> <p style="text-align: center;"><b>OR</b></p> <p>The entity should have experience in facilitating establishment of Pre-harvest/post-harvest infrastructure facilities viz. establishment of hatcheries /boat building yards / fish net manufacturing units /fish processing plants/ curing yards /freezing /cold storages/ cold chain/supply chain management/ branding and promotion etc., for FFPOs/ FPOs/large farmers' groups/fisheries cooperatives/similar institutions.</p>	Copies of work order, MoUs, and any other document that demonstrate the work experience
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<p><b>Key personnel</b></p>	<p><b>Applicable for all Categories (1, 2 &amp; 3)</b></p> <p>a. The applicant should have professionals/experts in <b>at least (3) out of the (5) domains</b> mentioned under <b>Annexure 2</b> at the time of submitting its application. However, preference will be given to entities having professionals/experts in all (5) domains.</p> <p>b. An undertaking per <b>Annexure – 4</b> also needs to be furnished by the applicant stating that it will recruit experts with requisite experience from the remaining domains upon its selection. However, the work order will be issued by Implementing Agency (IA) after completion of the engagement of all the 5 domain experts by the selected entity within two months from the issue of Letter of Award.</p>	<p>C.V as per <b>Annexure – 1</b> and other relevant documents regarding qualification and experience of professionals/experts along with the appointment letter and experience certificate</p> <p>Undertaking as per <b>Annexure - 2</b></p>
<p><b>Blacklisting</b></p>	<p><b>All Categories (1, 2 &amp; 3)</b></p> <p>a. The applicant as on date of submission of the application should not have been debarred / blacklisted by any central / state government dept./agencies/public sector undertakings (PSU)</p>	<p>Undertaking/ Self-Declaration for no-debarred and no-blacklisting on the entity's letter head will be submitted.</p>

**2. Qualification and Experience of Key Personnel**

<p><b>Professional/ Expert</b></p>	<p><b>Required qualification and experience</b></p>
<p>Fisheries/ Aquaculture Management</p>	<ul style="list-style-type: none"> <li>• <b>Postgraduate</b> (Master of Fisheries Science (MFSc.) Fisheries/Aquaculture/ M.Sc. Zoology/ MSc. Marine Sciences/ MSc. Marine Biology/ Masters in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ M.Sc. in Veterinary Sciences (M.VSc) /M.Sc. in Agriculture and allied disciplines) from recognized university with <b>minimum 3 years of relevant experience</b> in fisheries production techniques, technology interventions or marketing of fish seed and working with FFPOs/ FPOs/fisheries cooperatives/similar institutions /working with the private sector engaged in fisheries and aquaculture domain.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Graduate</b> (Bachelors of Fisheries Science (BFSc.) Fisheries/Aquaculture/ B.Sc. Zoology/ B.Sc. in Marine Sciences/ BSc Marine Biology/ Bachelor in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ Bachelor of Veterinary Science (BVSc) / B.Sc. in Agriculture and allied disciplines) from recognized university with <b>minimum 5 years of relevant experience</b> in fisheries production techniques, technology interventions or marketing of fish seed and working with FFPOs/</li> </ul>

	FPOs/fisheries cooperatives/similar institutions /working with the private sector companies, engaged in fisheries and aquaculture domain.
Value Chain	<ul style="list-style-type: none"> <li>• <b>Postgraduate</b> (Master of Fisheries Science (MFSc.) Fisheries/Aquaculture/ M.Sc. Zoology/ MSc. Marine Sciences/ MSc. Marine Biology/ Masters in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ M.Sc. in Veterinary Sciences (M.VSc) /M.Sc. in Agriculture and allied disciplines) from recognized university with <b>minimum 3 years of relevant experience</b> in Value Chain Development, Marketing/Post-Harvest Management/ Processing and working with FFPOs/ FPOs/fisheries cooperatives/similar institutions /working with the private sector companies engaged in fisheries and aquaculture domain.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Graduate</b> (Bachelors of Fisheries Science (BFSc.) Fisheries/Aquaculture/ B.Sc. Zoology/ B.Sc. in Marine Sciences/ BSc Marine Biology/ Bachelor in Fisheries Economics/ Industrial Fisheries/ Fisheries Business Management/ Bachelor of Veterinary Science (BVSc) / B.Sc. in Agriculture and allied disciplines) from recognized university with <b>minimum 5 years of relevant experience</b> in Value Chain Development, Marketing, Post-Harvest Management/ Processing and working with FFPOs/ FPOs/large farmers' groups/fisheries cooperatives/similar institutions /working with the private sector companies engaged in fisheries and aquaculture domain</li> </ul>
Social Mobilization	<ul style="list-style-type: none"> <li>• <b>Postgraduate</b> in social work (MSW) / Master of social science/ Masters in Rural Studies / MBA rural management/ Post graduate diploma in rural development (PGDRD) from a recognized university/ institute with <b>minimum 3 years of relevant experience</b> in mobilization of farmers, field demonstrations, organizing village level meetings etc.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Graduate</b> in social work (BSW)/ Bachelor of social science/ Bachelor of Rural Studies/ BA in Rural Development from a recognized university/ institute with <b>minimum 5 years of relevant experience</b> in mobilization of farmers, field demonstrations, organizing village level meetings etc.</li> </ul>
Information Technology/ MIS	<ul style="list-style-type: none"> <li>• <b>M.C.A or M. Tech</b> in computer science/ Masters in IT from a recognized university/ institute with <b>minimum 3 years of relevant experience</b> of handling IT relevant assignments, MIS development, software development etc.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>B.C.A or B.Tech</b> in computer science/ Diploma in IT from a recognized university/ institute with <b>minimum 5 years of relevant experience</b> of handling IT relevant assignments, MIS development, software development etc.</li> </ul>
Accounts	<ul style="list-style-type: none"> <li>• <b>B. Com</b> with <b>minimum 5 years of relevant experience</b> in accounting, auditing, statutory compliance, legal matters, arbitration etc.</li> </ul>

## ANNEXURE – 1: CURRICULUM VITAE (CV)

Photo	Brief profile  .....			
Date of Birth				
Nationality				
Employment record				
	Company name	Positions held	From (date/month/year)	To (date/month/year)
Countries of work experience				
Languages known				
	Languages known	Good	Very good	Excellent
Representative's relevant projects				
Nature of work:				

<b>Year:</b>	
<b>Location:</b>	
<b>Company:</b>	
<b>Position held:</b>	
<b>Main features:</b>	
<b>Activities performed:</b>	
<b>Nature of work:</b>	
<b>Year:</b>	
<b>Location:</b>	
<b>Company:</b>	
<b>Position held:</b>	
<b>Main features:</b>	
<b>Activities performed:</b>	
<b>Signature:</b>	<b>Name:</b>
	<b>Phone No:</b>
	<b>Email ID:</b>

**ANNEXURE – 2: UNDERTAKING FOR RECRUITMENT OF DOMAIN EXPERTS**

DECLARATION

*(To be given on the entity's letter head)*

**Approval of the Competent Authority**

I/ we ..... declare that the information/ particulars given by me are true to the best of my knowledge and belief. I agree and provide my consent that I/we shall recruit remaining domain professionals/ experts (*apart from the one's mentioned in our response*) with requisite experience as stated under Section (2) of this document upon its selection. I/ we further agree on the fact that the Implementing Agency (IA) shall only issue the work order after ensuring that experts from all the five (5) domains are available. In case required, the Implementing Agency (IA) shall also ask to replace the expert(s), in case they are found to be non-compliant with the criteria mentioned in this document.

**Place:**

**Date:**

**Signature of authorized representative**  
*(with seal of the entity and supported by authority letter)*

**Name of authorized representative**