


**MINUTES OF THE MEETING (MoM) HELD ON 04 AUGUST, 2022 AT THE
OFFICE OF THE ASSAM GRAMEEN VIKASH BANK, GS ROAD, GUWAHATI**

A meeting was held between Mr. Dilour Rahman, HoD – Credit, Assam Grameen Vikash Bank (AGVB) and Dr. Anirban Choudhury, Director, Darwin Society (DS) as mentioned above. The MoM are hereunder:

1. That AGVB & DS will collaborate to extend MSME loans to desirous entrepreneurs of Assam under the AC&ABC Scheme, PMFME Scheme and other MSME schemes of the Government of India. A Memorandum of Understanding (MoU) in this regard may be considered at a future date if needed.
2. That DS shall provide posters on the PMFME and AC&ABC Schemes to AGVB for its various branches. AGVB shall place official requisition for the same to DS over email. On receipt of the same, DS shall get the same arranged under the scheme's budget and deliver the same to selected AGVB Branch Managers through its district and block level officers (list enclosed) located at – Kamrup-M, Kamrup-R, Tinsukia, Dibrugarh, Charaideo, Sibsagar, Dhemaji and Lakhimpur. In due course remaining districts too shall be reached/covered.
3. That AGVB shall send official communication to select branches to put up the posters and also promote the schemes among its customers and walk-in visitors coming to enquire about business loans.
4. AGVB shall provide DS the list of branches along with the BM contact details for necessary coordination and knowledge dissemination on the respective schemes
5. That loan applications related to Agri-Allied-Food Processing shall be forwarded to DS for consideration under the respective schemes so that the borrowers can get the necessary support available under the schemes (including the respective subsidies)
6. That DS shall forward some direct applications available with it to AGVB for loan consideration under subsidy
7. That DS shall do necessary handholding of beneficiaries right from business evaluation to assistance for DPR preparation and subsequent guidance on subsidy after disbursement of the loan.
8. That DS shall provide necessary handholding for a minimum period of 1 year to the beneficiaries as laid down under the AC&ABC Scheme guidelines
9. That DS shall do necessary due diligence at its end to the extent possible besides doing the necessary business evaluation of the projects. AGVB shall however do its own independent due diligence and disburse loans as per its own norms/guidelines
10. That DS shall forward loan applications to AGVB meeting the below criteria:
 - a. Citizens with permanent residence in the locality shall be considered (so that they are traceable)
 - b. Beneficiary shall not be a previous willful defaulter under any bank/financial institution
 - c. Beneficiary shall be willing to contribute at least 10% to 20% of the TFO as margin money
 - d. Beneficiary shall be encouraged to provide collateral
 - e. DPR shall be made with at least 60% capital expenditure
 - f. Loans under subsidy schemes only shall be submitted
11. AGVB shall not make any payment to DS for its professional services. DS shall draw its revenue from the handholding funds available under the schemes from the respective Ministries

For & on behalf of :-
ASSAM GRAMEEN VIKASH BANK
Head Office, Guwahati


CHIEF MANAGER (Credit)


Dr. Anirban Choudhury
Director, Darwin Society

