Instructions: -

1. **Column 2 & 3** - Revenue districts and centres within the Rev. Districts should be in alphabetical order.

3. **Column 7** - Date of sanction
   - (i) It should always be in form of DD/MM/YY.
   - (ii) In case of CWC/SWC, date of circulation of minutes of HLC or date of letter approval of C&MD.
   - (iii) In case of Pvt. Investors, date of issuance of letter of acceptance.

4. In Column 4, name of nodal agency (FCI/CWC/SWC/PUNGRAIN/HAFED/WBECSC) be mentioned irrespective of the godowns being build on their own land by the nodal agency or through the private investors.

5. **Total of Column 5 = Total of column (9 + 10 + 13 + 15)**

6. **Column 6**: L - For lease only & L&S - For lease with Services

7. **Column 8**: Period of guarantee
   - (i) 6 or 9 years in case of CWC/SWCs for construction of godowns on their own land.
   - (ii) 7 or 10 years in case of pvt. investors for construction of godowns
   - (iii) Separate rows should be used in case period of guarantee are different for same agency at one location.

8. **Column 11** - Present Stage of construction
   - LO - Layout Stage
   - LI - Lintel Stage
   - CS - Completion Stage
   - PL - Plinth Stage
   - RF - Roofing Stage
   - (Completion stage means the structure is ready but the works like roads, boundary wall etc. are under construction). In case work has not started on a part of the capacity sanctioned, the separate rows be used for the same against the centre concerned.

9. **Column 13** (completed capacity means capacity complete in all respects and offered for inspection and hiring) and it should not include **Column 14** (capacity taken over).

10. **Column 15** - Capacity surrendered/cancelled
    - (i) Capacity surrendered - by CWC/SWC at the location earlier allotted to them.
    - (ii) Capacity cancelled - capacity sanctioned to private investors but cancelled due to non-compliance of T&C.

11. Duly furnished KPI-18 should be submitted latest by 3rd of every month in MS-Excel format through email to msande.fci@nic.in and mgrpandr.fci@nic.in.