



खादीऔरग्रामोद्योगआयोग
Khadi and Village Industries Commission
 सूक्ष्म, लघुऔरमध्यमउद्यममंत्रालय, भारतसरकार
 Ministry of Micro, Small & Medium Enterprises, Govt. of India
 खादीनिदेशालय / Directorate of Khadi
3,Irla Road, Vile Parle(W), Mumbai-400056
 Email: directorkhadi@gmail.com; khadi.kvic@gov.in

No. **DK(KPM)/KRDP/Ambala/2020-21**

Date: 13.05.2020

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Sadan. H.O. Shop No.2, Near Punjab Kesri, Jagdhari Road, Ambala (**Haryana**) - reg.

Ref : 1. SFC (Khadi) Reso. No. Khadi/19-20/31 Dated 20.03.2020
 2. Budget Allocation No. BGT/Khadi Bgt. Allo.2019-20/2020-21 Dated: 06.05.2020

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Sadan. H.O. Shop No.2, Near Punjab Kesri, Jagdhari Road, Ambala (**Haryana**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms) (Cotton Khadi)	50 NMC 15000x50 = Rs. 7.50 lakh Loom 45500X10 =4.55 lakhs	12.05	Director, S.O.
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per Action Plan	5.85	Director, S.O.
3	Construction of shed for CFC	-	5.00	Director, S.O.
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	Rs. 6.25 (SO) Rs. 1.75 (IT) Total 8.00	Director, S.O.
5	Training	-	1.70	Director (CB)

6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		47.60	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		12.00	Director, S.O.
2	Inventory management	-	4.00	Director (IT)
3	Local publicity	-	3.00	Director, S.O.
	Total		19.00	

	GRAND TOTAL (A+B)		66.60	
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(*) Quantity in Nos. is an indicative

(Rs. In Lakhs)

Sr. No.	In favour of	Funds to be released
1.	S.O., Director, Ambala	45.15
2.	Director (KRM)	14.00
3.	Director (I.T.)	5.75
4.	Director (C.B.)	1.70
	Total	66.60

Terms and conditions for compliance by State/Divisional Directors, KIs and Programme Directors Under KRDP Programme:

1. The “Khadi Mark Logo” should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
2. The work shed constructed under KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
3. Charkhas, looms and other implements are also provided under other schemes like SFURTI. Hence, in order to identify the scheme under which the assistance given, unique code number should be embossed on tools and implements procured under KRDP.
4. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.

5. Quality of Charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
6. The institution should avail Bank Finance for achieving the projected targets and desired objectives as per action plan.
7. Since, the KRDP assistance will be in the form of grants-in-aid a condition should be laid down in the agreement with the institution that assets acquired wholly and subsequently out of Govt. grant shall not be disposed off without obtaining prior approval of KVIC.
8. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
9. The Payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
10. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.
11. **Director S.O. KVIC, Ambala (HARYANA)** and Director (RID) should ensure timely implementation, monitoring and submission of UCs in the prescribed format.
12. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.
13. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
14. All the sanction details should be posted on the KVIC website. State/Divisional Directors shall ensure compliance of Khadi Mark requirement by KIs.
15. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
16. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC-KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
17. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of Khadi and RID.
18. Procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated as per the prescribed guidelines and existing circulars.

19. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
20. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
21. Procurement of tools & equipment (including Charkha & Looms), good, assignment of work etc. shall be made following prescribed guidelines and GFR (General Financial Rules)
22. The institution shall maintain separate record of the details for the assets acquired under this assistance.
23. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
24. The assets created out of the KRDP funds be invariably mortgaged/hypothecated to KVIC/KVIB as the case may be.
25. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the Reform Implementing Institution (RII).
26. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State/Divisional Offices from time to time.
27. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
28. The project duration will be for three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
29. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, 15th July, 15th October and 15th January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
30. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.

31. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by Zonal Dy. CEO shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
32. The RII and the State/Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the Director (khadi), concerned Programme Director and Director (RID) within a week time for speedy implementation of the programme.
33. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need subject to savings, available in other head on the recommendation of respective SLBT and FLEC. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
34. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
35. The linkage matrix among the State/Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

Encl: - As above

(S.P. Khandelwal)
Dy. Director I/c (Khadi)

The Secretary

Khadi Sadan.

H.O. Shop No.2, Near Punjab Kesri,
Jagdhari Road, Ambala (**Haryana**)

Through: Director,
S.O. KVIC, Ambala (Haryana)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North **Zone**), KVIC, Delhi
2. Director, S.O.,KVIC, Ambala (HR)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (KRM), KVIC, Mumbai-56
5. Director, (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

Dy. Director I/c (Khadi)



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