



**KHADI AND VILLAGE INDUSTRIES COMMISSION**  
**DIRECTORATE OF KHADI PROGRAMME & MONITORING**  
'Gramodaya' 3, Irla Road, Vile Parle (West), Mumbai-56  
Telefax +91-22-2671 1593 e-mail: sksinha@kvic.gov.in Web: www.kvic.org.in

No. DKPM/KRDP/DRA/1st Phase/132/2011-12/

Date: 21.03.2012

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Parvatiya Gram Swaraj Mandal, Kunj PO Jayanti, Almora - reg.

**Ref:** 1. SFC resolution No.Khadi/2011-12/52 dated 10.02.2012.  
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 20.02.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Dehradun sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Parvatiya Gram Swaraj Mandal, Kunj PO Jayanti, Almora for the year 2011-12 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)		4.05	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	25	2.87	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	5	1.18	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	8.50	Director, SO/DO
3	Construction of shed for CFC etc.	-	0.00	Director, SO/DO

4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00	Director, SO/DO Director (IT)
5	Training	-	2.18	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>37.73</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	15.19	Director, SO/DO
2	Inventory management	-	8.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>28.19</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>65.92</b>	

(\*) Quantity in Nos. is an indicative

**TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME**

- (1) 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.
- (2) 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.
- (3) 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 KPM.

- (4) Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time.
- (6) 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.
- (7) 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.
- (8) The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- (9) The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- (10) 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.
- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) 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.

- (14) 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.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) 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.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure – II.
- (19) 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 concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.

- (21) 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.
- (22) 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.

This is issued with the approval of FA, CEO and Chairman with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

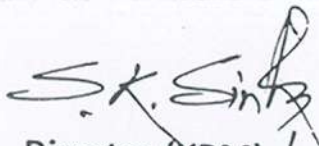
Encl: - As above

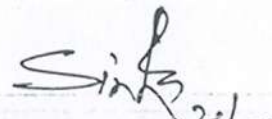
To  
The Secretary  
Parvatiya Gram Swaraj Mandal,  
Kunj PO Jayanti,  
Almora.

Through: State/Divisional Director,  
KVIC, Dehradun

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Dehradun.
3. Director (RID), KVIC, Mumbai.
4. Director (Marketing), KVIC, Mumbai
5. Director (Capacity Building), KVIC, Mumbai
6. Director (IT), KVIC, Mumbai
7. Director (Accounts), KVIC, Mumbai

  
Director (KPM) 21/03/20

  
Director (KPM) 21/03/20



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**DIRECTORATE OF KHADI PROGRAMME & MONITORING**  
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Telefax +91-22-2671 1593 e-mail: sksinha@kvic.gov.in Web: www.kvic.org.in

No. DKPM/KRDP/DRA/1st Phase/132/2011-12/

Date: 21.03.2012

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Pragatipath Laghu Utpadak Samiti, Mol Natha Singh, Jaspur - reg.

**Ref:** 1. SFC resolution No.Khadi/2011-12/52 dated 10.02.2012.  
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 20.02.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Dehradun sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Pragatipath Laghu Utpadak Samiti, Mol Natha Singh, Jaspur for the year 2011-12 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)		21.65	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	14.65	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	20	7.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	14.50	Director, SO/DO

3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00	Director, SO/DO Director (IT)
5	Training	-	2.73	Director (Capacity Building)
6	Installation	-	0.94	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>66.82</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	4.95	Director, SO/DO
2	Inventory management	-	4.28	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>14.23</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>81.05</b>	
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(\*) Quantity in Nos. is an indicative

#### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

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- (2) 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.
- (3) 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 KPM.

- (4) Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time.
- (6) 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.
- (7) 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.
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- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
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- (19) 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 concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.

- (21) 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.
- (22) 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**.

This is issued with the approval of FA, CEO and Chairman with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

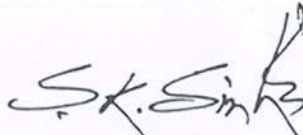
Encl: - As above

To  
The Secretary  
Pragatipath Laghu Utpadak Samiti,  
Mol Natha Singh,  
Jaspur.

Through: State/Divisional Director,  
KVIC, Dehradun

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Dehradun.
3. Director (RID), KVIC, Mumbai.
4. Director (Marketing), KVIC, Mumbai
5. Director (Capacity Building), KVIC, Mumbai
6. Director (IT), KVIC, Mumbai
7. Director (Accounts), KVIC, Mumbai

  
Director (KPM) 21/03

  
Director (KPM) 21/03/2012



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE  
INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/3rd Phase/2015-16/1544 Date: 27.10.2015

**SANCTION ORDER**

3-11

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Shri Gandhi Ashram, Chanauda, Almora, (Uttarakhand) - reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/15-16/102 dtd. 30.10.2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Dehradun sanction as accorded by in anticipation of ratification by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kshetriya Shri Gandhi Ashram, Chanauda, Almora, (Uttarakhand) for the year 2015-16 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)			Director, SO, Dehradun
a)	NMC (Cotton) (Woollen)	25 CK 40 WK	13.18	
b)	Looms -	3		
2	Common Facility Centre [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	10.00	Director, SO, Dehradun
3	Construction of shed for CFC etc.	-	8.00	Director, SO, Dehradun
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75(SD) 1.25(IT)	Director, SO, Dehradun Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, Dehradun
7	Margin money for W. C.	-	14.00	Director, Dehradun
	<b>Total</b>		<b>54.18</b>	

3431RID  
9/11

As  
3/11/15  
05/11/2015  
DO (K)/ADD  
(IT)  
Kshetriya  
U.D.C. (R.D.)

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, SO, Dehradun
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	2.50	Director, SO, Dehradun
	<b>Total</b>		<b>17.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>71.68</b>	

(\*) Quantity in Nos. is an indicative

1. State Director, Dhradun	Rs. 57.43 lakhs
2. Director (IT), Mumbai	Rs. 11.25 lakhs
3. Director (C&B), Mumbai	Rs. 3.00 lakhs

**Total:- Rs. 71.68 lakhs**

11.25 IT  
3.00 CB

**TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME**

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5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-

2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

6. 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.
7. 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.
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11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. 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 concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.

27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.

28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

Kshetriya Shri Gandhi Ashram, Chanauda, Almora.

Through: State Director, KVIC, Dehradun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (Central **Zone**), KVIC, Bhopal, (M.P.)
2. State Director, KVIC, Dehradun (Uttarakhand)
- ✓ 3. Dy. Director I/C, (RID), KVIC, Mumbai-56
4. Dy. Director I/C, (Marketing), KVIC, Mumbai-56
5. Asstt. Director, I/C, (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Dy. Director I/C, (Accounts), KVIC, Mumbai-56

Director, (Khadi)



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE  
INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of Micro, Small & Medium Enterprises, Govt. of India  
खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/3rd Phase/2015-16/1528 Date: 27.10.2015

**SANCTION ORDER** 3-11

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Man Sarovar Uni Khadi Katai Bunai A.U.S.Samiti Ltd., Pithoragarh.** - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/15-16/102 dtd.30.10.2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, OCKVI, Dehradun sanction as accorded by in anticipation of ratification by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Man Sarovar Uni Khadi Katai Bunai A.U.S.Samiti Ltd.,Pithoragarh** for the year 2015-16 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)		7.80	Director,SO,Dehradun
a)	NMC (Woollen)	40	5.80	
b)	Looms -	5	2.00	
2	Common Facility Centre [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.84	Director, SO,Dehradun
3	Construction of shed for CFC etc.	-	8.00	Director, SO,Dehradun
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75(SD) 1.25(IT)	Director, SO,Dehradun Director(IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO,Dehradun
7	Margin money for W.C.	-	14.00	Director, SO,Dehradun
	<b>Total</b>		<b>46.64</b>	

10/05/2015  
A. Shetty  
DDCK/ADD(IT)

342/RID  
9/11



**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		0.00	Director, SO, Dehradun
2	Inventory management		0.00	Director (IT)
3	Local publicity		1.00	Director, SO, Dehradun
	<b>Total</b>		<b>1.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>47.64</b>	

(\*) Quantity in Nos. is an indicative

1.State Director, Dhradun Rs.43.39 lakhs

2.Director (IT), Mumbai Rs. 1.25 lakhs

3. Director (C&B), Mumbai Rs 3.00 lakhs

**Total:- Rs.47.64 lakhs**

**TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME**

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-

2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

6. 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.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. 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 concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.

27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.

28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

Man Sarovar Uni Khadi Katai Bunai A.U.S.Samiti Ltd, Pithoragarh.

Through: State Director, KVIC, Dehradun (Uttarakhand)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal, (M.P.)
2. State Director, KVIC, Dehradun (Uttarakhand)
3. Dy. Director I/C, (RID), KVIC, Mumbai-56
4. Dy. Director I/C, (Marketing), KVIC, Mumbai-56
5. Asst. Director, I/c (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Dy. Director I/C, (Accounts), KVIC, Mumbai-56

  
Director (Khadi)



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES  
COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/3rd Phase/2015-16/1536

Date: 29.10.2015

**SANCTION ORDER**

3-11

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Shri Gandhi Ashram, Gaucher, Chamoli, Dehradun (Uttarakhand) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/15-16/102 dtd.30.10.2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Dehradun sanction as accorded by in anticipation of ratification by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kshetriya Shri Gandhi Ashram, Gaucher, Chamoli, Dehradun (Uttarakhand) for the year 2015-16 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)		8.83	Director, SO, Dehradun
a)	NMC (Cotton)	35	4.73	
	(Woollen)	20	2.90	
b)	Looms -	3	1.20	
2	Common Facility Centre [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	9.68	Director, SO, Dehradun
3	Construction of shed for CFC	-	8.00	Director, SO, Dehradun
4	IT and Managerial	-	5.00 3.75(SD) 1.25(IT)	Director, SO, Dehradun Director (IT), Mumbai
5	Training	-	3.00	Director (C&B), Mumbai
6	Installation	-	1.00	Director, SO, Dehradun
7	Margin money for W. C.	-	14.00	Director, SO, Dehradun
	<b>Total</b>		<b>49.51</b>	

As  
Date 31/10/15

05/11/2015

D. B. (Khadi)  
A. B. (IT)

3411R10  
9/11

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, SO, Dehradun
2	Inventory management	-	10.00	Director (IT), Mumbai
3	Local publicity	-	4.50	Director, SO, Dehradun
	<b>Total</b>		<b>19.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>69.01</b>	

(\*) Quantity in Nos. is an indicative

1. State Director, Dehradun Rs. 54.76 lakhs ✓

2. Director (IT), Mumbai Rs. 11.25 lakhs ✓

3. Director (C&B), Mumbai Rs. 3.00 lakhs ✓

**Total:- Rs. 69.01 lakhs ✓**

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular

No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15-07-2014.

6. 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.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October

and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. 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 concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.



25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy. CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

Kshetriya Shri Gandhi Ashram, Gaucher, Chamoli

Through: State Director, KVIC, Dehradun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal, (M.P.)
2. State Director, KVIC, Dehradun (Uttarakhand)
3. DY. Director I/C, (RID), KVIC, Mumbai-56
4. Dy. Director I/C, (Marketing), KVIC, Mumbai-56
5. Asst. Director, I/c (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Dy. Director I/C, (Accounts), KVIC, Mumbai-56

  
Director (Khadi)



कामये सुखदामानाम् ।  
प्राणिनाम् अतिनाशनम् ॥



सत्यमेव जयते

## खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India,

**खादी निदेशालय**

**DIRECTORATE OF KHADI**

No. DKPM/Deharadoon/KRDP/2016-17/50

Date: 11.04.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Anand Gramodyog Samiti, Raipur, Deharadun- reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/16-17/54 dated. 05.04.17

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State.office, Deharadun (Uttarakhand) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Shri Anand Gramodyog Samiti, Raipur, Deharadun for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

#### **A. Production Reform**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		22.20	Director, S.O Deharadun
	NMC (New)	100	14.00	
	Woolan Charkha	20	2.80	
	Improved looms(New)	12	5.40	
2	Common Facility Centre (CFC)	As per approved Action Plan	14.95	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]	-	8.00 6.25 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>68.15</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		8.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	<b>Total</b>		<b>20.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>88.65</b>	

(\*) Quantity in Nos. is an indicative

Sr. No.	In favour of	Funds to be released (Rs. in Lakhs)
1	State Director,	76.40
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	<b>Total</b>	<b>88.65</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM /Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure - II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.

28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

**Encl:** - As above

  
**Director (Khadi)**

**To**

**The Secretary,**

Shri Anand Gramodyog Samiti, Raipur, Deharadun  
Dist. Deharadun - Uttarakhand-248171

**Through:** State. Director,  
KVIC, Deharadun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State Director, KVIC, Deharadun (Uttarakhand)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

  
**Director (Khadi)**



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६  
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056  
Tele-fax: 022-2671 5860 email: [director@kvic.gov.in](mailto:director@kvic.gov.in) and email:  
[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



## खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India,

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/Deharadun/KRDP/2016-17/53

Date: 11.04.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Uttar Pradesh Grampdyog Samiti, Harravala, Deharadun - reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/16-17/54 dated. 05.04.17

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Deharadun (Uttakhand) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Uttar Pradesh Grampdyog Samiti, Harravala, Deharadun for the year 2016-17 under Normal Category 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)		21.70	Director, S.O Deharadun
	NMC (New)	50	7.00	
	Improved looms(New)	15	6.00	
	<b>Replacement</b>			
	Woolen Charkha	60	8.70	
2	Common Facility Centre (CFC)	As per approved Action Plan	12.50	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]	-	7.80 6.05 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>65.00</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		18.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director,S.O,
	<b>Total</b>		<b>30.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>95.50</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	83.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	<b>Total</b>	<b>95.50</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM /Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide



Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected

outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.

27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

**Encl:** - As above

  
**Director (Khadi)**

**To**

**The Secretary,**

Uttar Pradesh Gramodyog Samiti, Harravala, Deharadun  
Dist. Deharadun -Uttarakhand-248160

**Through:** State. Director,  
KVIC, Deharadun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State. Director, KVIC, Deharadun, Uttarakhand
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

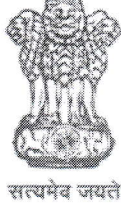


  
**Director (Khadi)**

ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056

Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in) and email:  
[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



## खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of Micro, Small & Medium Enterprises, Govt. of India,

### खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/Varanasi/KRDP/12/2016-17 151

Date: 11.04.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Niketan, Mahuadabara, Jaspur - reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/16-17/54 dated. 05.04.17

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Deharadun (Uttarakhand) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Khadi Gramodyog Niketan, Mahuadabara, Jaspur for the year 2016-17 under Normal Category 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)		16.35	Director, S.O Deharadun
	NMC (New)	75	7.00	
	Improved looms(New)	13	3.60	
2	Common Facility Centre (CFC)	As per approved Action Plan	14.00	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]	-	8.00 6.25 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>61.35</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	<b>Total</b>		<b>17.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>78.85</b>	

(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	66.60
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	<b>Total</b>	<b>78.85</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM /Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
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9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
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11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
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17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure - II**.
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20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
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27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.

28.The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

29.The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

**Encl:** - As above

  
**Director (Khadi)**

**To**

**The Secretary,**

Khadi Gramodyog Niketan, Mahuadabara, Jaspur  
Dist. Udham Singh Nagar –Uttarakhand-244712

**Through: State Director,**  
KVIC, Deharadun (Uttarakhand)

**Copy for information & necessary action to:-**

- 1.The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
- 2.State Director, KVIC, Deharadun, Uttarakhand
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56

  
**Director (Khadi)**



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056

Tele-fax: 022-2671 5860 email: [director@kpm.kvic.gov.in](mailto:director@kpm.kvic.gov.in) and email:  
[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)





## खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of Micro, Small & Medium Enterprises, Govt. of India,

### खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/Varanasi/KRDP/12/2016-17/52

Date: 11.04.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bunakar Khadi Samiti, Udham Singh Nagar, Jaspur - reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/16-17/54 dated. 05.04.17

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Deharadun (Uttarakhand) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Bunakar Khadi Samiti, Udham Singh Nagar, Jaspur for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

#### **A. Production Reform**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		22.00	Director, S.O Deharadun
	NMC (New)	50	7.00	
	Woolen Charkha	40	6.00	
	Improved looms(New)	20	9.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	12.20	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]	-	8.00 6.25 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>65.20</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director,S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director,S.O,
	<b>Total</b>		<b>22.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>87.70</b>	

(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	75.45
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	<b>Total</b>	<b>87.70</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM /Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide

Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected

outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure - II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.

27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

**Encl:** - As above

  
**Director (Khadi)**

**To**

**The Secretary,**

Bunakar Khadi Samiti, Udham Singh Nagar, Jaspur  
Dist. Udham Singh Nagar -Uttarakhand -244712

**Through:** State Director,  
KVIC, Deharadun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State Director, KVIC, Deharadun, Uttarakhand
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56



  
**Director (Khadi)**

ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056

Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in) and email:  
[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



## खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India,

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/CZ/KRDP/3rd phase/Deharadun/2017-18

Date: 24.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kaushlya Gramin Vikas Avam Parsshikshan Sansthan, Indra Nagar, Deharadun - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/257 dtd 21.08.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/32 dt. 26.07.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Statr Office, KVIC, Deharadun, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kaushlya Gramin Vikas Avam Parsshikshan Sansthan, Indra Nagar, Deharadun for the year 2017-18 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)		5.50	S O, Deharadun
	8 Spindle NMC	25	3.50	
	Improved Loom	5	2.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	4.70	S O, Deharadun
3	Construction of shed for CFC	-	5.00	S O, Deharadun
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 (S O) Rs. 1.25 (IT)	S O, Deharadun Director (IT)
5	Training	-	1.50	Director (c.b.)
6	Installation	-	1.00	S O, Deharadun
7	Margin money for Working Capital	-	8.00	S O, Deharadun
	<b>Total</b>		<b>30.70</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	S O, Deharadun
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	S O, Deharadun
	<b>Total</b>		<b>12.50</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>43.20</b>	
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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, Deharadun	35.45
2	Director (I.T.)	6.25
3	Director (C.B.)	1.50
	<b>Total</b>	<b>43.20</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2013 and letter No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14

dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.



16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy. CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. 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, there should be some code number embossed on such tools and implements.
31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
34. Director Khadi, Director RID and State. Office, KVIC, Deharadun should ensure timely implementation and submission of UCs in the prescribed format.
35. 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.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.

37.The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

1/12 24/8/2012  
Director (Khadi)

**To**  
**The Secretary**  
Kaushlya Gramin Vikas Avam  
Parsshikshan Sansthan,  
Indra Nagar, Deharadun

**Through:** State Director,  
KVIC, Deharadun (Uttarakhand)

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
- 2.State Director, KVIC, Deharadun
3. Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt. Director I/c (Marketing), KVIC, Mumbai-56
5. Director, (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

1/12 24/8/2012  
Director (Khadi)



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056

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## खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

Ministry of Micro, Small & Medium Enterprises, Govt. of India,

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/CZ/KRDP/3rd phase/Deharadun/2017-18

Date: 24.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Evam

Gramodyog Vikas Samiti, Mehwala Mafi, Raipur, Deharadun - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/257 dtd 21.08.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/32 dt. 26.07.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Statr Office, KVIC, Deharadun, 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 Evam Gramodyog Vikas Samiti, Mehwala Mafi, Raipur, Deharadun for the year 2017-18 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)		5.50	S O, Deharadun
	8 Spindle NMC	25	3.50	
	Improved Loom	5	2.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	4.70	S O, Deharadun
3	Construction of shed for CFC	-	5.00	S O, Deharadun
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 (S O) Rs. 1.25 (IT)	S O, Deharadun Director (IT)
5	Training	-	1.50	Director (c.B.)
6	Installation	-	1.00	S O, Deharadun
7	Margin money for Working Capital	-	8.00	S O, Deharadun
	<b>Total</b>		<b>30.70</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	S O, Deharadun
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	S O, Deharadun
	<b>Total</b>		<b>12.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>43.20</b>	

(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	S O, Deharadun	35.45
2	Director (I.T.)	6.25
3	Director (C.B.)	1.50
	<b>Total</b>	<b>43.20</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

1. 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.
2. 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.
3. 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 KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM /Kh Imple/Mfg/860/Vol-II/2013-14

dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. 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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. 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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. 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.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. 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.
14. 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.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. 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.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. 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 on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. 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.
22. 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**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy. CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that 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 reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. 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, there should be some code number embossed on such tools and implements.
31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
34. Director Khadi, Director RID and State. Office, KVIC, Deharadun should ensure timely implementation and submission of UCs in the prescribed format.
35. 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.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.



37. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

12/24/8/2018  
Director (Khadi)

To

**The Secretary**

Khadi Evam Gramodyog Vikas Samiti,  
Mehuwala Mafi, Raipur, Deharadun

**Through: State Director,  
KVIC, Deharadun (Uttarakhand)**

**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. State Director, KVIC, Deharadun
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Asstt. Director I/c (Marketing), KVIC, Mumbai-56
5. Director, (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

12/24/8/2018  
Director (Khadi)



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