



KHADI AND VILLAGE INDUSTRIES COMMISSION
DIRECTORATE OF KHADI

'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/IIInd Phase/2015-16/1036

Date: 20.05.2015

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Hadoti Khadi Gramodyog Samiti, Kota (Rajasthan) - reg.

Ref: 1. SFC resolution No.Khadi/2015-16/5 dated 09-05-2015
2. Budget Allocation No.BGT/Khadi/ALLO/2015-16/39 dated 18-05-2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, OCKVI, Jaipur sanction as accorded by SFC (Khadi) in its 1st meeting held on 09-05-2015 under above referred Resolution in favour of **Hadoti Khadi Gramodyog Samiti, Kota (Rajasthan)** 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)		12.50	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	70	9.50	
b)	Improved Looms - Cotton/Wool/Silk/ Polyvastra	10	3.00	
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	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO

4	i) Managerial ii) IT [Computer and remuneration to Reform Implementation Officer]	-	6.25 1.75	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	0.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		57.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	17.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	3.80	Director, SO/DO
	Total		30.80	
	GRAND TOTAL (A+B)		88.30	

(*) 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.

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C.B. 11.75
3.00

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
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

Dy. Director, I/c (Khadi)

To

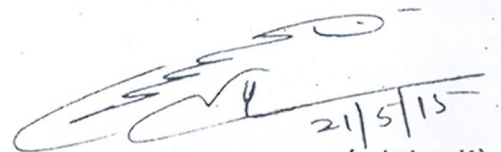
The Secretary

Hadoti Khadi Gramodyog Samiti, Kota (Rajasthan)

Through: State Director, OCKVI, Jaipur (Rajasthan)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), OCKVI, Rajghat, New Delhi.
2. State I Director, OCKVI, Jaipur (Rajasthan)
3. Director (RID), OCKVI, Mumbai-56
4. Director (Marketing), OCKVI, Mumbai-56
5. Dy. Director, I/c (Capacity Building), OCKVI, Mumbai-56
6. Director (IT), OCKVI, Mumbai-56
7. Director (Accounts), OCKVI, Mumbai-56


21/5/15
Dy. Director, I/c (Khadi)



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No. DKPM/KRDP/DRA/IIInd Phase/2015-16/1038

Date: 20.05.2015

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Gandhi Seva Sadan, Bayana Bharatpur, 321401 (Rajasthan) - reg.

Ref: 1. SFC resolution No.Khadi/2015-16/5 dated 09-05-2015
2. Budget Allocation No.BGT/Khadi/ALLO/2015-16/39 dated 18-05-2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, OCKVI, Jaipur sanction as accorded by SFC (Khadi) in its 1st meeting held on 09-05-2015 under above referred Resolution in favour of Shri Gandhi Seva Sadan, Bayana Bharatpur, 321401 (Rajasthan) 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)		25.00	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	140	18.90	
b)	Improved Looms - Cotton/Wool/Silk/ Polyvastra	20	6.10	
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	13.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO

4	Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		67.25	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	8.00	Director (IT)
3	Local publicity	-	3.12	Director, SO/DO
	Total		30.12	
GRAND TOTAL (A+B)			97.37	

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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.

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Encl: - As above

Dy. Director, I/c (Khadi)

To
The Secretary
Shri Gandhi Seva Sadan, Bayana Bharatpur, 321401 (Rajasthan)
Through: State Director, OCKVI, Jaipur (Rajasthan)

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21/5/15
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No. DKPM/KRDP/DRA/IIInd Phase/2015-16/1037

Date: 20.05.2015

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Ajmer Merawara Gram Seva Mandal, Ajmer, (Rajasthan)** - reg.

Ref: 1. SFC resolution No.Khadi/2015-16/5 dated 09-05-2015
2. Budget Allocation No.BGT/Khadi/ALLO/2015-16/39 dated 18-05-2015.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, OCKVI, Jaipur sanction as accorded by SFC (Khadi) in its 1st meeting held on 09-05-2015 under above referred Resolution in favour of **Ajmer Merawara Gram Seva Mandal, Ajmer, (Rajasthan)** 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)		12.50	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	70	9.50	
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4	i) Managerial ii) I.T. [Computer and remuneration to Reform Implementation Officer]	-	6.25 1.75	Director, SO/DO Director (IT)
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6	Installation	-	0.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		57.50	

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3	Local publicity	-	3.80	Director, SO/DO
	Total		30.80	

	GRAND TOTAL (A+B)		88.30	
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Encl: - As above

Dy. Director, I/c (Khadi)

To
The Secretary
Ajmer Merawara Gram Seva Mandal, Ajmer, (Rajasthan)
Through: State Director, OCKVI, Jaipur (Rajasthan)

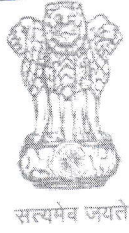
Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), OCKVI, Rajghat, New Delhi.
2. State I Director, OCKVI, Jaipur (Rajasthan)
- ✓ 3. Director (RID), OCKVI, Mumbai-56
4. Director (Marketing), OCKVI, Mumbai-56
5. Dy. Director, I/c (Capacity Building), OCKVI, Mumbai-56
6. Director (IT), OCKVI, Mumbai-56
7. Director (Accounts), OCKVI, Mumbai-56


21/5/15
Dy. Director, I/c (Khadi)



कामये दुर्यतप्रानाम्।
प्रणिनाम् 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/NZ/KRDP/S.O.Jaipur/3rd phase/2016-17 /620

Date: 27.10.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Lok Sewa Samiti, Nagar, Bharatpur (Raj)- reg.

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17/70 dt. 13.10.2016
2. SFC Resolution No. Khadi/2016-17/17 dt. 30.09.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, JAIPUR, sanction as accorded in anticipation of SFC and further rectified by SFC (Khadi) vide its Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Lok Sewa Samiti, Nagar, Bharatpur (Raj) 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)		20.00	Director, S.O.
a)	New Model Charkha Reeling Unit & Basin	Charkha - 140 Imp.Loom - 7	17.20 2.80	
2	Common Facility Centre (CFC)	As per approved Action Plan	8.00	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 Rs. 6.25 Rs. 1.75	Director, S.O. Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		59.00	

B. Marketing Reform

S.N..	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	15.00	Director, S.O.
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O.
	Total		30.00	
	GRAND TOTAL (A+B)		89.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director	74.25
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	89.00

**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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

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

Lok Sewa Samiti, Nagar, Bharatpur (Raj) – 321 205

Through: State Director, KVIC,

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Chandigarh
2. State Director, KVIC, Jaipur
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Dy. 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

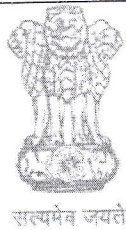

Director (Khadi)



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 and
email: kc@kvic.gov.in Website: www.kvic.org.in



कामये दूरवत्प्रानाम्।
प्राणिनाम् अतिनिशानम्॥



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/NZ/KRDP/S.O.Jaipur/3rd phase/2016-17/619

Date: 27.10.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Vikas Samiti, Nadbai, Bharatpur (Raj) - reg.

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17/70 dt. 13.10.2016
2. SFC Resolution No. Khadi/2016-17/17 dt. 30.09.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, JAIPUR, sanction as accorded in anticipation of SFC and further rectified by SFC (Khadi) vide its Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of of Khadi Gramodyog Vikas Samiti, Nadbai, Bharatpur (Raj) 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)		16.85	Director, S.O.
a)	New Model Charkha Reeling Unit & Basin	Charkha - 75 Imp.Loom - 18	10.12 6.73	
2	Common Facility Centre (CFC)	As per approved Action Plan	9.00	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 Rs. 6.25 Rs. 1.75	Director, S.O. Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		56.85	

B. Marketing Reform

S.N..	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	10.00	Director, S.O.
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O.
	Total		20.0	
	GRAND TOTAL (A+B)		76.85	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director	67.10
2	Director (I.T.)	6.75
3	Director (C.B.)	3.00
	Total	76.85

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.

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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.
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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.
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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 Vikas Samiti, Nadbai, Bharatpur(Raj) – 321 602

Through: State Director, KVIC,

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North **Zone**), KVIC, Chandigarh
2. State Director, KVIC, Jaipur
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Dy. 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

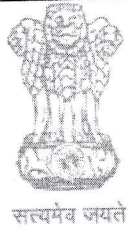

Director (Khadi)



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 and
email: kc@kvic.gov.in Website: www.kvic.org.in



काममे दृष्टव्यप्रानाम्।
प्राणिनाम् आतिनाशनम्॥



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/NZ/KRDP/S.O.Jaipur/3rd phase/2016-17 /618

Date: 27.10.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Nav Nirman sangh, Udaypur(Raj) - reg.

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17/70 dt. 13.10.2016
2. SFC Resolution No. Khadi/2016-17/17 dt. 30.09.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, JAIPUR, sanction as accorded in anticipation of SFC and further rectified by SFC (Khadi) vide its Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Nav Nirman sangh, Udaypur(Raj) 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)		13.20	Director, S.O.
a)	New Model Charkha Reeling Unit & Basin	Charkha - 60 Imp.Loom - 10	9.20 4.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	8.20	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 Rs. 6.25 Rs. 1.75	Director, S.O. Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		52.40	

B. Marketing Reform

S.N..	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, S.O.
2	Inventory management	-	9.66	Director (IT)
3	Local publicity	-	4.55	Director, S.O.
	Total		33.21	
	GRAND TOTAL (A+B)		85.61	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director	71.20
2	Director (I.T.)	11.41
3	Director (C.B.)	3.00
	Total	85.61

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.
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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.

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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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

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

Nav Nirman Sangh, Udaipur(Raj)-313 001

Through: **State Director, KVIC,**

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Chandigarh
2. State Director, KVIC, Jaipur
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Dy. 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

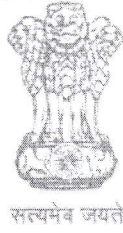

Director (Khadi)



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 and
email: kc@kvic.gov.in Website: www.kvic.org.in



कामये दूरकलप्रानम्।
प्रणिनाम् आतिनाशनम्।



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/NZ/KRDP/S.O.Jaipur/3rd phase/2016-17

1617

Date: 27.10.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khamor Khadi Gramodyog Ut.S.S. Ltd.,Shahpura,Bhilwara(Raj)- reg.

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17/70 dt. 13.10.2016
2. SFC Resolution No.Khadi/2016-17/17 dt. 30.09.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, JAIPUR, sanction as accorded in anticipation of SFC and further rectified by SFC (Khadi) vide its Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of of Khamor Khadi Gramodyog Ut.S.S. Ltd.,Shahpura,Bhilwara(Raj) 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)		11.75	Director, S.O.
a)	New Model Charkha Reeling Unit & Basin	Charkha - 50 Imp.Loom - 10	7.75 4.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	8.00	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 Rs. 6.25 Rs. 1.75	Director, S.O. Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		50.75	

B. Marketing Reform

S.N..	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	14.00	Director, S.O.
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O.
	Total		29.00	
	GRAND TOTAL (A+B)		79.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director	65.00
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	79.75

TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIs, 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

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

Khamor Khadi Gramodyog Ut.S.S. Ltd., Shahpura, Bhilwara(Raj) – 311 404

Through: State Director, KVIC,

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North **Zone**), KVIC, Chandigarh
2. State Director, KVIC, Jaipur
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Dy. 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


Director (Khadi)

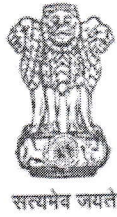


ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

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

Tele-fax: 022-2671 5860 email: directorkpm@kvic.gov.in and

email: kc@kvic.gov.in Website: 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)/KRDP/Gen/3rd Phase/Raj./2016-17/ 939 Date: 20.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Udyog Mandir, Amer, Jaipur (**Rajasthan**) - reg.

Ref: 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/40/dt. 27-02-2017.
2. BGt/Khadi/Allo/2016-17/134/ dt.14-03-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Patna (Bihar) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Udyog Mandir, Amer, Jaipur (**Rajasthan**) for the year 2016-17 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)		20.80	Director, S.O. Jaipur
a)	NMC (Woollen)	80	12.00	
b)	Improved Looms –	22	8.80	
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	0.00	Director, S.O. Jaipur
3	Construction of shed for CFC	-	0.00	Director, SO Jaipur
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Jaipur Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Jaipur
7	Margin money for W. Capital	-	14.00	Director, SO Jaipur
	Total		46.80	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Jaipur
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	4.00	Director, SO Jaipur
	Total		30.50	
GRAND TOTAL (A+B)			77.30	

(*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1.	State Director	65.05
2.	Director (IT)	9.25
3.	Director (CB)	3.00
	Total	77.30

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

- 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.
 - 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.
 - 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.
 - 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.
 - 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.

5. 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.
6. 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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14. 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.
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16. 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.

17. 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**.
18. 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.
19. 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.
20. 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.
21. 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**.
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25. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
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 .

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
Udyog Mandir, Amer, Jaipur (Rajasthan) - reg.

Through: State Director,
KVIC, Jaipur (Rajasthan)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Jaipur (Rajasthan)
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), 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 and email:
kc@kvic.gov.in Website: 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)/KRDP/Gen/3rd Phase/Raj./2016-17/ 938 Date: 20.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Khadi Gramodyog Samiti Lalsot, Dausa, **(Rajasthan)**
- reg.

Ref: 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/40/dt. 27-02-2017.
2. BGT/Khadi/Allo/2016-17/134/ dt.14-03-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Patna (Bihar) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kshetriya Khadi Gramodyog Samiti Lalsot, Dausa, **(Rajasthan)** for the year 2016-17 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)		22.85	Director, S.O. Jaipur
a)	NMC (Woollen)	110	14.85	
b)	Improved Looms –	20	8.00	
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	10.00	Director, S.O. Jaipur
3	Construction of shed for CFC	-	5.00	Director, SO Jaipur
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Jaipur Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Jaipur
7	Margin money for W. Capital	-	14.00	Director, SO Jaipur
	Total		63.85	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Jaipur
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Jaipur
	Total		31.50	
	GRAND TOTAL (A+B)		95.35	

(*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released (Rs. in lakhs)
1.	State Director	83.10
2.	Director (IT)	9.25
3.	Director (CB)	3.00
	Total	95.35

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.
 1. 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.
 2. 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.
 3. 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.
 4. 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.

5. 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.
6. 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.
7. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
8. 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.
9. 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.
10. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
11. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
12. 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.
13. 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.
14. 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.
15. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
16. 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.

17. 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**.
18. 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.
19. 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.
20. 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.
21. 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**.
22. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
23. 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.
24. 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.
25. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
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 .

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
Kshetriya Khadi Gramodyog Samiti Lalsot, Dausa, (Rajasthan) - reg.

Through: State Director,
KVIC, Jaipur (Rajasthan)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Jaipur (Rajasthan)
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), 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 and email:
kc@kvic.gov.in Website: 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)/NZ/KRDP/3rd phase/S.o.Jai./2017-18 /270

Date: 03.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Banswara Zilla Seva Sangh Partapur Gandhi Bhavan, Banswara. (Rajasthan)** - reg.

Ref: Budget Allocation No. BGT/Khadi/Allo/2017-18/248 dtd 25.07.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/26 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Jaipur, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Banswara Zilla Seva Sangh Partapur Gandhi Bhavan, Banswara. (Rajasthan)** 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	SO, Jaipur
	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	7.50	SO, Jaipur
3	Construction of shed for CFC	-	5.00	SO, Jaipur
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (SO) Rs. 1.50 (IT)	SO, Jaipur Director (IT)
5	Training	-	2.00	Director (C.B.)
6	Installation	-	1.00	SO, Jaipur
7	Margin money for Working Capital	-	14.00	SO, Jaipur
	Total		41.00	

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, Jaipur
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO, Jaipur
	Total		13.00	

	GRAND TOTAL (A+B)		54.00	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Jaipur	45.50
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	54.00

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
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**.
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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, Jaipur (Rajasthan) 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

3/12/12
Director (Khadi)

To

The Secretary

Banswara Zilla Seva Sangh Partapur Gandhi Bhavan, Banswara. (Rajasthan)

Through: State Director,
KVIC, Jaipur (Rajasthan)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi
2. State Director, KVIC, Jaipur (Rajasthan)
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

3/12/12
Director (Khadi)

