



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Vikas Mandal, 136, nagla Astal, Kasganj **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Khadi Gramodyog Vikas Mandal, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	13.50	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.86</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	14.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>96.86</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

- (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.

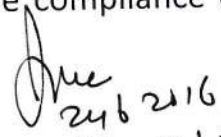
- (3) The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- (4) Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / Ld

To

**The Secretary**

Khadi Gramodyog Mandal,  
136, nagla Astal, Sahawar Gate, Kasganj

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / Ld  




## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Khadi Vikas Sansthan, Ram Nagar, Chandpur, Noorpur, Bijnoor **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Shri Khadi Vikas Sansthan, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.36</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	16.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>31.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>98.36</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

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.
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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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*me*  
24/6/2016  
Director (Khadi) / 20

To

**The Secretary**

Shri Khadi Vikas Sansthan,  
Ram Nagar, Chandpur,  
Noorpur, Bijnoor-246734

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

*me*  
24/6/2016  
Director (Khadi) / 20  
*me*



## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Khadi Sewa Ashram, Rajakatajpur, Noorpur, Bijnoor **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Shri Khadi Sewa Ashram, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
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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
	<b>Total</b>		<b>65.36</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	15.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>30.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>95.36</b>	
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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.
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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.
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This is issued with the approval of Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / LO

To

**The Secretary**

Shri Khadi Sewa Ashram,

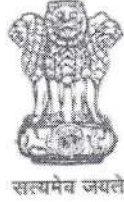
Rajakatajpur, Noorpur, Bijnoor -246735

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / LO  

## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Roshan Gr. Sansthan, Sarthal, Chandosusi, Sambhal **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Roshan Gr. Sansthan, Sambhal, 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)		20.24	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	13.50	
b)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
c)	Looms accessories	12	0.26	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment		14.00	Director, SO/DO



	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>65.24</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	12.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>27.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>92.24</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.

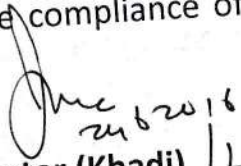
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24.6.2016  
Director (Khadi) / Lo

To


**The Secretary**

Roshan Gr. Sansthan, Sambhal,  
Sarthal, Chandosusi, Sambhal -244414

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24.6.2016  
Director (Khadi) / Lo





## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Sarvoday Khadi Ashram, Chhara, Atrauli, Aligarh, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Sarvoday Khadi Ashram, Chhara, Aligarh, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment		12.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>66.36</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	11.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>26.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>92.36</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.



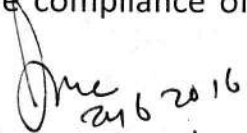
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
21/6/2016  
Director (Khadi) / L

To



**The Secretary**

Sarvoday Khadi Ashram, Chhara,  
Atrauli, Aligarh-202123

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
21/6/2016  
Director (Khadi) / L  




## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kaid Khadi Gr. Vikas Samiti, Modha, Kath, Muradabad, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Kaid Khadi Gr. Vikas Samiti, Muradabad, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin	-		
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric	-	13.50	Director, SO/DO

	printing, readymade garment facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.86</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	16.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>98.86</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.
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implementation of this programme and maintain necessary books of accounts.

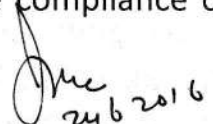
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
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11. The assets created out of the KRDP funds be invariably mortgaged / 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.
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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**.

This is issued with the approval of Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / L

**To**

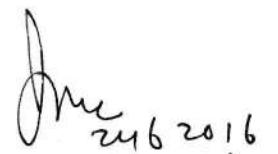

**The Secretary**

Kaid Khadi Gr. Vikas Samiti, Modha, Kath,  
Muradabad -244001

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / L  




## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### **SANCTION ORDER**

- Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bunkar Gr.Samiti,Charrah,Aligarh,**under Normal Category-** reg.
- Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Bunkar Gr. Samiti,Aligarh, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories,	-	12.00	Director, SO/DO

	services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>66.36</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	10.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>91.36</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.



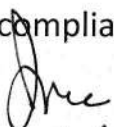
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / 20

To

**The Secretary**

Bunkar Gr. Samiti, Charrah,  
Aligarh, 202130

Through: Div. Director, KVIC, Meerut.

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / 20  
o/c



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramodyog Seva Samiti, Hazratnagar, Garhi, Sambhal **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Gramodyog Seva Samiti, Sambhal, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.36</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	6.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>21.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>88.36</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.

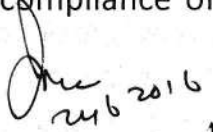
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / L0

To

**The Secretary**

Gramodyog Seva Samiti, Hazratnagar, Garhi,  
Sambhal -244303

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / L0  
OK →





## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Amit Khadi Gr.Sansthan, Khandarawali, Kairana, Shamli, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Amit Khadi Gr.Sansthan, 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)		24.37	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.89	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	15	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	12.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.37</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	17.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>32.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>99.37</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.
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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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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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12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / 20

To

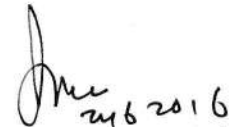

**The Secretary**

Amit Khadi Gr.Sansthan,  
Khandarawali, Kairana, Shamli-247776

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / 20  




## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shanti Niketan , Awagarh House Post Office Road, Etah, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Shanti Niketan Etah, 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)		23.48	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.00	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	11.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>65.48</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	12.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>27.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>92.48</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.

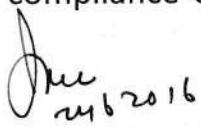
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
Director (Khadi) / 20

To

**The Secretary**

Shanti Niketan Awagarh House Post Office Road,  
Etah, -207001

Through: Div. Director, KVIC, Meerut.

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / 20  
o/c → 2



## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Saghan Kshetra Vikas Samiti, Aonla, Dist. Bareilly, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Saghan Kshetra Vikas Samiti, Bareilly, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	14.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>68.36</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	14.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>97.36</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.
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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.
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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

To

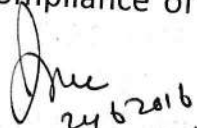
**The Secretary**

Saghan Kshetra Vikas Samiti, Aonla,  
Dist. Bareilly-243301

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / 20

  
24/6/2016  
Director (Khadi) / 20  




## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Shri Gram Swarajya Ashram, Sindauli, Meerganj, Dist. Bareilly, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated. 30.03.2016  
2. Budget Allocation No BGT/Khadi/.Allo/2015-16/164 dt. 30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Kshetriya Shri Gram Swarajya Ashram, Bareilly, 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)		19.98	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	13.50	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	11.00	Director, SO/DO



	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>61.98</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	12.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>27.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>88.98</b>	

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

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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**.

This is issued with the approval of Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*me*  
24/6/2016  
Director (Khadi) / 20

To

**The Secretary**

Kshetriya Shri Gram Swarajya Ashram, Sindauli, Meerganj,  
Dist. Bareilly-243601

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

*me*  
24/6/2016  
Director (Khadi) / 20  
o/k →  
2/2

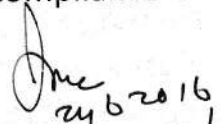
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Encl: - As above

  
Director (Khadi) / 20

To

**The Secretary**

Kshetriya Shri Gram Swarajya Ashram, Sindauli, Meerganj,  
Dist. Bareilly-243601

Through: **Div. Director, KVIC, Meerut.**

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

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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 (Khadi) / 20  
o/c → 2



## 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/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gangotri Khadi Gramodyog Mandal, Kakather, Dhanaura, Gajraula, Dist. Amroaha, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Gangotri Khadi Gramodyog Mandal, Amroaha, 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)		23.35	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	16.87	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12 54000/-	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	12.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>66.35</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	10.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>91.35</b>	

(\*) Quantity in Nos. is an indicative

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

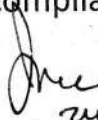
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / Lo

To

**The Secretary**

Gangotri Khadi Gramodyog Mandal, Amroaha ,  
Kakather, Dhanaura, Gajraula, Dist. Amroaha ,

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / Lo  




## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Patel Sewa Ashram, Jasala, Shamli, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Shri Patel Sewa Ashram, Jasala, Shamli, 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)		23.63	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	15.53	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	15	8.10	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	11.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>65.63</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	10.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>90.63</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

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.

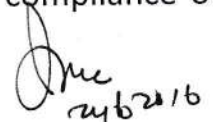
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
Director (Khadi) / 20

To

**The Secretary**

Shri Patel Sewa Ashram, Jasala,  
Shamli -247775

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / 20  
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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. DKPM/KRDP/3rd Phase/Meerut /2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Mandal, Dharyal, Tanda, Rampur **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Khadi Gramodyog Mandal, Rampur, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	13.50	
b)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
c)	Looms accessories	12	3.38	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.36</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	10.00	Director, SO/DO
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3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>92.36</b>	

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#### 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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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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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.

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This is issued with the approval of Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*me*  
24/6/2016  
Director (Khadi) / 20

To

**The Secretary**

Khadi Gramodyog Mandal, Dharyal, Tanda,  
Rampur -244901

Through: Div. Director, KVIC, Meerut.

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
3. Director (RID), KVIC, Mumbai.
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5. Director (Capacity Building), KVIC, Mumbai
6. Director (IT), KVIC, Mumbai
7. Director (Accounts), KVIC, Mumbai

*me*  
24/6/2016  
Director (Khadi) / 20  
07/2



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

- Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Lok Sewa Ashram, Badaun, under **Normal Category** - reg.
- Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Lok Sewa Ashram, Badaun, 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
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	services and maintenance etc.]			
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6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>66.35</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
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	<b>Total</b>		<b>29.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>95.35</b>	
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#### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRDP PROGRAMME

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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.

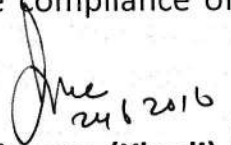
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
Director (Khadi) / 20

To

**The Secretary**

Lok Sewa Ashram,

Badaun , Dist. Badaun -243601

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / 20  
07/2/20





## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mahalaxmi Khadi Gr. Sansthan, Bhairamaui, Nakur Saharanpur, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 24.02.2016 at New Delhi under above referred Resolution in favour of Mahalaxmi Khadi Gr. Sansthan, Saharanpur, 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)		23.35	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.87	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	12.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>66.35</b>	

### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	19.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>34.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>100.35</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.

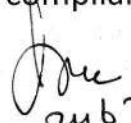
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi)/Lo

To


**The Secretary**

Mahalaxmi Khadi Gr. Sansthan,  
Bhairamau, Nakur Saharanpur, Saharanpur-247342

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi)/Lo  
o/c → R →



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri Narayan Bhatt Sewa Samiti, Mudiya Dhuraki, Kasganj, Dist.Kasganj **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Shri Narayan Bhatt Sewa Samiti, Badaun, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	13.50	
b)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
c)	Looms accessories	12	3.38	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.36</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, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>20.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>49.00</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.
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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.

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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.

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This is issued with the approval of Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*me*  
24/6/2016  
Director (Khadi) / 20

To

**The Secretary**

Shri Narayan Bhatt Sewa Samiti,  
Mudiya Dhuraki, Kasganj, Dist.Kasganj-202123

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

*me*  
24/6/2016  
Director (Khadi) / 20  
o/c 4 2



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Panchal Sewa Sansthan, Dhenwa, Nakur, Saharanpur, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Panchal Sewa San., Saharanpur, 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)		23.36	Director (S.O.)
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b)	Silk Reeling Basin	-	-	
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	12.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
3	Construction of shed for CFC etc.	-	-	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.24(SO) 1.76(IT)	Director, SO/DO Director (IT)
5	Training	-	-	Director (Capacity Building)
6	Installation	-	-	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	5.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>20.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>49.00</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.
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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 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.

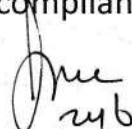
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be 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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

  
24/6/2016  
Director (Khadi) / 20

To


**The Secretary**

Panchal Sewa Sansthan, Dhenwa, Nakur,  
Saharanpur -247001

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

  
24/6/2016  
Director (Khadi) / 20  
0/c 2 → 4 / 20



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Rashmi Khadi Gr.Sansthan, Nakur,Saharanpur,**under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Rashmi Khadi Gr.Sanstha, Saharanpur, 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)		23.12	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.64	
b)	Silk Reeling Basin	-	-	
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	10.00	Director, SO/DO



	facilities, testing laboratories, services and maintenance etc.]			
3	Construction of shed for CFC etc.	-	-	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.24(SO) 1.76(IT)	Director, SO/DO Director (IT)
5	Training	-	-	Director (Capacity Building)
6	Installation	-	-	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	5.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>20.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>49.00</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

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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*Me*  
24/6/2016  
Director (Khadi) / *o/c*

To

**The Secretary**

Rashmi Khadi Gr.Sanstha, Nakur,  
Dist. Saharanpur - 247342

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (**Central Zone**), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

*Me*  
24/6/2016  
Director (Khadi) / *o/c*



## 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/3rd Phase/Meerut/2016-17

Date: 31.05.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Rudayan Gram Vikas Ashram, Sambal, **under Normal Category** - reg.

**Ref:** 1. SFC resolution No. **Khadi/2015-16/37** dated.30.03.2016  
2. Budget Allocation NoBGT/Khadi/.Allo/2015-16/164 dt.30.3.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) in its 6<sup>th</sup> meeting held on 29.03.2016 at New Delhi under above referred Resolution in favour of Rudayan Gram Vikas Ashram, Sambal, 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)		23.36	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88	
b)	Silk Reeling Basin	-	-	
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	-	9.50	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]			
3	Construction of shed for CFC etc.	-	-	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.24(SO) 1.76(IT)	Director, SO/DO Director (IT)
5	Training	-	-	Director (Capacity Building)
6	Installation	-	-	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	

#### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	5.00	Director, SO/DO
2	Inventory management	-	10.00	e
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>20.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>49.00</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.
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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.

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 Competent Authority with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

Encl: - As above

*Me*  
24/6/2016  
Director (Khadi) / 20

**To**

**The Secretary**

Rudayan Gram Vikas Ashram,  
Sambal, Dist.sambhal.244302

**Through: Div. Director, KVIC, Meerut.**

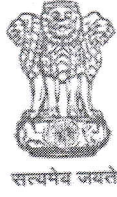
**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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

*Me*  
24/6/2016  
Director (Khadi) / 20  
07C →



काममे बुद्ध्यात्मनम्।  
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/KRDP/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Sree Gandhi Ashram Banna Devi, Aligarh **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Kshetriya Sree Gandhi Ashram Banna Devi, Aligarh 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)		22.90	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.42	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	15.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

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
	<b>Total</b>		<b>68.90</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	17.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>32.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>100.90</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

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

1  
Director (Khadi)

To

**The Secretary**

Kshetriya Sree Gandhi Ashram Banna Devi, Aligarh

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) /C.O



कामये दुःखतमानाम्।  
प्राणिनाम् अतिनिश्चयम्॥



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/KRDP/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Shree Gandhi Ashram, Saharanpur **under Normal Category** - reg.

**Ref:** 1. Budget Allocation No.BGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Kshetriya Shree Gandhi Ashram, Saharanpur 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)		25.00	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	160	19.60	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	10	5.40	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	11.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25 (SO) 1.75 (IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>67.00</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	17.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>32.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>99.00</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**

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. 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**

Kshetriya Shree Gandhi Ashram, Saharanpur

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L. S.**



कर्मणे दुःखप्रसन्नम्।  
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/KRDP/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshetriya Shree Gandhi Ashram, Shikohabad, Firozabad **under Normal Category-** reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Kshetriya Shree Gandhi Ashram, Shikohabad, Firozabad 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)		23.53	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	15.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

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
	<b>Total</b>		<b>69.53</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	18.50	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>33.50</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>103.53</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

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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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**.
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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.
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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

Kshetriya Shree Gandhi Ashram, Shikohabad, Firozabad

Through: Div. Director, KVIC, Meerut.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O





## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Dhirendra Pradhan Seva Samiti, Chandupura, Meerut **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Dhirendra Pradhan Seva Samiti, Chandupura, Meerut 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)		23.53	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	14.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

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
	<b>Total</b>		<b>68.53</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	18.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>33.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>101.53</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**

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.
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6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate 12.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

1  
Director (Khadi)

To

The Secretary

Dhirendra Pradhan Seva Samiti, Chandupura, Meerut

Through: Div. Director, KVIC, Meerut.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O





## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Amba Gramodyog Seva Samity, Kalyanpur, Hapur **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Amba Gramodyog Seva Samity, Kalyanpur, Hapur 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)		23.53	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	14.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

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
	<b>Total</b>		<b>68.53</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	10.26	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.26</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>93.79</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

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. 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

Amba Gramodyog Seva Samity, Kalyanpur, Hapur

Through: Div. Director, KVIC, Meerut.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / C.O.



## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Rastriya Gramodyog Sansthan Muradabad **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Rastriya Gramodyog Sansthan Muradabad 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)		23.53	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	14.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>68.53</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	18.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>33.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>101.53</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

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.

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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

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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**

Rastriya Gramodyog Sansthan Muradabad

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O**





## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramodyog Vikas Mandal Kalakheda Amroha **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Gramodyog Vikas Mandal Kalakheda Amroha

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)		23.53	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	15.00	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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)



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
	<b>Total</b>		<b>69.53</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	15.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>30.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>99.53</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**

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 dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued regulated in terms of the letter No. DKPM/Costing/Implements/ 2008-09/ 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:DKP dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued M/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

Gramodyog Vikas Mandal Kalakheda Amroha

Through: Div. Director, KVIC, Meerut.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O



कामधे बुद्धयश्नानम्।  
प्राणिनाम् अतिनिश्चयम्।



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/KRDP/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bhawna Khadi Ashram, Dhampur, Bijnor **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Bhawna Khadi Ashram, Dhampur, Bijnor 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)		19.00	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	90	12.15	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	20	6.85	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	9.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>59.00</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	13.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>28.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>87.00</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**

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. 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**

Bhawna Khadi Ashram, Dhampur, Bijnor

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O



कामये दुस्तरानाम्।  
प्राणिनाम् आतिथिहानम्॥



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/KRDP/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gr. Ashram, Jaitra, Dhampur, Bijnor **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Khadi Gr. Ashram, Jaitra, Dhampur, Bijnor 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)		15.42	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	65	8.57	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	20	6.85	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	12.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25( SO) 1.75(IT)	Director, SO/DO Director (IT)
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
	<b>Total</b>		<b>58.42</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	10.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>83.42</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.
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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-II/2013-14 dated 15-07-2014.
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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**.
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  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**

Khadi Gr. Ashram, Jaitra, Dhampur, Bijnor

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O



## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shri. Khadi Ashram Nindru, Dhampur, Bijnor **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Shri. Khadi Ashram Nindru, Dhampur, Bijnor 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)		19.87	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	75	10.13	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	30	9.74	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	12.50	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)

				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>63.37</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	12.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>27.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>90.37</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**

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. 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

1  
Director (Khadi)

To

**The Secretary**

Shri. Khadi Ashram Nindru, Dhampur, Bijnor

Through: **Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / C.O



## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mahila Khadi Gr. Samiti, Sharifpur, Nagina, Bijnor **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Mahila Khadi Gr. Samiti, Sharifpur, Nagina, Bijnor 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)		15.43	Director (S.O.)
a)	New Model Charkha - Cotton/Wool/Polyvastra	65	8.78	
b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	20	6.65	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	11.00	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 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

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
	<b>Total</b>		<b>57.43</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	10.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>25.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>82.43</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.
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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.

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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**

Mahila Khadi Gr. Samiti, Sharifpur, Nagina, Bijnor

**Through: Div. Director, KVIC, Meerut.**

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

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2. Div. Director, KVIC, Meerut .
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 (Khadi) / L.O





## 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/3rd Phase/Meerut/2016-17

Date: 05.08.2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Janta Khadi Gr. Samiti, Kavi Nagar, Ghaziabad **under Normal Category** - reg.

**Ref:** 1. Budget Allocation NoBGT/Khadi/.Allo/16-17/ Date 11.07.2016

2. SFC Resolution No. **Khadi/2016-17/10** dt..30.06.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded in anticipation of ratification by SFC (Khadi) and further ratified 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 Janta Khadi Gr. Samiti, Kavi Nagar, Ghaziabad 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
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b)	Silk Reeling Basin			
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	15	7.25	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	-	12.00	Director, SO/DO
3	Construction of Workshed	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)

				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>67.13</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	14.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>29.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>96.13</b>	
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  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

1  
Director (Khadi)

To

**The Secretary**

Janta Khadi Gr. Samiti, Kavi Nagar, Ghaziabad

**Through: Div. Director, KVIC, Meerut.**

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. Div. Director, KVIC, Meerut .
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 (Khadi) / L O



## 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/Meerut/2017-18

Date: 03.08.2017

### SANCTION ORDER

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

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/245 dtd 25.07.2017  
2. SFC (Khadi) Reso. No. Khadi/2017-18/23 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Shri Durga Khadi Evam Gramodyog Samiti, Saharanpur 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)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
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	5.00	D O, Meerut
3	Construction of shed for CFC	-	5.00	D O, Meerut
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (DO) Rs. 1.50 (IT)	D O, Meerut, Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	-	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	<b>Total</b>		<b>38.00</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		4.00	Director, D O, Meerut
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, D O, Meerut
	<b>Total</b>		<b>12.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>50.00</b>	
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(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Div. Director, Meerut	41.50
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	<b>Total</b>	<b>50.00</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 posted 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 Div. Office, KVIC, Meerut (U.P.) 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

Y12 3/8/12  
Director (Khadi)

To

**The Secretary**

Shri Durga Khadi Evam Gramodyog Samiti, Saharanpur

Through: **Div. Director,**  
**KVIC, Meerut (U.P.)**

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

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. Div. Director, KVIC, Meerut (U.P.)
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

Y12 3/8/12  
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: [directorkhadi@gmail.com](mailto:directorkhadi@gmail.com) 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/Meerut/2017-18

Date: 03.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramin Mahila Utthan Samiti, Dholana, Pilkhuwa - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/245 dtd 25.07.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/23 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gramin Mahila Utthan Samiti, Dholana, Pilkhuwa 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)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
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	5.00	D O, Meerut
3	Construction of shed for CFC	-	5.00	D O, Meerut
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (DO) Rs. 1.50 (IT)	D O, Meerut, Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	-	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	<b>Total</b>		<b>38.00</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, D O, Meerut
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, D O, Meerut
	<b>Total</b>		<b>13.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>51.00</b>	
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(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Div. Director, Meerut	42.50
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	<b>Total</b>	<b>51.00</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

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 Div. Office, KVIC, Meerut (U.P.) 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

  
Director (Khadi)

To

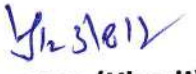
**The Secretary**

Gramin Mahila Utthan Samiti, Dholana, Pilkhuwa

Through: **Div. Director,**  
**KVIC, Meerut (U.P.)**

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

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. Div. Director, KVIC, Meerut (U.P.)
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

  
Director (Khadi)



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



कामये बुद्धतामनाम्।  
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. DK(KPM)/CZ/KRDP/3rd phase/Meerut/2017-18

Date: 03.08.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Dharam Khadi Gramodhyog Sewa Sansthan, Shamli, Jasala, Shamli - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/245 dtd 25.07.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/23 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Dharam Khadi Gramodhyog Sewa Sansthan, Shamli, Jasala, Shamli 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)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
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	8.55	D O, Meerut
3	Construction of shed for CFC	-	5.00	D O, Meerut
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (DO) Rs. 1.50 (IT)	D O, Meerut, Director (IT)
5	Training	-	2.00	Director (C.B.)
6	Installation	-	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	<b>Total</b>		<b>41.55</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, D O, Meerut
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, D O, Meerut
	<b>Total</b>		<b>13.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>54.55</b>	
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(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Div. Director, Meerut	46.05
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	<b>Total</b>	<b>54.55</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 posted 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 Div. Office, KVIC, Meerut (U.P.) 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

  
Director (Khadi)

**To**

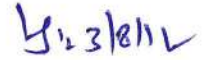
**The Secretary**

Dharam Khadi Gramodhyog Sewa Sansthan, Shamli, Jasala, Shamli

**Through: Div. Director,  
KVIC, Meerut (U.P.)**

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

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. Div. Director, KVIC, Meerut (U.P.)
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

  
Director (Khadi)



ग्रामोदय, ३, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

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

Tele-fax: 022-2671 5860 email: [directorkhadi@gmail.com](mailto:directorkhadi@gmail.com) 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/Meerut/2017-18

Date: 03.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of K.S.J. High School Ratanpur Khurd, Dist.Sambhal - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/245 dtd 25.07.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/23 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut , sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of K.S.J. High School Ratanpur Khurd, Dist.Sambhal 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)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
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	8.55	D O, Meerut
3	Construction of shed for CFC	-	5.00	D O, Meerut
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (DO) Rs. 1.50 (IT)	D O, Meerut, Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	-	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	<b>Total</b>		<b>41.55</b>	



## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		4.00	Director, D O, Meerut
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, D O, Meerut
	<b>Total</b>		<b>12.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>53.55</b>	

(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Div. Director, Meerut	45.05
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	<b>Total</b>	<b>53.55</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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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 posted 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 Div. Office, KVIC, Meerut (U.P.) 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

  
Director (Khadi)

To

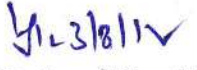
**The Secretary**

K.S.J. High School Ratanpur Khurd, Dist.Sambhal

Through: **Div. Director,**  
**KVIC, Meerut (U.P.)**

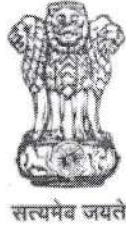
**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. Div. Director, KVIC, Meerut (U.P.)
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

  
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: [directorkhadi@gmail.com](mailto:directorkhadi@gmail.com) 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/Meerut/2017-18

Date: 03.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bhatona Gramodyog Sahakari Samiti Ltd. Bhatona, Dist-Bulandshahr - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/245 dtd 25.07.2017  
2. SFC (Khadi) Reso. No. Khadi/2017-18/23 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Div. Office, KVIC, Meerut, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Bhatona Gramodyog Sahakari Samiti Ltd. Bhatona, Dist-Bulandshahr 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)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
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	8.55	D O, Meerut
3	Construction of shed for CFC	-	5.00	D O, Meerut
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 (DO) Rs. 1.50 (IT)	D O, Meerut, Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	-	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	<b>Total</b>		<b>41.55</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, D O, Meerut
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, D O, Meerut
	<b>Total</b>		<b>13.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>54.55</b>	
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(\*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Div. Director, Meerut	46.05
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	<b>Total</b>	<b>54.55</b>

### TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRD 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 posted 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 Div. Office, KVIC, Meerut (U.P.) 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

*12/2/12*  
Director (Khadi)

To

**The Secretary**

Bhatona Gramodyog Sahakari Samiti Ltd. Bhatona, Dist-Bulandshahr

Through: **Div. Director,**  
**KVIC, Meerut (U.P.)**

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

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. Div. Director, KVIC, Meerut (U.P.)
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

*12/2/12*  
Director (Khadi)



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