



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 6th 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:-

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]	#s:	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	- 0	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		67.86	

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
	Total		29.00	

CDAND TOTAL (A.D)	00.00
GRAND TOTAL (A+B)	96.86

^(*) 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.

- (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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure – II.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)





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

Date: 31.05.2016

DIRECTORATE OF KHADI

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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.	- 1	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	8=	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital		14.00	Director, SO/DO
	Total		67.36	

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
	Total		31.00	, , , , , , ,

GRAND TOTAL (A+B)	98.36	
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(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- 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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- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)

2 2





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 6th 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:-

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	5
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	= 17	1.00	Director, SO/DO
7	Margin money for Working Capital	¥	14.00	Director, SO/DO
	Total		65.36	

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
N. W. III	Total		30.00	

GRAND TOTAL (A+B)	95.36
GRAND ICIAL (AID)	33.30

(*) 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.
- 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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- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure - III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure - V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi) / ∠ ٥

To

The Secretary

Shri Khadi Sewa Ashram, Rajakatajpur, Noorpur, Bijnoor - 246735

Div. Director, KVIC, Meerut. Through:

Copy for information & necessary action to:-

- 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) / w





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut /2016-17

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 6th 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:-

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.]			50/00
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)
	I. L. Hation	-	1.00	Director, SO/DO
6 7	Installation Margin money for Working	-	14.00	Director, SO/DO
	Capital Total		65.24	

Marketing Reform R

Sr. No.	Marketing Reform Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
		4	12.00	Director, SO/DO
1	Store layout		10.00	Director (IT)
2	Inventory management		5.00	Director, SO/DO
3	Local publicity	-	A CONTRACTOR OF THE PROPERTY O	Birectory
	Total		27.00	
	GRAND TOTAL (A+B)		92.24	

(*) 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.

- 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.
- The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure – III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure - V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi) しゅ

To

The Secretary

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

Div. Director, KVIC, Meerut. Through:

Copy for information & necessary action to:-

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





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut /2016-17

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 6th 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:-

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			8 1
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	-	5.00	Director, SO/DO
4	etc. 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	<u> </u>	1.00	Director, SO/DO
7	Margin money for Working Capital	2 00	14.00	Director, SO/DO
	Total		66.36	

Marketing Reform R

Sr.	Marketing Reform Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
No.	Particulars	(*)	(Rs. in lakhs)	
	Stare leveut	4	11.00	Director, SO/DO
1	Store layout	_	10.00	Director (IT)
2	Inventory management			Director, SO/DO
3	Local publicity	-	5.00	Director, 30/20
	Total		26.00	
	GRAND TOTAL (A+B)		92.36	

^(*) 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.

- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi) /Lo

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

Director (Khadi) / 20

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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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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.]			50/00
3	Construction of shed for CFC etc.	3₩.	5.00	Director, SO/DO
		_	8.00	
4	IT and Managerial		6.25(SO)	Director, SO/DO
	[Computer and remuneration to		1.75(IT)	Director (IT)
	Reform Implementation Officer]			- 4
5	Training	-	3.00	Director (Capacity Building)
		_	1.00	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working Capital	8.E.	14.00	Director, 50, 50
	Total		67.86	

Marketing Reform B.

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
		1	16.00	Director, SO/DO
1	Store layout		10.00	Director (IT)
2	Inventory management			Director, SO/DO
3	Local publicity	-	5.00	Director, 30/00
	Total		29.00	
			98.86	

TOTAL (A.D)	98.86
GRAND TOTAL (A+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.
- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)/Lo





KHADI AND VILLAGE INDUSTRIES COMMISSION सक्ष्म, 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 6th 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:-

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		5	
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.]		- 00	Director CO/DO
3	Construction of shed for CFC	-	5.00	Director, SO/DO
4	etc. IT and Managerial [Computer and remuneration to		8.00 6.25(SO)	Director, SO/DO Director (IT)
	Reform Implementation Officer]		1.75(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/DC
	Total		66.36	

Marketing Reform

Sr. No.	Marketing Reform Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
	a. Lucut	4	10.00	Director, SO/DO
1	Store layout		10.00	Director (IT)
2	Inventory management			Director, SO/DO
3	Local publicity	-	5.00	Director, 30/00
	Total		25.00	
	GRAND TOTAL (A+B)		91.36	

^(*) 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.
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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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- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Mu 20,6

Director (Khadi)





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 6th 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:-

А.	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		5.00	Director, SO/DO
	etc.	-	8.00	
4	IT and Managerial [Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	<u></u>	3.00	Director (Capacity Building)
	Latellation	-	1.00	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working Capital	11 50	17.00	
	Total		67.36	

Marketing Reform В.

3.	Marketing Reform			
Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
	St Invalit	4	6.00	Director, SO/DO
1	Store layout		10.00	Director (IT)
2	Inventory management			Director, SO/DO
3	Local publicity	-	5.00	Director, 30/00
	Total		21.00	
	GRAND TOTAL (A+B)		88.36	

(*) Quantity in Nos. is an indicative

- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
 - 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
 - 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
 - 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22.The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)/Lo

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

Director (Khadi) / Lo





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

DIRECTORATE OF KHADI

खादी निदेशालय

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 6th 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:-

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)	1.0	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	-	8.00	
1070	[Computer and remuneration to	87	6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	5 	3.00	Director (Capacity Building)
6	Installation	14	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		67.37	

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
	Total		32.00	

GRAND TOTAL (A+B)	99.37
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(*) Quantity in Nos. is an indicative

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi) /







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.

ef: 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 6th 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:-

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.	12-16 1	5.00	Director, SO/DO
4	IT and Managerial	-	8.00	
	[Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	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
	Total		65.48	

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
	Total		27.00	

	00.40
GRAND TOTAL (A+B)	92.48
GRAND IOTAL (ATD)	52

(*) Quantity in Nos. is an indicative

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
 - 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
 - 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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)





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 6th 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:-

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned	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	+ 1 -
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
	Total		68.36	

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
	Total		29.00	

GRAND TOTAL (A+B)	97.36
CIUTILE TOTAL (AT.D)	37.

(*) Quantity in Nos. is an indicative

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12.Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure - III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure - V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

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





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut /2016-17

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 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 6th 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:-

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	1 2 3
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

- 1	facilities, testing laboratories, services and maintenance etc.]		5.00	Director, SO/DO
3	Construction of shed for CFC	-	5.00	
1	etc.		8.00	/- 0
4	IT and Managerial		6.25(SO)	Director, SO/DO
Ø	computer and remuneration to		1.75(IT)	Director (IT)
	Reform Implementation Officer]		3.00	Director
5	Training			(Capacity Building)
_	1. Medical (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		1.00	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working	_		
	Capital		61.98	
	Total			

Sr.	Marketing Reform	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
No.	Particulars	(*)	(Rs. in lakhs)	Director SO/DO
		4	12.00	Director, SO/DO
1	Store layout	_	10.00	Director (IT)
2	Inventory management		5.00	Director, SO/DO
3	Local publicity		27.00	
	Total			1
	GRAND TOTAL (A+B)		88.98	

^(*) Quantity in Nos. is an indicative

- 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.

- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12.Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)/L

- 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.
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Encl: - As above

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)/





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 6th 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 :-

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	N O	To E	2
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.]			
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial	2 -	8.00	
: 	[Computer and remuneration to	ш	6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	-	3.00	Director
3	114111116		×	(Capacity Building)
6	Installation	_	1.00	Director, SO/DO
7	Margin money for Working Capital	•	14.00	Director, SO/DO
	Total		66.35	

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
	Total		25.00	

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GRAND TOTAL (A+B)	91.35

(*) Quantity in Nos. is an indicative

- 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.
- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

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

Director (Khadi)/10





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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	. 1	54 M	
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	15	8.10	F = 2
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	-	8.00	11
	[Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	-	3.00	Director
process				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working	-	14.00	Director, SO/DO
	Capital			
	Total		65.63	

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
	Total		25.00	

GRAND TOTAL (A+B)	90.63	
GIVAIAD IOINE (N.D)		1/2

(*) Quantity in Nos. is an indicative

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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)/Lo





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut /2016-17

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 6th 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:-

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	1
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	12.5	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]		_	Director SO/DO
3	Construction of shed for CFC	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	Η -	8.00 6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
			1.00	Director, SO/DC
6	Installation	_	14.00	Director, SO/DO
7	Margin money for Working Capital		67.36	
	Total		07.50	

Sr. No.	Marketing Reform Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
		1 (1)	10.00	Director, SO/DO
1	Store layout	4	10.00	Director (IT)
2	Inventory management	-		Director, SO/DO
3	Local publicity	-	5.00	Director, 30, 50
3	Total		25.00	
	GRAND TOTAL (A+B)		92.36	

(*) Quantity in Nos. is an indicative

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
 - 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
 - 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
 - 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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.
- 4. Director (Marketing), KVIC, Mumbai
- 5. Director (Capacity Building), KVIC, Mumbai
- 6. Director (IT), KVIC, Mumbai
- 7. Director (Accounts), KVIC, Mumbai

Director (Khadi)





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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		(4	
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	W 1
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.]			Section 201
3	Construction of shed for CFC	-	5.00	Director, SO/DO
	etc.			
4	IT and Managerial	- 1	8.00	Director, SO/DO
	[Computer and remuneration to		6.25(SO)	Director (IT)
	Reform Implementation Officer]		1.75(IT)	
5	Training		3.00	Director
_	114111118			(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working	L	14.00	Director, SO/DO
•	Capital			
	Total		66.35	

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
	Total		29.00	
	GRAND TOTAL (A+B)		95.35	

(*) 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.

- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

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)

of 2





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, Bhairamau, 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 6th 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:-

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	1
b)	Silk Reeling Basin	- 3	9/37/8/32	*
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.]	7		51 - 1 CO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
		-	8.00	227 (2024) - 1002 (2004)
4	IT and Managerial [Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	a	3.00	Director (Capacity Building)
		_	1.00	Director, SO/DC
6	Installation		14.00	Director, SO/DC
7	Margin money for Working Capital	-	14.00	
	Total		66.35	

Marketing Reform B.

3.	Marketing Reform			
Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
		1	19.00	Director, SO/DO
1	Store layout	- 4	10.00	Director (IT)
2	Inventory management	-		Director, SO/DO
- -	Local publicity	42	5.00	Director, 30/00
_ 3			34.00	
	Total			
	CRAND TOTAL (A+R)		100.35	3.5

	100.35
GRAND TOTAL (A+B)	200.00

(*) 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.

- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
 - 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
 - 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22.The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)/L





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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	and the second
b)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	×
c)	Looms accessories	12	3.38	- 2 - 1 - 2
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment	2 3 1	13.00	Director, SO/DO

	facilities, testing laboratories, services and maintenance etc.]	1		50/00
3	Construction of shed for CFC	-	5.00	Director, SO/DO
4	etc. 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)
		-	1.00	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working Capital			
	Total		67.36	

Marketing Reform

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

(*) 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.

- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20.Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)

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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 6th 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:-

Α.	Production Reform			
Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)	Con	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.]			2: 1- 50/00
3	Construction of shed for CFC etc.	(=	·	Director, SO/DO
_	Characteristics (1997)	_	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]		3.24(SO) 1.76(IT)	Director (IT)
5	Training	(#I)	-	Director (Capacity Building)
		_	-	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director) 00/10
	Total		29.00	

Marketing Reform B.

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

^(*) 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.

- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi) / 20





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 6th 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:-

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	- a D
b)	Silk Reeling Basin	-	-	p: 18
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	-	5.00	Director, SO/DO
-	[Computer and remuneration to		3.24(SO)	Director (IT)
	Reform Implementation Officer]		1.76(IT)	G
5	Training	-	=	Director (Capacity Building)
6	Installation	<u>=</u>	-	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		29.00	

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
	Inventory management		10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
3	Total		20.00	

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

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

49.00

- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22.The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)





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

Date: 31.05.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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 6th 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:-

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	-	-	8
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	- e-
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment		9.50	Director, SO/DO

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

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

^(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

- The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 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.
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

- 13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
 - 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
 - 18.In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
 - 19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.

- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21.A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

Encl: - As above

Director (Khadi)

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

Director (Khadi)





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.

f: 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:

Α.	Production Reform	Т		
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
		1.		(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		68.90	

B. Marketing Reform

are shell exist to

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
	Total		32.00	

GRAND TOTAL (A+B)	100.90
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^(*) 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.
- 3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- 5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008–09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-

- 2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.
- 6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
- 7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- 8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- 9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be

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

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

Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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) / L, O





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:-

Δ Production Reform

A.	Production Reform			A . M. dala
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	00/00
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 (IT)
5	Training	_	3.00	Director

,	Capital	•	14.00	Director, 30/00
7	Margin money for Working		14.00	Director, SO/DO
6	Installation	-	1.00	Director, SO/DO
				(Capacity Building

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
	Total		32.00	

GRAND TOTAL (A+B)	99.00	
	1 00.00	

^(*) 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.
- 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.
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- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification

- and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure II.
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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

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. a.





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

Α.	Production Reform			
Sr		Quantity	Grant	Activities
No	m disalese	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	out by
1	Implements (NMC and looms)	2	23.53	Director (S.O.)
а	New Model Charkha - Cotton/Wool/Polyvastra	125	17.05	
b) Silk Reeling Basin			
C) Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	12	6.48	8
	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories,		15.00	Director, SO/DO
_	services and maintenance etc.]		5.00	Director, SO/DO
	3 Construction of Workshed	-	8.00	2000., 0 = 1 = 1
	4 IT and Managerial [Computer and remuneration to Reform Implementation Officer]		6.25(SO) 1.75(IT)	Director, SO/DO Director (IT)

5	Training	-	3.00	Director
	7 2	2		(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working	-	14.00	Director, SO/DO
	Capital			
	Total	m a	69.53	

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
	Total		33.50	

GRAND TOTAL (A+B)	103.53
GRAND IOTAL (A+B)	103.33

^(*) 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.
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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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- 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.
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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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of

- day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directorsat 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, 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





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

Date: 05.08.2016

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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.

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

Production Reform

A.	Production Reform			Activities
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	20/20
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories,		14.00	Director, SO/DO
3	services and maintenance etc.] 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
	Total		68.53	

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
	Total		33.00	

GRAND TOTAL (A+B)	101.53	
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(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- 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 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

- Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure** III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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.C

7





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

Α.	Production Reform		Cuant	Activities
Sr.	*	Quantity	Grant	1
No.	Particulars	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	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	-	8.00	
	[Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)

5	Training	-	3.00	Director
				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working	-	14.00	Director, SO/DO
	Capital			1
	Total		68.53	

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
	Total		25.26	

GRAND TOTAL (A+B)	93.79	

(*) 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.
- 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.
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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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT

- Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
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- 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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- 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)/と.o





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

Α.	Production Reform			
Sr.		Quantity	Grant	Activities
No.	Particulars	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	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	-	14.00	Director, SO/DO
	Capital			
	Total		68.53	

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
,	Total		33.00	

GRAND TOTAL (A+B)	101.53	

(*) 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.
- 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 Circular No: DKPM/Kh. vide notified also manufacturer were Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

- 6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
- 7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- 8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
 - 9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

- Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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) / 4-0





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

	1 Todaction Reform			
Sr.		Quantity	Grant	Activities
No.	Particulars	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	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	-	14.00	Director, SO/DO
	Capital			
	Total		69.53	7.3

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
	Total		30.00	

GRAND TOTAL (A+B)	99.53	
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^(*) 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.
- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management

- of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be

posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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





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

Α.	Production Reform			
Sr.		Quantity	Grant	Activities
No.	Particulars	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	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	-	8.00	
	[Computer and remuneration to		6.25(SO)	Director, SO/DO
	Reform Implementation Officer]		1.75(IT)	Director (IT)
5	Training	-	3.00	Director (Capacity Building)

6	Installation	_	1.00	Director, SO/DO
7	Margin money for Working	_	14.00	Director, SO/DO
	Capital		,	
	Total		59.00	

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
		(*)	(Rs. in lakhs)	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
	Total		28.00	
		Commence of the Commence of th		

GRAND TOTAL (A+B) 87.00

(*) 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.
- 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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

- Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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





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

Date: 05.08.2016

DIRECTORATE OF KHADI

No. DKPM/KRDP/3rd Phase/Meerut/2016-17

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.

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

	Lestallation		1.00	Director, SO/DO
6	Installation		14.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Bircetor, 30, 20
			58.42	
	Total		30	

Marketing Reform В.

1 Store layout 4 10.00 Director, SO/DO 2 Inventory management - 10.00 Director (IT) 3 Local publicity - 5.00 Director, SO/DO Total 2 25.00	Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
2 Inventory management - 10.00 Director (II) 3 Local publicity - 5.00 Director, SO/DO 25.00	1	Store layout	4	10.00	Director, SO/DO
3 Local publicity - 5.00 Director, SO/DO	1			10.00	Director (IT)
3 Local publicity 25.00	2			F 00	Director SO/DO
25 00 1	3	Local publicity	-		Director, 30/30
	٦			25.00	

GRAND TOTAL (A+B)	83.42	
GRAND TOTAL (A.D)		

(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as 2. required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this 3. programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- Since KRDP assistance will be in the form of grants-in-aid, the assets 4. acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- The procurement of the Khadi implements (NMC Charkha and Looms) shall 5. 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 04-03-2014 Imple/Mfg/860/Vol-II/2013-14 dated No:DKPM/Kh. 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.
- Procurement of other implements related to the KRDP programme shall be 6. 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.
- The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

- Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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





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.	Floudction Reform					
Sr.		Quantity	Grant	Activities		
No.	Particulars	(in Nos.)	sanctioned	to be carried		
		(*)	(Rs. in lakhs)	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		2			
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)		

		1 1 2 2 2 2 3		(Capacity Building)
6	Installation		1.00	Director, SO/DO
` 7	Margin money for Working Capital		14.00	Director, SO/DO
	Total		63.37	

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	<u>-</u>	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		27.00	

GRAND TOTAL (A+B)		90.37	
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^(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- 3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- 5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008–09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

- 6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
- 7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- 8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- 9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification

- and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

Shri. Khadi Ashram Nindru, Dhampur, Bijnor

Div. Director, KVIC, Meerut. Through:

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





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:-

Α.	Production Reform			
Sr.		Quantity	Grant	Activities
No.	Particulars	(in Nos.)	sanctioned	to be carried
		(*)	(Rs. in lakhs)	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

5	Training	-	3.00	Director
				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		57.43	

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
	Total		25.00	

GRAND TOTAL (A+B) 82.43	
513.113 1317.12 (71.13)	

^(*) Quantity in Nos. is an indicative

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- 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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- 8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
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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.
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- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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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.
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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

Mahila Khadi Gr. Samiti, Sharifpur, Nagina, 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) / ム、〇





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:-

Α.	Production Reform					
Sr.		Quantity	Grant	Activities		
No.	Particulars	(in Nos.)	sanctioned	to be carried		
		(*)	(Rs. in lakhs)	out by		
1	Implements (NMC and looms)		24.13	Director (S.O.)		
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	16.88			
b)	Silk Reeling Basin					
c)	Looms – (Traditional) Cotton/Wool/Silk/ Polyvastra	15	7.25	1		
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	-	8.00 6.25(SO)	Director, SO/DO		
	Reform Implementation Officer]		1.75(IT)	Director (IT)		
5	Training	-	3.00	Director (Capacity Building)		

				(Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working	-	14.00	Director, SO/DO
	Capital			
	Total		67.13	

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
	Total		29.00	

GRAND TOTAL (A+B)	96.13	
GRAID ISTAL (A.D)	50.25	

(*) 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.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- 3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- 4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- 5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008–09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

- 6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
- 7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- 8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- 9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification

- and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure II.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
- 28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

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

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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:-

. 1	Production Reform			Activities
Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out
		(*)	(Rs. in lakhs)	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)	As per	5.00	D O, Meerut
- 11 12	[Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	approved Action Plan	⊘ •	
3	Construction of shed for CFC	40	5.00	D O, Meerut
4	IT and Managerial		6.00	D O,Meerut,
	[Computer and remuneration to Reform Implementation Officer]		Rs. 4.50 (DO) Rs. 1.50 (IT)	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
	Total		38.00	

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

	FO 00
GRAND TOTAL (A+B)	50.00

(*) 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
	Total	50.00

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.
- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- 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.
- The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 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.
- 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.

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

This is issued with the approval of Competent Authority.

Encl: - As above

J123/8/12 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

Y123/8/12

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





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:

Sr. No.	Production Reform 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 Improved Loom	25 5	3.50 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
	Total		38.00	_

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
	Total		13.00	

GRAND TOTAL (A+B)	51.00
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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
	Total	51.00

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- 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
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 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

Mr. 3/61) 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: <u>directorkhadi@gmail.com</u> and email: kc@kvic.gov.in Website: <u>www.kvic.org.in</u>





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

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:-

. r	Production Reform			
Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
		(*)	(Rs. in lakhs)	
1	Implements (NMC and looms)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	-1
	Improved Loom	5	1.50	V 4
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 G,Meerut, Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	7	1.00	D O, Meerut
7	Margin money for Working Capital	-	14.00	D O, Meerut
	Total		41.55	

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
		_	5.00	Director (IT)
2	Inventory management		3.00	Director, D O, Meerut
3	Local publicity	=0		Director, B O, Wiece at
	Total		13.00	

GRAND TOTAL (A+B)	54.55
GRAND TOTAL (A.D)	· ·

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

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

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

- An agreement will be executed between State/Divisional Director and 1. Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as 2. required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this 3. programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
- Since KRDP assistance will be in the form of grants-in-aid, the assets 4. acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- The procurement of the Khadi implements (NMC Charkha and Looms) shall 5. 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
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. 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.

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

This is issued with the approval of Competent Authority.

Encl: - As above

1/12/6/11 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

412811V

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





खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय DIRECTORATE OF KHADI

No. DK(KPM)/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	Activities to be carried out
		(*)	(Rs. in lakhs)	by
1	Implements (NMC and looms)		5.00	D O, Meerut
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	I Si Sin
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
	Total		41.55	

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
	Total		12.00	

COAND TOTAL (A.D)	E2 EE
GRAND TOTAL (A+B)	53.55

(*) 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
	Total	53.55

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.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this
 programme should be refunded to Central Office from time to time under
 intimation to Directorate of KPM.
- Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- 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.
- The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure II**.
- 19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
- 20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- 21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.
- 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
- 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

- 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
- 26. 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.
- 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.
- 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: <u>directorkhadi@gmail.com</u> and email: kc@kvic.gov.in Website: <u>www.kvic.org.in</u>





खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सुक्ष्म, 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 :-

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 Improved Loom	25 5	3.50 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]	- <u>-</u>	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	9 =	14.00	D O, Meerut
	Total		41.55	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
	a. 1	1 7	5.00	Director, D O, Meerut
1_	Store layout		5.00	Director (IT)
2	Inventory management	-		
3	Local publicity	-	3.00	Director, D O, Meerut
	Total		13.00	

CRAND TOTAL (A+R)	54.55	
GRAND TOTAL (A+B)		

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

In favour of	Funds to be released	
24.4.5 (Calculus Calculus Calc	46.05	
	6.50	
	2.00	
	54.55	
	In favour of Div. Director, Meerut Director (I.T.) Director (C.B.) Total	

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

- An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at 1. Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings 2. bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under 3. intimation to Directorate of KPM.
- Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant 4. shall not be disposed off without obtaining prior approval of KVIC.
- The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-5. 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
- The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- 10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- 11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- 12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- 13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- 14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- 15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- 16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- 17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- 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.
- 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.
- 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.

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

This is issued with the approval of Competent Authority.

Encl: - As above

1/12/18/12 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

413/2/12 Director (Khadi)



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