



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

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

Date: 21.03.2012

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Sangh (Narar), Mirzapur, Kurukshetra - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Ambala Cantt sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Khadi Gramodyog Sangh (Narar), Mirzapur, Kurukshetra for the year 2011-12 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

**A. Production Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		19.75	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125	15.75	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	10 NL	4.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	9.50	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO

4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>60.25</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	1	4.75	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>19.75</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>80.00</b>	
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(\*) Quantity in Nos. is an indicative

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

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

- (4) Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time.
- (6) Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
- (7) The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- (8) The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
- (9) The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- (10) The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.



- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.



- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure – III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure - V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

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

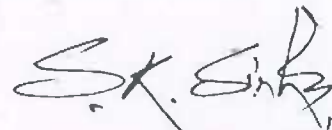
Encl: - As above

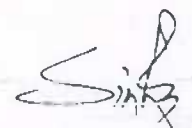
To  
The Secretary  
Khadi Gramodyog Sangh (Narar),  
Mirzapur,  
Kurukshetra.

Through: State/Divisional Director,  
KVIC, Ambala Cantt

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, New Delhi.
2. State/Divisional Director, KVIC, Ambala Cantt.
3. Director (RID), KVIC, Mumbai.
4. Director (Marketing), KVIC, Mumbai
5. Director (Capacity Building), KVIC, Mumbai
6. Director (IT), KVIC, Mumbai
7. Director (Accounts), KVIC, Mumbai

  
Director (KPM) 21/03/20

  
Director (KPM) 21/03/20



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/3rd Phase/Har/2015-16//523

Date: 30.10.2015

## SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Seva Sadan Gurgaon (Haryana) - reg.

**Ref:** Budget Allocation No. BGT/Khadi/Allo/15-16/102 dtd. 30-10-2015

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Gramodyog Seva Sadan Gurgaon (Haryana) for the year 2015-16 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

### A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		24.11	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	125	17.36	
b)	Improved Looms –	15	6.75	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for Working Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>70.11</b>	

45/11/15  
9/11

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>33.97</b>	
<b>GRAND TOTAL (A+B)</b>			<b>104.08</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	89.36
2.	Director (IT)	11.72
3.	Director (CB)	3.00
	<b>Total</b>	<b>104.08</b>

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

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



— 2 —  
manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15-07-2014.

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

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

27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To  
The Secretary  
Khadi Gramodyog Seva Sadan Gurgaon (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director (RID), KVIC, Mumbai-56.
4. Dy. Director (Marketing), KVIC, Mumbai-56.
5. Asstt. Director, I/c (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Dy. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi)





खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/Gen/3rd Phase/Har/2016-17/

Date: 27.06.2016

## **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Udyog Jathlana, Manglai, (**Haryana**) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allocation/2016-17 dt. 23-06-2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Udyog Jathlana, Manglai, (**Haryana**) 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)		24.75	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	100	13.50	
b)	Improved Looms –	25	11.25	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	14.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>34.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>104.60</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	89.85
2.	Director (IT)	11.75
3.	Director (CB)	3.00
	<b>Total</b>	<b>104.60</b>

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
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16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and



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19. 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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27. 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

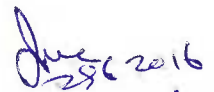

  
Director (Khadi) / 2016  
Lo

To  
**The Secretary**  
Khadi Udyog Jathlana, Manglai, (Haryana)

Through: **State Director,**  
**KVIC, Ambala (Haryana)**

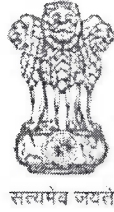
**Copy for information & necessary action to:-**

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/l/c (RID), KVIC, Mumbai-56.
4. Dy. Director/lc (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi) / 2016  
Lo  




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



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/Gen/3rd Phase/Har/2016-17/

Date: 27.06.2016

## **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of The Puja Khadi Gramodyog Samity (**Haryana**) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allocation/2016-17 dt. 23-06-2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of The Puja Khadi Gramodyog Samity (**Haryana**) 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)		24.11	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	125	17.36	
b)	Improved Looms –	15	6.75	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	14.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	<b>Director, SO Ambala</b> Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>69.96</b>	



**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>34.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>103.96</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs		
Sr.No.	In favour of	Fund to be released
1.	State Director	89.21
2.	Director (IT)	11.75
3.	Director (CB)	3.00
	<b>Total</b>	<b>103.96</b>

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

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

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

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

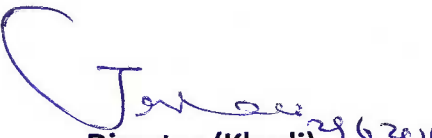
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform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



27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
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

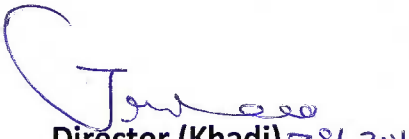
  
Director (Khadi) 29/6/2016

**To**  
**The Secretary**  
The Puja Khadi Gramodyog Samity (Haryana)

**Through: State Director,**  
**KVIC, Ambala (Haryana)**

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/lc (RID), KVIC, Mumbai-56.
4. Dy. Director/lc (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi) 29/6/2016





खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/Gen/3rd Phase/Har/2016-17/

Date: 27.06.2016

## **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Sarswati Khadi Gramodyog Sangh (**Haryana**) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allocation/2016-17 dt. 23-06-2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Sarswati Khadi Gramodyog Sangh (**Haryana**) 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)		24.11	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	125	17.36	
b)	Improved Looms –	15	6.75	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	14.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>34.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>103.96</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	89.21
2.	Director (IT)	11.75
3.	Director (CB)	3.00
	<b>Total</b>	<b>103.96</b>

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

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



6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
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17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and


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27. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.

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28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above


  
Director (Khadi)  
29/6/2016

To  
**The Secretary**  
Sarswati Khadi Gramodyog Sangh, (Haryana)

Through: **State Director,**  
**KVIC, Ambala (Haryana)**

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/ I/C (RID), KVIC, Mumbai-56.
4. Dy. Director I/c (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi)  
29/6/2016





कामये दूरकलमानम्।  
प्रणिनाम् आतिनाशनम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Ambala/NZ/2017-18/

Date: 12.04.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour **Rastriya Khadi Gramodyog Samiti, Kesri, Ambala, (Haryana)** - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/56/dt. 29-03-2017.

2. BGt/Khadi/Allo/2017-18/153/ dt.05-04-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Rastriya Khadi Gramodyog Samiti, Kesri, Ambala, (Haryana)** 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)		11.50	Director, S.O. Ambala
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	<b>Director, SO Ambala</b> Director (IT)
5	Training	-	1.70	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>49.05</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>80.55</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	69.60
2.	Director (IT)	9.25
3.	Director (CB)	1.70
	<b>Total</b>	<b>80.55</b>

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the

artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.



22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
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 Khadi Gramodyog Samiti, Kesri, Ambala, (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

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

  
Director (Khadi)



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

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

Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in) and email:

[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Ambala/NZ/2017-18/

Date: 13.04.2017

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour **Amrit Khadi Gramodyog Samiti, Nagalai Jatan, Ambala, (Haryana)** - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/56/dt. 29-03-2017.  
2. BGT/Khadi/Allo/2017-18/153/ dt.05-04-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Amrit Khadi Gramodyog Samiti, Nagalai Jatan, Ambala, (Haryana)**, 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) NMC Improved looms	50 10	11.50 6.75 4.75	Director, S.O. Ambala
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.70	Director (C.B.)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>49.05</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	

<b>GRAND TOTAL (A+B)</b>			<b>80.55</b>	
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(\*) Quantity in Nos. is an indicative

		Rs. in lakhs
Sr.No.	In favour of	Fund to be released
1.	State Director	69.60
2.	Director (IT)	9.25
3.	Director (CB)	1.70
Total		80.55

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.



11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.



25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
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  
Amrit Khadi Gramodyog Samiti, Nagalai Jatan, Ambala, (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, , Ambala (Haryana)
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Ambala/NZ/2017-18/

Date: 13.04.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour **Mahila Gramodyog Mandal, Chunna Chowk, Ambala, (Haryana)** - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/56/dt. 29-03-2017.

2. BGt/Khadi/Allo/2017-18/153/ dt.05-04-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Mahila Gramodyog Mandal, Chunna Chowk, Ambala, (Haryana)** for the year 2016-17 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

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

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms) NMC Improved looms	100 10	18.50 14.00 4.50	Director, S.O. Ambala
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	<b>Director, SO Ambala</b> Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>57.35</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>88.85</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1.	State Director	76.60
2.	Director (IT)	9.25
3.	Director (CB)	3.00
	<b>Total</b>	<b>88.85</b>

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
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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 Gramodyog Mandal, Chunna Chowk, Ambala, (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

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

  
Director (Khadi)



ग्रामोद्योग, ३, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६  
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056  
Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in) and email:  
[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Ambala/NZ/2017-18/282 Date: 08.08.2017

**SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour **Chirag Arya Khadi Gramodyog Mandal, Panchkula, (Haryana)** - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/56/dt. 29-03-2017.

2. BGt/Khadi/Allo/2017-18/153/ dt.05-04-2017.

3. Earlier sanction dated 13-04-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of **Chirag Arya Khadi Gramodyog Mandal, Panchkula, (Haryana)** 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) NMC Improved looms	75 15	17.25 10.13 7.12	Director, S.O. Ambala
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	9.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	2.30	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>57.40</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>88.90</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	77.35
2.	Director (IT)	9.25
3.	Director (CB)	2.30
	<b>Total</b>	<b>88.90</b>

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

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

expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.

7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on



the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
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

*[Handwritten Signature]*  
Director (Khadi)

To

The Secretary

**Chirag Arya Khadi Gramodyog Mandal, Panchkula, (Haryana)**

Through: State Director,  
KVIC, Ambala (Haryana)

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

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

*[Handwritten Signature]*  
Director (Khadi)



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

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

Website: [www.kvic.org.in](http://www.kvic.org.in)



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM/KRDP /3rd Phase/ Gen/Har/2017-18/

Date: 14.09.2017

**SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of kissan Khadi Gramodyog Samity, Kabri Panipat (**Haryana**) - reg.

**Ref:** 1. S.F.C.(Khadi) Reso. No. Khadi 2017-18/3/ dt. 25-04-2017.

2. BGT/Khadi/Allo/2017-18/193/ dt. 19-05-2017

3.DIRD/KRDP/DAR/2<sup>nd</sup> Phase/132/2017-18 dt. 8-09-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of kissan Khadi Gramodyog Samity, Kabri Panipat (**Haryana**) for the year 2017-18 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

**A. Production Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		5.00	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	25	3.38	
b)	Improved Looms –	05	1.62	
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	9.50	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs.4.50 (S.D.) Rs. 1.50(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.00	Director (C.B.)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>41.50</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, SO Ambala
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO Ambala
	<b>Total</b>		<b>18.00</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>59.50</b>	
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(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	52.00
2.	Director (IT)	6.50
3.	Director (CB)	1.00
	<b>Total</b>	<b>59.50</b>

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

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

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



- 4-
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.

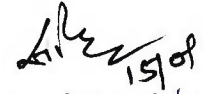
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction

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

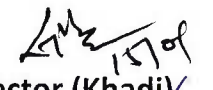
  
Director (Khadi) / L.O

**To**  
**The Secretary**  
kissan Khadi Gramodyog Samity, Kabri Panipat (**Haryana**)

**Through: State Director,**  
**KVIC, Ambala (Haryana)**

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/lc (RID), KVIC, Mumbai-56.
4. Asstt. Director-I, /I/c (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi) / L.O



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६  
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खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM/KRDP /3rd Phase/ Gen/Har/2017-18/

Date: 14.09.2017

## **SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Gramodyog Sangh, Chowki No. 2, Kurikshetra (**Haryana**) - reg.

**Ref:** 1. S.F.C.(Khadi) Reso. No. Khadi 2017-18/4/ dt. 25-04-2017.

2 .BGT/Khadi/Allo/2017-18/194/ dt. 19-05-2017

3.DIRD/KRDP/DAR/2<sup>nd</sup> Phase/132/2017-18 dt. 8-09-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Gramodyog Sangh, Chowki No. 2, Kurikshetra (**Haryana**) for the year 2017-18 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

### **A. Production Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		5.00	Director, S.O. Ambala
a)	New Model Charkha –	25	3.38	
b)	Improved Looms –	05	1.62	
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	8.75	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs.4.50 (S.D.) Rs. 1.50(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.00	Director (C. B.)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>40.75</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		15.00	Director, SO Ambala
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO Ambala
	<b>Total</b>		<b>23.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>63.75</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	56.25
2.	Director (IT)	6.50
3.	Director (CB)	1.00
	<b>Total</b>	<b>63.75</b>

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

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



II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II2013-14 dated 15-07-2014.

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

17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day activities for implementation of this programme and also an IT Assistant (ITA) 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

*Liby*  
15/7/19  
Director (Khadi) /  
Link of office

To  
The Secretary  
Khadi Gramodyog Sangh, Chowki No. 2, Kurikshetra (Haryana)  
Through: State Director,  
KVIC, Ambala (Haryana)

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/lc (RID), KVIC, Mumbai-56.
4. Asstt. Director-I, /l/c (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

*Liby*  
Director (Khadi)  
L.O.





खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM/KRDP /3rd Phase/ Gen/Har/2017-18/

Date: 14.09.2017

## **SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Shankar Gramodyog, Haripur Tangri, Kuldeep Nagar, Ambala (**Haryana**) - reg.

**Ref:** 1. S.F.C.(Khadi) Reso. No. Khadi 2017-18/3/ dt. 25-04-2017.

2.BGT/Khadi/Allo/2017-18/193/ dt. 19-05-2017

3.DIRD/KRDP/DAR/2<sup>nd</sup> Phase/132/2017-18 dt. 8-09-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of The Shankar Gramodyog, Haripur Tangri, Kuldeep Nagar, Ambala (**Haryana**) for the year 2017-18 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

### **A. Production Reform**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		5.00	Director, S.O. Ambala
a)	New Model Charkha –	25	3.38	
b)	Improved Looms –	05	1.62	
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	6.75	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs.3.75 (S.D.) Rs. 1.25(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.00	Director(C. B.)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>37.75</b>	



**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, SO Ambala
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO Ambala
	<b>Total</b>		<b>13.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>50.75</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	43.50
2.	Director (IT)	6.25
3.	Director (CB)	1.00
	<b>Total</b>	<b>50.75</b>

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

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

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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. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the

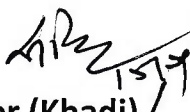
quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

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

26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: As above

  
Director (Khadi)/  
Link office

**To**

**The Secretary**

Shankar Gramodyog, Haripur Tangri, Kuldeep Nagar, Ambala (Haryana)

**Through: State Director,  
KVIC, Ambala (Haryana)**

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/lc (RID), KVIC, Mumbai-56.
4. Asstt. Director-I, /I/c (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi)/20



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

Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056  
Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in)  
and email: [kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)





खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM/KRDP /3rd Phase/ Gen/Har/2017-18/

Date: 14.09.2017

## **SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of The Raipura Khadi Gramodyog Mandal, Ajmer Basti, Jind (**Haryana**) - reg.

**Ref:** 1. S.F.C.(Khadi) Reso. No. Khadi 2017-18/3/ dt. 25-04-2017.

2. BGT/Khadi/Allo/2017-18/193/ dt. 19-05-2017

3.DIRD/KRDP/DAR/2<sup>nd</sup> Phase/132/2017-18 dt. 8-09-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Raipura Khadi Gramodyog Mandal, Ajmer Basti, Jind (**Haryana**) for the year 2017-18 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

### **A. Production Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		5.00	Director, S.O. Ambala
a)	New Model Charkha –	25	3.38	
b)	Improved Looms –	05	1.62	
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	9.50	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs.4.50 (S.D.) Rs. 1.50(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.00	Director (C.B.)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>41.50</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, SO Ambala
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO Ambala
	<b>Total</b>		<b>18.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>59.50</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	52.00
2.	Director (IT)	6.50
3.	Director (CB)	1.00
	<b>Total</b>	<b>59.50</b>

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
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16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering



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


17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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- 27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
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- 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**  
 Raipura Khadi Gramodyog Mandal, Ajmer Basti, Jind (**Haryana**)

**Through: State Director,**  
**KVIC, Ambala (Haryana)**

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

- 1. The Dy. C.E.O. (North Zone), KVIC, Delh.
- 2. State Director, KVIC, Ambala (Haryana).
- 3. Dy. Director/Ic (RID), KVIC, Mumbai-56.
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- 6. Director (I.T), KVIC, Mumbai-56.
- 7. Director (Accounts), KVIC, Mumbai-56.

  
**Director (Khadi)**





कामधे दुरुक्तप्रानाम्।  
प्राणिनाम् आतिनाशनम्।



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM/KRDP /3rd Phase/ Gen/Har/2017-18/

Date: 14.09.2017

## **SANCTION ORDER (REVISED)**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Arnai Khadi Mandir Samity, Bhawani Khera, Kurukshetra (**Haryana**) - reg.

**Ref:** 1. S.F.C.(Khadi) Reso. No. Khadi 2017-18/3/ dt. 25-04-2017.  
2. BGT/Khadi/Allo/2017-18/193/ dt. 19-05-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction as accorded in anticipation of ratification by S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Arnai Khadi Mandir Samity, Bhawani Khera, Kurukshetra, (**Haryana**) 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)		5.00	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	25	3.38	
b)	Improved Looms –	05	1.62	
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	8.75	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	Rs.4.50 (S.D.) Rs. 1.50(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>40.75</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		15.00	Director, SO Ambala
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, SO Ambala
	<b>Total</b>		<b>23.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>63.75</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs		
Sr.No.	In favour of	Fund to be released
1.	State Director	56.25
2.	Director (IT)	6.50
3.	Director (CB)	1.00
	<b>Total</b>	<b>63.75</b>

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

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

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

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




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

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

26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: As above


  
Director (Khadi) /  
LINE officer

**To**  
**The Secretary**  
Arnai Khadi Mandir Samity, Bhawani Khera, Kurukshetra (Haryana)

**Through: State Director,**  
**KVIC, Ambala (Haryana)**

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

1. The Dy. C.E.O. (North Zone), KVIC, Delh.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/lc (RID), KVIC, Mumbai-56.
4. Asstt. Director-I, /I/c (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

  
Director (Khadi)/L.O.



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

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

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

and email: kc@kvic.gov.in Website: [www.kvic.org.in](http://www.kvic.org.in)



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Haryana/2016-17/ 941 Date: 20.03.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Sohana Khadi Gramodyog Mandal Sohana Gurgaon (Haryana) - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/39/dt. 27-02-2017.

2. BGt/Khadi/Allo/2016-17/133/ dt.14-03-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Patna (Bihar) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Sohana Khadi Gramodyog Mandal Sohana Gurgaon (Haryana) for the year 2016-17 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

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

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		17.29	Director, S.O. Ambala
a)	NMC (Woollen)	75	10.13	
b)	Improved Looms –	15	7.16	
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	9.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	2.30	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>57.44</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>88.94</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1.	State Director	77.39
2.	Director (IT)	9.25
3.	Director (CB)	2.30
	<b>Total</b>	<b>88.94</b>

Rs. in lakhs

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

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



artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

7. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
8. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
9. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
10. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
11. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
12. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
13. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
14. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
15. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
16. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
17. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
18. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
19. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
20. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
21. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors

at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

22. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
23. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
24. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
25. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

  
Director (Khadi)

To

The Secretary

Sohana Khadi Gramodyog Mandal Sohana Gurgaon (Haryana)-

Through: State Director,  
KVIC, Ambala (Haryana)

Copy for information & necessary action to:-

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

  
Director (Khadi)



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

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

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



कामधे दुःखप्रदानम्।  
प्राणिनाम् अतिनिदानम्॥



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Gen/3rd Phase/Haryana/2016-17/940

Date: 20.03.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bhartiya Khadi Gram Seva Ashram, Khanpur Ambala (Haryana) - reg.

**Ref:** 1. S.F.C. (Khadi) Reso.No. Khadi 2016-17/39/dt. 27-02-2017.

2. BGt/Khadi/Allo/2016-17/133/ dt.14-03-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Patna (Bihar) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Bhartiya Khadi Gram Seva Ashram, Khanpur Ambala (Haryana) 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)		17.29	Director, S.O. Ambala
a)	NMC (Woollen)	75	10.13	
b)	Improved Looms –	15	7.16	
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	9.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	2.30	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>57.44</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		15.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>27.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>84.94</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	73.39
2.	Director (IT)	9.25
3.	Director (CB)	2.30
	<b>Total</b>	<b>84.94</b>

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

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



- artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
7. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
  8. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
  9. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
  10. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
  11. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
  12. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
  13. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
  14. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
  15. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
  16. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
  17. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
  18. The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
  19. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
  20. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.

21. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
22. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
23. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
24. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
25. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement .
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP. This is issued with the approval of Competent Authority.

Encl: - As above

  
Director (Khadi)

To  
The Secretary  
Bhartiya Khadi Gram Seva Ashram, Khanpur Ambala (Haryana)-

Through: State Director,  
KVIC, Ambala (Haryana)

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

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

  
Director (Khadi)



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

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

Tele-fax: 022-2671 5860 email: [directorkpm@kvic.gov.in](mailto:directorkpm@kvic.gov.in) and email:

[kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)

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खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/NZ/Har./KRDP/3rd Phase/2016-17/861

Date: 15.02.2017

## SANCTION ORDER

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

**Ref:** Budget Allocation No.BGT/Khadi/Allo/2016-17/108 dt.08-02-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gram Seva Mandal, Karnal, (Haryana) 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)		24.50	Director, S.O. Ambala
a)	New Model Charkha - NMC & Acce. (in Nos.)	100	13.50	
b)	Improved Looms -	20	11.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>70.50</b>	



B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>34.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>104.50</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released	Rs. in lakhs
1.	State Director	89.75	✓
2.	Director (IT)	11.75	✓
3.	Director (CB)	3.00	✓
	<b>Total</b>	<b>104.50</b>	✓

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

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



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

- 24 -
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  
Gram Seva Mandal, Karnal, (Haryana)  
Through: State Director,  
KVIC, Ambala (Haryana)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/l/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

Director (Khadi)

Khadi | 2016-17 | 29  
dt 20/1/17



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

No. DK(KPM)/NZ/Har./KRDP/3rd Phase/2016-17/839

Date: 15.02.2017

## SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Amit Khadi Gramodyog Samiti, Karnal, (Haryana) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/2016-17/108 dt.08-02-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Amit Khadi Gramodyog Samiti, Karnal, (Haryana) 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)		24.50	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	100	13.50	
b)	Improved Looms –	20	11.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>70.50</b>	



B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	Total		34.00	
GRAND TOTAL (A+B)			104.50	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released	Rs. in lakhs
1.	State Director	89.75	✓
2.	Director (IT)	11.75	✓
3.	Director (CB)	3.00	✓
	Total	104.50	✓

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

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

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

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

Through: State Director,  
KVIC, Ambala (Haryana)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building) KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

Director (Khadi)





खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/NZ/Har./KRDP/3rd Phase/2016-17/872

Date: 14.02.2017

## **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mahila Khadi Niketan Bhivani Road, Jind (**Haryana**) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/2016-17/109 dt.08-02-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Mahila Khadi Niketan Bhivani Road, Jind (**Haryana**) 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)		17.29	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	75	10.13	
b)	Improved Looms –	15	7.16	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	10.75	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	2.30	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>58.34</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>89.84</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1.	State Director	78.29 ✓
2.	Director (IT)	9.25 ✓
3.	Director (CB)	2.30 ✓
	<b>Total</b>	<b>89.84</b> ✓

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

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

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



-4-

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  
Mahila Khadi Niketan Bhivani Road, Jind (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/NZ/Har./KRDP/3rd Phase/2016-17/872

Date: 14.02.2017

## SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Seva Mandal, Ramnagar, Karnal (Haryana) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/2016-17/109 dt.08-02-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Seva Mandal, Ramnagar, Karnal (Haryana) 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)		11.53	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	50	6.75	
b)	Improved Looms –	10	4.78	
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	8.85	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	- *	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	1.60	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>49.98</b>	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>31.50</b>	
<b>GRAND TOTAL (A+B)</b>			<b>81.48</b>	

(\*) Quantity in Nos. is an indicative

Rs. in lakhs

Sr.No.	In favour of	Fund to be released
1.	State Director	70.63 ✓
2.	Director (IT)	9.25 ✓
3.	Director (CB)	1.60 ✓
	<b>Total</b>	<b>81.48 ✓</b>

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

1. An agreement will be executed between State/Divisional Director and Reform implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-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.
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10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT



Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.

18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
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21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
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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)

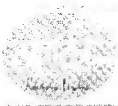
To  
The Secretary  
Khadi Seva Mandal, Ramnagar, Karnal (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

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

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

Director (Khadi)



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

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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

Khadi (2016-17)/29  
dt 25/1/17

No. DK(KPM)/NZ/Har./KRDP/3rd Phase/2016-17/ 860

Date: 15.02.2017

## SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Yara Khadi Gramodyog Sangh, Nilokheri, Karnal, (**Haryana**) - reg.

**Ref:** Budget Allocation No.BGT/Khadi/Allo/2016-17/108 dt.08-02-2017

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Ambala (Haryana) sanction by accorded S.F.C. (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Yara Khadi Gramodyog Sangh, Nilokheri, Karnal, (**Haryana**) 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)		24.50	Director, S.O. Ambala
a)	New Model Charkha – NMC & Acce. (In Nos.)	100	13.50	
b)	Improved Looms –	20	11.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, S.O. Ambala
3	Construction of shed for CFC	-	5.00	Director, SO Ambala
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25 (S.D.) Rs. 1.75(IT)	Director, SO Ambala Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO. Ambala
7	Margin money for W. Capital	-	14.00	Director, SO Ambala
	<b>Total</b>		<b>70.50</b>	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		19.00	Director, SO Ambala
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO Ambala
	<b>Total</b>		<b>34.00</b>	
<b>GRAND TOTAL (A+B)</b>			<b>104.50</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1.	State Director	89.75 ✓
2.	Director (IT)	11.75 ✓
3.	Director (CB)	3.00 ✓
	<b>Total</b>	<b>104.50 ✓</b>

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

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

Yara Khadi Gramodyog Sangh, Nilokheri, Karnal, (Haryana)

Through: State Director,  
KVIC, Ambala (Haryana)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi.
2. State Director, KVIC, Ambala (Haryana).
3. Dy. Director/I/c (RID), KVIC, Mumbai-56.
4. Director (Marketing), KVIC, Mumbai-56.
5. Director, (Capacity Building), KVIC, Mumbai-56.
6. Director (I.T), KVIC, Mumbai-56.
7. Director (Accounts), KVIC, Mumbai-56.

Director (Khadi)



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

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