



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/Ist 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 Kshetriya Shree Gandhi Ashram, Jalalpur, Malda - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Kshetriya Shree Gandhi Ashram, Jalalpur, Malda 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)		33.45	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	185	21.45	
b)	Silk Reeling Basin	4 unit (20 basins)	7.00	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	25 IL	5.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.50	Director, SO/DO
3	Construction of shed for CFC	-	0.00	Director, SO/DO

	etc.			
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
	Total		66.95	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	5	19.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		34.00	

	GRAND TOTAL (A+B)		100.95	
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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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure – II.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.

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

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.

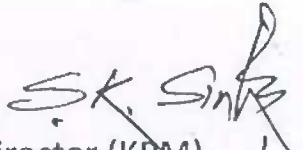
Encl: - As above

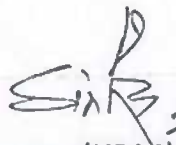
To
The Secretary
Kshetriya Shree Gandhi Ashram,
Jalapur,
Malda.

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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) 21/03/2


Director (KPM) 21/03



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KHADI AND VILLAGE INDUSTRIES COMMISSION
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No. DKPM/KRDP/DRA/Ist 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 Chaspara Silk Samity, Vill and PO Chaspara, Malda - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Koikata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Chaspara Silk Samity, Vill and PO Chaspara, Malda 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)		17.45	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	50 N + 80 P	9.95	
b)	Silk Reeling Basin	2 set 10 basins	3.50	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	20 IL	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	0.75	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
	Total		49.20	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	19.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		34.00	
	GRAND TOTAL (A+B)		83.20	

(*) Quantity in Nos. is an indicative

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

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- (2) KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- (3) The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.

- (4) Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time.
- (6) Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The purchase terms and condition should include supply of implements within the stipulated time period.
- (7) The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
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- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
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- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.

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- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at Annexure – II.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.

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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.

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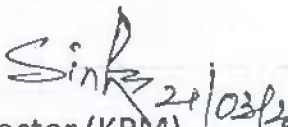
To
The Secretary
Chaspara Silk Samity,
Vill and PO Chaspara,
Malda.

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

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2. State/Divisional Director, KVIC, Kolkata.
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) 21/03/201


Director (KPM) 21/03/201



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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 Gramin Kutir Shilpa Bhavan, Jiaganj, Murshidabad - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Gramin Kutir Shilpa Bhavan, Jiaganj, Murshidabad 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)		10.85	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	50	6.25	
b)	Silk Reeling Basin	2 unit	3.50	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	5 IL	1.10	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	5.00	Director, SO/DO
3	Construction of shed for CFC	-	5.00	Director, SO/DO

	etc.			
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	10.63	Director, SO/DO Director (IT)
5	Training	-	3.10	Director (Capacity Building)
6	Installation	-	1.42	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		50.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	4.95	Director, SO/DO
	Total		33.95	

	GRAND TOTAL (A+B)		83.95	
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- (3) The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.

- (4) Since KRDP assistance will be in the form of aid, the assets acquired by the institution wholly are sub Government grant shall not be disposed off without approval of KVIC.
- (5) The procurement of the Khadi implements and Looms shall be regulated in terms of the letter No./ Implements/ 2008-09/ dated 09.01.2009 issued by the KPM or as per the directives issued by the Commission from.
- (6) Procurement of other implements related programme shall be preferably made from the reputed firms ensuring the quality, rate reasonableness etc by obtaining from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. The price and condition should include supply of implements within time period.
- (7) The supply contract/agreement/condition provision for proper skill development training to the machine that he can be able to handle maintenance of the equipment operational problems etc. The training shall also be on project for the artisan so that the artisan could optimize and be able to ensure qualitative and quantitative products.
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- (13) Details of new artisans proposed to be co-venturing artisans in the project are to be maintained and informed / Divisional Offices from time to time.

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- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
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This is issued with the approval of FA, CEO and Chairman with an advice to the Programme Directors and State/Divisional Director to ensure compliance of above conditions scrupulously.

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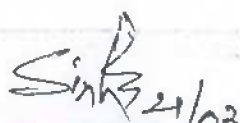
To
The Secretary
Gramin Kutir Shilpa Bhavan,
Jiaganj,
Murshidabad.

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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) 21/03/21


Director (KPM) 21/03



No. DKPM/KRDP/DRA/Ist 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 Satish Sarvodaya Bharati, 137, B. B. Sen Road, Berhampur, Murshidabad - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Satish Sarvodaya Bharati, 137, B. B. Sen Road, Berhampur, Murshidabad 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)		8.80	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	50 N	6.25	
b)	Silk Reeling Basin	15 reeling basin	2.55	
c)	Looms – Cotton/Wool/Silk/ Polyvastra	0	0.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	7.09	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]	-	10.66	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	2.38	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		50.93	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	19.00	Director, SO/DO
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.03	Director, SO/DO
	Total		34.00	

	GRAND TOTAL (A+B)		84.93	
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(*) Quantity in Nos. is an indicative

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

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

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

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

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

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
Satish Sarvodaya Bharati,
137, B. B. Sen Road,
Berhampur, Murshidabad.

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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

S.K. Sinha
Director (KPM) 21/03/20

Sinha 21/03/201.
Director (KPM)



No. DKPM/KRDP/DRA/Ist 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 Gandhi Gram Bikas Samity, Vill PO Mokdumpur, Dist. Malda-732103 (WB) - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Gandhi Gram Bikas Samity, Vill PO Mokdumpur, Dist. Malda-732103 (WB) 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)		25.00	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	125 N + 10 P	15.75	
b)	Silk Reeling Basin	2 unit	5.25	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	20	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	15.00	Director, SO/DO

3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		71.00	

B. Marketing Reform

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

	GRAND TOTAL (A+B)		105.00	
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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.
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- (10) The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.

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

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

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.

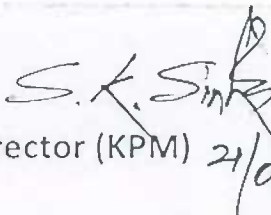
Encl: - As above

To
The Secretary
Gandhi Gram Bikas Samity,
Vill PO Mokdumpur,
Dist. Malda-732103 (WB).

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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) 21/02/13


Director (KPM) 21/03



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 Jhargram Khadi and VI Association, Paschim, Mednapur - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Jhargram Khadi and VI Association, Paschim, Mednapur 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)		17.37	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	50 N + 30 M	9.37	
b)	Silk Reeling Basin	25 reeling basins	4.25	
c)	Looms – Cotton/Wool/Silk/ Polyvastra	5 IL + 15 IL(J)	3.75	
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	17.75	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]	-	10.90	Director, SO/DO Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		69.02	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		33.97	
	GRAND TOTAL (A+B)		102.99	

(*) Quantity in Nos. is an indicative

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

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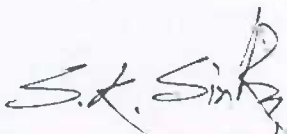
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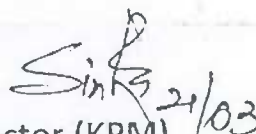

Director (KPM) 21/03/03

To
The Secretary
Jhargram Khadi and VI Association,
Paschim,
Mednapur.

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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) 21/03/03



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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/Ist 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 Palli Unnayan Sansthan, Kaladanga, Murshidabad - reg.

Ref: 1. SFC resolution No.Khadi/2011-12/46 dated 19.01.2012.
2. Budget Allocation No.BGT/Khadi/Allo/2011-12 dt. 23.01.2012

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 7th meeting held on 19.12.2011 under above referred Resolution in favour of Palli Unnayan Sansthan, Kaladanga, Murshidabad 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)		16.00	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	50 M + 50 N	12.50	
b)	Silk Reeling Basin	2 set (10 basin)	3.50	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	0	0.00	
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	12.00	Director, SO/DO

3	Construction of shed for CFC etc.	-	2.50	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	12.52	Director, SO/DO Director (IT)
5	Training	-	3.10	Director (Capacity Building)
6	Installation	-	0.50	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		60.62	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	19.00	Director, SO/DO
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		33.97	

	GRAND TOTAL (A+B)		94.59	
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(*) Quantity in Nos. is an indicative

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

- (1) An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at Annexure-I on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- (2) KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
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- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.

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

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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

S. K. Sinha
Director (KPM) 21/03/201

S. K. Sinha
Director (KPM) 21/03



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Baswa Resham Shilpi Samabaya Sangha Ltd.(KVIB), PO. Baswa, Rampurhat, Birbhum-731 202 - reg.**

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on 22.09.2014 under above referred Resolution in favour of **Baswa Resham Shilpi Samabaya Sangha Ltd.(KVIB), PO. Baswa, Rampurhat, Birbhum-731 202** for the year 2014-15 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.43	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	50	7.03	
b)	Silk Reeling Basin	1	4.40	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	10	5.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		60.68	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	7.80	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		24.55	

	GRAND TOTAL (A+B)		85.25	85.25
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(*) Quantity in Nos. is an indicative

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

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

SO 70-48
IT 11-75-
CB 3-4
85.25

556

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 in kind. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- (10) The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

- 535
- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

Director (KPM/KC/NS)

To
The Secretary
Baswa Resham Shilpi Samabaya Sangha Ltd.(KVIB),
PO. Baswa, Rampurhat.
Birbhum-731 202

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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

SK SINGH
Director (KPM/KC/NS)

28/11/2014



Government of India
Ministry of Micro, Small & Medium Enterprises,
**OFFICE OF THE COMMISSIONER FOR
KHADI AND VILLAGE INDUSTRIES**
DIRECTORATE OF KHADI PROGRAMME & MONITORING
3, Irla Road, Vile Parle (west), Mumbai - 400 056
Ph. & Fax - 022-26715860; E-mail: directorkpm@kvic.gov.in;
Website : www.kvic.org.in



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Das Silk Khadi Samiti (KVIB), Vill. Piarapur, Tq. Ragunathgonj, Malda-732 206** - reg.

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) in its 4th meeting held on 22.09.2014 under above referred Resolution in favour of **Das Silk Khadi Samiti (KVIB), Vill. Piarapur, Tq. Ragunathgonj, Malda-732 206** for the year 2014-15 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)		19.03	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	75	10.53	
b)	Silk Reeling Basin	1	3.50	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	10	5.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		63.28	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	4.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		20.75	

	GRAND TOTAL (A+B)		84.03	
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(*) Quantity in Nos. is an indicative

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

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

90 69.28
17 11.75
CB 3.00

43

573

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.
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- (9) The institution shall maintain separate record of the details for the assets acquired under this assistance in kind. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
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- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

44

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

- 532
- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

/

Director (KPM/KC/NS)

To
The Secretary
Das Silk Khadi Samiti (KVIB),
Vill. Piarapur, Tq. Ragunathgonj.
Malda-732 206

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
- ✓ 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/KC/NS) 28/11/11



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Jaluabadal Khadi 'O' Resham Shilpa Samity, J B Malik Parada, Tq. Kaliachak-I, Malda-732 216** - reg.

Ref: 1. SFC resolution No.**Khadi/2014-15/54** dated 22-09-2014.
2. Budget Allocation No.**BGT/Khadi/ALLO/2014-15** dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on 22.09.2014 under above referred Resolution in favour of **Jaluabadal Khadi 'O' Resham Shilpa Samity, J B Malik Parada, Tq. Kaliachak-I, Malda-732 216** for the year 2014-15 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)		18.53	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	50	7.03	
b)	Silk Reeling Basin	2	7.00	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	15	4.50	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		62.78	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		35.75	

	GRAND TOTAL (A+B)		98.53	
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(*) Quantity in Nos. is an indicative

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

- (1) An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
- (2) KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC – KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
- (3) The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
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- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 Manufacturer for supply of Charkhas and notified vide Circular No. DKPM/Kh.

90 8378
17 11.75
CB 3.12
98.53

48

572

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 in kind. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
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- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

- 57
- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

←
Director (KPM/KC/NS)

To
The Secretary
Jaluabadal Khadi 'O' Resham Shilpa Samity,
J B Malik Parada, Tq. Kaliachak-I.
Malda-732 216

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
- ✓ 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/KC/NS)

28/11/2014



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Nagar Resham Shilpa Samabaya Samiti Ltd., Nagar, Murshidabad-742 159** - reg.

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on **22.09.2014** under above referred Resolution in favour of **Nagar Resham Shilpa Samabaya Samiti Ltd., Nagar, Murshidabad-742 159** for the year 2014-15 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		12.50	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	10	0.50	
b)	Silk Reeling Basin	2	7.00	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	10	5.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

563

52

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		56.75	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		35.75	

	GRAND TOTAL (A+B)		92.50	
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(*) Quantity in Nos. is an indicative

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

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

SO 77.75
17 11.75
CB 3.00
92.50

562
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 in kind. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
- (10) The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

- 561
- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

Director (KPM/KC/NS)

To
The Secretary
Nagar Resham Shilpa Samabaya Samiti Ltd.,
Nagar.
Murshidabad-742 159

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
- ✓ 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

S.K. Singh
Director (KPM/KC/NS)

28/11/20



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Nataraj Khadi Shilpa Samity, Vill. Chotonilpur, PO Sripally, Dist. Burdwan-713 103 (West Bengal)** - reg.

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on **22.09.2014** under above referred Resolution in favour of **Nataraj Khadi Shilpa Samity, Vill. Chotonilpur, PO Sripally, Dist. Burdwan-713 103 (West Bengal)** for the year 2014-15 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.55	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	100	13.50	
b)	Silk Reeling Basin	1	1.85	
c)	Looms -- Cotton/Wool/Silk/ Polyvastra	4	1.20	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		60.80	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	19.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		35.75	

	GRAND TOTAL (A+B)		96.55	
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(*) Quantity in Nos. is an indicative

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

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

50
IT 81.87
CB 11.75
3.00
96.55

59

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.
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- (11) The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
- (12) Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
- (13) Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
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- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

Director (KPM/KC/NS)

To
The Secretary
Nataraj Khadi Shilpa Samity,
Vill. Chotonilpur, PO Sripally.
Dist. Burdwan-713 103 (West Bengal)

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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

S.K. Sinha
Director (KPM/KC/NS) 28/11/2



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Resham Khadi 'O' Kutir Shilpa Samiti, Chota Sujapur, Tq. Sujapur Gram Panchayat, Malda-732 206** - reg.

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on **22.09.2014** under above referred Resolution in favour of **Resham Khadi 'O' Kutir Shilpa Samiti, Chota Sujapur, Tq. Sujapur Gram Panchayat, Malda-732 206** for the year 2014-15 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)		18.04	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	50	7.04	
b)	Silk Reeling Basin	2	7.00	
c)	Looms – Cotton/Wool/Silk/ Polyvastra	10	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	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to	-	6.25	Director, SO/DO

	Reform Implementation Officer]			Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		62.29	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	16.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		32.75	

	GRAND TOTAL (A+B)		95.04	
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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.
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- (5) The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the

SO SP.8
IT 11.75
CB 3.00
95.04

29

Commission from time to time. KVIC has recently empanelled 8 Manufacturer for supply of Charkhas and notified vide Circular No. DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 04.03.2014 and Addendum No. DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04.06.2014. Similarly list of loom manufacturer were also notified vide Circular No. DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15.07.2014.

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- (7) The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
- (8) The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
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- (14) The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

- (15) The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
- (16) The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the 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**.

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- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

Director (KPM/KC/NS)

To
The Secretary
Resham Khadi 'O' Kutir Shilpa Samiti,
Chota Sujapur, Tq. Sujapur Gram Panchayat.
Malda-732 206

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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

S.K. Singh
Director (KPM/KC/NS)
28/11/2014



No. DKPM/KRDP/DRA/2nd Phase/132/2011-12/2014-15

Date: 24.11.2014

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of **Resham Kutir Shilpa, Vill & Post Bamongram,, Malda-732 206** - reg.

Ref: 1. SFC resolution No.Khadi/2014-15/54 dated 22-09-2014.
2. Budget Allocation No.BGT/Khadi/ALLO/2014-15 dated 08-10-2014.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, **Kolkata** sanction as accorded by SFC (Khadi) in its 4th meeting held on **22.09.2014** under above referred Resolution in favour of **Resham Kutir Shilpa, Vill & Post Bamongram,, Malda-732 206** for the year 2014-15 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)		17.05	Director, SO/DO
a)	New Model Charkha - Cotton/Wool/Polyvastra	50	7.00	
b)	Silk Reeling Basin	2	5.05	
c)	Looms - Cotton/Wool/Silk/ Polyvastra	15	5.00	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	15.00	Director, SO/DO
3	Construction of shed for CFC etc.	-	5.00	Director, SO/DO
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.25	Director, SO/DO Director (IT)

5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	Total		61.30	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	12.00	Director, SO/DO
2	Inventory management	-	11.75	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	Total		28.75	

	GRAND TOTAL (A+B)		90.05	
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(*) Quantity in Nos. is an indicative

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

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

50 75.30
17 11.75
CB 3.00
90.05

566

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 in kind. 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.

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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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
- (17) The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
- (18) In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
- (19) The RII and the State / Divisional Director should ensure that the minutes of the Field Level Execution Committee meeting is prepared and forwarded to the concerned Programme Directors and Director (RID) within a week time for speedy implementation of the programme.
- (20) Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
- (21) A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

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- (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, 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) 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.

This is issued with the approval of Competent Authority.

Encl: - As above.

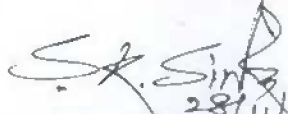
Director (KPM/KC/NS)

To
The Secretary
Resham Kutir Shilpa,
Vill & Post Bamongram,
Malda-732 206

Through: State/Divisional Director,
KVIC, Kolkata

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East Zone), KVIC, Kolkata.
2. State/Divisional Director, KVIC, Kolkata.
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


28/11/201
Director (KPM/KC/NS)

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कामये दुःखतपानम् ।
प्राणिनाम् भार्तिनाशनम् ॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Sonamukhi Resham Shilpi Sambaya Sangha Ltd., Sonmukha, Dist.Bankura (W.B.)

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Sonamukhai Resham Shilpi Sambaya Sangha Ltd., Sonmukhi, Dist.Bankura (W.B.) for the year 2016-17 under special programme 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)		14.80	
a)	Paddle Charkha	50	4.00	Director, SO,
	Reeling Basin	1	3.60	
	Improved Looms	2	0.80	
	Traditional Loom (Silk)	16	6.40	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75 1.25	Director, SO, Director (IT)
5	Training	-	3.00	Director (C.B.)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.80	

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

	GRAND TOTAL (A+B)		75.80	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director	61.55
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.80

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

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

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

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

15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

g/sms
21/7
Director (Khadi) / L.O.

✓ To

The Secretary

Sonamukhai Resham Shilpi Sambaya Sangha Ltd.,
Sonmukha, Dist.Bankura (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



कामधे इरुवतप्रानाम् ।
नमोऽस्तुते अस्मिन् शतमानम् ॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Silk Silpodyog, Dist.Purulla. (W.B.)

Ref : 1.Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23.-6.2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Silk Silpodyog , Dist.Purulla. (W.B.) for the year 2016-17 under special programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		15.00	Director, SO,
a)	NMC Muslin	10		
	Paddle Charkha	40		
	Reeling Basin	1		
	Improved Looms	2		
	Traditional Looms	15		
2	Common Facility Centre (CFC)	As per approved Action Plan	6.50	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75 1.25	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO
7	Margin money for Working Capital	-	14.00	Director, SO.
	Total		52.50	

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

	GRAND TOTAL (A+B)		72.50	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	58.25
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	72.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

8/10/08 21/2
Director (Khadi)/L.O.

✓ To

The Secretary

Khadi Silk Silpodyog , Dist.Purulla. (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



कामधे दुःखप्रदानम् ।
प्राणिनाम् आर्तिनाशनम् ॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Balarampur Sarvoday Gram Swaraj Sangh, (W.B.)

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Balarampur Sarvoday Gram Swaraj Sangh, (W.B.) for the year 2016-17 under Special programme 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)		14.75	Director, SO, Kolkata
a)	8 spdl.NMC NMC Muslin Traditional Looms	40 10 20		
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75 1.25	Director, SO, Director (IT)
5	Training	-	3.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.75	

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

	GRAND TOTAL (A+B)		75.75	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	61.50
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.75

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

5/10/17
21/7
Director (Khadi)/L.O.

✓ To

The Secretary

Balarampur Sarvoday Gram Swaraj Sangh, (W.B.)

Through: **State Director, KVIC, Kolkata (W.B.)**



काममे दुरुक्तमानाम्।
प्राणिनाम् अन्तिनाशनम्।



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

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

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Nabin Chandra Resham Khadi Gr.Samity. (W.B.)

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Nabin Chandra Resham Khadi Gr.Samity. (W.B.) for the year 2016-17 under Special programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		13.20	Director, SO, Kolkata
a)	8 Spdl. NMC	40		
	NMC Muslin	5		
	Reeling Basin	1		
	Improved Looms	10		
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.25 1.75	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		54.20	

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

	GRAND TOTAL (A+B)		74.20	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	59.45
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	74.20

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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13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
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25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. 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

g/ncs
21/7
Director (Khadi) / L.O.

To

✓ The Secretary

Nabin Chandra Resham Khadi Gr.Samity. (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



कर्मणे इ स्वतंत्रतायाम्।
प्राणिनाम् अस्ति निवासम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Murshidabad Khadi Gr. Samity, Murshidabad (W.B.)

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Murshidabad Khadi Gr. Samity, Murshidabad (W.B.) for the year 2016-17 under Special programme 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)		14.75	Director, SO, Kolkata
a)	8 Spdl. NMC	20		
	NMC Muslin	30		
	Paddle Charkha	10		
	Reeling Basin	1		
	Improved Looms	9		
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75 1.25	Director, SO, Director (IT)
5	Training	-	3.00	Director(CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.75	

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

	GRAND TOTAL (A+B)		75.75	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	61.50
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.75

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

S/2017
21/7
Director (Khadi)/L.O.

✓ To

The Secretary

Murshidabad Khadi Gr. Samity, Murshidabad (W.B.)

**Through: State Director,
KVIC, Kolkata (W.B.)**



कामाय दूरवर्तमानम् ।
मणिनाम् अतिनाशनम् ॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग
**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

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

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date:18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Ranpur Mahamaya Khadi Gramodyog Samity, VPO-Ranpur, Bankura, Dist. Bankura (W.B.)

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Ranpur Mahamaya Khadi Gramodyog Samity, VPO-Ranpur, Bankura, Dist. Bankura (W.B.) for the year 2016-17 under Special programme is here communicated 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)		14.75	irectDor, SO,
a)	NMC Muslin	50	6.75	
	Paddle Charkha- spun	5	0.40	
	Traditional Loom-Silk	10	4.00	
	Reeling Basin	1	3.60	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, SO,
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 3.75 1.25	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.75	

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

	GRAND TOTAL (A+B)		75.75	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	61.50
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.75

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

S/Secy
21/7
Director (Khadi)/LO

To

✓ The Secretary

Ranpur Mahamaya Khadi Gramodyog Samity,
VPO-Ranpur, Bankura, Dist. Bankura (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



कामधे इत्यलप्रानाम् ।
प्रगितिनाम् आतिनाशनम् ।



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Noor Resham Khadi Samity, Choto Sujapur, Dist.Malda (W.B.)- reg.

Ref : 1.Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Noor Resham Khadi Samity, Choto Sujapur, Dist.Malda (W.B.) for the year 2016-17 under Normal programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		25.00	Director, SO, Kolkata
a)	Paddle Charkha	100	8.00	
	NMC Muslin.	50	7.00	
	Reeling Basin	1	3.60	
	Improved loom.	10	4.00	
	Traditional looms.	6	2.40	
2	Common Facility Centre (CFC)	Action Plan	5.50	Director, SO,
3	Construction of shed for CFC	-	5.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (SO) Rs. 1.75 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		61.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.25	Director, SO,
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO,
	Total		29.25	
	GRAND TOTAL (A+B)		90.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	76.00
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	90.75

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.
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12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
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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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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.B.

To

✓ The Secretary

Noor Resham Khadi Samity,

Choto Sujapur, Dist.Malda (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



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/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mirzapur Resham Khadi Samity, Raghunathgank, Dist.Murshidabad (W.B.) - reg.

Ref : 1.Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC(Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Mirzapur Resham Khadi Samity, Raghunathgank, Dist.Murshidabad (W.B.) for the year 2016-17 under Normal programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.)(*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		25.00	Director, SO,
a)	Paddle Charkha	10	2.00	
	NMC	20	2.80	
	Reeling Basin with cocoon dry ch.	1	4.70	
	Improved loom.	5	2.00	
	Twesting machine.	1	13.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	15.00	Director, SO,
3	Construction of shed for CFC	-	5.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (SO) Rs. 1.75 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		71.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.25	Director, SO,
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO,
	Total		29.25	
	GRAND TOTAL (A+B)		100.25	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	85.50
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	100.25

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

9/20/21/3
Director (Khadi)/20

To

✓ The Secretary

Mirzapur Resham Khadi Samity, Raghunathgank,
Dist.Murshidabad (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



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/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 15.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Nagar Resham Khadi Gramodyog Sangh, Dist. Murshidabad (West Bengal) - reg.

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 & dt.11.07.2016

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Nagar Resham Khadi Gramodyog Sangh, Murshidabad for the year 2016-17 under Normal programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.)(*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		20.00	Director, SO, Kolkata
a)	New Model Charkha Reeling Unit & Basin	Charkha Muslin-50 Reeling Basin-2 Imp.Loom -15	7.00 7.00 6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	9.10	Director, SO, Kolkata
3	Construction of shed for CFC	-	5.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (SO) Rs. 1.75 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director , (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		60.10	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.50	Director, SO,
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO,
	Total		24.50	

	GRAND TOTAL (A+B)		84.60	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Kolkata	69.85
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	84.60

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 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure – II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

9/12/20
Director (Khadi)/20

To,

✓ The Secretary

Nagar Resham Khadi Gramodyog Sangh,
Dist.Murshidabad (W.B.)

Through: State Director, KVIC, Kolkata (West Bengal)



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



खादी और ग्रामोद्योग आयोग
**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

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

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Memari Kutir Shilpa Prosikhan 'O' Utpaadan Kendra, Burdwan, Dist.Burdwan (W.B.)

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Memari Kutir Shilpa Prosikhan 'O' Utpaadan Kendra, Burdwan, Dist.Burdwan (W.B.) for the year 2016-17 under Normal programme 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)		24.00	Director, SO, Kolkata
a)	Charkha NMC 8 Spndle	25	3.50	
	Muslin Charkha	50	7.00	
	Reeling Basin	1	3.50	
	Improved Loom	5	2.00	
	Traditional Loom	20	8.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	Director, SO,
3	Construction of shed for CFC	-	5.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (SO) Rs. 1.75 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		60.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.25	Director, SO,
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO,
	Total		29.25	

	GRAND TOTAL (A+B)		89.75	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	75.00
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	89.75

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

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

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

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12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
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24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired

wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

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

This is issued with the approval of Competent Authority.

Encl: - As above

9/10
2/1/17
Director (Khadi) /LO

✓ To

The Secretary

Memari Kutir Shilpa Prosikhan 'O' Utpaadan Kendra,
Burdwan, Dist.Burdwan (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



कामधे दूरकतनामम्।
प्राणिनाम् आर्तिनाशनम्।



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE
INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17

Date: 18.07.2016

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of The Chaspara Khadi Samity, L aliachal Dist. Malda (W.B.) - reg.

Ref : 1. Budget Allocation No. BGT/Khadi/Allo/16-17 dtd. 23-6-2016 and dated 11.7.2016.

2. SFC Resolution No:Khadi/2016-17/10 dated 30.6.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of The Chaspara Khadi Samity, Laliachal Dist. Malda (W.B.) for the year 2016-17 under Normal programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		25.00	Director, SO, Kolkata
a)	Paddle Charkha	100	8.00	
	NMC Muslin.	50	7.00	
	Reeling Basin	1	3.60	
	Improved loom.	10	4.00	
	Traditional looms.	6	2.40	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	Director, SO,
3	Construction of shed for CFC	-	5.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (SO) Rs. 1.75 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		61.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.25	Director, SO,
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO,
	Total		29.25	

	GRAND TOTAL (A+B)		90.75	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Chennai	76.00
2	Director (I.T.)	11.75
3	Director (C.B.)	3.00
	Total	90.75

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.

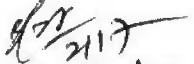
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi) /LO

To

✓ The Secretary

The Chaspara Khadi Samity,
L aliachal Dist. Malda (W.B.)

Through: State Director, KVIC, Kolkata (W.B.)



काममे दुःखतापानाम्।
मणिनाम् आतिमशानम्॥



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/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17/282 Date: 09-01-2017.

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gaur Gramin Khadi and Silk Samity, Vill.Uttar Mahadipur, Malda (West Bengal) - reg.

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17/97 dtd.02.01.2017.
2. SFC Resolution No:Khadi/2016-17/23 dated 24.12.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gaur Gramin Khadi and Silk Samity, Vill.Uttar Mahadipur, Malda (West Bengal) for the year 2016-17 under Special Category programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.)(*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		15.00	Director, SO, Kolkata
a)	New Model Charkha Reeling Unit & Basin	Charkha Muslin-50 Paddle Charkha -18 Reeling Basin - 01 Imp.Loom-10		
2	Common Facility Centre (CFC)	As per approved Action Plan	9.00	Director, SO, Kolkata
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform	-	5.00 Rs. 3.75(SO) Rs. 1.25 (IT)	Director, SO, Director (IT)

	Implementation Officer]			
5	Training	-	3.00	Director , (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.00	

B. Marketing Reform

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

	GRAND TOTAL (A+B)		75.00	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Kolkata	60.75
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.00

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

1.An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.

2.KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.

3.The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.

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

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10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.

11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.

12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

13.Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.

14.The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

15.The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.

16.The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17.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.

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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

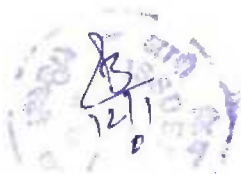

Director (Khadi)

To,

The Secretary

Gaur Gramin Khadi and Silk Samity, Vill. & PO.Uttar Mahadipur,
Dist. Malda, (West Bengal) -732216.

Through: State Director, KVIC, Kolkata (West Bengal)





कामधे दुरुक्तमाम्।
प्राणिनाम् अतिनाशनम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/EZ/KRDP/S.O.Kolkata/3rd phase/2016-17/283 Date: 09-01-2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Margram Panchayet Silk Khadi Vander, Margram (West Bengal) - reg.

Ref :1. Budget Allocation No. BGT/Khadi/Allo/16-17/97 dtd. 02.01.2017

2. SFC Resolution No:Khadi/2016-17/23 dated 24.12.2016.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata, sanction as accorded by SFC (Khadi) under Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Margram Panchayet Silk Khadi Vander, Margram (West Bengal) for the year 2016-17 under Special Category programme is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.)(*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		15.00	Director, SO, Kolkata
a)	New Model Charkha Reeling Unit & Basin	8 Spdl.NMC-20 NMC-Muslin-30 Reeling Basin-1 Imp.Loom-15		
2	Common Facility Centre (CFC)	As per approved Action Plan	9.50	Director, SO, Kolkata
3	Construction of shed for CFC	-	8.00	Director, SO,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs.3.75(SO Rs. 1.25 (IT)	Director, SO, Director (IT)
5	Training	-	3.00	Director , (CB)
6	Installation	-	1.00	Director, SO,
7	Margin money for Working Capital	-	14.00	Director, SO,
	Total		55.50	

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

GRAND TOTAL (A+B)		75.50	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director, Kolkata	61.25
2	Director (I.T.)	11.25
3	Director (C.B.)	3.00
	Total	75.50

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

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This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To,

The Secretary

Margram Panchayet Silk Khadi Vander, Vill.Khedapara, P.O.Margram, Dist. Birbhum, (West Bengal)-

Through: State Director, KVIC, Kolkata (West Bengal)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (East **Zone**), KVIC, Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director, (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

Director (Khadi)



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

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

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



कामये दुरकामनाम् ।
प्राणिनाम् आतिथानम् ॥



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/KRDP/Gen/Kolkata/3rd phase/2016-17

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gram Unnayan Khadi and Silk Samity, Choto Sujapur, Malda- reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.

2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Gram Unnayan Khadi and Silk Samity, Choto Sujapur, Malda for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		17.50	Director, S.O
	a) 8 Spl.NMC	50	7.00	
	b) Improved looms	10	4.50	
	c) Reeling Basin	1unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		58.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		17.50	
	GRAND TOTAL (A+B)		76.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	63.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	76.00

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To

The Secretary,

Gram Unnayan Khadi and Silk Samity, Choto Sujapur, Malda
Vill. & P.O. Choto Sujapur, Dist. Malda Pin:732206

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



कामधे दुर्यन्तप्रामाणम्।
प्राणिनाम् अतिनाशनम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 / 924

Date: 16.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Margram Resham Khadi Gramodyog Sangh, Margram, Murshidabad - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Margram Resham Khadi Gramodyog Sangha, Margram, Murshidabad for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		20.00	Director, S.O
	a)Improved looms	20	7.00	
	c)Reeling Basin	01 unit	6.00	
	d)Muslin	50	7.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		61.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		21.50	
	GRAND TOTAL (A+B)		82.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	70.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	82.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and

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

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

focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Margram Resham Khadi Gramodyog Sangh,
Vill. & P.O. Margram, Dist. Murshidabad (W.B.)
Pin: 742147.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



कर्मदे दुर्वलमानम्।
भागिनम् आतिशयम्।



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/KRDP/Gen/Kolkata/3rd phase/2016-17/926

Date: 15.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Murshidabad Resham Khadi Silpa Samity, Khagra, Murshidabad- reg.

Ref: 1.S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.

2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Murshidabad Resham Khadi Silpa Samity, Khagra, Murshidabad for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		24.50	Director, S.O
	a) 8 spindle NMC	50	6.50	
	b) Improved looms	15	5.00	
	c) Reeling Basin	06	6.00	
	d) Muslin	50	7.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	7.50	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		63.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		17.50	
	GRAND TOTAL (A+B)		80.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	68.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	80.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

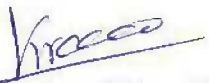
To
The Secretary,
Murshidabad Resham Khadi Silpa Samity,
40, Natunpara, PO. Khagra, Dist. Murshidabad
Pin:742103

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



कर्मणे वृत्तप्रदानम् ।
प्राणिनाम् अस्मिन्नाशनम् ॥



सर्वकार खदी

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/KRDP/Gen/Kolkata/3rd phase/2016-17 / 932

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Lalitakunda Silk "O" Khadi Gramodyog Bhavan, Lalitakunda, Birbhum.- reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Lalitakunda Silk "O" Khadi Gramodyog Bhavan, Lalitakunda, Birbhum, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		18.25	Director, S.O
	a)Improved looms	15	5.25	
	b)Reeling Basin	1 unit	6.00	
	e)Muslin	50	7.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		59.25	

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, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		31.50	
	GRAND TOTAL (A+B)		90.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	78.50
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	90.75

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

Kraccio
Director (Khadi)

To

The Secretary,

Lalitikunda Silk "O" Khadi Gramodyog Bhavan,
Vill. Lalitikunda., P.O. Baswa, Dist. Birbhum (W.B.)
Pin: 731202.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56



Kraccio
Director (Khadi)

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

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

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



कामये दुरवतप्रानम् ।
प्राणिनाम् आत्मिशासनम् ॥



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/KRDP/Gen/Kolkata/3rd phase/2016-17 / 931

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Sujapur Resham Khadi Sangha, Brohmotter, Sujapur Malda- reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office , KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Sujapur Resham Khadi Sangha, Brohmotter, Sujapur, Malda for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		23.50	Director, S.O
	a)Improved looms	10	3.50	
	b)Reeling Basin	1 unit	6.00	
	e)Muslin	100	14.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		64.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		26.50	
	GRAND TOTAL (A+B)		91.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	78.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	91.00

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

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

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

Sujapur Resham Khadi Sangha, Brohmottor, Malda
Vill. Brohmottor, P.O. Sujapur, Dist. Malda
Pin: 732206. (W.B.)

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



कामये दु स्वतंत्रानाम्।
प्राणिनाम् अतिनाशनम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 / 997

Date: 16.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour Sarbodaya Seva Sangh, Nagar Murshidabad.reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Sarbodaya Seva Sangh, Nagar Murshidabad for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		21.00	Director, S.O
	a)8 spindle NMC	50	7.00	
	b)Improved looms	20	8.00	
	c)Reeling Basin	1 unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	8.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		60.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		21.50	
	GRAND TOTAL (A+B)		81.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	69.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	81.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform

Implementing Officer and IT Assistant must submit their monthly work report and 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,
Sarbodaya Seva Sangh, Nagar
Vill. & P.O. Nagar, Dist.Murshidabad (W.B.)
Pin: 742159.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



कामये वृत्तप्रदानम्।
प्राणिनाम् अतिनिश्चयम्॥



सत्यमेव जयते

खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 / 1933

Date: 16.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Margram Khadi Seva Mondal, Margram, Birbhum- reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Margram Khadi Seva Mondal, Margram, Birbhum, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		14.47	Director, S.O
	a)Improved looms	5	1.75	
	b)Reeling Basin	1 unit	6.00	
	e)Muslin	48	6.72	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 (SO)-Rs. 3.75 (IT)-Rs. 1.25	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		52.47	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	-	9.00	Director, S.O,
2	Inventory management	-	6.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		20.00	
	GRAND TOTAL (A+B)		72.47	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	62.22
2	Director (I.T.)	7.25
3	Director (C.B.)	3.00
	Total	72.47

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Margram Khadi Seva Mondal, Margram, Birbhum,
Vill. & P.O. Margram, Dist. Birbhum. (W.B.)
Pin: 731217.

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 / 928

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Ramkrishna Resham Khadi & Palli Unnayan Sanstha, Margram, Murshidabad - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Ramkrishna Resham Khadi & Palli Unnayan Sanstha, Margram, Murshidabad for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		15.00	Director, S.O
	a)8 spindle NMC	25	3.50	
	b)Improved looms	10	3.50	
	c)Paddle Charkha	5	0.50	
	d)Reeling Basin	1 unit	4.00	
	e)Muslin	25	3.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		56.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		17.50	
	GRAND TOTAL (A+B)		73.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	61.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	73.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and

experience of RIO and ITA shall be as prescribed by KVIC. The Referring Implementing Officer and IT Assistant must submit their monthly work report and 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,

Ramkrishna Resham Khadi & Palli Unnayan Sanstha,
Vill. & P.O. Margram, Dist. Murshidabad
Pin: 742147.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17/१२५

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Uttarpara Resham Khadi Gramodyog Sangha, Margram, Murshidabad - reg.

Ref: 1. 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.

2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office , KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Uttarpara Resham Khadi Gramodyog Sangha, Margram, Murshidabad for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		25.00	Director, S.O
	a)8 spindle NMC	25	2.50	
	b)Improved looms	25	9.00	
	c)Reeling Basin	1 unit	6.00	
	e)Muslin	50	7.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	8.50	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		64.50	

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, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		31.50	
	GRAND TOTAL (A+B)		96.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	83.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	96.00

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)


To
The Secretary,
Uttarpara Resham Khadi Gramodyog Sangha,
Vill. & P.O. Margram, Dist. Murshidabad
Pin: 742147.(W.B.)

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



कामये दूरवप्रसन्नम्।
प्राणिनाम् आर्तिनाशनम्॥



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/KRDP/Gen/Kolkata/3rd phase/2016-17 / 136

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Madan Mohan Silk Khadi Samity, Maheshpur, Malda, - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Madan Mohan Silk Khadi Samity, Maheshpur, Malda, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		25.00	Director, S.O
	a)8 spindle NMC	50	7.00	
	b)Improved looms	10	4.00	
	c)Reeling Basin	1 unit	7.00	
	d)muslin	50	7.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	7.50	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		63.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		12.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		24.50	
	GRAND TOTAL (A+B)		88.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	75.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	88.00

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

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

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

- experience of RIO and ITA shall be as prescribed by KVIC. The Referring 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,
Madan Mohan Silk Khadi Samity,
Vill. Maheshpur P.O. Mokdumpur Dist. Malda (W.B.)
Pin: 732103.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 | 930

Date: 16.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Dubrajpur Block Khadi Industrial Society, Tantipara, Birbhum - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.

2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Dubrajpur Block Khadi Industrial Society, Tantipara, Birbhum for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		14.30	Director, S.O
	a)8 spindle NMC	20	2.70	
	b)Improved looms	8	2.80	
	c)paddle Charkha	30	3.00	
	d)Reeling Basin	1 unit	3.00	
	e)Muslin	20	2.80	
2	Common Facility Centre (CFC)	As per approved Action Plan	7.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 (SO)-Rs. 3.75 (IT)-Rs. 1.25	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		49.30	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.00	Director, S.O,
2	Inventory management	-	6.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		20.00	
	GRAND TOTAL (A+B)		69.30	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	59.05
2	Director (I.T.)	7.25
3	Director (C.B.)	3.00
	Total	69.30

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To

The Secretary,


Dubrajpur Block Khadi Industrial Society, Tantipara, Birbhum
Vill. & P.O., Tantipara, Dist. Birbhum
Pin: 731126. (W.B.)

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Nabadwip Kutir Shilpa Pratishthan, P.O. Nabadwip, Nadia, West Bengal - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Nabadwip Kutir Shilpa Pratishthan, P.O. Nabadwip, Nadia, West Bengal, for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		10.50	S.O. Kolkata
	New 8 Spinndle NMC	25	3.50	
	Muslin Charkha	25	3.50	
	Improved looms	10	3.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)

5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		43.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		56.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	47.50
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	56.00

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

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

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under

which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above

J 12 29/8/2014
Director (Khadi)

To
The Secretary,
Nabadwip Kutir Shilpa Pratishthan,
P.O. Nabadwip, Dist.Nadia,
Pin:741302 (W.B.)

Through:
State Director, KVIC, Kolkata (West Bengal)

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
- 3.Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt.Directo I/C (Marketing), KVIC, Mumbai-56
- 5.Director (Capacity Building), KVIC, Mumbai-56
- 6.Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56.

12 29/8/2022
Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/EZ/KRDP/S.O.Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Alinagar Khadi Resham Shiulpi Samity, Najirpur, Alinagar, Malda, West Bengal - reg.

Ref: 1.Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2.SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Alinagar Khadi Resham Shiulpi Samity, Najirpur, Alinagar, Malda, West Bengal, for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		8.75	S.O. Kolkata
	New 8 Spinndle NMC	20	2.80	
	Muslin Charkha	30	4.20	
	Improved looms(Frame)	05	1.75	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 Rs. 1.25	S.O. Kolkata Director (IT)
5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,

7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		40.75	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		53.25	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	45.00
2	Director (I.T.)	6.25
3	Director (C.B.)	2.00
	Total	53.25

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

25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under which the assistance given, there should be some code number embossed on such tools and implements.
31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.

36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

12/29/8/2012
Director (Khadi)

To
The Secretary,
Alinagar Khadi Resham Shiulpi Samity,
Najirpur, P.O. Alinagar, Dist. Malda
Pin: 732201 (W.B.)

Through:

State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Asstt. Director I/C (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56.

12/29/8/2012
Director (Khadi)



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - 400056
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खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Piarapur Resham Bayan Silpi Samabaya Samity Ltd., Piarapur, Murshidabad (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No: Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Piarapur Resham Bayan Silpi Samabaya Samity Ltd., Piarapur, Murshidabad, West Bengal, for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		9.15	S.O. Kolkata
	New 8 Spinndle NMC	10	1.40	
	Improved looms	05	1.75	
	Reeling Basin(Silk)	01	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)

5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		42.15	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		54.65	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	46.15
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	54.65

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

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

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

- 5 -
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
 22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
 23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
 25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
 26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
 27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
 28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
 29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
 30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under

which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

Y. 22/8/2012

Director (Khadi)

To
The Secretary,
Piarapur Resham Bayan Silpi Samabaya Samity Ltd.,
Piarapur, P.O. Sanmatinagar, Dist. Murshidabad
Pin: 742213 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
- 3.Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt.Directo I/C (Marketing), KVIC, Mumbai-56
- 5.Director (Capacity Building), KVIC, Mumbai-56
- 6.Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56.

12/28/2022

Director (Khadi)



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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/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kadamtala Khadi & Silk Reeling Centre, Jalalpur, Malda (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.
2. SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kadamtala Khadi & Silk Reeling Centre, Jalalpur, Malda (W.B.), for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		9.25	S.O. Kolkata
	8 Spindle NMC	25	3.50	
	Muslin Charkha	50	5.35	
	Paddle Charkha(Silk)	05	0.40	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)
5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,

7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		42.25	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		17.50	
	GRAND TOTAL (A+B)		59.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	51.25
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	59.75

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.

5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg /860 /Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh.Imple/Mfg/860 /Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.

14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure - II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under which the assistance given, there should be some code number embossed on such tools and implements.
31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.

35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above

J12 29/8/22 ✓
Director (Khadi)

To
The Secretary,
Kadamtala Khadi & Silk Reeling Centre,
Vill. & P.O. Jalalpur, Dist. Malda (W.B.)
Pin: 732206 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
- 3.Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt.Directo I/C (Marketing), KVIC, Mumbai-56
- 5.Director (Capacity Building), KVIC, Mumbai-56
- 6.Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56.

J12 29/8/22 ✓
Director (Khadi)

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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/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Resham Khadi Gramonnayan Silpa Pratisthan, Palpara Ghoshhat, Katwa (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No: Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Resham Khadi Gramonnayan Silpa Pratisthan, Palpara Ghoshhat, Katwa, West Bengal, for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		7.10	S.O. Kolkata
	Muslin Charkha	25	3.50	
	Improved looms	05	1.75	
	Paddle Charkha(Silk)	20	1.85	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)

5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		40.10	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		52.60	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	44.10
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	52.60

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

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

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under

which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.

This is issued with the approval of Competent Authority.

Encl: - As above

J/2 29/8/20
Director (Khadi)

To
The Secretary,
Resham Khadi Gramonnayan Silpa Pratisthan,
Palpara Ghoshhat, P.O.Katwa, Dist. Burdwan
Pin: 713130 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
- 3.Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt.Directo I/C (Marketing), KVIC, Mumbai-56
- 5.Director (Capacity Building), KVIC, Mumbai-56
- 6.Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56.

12/29/2022

Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Murshidabad Silk Weavers Co-operative Society Ltd., Chak Islampur, (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Murshidabad Silk Weavers Co-operative Society Ltd., Chak Islampur, (W.B.), for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		9.25	S.O. Kolkata
	Muslin Charkha	25	3.50	
	Improved Looms	10	3.50	
	Paddle Charkha(Silk)	25	2.25	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)

5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		42.25	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		54.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	46.25
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	54.75

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

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


4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Murshidabad Silk Weavers Co-operative Society Ltd.
Chak P.O. Islampur, Dist. Murshidabad
Pin: 742304 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Asstt. Director I/C (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56.

[Handwritten Signature]

Director (Khadi)

ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056
Tele-fax: 022-2671 5860 email: directorkpm@kvic.gov.in and
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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/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gohira Resham Khadi "O" Gramodyog Samity, Gohira, Gurulla, Murshidabad (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gohira Resham Khadi "O" Gramodyog Samity, Gohira, Gurulla, Murshidabad (W.B.), for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		8.75	S.O. Kolkata
	8 Spindle NMC.	25	3.50	
	Muslin Charkha	25	3.50	
	Improved Looms	05	1.75	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	6.00 Rs. 4.50 Rs. 1.50	S.O. Kolkata Director (IT)
5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		41.75	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, S.O,
	Total		12.50	
	GRAND TOTAL (A+B)		54.25	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	45.75
2	Director (I.T.)	6.50
3	Director (C.B.)	2.00
	Total	54.25

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

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

the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The

assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.

15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
18. In order to monitor and evaluate the programme, a Field Level Execution Committee (FLEC) headed by State/Divisional Director shall be constituted. The detailed composition and ToR for FLEC is placed at **Annexure - II**.
19. The RII and the State / Divisional Director should ensure that the monthly report, which would contain highlights of Field Level Execution Committee (FLEC) decisions, should be sent to Central Office.
20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A

- copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
 24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
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 26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
 27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
 28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
 29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
 30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under which the assistance given, there should be some code number embossed on such tools and implements.
 31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
 32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
 33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
 34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.

35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above

for 21/8/20
Director (Khadi)

To
The Secretary,
Gohira Resham Khadi "O" Gramodyog Samity,
Gohira, P.O. Gurulia, Dist. Murshidabad
Pin: 742147 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
- 3.Dy. Director I/c (RID), KVIC, Mumbai-56
- 4.Asstt.Directo I/C (Marketing), KVIC, Mumbai-56
- 5.Director (Capacity Building), KVIC, Mumbai-56
- 6.Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56.

for 21/8/20
Director (Khadi)

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





खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 29.08.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Khadi Vikash Kendra, Tantipara, Birbhum, (W.B.) - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/259 dated 21-8-17.

2. SFC. (Khadi) Resolution No:Khadi/2017-18/34 dated 26-7-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Khadi Vikash Kendra, Tantipara, Birbhum, (W.B.), for the year 2017-18 under Special category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		6.35	S.O. Kolkata
	8 Spindle NMC	10	1.40	
	Improved Looms	07	4.20	
	Paddle Charkha(Silk)	10	0.75	
2	Common Facility Centre (CFC)	As per approved Action Plan	5.50	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 Rs. 1.25	S.O. Kolkata Director (IT)
5	Training	-	2.00	Director (C B)

6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		38.35	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		5.00	Director, S.O,
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.00	Director, S.O,
	Total		12.00	
	GRAND TOTAL (A+B)		50.35	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	42.10
2	Director (I.T.)	6.25
3	Director (C.B.)	2.00
	Total	50.35

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

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

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under

which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above

Jm 29/8/2018
Director (Khadi)

To
The Secretary,
Khadi Vikash Kendra,
Vill. & P.O. Tantipara, Dist. Birbhum,
Pin: 731126 (W.B.)

Through:
State Director, KVIC, Kolkata (W.B.)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Asstt. Director I/C (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56.

J/2 29/8/2022

Director (Khadi)

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





कामये दुरुत्तप्रानम्।
प्राणिनाम् अतिनिधानम्॥



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/KRDP/Gen/Kolkata/3rd phase/2016-17

Date: 15.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mohanpur Silk Khadi Unnayan Samity, Chaspara, Malda.- reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.

2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Mohanpur Silk Khadi Unnayan Samity, Chaspara, Malda for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		20.70	Director, S.O
	a) Improved looms	10	3.50	
	b) Reeling Basin	1	6.00	
	c) Muslin Charkha	80	11.20	
2	Common Facility Centre (CFC)	As per approved Action Plan	9.50	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		61.20	

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, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		31.50	
	GRAND TOTAL (A+B)		92.70	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	80.45
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	92.70

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

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

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

17. The RII shall appoint a Reform Implementing Officer (RIO) for management 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,
Mohanpur Silk Khadi Unnayan Samity,
Vill. & P.O. Chaspara, Dist. Malda (W.B.)
Pin: 732206

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2016-17 / 1935

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Dwarka Tantipara Khadi Sanstha, Dwarka, Birbhum .reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Dwarka Tantipara Khadi Sanstha, Dwarka, Birbhum for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		13.75	Director, S.O
	a)8 spindle NMC	25	3.50	
	b)Improved looms	15	6.75	
	c)Reeling Basin Muslin	25	3.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	7.50	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 (SO)-Rs. 3.75 (IT)-Rs. 1.25	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		49.25	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		8.00	Director, S.O,
2	Inventory management	-	7.00	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		20.00	
	GRAND TOTAL (A+B)		69.25	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	58.00
2	Director (I.T.)	8.25
3	Director (C.B.)	3.00
	Total	69.25

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

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

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

experience of RIO and ITA shall be as prescribed by KVIC. The Re Implementing Officer and IT Assistant must submit their monthly work report 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,

Dwarka Tantipara Khadi Sanstha, Dwarka, Birbhum
Vill. & P.O. Dwarka, Dist. Birbhum, (W.B.)
Pin: 731303.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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

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

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



काममे दुःखताप्रणामम्।
प्रगितानाम् आतिथिस्तनमा।



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/KRDP/Gen/Kolkata/3rd phase/2016-17 | 43A

Date: 17.03.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Silk Khadi Organisation, Berhampore, Murshidabad, reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/46/ Dt.27/2/2017.
2. Budget Allocation No. BGT/Khadi/Allo/16-17/140 dated. 14.03.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Director, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Silk Khadi Organisation, Berhampore, Murshidabad, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.50	Director, S.O
	a)Improved looms	10	3.50	
	b)Reeling Basin	1 unit	6.00	
	c)muslin	50	7.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		57.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		6.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		18.50	
	GRAND TOTAL (A+B)		76.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	63.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	76.00

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

1. An agreement will be executed between State/Divisional Director and Reform Implementing Institution (RII) in the prescribed format placed at **Annexure-I** on the non-judicial stamp paper as per the Stamp Act/Rules existing in the respective States before extension of Direct Reform Assistance and fulfillment of conditions laid down there upon.
2. KVIC shall extend assistance under KRDP in kind and/or financial support as required. The State / Divisional Director shall operate a separate savings bank account in the name of "KVIC - KRDP" for operation of fund for implementation of this programme and maintain necessary books of accounts.
3. The interest accrued on the amount deposited in the bank, if any, for this programme should be refunded to Central Office from time to time under intimation to Directorate of KPM.
4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
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13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
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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,
Silk Khadi Organisation,
12, Radhaballav Para, Saidabad, P.O. Khagra
Dist. Murshidabad (W.B.)
Pin: 742103.

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56




Director (Khadi)

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



कामदे दुरवगमनाम्।
प्राणिनाम् अतिनिश्चयम्॥



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/KRDP/Gen/Kolkata/3rd phase/2017-18/33

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gour Gramin Silk Unnayan Samity, Chaspara, Malda., (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.

2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gour Gramin Silk Unnayan Samity, Chaspara, Malda., for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		14.50	Director, S.O
	a)Muslin Charkha	20	2.80	
	b)Improved Looms	05	1.70	
	c)Paddle Charkhs	50	4.00	
	b)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		56.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		22.50	
	GRAND TOTAL (A+B)		79.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	66.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	79.00

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

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This is issued with the approval of Competent Authority.

Encl: - As above

Krceco
Director (Khadi)

To
The Secretary,
Gour Gramin Silk Unnayan Samity
Vill.& P.O. Chaspara, Dist.Malda.,
Pin: 732206 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56

Krceco
Director (Khadi)



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056
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कामये दुन्दुतामाम्।
प्रथिनाम् आतिमिश्राम्॥



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/KRDP/Gen/Kolkata/3rd phase/2017-18 130

Date: 10.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramin Khadi Kendra, Gayeshbari, Malda. (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gramin Khadi Kendra, Gayeshbari, Malda, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		20.50	Director, S.O
	a) Muslin Charkha	50	7.00	
	b) Improved Looms	10	3.50	
	c) Paddle Charkha	50	4.00	
	b) Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		62.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		22.50	
	GRAND TOTAL (A+B)		85.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	72.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	85.00

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above



Director (Khadi)

To
The Secretary,
Gramin Khadi Kendra,
Vill. & P.O. Gayeshbari, Dist. Malda
Pin: 732206 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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



कामधे दुःखमनामम्।
प्रणिनाम् अदिनिशन्मम्।



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/KRDP/Gen/Kolkata/3rd phase/2017-18/31

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gayeshbari Khadi "O" Gram Seva Sangha, Gayeshbari, Malda, (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.

2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gayeshbari Khadi "O" Gram Seva Sangha, Gayeshbari, Malda, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		15.10	Director, S.O
	b) Muslin Charkha	40	5.60	
	b) Improved Looms	10	3.50	
	b) Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	10.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		56.10	

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, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		31.50	
	GRAND TOTAL (A+B)		87.60	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	75.35
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	87.60

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Gayeshbari Khadi "O" Gram Seva Sangha,
Vill. & P.O. Gayeshbari, Dist. Malda,
Pin: 732206 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)





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/KRDP/Gen/Kolkata/3rd phase/2017-18 /32

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Modern Resham Khadi Samity, Piarapur, Sanmatinagar, Murshidabad, (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Modern Resham Khadi Samity, Piarapur, Sanmatinagar, Murshidabad, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.50	Director, S.O
	c) Muslin Charkha	50	7.00	
	b)Improved Looms	10	3.50	
	b)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		58.50	

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, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		31.50	
	GRAND TOTAL (A+B)		90.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	77.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	90.00

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

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

Krceca
Director (Khadi)

To
The Secretary,
Modern Resham Khadi Samity,
Vill. Piarapur, P.O. Sanmatinagar,
Dist. Murshidabad, (W.B.)
Pin: 742213 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2017-18 133

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Jotekamal Mahila Khadi Seva Ashram, Jotekamal, Murshidabad, (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Jotekamal Mahila Khadi Seva Ashram, Jotekamal, Murshidabad, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.50	Director, S.O
	d) Muslin Charkha	50	7.00	
	b) Improved Looms	10	3.50	
	b) Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		58.50	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		7.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		19.50	
	GRAND TOTAL (A+B)		78.00	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	65.75
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	78.00

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

Krocco
Director (Khadi)

To
The Secretary,
Jotekamal Mahila Khadi Seva Ashram,
Vill.Jotekamal, P.O. Jangipur, Dist.Murshidabad ,
Pin: 742213 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56

Krocco
Director (Khadi)





कामदे दुरुत्थानम्।
प्राणिनाम् अदिनाशनम्॥



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/KRDP/Gen/Kolkata/3rd phase/2017-18/134

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of The Baluachara Khadi Gram Unnayan Samity, Baluchari, Malda, reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.

2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of The Baluachara Khadi Gram Unnayan Samity, Baluchari, Malda, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		21.00	Director, S.O
	a) Muslin Charkha	25	3.50	
	b) Improved Looms	10	3.50	
	c) Paddle Charkha	100	8.00	
	d) Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		63.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		13.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		25.50	
	GRAND TOTAL (A+B)		88.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	76.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	88.50

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

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

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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.
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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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20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
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24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
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27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

Kracco
Director (Khadi)

To
The Secretary,
The Baluachara Khadi Gram Unnayan Samity,
Vill. & P.O. Baluchari,
Dist. Malda
Pin: 732206. (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

Kracco
Director (Khadi)



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



कामधे दुरकनप्रानाम् ।
प्राणिनाम् अतिनिश्चनम् ॥



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/KRDP/Gen/Kolkata/3rd phase/2017-18 135

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Uttar Banga Khadi Pratisthan, Chhoto Sujapur, Malda, (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Uttar Banga Khadi Pratisthan, Chhoto Sujapur, Malda, for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		14.00	Director, S.O
	e) Muslin Charkha	30	4.50	
	b) Improved Looms	10	3.50	
	b) Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	(SO)-Rs. 8.00 (IT)-Rs. 6.25 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		56.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		7.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		19.50	
	GRAND TOTAL (A+B)		75.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	63.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	75.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

Kraccio
Director (Khadi)

To

The Secretary,

Uttar Banga Khadi . Pratisthan
Vill. & P.O. Chhoto Sujapur, Dist. Malda ,
Pin: 732206 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

Kraccio
Director (Khadi)



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

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

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



खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2017-18/136

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Akhtari Resham Silpa Khadi Samity, Selimpur, Jalalpur, Malda., (W.B.) reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Akhtari Resham Silpa Khadi Samity, Selimpur, Jalalpur, Malda., for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		19.10	Director, S.O
	a)Muslin Charkha	40	5.60	
	b)Improved Looms	10	3.50	
	c)Paddle Charkhs	50	4.00	
	b)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		61.10	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		12.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		24.50	
	GRAND TOTAL (A+B)		85.60	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	73.35
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	85.60

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

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11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its

focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above

KVIC
Director (Khadi)

To
The Secretary,
Akhtari Resham Silpa Khadi Samity,
Vill.Selimpur, P.O. Jalalpur, Dist. Malda
Pin: 732206 (W.B.).

Through: State Director,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
- 2.State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
- 7.Director (Accounts), KVIC, Mumbai-56

KVIC
Director (Khadi)



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



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2017-18 140

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of United Silk Khadi Samity, Piarapur, Sanmatinagar, Mushidabad., (W.B.) - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.

2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

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A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		13.70	Director, S.O
	a)Muslin Charkha	30	4.20	
	b)Improved Looms	10	3.50	
	c)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		55.70	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		12.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		24.50	
	GRAND TOTAL (A+B)		80.20	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	67.95
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	80.20

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

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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

Kicccc
Director (Khadi)

To
The Secretary,
United Silk Khadi Samity,
Vill. Piarapur, P.O. Sanmatinagar,
Dist. Mushidabad.,
Pin: 742213 (W.B.).

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

- 1.The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
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- 7.Director (Accounts), KVIC, Mumbai-56

Kicccc
Director (Khadi)



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६
Gramodaya, 3, Irla Road, Vile Parle (W), Mumbai-400056
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खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/KRDP/Gen/Kolkata/3rd phase/2017-18 /39

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Mothabari Khadi Samity, Mothabari, Malda (W.B.) - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Mothabari Khadi Samity, Mothabari, Malda (W.B.) for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		17.30	Director, S.O
	a)Muslin Charkha	50	7.00	
	b)Improved Looms	10	3.50	
	c)Paddle Charkha	10	0.80	
	d)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		59.30	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		26.50	
	GRAND TOTAL (A+B)		85.80	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	73.55
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	85.80

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

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

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

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


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

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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,
Mothabari Khadi Samity,
Vill. & P.O. Mothabari, Dist. Malda (W.B.)
Pin: 732207 (W.B.).

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६
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kc@kvic.gov.in Website: www.kvic.org.in



कामधे दुःखप्रशान्तम्।
माणिनाम् 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/KRDP/Gen/Kolkata/3rd phase/2017-18 ¹³⁸

Date: 11.04.2017

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Babla Silk Khadi Unnayan Sanstha, Bablakamalpur, Meherapur, Malda., (W.B.) - reg.

Ref: 1. S.F.C. Res. No: Khadi/2016-17/60 Dt.29/3/2017.
2. Budget Allocation No. BGT/Khadi/Allo/17-18/157 dated. 05.04.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC. Kolkata (W.B.) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Babla Silk Khadi Unnayan Sanstha, Balbakamalpur, Meherapur, Malda., for the year 2016-17 under Normal Category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		13.00	Director, S.O
	a)Muslin Charkha	25	3.50	
	b)Improved Looms	10	3.50	
	c)Reeling Basin	1 Unit	6.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	11.00	Director, S.O
3	Construction of shed for CFC	-	5.00	Director, S.O,
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 (SO)-Rs. 6.25 (IT)-Rs. 1.75	Director, S.O Director (IT)
5	Training	-	3.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		55.00	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		14.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	Total		26.50	
	GRAND TOTAL (A+B)		81.50	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	69.25
2	Director (I.T.)	9.25
3	Director (C.B.)	3.00
	Total	81.50

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.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
13. Details of new artisans proposed to be covered and existing artisans in the project are to be maintained and informed to the State / Divisional Offices from time to time.
14. The utilization of KRDP fund is subject to the audit and review by a chartered accountant acceptable to ADB or Internal Audit of KVIC. The assets and renovation/construction work completed shall be made available for inspection by any officials of MSME, Govt. of India or its authorized agents or agencies and KVIC.
15. The project duration will be three years. After completion of the project the institution must continue the programme in the interest of artisans and workers of the institution.
16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.

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

focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.

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

This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Babla Silk Khadi Unnayan Sanstha,
Vill. Bablakamalpur, P.O. Meherapur, Dist. Malda.
Pin: 732207 (W.B.).

Through: StateDirector,
KVIC, Kolkata-700 012.

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC., Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56


Director (Khadi)



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

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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/EZ/KRDP/S.O. Kolkata/3rd phase/2017-18

Date: 01.11.2017

10

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Tantipara Tassar Resham Shilpi Samabay Samity Ltd., Tantipara, Birbhum, West Bengal - reg.

Ref: 1. Budget Allocation No. BGT/Khadi/Allo/17-18/266 dated 17-10-17.

2. SFC. (Khadi) Resolution No: Khadi/2017-18/35 dated 26-9-2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Kolkata (West Bengal) sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Tantipara Tassar Resham Shilpi Samabay Samity Ltd., Tantipara, Birbhum, West Bengal, for the year 2017-18 under Normal category is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		5.75	S.O. Kolkata
	Improved looms	5	1.75	
	Paddle Charkha	10	2.00	
	Reeling Basin	10	2.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	6.00	S.O. Kolkata
3	Construction of shed for CFC	-	5.00	S.O. Kolkata
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 Rs. 1.25	S.O. Kolkata Director (IT)

5	Training	-	2.00	Director (C B)
6	Installation	-	0.50	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	Total		38.25	

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, Kolkata
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	2.50	Director, Kolkata
	Total		12.50	
	GRAND TOTAL (A+B)		50.75	

(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	42.50
2	Director (I.T.)	6.25
3	Director (C.B.)	2.00
	Total	50.75

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

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

4. Since KRDP assistance will be in the form of grants-in-aid, the assets acquired by the institution wholly are substantially out of Government grant shall not be disposed off without obtaining prior approval of KVIC.
5. The procurement of the Khadi implements (NMC Charkha and Looms) shall be regulated in terms of the letter No. DKPM/Costing/ Implements/ 2008-09/ dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
6. Procurement of other implements related to the KRDP programme shall be preferably made from the reputed manufacturer/s, ensuring the quality, rate reasonableness etc by obtaining expert opinion from SITRA, BTRA, NITRA, ATIRA, MGIRI, WSC etc. Apart from these, the expert opinion from NIFT or any other Technical Institute or Technical expertise may also be obtained. The purchase terms and condition should include supply of implements within the stipulated time period.
7. The supply contract/agreement/condition must include provision for proper skill development training to the master artisan so that he can be able to handle maintenance of the equipment, day to day operational problems etc. The training shall also be organized as per project for the artisan so that the artisan could optimize its utilization and be able to ensure qualitative and quantitative production.
8. The payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only
9. The institution shall maintain separate record of the details for the assets acquired under this assistance. For procurement of machineries, goods, assignment of work, norms prescribed in the GFR shall be strictly followed.
10. The grants-in-aid shall be utilized for the purpose for which it has been sanctioned and shall not be diverted for any other purpose.
11. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
12. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.

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

21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
23. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
24. Since, the assistance under KRDP will be in the form of Grant-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
27. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
28. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
29. The work shed constructed under this KRDP programme should be uniform in look and for that suitable specification, design etc may be finalized and communicated to all such institutions.
30. Charkhas, looms and other implements are also provided under other scheme like SFURTI. Hence, in order to identify the scheme under

which the assistance given, there should be some code number embossed on such tools and implements.

31. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
32. Quality of the charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
33. The institutions should avail Bank Finance for achieving the projected targets and desired objectives.
34. Director Khadi, Director RID and State Office, KVIC, Kolkata (West Bengal) should ensure timely implementation and submission of UCs in the prescribed format.
35. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing Institutions. The timeline for completion of the project to be strictly followed otherwise it will lose its focus.
36. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
37. The sanction is subject to receipt of additional budget and funds from The Ministry under KRDP.
This is issued with the approval of Competent Authority.

Encl: - As above


Director (Khadi)

To
The Secretary,
Tantipara Tassar Resham Shilpi Samabay Samity Ltd.,
Vill. & P.O. Tantipara, Dist. Birbhum,
Pin:731126 (W.B.)

Through:
State Director, KVIC, Kolkata (West Bengal)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (EZ), KVIC, Kolkata (W.B.)
2. State Director, KVIC, Kolkata (W.B.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Director (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56.

112 → 10/11/2017
Director (Khadi)

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

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