



**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 Shri Gandhi Ashram, Naipalpur, Khairabad, Sitapur - 261001 - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Lucknow sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Kshetriya Shri Gandhi Ashram, Naipalpur, Khairabad, Sitapur - 261001 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)		23.75	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	200	20.00	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	15 IL	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	9.23	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	-	2.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	0.00	Director, SO/DO
	<b>Total</b>		<b>48.98</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	2	8.00	Director, SO/DO
2	Inventory management	-	8.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>21.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>69.98</b>	

(\*) Quantity in Nos. is an indicative

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

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

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

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

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

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

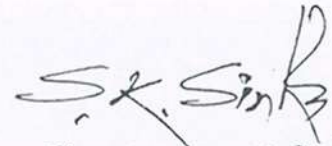
Encl: - As above


To  
The Secretary  
Kshetriya Shri Gandhi Ashram,  
Naipalpur, Khairabad,  
Sitapur - 261001.

Through: State/Divisional Director,  
KVIC, Lucknow

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Lucknow.
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) 21/03/2012

  
Director (KPM) 21/03/2012



KHADI AND VILLAGE INDUSTRIES COMMISSION  
DIRECTORATE OF KHADI PROGRAMME  
3 IRLA ROAD, VILE PARLE (WEST), MUMBAI - 56.

No.RID/DRA/Lucknow/132/2012-13 | 26 to 27

Date: 07.05.2012

To,  
The State Director,  
KVI Commission,  
Lucknow.

Sub: Margin Money for Working Capital under DRA infavour  
of Kshetriya Sri Gandhi Ashram, Naipalapur, Khairabad, Sitapur-reg.

Ref: Sanction order No. DKPM/KRDP/DRA/Ist phase/132/2011-12,  
Date: 21.03.2012

Sir,

In continuation to the sanction order reference cited above conveying sanctioning funds Rs. 48.98 Lakhs for production Reform ( excluding Margin Money for Working Capital) and Rs.21.00 Lakhs for Marketing Reform Under Director Reform Assistance in favour of Kshetriya Shri Gandhi Ashram, Sitapur, it is informed that a sum of Rs. 14.00 Lakhs being Margin Money for Working Capital is sanctioned, which may please be conveyed to the institution for further course of action.

This is issued with approval of FA/CEO.

Yours faithfully,

*Sink* 07-05-2012  
DIRECTOR (KPM)

Copy To:-

The Secretary, Kshetriya Sri Gandhi Ashram, Naipalapur, Khairabad, Sitapur  
for kind information.

olc

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**KHADI AND VILLAGE INDUSTRIES COMMISSION**  
**DIRECTORATE OF KHADI PROGRAMME & MONITORING**  
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Telefax +91-22-2671 1593 e-mail: sksinha@kvic.gov.in Web: www.kvic.org.in

No. DKPM/KRDP/DRA/1st Phase/132/2011-12/713 to 720 Date: 21.03.2012

## SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramin Vikas Ashram, Naipalpur, Sitapur - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Lucknow sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Gramin Vikas Ashram, Naipalpur, Sitapur 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)		18.75	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	150	15.00	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	15 IL	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	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]	-	7.30	Director, SO/DO Director (IT)
5	Training	-	2.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>63.05</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	11.60	Director, SO/DO
2	Inventory management	-	0.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>16.60</b>	
<b>GRAND TOTAL (A+B)</b>			<b>79.65</b>	

(\*) 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.
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- (22) The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at Annexure – III, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at Annexure IV and Annexure - V respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at Annexure-VI.

This is issued with the approval of 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  
Gramin Vikas Ashram,  
Naipalpur,  
Sitapur.

Through: State/Divisional Director,  
KVIC, Lucknow

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Lucknow.
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

*o/c*

*Sinha*  
Director (KPM) 21/03/20

*o/c*



**KHADI AND VILLAGE INDUSTRIES COMMISSION**  
**DIRECTORATE OF KHADI PROGRAMME & MONITORING**  
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Telefax +91-22-2671 1593 e-mail: sksinha@kvic.gov.in Web: www.kvic.org.in

No. DKPM/KRDP/DRA/1st Phase/132/2011-12/701 to 707 Date: 21.03.2012

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Vinoba Gramodyog Vikas Sansthan, Kaushal Bhavan Po, Wanda - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Lucknow sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Vinoba Gramodyog Vikas Sansthan, Kaushal Bhavan Po, Wanda 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)		18.75	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	150	15.00	
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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]	-	7.30	Director, SO/DO Director (IT)
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>63.55</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	14.70	Director, SO/DO
2	Inventory management	-	0.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>19.70</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>83.25</b>	

(\*) 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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- (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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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  
Vinoba Gramodyog Vikas Sansthan,  
Kaushal Bhavan Po,  
Wanda.

*S.R. Sinha*  
Director (KPM) 21/03/2013

*o/c*

Through: State/Divisional Director,  
KVIC, Lucknow

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Lucknow.
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

*o/c*

*Sinha*  
Director (KPM) 21/03/2013





**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 Bhuraj Seva Sansthan, Mohaliya Shivpar, Hardoi - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State / Divisional Office, KVIC, Lucknow sanction as accorded by SFC (Khadi) in its 8<sup>th</sup> meeting held on 31.01.2012 under above referred Resolution in favour of Bhuraj Seva Sansthan, Mohaliya Shivpar, Hardoi 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)		18.75	Director (KPM)
a)	New Model Charkha - Cotton/Wool/Polyvastra	150	15.00	
b)	Silk Reeling Basin			
c)	Looms - Cotton/Wool/Silk/ Polyvastra	15 IL	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	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	-	2.00	Director (Capacity Building)
6	Installation	-	1.00	Director, SO/DO
7	Margin money for Working Capital	-	14.00	Director, SO/DO
	<b>Total</b>		<b>63.75</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	3	12.96	Director, SO/DO
2	Inventory management	-	10.00	Director (IT)
3	Local publicity	-	5.00	Director, SO/DO
	<b>Total</b>		<b>27.96</b>	
<b>GRAND TOTAL (A+B)</b>			<b>91.71</b>	

(\*) Quantity in Nos. is an indicative

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

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

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

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

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

This is issued with the approval of 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

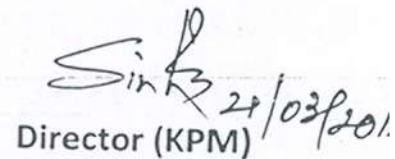
To  
The Secretary  
Bhuraj Seva Sansthan,  
Mohaliya Shivpar,  
Hardoi.

Through: State/Divisional Director,  
KVIC, Lucknow

Copy for information & necessary action to:-

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal.
2. State/Divisional Director, KVIC, Lucknow.
3. Director (RID), KVIC, Mumbai.
4. Director (Marketing), KVIC, Mumbai
5. Director (Capacity Building), KVIC, Mumbai
6. Director (IT), KVIC, Mumbai
7. Director (Accounts), KVIC, Mumbai

  
Director (KPM) 21/03/20

  
Director (KPM) 21/03/20



ख़ादी व ग्रामोद्योग आयोग  
KVIC



सत्यमेव जयते

ख़ादी 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,

ख़ादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/IIInd Phase/2015-16/2523

Date: 27.10.2015

**SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kshrtriya Shri Gandhi Ashram, Barabanki 225003 (U.P.) - reg.

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

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Lucknow sanction as accorded in anticipation of retification by SFC(Khadi) and budget allocation to this effect issued by directorate of budget under reference mentioned above in favour of Kshrtriya Shri Gandhi Ashram, Barabanki 225003 for the year 2015-16 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

**A. Production Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		16.25	Director S O Lucknow
a)	New Model Charkha	150	15.00	
b)	Improved Looms -	5	1.25	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	12.00	Director, S O Lucknow
3	Construction of shed for CFC	-	5.00	Director, S O Lucknow
4	IT & Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs.6.25(SD) Rs.1.75(IT)	Director, S O Lucknow Director(I.T.)
5	Training	-	2.00	Director(Cap. Buil.)
6	Installation	-	1.00	Director, S O Lucknow
7	Margin money for Working Capital	-	14.00	Director, S O Lucknow
	<b>Total</b>		<b>58.25</b>	

**B. Marketing Reform**

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		11.00	Director, SO Lucknow
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.00	Director, SO Lucknow
	<b>Total</b>		<b>25.97</b>	
<b>GRAND TOTAL (A+B)</b>			<b>84.22</b>	

(\*) Quantity in Nos. is an indicative

Sr.No.	In favour of	Fund to be released
1	State Director, Lucknow	70.50
2	Director I.T.	11.72
3	Director (Cap. Buil.)	2.00
	<b>TOTAL</b>	<b>84.22</b>

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

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

dated 09.01.2009 issued by the Directorate of KPM or as per the directives issued by the Commission from time to time. KVIC has recently empanelled 8 manufacture for supply of Charkhas and notified vide Circular No:DKPM/Kh Imple/Mfg/860/Vol-II/2013-14 dated 04-03-2014 and Addendum No:DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 03/04-06-2014. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg/860/Vol-II/2013-14 dated 15-07-2014.

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



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

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

This is issued with the approval of Competent Authority.

Encl: - As above

Director (Khadi)

To

The Secretary

Kshtrriya Shri Gandhi Ashram, Barabanki 225003 (U.P.)

Through: State Director, KVIC,Lucknow (U.P.)

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

1. The Dy. C.E.O. (Central Zone), KVIC, Bhopal(M.P.)
2. State Director, KVIC, Lucknow (U.P.)
- ✓ 3. Dy. Director, I/c (RID), KVIC, Mumbai-56
4. Dy. Director, I/c (Marketing), KVIC, Mumbai-56
5. Asstt. Director, I/c (Capacity Building), KVIC, Mumbai-56
6. Dy. Director, I/c (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

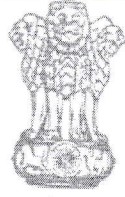
Director (Khadi)



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



कामये दुरुक्तप्रानाम्।  
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/CZ/KRDP/S.O.LUCKNOW/3rd phase/2016-17 /616 Date: 27-10-2016

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gram Swavalambi Vidhayala, Raniwan, Faizabad (U.P.)- reg.

**Ref :** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/71 dt. 13.10.2016  
2. SFC Resolution No. Khadi/2016-17/16 dt. 30.09.2016

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Lucknow, sanction as accorded in anticipation of SFC and further rectified by SFC (Khadi) vide its Resolution referred above and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Gram Swavalambi Vidhayala, Raniwan, Faizabad (U.P.) 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)	New Model Charkha Reeling Unit & Basin	Charkha - 125 Imp.Loom - 5	11.75 2.00	
2	Common Facility Centre (CFC)	As per approved Action Plan	15.00	Director, S.O.
3	Construction of shed for CFC	-	5.00	Director, S.O.
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 Rs. 1.75	Director, S.O. Director (IT)
5	Training	-	3.00	Director (CB)
6	Installation	-	1.00	Director, S.O.
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>59.75</b>	

**B. Marketing Reform**

S.N..	Particulars	Quantity (in Nos.) (* )	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout	4	19.00	Director, S.O.
2	Inventory management	-	9.97	Director (IT)
3	Local publicity	-	5.00	Director, S.O.
	<b>Total</b>		<b>33.97</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>93.72</b>	

(\* ) Quantity in Nos. is an indicative

Sr. No.	In favour of	Funds to be released
1	State Director	79.00
2	Director (I.T.)	11.72
3	Director (C.B.)	3.00
	<b>Total</b>	<b>93.72</b>

(Rs. in Lakhs)

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

  
Director (Khadi)

To

**The Secretary**

Gram Swavalambi Vidhayala, Raniwan, Faizabad (U.P.) – 224 001

**Through: State Director, KVIC,**

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

1. The Dy. C.E.O. ( Central Zone), KVIC, Bhopal
2. State Director, KVIC, Lucknow (U.P.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Dy. Director I/c (Marketing), KVIC, Mumbai-56
5. Director (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

  
Director (Khadi)



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



## खादी और ग्रामोद्योग आयोग

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/CZ/KRDP/Lucknow/3rd phase/2016-17 <sup>1855</sup> Date: 20.02.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bundelkhand Vikas Sansthan, Jhansi - reg.

**Ref:** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/dated. 08.02.17.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Lucknow (U.P.). sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Bundelkhand Vikas Sansthan, Jhansi 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**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		22.30	Director, S.O
	a) NMC	125	16.88	
	b) Improved looms	12	5.42	
2	Common Facility Centre (CFC)	As per approved Action Plan	12.50	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	-	2.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>64.80</b>	



## 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,
	<b>Total</b>		<b>25.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>90.30</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	79.05
2	Director (I.T.)	9.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>90.30</b>

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

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

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

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

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

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

Bundelkhand Vikas Sansthan, Jhansi -U.P.-284205

**Through: State .Director, KVIC, Lucknow- (U.P.).**

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

- 1.The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
- 2.State. Director, KVIC, Lucknow- (U.P.).
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](mailto:directorkpm@kvic.gov.in) and email: [kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



## खादी और ग्रामोद्योग आयोग

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

### खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/CZ/KRDP/Lucknow/3rd phase/2016-17/1853 Date: 27.02.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kalpataru Seva Samiti, Barra, Kanpur - reg.

**Ref:** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/dated. 08.02.17.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Lucknow (U.P.). sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Kalpataru Seva Samiti, Barra, Kanpur 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)		18.00	Director, S.O
	c) NMC	100	13.50	
	d) Improved looms	12	4.50	
2	Common Facility Centre (CFC)	As per approved Action Plan	12.50	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	-	2.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>60.50</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.50	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	<b>Total</b>		<b>22.00</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>82.50</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	71.25
2	Director (I.T.)	9.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>82.50</b>

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

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

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

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

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





कामये इत्युत्तमानम्।  
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/CZ/KRDP/Lucknow/3rd phase/2016-17/1851 Date: 27.02.2017

### **SANCTION ORDER**

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Tarun Gramy Vikas Samiti, Kanpur - reg.

**Ref:** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/dated. 08.02.17.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Lucknow (U.P.). sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Tarun Gramy Vikas Samiti, Kanpur 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**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		18.80	Director, S.O
	a) NMC	100	13.50	
	b) Improved looms	12	5.30	
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	-	2.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>58.80</b>	

### 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,
	<b>Total</b>		<b>24.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>83.30</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	72.05
2	Director (I.T.)	9.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>83.30</b>

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

**Encl:** - As above

**Director (Khadi)**

**To**

**The Secretary,**

Tarun Gramy Vikas Samiti, Kanpur -U.P.-208003

**Through: State .Director, KVIC, Lucknow- (U.P.).**

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

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State. Director, KVIC, Lucknow- (U.P.).
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](mailto:directorkpm@kvic.gov.in) and email: [kc@kvic.gov.in](mailto:kc@kvic.gov.in) Website: [www.kvic.org.in](http://www.kvic.org.in)



## खादी और ग्रामोद्योग आयोग

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

### खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/CZ/KRDP/Lucknow/3rd phase/2016-17 *1852* Date: 27.02.2017

### **SANCTION ORDER**

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

**Ref:** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/dated. 08.02.17.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Lucknow (U.P.). sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Kshetriya Shri Gandhi Ashram, Jhansi 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**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity (in Nos.) (*)</b>	<b>Grant sanctioned (Rs. in lakhs)</b>	<b>Activities to be carried out by</b>
1	Implements (NMC and looms)		22.30	Director, S.O
	e) NMC	125	16.88	
	f) Improved looms	12	5.42	
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	-	2.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>60.30</b>	

## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		18.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	<b>Total</b>		<b>30.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>90.80</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	79.55
2	Director (I.T.)	9.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>90.80</b>

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

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

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

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



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

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

This is issued with the approval of Competent Authority.

**Encl:** - As above

**Director (Khadi)**

**To**

**The Secretary,**

Kshetriya Shri Gandhi Ashram, Jhansi -U.P.-284002

**Through: State .Director, KVIC, Lucknow- (U.P.).**

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

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State. Director, KVIC, Lucknow- (U.P.).
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)**

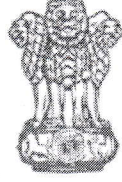
ग्रामोदय, 3, इर्ला रोड, विले पार्ले (प.), मुंबई - ४०००५६

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

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



काममे दुरुत्तमानम्।  
प्राणिनाम् आतिनाशनम्॥



सत्यमेव जयते

## खादी और ग्रामोद्योग आयोग

**KHADI AND VILLAGE INDUSTRIES COMMISSION**

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK/CZ/KRDP/Lucknow/3rd phase/2016-17/1852 Date: 27.02.2017

### **SANCTION ORDER**

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

**Ref:** 1. Budget Allocation No. BGT/Khadi/Allo/16-17/dated. 08.02.17.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State office, Lucknow (U.P.). sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour Kshetriya Shri Gandhi Ashram, Pilibhit 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)		22.30	Director, S.O
	a) NMC	125	16.88	
	b) Improved looms	12	5.42	
2	Common Facility Centre (CFC)	As per approved Action Plan	12.00	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	-	2.00	Director (C & B)
6	Installation	-	1.00	Director, S.O,
7	Margin money for Working Capital	-	14.00	Director, S.O.
	<b>Total</b>		<b>64.30</b>	

### B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		18.00	Director, S.O,
2	Inventory management	-	7.50	Director (IT)
3	Local publicity	-	5.00	Director, S.O,
	<b>Total</b>		<b>30.50</b>	
	<b>GRAND TOTAL (A+B)</b>		<b>94.80</b>	

(\* ) Quantity in Nos. is an indicative

( Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	State Director,	83.55
2	Director (I.T.)	9.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>94.80</b>

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

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

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

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

16. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15<sup>th</sup> April, July, October and January for the quarter ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
17. The RII shall appoint a Reform Implementing Officer (RIO) for management of day to day activities for implementation of this programme and also an IT Assistant (ITA) for handling the IT related works. The required qualification and experience of RIO and ITA shall be as prescribed by KVIC. The Reform Implementing Officer and IT Assistant must submit their monthly work report on progress of programme to the State/Divisional Office.
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20. Within the overall fund sanctioned for this programme under various heads, inter change of heads is permitted (except the head of margin money for working capital) as per the need on the recommendation of respective SLBT. Any cost escalation over and above the total sanctioned fund will have to be borne by the RII.
21. A target should be given to each RII in consonance with the Khadi Reform and Development Programme for achievement of production, sales and employment during the annual SLBT meeting.
22. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure - III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure - IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.
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25. All concerned are to ensure adherence to the detailed operational guidelines and GFR for proper utilization of the fund to be released from time to time under KRDP.
26. The Programme Directors and State/Divisional Director should ensure timely submission of UCs in the prescribed format and also comply the above conditions scrupulously.
27. Zonal Dy.CEOs will closely monitor the implementation of the programme and report to CEO on monthly basis.
28. The Committee also directed that output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The timeline for completion of the project to be reduced otherwise it will lose its focus. All the sanction details should be posed in the KVIC website. Fund release is subject to compliance of Khadi mark requirement.
29. The sanction is subject to receipt of additional budget and funds from the Ministry under KRDP.

This is issued with the approval of Competent Authority.

**Encl:** - As above

**Director (Khadi)**

**To**

**The Secretary,**

Kshetriya Shri Gandhi Ashram, Pilibhit -U.P.-262203

**Through: State .Director, KVIC, Lucknow- (U.P.).**

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

1. The Dy. C.E.O. (CZ), KVIC, Bhopal, 23.
2. State. Director, KVIC, Lucknow- (U.P.).
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](mailto:directorkpm@kvic.gov.in) and email:

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



## खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/CZ/KRDP/3rd phase/Lucknow/2017-18

Date: 03.08.2017

### SANCTION ORDER

**Sub:** Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Gramin Vikas Ashram, Majhwara, Sultanpur - reg.

**Ref :** Budget Allocation No. BGT/Khadi/Allo/2017-18/246 dtd 25.07.2017

2. SFC (Khadi) Reso. No. Khadi/2017-18/24 dt. 29.06.2017.

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of State Office, KVIC, Lucknow, 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 Vikas Ashram, Majhwara, Sultanpur for the year 2017-18 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

#### A. Production Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		5.00	S O, Lucknow
	8 Spindle NMC	25	3.50	
	Improved Loom	5	1.50	
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	As per approved Action Plan	6.00	S O, Lucknow
3	Construction of shed for CFC	-	5.00	S O, Lucknow
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 (SO) Rs. 1.25 (IT)	S O, Lucknow Director (IT)
5	Training	-	2.00	Director (c.B.)
6	Installation	-	1.00	S O, Lucknow
7	Margin money for Working Capital	-	14.00	S O, Lucknow
	<b>Total</b>		<b>38.00</b>	



## B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		9.60	Director, S O, Lucknow
2	Inventory management	-	5.00	Director (IT)
3	Local publicity	-	3.00	Director, S O, Lucknow
	<b>Total</b>		<b>17.60</b>	

	<b>GRAND TOTAL (A+B)</b>		<b>55.60</b>	
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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, Lucknow	47.35
2	Director (I.T.)	6.25
3	Director (C.B.)	2.00
	<b>Total</b>	<b>55.60</b>

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

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

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

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

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

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

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

This is issued with the approval of Competent Authority.

Encl: - As above

3/23/12  
Director (Khadi)

To

The Secretary

Gramin Vikas Ashram, Majhwara, Sultanpur

Through: State Director,  
KVIC, Lucknow (U.P.)

Copy for information & necessary action to:-

1. The Dy. C.E.O. (C. Zone), KVIC, Bhopal (M.P.)
2. State Director, KVIC, Lucknow (U.P.)
3. Dy. Director I/c (RID), KVIC, Mumbai-56
4. Asstt. Director I/c (Marketing), KVIC, Mumbai-56
5. Director, (Capacity Building), KVIC, Mumbai-56
6. Director (IT), KVIC, Mumbai-56
7. Director (Accounts), KVIC, Mumbai-56

3/23/12  
Director (Khadi)



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

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

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