

खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Bikaner/2019-20

Date: 30.07.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Bikaner Vishudh Khadi Gramodyog Samiti, PO-Baanglanagar, Bikaner-334001 (**Rajasthan**) - reg.

Ref : 1. SFC (Khadi) Reso. No. Khadi/2019-20/12 dated 25.06.2019

2. Budget Allocation No. BGT/Khadi Allo/2019-20/dtd 26.07.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Bikaner, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Bikaner Vishudh Khadi Gramodyog Samiti, PO-Baanglanagar, Bikaner-334001 (**Rajasthan**) for the year 2019-20 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)	Woollen Charkh Rs.16400x35=5.74 Lakhs NMC Rs. 15000x15=2.25lakh Loom 50,000X15=7.25 lakhs	15.24	Director, DO, Bikaner
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	Readymade Garment -5.00 Yarn Dyeing Machine-3.00	8.00	Director, DO, Bikaner
3	Construction of shed for CFC	-	5.00	Director, DO, Bikaner
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (DO) Rs. 1.75 (IT)	Director, DO, Bikaner
5	Training	-	2.50	Director (Capacity Building)

6	Installation	-	1.00	Director, DO, Bikaner
7	Margin money for Working Capital	-	14.00	Director, DO, Bikaner
	Total		53.74	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, DO, Bikaner
2	Inventory management	-	4.00	Director (IT)
3	Local publicity	-	3.00	Director, DO, Bikaner
	Total		17.00	

	GRAND TOTAL (A+B)		70.74	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Divisional Director, Bikaner	62.49
2	Director (I.T.)	5.75
3	Director (C.B.)	2.50
	Total	70.74

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

1. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
2. 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.
3. 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.
4. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
5. Quality of Charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.
6. The institution should avail Bank Finance for achieving the projected targets and desired objectives.

7. Since, the KRDP assistance will be in the form of grants-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and subsequently out of Govt. grant shall not be disposed off without obtaining prior approval of KVIC.
8. The institution should maintain separate record of the details of the assests acquired from the assistance provided.
9. The Payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
10. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.
11. Director Khadi, Director RID and Divisional Director, KVIC, Bikaner (Raj.) should ensure timely implementation and submission of UCs in the prescribed format.
12. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.
13. 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.
14. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
15. 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.
16. 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.
17. 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.
18. 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 21 manufacture for supply of Charkhas and notified vide

Circular No: DK(KPM)/8 Spindle Charkha/Empanelled/2019-20 dated 07.05.2019. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

19. 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.
20. 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.
21. All procurement of tools & equipments (including Charkha & Looms) shall be made following strictly GFR (General Financial Rules) guidelines.
22. 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.
23. 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.
24. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
25. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
26. 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.
27. 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.
28. 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.
29. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and

- achievements against the targets projected in the approved Action Plan as per the prescribed format.
30. 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.
 31. 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**.
 32. 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.
 33. 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.
 34. 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.
 35. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

This is issued with the approval of Competent Authority.

Encl: - As above


Dy. Director I/c (Khadi)

To

The Secretary

Bikaner Vishudh Khadi Gramodyog Samiti,
PO-Baanglanagar, Bikaner-334001 (Rajasthan)

**Through: Divisional Director,
KVIC, Bikaner (Rajasthan)**

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi
2. Divisional Director, KVIC, Bikaner (Raj.)
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




Dy. Director I/c (Khadi)

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

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Tele-fax: 022-2671 5860 email: directorkhadi@gmail.com



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Bikaner/2019-20

Date: 30.07.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Navyuvak Khadi Gramodyog Sansthan, Gangashahar, Bikaner (**Rajasthan**) 334401 - reg.

Ref : 1. SFC (Khadi) Reso. No. Khadi/2019-20/12 dated 25.06.2019

2. Budget Allocation No. BGT/Khadi Allo/2019-20/dtd 26.07.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Bikaner, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Navyuvak Khadi Gramodyog Sansthan, Gangashahar, Bikaner (**Rajasthan**) 334401 for the year 2019-20 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)	Woollen Charkh NMC Rs.16400x25=4.10 Lakhs Loom Rs.34800x5=1.70 lakhs	5.80	Director, DO, Bikaner
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	Cone winding -1 = 0.40 lakhs Yarn Dying- 37= 3.70 lakhs Total - = 4.10 lakhs	4.10	Director, DO, Bikaner
3	Construction of shed for CFC	-	5.00	Director, DO, Bikaner
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	5.00 Rs. 3.75 (DO) Rs. 1.25 (IT)	Director, DO, Bikaner
5	Training	-	2.00	Director (Capacity Building)

6	Installation	-	1.00	Director, DO, Bikaner
7	Margin money for Working Capital	-	14.00	Director, DO, Bikaner
	Total		36.90	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, DO, Bikaner
2	Inventory management	-	4.00	Director (IT)
3	Local publicity	-	3.00	Director, DO, Bikaner
	Total		17.00	

	GRAND TOTAL (A+B)		53.90	
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(*) Quantity in Nos. is an indicative

(Rs. in Lakhs)

Sr. No.	In favour of	Funds to be released
1	Divisional Director, Bikaner	46.65
2	Director (I.T.)	5.25
3	Director (C.B.)	2.00
	Total	53.90

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

1. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
2. 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.
3. 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.
4. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
5. Quality of Charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.

6. The institution should avail Bank Finance for achieving the projected targets and desired objectives.
7. Since, the KRDP assistance will be in the form of grants-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and subsequently out of Govt. grant shall not be disposed off without obtaining prior approval of KVIC.
8. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
9. The Payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
10. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.
11. Director Khadi, Director RID and Divisional Director, KVIC, Bikaner (Raj.) should ensure timely implementation and submission of UCs in the prescribed format.
12. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.
13. 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.
14. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
15. 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.
16. 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.
17. 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.
18. 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

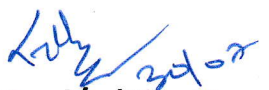
empanelled 21 manufacture for supply of Charkhas and notified vide Circular No: DK(KPM)/8 Spindle Charkha/Empanelled/2019-20 dated 07.05.2019. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.

19. 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.
20. 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.
21. All procurement of tools & equipments (including Charkha & Looms) shall be made following strictly GFR (General Financial Rules) guidelines.
22. 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.
23. 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.
24. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
25. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
26. 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.
27. 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.
28. 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.
29. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October

- and January for the quarter ending 31st March, 30th June, 30th September and 31st December covering details of the expected outcome and achievements against the targets projected in the approved Action Plan as per the prescribed format.
30. 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.
 31. 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**.
 32. 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.
 33. 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.
 34. 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.
 35. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

This is issued with the approval of Competent Authority.

Encl: - As above


Dy. Director I/c (Khadi)

To

The Secretary

Navyuvak Khadi Gramodyog Sansthan,
Gangashahar, Bikaner (**Rajasthan**) 334401

**Through: Divisional Director,
KVIC, Bikaner (Rajasthan)**

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North **Zone**), KVIC, Delhi
2. Divisional Director, KVIC, Bikaner (Raj.)
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

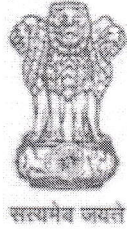
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Dy. Director I/c (Khadi)



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

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खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DK(KPM)/KRDP/Bikaner/2019-20

Date: 30.07.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Vinoba Seva Sansthan, Bidasar, Sujangarh, Churu (**Rajasthan**) 4000353 - reg.

Ref : 1. SFC (Khadi) Reso. No. Khadi/2019-20/12 dated 25.06.2019

2. Budget Allocation No. BGT/Khadi Allo/2019-20/dtd 26.07.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Bikaner, sanction as accorded by SFC (Khadi) and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Vinoba Seva Sansthan, Bidasar, Sujangarh, Churu (**Rajasthan**)-4000353 for the year 2019-20 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)	Woollen Charkh Rs.16400x35=5.74 Lakhs NMC Rs. 15000x15=2.25lakh Loom 50,000X15=7.25 lakhs	15.24	Director, DO, Bikaner
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	Readymade Garment -5.00 Yarn Dyeing Machine-3.00	8.00	Director, DO, Bikaner
3	Construction of shed for CFC	-	5.00	Director, DO, Bikaner
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	-	8.00 Rs. 6.25 (DO) Rs. 1.75 (IT)	Director, DO, Bikaner
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Director, DO,

				Bikaner
7	Margin money for Working Capital	-	14.00	Director, DO, Bikaner
	Total		53.74	

B. Marketing Reform

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Director, DO, Bikaner
2	Inventory management	-	4.00	Director (IT)
3	Local publicity	-	3.00	Director, DO, Bikaner
	Total		17.00	

	GRAND TOTAL (A+B)		70.74	
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(*) Quantity in Nos. is an indicative

			(Rs. in Lakhs)
Sr. No.	In favour of	Funds to be released	
1	Divisional Director, Bikaner	62.49	
2	Director (I.T.)	5.75	
3	Director (C.B.)	2.50	
	Total	70.74	

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

1. The "Khadi Logo" should be displayed prominently in the CFC and all other places where the Khadi programme is implemented.
2. 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.
3. 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.
4. POS machine should be installed in the sales outlets for enabling digital transaction, under marketing reform.
5. Quality of Charkhas, looms and other implements should be ensured strictly as per specification in order to avoid complaint after sale.

6. The institution should avail Bank Finance for achieving the projected targets and desired objectives.
7. Since, the KRDP assistance will be in the form of grants-in-aid, a condition should be laid down in the agreement with the institution that assets acquired wholly and subsequently out of Govt. grant shall not be disposed off without obtaining prior approval of KVIC.
8. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
9. The Payment shall be made to the suppliers and other parties strictly by demand draft/crossed cheque only.
10. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.
11. Director Khadi, Director RID and Divisional Director, KVIC, Bikaner (Raj.) should ensure timely implementation and submission of UCs in the prescribed format.
12. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.
13. 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.
14. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.
15. 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.
16. 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.
17. 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.
18. 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 21 manufacture for supply of Charkhas and notified vide Circular No: DK(KPM)/8 Spindle Charkha/Empanelled/2019-20 dated 07.05.2019. Similarly list of loom manufacturer were also notified vide Circular No: DKPM/Kh. Imple/Mfg /860 / Vol-II2013-14 dated 15-07-2014.
19. 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.
 20. 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.
 21. All procurement of tools & equipments (including Charkha & Looms) shall be made following strictly GFR (General Financial Rules) guidelines.
 22. 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.
 23. 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.
 24. The assets created out of the KRDP funds be invariably mortgaged / hypothecated to KVIC as the case may be.
 25. Registers of fixed assets, dead stock etc., should be maintained in the prescribed proforma by the RII.
 26. 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.
 27. 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.
 28. 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.
 29. The RII and State/Divisional Director shall submit the physical and financial progress report of the project on quarterly basis by 15th April, July, October

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

30. 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.
31. 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**.
32. 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.
33. 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.
34. 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.
35. The linkage matrix among the State / Divisional Directors, Programme Directors at Central Office and RII are illustrated in the activity flow chart at **Annexure – III**, the contour and description of role and responsibility of the State / Divisional Directors, Programme Directors at Central Office and RII are given at **Annexure IV** and **Annexure - V** respectively. A copy of the approved action plan by the Standing Finance Committee (Khadi) is placed at **Annexure-VI**.

This is issued with the approval of Competent Authority.

Encl: - As above


Dy. Director I/c (Khadi)

To

The Secretary

Vinoba Seva Sansthan, Bidasar,

Sujangarh, Churu (Rajasthan)- 4000353

**Through: Divisional Director,
KVIC, Bikaner (Rajasthan)**

Copy for information & necessary action to:-

1. The Dy. C.E.O. (North Zone), KVIC, Delhi
2. Divisional Director, KVIC, Bikaner (Raj.)
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




Dy. Director I/c (Khadi)

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