



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/Madurai/TN/2019-20

Date: 18.09.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Kovilpatti Sarvodaya Sangh - reg.

Ref: Budget allocation letter No. BGT/Khadi Allo./2019-20 dated. 3.09.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Madurai (Tamilnadu) sanction is accorded by S.F.C. (Khadi) vide resolution No.Khadi/2019-20/16 dt.26.08.2019 and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Kovilpatti Sarvodaya Sangh, Kovilpatti, Madurai (**Tamilnadu**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		17.20	Divisional Director, Madurai
a)	New Model Charkha – 25 X 15000 = Rs.375000 Tool Kit -3 ; 3 X 15000 =45000	25 3	3.75 0.45	
b)	Improved Looms – 10 X 55000 = 550000	10	5.50	
c)	Replacement Charkhas – 50 x 15000	15	7.50	
2	Common Facility Centre (CFC) Spare parts for 50 old charkhas and 32 traditional looms under		2.00	

	service maintenance head			
3	Construction of shed for CFC	-	0	Divisional Director, Madurai
4	IT and Managerial	-	8.00 Rs.6.25 (S.D) Rs.1.75 (I.T)	Div.Director, Madurai Director (IT)
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Divisional Director, Madurai
7	Margin money for Working Capital (cotton)	-	14.00	Divisional Director, Madurai
	Total		44.70	

B. Marketing Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Divisional Director, Madurai
2	Inventory management	-	4.00	Director (IT)
3	Publicity	-	3.00	Divisional Director, Madurai
	Total		17.00	
	GRAND TOTAL (A+B)		61.70	

(Rs. in lakhs)

Sr.No.	In favour of	Fund to be released
1.	State Director, Chennai	53.45
2.	Director (IT)	5.75
3.	Director (CB)	2.50
	Total	61.70

TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIS, PROGRAMME DIRECTORS UNDER KRD 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 the 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 substantially out of Govt.grant shall not be disposed off without obtaining prior approval of the KVIC.

8.The institution should maintain separate record of the details of the assets acquired from the assistance provided.

9.All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.

10.Director (Khadi),Director (RID) and Divisional office,KVIC,Madurai (TN) should ensure timely implementation and submission of UCs in the prescribed format.

11.Zonal Dy.CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.

12.Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions.The time line for completion of the project to be strictly followed otherwise it will lose its focus.

13.All the sanction details should be posted on the KVIC website.Fund will be released subject to compliance of Khadi Mark requirement.

14.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.

15.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.

16.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.

17.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.

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 manufacturers for supply of Charkhas and notified vide Circular No.DK(KPM)/8 spindle charkha/Empanelled/2019-20 dated 7.05.2019.Similarly list of loom manufacturer were also notified vide circular No.DKPM/ Kh.Imple/ Mfg/860/ vol-II 2013-14 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 artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

21.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.

22.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.

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

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

25.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.

26.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.

27.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.

28.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.

29.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.

30. 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**.

31. 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.

32. 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.

33. 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.

34. 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


Dy.DIRECTOR I/c (Khadi)

To
The Secretary,
Kovilpatti Sarvodaya Sangh, Kalugumalai, Tamilnadu

Through: Divisional Director, Divisional Office,
KVIC, Madurai, Tamilnadu

Copy for information & necessary action to:-

1. The Dy. C.E.O. (South Zone), KVIC, Bangalore
2. The Dy.CEO I/c,(MKT),KVIC,Mumbai
- 3.Divisional Director, KVIC, Madurai (Tamilnadu)
3. Dy.CEO (I.T),KVIC,Mumbai
4. Director (Accounts),KVIC,Mumbai
5. Director (Capacity Building),KVIC,Mumbai
6. Director (BGT),KVIC,Mumbai
7. Dy. Director I/c(RID), KVIC, Mumbai


Dy.DIRECTOR I/c (Khadi)



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/Madurai/TN/2019-20

Date: 18.09.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Madurai Dist.Sarvodaya Sangh - reg.

Ref: Budget allocation letter No.BGT/Khadi Allo./2019-20 dated. 3.09.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Madurai (Tamilnadu) sanction is accorded by S.F.C. (Khadi) vide resolution No.Khadi/2019-20/16 dt.26.08.2019 and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Madurai Dist.Sarvodaya Sangh, Madurai (**Tamilnadu**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		9.90	Div.Director, Madurai
a)	New Model Charkha – 25 X 15000 = Rs.375000 Tool Kit -1 X 15000 =15000	25 1	3.75 0.15	
b)	Improved Looms –		0	
c)	Reeling basin	6	6.00	

2	Common Facility Centre (CFC). Spare parts for 50 old charkhas and 32 traditional looms under service maintenance head.		5.00	Div.Director, Madurai
3	Construction of shed for CFC	-	5.00	Div.Director, Madurai
4	IT and Managerial	-	8.00 Rs.6.25 (S.D) Rs.1.75 (I.T)	Div.Director, Madurai Director (IT)
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Div.Director, Madurai
7	Margin money for Working Capital (cotton-8.00,silk-6.00)	-	14.00	Div.Director, Madurai
	Total		45.40	

B. Marketing Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Div.Director, Madurai
2	Inventory management	-	4.00	Director (IT)
3	Publicity	-	3.00	Div.Director, Madurai
	Total		17.00	
	GRAND TOTAL (A+B)		62.40	

(Rs. in lakhs)

Sr.No.	In favour of	Fund to be released
1.	Div. Director, Madurai	54.15
2.	Director (IT)	5.75
3.	Director (CB)	2.50
	Total	62.40

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

8.The institution should maintain separate record of the details of the assets acquired from the assistance provided.

9.All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.

10.Director (Khadi),Director (RID) and Divisional office,KVIC,Madurai (TN) should ensure timely implementation and submission of UCs in the prescribed format.

11.Zonal Dy.CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.

12.Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions.The time line for completion of the project to be strictly followed otherwise it will lose its focus.

13.All the sanction details should be posted on the KVIC website.Fund will be released subject to compliance of Khadi Mark requirement.

14.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.

15.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.

16.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.

17.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.

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 manufacturers for supply of Charkhas and notified vide Circular No.DK(KPM)/8 spindle charkha/Empanelled/2019-20 dated 7.05.2019.Similarly list of loom manufacturer were also notified vide circular No.DKPM/ Kh.Imple/ Mfg/860/ vol-II 2013-14 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 artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

21.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.

22.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.

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

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

25.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.

26.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.

27.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.

28.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.

29.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.

30. 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**.

31. 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.

32. 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.

33. 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.

34. 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

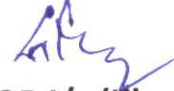

Dy.DIRECTOR I/c (Khadi)

To;
The Secretary,
Madurai Dist.Sarvodaya Sangh, Madurai, Tamilnadu

Through: Divisional Director, Divisional Office,
KVIC, Madurai, Tamilnadu

Copy for information & necessary action to:-

1. The Dy. C.E.O. (South Zone), KVIC, Bangalore
2. The Dy.CEO I/c,(MKT),KVIC,Mumbai
- 3.Divisional Director, KVIC, Madurai (Tamilnadu)
3. Dy.CEO (I.T),KVIC,Mumbai
4. Director (Accounts),KVIC,Mumbai
5. Director (Capacity Building),KVIC,Mumbai
6. Director (BGT),KVIC,Mumbai
7. Dy. Director I/c(RID), KVIC, Mumbai



Dy.DIRECTOR I/c (Khadi)



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

No. DKPM/KRDP/DRA/Madurai/TN/2019-20

Date:18.09.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Ramanathapuram East Sarvodaya Sangh - reg.

Ref: Budget allocation letter No.BGT/Khadi Allo./2019-20 dated. 3.09.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Madurai (Tamilnadu) sanction is accorded by S.F.C. (Khadi) vide resolution No.Khadi/2019-20/16 dt.26.08.2019 and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Ramanathapuram East Sarvodaya Sangh, Paramakudi (**Tamilnadu**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform			(Rs.in lakhs)	
Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
1	Implements (NMC and looms)		13.30	Div.Director, Madurai
a)	New Model Charkha – 25 X 15000 = Rs.375000 Tool Kit -1 X 15000 =15000	25 1	3.75 0.15	
b)	Improved Looms – 10 x 0.55 = 550000	10	5.50	
c)	Replacement Charkhas - 25 X 0.15 = 3.75 Tool kit- 1 X 15000 = 15000	25 1	3.75 0.15	

2	Common Facility Centre (CFC). Spare parts for 25 charkhas and 15 looms under service maintenance head.		2.00	Div.Director, Madurai
3	Construction of shed for CFC	-	0	
4	IT and Managerial	-	8.00 Rs.6.25 (S.D) Rs.1.75 (I.T)	Div.Director, Madurai Director (IT)
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Div.Director, Madurai
7	Margin money for Working Capital (cotton-14.00)	-	14.00	Div.Director, Madurai
	Total		40.80	

B. Marketing Reform

(Rs.in lakhs)

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

GRAND TOTAL (A+B)		57.80	
--------------------------	--	--------------	--

(Rs. in lakhs)

Sr.No.	In favour of	Fund to be released
1.	Div. Director, Madurai	49.55
2.	Director (IT)	5.75
3.	Director (CB)	2.50
	Total	57.80

TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRD 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 the 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 substantially out of Govt.grant shall not be disposed off without obtaining prior approval of the KVIC.

8.The institution should maintain separate record of the details of the assets acquired from the assistance provided.

9.All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.

10.Director (Khadi),Director (RID) and Divisional office,KVIC,Madurai (TN) should ensure timely implementation and submission of UCs in the prescribed format.

11.Zonal Dy.CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.

12.Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions.The time line for completion of the project to be strictly followed otherwise it will lose its focus.

13.All the sanction details should be posted on the KVIC website.Fund will be released subject to compliance of Khadi Mark requirement.

14.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.

15.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.

16.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.

17.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.

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 manufacturers for supply of Charkhas and notified vide Circular No.DK(KPM)/8 spindle charkha/Empanelled/2019-20 dated 7.05.2019.Similarly list of loom manufacturer were also notified vide circular No.DKPM/ Kh.Imple/ Mfg/860/ vol-II 2013-14 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 artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

21.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.

22.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.

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

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

25.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.

26.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.

27.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.

28.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.

29.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.

30. 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**.

31. 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.

32. 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.

33. 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.

34. 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



Dy.DIRECTOR I/c (Khadi)

To
The Secretary,
Ramanathapuram East Sarvodaya Sangh, Paramakudi

Through: Divisional Director, Divisional Office,
KVIC, Madurai, Tamilnadu

Copy for information & necessary action to:-

1. The Dy. C.E.O. (South Zone), KVIC, Bangalore
2. The Dy.CEO I/c,(MKT),KVIC,Mumbai
- 3.Divisional Director, KVIC, Madurai (Tamilnadu)
4. Dy.CEO (I.T),KVIC,Mumbai
5. Director (Accounts),KVIC,Mumbai
6. Director (Capacity Building),KVIC,Mumbai
7. Director (BGT),KVIC,Mumbai
8. Dy. Director I/c(RID), KVIC, Mumbai



Dy.DIRECTOR I/c (Khadi)



खादी और ग्रामोद्योग आयोग

KHADI AND VILLAGE INDUSTRIES COMMISSION

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार

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

खादी निदेशालय

DIRECTORATE OF KHADI

No. DKPM/KRDP/DRA/Madurai/TN/2019-20

Date: 18.09.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Tirunelveli Sarvodaya Sangh - reg.

Ref: Budget allocation letter No.BGT/Khadi Allo./2019-20 dated. 3.09.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Madurai (Tamilnadu) sanction is accorded by S.F.C. (Khadi) vide resolution No.Khadi/2019-20/16 dt.26.08.2019 and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Tirunelveli Sarvodaya Sangh, Tirunelveli (**Tamilnadu**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform		(Rs.in lakhs)		
Sr. No.	Particulars	Quantity (in Nos.)	Grant sanctioned	Activities to be carried out by
1	Implements (NMC and looms)		10.55	Div.Director, Madurai
a)	New Model Charkha – 25 X 15000 = Rs.375000 Tool Kit -1 X 15000 =15000	25 1	3.75 0.15	
b)	Improved Looms – 5 x 0.55 = 2.75	5	2.75	
c)	Replacement Charkhas - 25 X 0.15 = 3.75 Tool kit – 1 X 15000 = 15000	25 1	3.75 0.15	

2	Common Facility Centre (CFC). Spare parts for 25 charkhas and 15 looms under service maintenance head.		5.00	Div.Director, Madurai
3	Construction of shed for CFC	-	5.00	Div.Director, Madurai
4	IT and Managerial	-	8.00 Rs.6.25 (S.D) Rs.1.75 (I.T)	Div.Director, Madurai Director (IT)
5	Training	-	2.50	Director (Capacity Building)
6	Installation	-	1.00	Div.Director, Madurai
7	Margin money for Working Capital (cotton-14.00)	-	14.00	Div.Director, Madurai
	Total		46.05	

B. Marketing Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Div.Director, Madurai
2	Inventory management	-	4.00	Director (IT)
3	Publicity	-	3.00	Div.Director, Madurai
	Total		17.00	
GRAND TOTAL (A+B)			63.05	

(Rs. in lakhs)

Sr.No.	In favour of	Fund to be released
1.	Div. Director, Madurai	54.80
2.	Director (IT)	5.75
3.	Director (CB)	2.50
	Total	63.05

TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE / DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRD 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 the 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 substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.
8. The institution should maintain separate record of the details of the assets acquired from the assistance provided.
9. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.
10. Director (Khadi), Director (RID) and Divisional office, KVIC, Madurai (TN) should ensure timely implementation and submission of UCs in the prescribed format.
11. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.
12. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The time line for completion of the project to be strictly followed otherwise it will lose its focus.

13.All the sanction details should be posted on the KVIC website.Fund will be released subject to compliance of Khadi Mark requirement.

14.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.

15.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.

16.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.

17.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.

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 manufacturers for supply of Charkhas and notified vide Circular No.DK(KPM)/8 spindle charkha/Empanelled/2019-20 dated 7.05.2019.Similarly list of loom manufacturer were also notified vide circular No.DKPM/ Kh.Imple/ Mfg/860/ vol-II 2013-14 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 artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

21.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.

22.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.

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

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

25.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.

26.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.

27.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.

28.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.

29.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.

30. 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**.

31. 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.

32. 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.

33. 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.

34. 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


Dy.DIRECTOR I/c (Khadi)

To
The Secretary,
Tirunelveli Sarvodaya Sangh, Tirunelveli

Through: Divisional Director, Divisional Office,
KVIC, Madurai, Tamilnadu

Copy for information & necessary action to:-

1. The Dy. C.E.O. (South Zone), KVIC, Bangalore
2. The Dy.CEO I/c,(MKT),KVIC,Mumbai
- 3.Divisional Director, KVIC, Madurai (Tamilnadu)
3. Dy.CEO (I.T),KVIC,Mumbai
4. Director (Accounts),KVIC,Mumbai
5. Director (Capacity Building),KVIC,Mumbai
6. Director (BGT),KVIC,Mumbai
7. Dy. Director I/c,(RID), KVIC, Mumbai



Dy.DIRECTOR I/c (Khadi)



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

No. DKPM/KRDP/DRA/Madurai/TN/2019-20

Date: 18.09.2019

SANCTION ORDER

Sub: Direct Reform Assistance under Khadi Reform and Development programme (with ADB assistance) in favour of Ramanathapuram Dist.Sarvodaya Sangh - reg.

Ref: Budget Allocation No. BGT/Khadi Allo./2019-20 dated.3.09.2019

In pursuance of the Project/Action Plan received by this office duly recommended by SLBT of Divisional Office, KVIC, Madurai (Tamilnadu) sanction is accorded by S.F.C. (Khadi) vide resolution No.Khadi/2019-20/16 dt.26.08.2019 and Budget Allocation to this effect issued by Directorate of Budget under reference mentioned above in favour of Ramanathapuram Dist.Sarvodaya Sangh, Srivilliputur (**Tamilnadu**) for the year 2019-20 is hereby communicated for implementation of Khadi Reform and Development Programme as per details given below :-

A. Production Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Implements (NMC and looms)		14.45	Div.Director, Madurai
a)	New Model Charkha – 25 X 15000 = Rs.375000 Tool Kit 1 X 15000 =15000	25 1	3.75 0.15	
b)	Improved Looms – 5X 0.55 = 2.75	5	2.75	
c)	Replacement – Charkhas 8spl NMC 50X 0.15 = 7.50 2 X 15000	50	7.50	
		2	0.30	

2	Common Facility Centre (CFC). Yarn Dyeing i)SS Yarn dyeing tank -1 ii)SS Yarn dyeing tank (small) – 2x0.40 = 0.80 iii) Fuel saving stove-1 iv)Fuel saving stove (small) -1 v)Hydro Extractor – 1 vi)Non IBR Boiler - 1 set vii) Motor and other accessories	1 2 1 1 1 1	10.70 0.50 0.80 0.90 0.80 2.00 5.00 0.70	Div.Director, Madurai
3	Construction of shed for CFC	-	5.00	Div.Director, Madurai
4	IT and Managerial	-	8.00 Rs.6.25 (S.D) Rs.1.75 (I.T)	Div.Director, Madurai Director (IT)
5	Training	-	2.50	Director (CapacityBuilding)
6	Installation	-	1.00	Div.Director, Madurai
7	Margin money for Working Capital (cotton-14.00)	-	14.00	Div.Director, Madurai
	Total		55.65	

B. Marketing Reform

(Rs.in lakhs)

Sr. No.	Particulars	Quantity (in Nos.) (*)	Grant sanctioned (Rs. in lakhs)	Activities to be carried out by
1	Store layout		10.00	Div.Director, Madurai
2	Inventory management	-	4.00	Director (IT)
3	Publicity	-	3.00	Div.Director, Madurai
	Total		17.00	
	GRAND TOTAL (A+B)		72.65	

(Rs. in lakhs)		
Sr.No.	In favour of	Fund to be released
1.	Div. Director, Madurai	64.40
2.	Director (IT)	5.75
3.	Director (CB)	2.50
Total		72.65

TERMS AND CONDITIONS FOR COMPLIANCE BY THE STATE /DIVISIONAL OFFICES, RIIs, PROGRAMME DIRECTORS UNDER KRD 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 the 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 substantially out of Govt. grant shall not be disposed off without obtaining prior approval of the KVIC.

8. The institution should maintain separate record of the details of the assets acquired from the assistance provided.

9. All concerned are to ensure adherence to the detailed operational guidelines and GFR norms for proper utilization of the fund.

10. Director (Khadi), Director (RID) and Divisional office, KVIC, Madurai (TN) should ensure timely implementation and submission of UCs in the prescribed format.

11. Zonal Dy. CEO will closely monitor the implementation of the programme and report to CEO on monthly basis.

12. Output and outcome on various interventions to be specified in the agreement to be executed with the implementing institutions. The time line for completion of the project to be strictly followed otherwise it will lose its focus.

13. All the sanction details should be posted on the KVIC website. Fund will be released subject to compliance of Khadi Mark requirement.

14. 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.

15. 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.

16. 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.

17. 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.

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 manufacturers for supply of Charkhas and notified vide Circular No. DK(KPM)/8 spindle charkha/Empanelled/2019-20 dated 7.05.2019. Similarly list of loom manufacturer were also notified vide circular No. DKPM/ Kh.Imple/ Mfg/860/ vol-II 2013-14 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 artisan could optimize its utilization and be able to ensure qualitative and quantitative production.

21. 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.

22. 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.

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

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

25. 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.

26. 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.

27. 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.

28. 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.

29.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.

30.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**.

31.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.

32.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.

33.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.

34.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


Dy.DIRECTOR I/c (Khadi)

To;
The Secretary,
Ramanathapuram Dist.Sarvodaya Sangh,Srivilliputtur

Through: Divisional Director, Divisional Office,
KVIC, Madurai,Tamilnadu

Copy for information & necessary action to:-

1. The Dy. C.E.O. (South Zone), KVIC, Bangalore
2. The Dy.CEO I/c,(MKT),KVIC,Mumbai
- 3.Divisional Director, KVIC, Madurai (Tamilnadu)
3. Dy.CEO (I.T),KVIC,Mumbai
4. Director (Accounts),KVIC,Mumbai
5. Director (Capacity Building),KVIC,Mumbai
6. Director (BGT),KVIC,Mumbai
7. Dy. Director I/c(RID), KVIC, Mumbai


Dy.DIRECTOR I/c (Khadi)