

# **GUIDELINES FOR ISSUANCE/RENEWAL OF RECOGNITION CERTIFICATE TO HANDMADE PAPER UNITS**

## **1. DEFINITIONS**

- 1.1** Handmade Paper means paper lifted by hand through Dipping/Auto Vat/Cylinder Mould Vat out of indigenous raw material(s) with or without power.
- 1.2** "Eligible Enterprises/Units":-
- (a) Registered Cooperative Society & Societies under the Societies Act of 1860 or relevant state acts/ charitable trust.
  - (b) State Govt. Organization/ Board established under a state law for the development of Khadi & Village Industries.
  - (c) Departmental Training/Trading centres of Khadi & Village Industries Commission and State Khadi & Village Industries Boards or Educational Institutions engaged in production cum training activities in Handmade Paper or Govt. / Semi Govt. agencies or Research Organizations.
  - (d) "Individual Proprietorship/Partnership/ Private Ltd Companies of handmade paper unit with or without availing finance from the Commission.

## **2. ELIGIBILITY**

- 2.1** Handmade Paper Unit fulfilling the following norms in prescribed format will be eligible for issuance of Recognition Certificate.
- 2.2** A HMP Unit shall possess the following machineries:
- (a) Rag Chopper/Cutter
  - (b) Hollander Beater
  - (c) Auto Vat/Dipping Vat/Cylinder Mould Vat
  - (d) Hydraulic/Screw Press
  - (e) Calendar Machine
  - (f) Paper Cutting Machine
- 2.3** The unit shall ensure that its processes are environmental friendly and fulfil all the laid down guidelines by the State / Central Government in this regard.
- 2.4** As per Section 15(2) (I) the Handmade Paper unit located in urban area can be given Recognition Certificate (RC) without providing any sort of financial support or technical assistance for which an undertaking will be obtained from

the unit to the effect of disseminating production technology and provide marketing support to the HMP Units located in rural areas.

2.5 As per decision of commission taken in its 684<sup>th</sup> meeting dated 13.12.2021 the directive to explore the possibility to give financial support along with technical support to the KVI institutions engaged in the handmade paper productions and the KVI institutions have to be linked to increase the production of indigenous handmade papers.

### **3.0 ISSUANCE OF CERTIFICATE FOR THE FIRST TIME APPLICANT- NEW & EXISITING UNITS**

3.1 State/Divisional Directors of the KVIC are empowered for the issuance of Recognition Certificate.

3.2 The first time applicant will apply online at .....in prescribed format with requisite documents such as:-

- (a) Udyam /MSME Registration Certificate
- (b) List of existing Machineries in the Unit
- (c) List of products proposed to be produced.
- (d) Fees receipt/ Challan copy as per clause no. 5.1
- (e) The existing unit(s) shall submit their annual Turnover Report along with number of employees for the previous year.

3.3 The State / Divisional Director of KVIC, upon receipt of application will physically verify the infrastructure and other details claimed by the Institution and will take the decision accordingly within 25 days from date of application.

### **4.0 RENEWAL OF RECOGNITION CERTIFICATE**

4.1 State/Divisional Directors of the KVIC are empowered for the Renewal of Recognition Certificate.

4.2 The State/Divisional Director of KVIC after receiving the renewal application will physically verify the infrastructure and other details claimed by the Institution and will take the decision accordingly within 15 days from date of application.

4.3 The Unit has to apply for renewal of the Certificate online through.....

4.4 The validity of the Renewal Certificate will be for 3 years from date of issue.

**4.5** If the unit applies for renewal 2 months after expiry of the Certificate, the said application will be treated as a fresh application.

## **5.0 FEE STRUCTURE (Non-Refundable)**

<b>Sr. No</b>	<b>Particulars</b>	<b>Fees (Rs)</b>	<b>Period of Validity</b>
1	First Times Applicant Existing & New Units	5000/-	One Year
2	Renewal of Certificate	2000/-	Three Years

## **6.0 SUSPENSION/CANCELLATION OF CERTIFICATE**

### **6.1 SUSPENSION OF CERTIFICATE**

**6.1.1** If the unit is found guilty of the breach of above said guidelines or if it is found involved in any illegal activities or concealment of facts, the Recognition Certificate of the Unit will be suspended from immediate effect.

**6.1.2** The concerned State/Divisional office shall monitor the activities of the registered handmade paper units from time to time.

### **6.2 CANCELLATION OF CERTIFICATE**

**6.2.1** After suspension, KVIC will constitute an enquiry against the unit and if found guilty of violation of prescribed norms as stipulated at Clause 6.1.1, the Recognition Certificate of the unit will be cancelled.

## **7. JURISDICTION**

**7.1** In case of any Dispute that arises between KVIC & the HMPFI unit with regard to issuance of Recognition Certificate, Mumbai courts will have the jurisdiction to resolve the matter.

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