

 <p>सत्यमेव जयते Government of India</p>	<p style="text-align: center;">बजट निदेशालय खादी और ग्रामोद्योग आयोग सुक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार, “ग्रामोदय” 3 इर्ला रोड, विले पार्ले (प) मुंबई-400056. DIRECTORATE OF BUDGET Khadi and Village Industries Commission Ministry of Micro, Small and Medium Enterprises Government of India, 'Gramodaya' 3 Irla Road, Vile Parle (West), Mumbai-400056 Email: budget.kvic@gov.in</p>	 <p>कार्ये बुख्तमानम्। प्रणिनाय उतिनाशनम्।</p>
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No. KVIC/BGT/Budget Guidelines 24-25/2023-24


Date: 20.03.2024

C I R C U L A R

Sub.: Guidelines for fixing targets of Directly Aided/Board Aided Khadi Institutions and Dept. Units of KVIC/KVIB for the year 2024-25.

The Budget guidelines-Standard Operating Procedures (SOP) for Processing Annual Action Plan (Budget) for the year 2024-25, finalized by the Competent Authority of KVIC with Annexure (I to IV), Time Schedule, and Forms (1 to 5) are enclosed herewith for information and necessary action by all concerned.

Encl.: As above


 (K.V.L. Suryaprakash) 20.3.24
 Dy. Director I/C (Budget)

To,

1	All State/Divisional Directors.	With a request for initiating immediate action for the budget exercise as per above guidelines and time schedule.
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Copy to:

1. Secretary to Chairman, KVIC. Mumbai/Delhi,
2. OSD to CEO, KVIC, Mumbai.
3. F.A. Cell, KVIC, Mumbai.
4. Joint CEO. KVIC, Mumbai.
5. All Dy. CEOs in Central Office, KVIC, Mumbai.
6. All Zonal Dy. CEOs for monitoring the budget exercise and ensure Completion as per prescribed time schedule.
7. All State/U.T. KVI Boards for information and necessary action.
8. All the Industry/Programme Directors.
9. Director (I.T.) with request to upload this circular on the KVIC Website & to make a portal for Budget uploading & processing.
10. Director (Publicity) with a request to publish the same in the Ensuing edition of "Jagruti".
11. Director (Khadi) KVIC, Mumbai for further necessary action.
12. Director (Hindi Cell), with a request to translate the Budget Guidelines in Hindi.

Standard Operating Procedures (SOP) for Processing Annual Action Plan (AAP) / Budget Guidelines for KHADI / Polyvastra for the year 2024-25

1. Introduction

The Khadi and V.I. Commission has been assigning annual target on the basis of production capacity of the KIs commensurate with Working production infrastructure, man power and available Working Fund. The budget targets are finalized by State Level Budget Team (SLBT) /Divisional Level Budget Team (DLBT) headed by the State/Divisional Directors. The proposals are approved by the Zonal Dy. CEOs in turn State/ Div. Directors issues provisional budget targets/ allocations to the KIs. The zone wise consolidated proposals approved by Zonal Dy. CEOs are recommended to Directorate of Khadi and the same is placed before the SFC (Khadi) with the approval of competent authority of KVIC for ratification. The ratified SO/DO wise consolidated targets are then conveyed to concerned ZO as well as SO/ DOs in order to convey the final approved targets to the respective KIs. The annual targets are approved as Block provision for cotton khadi, silk khadi, woolen khadi and polyvastra.

The Institutions shall prepare their own plan for achieving the target approved by the Zonal Dy. CEO & ratified by SFC for carrying out proper exercise by analyzing the market based annual budget for most potential products according to the marketing trend.

2. Annual Action Plan (AAP) for 2024-25

The Annual Action Plan for 2024-25 shall be framed in the following manner:-

- 2.1** The Khadi Institutions shall identify the fast moving products which have market potential based on their sales performance during last 3 years, with a view to ensuring that production & stocking of slow moving products is minimized thereby not only for avoiding piling up of stocks but also to avoid blockage of Working Fund there upon.
- 2.2** Khadi Institutions shall also identify the Khadi products which contribute maximum to their sales revenue.
- 2.3** Since the project of Centre of Excellence for Khadi (CoE Khadi) with the technical support of NIFT is under active implementation, the Khadi Institutions shall prepare the list of such products taking into consideration of the above two factors for which they need to

take initiatives to improve the product's colours palette, latest design, best quality, feel, finish, and value addition etc. for each of their identified products.

- 2.4 The KIs shall prepare month-wise Production action plan for achieving the annual target of production by increasing the required infrastructure, artisans and Working Fund.
- 2.5 The KIs shall prepare a detailed marketing plan clearly state how much will be sold through its own outlets, wholesale to other KIs, marketing through DSOs, private channels, franchisees, SHGs, Govt. supply for ensuring to achieve the annual sales target.
- 2.6 The KIs shall put in place MIS (KIMIS) developed by KVIC for monitoring the targets.
- 2.7 The State/Divisional Offices should make sincere efforts to approach the banks for availing working capital requirement by the KIs based on the ISEC issued by KVIC.
- 2.8 Basis for Calculation of Working Capital shall be on the approved Production, Retails sales and Whole sales target.
- 2.9 The consolidated summary sheet of the budget proposals of all State/Divisional Offices and should be prepared/submitted in Excel sheet as well as signed copy (pdf sheet) in **Form-4** attached herewith to Director (Khadi), KVIC, Mumbai well in time.
- 2.10 **All the KIs shall upload the entire budget data such as, Top Sheet/Profile of KI (Form No.1), Employees & Artisans details Form No. 2), Annual Action Plan (Form No. 3), Budget Proposal Summary (Form No. 4), property details (Form No. 5) and Budget Record Note, invariably in the budget portal developed by I.T.**

3. Requirement of Capital Expenditure for Khadi implements, common workshed, machineries etc. if any.

Under ISEC:

- 3.1 The Khadi Institutions shall prepare the list of Khadi implements, CFC machineries, CFC work sheds and other equipment's required to achieve the annual target.
- 3.2 They shall decide number of charkhas, looms required and cost of each of the item and source of funds for its procurement.

3.3 Under PMEGP:

In case if any new KI decides to avail capital expenditure loan under PMEGP, they will be eligible for subsidy as per the PMEGP norms and the KIs have to prepare project report and apply online as per the existing guidelines of PMEGP. The KIs, artisans, banks will enter into a tripartite agreement, where the KIs will provide collateral security and guarantee for repayment of the loan and also will ensure supply of raw material to the spinners and weavers.

4. **Working Capital**

- 4.1 All the KIs are eligible to avail working capital under the existing ISEC Scheme as per the approved Budget.
- 4.2 The working capital shall be calculated **as per the existing working capital eligibility formula** for each variety i.e., cotton khadi, silk khadi, woolen khadi and polyvastra separately.
- 4.3 The State / Divisional Directors shall issue ISEC to all eligible KIs who have registered with KVIC as well as State KVIBs.
- 4.4 ISEC will be issued by the State/Divisional Offices for the funds already availed under Bank Finance + Net eligibility or – surplus (as the case may be). This issue has been clarified vide Circular no. DK/KH/Convergence/2018-19 dated 06.11.2018.
- 4.5 Own Fund may be calculate including depreciation reserve.
- 4.6 Budget Allocation letter and ISEC to be issued as per Annexure A and B circulated by circular no. DK/(K)/KPM/BGT/ Gen/2020-21 dated 17.04.2020.

5. **Skill Development**

The State Director shall arrange training for spinners, weavers, reelers, twistors, tailors and other artisans through MDTCs, Weavers Service Centers or through Master Trainers wherever required. The cost of the training will be borne by the concerned KIs out of MMDA support. In case new KI, financial support may be sought from Directorate of CB.

6. **Design Development**

- 6.1 The State/ Divisional Director may arrange a tie up with Fashion Institutes like NIFT, NID, NIFT-TEA in Tirupur, Textile Fashion Institutes, Weavers Service Centers etc., for design and product development.
- 6.2 The State/ Divisional Directors may also utilize the facilities available with the DC Handicrafts & Handlooms for Design

Enhancement and value addition in the areas of traditional textile handicrafts.

7. **Quality Assurance**

- 7.1 All the KIs shall test their products for ensuring the purity and genuineness of Khadi with testing laboratories of CSPs of KVIC/ Textiles Committee/ Textiles Research Association. The testing may also include for development of Standard Specifications, identifying the presence of banned chemicals in case of dyed, printed and processed fabrics.
- 7.2 The KIs shall also have to produce copy of the test report to departmental sales outlets while supplying their Khadi products.
- 7.3 KVIC has engaged the Textiles Committee as an accredited agency for conducting annual onsite verification of Production Centre's of the KIs for assessing their production process and drawing the samples for testing and management of Khadi Mark labels to ensure genuineness of Khadi.
- 7.4 Every KI should possess valid **Khadi Mark Certification** and affix **Khadi Mark tags/ labels on their Khadi products**. They will also allow the Textiles Committee for verification of production process and drawing of samples for testing.
- 7.5 KVIC has executed MoU with Quality Council of India (QCI) to enhance the overall quality ecosystem for Khadi products and also aims to empower artisans through various interventions including Capacity Building. In this regard, a detailed SOP are being issued separately.

8. **Budget Approval process:**

- 8.1 The State/Divisional Directors shall form a State Level Budget Team (SLBT)/Divisional Level Budget Team (DLBT) for scrutinizing, recommending the AAPs submitted by the KIs to the concerned Zonal Offices and monitoring the Khadi activities.

The SLBT/DLBT shall consist of the following:

1.	State/Divisional Director/In charges	-	Chairman
2.	CEO KVIB or his representative	-	Member
3.	Representative of SLBC/DLBC	-	Member
4.	Secretary or Chairman of KI Federation/ parent body or major KI where Federation does not exist	-	Member
5.	The Representative of DIC	-	Member
6.	Representative of Finance from State / Divisional office	-	Member
7.	The Programme In charge of Khadi in the State/Divisional office	-	Member/ convener

- 8.2 The State/Divisional Directors, after scrutinizing the proposal of AAP received from the KIs, will place before the SLBT/DLBT for its consideration and recommendation to the Zonal Dy. CEOs for approval as per the time schedule enclosed.
- 8.3 SLBT/DLBT shall prepare a separate budget record note as per the Points mentioned in **Annexure-I** for all the KIs for assessing the entire aspects of KIs.
- 8.4 SLBT/DLBT shall hold a combined final budget meetings and discuss the AAP with authorized representatives of KIs and finalize the targets.
- 8.5 The State/Divisional Offices shall issue provisional budget allocation to the DAIs & BAIs immediately after it is approved by Zonal Dy. CEOs.
- 8.6 The Zonal Dy. CEOs shall recommend the consolidated approved budget proposals of SO/DOs along with all requisite documents through budget portal to Directorate of Khadi seeking ratification of SFC (Khadi).
- 8.7 The Summary Sheet of the institution-wise budget proposal/ consolidated budget proposal are also required to be submitted in hard copy/offline to programme Directors in Central Office for cross verification of target, as posted in online budget portal and recommended by SKMC/Zonal Office.

General guidelines for fixing of production target:

- 8.8 "Roving cost has been increased from Rs.235/kg to Rs.265/kg for 33s count in last 2-3 years, spinning and Weaving wages has also been increased 33% i. e. Rs. 7.50 to Rs 10.00 per hanks and 10% respectively on the existing wages, this has lead to increase the cost of production. Production targets for eligible KIs will have to be enhanced minimum 20% on the actual achievement in 2023-24.

All the State/Divisional Offices are therefore authorized to make assessment based on the infrastructure deployed under KRDP/SFURTI in addition to existing available working infrastructure/Working capital, Commitment of KIs for availing additional working capital under bank finance and performance of previous year and the cost factors as indicated above, the production target may be allocated for 2024-25 accordingly."

Irrespective of the target allocated to the KIs, MMDA shall be considered strictly based on the actual production recorded by the KIs on the available working infrastructure/ working capital/manpower.

- 8.9 However, the KIs availed additional Bank Finance under ISEC and created additional infrastructure under any scheme such as SFURTI, KRDP, Sahyog Scheme, **during the last two years** for such cases, SO/DOs shall enhance the target judicially with proper justification.
- 8.10 While allocation of the target/budget, the SO/DOs shall ensure to confirm the basic parameters like actual working artisans

(Spinners/Weavers/Other artisans), required working infrastructures, sourcing of raw material from CSPs / others as per Standing Order No. 1722 dated 20.08.2013 for wool & S. O. No. 1773 dated 05.07.2021 for cotton/polyvastra & silk and available working funds.

- 8.11** Wholesales targets are inclusive of Govt. Supply, sales through private channels and franchise for all purposes, with regard to producing KIs wholesale targets should not be fixed more than the production targets.
- 8.12** KIs neither availed bank finance/ additional bank finance nor mobilized working capital in a verifiable manner from the last three years, the targets may be allotted to them as per the working fund available with them.
- 8.13** It is noticed that some of the KIs were given meager targets like Rs. 5.00 lakhs and such KIs cannot sustain with these meager production targets. Therefore, KIs should be given minimum viable targets as per the indicative productivity norms/working economics for calculation of khadi and polyvastra production capacity (Annexure-IV) and as per the working infrastructure reported in budget proposal and available Working Capital as per audited Balance Sheet after confirmation by the SO/DOs.
- 8.14** Secretary of KI should certify that the institution has working infrastructure and available Working Capital to run the production activities as per the prescribed format **Annexure-II** and countersigned by State/Divisional Director.
- 8.15** Last year's budget may be repeated in respect of KIs who did not attend budget due to various reasons & State/Divisional Office shall arrange physical verification of such KIs immediately. KIs that have not attended budget for last 3 years or more should be identified and ascertain factual position. In case such KIs are deserved for revival may be supported under SIEWKI. If they are not found fit for revival then 19-B- RR action may be initiated against them.
- 8.16** All State/Divisional Offices shall ensure verification of infrastructure of KIs and the production capacity of the working infrastructure may be considered as main part for fixing of the target for which the "indicative productivity norms/working economics for calculation of followed which is an indicative one and the same may be adhered based on the approved cost chart.
- 8.17** **The target approved by the Zonal Dy. CEO's after recommendation of SLBT/DLBT for Govt. supply, if the sufficient orders are not received to the KIs for Govt. supply in that case, concerned State/Divisional Directors may consider the proposals of KIs for Govt. supply targets into normal production target within overall target of production with the**

approval of Zonal Dy. CEO's after six months of that year in order to provide employment to the artisans and MMDA can be claimed by the KIs.

Reduced targets should be informed to Director, Marketing by State/Divisional Directors well in time.

9. **Role of Zonal Deputy Chief Executive Officer-**

Zonal Dy. CEOs should ensure monitoring and reviewing the Budget exercise for the year 2024-25 in their Zones so that Budget exercise is completed by adhering the Budget Guidelines within the time schedule.

10. **Compliance of Finance and Audit requirements:**

One of the basic requirements of finalization of budget is analysis of audited balance sheet and supporting statements of accounts of the institutions. In view of this, it is imperative that the audited accounts of the institutions/Board for the latest period i.e. 2022-23 are made available to State / Divisional office. The State/Divisional Directors will therefore ensure its availability sufficiently in advance so that its analysis could be done by the Internal Audit Party (IAP) attached to it.

11. **Compliance of Legal requirements**

State/Divisional Offices shall ensure that all the KIs should comply the guidelines issued for creation of E.M. and Hypothecation Deed.

12. **Compliance of Certification requirements**

The SLBT/DLBT will ensure that all KIs whose budget is considered should possess **valid Khadi certificate** as well as **Khadi Mark Certificate**. The KIs should not have been placed under suspension for any violation of KVIC directives or audit norms.

13. **Reporting and Monitoring**

13.1 The State/Divisional Offices shall be single Nodal Point for collecting, compiling and reporting the performance data by 5th of every month to Director (Khadi) and Director (VIC), KVIC, Mumbai.

13.2 The performance of KIs may be reviewed every quarter and remedial measures can be taken to achieve short fall in the next quarters, so that the annual target is fully achieved.

13.3 State Level Budget Teem/ Divisional Level Budget Teem (SLBT/DLBT) has been authorized to function effectively in a time bound manner. Accordingly, SLBT/DLBT, besides recommending budgetary target

allocation of a financial year, for the respective State/ Division, shall meet again in September/ October for considering the budget proposals, if any by reviewing the progress and utilization of budgetary sanction enhancement of targets. No proposal for enhancing the target shall be considered after completion of the financial year.

- 13.4** Where target has been fixed on basis of available infrastructure and bank finance eligibility, it should be ensured that KIs should avail the bank finance.
- 13.5** State/Divisional Offices should review the status of issue of ISEC and Bank Finance availed every year. They should ensure to explore possibility to bring the ISEC matter before the banker's forum like SLBC etc. to sanction adequate Bank Finance as per the ISEC guidelines.
- 13.6** All the State/ Divisional Offices shall send the list of all registered and financed KIs comes under their jurisdiction (working as well as non-working) as per Annexure-III in order to ascertain the working status of all the registered KIs of KVIC & KVIB as on date.

Encl.:

1. Annexure I to IV
2. Form No. 1 to 5.
3. Time Schedule

(Following issues shall be elaborated in the Budget Record Note of the institution for the year 2024-25)

1. Name of the Institution
2. Name of the office bearers participated in the Budget discussion
3. Validity status of Khadi certificate and Khadi Mark Certificate
4. Statement about the compliance of points raised in the previous year's record note of budget discussion.
5. Trading results and observations made in the statutory audit report for the year 2022-23
6. Own capital
7. Debt equity ratio
8. Net worth of the institution
9. Depletion of Khadi Working fund
10. Position of Equitable mortgage and Hypothecation deed
11. Whether purchase committee constituted
12. Confirmation of loan balance.
13. Position of Sundry creditors/debtors
14. Closing stock
15. Position of deposition of AWF in AWF Trust, issuance of identity card/photo pass books, coverage of artisans under Converged AABY and AWFT.
16. Position of availability of infrastructure and working fund
17. Issue of ISEC & availment of Bank Finance
18. Insurance position
19. Position of Integrated Audit
20. Opening of bank account to the Artisans
21. Programme recommended by Budget team (Budget)
22. Implementation of new schemes such as KRDP/SFURTI/WSKA/SIEWKI etc.
23. Court cases
24. Property disposal cases
25. Other observations if any.

CERTIFICATE

I.....Secretary/Chairman
of(Name of KI) is
certifying that AAP for Khadi/ Polyvastra for 2024-25 proposed by me is
based on the working infrastructure/implements and artisans available
with the institution.

(Signature with seal)
Secretary/Chairman of the Institution

Counter signed

State/Divisional Director

**List of all registered and financed KIs as on date
(Working as well as non-working)**

Name of the State/Divisional Office:

Sr. No.	Name of KI	Budget attended		Target allotted		Status of working		
		Ye s	No	Yes	No	Yes	If no, since when not working	Reason/ remarks

State/Divisional Director

**INDICATIVE PRODUCTIVITY NORMS/WORKING ECONOMICS FOR CALCULATION
OF KHADI AND POLYVAISTRA PRODUCTION (BUDGET 2024-25)**

Spinning Productivity

Productivity of a Charkha depends upon the type of fiber used for producing yarn, pre spinning processes, condition of the charkha, the skill and the age of the spinner, the atmospheric condition etc. The productivity is usually in terms of number of hanks produced per charkha in 8 hours.

Weaving Productivity

The weaving productivity depends on the quality of the yarn used for weaving, type and mechanical condition of the loom, operating skill and the age of the weaver and atmospheric conditions etc. Generally in Khadi 70 Cm. (28 inches), 90 Cm. (36 inches), 115 Cm. (45 inches) and 130 Cm. (52 inches) width fabrics is woven.

Note:

1. The productivity norms worked out below both for spinning and weaving are based on optimum productivity (i.e. 100% efficiency). The field offices can work out the actual productivity to the tune of 75% to 80% efficiency based on available infrastructure with the institution while fixing the production target for Khadi and Polyvastra Programme.
2. The number of working days is taken as 299 days for spinning, 240 days for reeling and 299 days for Weaving.
3. As the local holiday and working conditions varies from State to State, the field offices may calculate the number of working days accordingly.
4. **The following working economics are indicative only, based on the information gathered from field. The field offices need to work out the actual figure based on the cost of raw material plus conversion charges as per the approved cost chart and also infrastructure and field realities.**
5. Man power shown is the minimum requirement for a unit. This may depends on the capacity of unit.

(I) Cotton Khadi Programme
(a) NMC Variety

One unit consists of 25 NMC and 10 Looms

Yarn count	Type of charkha	Productivity (No. of Hanks/Charkha/8 hrs.)
33 ^s Nm	8 Spindle NMC	20 (Average)

Estimated Spinning capacity per unit

No. of Hanks per Charkha per day of 8 hrs.	= 20 Hanks
Production per unit per day = 20 Hanks X 25 NMC	= 500 Hanks
No. of working days per annum	= 299 days
Production per unit per annum = 500 Hanks X 299 days	= 149500 Hanks
Production per unit per annum in Kgs. (149500/33)	= 4530 Kgs.
Cost of yarn per Kg. (@ Rs. 12.66 Per Hank)*	= Rs. 12.66 X 33 Nm = Rs. 417.78
Total production value per unit per annum	= 4530 Kgs. X Rs. 417.78 = Rs. 18,92,543/- = Rs. 18.92 Lakhs

Say

Estimated Cotton yarn production/NMC/annum= Rs. 0.75 Lakhs

Estimated Weaving capacity per unit

No. of meters per loom per day of 8 hrs.	= 8 mtrs.
Production per unit per day = 8 mtrs. X 10 looms	= 80 mtrs.
No. of working days per annum	= 299 days
Production per unit per annum = 80 mtrs.X299 days	= 23920 mtrs.
Cost of Khadi cloth-Average rate per mtr.	= Rs. 109 - Rs.145 (*)

Particulars	Cost of khadi @ Rs.109/- per mtr.	Cost of khadi @Rs.145/- per mtr.
Estimated production value per unit (10 Looms) per annum	23920 Mtrs X 109 Rs.26,07,280/- Say Rs. 26.07 Lakhs	23920 Mtrs X 145 Rs.34,68,400/- Say Rs.34.68 Lakhs
Estimated Cotton Khadi production (NMC) / Loom / annum	Rs. 2.60 Lakhs	Rs. 3.46 Lakhs
(*) Indicative as the case may be.		

Man Power

Spinners	25
Weavers	10
Other artisans	: 05 (warping & winding)
Salaried Staff	: 02 (instructors)
Total	42

(b) Traditional Variety***One unit consists of 100 Traditional Charkhas and 10 Looms***

Yarn count	Type of charkha	Productivity (No. of Hanks/Charkha/8 hrs.)
11 ^s Nm	Traditional Charkha	2 (Average)

Estimated Spinning capacity per unit

No. of Hanks per Charkha per day of 8 hrs.	= 2 Hanks
Production per unit per day = 2 Hanks X 100 Traditional	= 200 Hanks
No. of working days per annum	= 299 days
Production per unit per annum = 200 Hanks X 299 days	= 59800 Hanks
Production per unit per annum in Kgs. (59800/11)	= 5436 Kgs.
Cost of yarn per Kg.	= Rs. 310.00*

Total production value per unit per annum = 5436 Kgs. X Rs. 310/-
= Rs. 1685160/-

Say = Rs. 16.85 Lakhs*

Estimated Cotton yarn production/Traditional Charkha/annum= Rs. 0.17 Lakhs

Estimated Weaving capacity per unit

No. of meters per loom per day of 8 hrs.	= 8 mtrs.
Production per unit per day = 8 mtrs. X 10 looms	= 80 mtrs.
No. of working days per annum	= 299 days
Production per unit per annum = 80 mtrs.X299 days	= 35880 mtrs.
Cost of Khadi cloth-Average rate per mtr.	= Rs. 104/-*
Total production value per unit per annum	= 23920 mtrs. X Rs. 104/- = Rs. 2487680/-
Say	= Rs. 24.87 Lakhs*

Estimated Cotton Khadi production (traditional) / Loom / annum= Rs. 2.49 Lakhs

Man Power

Spinners	100
Weavers	10
Other artisans	: 05 (warping & winding)
Salaried Staff	: 02 (instructors)
Total	117

(II) Muslin Khadi Programme

One unit consists of 50 Charkhas and 10 Looms

Yarn count	Type of charkha	Productivity (No. of Hanks/Charkha/8 hrs.)
100-120 Nm	7 Spindle NMC	20 (Average)

Estimated Spinning capacity per unit

No. of Hanks per Charkha per day of 8 hrs.	= 20 Hanks
Production per unit per day = 20 Hanks X 50 NMC	= 1000 Hanks
No. of working days per annum	= 299 days
Production per unit per annum = 1000 Hanks X 299 days	= 299000 Hanks
Production per unit per annum in Kgs. (299000/100 Nm)	= 2990 Kgs.
Cost of yarn per Kg. (@ Rs. 14.00 Per Hank)*	= Rs. 14.00 X 100 Nm = Rs. 1400/-*
Total production value per unit per annum	= 2990 Kgs. X Rs. 1400 = Rs. 4186000/-
Say	= Rs. 41.86 Lakhs*

Estimated Muslin yarn production/Muslin Charkha/Annum= Rs. 0.84 Lakhs

Estimated Weaving capacity per unit

No. of meters per loom per day of 8 hrs.	= 6 mtrs.
Production per unit per day = 6 mtrs. X 10 looms	= 60 mtrs.
No. of working days per annum	= 299 days
Production per unit per annum = 60 mtrs.X299 days	= 17940 mtrs.
Cost of Muslin Khadi cloth-Average rate per mtr.	= Rs.325/-*
Total production value per unit per annum	= 17940 mtrs. X Rs.325/- = Rs. 5830500/-
Say	= Rs.58.30 Lakhs*

Estimated Muslin Khadi production/Loom/annum= Rs. 5.83 Lakhs*

Man Power

Spinners	50
Weavers	10
Other artisans	: 10 (warping & winding)
Salaried Staff	: 02 (instructors)
Total	72

(III) Silk Khadi Programme

One unit consists of 10 Basins and 20 Looms

Estimated Reeling capacity per unit

Average production per basin per day of 8 hrs.	= 900 Gms
Production per unit per day = 900 Gms X 10 Basins	= 9000 Gms (i.e 9 Kgs)
No. of working days per annum	= 240 days
Production per unit per annum = 9 Kgs X 240 days	= 2160 Kgs.
(Cost of yarn per Kg)**	= Rs.4550/-
Total production value per unit per annum	= 2160 Kgs. X Rs.4550
	= Rs.9828000/-
Say	= Rs.98.28 Lakhs*

Estimated reeled Silk yarn production/Basin/annum= Rs.9.82 Lakhs

Note: Generally Mulberry Cocoon is not available throughout the year. Hence 240 days working is taken into consideration

Estimated Weaving capacity per unit

No. of meters per loom per day of 8 hrs (Plain Shirting) = 5mtrs.	
Production per unit per day = 5 mtrs. X 20 looms	= 100 mtrs.
No. of working days per annum	= 299 days
Production per unit per annum = 100 mtrs.X299 days	= 29900 mtrs.
Cost of Silk Khadi cloth -Average rate per mtr.	= Rs.650/-*
Total production value per unit per annum	= 29900mtrs. X Rs.650/-
	= Rs.19435000/-
Say	= Rs.194.35 Lakhs*

Estimated Silk Khadi Cloth production/Loom/annum= Rs. 9.72 Lakhs*

Man Power

Reelers	10
Weavers	20
Other artisans	
Reeling	: 9 (Cookers, re-winders & winding)
Twisting	: 8 (Winding, Doubling, Twisting)
Warping	2
Jari work	2
Weaving	: 10 (Warping/Winding, Warp piecing & Pirn winding)
Salaried Staff	: 02 (instructors)
Total	53

(IV) Woollen Khadi Programme

One unit consists of 20 Charkhas (4 spindle) and 10 Looms

There are various Charkhas like Medleri and traditional, NMC etc... are existing in Karnataka, Rajasthan, Gujarat, Jammu & Kashmir, Himachal Pradesh and varieties like Kambles, Kamblies, Shawls/coating etc... are produced by using different types of Wool like Merino, Carded Wool etc...the working economics for spinning and weaving of Woollen varieties may be exercised by the concerned field offices based on available infrastructure & its productivity.

(V) Polyvastra

One unit consists of 25 NMC and 10 Looms

Yarn count	Type of charkha	Productivity (No. of Hanks/Charkha/8 hrs.)
65 Nm	8 Spindle NMC	25 (Average)

Estimated Spinning capacity per unit

No. of Hanks per Charkha per day of 8 hrs. = 25 Hanks
Production per unit per day = 25 Hanks X 25 NMC = 625 Hanks
No. of working days per annum = 299 days
Production per unit per annum = 625 Hanks X 299 days= 186875 Hanks
Production per unit per annum in Kgs. (186875/65 Nm) = 2875 Kgs.
Cost of yarn per Kg. (@ Rs. 9.87 Per Hank)* = Rs 9.87 X 65 Nm
= Rs. 641.55*

Total production value per unit per annum = 2875 Kgs. X Rs. 641.55
= Rs. 1844456/-
Say = **Rs. 18.44 Lakhs***

Estimated Polyvastra yarn production/NMC/annum= Rs. 0.74 Lakhs

Estimated Weaving capacity per unit

No. of meters per loom per day of 8 hrs. = 8 mtrs.
Production per unit per day = 8 mtrs. X 10 looms = 80 mtrs.
No. of working days per annum = 299 days
Production per unit per annum = 80 mtrs.X299 days = 23920 mtrs.
(Cost of Khadi cloth-Average rate per mtr.)*** = Rs. 106/-*
Total production value per unit per annum = 23920 mtrs. X Rs. 106/-
= Rs. 2535520/-
Say = **Rs. 25.35 Lakhs***

Estimated Polyvastra production/Loom/annum= Rs. 2.53 Lakhs*

Man Power

Spinners	25
Weavers	10
Other artisans	: 05 (warping & winding)
Salaried Staff	: 02 (instructors)
Total	42

Source: Cost Chart rate of Tamil Nadu, Gujarat, Rajasthan for Cotton Khadi & Polyvastra, West Bengal for Muslin Khadi and for Silk Khadi is taken into consideration. **However, the actual cost chart rate prevailed in the respective State may be taken for actual calculation for arriving production value for fixing the target.**

Requirement of Raw Material

Cotton/Muslin @25% and Polyvastra @15%

(Qty. in Kgs. Value Rs. Lakhs)

S. No.	Varieties (count-wise)	Production ntarget for 2024-25	Estimated requirement of R.M.@ 25%/15% on Prodn. Target of 2024-25		From own sources		From C.S.Ps	
			Qty.	Value	Qty.	Value	Qty .	Valu e

Silk Khadi

The raw material i.e. cocoon shall be purchased from the Govt. regulated cocoon markets and the yarn from the certified khadi institutions.

Woollen Khadi

Raw material for production of Woollen Khadi i.e. raw wool, marino wool and other indigenous wool shall be procured following the guidelines prescribed in Standing Order No.1722 dated 20 08.2013 & 18.04.2014.

*it may also be noted that where there is a conflict on any point, between the cost chart and working economics, the cost chart or more appropriately the inputs as derived under cost chart will prevail over the Productivity/Working Economics. In that case, SLBT, will record such recommendation for approval.

Timeline for completion of budgeting task for 2024-25.

Sr. No.	Activity	Timeline
1	Completion of preparation of Annual Action Plan (AAP) by the KIs and submission to State/Divisional Office	10 th April, 2024
2	Examination by State / Divisional Offices, recommendation of SLBT/DLBT and submission to Zonal Dy. CEOs	25 th April, 2024
3	Extending recommendation by Zonal Dy. CEOs	2 nd May, 2024
4	Issuance of provisional Budget allocation and ISEC by State/Divisional Directors to all KIs after approval of Zonal Dy. CEO	9 th May, 2024
5	Forwarding the proposal to Central Office by Zonal Offices.	15 th May, 2024
6	Placing the proposal before SFC for approval by Directorate of Khadi.	June, 2024

(To be sent to central Office)
**TOP SHEET FOR BUDGET PROPOSAL FOR KHADI, AND POLYVAISTRA
PROGRAMME FOR THE YEAR 2024-25**
(To be filled in by the institution)

I. PROFILE OF THE KHADI INSTITUTION

1.	Name and Code No. of the institution Address and other details (Code No. as reflected in MDA/ISEC portal of DBT)	Name of the Institution:			
		Code No. as reflected in MMDA/ISEC portal of DBT			
		Village/Post		Taluka	
		City/Town		District	
		State		Pin	
		Phone		Fax	
		E-mail		Website	
2.	Contact Person Details	Name	Designation	Mobile No.	
			Chairman		
			Secretary		
3.	Status of the institution	:	Small/ Medium / Major (Depends upon Turnover)		
a)	Registration certificate	:	Number :		
		:	Act:		
b)	Khadi / Polyvastra Certificate No. and validity up to	:	<u>Khadi</u>	<u>Polyvastra</u>	
		:	Number :		
		:	Valid up to:		
c)	Status of the Khadi Mark Registration	:	I. Registration certificate obtained: Yes/ No II. registration No. III. Valid Upto:		
d)	Direct listing	:	Letter No.	Date:	
e)	Category	:	A+ / A / B / C		
f)	Turnover for last three years for khadi and polyvastra (In Lakh Rs.)				
	Particulars		2020-21	2021-22	2022-23
	Production				
	Sales (RS+WS)				
	Profit/loss				
g)	Position of the Institution	:	Normal / Problematic		
h)	Social category of the institution	:	SC / ST / Women / Minority / OBC / General		
i)	Whether the KI sanctioned scheme under	:			

	SFURTI / KRDP (ADB)/ other than normal Programme. (If yes, details thereof)			
j)	Position of Hypothecation Deed	Date of Execution	Ceiling limit	Date of Renewal
	i) Khadi			
	ii) Village Industries			
k)	Position of Equitable Mortgage (Rs. In lakh)			
		Value as per balance sheet		Value of EM Executed
	i) Land			
	ii) Building			
	Total			
l)	Position of Audit Report	:	Completed Up to	
			Reason for pending	

II. PROFILE OF LATEST MANAGING COMMITTEE MEMBERS AS ON DATE

Sr. No.	Name	Age	Designation	Educational qualification
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

III. LIST OF PRODUCTION AND SALES CENTRES AS ON DATE

Sr. No.	Name and address of Centre	Nature of Centre (Production / Sales / Production cum sales)	Name of I/c	No. of staff working
1				
2				
3				
4				

IV. DETAILS OF AVAILABLE / WORKING INFRASTRUCTURE AS ON DATE

In nos.

Cotton			Silk			Wool		
Type of Implements	Available	Working	Type of Implements	Available	Working	Type of Implements	Available	Working
Charkhas			Reeling & Twisting			Charkhas		
a) NMC			Reeling Unit (No. of basin)			a) NMC		
b) Traditional			Twisting Unit (No. of Spindles)			b) Traditional		
c) others pl specify						c) others		
Looms			Looms			Looms		
a) Traditional			a) Traditional			a) Traditional		
b) Improved			b) Improved			b) Improved		

Polyvastra			Solarvastra		
Type of Implements	Available	Working	Type of Implements	Available	Working
Charkhas			Charkhas		
a) NMC 8 spindle			8 spindle		
b) NMC 10 spindle			10 spindle		
c) others			16 spindle		
Looms			Looms		
a) Traditional			24 spindle		
			32 spindle		
b) Improved			Looms (pl specify loom type)		

V. DETAILS OF COMMON FACILITY CENTRES AS ON DATE

Sr. No.	Name of facility	Brief details of machineries	Annual production capacity (Qty. in Kgs/mtrs/ Nos.)
1	Spinning pre-processing unit (sliver / roving plant)		
2	Ready warp unit		
3	Yarn sizing unit		
4	Dyeing unit		
	a) Yarn dyeing		

	b) Fabric dyeing		
5	Printing (Screen/Block)		
6	Embroidery unit		
7	Readymade garment unit		
8	Testing facility		

VI. WORKING FUND AVAILABLE AS ON 31.03.2023

(Rs. In lakhs)

Particulars	KVIC	CBC	Bank Finance (availed)	Own	Total
Cotton Khadi					
Silk Khadi					
Woolen Khadi					
Polyvastra					
Total					

VII. Bank Finance during 2023-24

1	ISE Certificate issued	Rs. In lakhs
	Khadi	
	Polyvastra	
2	Bank Finance availed	
	Khadi	
	Polyvastra	
3	CC account Details	
	(i) Name of Bank (s)	
	(ii) Account No.	
	(iii) IFSC Code	
4	Interest rate charged	
5	Any over draft availed in 2022-23 and 2023-24	
	If yes, furnish amount	Rs.

VIII. RAW MATERIAL REQUIREMENT FOR ACHIEVING THE PROPOSED TARGET of 2024-25

(Quantity in Mtrs./Nos. Value Rs. in lakhs)

Sr.	Name of product {Khadi/Polyvastra}	Quantity	Value	Raw material requirement (Kgs) (Sliver/roving/ cocoon/wool)	Source of procurement
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1					
2					
3					
4					
5					
6					
	Total				

SECRETARY OF THE KI

STATE/DIVISIONAL DIRECTOR

(To be retained by SO/DO)**I. EMPLOYEES / DAILY WAGERS DETAILS (Use separate sheet)_AS ON DATE**

Sr. No.	Name	Age	Designation	Educational qualification	Present annual salary (Gross) in Rs.	Year of experience	Social category (SC/ST/OBC/Gen)
1							
2							

II. ARTISAN DETAILS AS ON DATE (SPINNERS / WEAVERS / OTHER ARTISANS)

Sr.	Name	Address	Artisans Type (*)	Mobile No.	Bank A/c No.	Name of the bank & branch
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
1						
2.						

(*) Please fill artisan type for spinner, weaver, reeler, twister, winder, warper, dyer, etc.

Aadhar No.	Social category (SC/ST/OBC/Gen)	Age	Avg. monthly earning (In Rs.)	MDA incentive paid in 21-22	Amount of welfare fund deposited in AWFT (21-22)
<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>

III. PRIVATE PLAYERS ASSOCIATED WITH KIS AS ON DATE:

Sr. No.	Name of Pvt. Players	Work of Pvt. Players	No. of Persons working with Pvt. Players	Remarks
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	Raw Material Suppliers	Raw Material		
2.	Bleacher / Dyer / Printer	Wet Processing		
3.	Tailor	Fabric Conversion		
4.	Designer	Value Addition		
5.	Transporters	Transportation of Goods		
6.	Occasional Service providers like Mechanic / Electrician / Plumber/ Car Painter etc.	Miscellaneous Services		
7.	Any others			

Signature of Secretary of KI

FORM-3 (Contd...)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
B	New products																					
B	Cotton																					
1																						
2																						
3																						
B	Silk																					
2																						
1																						
2																						
3																						
B	Woolen																					
3																						
1																						
2																						
B	Polyvastr																					
4	a																					
1																						
2																						

RS – Retail sale; WS – Whole sale; GS – Govt. supply; PC – Private channel; FC – Franchisee

Signature of Secretary

FORM-4 (Contd...)

Name of Scheme	Production Capacity (Quantity in Nos./Metres)	Annual Action Plan (AAP) for the Year 2024-25 (Rs. In Lakh)											Gross Eligibility	Proposed Implements		
		Production			R.S.	Whole Sale					Existing Emp.	New Emp.		NMC/ Reeling basins	Improve d Looms	Ready Warp
		Normal	Prod. RC/ Govt. Supply	Total Production		Normal	Govt. Supply	Private Channel	Franchisee	Total Whole Sales						
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Cotton Khadi																
Silk Khadi																
Woollen Khadi																
Total Khadi																
Polyvastra																
Total (Khadi/Poly)																

working fund availed as per balance-sheet analysis as on 31.03.2023					Net-Eligibility of Working Capital	Surplus Fund	Eligibility of MMDA & ISEC to be restricted as per B.E. form Govt. of India	
KVIC	CBC	B.F. availed	OWN Fund/ Depletion (+)/(-)	Total			MMDA 35% for COTTON/ POLYVAISTRA/WOOL and 20 % for SILK of PRIME COST	ISEC 8 %
35	36	37	38	39	40	41	42	43

STATE/DIVISIONAL DIRECTOR

ZONAL DY. CEO

(To be sent to central Office)

DETAILS OF IMMOVABLE PROPERTIES OF INSTITUTIONS AS ON DATE

NAME OF THE INSTITUTION:

Sr. No.	Details of property (Land/Building) with full address	Survey No.	Area (sq.ft./s.mtrs)	Original purchase value	Date of last revaluation with value	Present Market value	Value of property mortgaged with KVIC	If total property are not mortgaged with KVIC- reason thereof along with value	Whether first charge relinquished by KVIC in favour of any financial institution. If yes, the name of F.I.	Status of execution of inter-se agreement amongst Bank, KVIC and the F.I.	If any remaining properties will be mortgaged with KVIC within 3/6/9 months (Specify the time limit)
1.											
2.											
3.											
4.											
CHAIRMAN/SECRETARY OF DAI/BAI							STATE/DIVISIONAL DIRECTOR				