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**KHADI AND VILLAGE INDUSTRIES COMMISSION
3, IRLA ROAD, VILE PARLE (WEST), MUMBAI -56**

No: PME GP/Policy/Gen/2010-11

Date : 27-05-2011

C I R C U L A R

Sub:- Transparency and effective monitoring for implementation of PME GP to prevent irregularities and malafide acts in implementation at implementing agency level.

The Prime Minister's Employment Generation Programme (PME GP) is the flagship scheme of Ministry of MSME and KVIC. The scheme is being implemented by KVIC and KVIBs in rural areas and in urban and rural areas by DICs. KVIC is the single nodal agency for the scheme and has to ensure monitoring, data collection, reporting and also attend to physical verification, quality improvement, and policy making issues related to the scheme.

2. Instances have been highlighted by CVO, KVIC wherein cases of irregularities and malafide actions from field during implementation of PME GP have been reported. This is a matter of great concern as it affects not only the image of the scheme but also the organization involved. It has also been learnt that malafide practices are reported at the level of forwarding applications to DLTF C as well as scrutinizing the applications for short listing applications at DLTF C level and forwarding to banks. Thus extra care need to be exercised by all the Controlling Officers including State/Divisional Directors, KVIC for having 100% transparency and proper check and verification while implementing the scheme.

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3. For purpose of bringing in transparency and systematic procedure for ensuring prevention of irregularities/ malafide acts the following system is proposed for immediate implementation and compliance by implementing agency (s) including State/Divisional Directors of KVIC.

- (i) **Receipt of applications:** The applications for PMEGP have to be called for through public advertisement, awareness camps involving agencies like Nehru Yuva Kendra, Women Development Association, Panchayat Raj Institution, AWWA, etc. The beneficiary can submit the application along with project report at nearest KVIC/KVIB/DIC/Bank office.

A provision of receiving applications in duplicate be made and staff should be assigned duty in KVIC /KVIB/DIC office for receiving the applications under PMEGP. Applications should be invited in duplicate and one copy should be immediately stamped with date and time of receipt and handed over to the applicant as acknowledgement. Inwarding of applications should also be made in line with date of receipt of application which should be monitored by an Officer not below the rank of Assistant Director of KVIC/KVIC/DIC. First come first serve basis should be strictly adopted for this purpose.

The applications received have to be compulsorily inwarded and maintained in an Application Register in each District /Divisional /State Office of KVIC/ KVIB/ DIC. The Sr. No. needs to be registered in the register and correspondingly on the application. The register will be checked and countersigned by State/Divisional Director/Head of office of KVIB & DIC every fortnight. A format of register is enclosed at Annexure-I.

The register has to be made available for viewing by the public on demand without any cost. It is also to inform that applications much in excess of target fixed for District or State may also result in cases of

