



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

No.REGP/PMEGP/Cir.Guide/A/c/2009-10

Date: 24-06-2009

**C I R C U L A R**

**Sub:- Accounting and Monitoring formats under  
PMEGP-- regarding.**

\*\*\*\*\*

The Ministry of MSME, Govt. of India has launched a new scheme viz Prime Minister's Employment Generation Programme by merging REGP and PMRY together. The Khadi & Village Industries Commission has nominated as a National Nodal Agency for monitoring the scheme. The PMEGP Scheme has been implemented through KVIC and KVIBs and Union Territories in the Rural Areas and through District Industries Centre in both Rural and Urban area with the objective to develop entrepreneurs ship and self employment opportunity across the country.

2. It is observed that while implementing PMEGP scheme through State/U.T. KVI Boards/DICs and Public Sector Banks, they are extending full support and cooperation for better implementation and monitoring at District/State Level.

3. As per the approved/prescribed guidelines by the Ministry , the implementing agencies have to submit their monthly progress report in respect of PMEGP Scheme to the Directorate of PMEGP. However, some more information are expecting by VIPs and Ministry, hence the uniformity in the record to be maintained by State/Divisional Offices of KVIC, State/UT.KVIBs and DICs and financing banks, this office has devised a format for maintenance of physical and financial achievement and

Contd.....2/-

W

progress report at the level of State/Divisions. All prescribed formats are enclosed herewith with the following justification.

**Annexure-A:-** A format for monthly performance report under PMEGP. The main aim of maintaining uniform accounts at State/Divisional Offices level as well as State/U.T. KVI Boards and DICs is to ensure smooth and uniform flow of information from the field. At the same time, the accounts of the State/Divisional Offices of the Commission should automatically get reconciled on the last day of the month with accounts of the Nodal Branches and main Cash Book. Similarly, the accounts of the State Offices of the Commission on the last working day of the month.

**Annexure-B:-** In a format of utilization of certificate of fund received and utilized by the State/Divisional Offices of KVIC , State/UT. KVI Boards and District Industries Centers. The utilization certificate in the prescribed format may be obtained from State/UT. of KVI Boards , DICs. A combined certificate of utilization may be sent to Central Office, KVIC every year before 30th April of next year.

**Annexure-C:-** In a format of Cash book to be maintained by the State/Divisional Offices KVIC/ State /UT KVI Board/ DIC which will be subject to inspection by concerned State/Divisional Offices KVIC/ State /UT KVI Board/ DIC and Auditors of Central Office of the Commission.

**Annexure-D:-** A format of Cash Book to be maintained by State/Divisional Offices of the Commission under PMEGP which will be subject to inspection by Central Office.

**Annexure-E:-** A format of monthly progress report to be submitted by Nodal Branches of the Public Sector Banks , Private and Cooperative Banks to the State/Divisional Offices of the Commission by 3rd of each month.



: 3 :

**Annexure-F:-** A monthly performance report to be submitted by State/Divisional Offices of the Commission to Directorate of REGP/PMEGP, KVIC, Mumbai by 5th of each month for onward transmission to the Ministry of MSME, Govt. of India , New Delhi.

**Annexure-G:-** A format for furnishing details of the Nodal Branches of the Banks in the State/Divisional Office. A saving bank account may be opened in near by branches of the banks for easy operation of the scheme.

4. All implementing agencies i.e. State/Divisional Offices of KVIC , State/UT.KVI Boards , DICs and all Financing Branches of Banks should ensure to maintain the PMEGP physical and financial achievement in the above stated format as well as the feed back/reporting may be furnished in the prescribed format.

This will come in to force with immediate effect.

Encl: As above.

*hmv 24/6/24*  
(J.S.Mishra)

CHIEF EXECUTIVE OFFICER

Copy for information and necessary action to :

1. All Sate/Divisional Director, KVIC.
2. All C.E.O./Secretary/Member Secretary State/UT. KVI Board.
3. All The Director/Commissioner, Industries, State Govt.

Copy for information to :

1. Jt. Secretary, Ministry of MSME ,Udyog Bhavan, New Delhi.
2. All Hon'ble Members of KVIC.

Contd. page 4/-

:4:

3. C.V.O., KVIC, Mumbai
4. All Zonal Dy.CEOs, KVIC.
5. Secretary to Hon'ble Chairperson, KVIC, Mumbai-56.
6. OSD, Chief Executive Officer, KVIC, Mumbai-56.
7. A.O, F. A., Cell, KVIC, Mumbai-56.
8. All Program Directors, KVIC, Mumbai-56.
9. Director Publicity to publish in ensuing Jagriti.
10. Director (IT) for placing KVICs web. site.



DIRECTOR(PMEGP.)

Tele. Fax No.022-26713686



**UTILIZATION CERTIFICATE**

Certified that out of Rs..... of funds sanctioned under PMEGP (Margin Money) during the year .....in favour of ..... vide budget allocation letter No..... dated..... and Rs..... on account of unspent balance of previous year , a sum of Rs..... has been utilized for the purpose of ..... For which it was sanctioned and that the balance of Rs..... remained unutilized.

- a. With State/Divisional Office, KVIC Rs.....
- b. With Nodal Branches Rs.....
- c. With State KVI Board Rs.....
- d. With State DIC Rs.....

..... at the end of ..... will be adjusted towards the PMEGP payment payable during the next year.

2. Further certified that we are satisfied that the conditions on which the lumpsum payment of Govt. subsidy Margin Money Grant was sanctioned are being fulfilled and we have exercised proper checks to see that the money was actually utilized for the purpose for which it was sanctioned.

**Enclosure: Form GFR 19-A.**

DIRECTOR/ DY.DIRECTOR I/C,  
KHADI AND V.I. COMMISSION

OFFICE SEAL

Note :

The Utilization Certificate in above format may be obtained from State/UT , KVI Board/DIC and a combined utilization certificate may be sent to Central Office , KVIC , Mumbai-56.



To be enclosed alongwith utilization certificate (Annexure-B )

**FOR GRANT.**

**FORMS**

**FORM GFR 19-A**

(See Government of India's Decision (1) below Rule 150)

**FORM OF UTILIZATION CERTIFICATE**

Sr. No.	Letter No./ date	Amount
TOTAL : -		

Certified that out of Rs..... of grants-in-aid sanctioned during the year ..... in favour of ..... under this Ministry/ Department letter No. given in the margin and Rs..... on account or unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of ..... for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (vide D.D. / Cheques No..... dated ..... )/ will be adjusted towards the grants-in-aid payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised -

- 1.
- 2.
- 3.
- 4.

Signature  
CHIEF EXECUTIVE OFFICER  
\_\_\_\_\_ State/UTKVI Board

Signature  
FINANCIAL ADVISER  
\_\_\_\_\_ State/UTKVI Board

Signature  
DIRECTOR OF INDUSTRY  
\_\_\_\_\_ State DIC

Signature  
ACCOUNTS OFFICER  
\_\_\_\_\_ State DIC

**ANNEXURE-C.**

(Format of Cash Book to be maintained by State/Divisional Office KVIC, State/UT Khadi and V.I. Boards and DICs)

R E C E I P T			P A Y M E N T				
Date	Particulars	Amount Rs. P	Remarks	Date	Particulars	Amount Rs. P.	Remark
	Opening Balance						
	Amount received from the Central Office of the Commission at .....				Payment made to ..... of (Bank) in respect of .....(beneficiary)		
	Interest earned in the S.B. account.				Interest remitted to KVIC.		
	Refund of Margin Money received from ..... (Bank)				Expenditure incurred under Promotional Activities (Details to be given)		
	Funds received under Promotional Activities.				Balance.		
	TOTAL :-				TOTAL :-		

Note : Cash Book to be verified every month with bank pass book and reconciled and certificate to that effect is recorded in the cash book on monthly basis.



**ANNEXURE-D**

(Main Cash Book to be maintained by State/Divisional Offices, KVIC under PMEGP)

R E C E I P T				P A Y M E N T			
Date	Particulars	Amount Rs. P	Remarks	Date	Particulars	Amount Rs. P.	Remark
	Amount Received from the Central Office under PMEGP.				Funds released to the nodal branches under PMEGP 1. KVIB 2. DIC. 3. Nodal Branch of KVIC.		
	Interest earned on S.B. Account of Nodal Branches (Details to be given).				Interest on S.B. Account of Nodal Branches and main account of PMEGP and from State KVI Boards/DICs remitted to Central Office. Balance.		
	Interest earned on main account of PMEGP.						
	Interest received from the State KVI Board.						
	Interest received from the DIC.						
	Amount withdrawn from the Nodal Branch						
	Receipt of other funds under Back ward & forward Linkages under PMEGP						
	TOTAL :-				TOTAL :-		

**ANNEXURE-E.**

**PRIME MINISTER EMPLOYMENT GENERATION PROGRAMME OF THE KHADI AND V.I. COMMISSION, MUMBAI-56  
GOVERNMENT SUBSIDY (MARGIN MONEY) CLAIM STATEMENT.**

(To be submitted by the Nodal Branches to the State/Div. Offices of the KVIC/KVIB/DIC and Corporate Office of Bank)

Monthly Margin Money Statement for the month of .....

Sr. No.	District	MARGIN MONEY RELEASED					Position of utilization of funds			EMPLOYMENT		
		SC/ST/OBC/Moniority/ Servicemen/PH/Women/HBA/ NE States/Sikkim/Andaman & Nicobar or Lakshadweep (Margin Money @ Rs.35% (Rural) & 25% (Urban) of the total project cost.)	Ex- Margin Money Release.	Total Bank Finance.	Total No. of projects	Total Bank Finance	Total Margin Money	Opening balance as on.....	Amount utilized during the month	Balance at the end of the month.	Full Time	Part Time
1	2	3	4	5	6	7	8	9	10	11	12	13
1												
2												
3												
4												
TOTAL												

CERTIFIED THAT :

1. First installment/full lumpsum amount of loan is released to all the beneficiaries.
2. Original Margin Money Claims are enclosed to this report.
3. Margin Money is paid only in respect of eligible claims.
4. There are no Margin Money Claims pending with the Nodal Branch/Details of pending margin money claims is given in the enclosed statement.

Signature Designation & Seal of Nodal Branch



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

**ANNEXURE-F.**

MONTHLY REPORT ABOUT BANK PERFORMANCE IN RESPECT OF PMEGP FOR THE MONTH OF ..... (Rs. in Crores)

Receipt of funds and source	Amount Received	Disbursed to	No. of Proposals	R.R.B's	Employment Generated	Balance.
	Rs.				F.T. P.T.	Rs.
		Allahabad Bank				
		Andhra Bank				
		Bank of Baroda				
		Bank of India				
		Bank of Maharashtra				
		Canara Bank				
		Central Bank of India				
		Corporation Bank				
		Dena Bank				
		Indian Bank				
		Indian Overseas Bank				
		Oriental Bank of Commerce.				
		Punjab & Sind Bank				
		Punjab National Bank				
		state Bank of Bikaner & Jaipur				
		State Bank of Hyderabad				
		State Bank of India				
		State Bank of Indore				
		State Bank of Mysore				
		State Bank of Patiala				
		State Bank of Saurashtra				
		State Bank of Travancore				
		Syndicate Bank				
		UCO Bank				
		Union Bank of India				
		United Bank of India				
		Vijaya Bank				
		Private Bank/Co-operative Bank				
		TOTAL				
		GRAND TOTAL				

NOTE : The above statement is to be prepared for KVIC/KVIB/DIC separately.

DIRECTOR/DY. DIRECTOR INCHARGE.



**ANNEXURE-G.**

(Format for furnishing information about Nodal Branches)

Statement showing the details of nodal branches for PMEGP of Public Sector Banks under the State/Divisional Offices/KVIB/DIC.

Name of the State/Divisional Office : .....

Sr. No.	Name of the Bank	Full Address of the Bank	Phone/Fax No.	Account No.

Note : To be maintained at SO/DO level for KVIC/KVIB/DIC.

DIRECTOR/DY. DIRECTOR INCHARGE  
KHADI AND V.I. COMMISSION .....