

**PRIME MINISTER'S EMPLOYMENT GENERATION
PROGRAMME
KHADI AND VILLAGE INDUSTRIES COMMISSION
(MINISTRY OF MICRO SMALL AND MEDIUM ENTERPRISES, GOVT. OF INDIA)
3, IRLA ROAD, VILE PARLE (W), MUMBAI-56.**

No. PMEGP/BFL/Joint PV/2023-24

Date: 22.01.2024

CIRCULAR

Sub: Providing provision of Joint Physical Verification with Geo-tagging –reg.

1. This circular is in continuation of circular no. PMEGP/BFL/PV/Geo-tag/2021-22 dated 28.10.2021 wherein modalities of Physical Verification (PV) through mobile application were conveyed. With the introduction of mobile application and geo-tagging, this provision of joint verification by the Implementing Agencies and financing bank was rendered inoperative as the joint-PV was conducted in offline mode and there was no provision for geo-tagging, data entry and uploading of the report by the Joint committee.
2. A third-party agency engaged by KVIC shall be responsible for conducting physical verification of PMEGP units through mobile application. Apart from the third-party agency, as an alternate solution, this office has developed a web application for conducting Joint PV with geo-tagging as an **emergency measure** in case of **VIP references, grievances, complaints, court cases etc** as a stop gap measure.
3. Each State/ Divisional director of KVIC shall be provided with a login ID and password which may be delegated to the KVIC PMEGP nodal officer. The Joint PV committee shall constitute **minimum 3 officials** including the sponsoring Implementing Agency from the following:
 - Official of KVIC (mandatory)
 - Concerned Branch Manager/ nominated representative of the financing branch (mandatory)
 - Official of KVIB
 - Official of DIC
 - Official of COIR Board

4. The Joint PV shall be conducted post approval on the requests received from the concerned State/ Divisional office to Directorate of PMEGP, CO Mumbai. It is requested to compile a list of all such emergency cases along with justification and send to this office to authorize Joint PV on the portal.
5. Step by step manual/ SoP to conduct Joint PV is enclosed herewith for ready reference at **Annexure-I**. The PV for the approved units as per grievances/ requests by field offices shall be commenced on urgent basis by constituting a Joint PV committee as per para 3 of this circular.
6. This may please be brought to the notice of all the concerned stakeholders.

This is issued with the approval of competent authority.


22/11/2024
Director (PMEGP)

To

1. All State/Divisional Directors, KVIC.
2. All Chairman/CEO, State/UT, KVI Board.
3. The Heads of All State/UT, DIC.
4. All Principal Secretary, DIC, all State/UT.
5. All Zonal Dy. CEO's in and outside Mumbai-for information.
6. Nodal Officers of all banks.

Copy for information to:

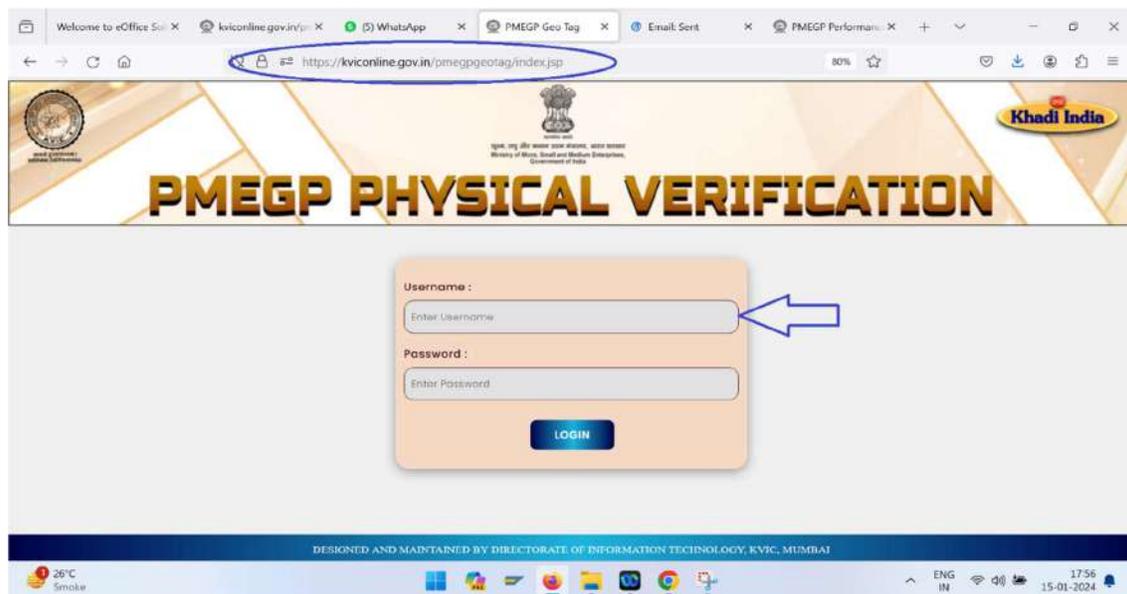
7. Chairman Cell, KVIC
8. All Commission Members of KVIC
9. OSD to CEO, KVIC
10. OSD to FA, KVIC


22/11/2024
Director (PMEGP)

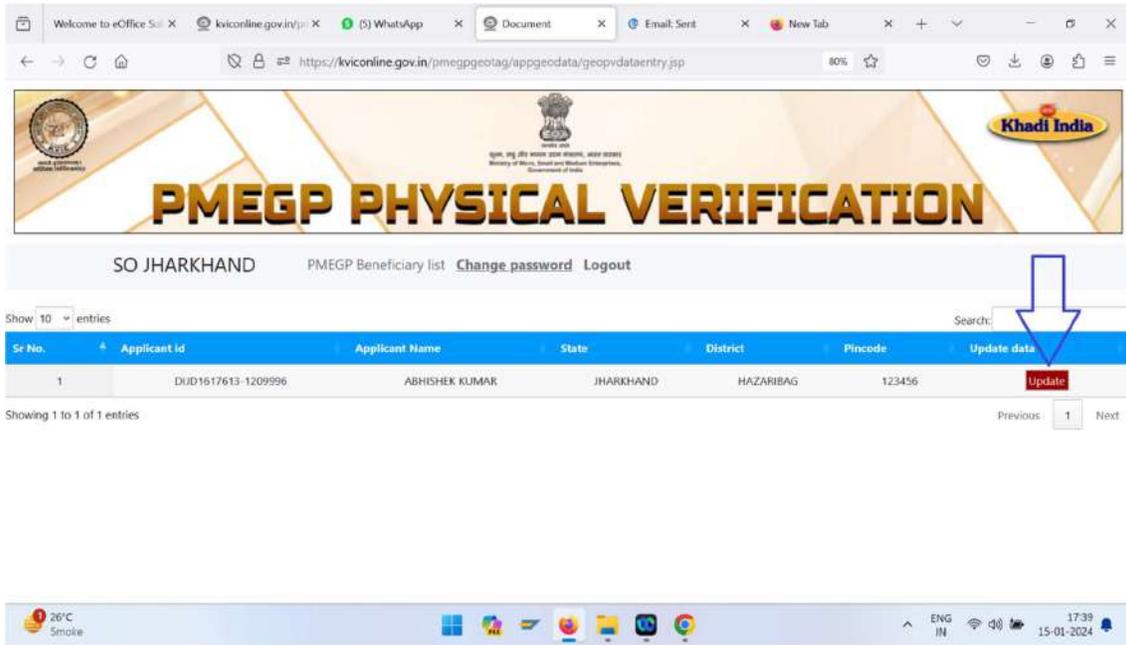
Annexure-I

SoP for conducting Joint Physical Verification by Implementing Agencies and Financing Bank

1. Kindly note that Joint PV can be conducted for such units that have never been verified by third party agency. Hence, units already marked for reverification on the portal are not eligible for Joint PV at the moment because of technical constraints.
2. Navigate to kviconline.gov.in/pmegpgeotag/ and login using the credentials for the respective State/ Divisional office.



3. After login, a window with a list of authorized application IDs for Joint PV shall be visible as below. Click on "Update" button at extreme left of the row.



4. Click on verify report to download the blank PV report as below.



5. A sample report is given below:



Beneficiary Detail					
Beneficiary id	KBKL18196397-8548218		Beneficiary	AKHIL M	
Gender	Male	Social	OBC	Special	NA
Mobile	9633843479		Email-ID		
PMEGP ePortal Unit Details					
Unit location	Rural		Unit Sponsored	KVIB	
Agency Office	KVIB-KANNUR-KL				
PMEGP ePortal Unit Address	VIBHAV, IDLI DOSA MAAVU FROZEN FOOD ITEMS DHARMADAM PO				
Taluka/block	THALASSERY		District	KANNUR	
State	KERALA		Pin code	670106	
Industry type	Manufacturing				
Industry Activity	Manufacturing of Food Industry (AGRO BASED FOOD PROCESSING INDUSTRY)				
Product	IDLI DOSA MAAVU FROZEN FOOD ITEMS				
EDP Training Details					
EDP Training Period From	05-MAR-2019		EDP Training Period	20-MAR-2019	
Name of institute	DIC, Kannur (8311)				
Project details					
Project Sanctioned Date	05-Feb-2019		Scheme under which project got sanctioned	PMEGP IST LOAN	
Capital Expenditure	500000		Capital Expenditure Sanctioned	475000	
Working Capital	0		Working Capital Sanctioned		
Total Project Cost:	500000		Total Sanction:	475000	
Own Contribution	25000		MM Released:	175000	
Balance Loan to be released to the beneficiary by FB:					0
Financing Bank Detail					
Financing bank	CANARA BANK				
Bank branch	DHARMADAM				
Bank Address	MEETHALE PEEDIKA DHARMADAM, THALSSERRY TALUK, DIST-KANNUR, KERALA-670106				
IFSC CODE	CNRB0014227				
PV Unit Detail					
Latitude			Longitude		
Unit name					
Updated Unit Address as per Physical Verification					
Unit Establishment Date			Unit setup On		

KBKL18196397-8548218

17-Jan-2024

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PMEGP Joint Physical Verification Report

Date of Water connection		Date of Electricity connection	
Clearance From Pollution		Any other Clearance obtained	
GST Registration Number		GST Registration Date	
UDYAM Registration		UDYAM Registration Date	
PAN/TAN Number (if any)		KVIC Registration Number	
KVIC Registration Date		Certification	
Registered Brand Name		Patent Ownership(if any)	
Details of Handholding			
Production /Sale Detail			
	Quantity	Value(in Rupees)	
Annual production			
Present Production			
Machinery Detail			
Type of Machinery			
Raw Detail			
Details of Raw			
Import of Raw material(if any)			
Country of Import			
Value of Stock on the Day of Visit (In Rupees)			
Raw		Semi-Finished	Finished
Cost of Capital Items Procured(In Rupees)			
Building		Machinery and Equipment	
Annual Sales Projection			
Quantity		Value(In Rupees)	
Present Sale			
Quantity		Value(In Rupees)	
Product Detail			
Main Product		By Product	
Export Detail			
Quantity		Value(In Rupees)	
Country of		Mode of Export	
Employment Detail			
Type of Manpower			
Skilled		Semi Skilled	Unskilled
Currently Employed Manpower			
Full Time		Part Time	
Seasonal		Number of Physically Challenged Employee	
General		SC	ST
OBC		Minority	Male
Female		Transgender	Total Employees
Average Wages paid per Month			

PMEGP Joint Physical Verification Report

Margin money detail					
Margin money release	175000	First Installment	22-Feb-2019	Balance Loan	0
Rate of interest loan		TDR Amount		TDR Number	
TDR Date		CGTMSE Coverage	-	Margin Money Call	-
Collateral Security Obtained?	-	Value of Collateral Security			
Outstanding loan amount on the date of Physical verification					
Whether Repayment of Loan is regular?	-	NPA Period(Year)			
Verification Detail					
Per Capita Investment Norm Satisfied	-	Prominent Sign Board Installed			
Verification Status		Verification Date			
Verification Agency Name		Verification Agency Remarks			

Joint Verification Certificate

This is to confirm that we have conducted and completed the Joint physical verification of the unit with the applicant ID KBKL18196397-8548218 . The outcome of the joint verification and geo-tagging of the unit is in order.The unit is found.....(Working/Non-Working/Non-Traceable)

Members	Official of KVIC	Official of Financing Bank	*DIC/KVIB/COIR BOARD
Seal & Sign			
Name			
Designation			
Mobile No			

* PMEGP Joint physical verification shall constitute 3 officials. Officials of KVIC & Official of Financing Bank are mandatory.If the sponsoring agency is other than KVIC then that IA is mandatory.If the sponsoring agency is KVIC then any of the other implementing agency that is KVIB/DIC/COIR BOARD can be a part of the committee.

PMEGP Beneficiary Declaration

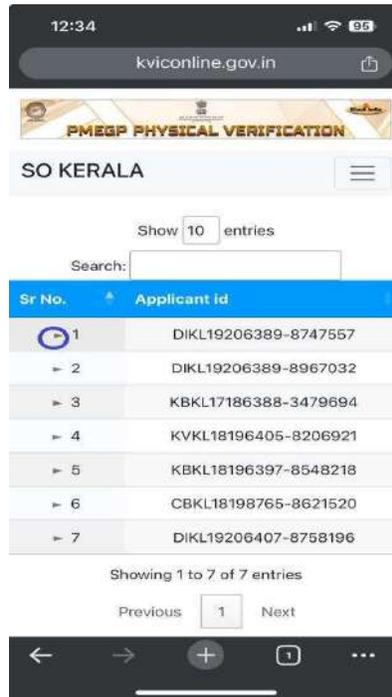
I AKHIL M SO/WO/DO.....
 Resident of.....
 Unit Name/Address.....
 I declare that the verification officers have physically verified my unit dated:..... in truthful and fair manner.I have not given them any kind of inducement or favours; no demand of any kinds has been made by them.All the relevant information regarding establishment of my unit has been compiled in the physical verification report,I am satisfied with the data information collected by them, like photos, videos and Geo-tagging of my PMEGP unit.
 I am giving this declaration in full presence of my mind and without any pressure.

Signature:

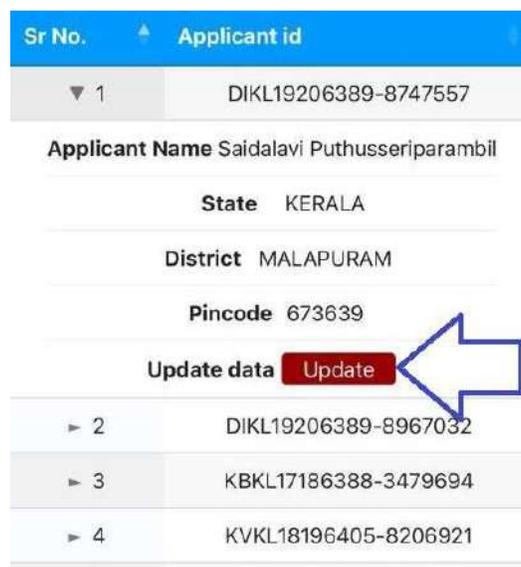
Mobile No.:

Place:

- Keep a printout of the blank PV report to get the seal and signatures of respective Implementing Agencies, Financing Bank and signature of the beneficiary.
- This is a mobile-friendly web application and in the field, you can login using the mobile phone. The mobile screen shot is given below. Click on the small arrow highlighted in the circle.



- The screen will expand to show the update button. Click on “Update”.



9. A new window shall be visible. To geo-tag the unit click on “Geolocation”



10. A new window shall pop up. To geo-tag click on “Yes” radio button.

Saidalavi Puthusseriparambil (DIKL19206389-8747557)

Are you at unit location? Yes No

1. Latitude :

2. Longitude:

3. Upload unit photo: no file selected

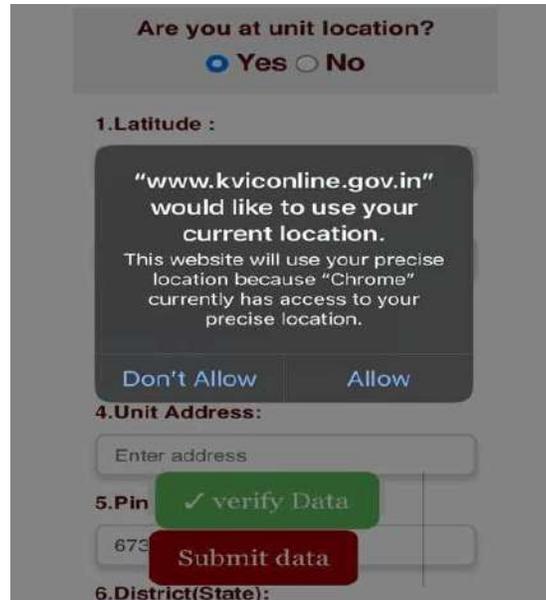
4. Unit Address:

5. Pincode:

6. Dis verify Data

MAL/

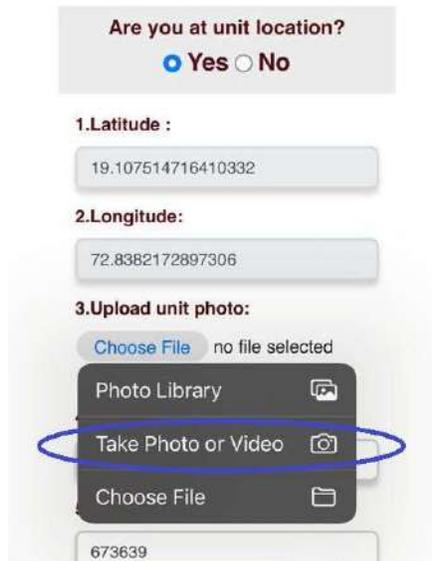
11. Ensure that the GPS on the mobile is turned on. “Allow” the app to access your location.



12. Latitude and Longitude of the location shall be visible. There is a provision to update address which is to be used for minor address corrections. To geo-tag the unit click on “Choose File” and select “Take Photo or Video”

The screenshot shows a mobile application interface with a data entry form. The form consists of several fields: "1. Latitude :" with a text box containing "19.107514716410332"; "2. Longitude:" with a text box containing "72.8382172897306"; "3. Unit Address:" with a text box containing "Enter address" and a blue arrow pointing to it from the right; "4. Pincode:" with a text box containing "673639"; "5. District:" with the text "MALAPURAM"; "6. State:" with the text "KERALA"; and "7. Upload unit photo:" with a button labeled "Choose File" and the text "no file selected" next to it, and a blue arrow pointing to the "Choose File" button from the right.

13. The camera app shall open on selecting “Take Photo or Video”. Capture photo of the unit. If the photo is fine, select “Use Photo” or else select “Retake”.

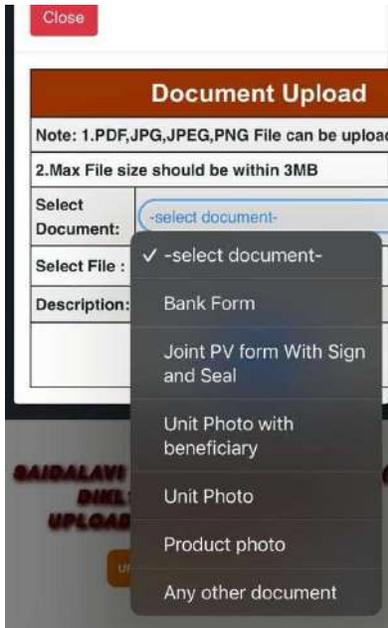


14. Click on “Verify Data” and “Submit Data”. A geo-tagged image shall be uploaded.

15. Click on “Upload Document” in the main menu



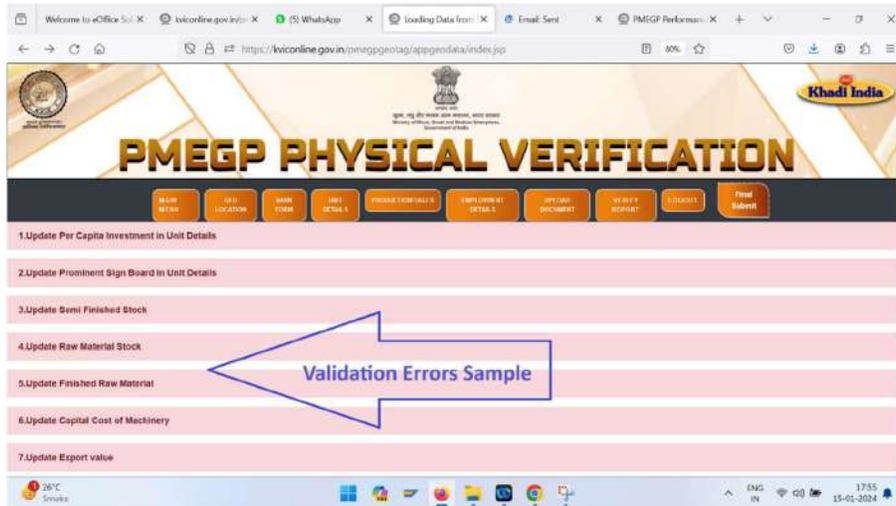
16. Multiple documents shall be uploaded here including the filled up Joint PV form with seal and signatures:



17. Now rest of the data entry may be completed in the field or in the office based on the signed copy of Joint PV report like “Bank Form”, “Unit Details”, “Production Sales”, “Employment Details” etc. After all the entries “Verify Report” will show these changes.

18. The sealed and signed copy shall be preserved by the concerned KVIC field office for future reference. Once all the data is filled, click on “Final Submit”.

There shall be validation at this stage which shall highlight errors in submitted data, if any. If there are no errors the report shall be submitted, which shall be available under the concerned DCO login of the sponsoring Implementing Agency for recommendation and approval like normal PV reports.



***** End *****