

CHAPTER – I

I. KVIC

The Khadi and Village Industries Commission (KVIC) is a statutory body created by an Act of Parliament (No.61 of 1956). It came into existence in April, 1957. The KVIC took over the work of erstwhile All India Khadi and Village Industries Board. The original Act of 1956 has been subsequently amended during the years 1987, 1989 and 1994. The administrative Ministry of the KVIC is Ministry of Agro & Rural Industry Govt. of India.

II. Constitution of the Commission

The Govt. of India constitutes the commission for a period of 5 years.

The Commission consists of the following:-

- (a) six non-official members having specialized knowledge and experience of khadi and village industries and representing six geographical zones of the country, as may be prescribed;
- (b) two non-official members having expert knowledge and experience in one or more of the following disciplines, namely:- Economics, Planning, Rural Development, Science and Technology or Technical Education and Training;
- (c) one Financial Adviser, who shall also be the Chief Accounts Officer of the Commission, ex-officio and
- (d) The Chief Executive Officer, ex-officio;

Provided that the ex-officio members shall not have the right to vote in any of the matters discussed at a meeting of the Commission.

The Central Government may appoint one of the members appointed under clause (a) above to be the Chairman who shall be a full time member.

The Govt.of India vide Notification No. so1120(E) dt. 14.10.04, dissolved the last incumbent Commission in terms of powers vested with Central Govt. under Article 73 of the Constitution of India and the powers of the Commission is now vested with the Chief Executive Officer and Commissioner for Khadi and Village Industries vide Resolution No. 239 dt. 14.10.04).

The Objectives of the KVIC

The broad objectives for which the KVIC was established it are:-

- (i) To promote and develop Khadi and Village Industries and produce Khadi and Village Industries products.
- (ii) The Social objective of providing employment.
- (iii) The wider objective of creating self-reliance amongst the people and building up of a strong rural community spirit.
- (iv) To provide opportunity to the rural population to undertake creative and productive activities which generates self employment and income.

The functions and duties of the KVIC

The functions of the Commission shall generally be to plan, promote, organize and assist in the establishment and development of khadi and village industries in the rural area in coordination with other agencies engaged in rural development wherever necessary.

- (a) to plan and organize training of persons employed or desirous of seeking employment in khadi and village industries;
- (b) to build up reserves of raw material and implements and supply them to persons engaged or likely to be engaged in production of handspun yarn or khadi or village industries at such rates as the Commission may decide;
- (c) to encourage and assist in the creation of common service facilities for the processing of raw material or semi-finished goods and for otherwise facilitating production and marketing of khadi or products of village industries;
- (d) to promote the sale and marketing of khadi or products of village industries or handicrafts and for this purpose to forge links with established marketing agencies wherever necessary and feasible;
- (e) to encourage and promote research in the technology used in khadi and village industries, including the use of non-conventional energy and electric power with a view to increasing productivity, eliminating drudgery and otherwise enhancing their competitive capacity and to arrange for dissemination of salient results obtained from such research;
- (f) to undertake directly or through other agencies studies of the problems of khadi and village industries;
- (g) to provide financial assistance to institutions or persons engaged in the development and operation of khadi and village industries and guide them through supply of designs, prototypes and other technical information for the purpose of producing goods and services for which there is effective demand in the opinion of the Commission;
- (h) to undertake experiments or pilot projects which in the opinion of the Commission are necessary for the development of khadi and village industries;
- (i) to establish and maintain separate organizations for the purpose of carrying out any or all of the aforesaid matters;
- (j) to promote and encourage cooperative efforts among the manufacturers of khadi or persons engaged in village industries;
- (k) to ensure genuineness and to set up standards of quality and ensure that products of khadi and village industries do conform to the said standards, including issue of certificates or letters of recognition to the concerned persons; and
- (l) to promote cooperative efforts;
- (m) to carry out any other matters incidental to the above.

In the discharge of its functions under this Act, the Commission shall be bound by such directions as the Central Government may give to it.

Payment to KVIC.

The Central Govt. may, after due appropriation made by Parliament by Law in this behalf, pay to KVIC in each financial year such sums as may be considered necessary for the performance of the functions of the Commission under this Act.

CHAPTER- II

Powers and duties of KVIC officers and employees

The Chairman shall be responsible for the proper functioning of the Commission and the implementation of its decisions and discharge of its duties under this Act.

Subject to such delegation as may be made under the Act or rules made thereunder, the Chairman shall -

- (a) cause the important papers and matters to be presented to the Commission as early as practicable;
- (b) issue directions as to the method of carrying out the decisions of the Commission; and
- (c) maintain or cause to be maintained an account of the receipt and expenditure of the Commission.

The Chairman shall exercise administrative control over all departments and officers of the Commission.

The Chairman may sanction expenditure on contingencies, supplies and services and purchase of articles required for the working of the office of the Commission and for the execution of measures in furtherance of the objects of the Act, subject to necessary provisions in the budget.

Powers and duties of the Chief Executive Officer in regard to Administration of the Commission:

The powers of C.E.O have been given under Section 5(i) of the KVIC Act and Rule 10 & 11 of the KVIC Rules, 1958 viz.

1. The Chief Executive Officer shall work under the general control of Chairman who may delegate to him such powers and duties as the Chairman may consider necessary including the following powers and duties:-

- i) Convening of meetings of the Commission under the direction of the Chairman.
- ii) Drawing up agenda from each meeting under the Chairman's directions and supplying the same to each member of the Commission along with the notice of the meeting; and
- iii) Maintenance of the minutes of the meeting of the Commission.

2. The Chief Executive Officer shall keep a record of the members of the Commission and their addresses. If a member changes his address, he shall communicate his new address to the Chief Executive Officer who shall thereupon enter his new address in the record. If the member fails to communicate his new address, the address on the official record shall for all purpose be deemed to be the member's address.

The Chief Executive Officer appointed under clause (d) of sub-section (2) of section 4 shall exercise powers of general superintendence over the affairs of the Commission and its day to day management under the direction and control of the Chairman.

The Chief Executive Officer shall be responsible for the furnishing of all returns, reports and statements required to be furnished to the Central Government under section 24.

It shall be the duty of the Chief Executive Officer to place before the Commission for its consideration and decision any matter of financial import if the Financial Adviser suggests to him in writing that such matter be placed before the Commission.

Subject to the provisions of Section 5 of the Act, the Chief Executive Officer shall exercise and perform the following powers and duties:

- i) to co-ordinate, supervise and control the work of officers and establishments of the Commission;
- ii) to implement the decisions taken by the Commission;
- iii) to administer the contributory Provident Fund and/ or General Provident Fund of the Commission.
- iv) to sanction contingent expenditure to the extent of powers delegated to him by the Commission from time to time;
- v) to examine applications for assistance (both grants and loans) and place them before the Commission for sanction; and
- vi) to undertake such other duties and exercise such other powers as may be assigned to him by the Commission or the Chairman from time to time.

Powers and duties of Financial Adviser

The financial Adviser appointed under clause © of sub-section (2) of section 4 shall be incharge of all financial matters of the Commission including its budget, accounts and audit and it shall be the duty of the Financial Adviser to bring to the notice of the Commission through the Chief Executive Officer any matter of financial import, which, in his opinion, requires consideration and decision by the Commission.

The powers of Financial Adviser have been elaborated under Section 5A of the KVIC Act and Rule 12 of the KVIC Rules, 1958 viz.

Subject to the provisions of Section 5A of the Act, the Financial Adviser shall exercise and perform the following powers and duties:

- (i) The Financial Adviser shall advise the Commission on all matters relating to receipts and expenditure;
- (ii) The Financial Adviser shall frame or cause to be framed and annual budget and the supplementary budget estimates of the Commission, maintain or cause to be maintained an account of receipts and expenditure of the Commission, prepare or cause to be prepared statements of accounts and conduct or cause to be conducted necessary internal audit of the expenditure made out of the funds of the Commission;
- (iii) The Financial Adviser shall have the right to record his views on every proposal involving expenditure from the funds of the Commission prior to the consideration and approval of such proposal by the Standing Finance Committee or by the Commission; and

- (iv) The Financial Adviser shall have authority to advise the Commission and Standing Finance Committee that a particular decision affecting the general financial policy of the Government should be referred to the Government for consideration.

So far as powers and duties of the subordinate officers are concerned, the Chief Executive Officer under the powers vested with him re-delegates the powers to the other officers of the KVIC from time to time looking to the need and circumstances.

As regards the powers and duties of the employees are concerned no specific power have been delegated to the staff. However as far as duties are concerned the Controlling Officer assigns various works looking to the needs of various Directorates/offices.

CHAPTER – III

The Procedure followed in decision making process including channels of supervision and accountability

The Commission, when constituted, comprises members drawn from various zones of the country including the Chairman. In addition, the CEO & FA are the ex-officio members of the Commission without any voting powers. The Commission meets at regular intervals for taking decisions on important matters concerning its functions where a representative of the administrative Ministry i.e. Ministry of ARI is invited. The decision of the Commission is implemented by the CEO in terms of the Section No.5(1) of KVIC Rules 1957. In the said rules, powers are also vested with F.A. where the financial matters are concerned. Therefore, under Section 9A of the KVIC Rules, three Standing Finance Committees are constituted namely for Khadi, Village Industries and General/Miscellaneous. Each Committee is constituted with not less than 3 members drawn from the members of the Commission. The Chairman of the KVIC and in his absence, a member chosen from the members except ex-officio members acts as the Chairman of the Committee.

As far as procedural channels are concerned, the process of action begins at the Central Registry level from the dak meant for office/officials are received. The dak and other papers are sent to the concerned Sections/concerned officials after dairying in the Central registry. The concerned sections process the papers from the dealing assistant i.e. LDC, UDC and submit the papers to the Section's Supdt., Supdt. to Asstt. Director, Asstt. Director to Dy. Director, Dy. Director to Director, Director to Dy. Chief Executive Officer and Dy. Chief Executive Officer to CEO/FA and Chairman, as the case may be. There are instances of broken channels from the above system. The supervisory level starts at the level of office Supdt., D.O., Accountant etc. in the pay scale of Rs. 5500-9000. As far as Industry/Programme Directors are concerned, the papers are either processed at the level of dealing assistant or then submitted to ADO, DO, as the case may be. As regards accountability, all the persons in the channel are collectively accountable. When there are serious irregularities or misbehavior disciplinary action is initiated on the erring officials as per rules.

CHAPTER- IV

Norms set by it for the discharge of its functions:

The working of the Commission is regulated in terms of the KVIC Ac 1956, KVIC Rules 1957 and KVIC Regulations. The Industry/ Programme Directors, recommended proposals to the Commission in its meetings for implementing the programmes. Accordingly, after the decision of the Commission, the concerned Programme Directors are required to notify the decision in the form of Standing Order, Office Order and Circulars and the same are circulated to all concerned to ensure that the guidelines are properly followed. As regards financial matters, the Programme Directors are required to place the proposals before the SFC for sanction of allocation of funds for particular programme and on receipt of resolution from SFC, the procedure set for release of funds are followed. As regards release of funds are concerned, there are certain parameters set out under Standing Order No.1606 dt.10-04-2002. The administrative as well as financial sanction is required to be obtained from appropriate authority as given below :-

Sr. No.	For release amount upto	Administrative Sanction	Financial sanction
1.	Upto & including Rs.2.00 lakhs in each case	Concerned Programme Director	Director (Finance)
2.	Upto & including Rs.5.00 lakhs in each case	Jt. C.E.O./Dy.C.E.O.	Financial Advisor
3.	Upto & including Rs.10.00 lakhs in each case	C.E.O.	Financial Advisor
4.	Upto & including Rs.20.00 lakhs in each case	Chairman	Financial Advisor
5.	Above Rs.20.00 lakhs in each case	Commission	Financial Advisor

After obtaining the administrative and financial sanction the concerned Programme Directors will issue pay order to Director (Accounts) and Director (Accounts) shall release the funds to concerned implementing agency.

For proper utilisation and monitoring of the funds released by KVIC there is a system evolved for checks and balances in the form of Inspection and Audit and on the basis of the findings of the Audit, if irregularities are noticed in implementation of the programme and in utilization of the funds, appropriate action is being initiated against the erring implementing agency including suspension of khadi certificate, cancellation of khadi certificate as well as stopping of further release of funds including rebate, grants etc.

CHAPTER V

Rules, Regulations, Instructions, Manual and records held by it or under its control for use by its employees for discharging its functions

The following are some of the important records/documents followed by the KVIC and its employees for discharging day to day functions:-

1. Khadi and Village Industries Commission Act, Rules and Regulations
2. Khadi and Village Industries Commission (Contributory Provident Fund) Regulations, 1958;
3. Khadi and Village Industries Commission Employees (Medical Attendance) Regulations, 1961.
4. Khadi and Village Industries Commission Employees (Conduct, Discipline and Appeal) Regulations, 1961 as amended as CCS (CCA) Rules, 2003.
5. Khadi and Village Industries Commission Employees (Gratuity) Regulations, 1975.
6. Khadi and Village Industries Commission (House Building Advance) Regulations, 1977.
7. Khadi and Village Industries Commission (Leave) Rules, 1977.
8. KVICE (Classification, Control and Appeal) Regulations, 2003 and KVICE (Conduct) Regulations, 2003.
9. Recruitment Rules for A & B Group of officers 1998.
10. KVIC Pension Regulations.
11. S.R.s, F.R.s, G.F.R.s, Treasury rules, CCA-CCS rules of Govt. of India.
12. KVIC Loan rules
13. D.O.P.T. guidelines.
14. 1653 No. of Standing Orders as on 30-09-2005 and various Office Orders and several circulars issued from time to time giving in house instructions to the various branch offices.

For day to day functioning, the Commission's officials and employees also follow rules set by the Central Govt. under F.R.s and S.R.s. and GFR.

The minutes of the monthly meeting of the Commission, are maintained for references and records since inception of the Commission from 1956 by the Commission Cell and SFC Section. Besides, the above, report of various Committees appointed by Govt.of India or by KVIC including Annual Performance Reports, Annual Accounts are kept in the Directorates of Publicity and Ec.R.

CHAPTER- VI

Statement of the categories of documents that are held by KVIC or under its control

The Commission is in possession of the various types of documents which are specified as under:-

- 1) Original title deeds of immovable properties owned by the Commission.
- 2) Lease agreements, Rent deed etc. of the properties under the possession of the Commission.
- 3) Title deeds, surety bonds of the properties owned by the Commission's employees who have availed house building loan from the Commission.
- 4) Original title deeds in respect of immovable properties of the borrower institutions.
- 5) Hypothecation deeds, surety bonds, indemnity bonds, lease agreement, tripartite agreement etc. deposited by borrowers with the Commission as surety of the funds extended by the Commission.
- 6) The register maintained by the Directorate of E&S regarding immovable and movable properties held by the Commission.
- 7) Minutes of the monthly meetings of the KVIC / S.F.C.s
- 8) Copy of Annual Accounts and Annual Reports are submitted to the Govt.

CHAPTER – VII

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

The Khadi and V.I. Commission have number of arrangements for consultation with member of public for formulation of policy and implementation which is enlisted below:-

- 1) It holds conference of State Director's and State KVIBs C.E.O.s twice in a year wherein representatives from L.I.C., Social organizations such as AWWA. Child and Women Development, Nehru Yuvak Kendra etc. are invited
- 2) Meetings with the stake holders such as KVI Institutions, REGP beneficiaries, entrepreneurs, artisans etc. are held as and when required;
- 3) Meetings of expert groups, working groups, Advisory groups,
- 4) Meetings of khadi mission
- 5) Meetings with Science and Technology interfaces
- 6) Meeting of All India Khadi & V.I. Board.

Apart from the above, seminars & workshops are held from time to time

CHAPTER VIII

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

The Khadi and V.I. Commission has a number of boards, committees or bodies associated with it for the purpose of its advice on various policies and programme to be implemented by it

- 1) All India Khadi and V.I. Board;
- 2) Three Standing Finance Committees.
- 3) Six Zonal level Certification Committees.
- 4) Central Certification Committee.
- 5) State level Certification Advisory committees.
- 6) Local Empowerment Committee for RICS.
- 7) Task Force under REGP
- 8) Women Empowerment Committee.
- 9) Departmental Promotion Committees.
- 10) Five Departmental Staff Selection Committees.

The minutes of the meetings of the Committee are not accessible to the Public. However, the decisions taken in the aforesaid meetings are notified and circulated to the concerned persons wherever necessary. The reports and documents like Annual Report, Annual Accounts, KVIC's publications, guidelines, details of schemes are accessible to the public.

CHAPTER IX

Directory of its officers and employees

Sr. No.	Designation	Cadre	No. of posts	Pay Scale (Rs)
1.	Chief Executive Officer	General Administration	01	18400-22400
2.	Financial Advisor	General Administration	01	18400-22400
3.	Jt.Chief Executive Officer	General Administration	01	16400-20000
4.	Dy.Chief Executive Officer (including C.V.O.)	General Administration	06	14300-18300
5.	Principal Scientific Officer	JBCRI, Wardha	01	12000-16500
6.	Chief Scientific Officer	JBCRI, Wardha	01	10000-15200
7.	Director	General Administration	44	12000-16500
8.	Dy.Director	General Administration	23	10000-15200
9.	Dy.Director	Khadi	03	10000-15200
10.	Dy.Director	Village Industry	17	10000-13500
11.	Sr. Hindi Officer	General Administration	01	8000-13500
12.	Sr. Scientific Officer	JBCRI, Wardha	01	8000-13500

13.	Civil Engineer	General Administration	01	8000-13500
14.	Asstt. Director	General Administration	71	8000-13500
15.	Asstt. Director	Khadi	07	8000-13500
16.	Asstt. Director	Village Industry	37	8000-13500
17.	Accounts Officer	Audit	33	8000-13500
18.	Hindi Officer	General Administration	01	6500-10500
19.	Research Officer	Ec.R	04	8000-13500
20.	Sr.P.A.	General Administration	03	6500-10500
21.	Superintendent	General Administration	117	5500-9000
22.	UDC	General Administration	455	4000-6000
23.	LDC	General Administration	378	3050-4590
24.	Driver	General Administration	50	3050-4590
25.	Daftary	General Administration	47	2610-3540
26.	Helper	General Administration	03	2650-4000
27.	Peon/ Watchman/ Sweeper/ Gardener/ Cane Weaver	General Administration	332	2550-3200
28.	Steno(SG)	General Administration	10	5500-9000
29.	Steno-I	General Administration	23	5000-8000
30.	Steno-II	General Administration	98	4000-6000
31.	Care Taker	General Administration	01	5500-9000
32.	Jr. Engineer	General Administration	01	5500-9000
33.	Sanitary Inspector	General Administration	01	5500-9000
34.	Asstt. Caretaker	General Administration	01	4000-6000
35.	Head Cook	General Administration	01	4000-6000
36.	Cook	General Administration	01	3050-4590
37.	Plumber	General Administration	01	3050-4590
38.	Electrician	General Administration	02	3050-4590
39.	Carpenter	General Administration	01	3050-4590
40.	Sr. Hindi Translator	General Administration	03	5500-9000
41.	Jr. Hindi Translator	General Administration	19	4500-7000
42.	Economic Investigator-I	Ec.R	27	6500-10500
43.	Economic Investigator-II		54	5000-8000
44.	Law Officer	Legal	02	6500-10500
45.	Legal Assistant	Legal	05	5000-8000
46.	Sub-Editor/ Photographer/ Printing Manager/ Librarian/ Sr. Artist	Publicity	10	5500-9000
47.	Jr. Sub Editor/ Jr. Artist	Publicity	08	4500-7000
48.	Library Asstt./Cine Operator	Publicity	02	3050-4590
49.	Lecturer	HRD	34	5500-9000
50.	Asstt. Lecturer	HRD	50	4500-7000
51.	Artisan/ Driver	HRD	24	3050-4590
52.	Helper	HRD	10	2550-3200
53.	Accountant	Audit	79	5500-9000
54.	Auditor-I/ Asstt. Acctt.	Audit	128	4500-7000

55.	Auditor-II	Audit	123	4000-6000
56.	Development Officer	Khadi	34	5500-9000
57.	Asstt.Development Officer	Khadi	152	4500-7000
58.	Supervisor-II	Khadi	37	4000-6000
59.	Supervisor-III	Khadi	59	3050-4590
60.	Worker/ Helper	Khadi	29	2650-4000
61.	Worker-Gr-II	Khadi	06	2550-3200
62.	Development Officer	MBI	20	5500-9000
63.	Asstt. Development Officer	MBI	50	4500-7000
64.	Supervisor-II	MBI	06	4000-6000
65.	Supervisor-III	MBI	10	3050-4590
66.	Potter	MBI	02	2650-4000
67.	Kiln Attendant	MBI	03	2550-3200
68.	Development Officer	AFBI	18	5500-9000
69.	Asstt. Development Officer	AFBI	59	4500-7000
70.	Supervisor-II	AFBI	21	4000-6000
71.	Supervisor-III	AFBI	68	3050-4590
72.	Apiary Assistant	AFBI	06	2550-3200
73.	Development Officer	Chemical Based Ind.	45	5500-9000
74.	Asstt. Development Officer	Chemical Based Ind.	94	4500-7000
75.	Supervisor-II	Chemical Based Ind.	31	4000-6000
76.	Supervisor-III	Chemical Based Ind.	26	3050-4590
77.	Flayer	Chemical Based Ind.	03	2650-4000
78.	Lab Attendant	Chemical Based Ind.	02	2550-3200
79.	Development Officer	FPI	44	5500-9000
80.	Asstt. Development Officer	FPI	85	4500-7000
81.	Supervisor-II	FPI	30	4000-6000
82.	Supervisor-III	FPI	29	3050-4590
83.	Tapper	FPI	07	2550-3200
84.	Development Officer	HMP & Fibre	24	5500-9000
85.	Asstt. Development Officer	HMP & Fibre	42	4500-7000
86.	Supervisor-II	HMP & Fibre	03	4000-6000
87.	Supervisor-III	HMP & Fibre	15	3050-4590
88.	Helper	HMP & Fibre	12	2550-3200
89.	Development Officer	REBT	54	5500-9000
90.	Asstt. Development Officer	REBT	165	4500-7000
91.	Driver	REBT	10	3050-4590
92.	Development Officer	REGP	11	5500-9000
93.	Development Officer	Marketing	12	5500-9000
94.	Asstt.Development Officer	Marketing	08	4500-7000
95.	Jr. Scientific Officer	JBCRI, Wardha	03	5500-9000
96.	Technical Asstt.	JBCRI, Wardha	09	4500-7000
97.	Foreman	JBCRI, Wardha	03	4000-6000
98.	Lab Attendant/ Qualified Mechanic/ Skilled Artisan	JBCRI, Wardha	35	3050-4590

99.	Worker-Gr-IV/ Carpenter	JBCRI, Wardha	20	2650-4000
100.	Worker-Gr-B/ Lab Boy	JBCRI, Wardha	18	2550-3200
101.	Manager	Departmental Canteen	01	4000-6000
102.	Asstt. Manager	Departmental Canteen	01	3200-4900
103.	Halwai	Departmental Canteen	01	3200-4900
104.	Asstt. Halwai	Departmental Canteen	01	3050-4590
105.	Cook	Departmental Canteen	01	3050-4590
106.	Coupon Clerk	Departmental Canteen	03	3050-4590
107.	Coffee/ Tea Maker	Departmental Canteen	01	2610-3540
108.	Bearer	Departmental Canteen	07	2610-3540
109.	Wash Boy	Departmental Canteen	02	2550-3200
110.	Sweeper	Departmental Canteen	01	2550-3200

Trading Staff:

Sr. No.	Designation	Cadre	Staff strength	Pay Scale
A	Officers			
1.	Project Manager/Manager-I	Trading	08	10000-15200
2.	Manager-II	Trading	06	8000-13500
3.	Manager-III/Accounts Officer	Trading	06	6500-10500
	Total		20	
B.	Staff			
1.	Foreman/Dev.Officer/Accountant/Sr.Incharge/Supdt. Etc.	Trading	11	5000-9000
2.	Steno-I	Trading	02	5000-9000
3.	Salesman-I, Ass.Accountant etc.	Trading	51	4500-7000
4.	Salesman-II, Godown Keeper, Fitter, UDC	Trading	124	4000-6000
5.	KhadiWorker, Salesman-III, LDC/Driver/Inds. Worker Gt-II,etc.	Trading	167	3050-4590
6.	Helpe Packer etc.	Trading	123	2650-4000
7.	Indus.Worker Gr-III	Trading	15	2610-3540
8.	Sweeper.Peon Watchman	Trading	227	2550-3200
	Total		720	
	Total A + B		740	

CHAPTER X

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sr. No.	Designation	Cadre	No. of posts	Pay Scale	Monthly emoluments	
					Min. of the scale	Max. of the scale
1.	Chief Executive Officer	General Administration	01	18400-22400	40672	50492
2.	Financial Advisor	General Administration	01	18400-22400	40672	50492
3.	Jt.Chief Executive Officer	General Administration	01	16400-20000	37262	45200
4.	Dy.Chief Executive Officer (including C.V.O.)	General Administration	06	14300-18300	32640	37252
5.	Principal Scientific Officer	JBCRI, Wardha	01	12000-16500	27560	36380
6.	Chief Scientific Officer	JBCRI, Wardha	01	10000-15200	23150	34616
7.	Director	General Administration	44	12000-16500	27560	36380
8.	Dy.Director	General Administration	23	10000-15200	23150	34616
9.	Dy.Director	Khadi	03	10000-15200	23150	34616
10.	Dy.Director	Village Industry	17	10000-13500	23150	34616
11.	Sr. Hindi Officer	General Administration	01	8000-13500	18740	30850
12.	Sr. Scientific Officer	JBCRI, Wardha	01	8000-13500	18740	30850
13.	Civil Engineer	General Administration	01	8000-13500	18740	30850
14.	Asstt.Director	General Administration	71	8000-13500	18740	30850
15.	Asstt.Director	Khadi	07	8000-13500	18740	30850
16.	Asstt.Director	Village Industry	37	8000-13500	18740	30850
17.	Accounts Officer	Audit	33	8000-13500	18740	30850
18.	Hindi Officer	General Administration	01	6500-10500	14540	23853
19.	Research Officer	Ec.R	04	8000-13500	18740	30850
20.	Sr.P.A.	General Administration	03	6500-10500	14540	23853
21.	Superintendent	General Administration	117	5500-9000	12428	20245
22.	UDC	General Administration	455	4000-6000	9220	13630
23.	LDC	General Administration	378	3050-4590	7125	10521

24.	Driver	General Administration	50	3050-4590	7125	10521
25.	Daftary	General Administration	47	2610-3540	6156	8206
26.	Helper	General Administration	03	2650-4000	6644	9220
27.	Peon/ Watchman/ Sweeper/ Gardener/ Cane Weaver	General Administration	332	2550-3200	6023	7456
28.	Steno(SG)	General Administration	10	5500-9000	12428	20245
29.	Steno-I	General Administration	23	5000-8000	11425	18040
30.	Steno-II	General Administration	98	4000-6000	9220	13630
31.	Care Taker	General Administration	01	5500-9000	12428	20245
32.	Jr. Engineer	General Administration	01	5500-9000	12428	20245
33.	Sanitary Inspector	General Administration	01	5500-9000	12428	20245
34.	Asstt. Caretaker	General Administration	01	4000-6000	9220	13630
35.	Head Cook	General Administration	01	4000-6000	9220	13630
36.	Cook	General Administration	01	3050-4590	7125	10521
37.	Plumber	General Administration	01	3050-4590	7125	10521
38.	Electrician	General Administration	02	3050-4590	7125	10521
39.	Carpenter	General Administration	01	3050-4590	7125	10521
40.	Sr. Hindi Translator	General Administration	03	5500-9000	12428	20245
41.	Jr. Hindi Translator	General Administration	19	4500-7000	10323	15835
42.	Economic Investigator-I	Ec.R	27	6500-10500		
43.	Economic Investigator-II		54	5000-8000	11425	18040
44.	Law Officer	Legal	02	6500-10500		
45.	Legal Assistant	Legal	05	5000-8000	11425	18040
46.	Sub-Editor/ Photographer/ Printing Manager/ Librarian/ Sr. Artist	Publicity	10	5500-9000	12428	20245
47.	Jr. Sub Editor/ Jr. Artist	Publicity	08	4500-7000	10323	15835
48.	Library Asstt./Cine Operator	Publicity	02	3050-4590	7125	10521
49.	Lecturer	HRD	34	5500-9000	12428	20245

50.	Asstt. Lecturer	HRD	50	4500-7000	10323	15835
51.	Artisan/ Driver	HRD	24	3050-4590	7125	10521
52.	Helper	HRD	10	2550-3200	6023	7456
53.	Accountant	Audit	79	5500-9000	12428	20245
54.	Auditor-I/ Asstt. Acctt.	Audit	128	4500-7000	10323	15835
55.	Auditor-II	Audit	123	4000-6000	9220	13630
56.	Development Officer	Khadi	34	5500-9000	12428	20245
57.	Asstt. Development Officer	Khadi	152	4500-7000	10323	15835
58.	Supervisor-II	Khadi	37	4000-6000	9220	13630
59.	Supervisor-III	Khadi	59	3050-4590	7125	10521
60.	Worker/ Helper	Khadi	29	2650-4000	6644	9220
61.	Worker-Gr-II	Khadi	06	2550-3200	6023	7456
62.	Development Officer	MBI	20	5500-9000	12428	20245
63.	Asstt. Development Officer	MBI	50	4500-7000	10323	15835
64.	Supervisor-II	MBI	06	4000-6000	9220	13630
65.	Supervisor-III	MBI	10	3050-4590	7125	10521
66.	Potter	MBI	02	2650-4000	6644	9220
67.	Kiln Attendant	MBI	03	2550-3200	6023	7456
68.	Development Officer	AFBI	18	5500-9000	12428	20245
69.	Asstt. Development Officer	AFBI	59	4500-7000	10323	15835
70.	Supervisor-II	AFBI	21	4000-6000	9220	13630
71.	Supervisor-III	AFBI	68	3050-4590	7125	10521
72.	Apiary Assistant	AFBI	06	2550-3200	6023	7456
73.	Development Officer	Chemical Based Ind.	45	5500-9000	12428	20245
74.	Asstt. Development Officer	Chemical Based Ind.	94	4500-7000	10323	15835
75.	Supervisor-II	Chemical Based Ind.	31	4000-6000	9220	13630
76.	Supervisor-III	Chemical Based Ind.	26	3050-4590	7125	10521
77.	Flayer	Chemical Based Ind.	03	2650-4000	6644	9220
78.	Lab Attendant	Chemical Based Ind.	02	2550-3200	6023	7456
79.	Development Officer	FPI	44	5500-9000	12428	20245
80.	Asstt. Development Officer	FPI	85	4500-7000	10323	15835
81.	Supervisor-II	FPI	30	4000-6000	9220	13630
82.	Supervisor-III	FPI	29	3050-4590	7125	10521
83.	Tapper	FPI	07	2550-3200	6023	7456
84.	Development Officer	HMP & Fibre	24	5500-9000	12428	20245
85.	Asstt. Development Officer	HMP & Fibre	42	4500-7000	10323	15835
86.	Supervisor-II	HMP & Fibre	03	4000-6000	9220	13630
87.	Supervisor-III	HMP & Fibre	15	3050-4590	7125	10521
88.	Helper	HMP & Fibre	12	2550-3200	6023	7456

89.	Development Officer	REBT	54	5500-9000	12428	20245
90.	Asstt. Development Officer	REBT	165	4500-7000	10323	15835
91.	Driver	REBT	10	3050-4590	7125	10521
92.	Development Officer	REGP	11	5500-9000	12428	20245
93.	Development Officer	Marketing	12	5500-9000	12428	20245
94.	Asstt. Development Officer	Marketing	08	4500-7000	10323	15835
95.	Jr. Scientific Officer	JBCRI, Wardha	03	5500-9000	12428	20245
96.	Technical Asstt.	JBCRI, Wardha	09	4500-7000	10323	15835
97.	Foreman	JBCRI, Wardha	03	4000-6000	9220	13630
98.	Lab Attendant/ Qualified Mechanic/ Skilled Artisan	JBCRI, Wardha	35	3050-4590	7125	10521
99.	Worker-Gr-IV/ Carpenter	JBCRI, Wardha	20	2650-4000	6644	9220
100.	Worker-Gr-B/ Lab Boy	JBCRI, Wardha	18	2550-3200	6023	7456
101.	Manager	Departmental Canteen	01	4000-6000	9220	13630
102.	Asstt. Manager	Departmental Canteen	01	3200-4900	7456	11205
103.	Halwai	Departmental Canteen	01	3200-4900	7456	11205
104.	Asstt. Halwai	Departmental Canteen	01	3050-4590	7125	10521
105.	Cook	Departmental Canteen	01	3050-4590	7125	10521
106.	Coupon Clerk	Departmental Canteen	03	3050-4590	7125	10521
107.	Coffee/ Tea Maker	Departmental Canteen	01	2610-3540	6156	8206
108.	Bearer	Departmental Canteen	07	2610-3540	6156	8206
109.	Wash Boy	Departmental Canteen	02	2550-3200	6023	7456
110.	Sweeper	Departmental Canteen	01	2550-3200	6023	7456

TRADING POSTS

SR. No.	Designation	Cadre	Staff Strength	Pay Scale	Monthly emoluments	
					Min. of the scale	Max. of the scale
A	Officers					
1.	Project Manager/Manager-I	Trading	08	10000-15200	23150	34616
2.	Manager-II	Trading	06	8000-13500	18740	30850
3.	Manager-III/Accounts Officer	Trading	06	6500-10500	14540	23853
	Total		20			
B.	Staff					
1.	Foreman/Dev. Officer/Accountant/Sr. Incharge/	Trading	11	5000-9000	11425	18040

	Supdt. Etc.					
2.	Steno-I	Trading	02	5000-8000	11425	
3.	Salesman-I, Ass.Accountant etc.	Trading	51	4500-7000	10323	15835
4.	Salesman-II, Godown Keeper,Fitter, UDC	Trading	124	4000-6000	9220	13630
5.	KhadiWorker,Salesman-III,LDC/Driver / Inds. Worker Gt-II,etc.	Trading	167	3050-4590	7125	10521
6.	Helpe Packer etc.	Trading	123	2650-4000	6644	9220
7.	Indus.Worker Gr-III	Trading	15	2610-3540	6156	8206
8.	Sweeper.Peon Watchman	Trading	227	2550-3200	6023	7456
	Total		720			
	Total A + B		740			

Besides pay & allowances, the officers and employees are compensated by giving L.T.C. for self and family members once in 2 years for Home Town and to visit any place in India once in 4 years, Medical allowance (Rs.1200/- per year for outdoor treatment and eligible expenditure for inpatient medical treatment of employees & their family members form recognized hospitals)

CHAPTER XI

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement

The budget is held annually with all the beneficiaries such as certified institutions of KVI boards, and KVIC to determine, requirement of budget to be allocated in favour of the respective institutions and KVI boards besides target further a particular years to be fixed considering the various aspects such as availability of working capital, infrastructure available and related resources for achieving the target as fixed during the course of budget discussion..

Disbursement of amount considering the eligibility of respective institutions, and KVI Boards are made subsequently after obtaining all required documents as prescribed by the Commission.

Details of such institutions, plant machineries available with the institutions are made available with the Industry and Programme Directors. The funds received by the Commission from the Govt.of India in three major heads such as V.I. grant and loan, Khadi grant and loan, and G&M grants which are placed in the meeting of the SFC for reallocation in favour of implementing agencies of KVI institutions and KVI Boards.

A Statement of estimate of expenditure of all Sates including North Eastern Region is appended herewith as Appendix I & II

CHAPTER – XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Interest Subsidy Scheme – To fill up the gap between actual requirements about the implementation agencies and availability of funds, the KVIC issues interest eligibility certificate to the implementing agencies to avail financial assistance from the nationalized banks. The implementing agencies can avail the financial assistance on the basis of the amount indicated on the certificate upto the ceiling. The interest on this amount is borne by the implementing agencies and KVIC. The Implementing agencies have to bear only 4% of interest and balance is borne by KVIC.

REGP- The High Power Committee constituted by Govt.of India in 1993 under the Chairmanship of the then Prime Minister of India to review the ongoing scheme of KVIC and to suggest new schemes recommended in 1994 that KVIC should switch over on pattern based approach to project based approach. Accordingly, during the year 1995 a scheme called Rural Employment Generation Programme was launched to create employment in rural areas under Village Industries Scheme. As per scheme any entrepreneur can prepare their own viable and bankable project upto Rs. 25.00 lakhs and submit to nearest bank branch for which a margin money of 25% upto Rs. 10.00 lakhs and for the balance from 10-15 Lakhs @ rate of 10% is given to the beneficiaries as a subsidy. For the weaker Section, SC/ST, OBC, Women entrepreneurs, the rate of margin money is 5% more as compared to General category.

RISC - “Rural Industry Service Centre” is the Common Facility Unit which aims to provide infrastructural support and necessary services to the local units to upgrade their production capacity, skill up gradation and market promotion.

Rebate: To make Khadi products more competitive with the other mill made products, the Govt.of India every year announce rebate policy for providing subsidy to the khadi institutions, which ultimately goes to the customers to purchase khadi products. This rebate is applicable on cotton khadi, silk khadi, woolen khadi, muslin and polyvastra.

PRODIP: The KVIC is entrusted to implement the Product Development Design Intervention and Packaging Scheme (PRODIP) on Project approach basis on the Principle of one Institution- one Product or group of Products not exceeding five during the the project duration. Based on the material success of the project the same Institution can be identified again for focusing on other products needing design intervention provided that no single Institution will be sanctioned more than one project in a given financial year.

CHAPTER XIII

Particulars of recipients of concessions, permits or authorizations granted by it

The implementing agencies of KVIC & KVIB have been availing various concessions and facilities such as Export Incentives, Exemption from Income tax, Sales-tax, Octroi and Central Excise.

Under export incentive, KVI institutions/units registered with KVIC/KVIBs participating in "Sale cum study tour" abroad, international exhibitions, buyers-seller meets abroad are provided incentive from KVIC as per norms prescribed from time to time.

Under other concessions, the KVIC issues recommendation certificate/approval letter to the effect that institution/beneficiaries is a bonafide agency implementing KVI programme and on the basis of this recommendation certificate, Institutions avail exemption from the above said Acts and duties.

CHAPTER-XIV

Details in respect of the information, available to or held by it reduced in the electronic form

The KVI Board, Khadi, Village Industries, REGP, Products, Activities, Publicity, Marketing Scheme, implementing agencies, UNDP, Contract details, tenders, circulars/notices, grievances, feed back, vacancies, silk market, related links.

Website of KVIC has the following links (Sections) facilitating details of each section thereof.

	<u>CKVI HOME</u>	This is home page from where the links (Sections) are connected
•	Home	Home Page
•	Flash Intro Page	Intro Page before home page
•	About CKVI	Objectives & Functions
•	Press Releases	Latest Press Reports on KVI Programme
•	Statistics	Information about Production, Sales, Employment, etc
•	Recent Highlights	Details about the highlights of monthly events.
•	Tenders	CKVI Tenders placed on website
•	Circulars & Orders	Information on various circulars and orders issued from time to time.
•	Grievances	Viewers can lodge their grievances through this section
•	Feedback	Viewers can offer feedback on the website and also on the programmes and schemes.
•	Related Links	The related sites which have links with CKVI are provided direct links for viewing of a particular website.

	<u>KHADI</u>	
•	<u>COOL, COMFORTABLE ENVIRONMENT FRIENDLY FABRIC</u>	Features of Khadi fabric
•	<u>KHADI & FREEDOM MOVEMENT</u>	Information on Gandhiji and others involved in freedom movement.
•	<u>KHADI VARIETIES</u>	Information on various varieties of Khadi.
•	<u>KHADI DEVELOPEMENT PROGRAMME (Printable White Page)</u>	The recent developmental activities under Khadi.
•	<u>R & D IN KHADI</u>	Research & Development activities undertaken under Khadi.
•	<u>KHADI CERTIFICATE AND COSTING</u>	Information on certification and Costing of Khadi.
•	<u>INSURANCE FOR KHADI ARTISANS</u>	Details about Insurance Scheme for Khadi Artisans.
•	<u>VIDEO CLIPS</u>	Video/Audio clippings of Gandhiji are placed for viewing.

	<u>VILLAGE INDUSTRIES</u>	
•	<u>VILLAGE INDUSTRIES UNDER CKVI'S PURVIEW</u>	Details about Village Industries
•	<u>RURAL INDUSTRY SERVICE CENTRES (RISC)</u>	In this section, the details of Rural Industries Service Centre Scheme are available.
•	<u>GRAMODYOG SHILPI/ARTISAN AWARD (Word.doc / PDF)</u>	The details of Award Scheme are placed.

	<u>RURAL EMPLOYMENT GENERATION PROGRAMME (REGP)</u>	
•	<u>RURAL EMPLOYMENT GENERATION PROGRAMME (INFORMATION)</u>	Information about REGP Scheme
•	<u>PARTICIPATING BANKS FOR REGP</u>	Information about participating banks for REGP Scheme
•	<u>NODAL BANKS FOR REGP</u>	Nodal banks for REGP
•	<u>REGP TRAINING CENTRES</u>	Details of training centres for REGP
•	<u>REGP SUCCESS STORIES</u>	Success stories of few REGP units
•	<u>REGP RELATED CIRCULARS</u>	Circulars pertaining to REGP

	<u>PRODUCTS</u>	
•	<u>KHADI</u>	Information about Products with Photographs alongwith address of Bhavans.
•	<u>HONEY</u>	- do -
•	<u>FIBRE PRODUCTS</u>	- do -
•	<u>PROCESSED FRUITS & VEGETABLES PRODUCTS</u>	- do -
•	<u>HANDMADE PAPER</u>	- do -
•	<u>LEATHER PRODUCTS</u>	- do -
•	<u>PALMGUR</u>	- do -

• POTTERY	- do -
• PROCESSED CEREALS & PULSES	- do -
• VILLAGE OIL	- do -
• COTTAGE MATCH INDUSTRY PRODUCTS	- do -
• GUR KHANDSARI	- do -
• AGARBATTI	- do -
• SOAP	- do -

ACTIVITIES

MARKETING	
• INFORMATION	General information about Marketing.
• 7050 SALES OUTLETS (Animated Map of States)	Address of Sales outlets across India
• EXPORTS	General information about Exports
• <u>CKVI DEPARTMENTAL BHAVANS (SALES CENTRES)</u>	Address of Sales Centres(Bhavans)
• <u>INTRODUCTION OF FRANCHISEES</u> (Printable white document)	Information about franchisees
• <u>EXHIBITIONS</u> (Printable white document)	Information about Exhibitions
• <u>CPKVI</u>	About CPKVI

EXPORTS	General information about Exports.
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PUBLICITY & PUBLICATIONS	
• PUBLICATIONS	Details about CKVI publications
• <u>SUBSCRIBE JAGRITI</u>	The information about rates and procedure "How to Subscribe"
• <u>ADVERTISE IN JAGRITI</u>	Rates for advertisement in Jagriti
<u>EMPANNELMENT OF AD AGENCIES</u>	The addresses of empanelled Ad Agencies.

OOCKVI TRAINING CENTRES	
<u>NATURE OF TRAINING COURSES, DURATION & QUALIFICATION</u>	The information about various courses, duration and required qualification.
<u>MULTI DISCIPLINARY TRAINING CENTRES</u>	Addresses & contact details of MDTCs
<u>SPECIALISED TRAINING CENTRES</u>	Addresses & contact details of Specialised Training Centres
<u>REGP TRAINING CENTRES</u>	The information about REGP Training Centres.
<u>REBT TRAINING CENTRES</u>	Address of REBT Training Centres
<u>BEE-KEEPING TRAINING CENTRES</u>	Address of Bee-Keeping Training Centres

BIO-TECHNOLOGY	General information about the working of Bio-Technology.
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SCIENCE & TECHNOLOGY	General information about Science & Technology
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PUBLICITY & PUBLICATIONS	
• PUBLICATIONS	Details about CKVI publications
• SUBSCRIBE JAGRITI	The information about rates and procedure "How to Subscribe"
• ADVERTISE IN JAGRITI	Rates for advertisement in Jagriti
EMPANNELMENT OF AD AGENCIES	The addresses of empanelled Ad Agencies.

MARKETING	
• INFORMATION	General information about Marketing.
• 7050 SALES OUTLETS (Animated Map of States)	Address of Sales outlets across India
• EXPORTS	General information about Exports
• CKVI DEPARTMENTAL BHAVANS (SALES CENTRES)	Address of Sales Centres(Bhavans)
• INTRODUCTION OF FRANCHISEES (Printable white document)	Information about franchisees
• EXHIBITIONS (Printable white document)	Information about Exhibitions
• CPKVI	About CPKVI

A. T. / Government Supply	
• Proposed Target of Enlisted Khadi Institutions	Targets of enlisted Khadi Institutions.

CKVI SCHEMES	
REGP	About REGP Scheme
PRODIP	About PRODIP Scheme
RISC	About RISC Scheme
INSURANCE FOR KHADI ARTISANS	About Insurance Scheme

IMPLEMENTING AGENCIES	
• CKVI BOARDS	Addresses of Boards
• CKVI DIRECTLY AIDED INSTITUTIONS	Addresses of Institutions

UNDP	
United Nations Development Programme	Details of UNDP Programme with Cluster details.

CONTACT DETAILS	
• MINISTRY OF ARI	Details of Ministry
• CKVI MUMBAI HEADQUARTERS	Address of Head Office

• CHAIRMAN AND MEMBERS	Details of Chairman and Members
• EXECUTIVES	Details of Executives of CKVI
• DEPARTMENTS	Various departments in Head Office
• SECTIONS	Various Sections in Head Office
• FIELD OFFICES	Addresses of field offices
• CENTRAL SLIVER PLANTS	Addresses of Central Sliver Plants
• DEPARTMENTAL BHAVANS (SALES CENTRES)	Addresses of Bhavans
• TRAINING AND RESEARCH CENTRES	Addresses of Training & Research Centres

• VACANCIES	Details of vacancies in OCKVI from time to time.
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FLAG	Details about National Flag alongwith Flag Code
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WHAT'S NEW	
RECENT HIGHLIGHTS	Details about the highlights of monthly events.
PRESS RELEASES	Latest Press Reports on KVI Programme
FUNDING POSITION	Stauts about fund received and disbursed
VIDEO CLIPPING OF GANDHIJI	Video/Audio clippings of Gandhiji are placed for viewing.
ACHIEVEMENTS IN REGP	Statistics about REGP Programme
CITIZENS' CHARTER (ENGLISH)	Citizens' Charter in English
नागरीक घोषणा पत्र (हिन्दी)	Citizens' Charter in Hindi

CHAPTER XV

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

A person can download the information about the activities, programmes, schemes of Khadi and V.I. Commission from its website i.e. www.kvic.org.in

2) The Central Office as well as field offices of the Commission are having facilitation centers at the entrance of the office from where any person can obtain the required information on the programme policies of the Commission.

3) A member of Public can also obtain the information from office of the Khadi and V.I. by sending a letter in writing to the head office. There is no reading room in the office of the KVIC maintained for public use.

CHAPTER XVI

The names, designation and other particulars of the Public Information Officers

The names, designation and other particulars of Public Information Officers under KVIC has been given below:

SR. NO.	NAME AND DESIGNATION OF "Central Public Information Officers" (C.P.I.Os)	ADMINISTRATIVE UNITS/OFFICES FOR WHICH RESPONSIBLE	TELEPHONE NO. OF "Central Public Information Officers" (C.P.I.Os)
1.	Shri G.Hussain Dy. Director, KVIC,MUMBAI.	Central Office, KVIC, Mumbai	022-26713686
NORTH ZONE			
1.	Shri R.K.Dixit, Supdt. KVIC,New Delhi,	Office of the Resident Representative KVIC, New Delhi.	011-2336 3777/ 23345046
2.	Smt. Pramila Kalra, Superintendent, S.O. KVIC, New Delhi.	State Office, KVIC, New Delhi	011-23412796, 26974241 /2341 8620*
3.	Shri Anil Kant Sharma Supdt., S.O. KVIC, Ambala	State Office, KVIC, Ambala Cantt.	0171-2630 334 /2643 688
4.	Shri R.R. Sharma, Supdt.S.O., KVIC, Shimla	State Office, KVIC, Shimla	9177-2652 320/265 2320
5.	Shri M.M.Raffique, UDC State Office, KVIC, Jammu.	State Office, KVIC, Jammu	2458 333 Fax No.0191-2433 412
6.	Shri Karnail Chand, Supdt. State Office, KVIC, Chandigarh.	State Office, KVIC, Chandigarh	2701 261 Fax No.0172-2702 690
7.	Shri R.C.Varma,Supdt. State Office, KVIC, Jaipur	State Office, KVIC, Jaipur	Tel. No.2707 850 Fax No.0141-2706 969
8.	Shri Daulat Singh, Supdt.Div. Office, KVIC, Bikaner	Div. Office, KVIC, Bikaner	Tel. No.2520 807 Fax No.0151-254 1590
EAST ZONE			
1.	Shri L.K.L.Das, Supdt. State Office, KVIC, Patna	State Office, KVIC, Patna	Tel. No.2234 983 Fax No.0612-2234 010
2.	Shri R.B.Paswan, Supdt. State Office, KVIC, Ranchi	State Office, KVIC, Ranchi	Tel. No.2307 035 Fax No.0651-2315 839
3.	Shri P. K. Behra. A.O., State Office, KVIC, Bhubaneswar	State Office, KVIC, Bhubaneswar	Tel. No.2311 297 Fax No.0674-2310 981
4.	Shri Utpal Sanyal, Supdt. , State Office, KVIC, Kolkata	State Office, KVIC, Kolkata	Tel. No.2211 2761 Fax No.033-2211-9491
NORTH EAST ZONE:-			
1.	Shri B.S.Baswangiri, Supdt. State Office, KVIC, Guwahati	State Office, KVIC, Guwahati	Tel. No.2461 023 Fax No.0361-2461-023
2.	Shri K.N.Bhattacharya, Supdt. State Office, KVIC, Itanagar	State Office, KVIC, Itanagar	Tel. No.2212 224 Fax No.0360-2212-224

3.	Smt.Premtala Devi, Supdt. State Office, KVIC, Imphal	State Office, KVIC, Imphal	Tel. No.2221 759 Fax No.0385-2221-759
4.	Shri M.Muzumdar, Supdt. State Office, KVIC, Shillong	State Office, KVIC, Shillong	Tel. No.2227 807 Fax No.0364-2227-807
5.	Shri L.B.Tulangi, Supdt. State Office, KVIC, Aizwal	State Office, KVIC, Aizwal	Tel. No.2316 387 Fax No.0389-2316-387
6.	Shri Jogendra Singh, Supdt. State Office, KVIC, Dimapur	State Office, KVIC, Dimapur	Tel. No.226 546 Fax No.03862-226-546
7.	Shri V.K.Tewari, Dev.Officer, State Office, KVIC, Gangtok	State Office, KVIC, Gangtok	Tel. No.280 696 Fax No.03592-280 696
8.	Shri K.P.Das, UDC State Office, KVIC, Agartala Tripura	State Office, KVIC, Agartala Tripura	Tel. No.2319 317 Fax No.0381-2223-735
9.	Smt. P.P.Das, Supdt. Zonal Office, KVIC, Guwahati	Zonal Office, KVIC, Guwahati	Tel. No.2461 024 Fax No.0361-2461-024
SOUTH ZONE:			
1.	Shri A. Devasahayam, Supdt. State Office, KVIC, Hyderabad	State Office, KVIC, Hyderabad	Tel. No.2460 8463 Fax No.040-2460 2717
2.	Shri B. Srinivas, UDC Divisional Office, KVIC, Vizag	Divisional Office, KVIC, Vizag	Tel. No.2565 904 Fax No.0891-2561 156
3.	Shri N. Keshwan, Supdt. State Office, KVIC, Bangalore	State Office, KVIC, Bangalore	Tel. No.2661 6372 Fax No.080-2662 0067
4.	Shri Surendran, Supdt. State Office, KVIC, Thiruvananthapuram	State Office, KVIC, Thiruvananthapuram	Tel. No.2331 625 Fax No.0471-2331 061
5.	Smt.Mani Ramesh, Supdt. State Office, KVIC, Chennai	Office, KVIC, Chennai	Tel. No.28351019 Fax No.044 2835 1697
6.	Shri J. Jhon Stanislaus, Supdt. Divisional Office, KVIC, Madurai	Divisional Office, KVIC, Madurai	Tel. No.2386 792 Fax No.0452-2386-762
WEST ZONE:-			
1.	Shri P.M. Mulye, Supdt. State Office, KVIC, Panaji	State Office, KVIC, Panaji	Tel. No.2223 676 Fax No.0832-2223-676
2.	Shri M.M.Patel, Supdt. State Office, KVIC, Ahmedabad	State Office, KVIC, Ahmedabad	Tel. No.2657 9965 Fax No.07926579974
3.	Smt R.N.Save, Supdt. State Office, KVIC, Mumbai	State Office, KVIC, Mumbai	Tel. No.2282 2113 Fax No.022-2281 7449
4.	Shri B.N.Matagare, Supdt. Divisional Office, KVIC, Nagpur	Divisional Office, KVIC, Nagpur	Tel. No.2731 846 Fax No.07122727269
CENTRAL ZONE:-			
1.	Shri Narendra Singh, Supdt. State Office, KVIC, Raipur	State Office, KVIC, Raipur	Tel. No.2445 164 Fax No.0771-2251 428
2.	Shri Ravindra Kumar, Supdt. State Office, KVIC, Bhopal	State Office, KVIC, Bhopal	Tel. No.2583 649 Fax No.07552583667
3.	Shri Yesh Pal, Supdt. State Office, KVIC, Dehradun	State Office, KVIC, Dehradun	Tel. No.2724 709 Fax No.0135-2627-241
4.	Smt. Pratibha Pant, Supdt. State Office, KVIC, Lucknow	State Office, KVIC, Lucknow	Tel. No.2380 750 Fax No.0522-2380-990

5.	Shri Shiv Dutt,, Supdt.Divisional Office, KVIC, Meerut	Divisional Office, KVIC, Meerut	Tel. No.2647 645 Fax No.0121-2653-288
6.	Shri Dineshwar Singh Divisional Office, KVIC, Varanasi	Divisional Office, KVIC, Varanasi	Tel. No.2204 434 Fax No.0542-2204-434
7.	Shri A.S. Dwivedi, Supdt. Divisional Office, KVIC, Gorakhpur	Divisional Office, KVIC, Gorakhpur	Tel. No.2380 750 Fax No.0522-2380-990

CHAPTER XVII

Such other information as may be prescribed and thereafter update these publication every year

To involve the general public, the Khadi & Village Industries Commission organizes exhibitions, workshops & Seminars from time to time through out the country. During this period, help desk counters are opened to provide information about the sector to the visitors. Besides this, all State Offices and Divisional Offices of the KVIC including Multi Disciplinary Training Centres, Opened Facilitation Centres, Rural Industry Consultancy Services desk for guiding the prospective Entrepreneurs and public in general.
