



भारत सरकार

Government of India

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small & Medium Enterprises,

आयुक्त कार्यालय, खादी और ग्रामोद्योग  
OFFICE OF THE COMMISSIONER FOR  
KHADI AND VILLAGE INDUSTRIES  
सुधार कार्यान्वयन प्रभाग

REFORM IMPLEMENTATION DIVISION  
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No.RID/KRDP/HBLWED/2014-15

Date: 19.09.2014

## C I R C U L A R

**Sub:** Financial assistance to implement KVI Programme in Hill, Border & Left Wing Extremism (LWE) affected Areas under Khadi Reform and Development Programme – regarding

KVIC is implementing Khadi Reform and Development Programme with ADB assistance. To fulfill the social commitment of Khadi & V.I. (Polyvastra) Programme implementation in Hill, Border and Left Wing Extremism affected areas by the institutions working in those areas and nearby institutions interested to work there, Commission in its 621<sup>st</sup> meeting held on 28.01.2014 agreed for extension of financial assistance under KRDP. The pattern of financial assistance to implement KVI programme in the Hill, Border & Left Wing Extremism (LWE) affected Areas for assisting out of KRDP fund was referred to Ministry for approval.

Ministry vide its Office Memorandum No. 4(13)/2014-KVI-P dated 10.09.2014 has conveyed the approval for financial assistance to implement KVI programme in Hill, Border & Left Wing Extremism (LWE) affected areas in respect of 100 institutions within the overall assistance available from ADB under KRDP

The assistance will be made available to Khadi and V.I. (Polyvastra) institutions in compliance of the following conditions :

### **A) Criteria of selection of institution**

1. The institutions should implement programme in a composite manner i.e. production and marketing.
2. The institution has to satisfy the categorization norms of KVIC and belong to any of the category among A+, A, B & C.

3. The institution is willing to strive to provide work to minimum 50 new/additional persons living in that area.
4. The institution should arrange adequate land or building to accommodate the infrastructure envisaged in the programme.
5. Preference will be given to institutions engaged in the implementation of Khadi programme in these areas for at least three years.
6. The institutions would make payment to the artisans through Bank Accounts/Post Office Account.

**B) Ceiling limit of assistance**

The eligible institutions will be provided assistance on merit of their need based proposal within the ceiling limit of assistance mentioned below :

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount (Rs. in lakhs)</b>
<b>A)</b>	<b>Production Reform</b>	
1	Implements	15.00
2	Common Facility Centre (CFC) [Ready warp, yarn dyeing, fabric printing, readymade garment facilities, testing laboratories, services and maintenance etc.]	10.00
3	Work shed for CFC etc.	8.00
4	IT and Managerial [Computer and remuneration to Reform Implementation Officer]	5.00
5	Training	3.00
6	Installation	1.00
7	Margin money for Working Capital	14.00
	<b>Total (A)</b>	<b>56.00</b>
<b>B)</b>	<b>Marketing Reform</b>	
1	Store layout	15.00
2	Inventory management	
3	Local publicity	5.00
	<b>Total (B)</b>	<b>20.00</b>
	<b>GRAND TOTAL (A+B)</b>	<b>76.00</b>

4. All Programme Directors / In charges of State/Divisional Offices and Chief Executive Officers of State KVI Boards are requested to bring the content of the circular to the notice of all the Khadi institutions working under their jurisdiction requesting them to furnish their consent in the format as per **Annexure-I** and Action Plan as per **Annexure-II**.

This is issued with the approval of the competent authority.

**Dy. Chief Executive Officer (Khadi/RID)**

To

1. All State / Divisional Directors and In-charges of KVIC
2. All CEOs/MDs/Secretaries of State KVI Boards

**Copy to:**

1. Jt. Chief Executive Officer
2. Zonal Dy. Chief Executive Officers (North Zone, South Zone, Central Zone, East Zone, North-East Zone and West Zone)
3. All Directorates in the Central Office.
4. O.S.D. to Chief Executive Officer.
5. Dy. Director to Financial Advisor.
6. P.A. to Chief Vigilance Officer
7. Director (Information Technology) for placing the circular on website.
8. Director (Publicity) with a request to publish the same in the ensuing issue of 'Jagrati'.
9. Circular file.

**Director (RID)**

**INFORMATION ABOUT INSTITUTIONS IDENTIFIED FOR  
KRDP UNDER ADB ASSISTANCE**

**1. Name of Institution:**

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**2. Address:**

Village / Post		Taluka	
City/Town		District	
State		PIN	

**3. Contact Details:**

Phone		Fax	
Mobile		E-mail	
Website			

**4. Contact Person Details:**

Name	
Designation	
Contact No.	

**5. Certification Details:**

Khadi certificate No.	
Year of Khadi Certificate obtained first	
Renewed up-to	

**6. Status of Implementing Agency:**

- Implementing Agency aided by : KVIC  State KVI Board
- Categorization status of Institution : A+  A  B  C  SC/ST

**7. Whether the IA is implementing or associated with:**

- Cluster Development Yes  No
- Enhancing Productivity Yes  No

## 8. Availability of infrastructure with Implementing Agency

### 8.1 Available Working Implements (in Nos. of Implements)

Sr.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Poly-vastra
1	Charkha – Traditional			(*)			
2	Charkha-NMC						
3	Loom – Traditional						
4	Loom – Improved						

(\*) Please mention number of reeling basins.

### 8.2 Available Support facilities

Sr.No.	Activity	Availability (Yes/No)
1	Scutcher Card	
2	Ready Warp Unit	
3	Dyeing & Printing	
4	Sewing Machine	

## 9. Production and Sales Performance

### 9.1 Production and sales turnover per annum: (Rs. in Lakhs)

Year	Total Production	Major Production		Retail Sales
		Variety (Cotton/Woolen/Silk/Polyvastra)	Value	
2011-12				
2012-13				
2013-14				
2014-15 (target)				

### 9.2 Details of Production Centre (Rs. in lakhs)

Sr. No.	Place	Value of Production (in 2013-14)
1		
2		
3		
4		
5		

### 9.3 Details of Sales outlet (Rs. in lakhs)

Sr. No.	Place	Value of Sales (in 2013-14)
1		
2		
3		
4		
5		

**10. Employment (No. of persons):**

Sr. No.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Polyvastra
1	Spinners						
	a) Full time						
	b) Part time						
	<b>Total Spinners</b>						
2	Weavers						
3	Other artisans						
4	Supervisory & allied staff						
	<b>Total</b>						

**11. Financial Status:**

11.1 Financial results of IA for the last 5 years (Indicate Profit/Loss Figures)  
(Rs. In Lakhs)

Heads	2011-12	2012-13	2013-14
Profit			
Loss			

11.2 Available funds as on 31.03.2014

(Rs. In Lakhs)

Own Capital	KVIC	CBC	Bank Finance	Total

11.3 Bank Finance issued vis-à-vis availed for the last 3 years:

(Rs. In Lakhs)

2011-12		2012-13		2013-14	
Issued	Availed	Issued	Availed	Issued	Availed

**12. Consent of institution**

I, Shri \_\_\_\_\_, Secretary of \_\_\_\_\_  
\_\_\_\_\_ on behalf our institution hereby agree to implement the  
Khadi Reform and Development Programme (KRDP) as per laid down terms and conditions.

**Signature of the Secretary  
with the seal**

**Signature of State/Divisional Director**

## Annexure-II

### Action Plan for Khadi Reform and Development Programme under ADB Assistance

(Pl. fill-up relevant columns below. Before filling up the columns kindly read meticulously the guidelines of Direct Reform Assistance attached with the format)

#### A) GENERAL INFORMATION

1. Name of Reform Implementing Institution (RII):

Name :
Address :
Pin Code :
Phone No.:
Fax No.:
Email :
Website:
Name, designation and Cell no. of Contact Person :

2. Certification Details:

Khadi Certificate No.	
Year of Khadi Certificate obtained first	
Renewed up to	

3. Status of Implementing Institution :

- RII aided by :                      KVIC       State KVI Board
- Categorization status of RII : A+  A  B  C  SC/ST

4. Production and sales turnover per annum for the last three years

(Rs. in lakhs)

Year	Total Production	Major Production		Retail Sales
		Variety (Cotton/Woolen/Silk/Polyvastra)	Value	
2011-12				
2012-13				
2013-14				

5. Existing Employment:

(No. of persons)

S. No.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Poly vastra
1	Spinners						
	c) Full time						
	d) Part time						
	<i>Total (A)</i>						

S. No.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Poly vastra
2	Weavers						
3	Other artisans						
4	Supervisory and allied staff						
	<i>Total (B)</i>						
	<i>Grand Total (A+B)</i>						

6. Available Working Implements (In Nos. of Implements)

S. No.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Poly-vastra
A.	Spinning						
1	Charkhas-Traditional						
2	Charkhas-NMC						
3	Reeling Basins						
	Total Spinning Capacity (Yarn in Kgs)						
B.	Weaving						
1	Looms – Traditional						
2	Looms – Improved						
	Total Weaving Capacity (Cloth in meters)						

7. Available Support facilities

S. No.	Activity	Availability (Yes / No)	Annual Production		
			Particulars	Installed Capacity	Actual Production
1	Scutcher Card		Sliver/Roving (in Kgs.)		
2	Ready Warp Unit		Warp length (in metres)		
3	Dyeing & Printing		Cloth length processed (in metres)		
4	Readymade garment unit		No. of pieces		

**B) PRODUCTION REFORM**

1. Capacity Addition Requirement

S.No.	Particulars	Cotton	Muslin	Silk	Wool	Total Khadi	Polyvastra
1	Spinning (Yarn in Kgs)						
2	Weaving (Fabric in Metres)						

2. Implements and Common Facility Centre (CFC)

(Rs. in Lakhs)

S. No.	Activities	No. of implements	Cost per implement	Total cost
	<b>New</b>			
1	Charkhas – NMC			



S. No.	Activities	No. of implements	Cost per implement	Total cost
2	Reeling Basins			
3	Looms			
	<b>Replacement</b>			
1	Charkhas–Traditional			
2	Charkhas – NMC			
3	Reeling Basins			
4	Looms – Traditional			
5	Looms – Improved			
	<b>CFC</b>			
1	Ready Warp Unit (i) Cone winding (ii) Warping (iii) Beaming (iv) others ( <i>pl. mention</i> )			
2	Yarn Dyeing			
3	Fabric Printing (i) Block (ii) Screen (iii) Others ( <i>pl. mention</i> )			
4	Testing laboratory			
5	Readymade garment unit			
6	Others ( <i>pl. mention</i> )			
Total				

**Note:** May please furnish details in a separate sheet wherever necessary.

### 3. Work shed for CFC etc.

Funding for work shed shall be provided in such cases, where the existing facility is not sufficient for supporting the existing/planned activities. In case there is no requirement for investment in work shed, the allocated fund can be utilized for investment under other heads.

#### a) Floor Area Requirement (In sq. ft)

i)	Available floor area	
ii)	Required floor area	
iii)	Additional floor area required	

#### b) Activities Proposed in workshed

S. No.	Activities	Estimated cost (Rs. in lakhs)	Expected completion period

The Reform Implementing Institution needs to give activity wise estimated funding required for work shed, along with expected date of completion.

#### 4. IT & Managerial

##### a) IT intervention

Sr.no.	Particulars	Qty.	Rate	Amount (in lakhs)
1.	<b>Production activity</b>			
a)	Non-recurring Budget			
b)	Recurring Budget			
2.	<b>Marketing activity (central vastragar, sales outlet etc.)</b>			
a)	Non-recurring Budget			
b)	Recurring Budget			

##### b) Managerial

S.No.	Staff Category	No.	Expenditure for 3 years (Rs. In Lakhs)
1	RIO	1	
2	IT Officer	1	
3	Mobility Allowance		
	Total		

#### 5. Training

S. No.	Category	Name of Institution/ Expert/ Trainer	Persons to be trained (Nos)	Cost / person	Total Cost	Justification (indicative)
1	Office bearers					On management Development with reference to KRDP
2	Staff					Salesmanship & computer application
3	Artisans					
a)	Spinners (New)					Operational training
b)	Weavers and other artisans					Skill development
	Total					

#### 6. Installation

S. No.	Particulars	Estimated Installation Expenses (Rs. in lakhs)			Remarks
		Physical	Electrical	Others	
1	Charkhas				
2	Looms				
3	Reeling Basins				
4	Common Facility Centre				
a)	Ready warp unit				
b)	Testing laboratory				
c)	Garment / made-up unit				
d)	Dyeing				
e)	Printing				
f)	Others				
	Total				

## 7. Working Capital Requirement

### a) Existing

(Rs. in lakhs)

Variety	Production	Sales	W.C. Requirement	Working Capital Available	Short fall in requirement / Surplus
Cotton				KVIC: Bank Finance:	
Silk					
Wool					
Polyvastra					

### b) Proposed

(Rs. in lakhs)

Variety	Production	Sales	W.C. Requirement	Working Capital Available	Requirement of W.C.
Cotton				KVIC: Bank : Finance:	From KRDP:
Silk					From Bank:
Wool					

## 8. Abstract of Financial Requirement for Production Reform

S. No.	Activity Heads	Total Fund Requirements (Rs. In Lakhs)
1	Implements	
2	Common Facility Centre	
3	Workshed	
4	IT & Managerial	
5	Training	
6	Installation	
7	Working Capital	
Total		

## C) MARKETING REFORM

### 1. Store Layout

S. No.	Sales outlet	Ownership (Own/Rented/Lease)	Available floor area (in sq. ft.)	Approx. expenditure for modernization (Rs. in lakhs)
1				
2				
3				
4				
	Total			

### 2. Inventory Management

The component has been dealt under Para B.4(a) as IT intervention.

### 3. Local Publicity

Plan for Local Publicity Campaign : Activities Proposed

S. No.	Activities	Cost (in Rs.)	Estimated period of completion

### 4. Abstract of Financial Requirement for Marketing Reforms

S. No.	Activity Heads	Total Fund Requirements (Rs. In Lakhs)
1	Store Layout	
2	Inventory Management	
3	Local Publicity	
	Total	

### D) CONTRIBUTION OF RII

**Any capacity above the sanctioned KVIC assistance in kind required by the RII for the reforms/capacity building shall be contributed solely by the RII.**

### E) OUTCOME OF THE PROGRAMME

#### 1. Expected Outcome

Particulars	Pre Intervention	Post Intervention	% increase
a) Production (Rs. In Lakhs)			
b) Sales (Rs. In lakhs)			
c) Employment (No. of persons)			
d) Artisan's Average Earnings / day			

#### 2. Target Beneficiaries proposed to be covered under the project: (No. of persons)

S. No.	Year	Spinners		Weavers		Other artisans	Supervisory and allied staff / worker
		Full Time	Part Time	Full Time	Part Time		
1	2014-15						
2	2015-16						
3	2016-17						

#### 3. Target Beneficiaries - category-wise details: (No. of persons)

S. No.	Year	Scope for Total No. of employment	Total No. of employment will include		
			Women	SC,ST,OBC	Others
1	2014-15				
2	2015-16				
3	2016-17				

**Secretary**  
**Institution Name with Seal**