

**15 -ാം കേരള നിയമസഭ**

**2 -ാം സമ്മേളനം**

**നക്ഷത്ര ചിഹ്നം ഇല്ലാത്ത പോദ്യം നം. 1867**

**29-07-2021 - ൽ മറുപടി**

**കേന്ദ്ര കരകൗശല കമ്മീഷണറേറ്റിൽ നിന്നും ലഭിച്ച പദ്ധതികൾ**

പോദ്യം		ഉത്തരം	
ശ്രീ. എൻ . ഷംസുദീൻ		Shri. P. Rajeeve (നിയമം, വ്യവസായം, കയർ വകുപ്പ് മന്ത്രി)	
(എ)	കേരള കരകൗശല വികസന കോർപ്പറേഷൻ കേന്ദ്ര കരകൗശല കമ്മീഷണറേറ്റിൽ നിന്നും 2015-16 മുതൽ 2020-21 വരെ ഓരോ വർഷവും ഗ്രാന്റ് ആയി ലഭിച്ച പദ്ധതികളുടെ വിശദാംശങ്ങൾ വ്യക്തമാക്കുമോ; ഓരോ വർഷവും കോർപ്പറേഷൻ എത്ര തുകയുടെ പദ്ധതികൾ അനുവദിച്ചുവെന്നും പ്രസ്തുത പദ്ധതികൾ അനുവദിച്ചുകൊണ്ടുള്ള അനുമതി ഉത്തരവുകളുടെ പകർപ്പുകളും ലഭ്യമാക്കുമോ;	(എ)	1.2015-16 മുതൽ Integrated Development and Promotion of Handicrafts in Kerala (IDPH) എന്ന പദ്ധതി പ്രകാരം 9.09 കോടി രൂപ 2. 2016-17 - തുക ഒന്നും ലഭ്യമായിട്ടില്ല. 3. 2017-18 - തുക ഒന്നും ലഭ്യമായിട്ടില്ല. 4. 2018-19 - തുക ഒന്നും ലഭ്യമായിട്ടില്ല. 5.2019-20-ഡിസൈൻ വർക്ക് ഷോപ്പുകൾ, ട്രെയിനിംഗ് പ്രോഗ്രാമുകൾ എന്നിവ സംഘടിപ്പിക്കുന്നതിലേക്കായി 62,42,230/- രൂപ. 6. 2020-21 - തുക ഒന്നും ലഭ്യമായിട്ടില്ല. ഉത്തരവുകളുടെ പകർപ്പ് അനുബന്ധമായി ചേർത്തിട്ടുണ്ട്.
(ബി)	പ്രസ്തുത കാലയളവിൽ കേരള കരകൗശല വികസന കോർപ്പറേഷൻ കേന്ദ്ര കരകൗശല കമ്മീഷണറേറ്റിൽ നിന്നും ഓരോ വർഷവും എത്ര തുകയുടെ പദ്ധതികൾ അനുവദിച്ചുവെന്നും, എത്ര തുക കോർപ്പറേഷൻ ലഭിച്ചുവെന്നും എത്ര തുക ഓരോ വർഷവും ചെലവഴിച്ചുവെന്നും വ്യക്തമാക്കുമോ;	(ബി)	വർഷം ലഭിച്ച തുക ചെലവാക്കിയ തുക 2015-16 9.09 കോടി - 2016-17 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 86,79,444 2017-18 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 1,81,97,796 2018-19 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 3,29,91,930 2019-20 62,42,230/- രൂപ. 2,17,07,191 2020-21 തുക ഒന്നും ലഭ്യമായിട്ടില്ല. 41,79,043
(സി)	ഐ. ഡി. പി. എച്ച്. എന്ന പ്രത്യേക കേന്ദ്ര പദ്ധതിപ്രകാരം 2015-16 ൽ കേരള കരകൗശല വികസന കോർപ്പറേഷൻ ഗ്രാന്റ് ആയി കേന്ദ്ര കരകൗശല കമ്മീഷണറേറ്റിൽ നിന്നും അനുവദിച്ച 29.20 കോടി രൂപയുടെ (25.15 +4.055) പദ്ധതിയിൽ നിന്നും എത്ര കോടി രൂപയുടെ പദ്ധതികൾ ഓരോ വർഷവും കോർപ്പറേഷൻ നടപ്പിലാക്കിയെന്ന് വ്യക്തമാക്കുമോ;	(സി)	വർഷം ലഭിച്ച തുക ചെലവാക്കിയ തുക 2015-16 9.09 കോടി - 2016-17 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 86,79,444 2017-18 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 1,81,97,796 2018-19 തുക ഒന്നും ലഭ്യമായിട്ടില്ല 3,29,91,930 2019-20 62,42,230/- രൂപ. 2,17,07,191 2020-21 തുക ഒന്നും ലഭ്യമായിട്ടില്ല. 41,79,043
(ഡി)	ആദ്യ ഗഡുവായി അനുവദിച്ച 9.09 കോടി രൂപയുടെ കേന്ദ്ര പദ്ധതി നടപ്പിലാക്കി ധന വിനിയോഗ സർട്ടിഫിക്കറ്റ് സമയബന്ധിതമായി സമർപ്പിക്കാത്തതു മൂലം തുടർന്ന് ലഭ്യമാകേണ്ടിയിരുന്ന 20.11 കോടി രൂപയുടെ	(ഡി)	IDPH എന്ന കേന്ദ്ര പദ്ധതി പ്രകാരം കരകൗശല വികസന കോർപ്പറേഷൻ കേന്ദ്ര സർക്കാർ 25.15 കോടി രൂപയുടെ പദ്ധതിയിൽ നൽകിയ തുക 9.09 കോടി രൂപയാണ്. അനുവദിച്ച തുകയായ 9.09 കോടി രൂപയിൽ പ്രസ്തുത പദ്ധതി പൂർത്തീക

	<p>ഗ്രാന്റ് നഷ്ടപ്പെട്ടത് ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ടോ; ഉണ്ടെങ്കിൽ 20.11 കോടി രൂപയുടെ ഗ്രാന്റ് നഷ്ടപ്പെടുന്നത് ഒഴിവാക്കാനായി കോർപ്പറേഷൻ സ്വീകരിച്ച നടപടികൾ വ്യക്തമാക്കുമോ;</p>		<p>രിക്കണമെന്നും അതനുസരിച്ച് പദ്ധതിയുടെ ഘടകങ്ങൾ പുനഃക്രമീകരിക്കണമെന്നും കേന്ദ്ര സർക്കാർ നിർദ്ദേശിക്കുകയുണ്ടായി. തുടർന്ന് പദ്ധതി പുനഃക്രമീകരിക്കുകയും നടപ്പിലാക്കുകയും ചെയ്തിട്ടുണ്ട്. ഇക്കാരണത്താൽ യാതൊരു തുകയും പ്രസ്തുത പദ്ധതിയുമായി ബന്ധപ്പെട്ട് കോർപ്പറേഷന് നഷ്ടപ്പെട്ടിട്ടില്ല.</p>
(ഇ)	<p>പ്രസ്തുത കേന്ദ്ര പദ്ധതി തുടർന്ന് നടപ്പിലാക്കാനായി സർക്കാർ തലത്തിൽ സ്വീകരിച്ചിട്ടുള്ള നടപടികൾ വ്യക്തമാക്കുമോ;</p>	(ഇ)	<p>IDPH എന്ന കേന്ദ്ര പദ്ധതി പ്രകാരം കരകൗശല വികസന കോർപ്പറേഷന് കേന്ദ്ര സർക്കാർ 25.15 കോടി രൂപയുടെ പദ്ധതിയിൽ നൽകിയ തുക 9.09 കോടി രൂപയാണ്. അനുവദിച്ച തുകയായ 9.09 കോടി രൂപയിൽ പ്രസ്തുത പദ്ധതി പൂർത്തീകരിക്കണമെന്നും അതനുസരിച്ച് പദ്ധതിയുടെ ഘടകങ്ങൾ പുനഃക്രമീകരിക്കണമെന്നും കേന്ദ്ര സർക്കാർ നിർദ്ദേശിക്കുകയുണ്ടായി. തുടർന്ന് പദ്ധതി പുനഃക്രമീകരിക്കുകയും നടപ്പിലാക്കുകയും ചെയ്തിട്ടുണ്ട്. ഇക്കാരണത്താൽ യാതൊരു തുകയും പ്രസ്തുത പദ്ധതിയുമായി ബന്ധപ്പെട്ട് കോർപ്പറേഷന് നഷ്ടപ്പെട്ടിട്ടില്ല.</p>
(എഫ്)	<p>പ്രസ്തുത പദ്ധതി പ്രകാരം 10000 കരകൗശല തൊഴിലാളികൾക്ക് 10000 രൂപയുടെ പണിയായുധങ്ങൾ സൗജന്യമായി നൽകാമെന്നിരിക്കെ, 2016-17 മുതൽ 2020 - 21 വരെ ഓരോ വർഷവും എത്ര കരകൗശല തൊഴിലാളികൾക്ക് പണിയായുധങ്ങൾ സൗജന്യമായി നൽകിയെന്ന് വ്യക്തമാക്കുമോ;</p>	(എഫ്)	<p>2016-17 -നൽകിയിട്ടില്ല 2017-18- നൽകിയിട്ടില്ല 2018-19- 557 തൊഴിലാളികൾക്ക് 2019-20- 350 തൊഴിലാളികൾക്ക് 2020-21- 35 തൊഴിലാളികൾക്ക്</p>
(ജി)	<p>പ്രസ്തുത പദ്ധതി പ്രകാരം എത്ര പൊതുസേവനകേന്ദ്രങ്ങൾ അനുവദിച്ചുവെന്നും, അവ ഏതൊക്കെ സ്ഥലങ്ങളിലാണെന്നും ഏതെല്ലാം പൊതുസേവനകേന്ദ്രങ്ങൾ ഉത്ഘാടനം ചെയ്തുവെന്നും ഏതൊക്കെ പൊതുസേവനകേന്ദ്രങ്ങൾ നിലവിൽ പ്രവർത്തിക്കുന്നുവെന്നും ഓരോ പൊതുസേവനകേന്ദ്രത്തിനും എത്ര തുക ചെലവഴിച്ചുവെന്നും, വ്യക്തമാക്കുമോ?</p>	(ജി)	<p>അഞ്ച് പൊതുസേവന കേന്ദ്രങ്ങൾ അനുവദിച്ചു. അതിൽ 2 എണ്ണം (കടവൂർ, കൊല്ലം - സ്മാപിക്ചർ ക്രാഫ്റ്റ്, കുഞ്ഞിമംഗലം, കണ്ണൂർ - ബെൽമെറ്റൽ ക്രാഫ്റ്റ്) പ്രവർത്തനം ആരംഭിച്ചു. ഒരേണ്ണം (ചേർപ്പ്, തൃശൂർ - വുഡ് ക്രാഫ്റ്റ്) പണി പൂർത്തിയാക്കിയിട്ടുണ്ട്. അനുവദിച്ചത് - 5 ചെലവാക്കിയ തുക-62,47,635 കുഞ്ഞിമംഗലം, കണ്ണൂർ- ബെൽമെറ്റൽ കൊല്ലം, കടവൂർ, സ്മാപിക്ചർ പ്രവർത്തിക്കുന്നു ചേർപ്പ്, തൃശൂർ നിർമ്മാണം അവസാന ഘട്ടത്തിലാണ്.</p>

സെക്ഷൻ ഓഫീസർ

**I-15011/9(44)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Chirayinkeezhu, Trivandrum (Kerala)	Cane & Bamboo	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
	1	2	3	4	5
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> Installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>

Contd...

I-15011/9(44)/SR/HTP/HRD/2019-20

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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and instructors.
  - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report :-
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No- date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.  
Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.


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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The Implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as mala fide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TADA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debit to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33291 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.95.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(45)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthal, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthal, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Plamoottukada, Trivandrum (Kerala)	Hand Embroidery	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>

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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below.
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and instructors.
  - f. The payment of wage compensation and instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Officers should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. Invariably be made through RTGS
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions:
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report: -
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No., date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rates of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as mala fide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33292 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.94.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-**
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(46)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.

Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

.....  
In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015, I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-  
.....

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Parassuvaikkal, Trivandrum (Kerala)	Natural Fibre (Banana Fibre)	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>

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-2-

1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and Instructors.
  - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details I. Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report: -
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of T/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director in-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33293 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.93.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(47)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Karunagapally, Trivandrum (Kerala)	Screwpine	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>



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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and instructors.
  - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS.
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report: -
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as mala fide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure Incurred and GFR – 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33295 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.92.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(48)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Trivandrum (Kerala)	Woodcraft	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted from (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> Installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>



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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and Instructors.
  - f. The payment of wage compensation and instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS.
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report: -
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No. -date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/Internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

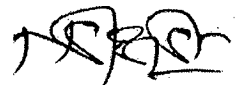
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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. **The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.**
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. **The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.**
18. This issues with the approval of DC (H) Dy. No. 33299 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.90.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.


**Assistant Director (HRD)**

53082/2021/IND(OS)

**I-15011/9(49)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy Only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Valkkom, Kottayam (Kerala)	Screwpine	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted from (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> Installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>

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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
  2. Duration and participation of the training programme should be as follows:-
    - a. The programme shall be for a period of 02 months duration.
    - b. 20 participants in batch.
    - c. Maximum 6 hours per day will be allowed.
    - d. Instructors' presence is must during the entire programme.
    - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and Instructors.
    - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
    - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
    - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS.
    - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
  3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
  4. The statement of expenditure duly certified by the bank is required.
  5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
  6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
  7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
  8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
  9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
  10. Following documents shall be enclosed with the report: -
  11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No., date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
  12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
  13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
  14. The grantee shall get its accounts audited from the Chartered Accountants.
  15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
  16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
  17. The grantee agrees to make reservations as per govt. norms.
  18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
  19. There is no reason to believe that the grantee is involved in corrupt practices.
  20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
  21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
  22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
  23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
  24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
  25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts), New Delhi.
- The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.
- Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director in-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33300 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.91.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** should furnish the following documents:-
  - (i) Stamped pre-receipt of **Rs.2,80,770/-** in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.



**Assistant Director (HRD)**

**I-15011/9(50)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

.....  
In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-  
.....

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Kunimangalam, Kannur (Kerala)	Bell Metal	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
	1	2	3	4	5
1	Space rent and Infrastructure including services	Rs. 5000/- per Month.	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	Rs.5,61,540/-
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	Rs.2,80,770/-



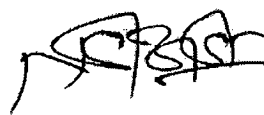
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-2-

1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below.
  2. Duration and participation of the training programme should be as follows:-
    - a. The programme shall be for a period of 02 months duration.
    - b. 20 participants in batch.
    - c. Maximum 6 hours per day will be allowed.
    - d. Instructors' presence is must during the entire programme.
    - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and instructors.
    - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
    - g. The Receipt of wage compensation by the beneficiaries along with their details I. Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
    - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
    - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
  3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
  4. The statement of expenditure duly certified by the bank is required.
  5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
  6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
  7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
  8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
  9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
  10. Following documents shall be enclosed with the report :-
  11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No. date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
  12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
  13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
  14. The grantee shall get its accounts audited from the Chartered Accountants.
  15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
  16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
  17. The grantee agrees to make reservations as per govt. norms.
  18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
  19. There is no reason to believe that the grantee is involved in corrupt practices.
  20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
  21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
  22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
  23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
  24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
  25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts) , New Delhi.
- The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.
- Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rate of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR – 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GiA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33301 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.170 and at Serial No.89.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-**
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trichur, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

5308233/2021/IND(OS)

**I-15011/9(51)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Kodungallur, Thrissur (Kerala)	Natural Fibre	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>

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-2-

1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below.
  2. Duration and participation of the training programme should be as follows:-
    - a. The programme shall be for a period of 02 months duration.
    - b. 20 participants in batch.
    - c. Maximum 6 hours per day will be allowed.
    - d. Instructors' presence is must during the entire programme.
    - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and Instructors.
    - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
    - g. The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
    - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS.
    - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
  3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
  4. The statement of expenditure duly certified by the bank is required.
  5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
  6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
  7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
  8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
  9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
  10. Following documents shall be enclosed with the report: -
  11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
  12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
  13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
  14. The grantee shall get its accounts audited from the Chartered Accountants.
  15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
  16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
  17. The grantee agrees to make reservations as per govt. norms.
  18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
  19. There is no reason to believe that the grantee is involved in corrupt practices.
  20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
  21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
  22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
  23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
  24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
  25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts) , New Delhi.
- The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.
- Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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-3-

On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rate of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-In-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33303 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.15 and at Serial No.88.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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I-15011/9(51)/SR/HTP/HRD/2019-20

-4-

**Copy to:-**

1. **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** should furnish the following documents:-
  - (i) Stamped pre receipt of **Rs.2,80,770/-** in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trichur, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

5308233/2021/IND(OS)

**I-15011/9(52)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-

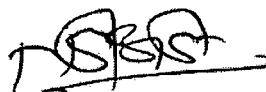
**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Palakkad (Kerala)	Pottery	20	02 Months

S. No	Expense Head	Maximum Permissible Assistance (Rs)	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	
1	Space rent and Infrastructure including services	Rs. 5000/- per Month	Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee	Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer	Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-	Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee	Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-	Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-	Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms	00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted from (1) to (8) above	Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>		<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>



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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a. The programme shall be for a period of 02 months duration.
  - b. 20 participants in batch.
  - c. Maximum 6 hours per day will be allowed.
  - d. Instructors' presence is must during the entire programme.
  - e. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and instructors.
  - f. The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g. The Receipt of wage compensation by the beneficiaries along with their details-I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h. Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
  - i. During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HSC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report: -
11. List of beneficiaries comprising Name, address, caste, sex, I.D card no., Aadhar Card No., Bank account No. Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
12. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
13. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
14. The grantee shall get its accounts audited from the Chartered Accountants.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. It is certified that no U.C is pending against the organization in any scheme O/o DC (Handicrafts) and Ministry of Textiles.
17. The grantee agrees to make reservations as per govt. norms.
18. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
19. There is no reason to believe that the grantee is involved in corrupt practices.
20. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
21. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
22. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
24. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.
25. Provide the monthly progress report of the Training Programme duly forwarded by concerned Handicrafts Service Center to this Office of DC(Handicrafts) , New Delhi.

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rates of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7-days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that ADs submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33304 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.15 and at Serial No.86.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trichur, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(53)/SR/HTP/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 31<sup>st</sup> October, 2019

**ORDER**

Subject:- Grant-in-aid to **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for undertaking one Handicrafts Technical training programme under HRD scheme during 2019-20.

.....  
In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015, I am to convey the Sanction of President of India for payment of sum of **Rs.2,80,770/-** (Rupees Two Lakhs Eighty Thousand Seven Hundred Seventy only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.5,61,540/-** (Rupees Five Lakhs Sixty One Thousand Five Hundred Forty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala** for organizing one Handicrafts Technical Training programme (Technical Training) Under HRD Scheme during 2019-20 for artisans for a duration of 02 months in order to increase production base and to upgrade the skill of trainees. The details of craft & location and the financial breakup is as given below:-  
.....


**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	1	Palakkad (Kerala)	Natural Fibre (Coir)	20	02 Months

S. No	Expense Head	Maximum Assistance (Rs)	Permissible	Amount proposed by the Org Rs.	Funds proposed to be sanctioned (Rs.)	Amount to be released as 50% advance during 2019-20 (Rs.)
1	2	3	4	5	6	7
1	Space rent and Infrastructure including services	Rs. 5000/- per Month		Rs.10,000/-	Rs.10,000/-	5,000/-
2	Wage Compensation/stipend for trainees	Rs. 300/- per day per trainee		Rs. 2,88,000/-	Rs. 2,88,000/-	1,44,000/-
3	Fee for 2 Master trainers	Rs. 15000/- per month per trainer		Rs.60,000/-	Rs.60,000/-	30,000/-
4	Equipment and tools	Rs. 40,000/-		Rs.40,000/-	Rs.40,000/-	20,000/-
5	Compensation for wastage of raw material	Rs. 40/- per day per trainee		Rs. 38,400/-	Rs. 38,400/-	19,200/-
6	Hand holding support post training	Rs. 50,000/-		Rs.50,000/-	Rs.50,000/-	25,000/-
7	Institutional charges per batch including admin expenses	Rs. 25,000/-		Rs.25,000/-	Rs.25,000/-	12,500/-
8	Rental for carpet looms (if applicable)	Rs. 800/- per loom per month for max 4 looms		00	00	00
9	Misc exp. ( Stationery, telephone, refreshments, publicity, repair of machinery, videography, etc)	10% of total (1) to (8) excluding the items not admitted form (1) to (8) above		Rs.50,140/-	Rs.50,140/-	25,070/-
	<b>Total</b>			<b>5,61,540/-</b>	<b>5,61,540/-</b>	<b>2,80,770/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned	<b>Rs.5,61,540/-</b>
2.	Total amount to be released as 1 <sup>st</sup> Installment i.e. 50% of amount	<b>Rs.2,80,770/-</b>



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On the day of inspection, the group photograph should be taken with the inspection officer.

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR - 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. This issues with the approval of DC (H) Dy. No. 33305 dated 29.10.2019
19. Entry has been made in the grant-in-aid register at Page No.15 and at Serial No.87.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

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**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,80,770/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trichur, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

**I-15011/9(54)/SR/TT/HRD/2019-20**

Government of India  
Office of the Development Commissioner (Handicrafts)  
(HRD Section)

West Block No.VII, R.K. Puram,  
New Delhi-110066.  
Dated: 31.10.2019

**ORDER**

**Subject:-Grant-in-aid to M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala for undertaking (Three) Training of Trainers programmes in (i) Natural Fiber craft at Thrissur (ii) Wood craft at Kollam (iii) Bell Metal at Eranakulam under HRD scheme during 2019-20.**

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H)-O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.5,08,530/-** (Rupees Five Lakhs Eight Thousand Five Hundred Thirty only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.10,17,060** (Rupees Ten Lakhs Seventeen Thousand Sixty Only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking)**, Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala for undertaking **Three Training of trainers programmes in (i) Natural Fibre craft at Thrissur (ii) Wood craft at Kollam (iii) Bell Metal at Eranakulam under HRD scheme during 2019-20.**

**Details of Crafts and Location**

S. No.	No. of program	Place	Crafts	Artisan Benefited per batch	Duration
1.	03	Thrissur	Natural Fibre craft	60 (20 beneficiaries in each batch)	01 month each batch
		Kollam	Wood craft		
		Eranakulam	Bell Metal		

S. No	Expense Head	Maximum Permissible Assistance	Amount/ Admissible For one month	Amount to be Released as 50% advance during 2019-20
a	Space rent and Infrastructure including services	Rs.10,000/-	10,000/-	5,000/-
b	Wage compensation/ stipend for participant trainees	Rs. 400/-Per day (400X20X24=1,92,000)	1,92,000/-	96,000/-
c	Fees of master craftsperson	Rs.500/-Per day (500X1X24=12,000)	12,000/-	6,000/-
d	Fees of Assistant master craftsperson	Rs. 300/-Per day (300X1X24= 7,200)	7,200/-	3600/-
e	Transport allowance/ Honorarium for the faculty	Rs. 500/-Per day per participant trainee (500X1X24 =12000)	12,000/-	6,000/-
f	TA for participant (outside) trainees	Rs. 1500/- per participant trainee (1500X20= 30,000)	30,000/-	15,000/-
g	Development of course material	Rs. 25,000/-	25,000/-	12,500/-
h	Cost of raw material for the workshop	Rs. 1000/-Per day per participant trainee	20,000/-	10,000/-
i	Miscellaneous expenditure (stationery, telephone refreshments, publicity, repair, videography etc.	10% of total recurring [total (a) to (h) excluding the items not admitted from a to h above]	30,820/-	15,410/-
	<b>Total</b>		<b>Rs.3,39,020/-</b>	<b>Rs.1,69,510/-</b>
	<b>Grand Total</b>	Total amount to be sanctioned <b>Rs. 3,39,020X3= Rs.10,17,060/-</b>	50% of total sanctioned amount as advance payment to be released <b>Rs. 1,69,510X3= Rs.5,08,530/-</b>	

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1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a) The programme shall be for a period of minimum 144 hours of duration i.e. for one months.
  - b) The duration shall not exceed 6 working days per week and per month maximum 24 days will be allowed.
  - c) Maximum 6 hours per day will be allowed.
  - d) Instructors' presence is must during the entire programme.
  - e) One group photograph for each day of the entire duration of the programmebe submitted alongwith the documentation report. The photographs must show the faces of all trainees and Instructors.
  - f) The payment of wage compensation and Instructor fee must be paid through RTGS in the presence of the Inspecting Officer. The Inspecting Offices should certify that payments have been made RTGS in his presence to all beneficiaries, Instructors.
  - g) The Receipt of wage compensation by the beneficiaries along with their I.Card Nos. duly countersigned by Inspecting Officer should be furnished in the documentation report. In case ID Card has not been issued, the Assistant Director should certify that ID Card has been applied for.
  - h) The Bank Account Nos. of each artisan must be indicated in the Documentation Report. No beneficiary should be covered, if does not have/open Bank Account. No exemption for payment by RTGS with Adhar Card Link will be entertained.
  - i) Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
  - j) During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes in each batch 20 participants will be trained.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the audited statement of accounts & utilization certificate in form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization, progress-cum-achievement report. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
5. The documentation of the programme should invariably include and incorporate all the relevant details on handholding supportand post training.
6. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
7. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
8. In each batch 20 beneficiaries will be trained as deliverables.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
10. Following documents shall be enclosed with the report:-  
List of beneficiaries comprising Name, address, caste, sex, I.d card no. Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
11. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
12. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
13. The grantee shall get its accounts audited from the Chartered Accountants.
14. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
15. The grantee shall submit the utilization certificate in the prescribed form GFR 12 A received for the purpose duly signed by the head of the Grantee Institution and audited by the Chartered Accountant before reimbursement or within twelve months of the closure of the financial year whichever is earlier.
16. **It is certified that no U.C is pending against the organization in HRD scheme O/o DC (Handicrafts) and Ministry of Textiles.**

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I-15011/9(54)/SR/TT/HRD/2019-20

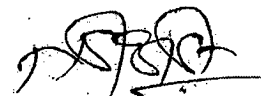
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
20. Account Officer (HQ.) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
21. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12 months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
22. The expenditure involved is debatable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104-Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
23. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.

In the starting of videography, the details of programme indicating name of implementing agency, name of events, craft, location (complete address), name of beneficiaries beneficiaries along with their address, I.card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

1. For each day of the training session/ design programme/marketing events a group photographs should be taken alongwith date on which the photographs has been taken showing faces of all the beneficiaries beneficiaries, Master craftpersons, Designer etc.
2. On the day of inspection the group photograph should be taken with the inspection officer.
3. For each activity atleast 15 minutes videography on the different dates should be done showing the working of beneficiaries beneficiaries, Mastercraftperson& designer, sale & visit of buyers in case of marketing event etc.
4. In case of distribution of tool kits, account payee cheque photographs of all the beneficiaries beneficiaries receiving the tool kits/cheque by Inspecting officer/local govt. officials/local elected representatives should be invariably videographed indicating the date of distribution of tool-kits/cheque.

The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy alongwith reimbursement claims. And a certificate should be provided by Regional Office that Video CD has been checked and found in order.

- 5 This issues with the approval of DC (Handicrafts ) O/o the DC(H) Dy. No. 33322 dated 31.10.2019.
- 6 Entry has been made in the grant-in-aid register at page No. 170 and at Serial No.96.



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC(Handicrafts),  
R.K. Puram, New Delhi.

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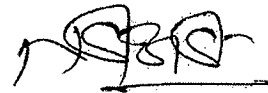
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I-15011/9(54)/SR/TT/HRD/2019-20

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-

- (i) Stamped pre receipt of Rs.5,08,530/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
- (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
- (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
- (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
- (v) Details of organization as per Performa enclosed.
- (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
- (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.

2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trichur/Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

**Assistant Director (HRD)**

5308233/2021/IND(OS)

**I-15011/9(55)/SR/SS/HRD/2019-20**

Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
(HRD Section).

West Block No.VII, R.K. Puram,  
New Delhi- 110066.  
Dated: 01.11.2019

**ORDER**

**Subject:- Grant-in-aid to M/s. Handicrafts Development Corporation of Kerala Ltd.** (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala, India **for undertaking 03 No. of Soft Skill training programmes at Trivandrum/ Eranakulam/ Kannur, Kerala** for a duration of 10 days (two weeks) each under HRD Scheme during 2019-20 as per details given below.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. G-20013/42/DC(HC)/BGT/2004 dated 05.05.2015. I am to convey the Sanction of President of India for payment of sum of **Rs.2,30,000/-** (Rupees Two lakhs Thirty Thousand only) being 50% as advance payment out of total sanctioned Grant in aid of **Rs.4,60,000/-** (Rupees Four lakhs Sixty Thousand only) in respect of **M/s. Handicrafts Development Corporation of Kerala Ltd.** (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala for organizing **03 Soft Skill training programmes in "To train soft skills for empowering handicraft artisans" at Trivandrum/ Eranakulam/ Kannur, Kerala** for a duration of 10 days (two weeks) each under HRD scheme during 2019-20. The details of craft & location and the financial breakup is as given below: -

**Details of Crafts and Location**

S. No.	No. of programme	Place	Crafts	Artisan Benefited per batch	Duration
1.	03	Trivandrum Eranakulam Kannur	To train soft skills for empowering handicraft artisans	60 (20 beneficiaries in each batch)	02 weeks each (10 days for each batch)

S. No	Expense Head Maximum Permissible Assistance (Rs)	Admissible purposed funds to be sanctioned for 03 batches (Rs)	Amount to be released as 50% advance installment during 2019-20 (in Rs.) for 03 batches
1	Space rent including infrastructure and services for 10days @ Rs. 1000/- per days for 03 batches	30,000/-	15,000/-
2	Wage compensation / stipend for 20 trainees @Rs.300/- per day for 10 days for 03 batches	1,80,000/-	90,000/-
3	TA to trainees @ Rs. 1500/- per trainee for 03 batches	90,000/-	45,000/-
4	TA/ Honorarium for trainer's Resource Person @ Rs.10,000/- per trainer for 03 batches	30,000/-	15,000/-
5	Board /Lodging for trainer @ Rs. 1000/- per day per trainer for 03 batches	30,000/-	15,000/-
6	Documentation /study material @ Rs.20,000/- per batch for 03 batches	60,000/-	30,000/-
7	Miscellaneous expenditure including administrative & institutional charges ( Stationery , Tel fax Email, Internet refreshment publicity repair of machinery photography, videography & other unforeseen etc. 10% of [Sum of S. No. (1) to S. No. 6] or (As quoted by IA)	40,000/-	20,000/-
		<b>4,60,000/-</b>	<b>2,30,000/-</b>

**The Summary of the proposals is as under**

1.	Total amount to be sanctioned for 03 batches	<b>Rs.4,60,000/-</b>
2.	Total amount to be released as i.e. 50% advance of sanctioned amount for 03 batches	<b>Rs.2,30,000/-</b>



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-2-

I-15011/9(55)/SR/SS/HRD/2019-20

1. Scheme as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:
2. Duration and participation of the training programme should be as follows:-
  - a) The programme shall be for a period of 10 days with 20 participants in each batch.
  - b) The duration shall not exceed 6 working days per week be allowed.
  - c) Maximum 6 hours per day will be allowed.
  - d) Instructors' presence is must during the entire programme.
  - e) One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees and Instructors.
  - f) The payment of wage compensation and Instructor fee must be paid through RTGS LINKED with Aadhar Card in the presence of the Inspecting Officer every month. The Inspecting Offices should certify that payments have been made through RTGS.
  - g) The Receipt of wage compensation by the beneficiaries along with their details I.Card Nos.duly countersigned by Inspecting Officer should be furnished in the documentation report.
  - h) Payment to participants/ designers/mastercraftpersons/experts etc. invariably be made through RTGS
  - i) During the selection of participants, concerned AD (H) of the Field Office or his representative may be co-opted as one of the member for the selection committee for selection for the participants for these training programmes.
3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the event in all respect and after receiving the following documents through AD(H) HM&SEC/ Regional Director. The utilization certificate in the form of GFR 12 A, from Chartered Accountant duly countersigned by the authorized signatory of the Organization with progress-cum-achievement report should be enclosed. The expenditure will be incurred strictly in accordance with the terms and conditions.
4. The statement of expenditure duly certified by the bank is required.
5. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
6. The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents. Following documents shall be enclosed with the report: -
 

List of beneficiaries comprising Name, address, caste, sex, I.d card no., Amount of wage compensation paid, RTGS No.-date and individual account no. of beneficiaries etc. duly counter signed by concerned AD(H).
10. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
11. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable)
12. The grantee shall get its accounts audited from the Chartered Accountants.
13. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
14. It is certified that no U.C is pending against the organization in HRD scheme O/o DC (Handicrafts) and Ministry of Textiles.
15. The grantee agrees to make reservations as per govt. norms.
16. The benefitted artisans list, Bank Account Details, Biometric and Artisan ID Card are should be verified by the concerned AD.
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received has the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
20. Account Officer (HQ.) O/o (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
21. The activities shall be completed within 12 months from the date of release of funds. The Audited statement of Expenditure from the Chartered Accountant for the grants released & Utilization Certificate in GFR 12-A should be submitted within 12-months of the closure of the financial year in which the grant has been released as per provision of GFR. The UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
22. The deliverable of the training should aim the socio economic stability, increase in income level, self-sustainable etc.

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**I-15011/9(55)/SR/SS/HRD/2019-20**

The entire program should be Video graphed and in the starting of videography, the details of programme indicating the name of implementing agency, name of events, craft, location (complete address), name of beneficiaries artisans along with their address, I. Card no., sex, category, name of SHGs, craft, individual bank account no. & name of bank should be indicated.

**On the day of inspection, the group photograph should be taken with the inspection officer.**

1. The implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with reimbursement claims. And a certificate should be provided by Regional Office/Field office that Video CD has been checked and found in order.
2. The expenditure on space rent and infrastructure, procurement of work and services will be done and admitted subject to actual within the component wise/overall ceiling and as per provisions of GFR/scheme guidelines/Govt. instruction etc.
3. There is no duplication of efforts. The grantee organization has not received grants from other Ministries/ State Govt. for the same proposal.
4. AD may set targets/ deliverable and ensure fulfillment of the same during the programme. A Pro-rata cut in expenditure may be imposed in case of short fall in achievements against the targets fixed.
5. AD may ensure that the space rent including infrastructure is hired as per the approved rated of concerned state governments.
6. MIA should be installed to take bio-metric attendance of Master Trainers and trainees.
7. Master Trainers and Trainees will be selected as per rules govt. instructions.
8. The expenditure has been incurred on the eligible component as per the scheme guidelines and other relevant instructions / extant guidelines of Govt. in the matter.
9. Audited statement of expenditure should be verified by AD(H), field office.
10. Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspection officer.
11. Inspection of the activity may also be done by any officer other than mentioned in the sanction order on special authorization by the concerned Regional Director of Headquarter.
12. Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HSC, with intimation to Regional Directors and Headquarter.
13. All payments to the beneficiaries in respect of TA/DA/Honorarium/Wage/Stipend/Boarding/Lodging/ Freight etc. must be through Director Benefit Transfer (DBT).
14. The Implementing Agency must use Public Finance Management System (PFMS) and Expenditure Advance and Transfer (EAT) Module. Also, the expenditure incurred and GFR – 12 A must be uploaded on the PFMS (EAT) before submission of documents for reimbursement.
15. Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director In-charge of HSC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional director will supervise that Ads submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.
16. The grantee should certify that they have not availed similar assistance for the programmes from any other govt./non- govt. organization.
17. The expenditure involved is debitable to the GIA General (ROI) Major Head 2851-00-104. Village & Small Industries-00104- Handicraft Industries-38.06-Human Resource Development 380631- Grant-in-aid (ROI) and will be met within the sanctioned budget grant for the year 2019-20.
18. **This issues with the approval of DC(H) Dy. No.33338 Dated 31.10.2019.**
19. **Entry has been made in the grant-in-aid register at page No. 170 and at Serial No.97.**



(N. S. Bisht)  
Assistant Director (HRD)

To,  
The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC(Handicrafts),  
R.K. Puram, New Delhi.

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-4-

I-15011/9(55)/SR/SS/HRD/2019-20**Copy to:-**

1. M/s. Handicrafts Development Corporation of Kerala Ltd. (A Government of Kerala Undertaking), Post Box No.171, Regd. Office, Puthenchanthai, Thiruvananthapuram-695001, Kerala should furnish the following documents:-
  - (i) Stamped pre receipt of Rs.2,30,000/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - (ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - (iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with parentage of witnesses may be indicated (specimen enclosed).
  - (iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - (v) Details of organization as per Performa enclosed.
  - (vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - (vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
2. The Regional Director (SR), O/o the DC(H), Chennai, Tamil Nadu.
3. The Asstt. Director (H), HSC Trivandrum, O/o the DC(H), Kerala.
4. The Accounts Officer (B&A), O/o the DC(H), New Delhi.
5. The Accounts Officer (HQrs.), O/o the DC(H), New Delhi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
7. The Computer Cell/Hindi Section for Hindi version/Guard file.

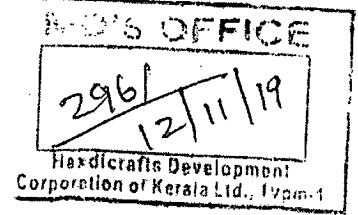

**Assistant Director (HRD)**1  
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File No.J-12012/3/70/2019-20/DS/SR/SC

Government of India  
Ministry of Textiles

Office of Development Commissioner Handicrafts



West Block-7, R K Puram  
New Delhi-110066  
Dated: 09.11.2019

**SANCTION ORDER**

To,

The Pay & Account Officer  
The Central Pay & Accounts Office  
West Block-7, R K Puram  
New Delhi-110066

**Subject:** Fresh sanction for Grant in aid of **Rs.14,85,000/-** (Rupees Fourteen Lakhs Eighty Five Thousand Only) for organizing 01 Integrated Design and Technical Development Project (IDDP) in Natural Fibre (Banana Fibre) Craft artisans of SC Category at Parasuvaikkal, District Thiruvananthapuram, Kerala in favor of **M/s Handicrafts Development Corporation Of Kerala Ltd.**, Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 under Design & Technical Upgradation Scheme for the financial year 2019-20.

In exercise of financial powers delegated to Development Commissioner (Handicrafts), Office of Development Commissioner (Handicrafts) as head of Department vide order No.G-20013/42/DC(HC)/BGT/2004 dated 05/05/2015 and 07/05/2015 of the IFW, Ministry of Textiles; I am directed to convey Sanction of President of India for the payment of grant in aid of **Rs.11,88,000/-** (Rupees Eleven Lakh Eighty Eight Thousand Only) as first installment in advance, out of total sanctioned grant in aid of **Rs.14,85,000/-** (Rupees Fourteen Lakh Eighty Five Thousand Only) to M/s Handicrafts Development Corporation Of Kerala Ltd. for incurring non-recurring expenditure for organizing 01 Integrated Design and Technical Development Project (IDDP) in Natural Fibre (Banana Fibre) Craft at Parasuvaikkal, District Thiruvananthapuram, Kerala under Design & Technical Upgradation Scheme for the financial year 2019-20. The financial details are as under:

S.No.	Expenditure heads	Sanctioned Amt. (Rs)	Release Amt. (Rs) (80% of Sanctioned Amt.)
1	Fee for one Designer @ Rs.55,000/per month (including TA), for 05 Months	2,75,000	2,20,000
2	Fee of one Master Crafts Person @ Rs 30,000/ including TA for 03 Months	90,000	72,000
3	Market Survey, Intelligence gathering and Test Marketing including participation in 02 marketing events	70,000	56,000
4	Compensation of cost of raw materials for prototype	50,000	40,000

	development (01 set of 25 prototypes)		
5	Cost of documentation report	50,000	40,000
6	Wage compensation to 40 craft persons @ Rs.300/day/person for 75 days in 3 Months (125 Hrs for 25 days in a month)	9,00,000	7,20,000
7	Miscellaneous expenditures	50,000	40,000
<b>Total</b>		<b>14,85,000/-</b>	<b>11,88,000/-</b>

Total sanctioned amount for 01 IDDP is Rs. 14,85,000 X 1 = 14,85,000/- and release amount is **Rs.11,88,000/- (80% of sanctioned amount)**.

2. The Terms and Conditions for Implementation of project are:

a. Duration of project:

- Three months (25 days/month) subject to a minimum 125 hours of training per month
- Number of participants should be 40 artisans from SC category.
- A period of 1 month for market survey, test marketing, intelligence gathering etc. including participation in at least one marketing event.
- One set of 25 prototypes is to be developed during project; The prototypes must be digitized by concerned AD office and returned to I/A; a report for receipt and digitization of prototypes should be submitted to HQ Office.
- Presence of designer and master craft persons is compulsory during the entire training program.

b. The balance admissible amount shall be released as reimbursement after completion of program, subject to submission of following documents:

- Audited statement of accounts from Chartered Accountant (CA) counter signed by authorized signatory of I/A and AD(H) concerned.
- Statement of expenditure showing the details of payee and mode of payment.
- GFR-12 (on letter head of Chartered Accountant) counter signed by authorized signatory of I/A and AD(H) concerned
- Inspection report signed by Assistant Director (H) concerned field office stating that all terms and conditions have been followed during the project.
- Performance-achievement report verified by concerned AD(H).
- Biodata of designer, master craft persons verified by AD(H).
- Receipt of digitized prototypes by AD(H) concerned.
- Complete details of beneficiary in DBT format with Artisan ID Cards along with soft copy in excel sheet. A summary sheet of beneficiaries mentioning total beneficiary, Gender, Social category.
- An affidavit stating that the designer and master craft persons to whom the project is assigned have not been engaged in any other project until the assigned project is completed in all respect.
- Recommendation from AD/RD for release of next/final installment.
- The documentation report should be prepared as per guidelines given in Annexure-1.
- The entire beneficiary must have Artisan ID issued by this office or AD has certified that the applicant is a bonafide artisan.

c. All the payments should be made through PFMS-EAT module and payment

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details should be submitted along with report.

- d. The first installment of **Rs.11,88,000/-** (Rupees Eleven Lakh Eighty Eight Thousand Only) under SC category being 80% of total sanctioned amount of **Rs.14,85,000/-** (Rupees Fourteen Lakh Eighty Five Thousand Only) shall be released as advance for the said purpose after receiving the terms and conditions along with pre-receipt in triplicate and a bond per proforma enclosed.
- e. The designer shall be engaged from the empaneled list of designers of this office and the master craft person should be Shilp Guru/ National awardee/ National Merit Certificate holder /State awardee. If not available in particular craft, then the I/A shall approach regional director concerned and she/he should finalize the name by constituting a committee.
- f. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of the grant in aid before release of payment.
- g. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
- h. The grantee shall maintain the register of assets in the prescribed form GFR-40, the assets acquired wholly or substantially out Govt. except those declared as obsolete/unserviceable/ condemned as per procedure laid down in GFR shall not be disposed off without prior approval of Govt.
- i. The amount so paid to the grantee shall be open to inspection by Office of DC(H)/internal audit party of Chief controller of accounts, Ministry of Commerce and Textiles, whenever the grantee is called upon to do so.
- j. The account shall be audited by the internal auditor of the grantee and finally by the comptroller and auditor general of India, under section 14 of CAG of India (duties, power and conditions of service 1971) or if not applicable the grantee shall get its account audited from Chartered accountant.
- k. The grantee shall not divert the grant and entrust execution of the scheme or work concerned to another institution or organization and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or rates applicable from time to time in this regard.
- l. The activities shall be completed within 12 months from date of release of funds. A pro-rata cut in expenditure may be imposed in case of shortfall in achievements against the targets fixed during sanction.
- m. Completion of project and submission of reimbursement proposal
  - i. Documentation report
    1. The purpose of the project.
    2. Design Development process.
    3. Market survey and intelligence gathering.
    4. The facts that the project objectives have been achieved.
    5. Details of participation in minimum one marketing event.
    6. Grant details.
  - ii. Financial parameters as per GFR-2017
    1. Utilization Certificate (UC) as per GFR-12A.
    2. Head wise statement of expenditure dully signed by CA.
    3. List of beneficiaries.
    4. Summary report of beneficiaries.
- n. The grantee agrees to make reservation for schedule cast/ schedule tribes in posts/services under its control on the lines indicated by Govt. of India (if

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applicable)

- o. The grantee should not be involved in corrupt practices.
- p. The pattern of assistance of grant in aid received is as per rules approved by Ministry of Finance, Govt. of India. It is certified that unspent balance of the previous grant has been taken in account while sanctioning the current grant.
- q. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 by the Ministry of Finance in this regard are fulfilled.

Account Officer (HQ), Office of Development Commissioner (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.

Out of sanctioned amount, **Rs.11,88,000/-** (Rupees Eleven Lakh Eighty Eight Thousand Only) is to be debited from budget head **2851.00.789.56.01.31(GIA-G-SC)** from the budget grant for the year 2019-20.

This issued with the approval of Development Commissioner vide **Diary No. 33441** Dated **05.11.2019**. Entry in Grant in Aid register has been made at **Page No.20** at **Serial No.191**.

Digitally signed by **SANDEEP KUMAR PATEL**  
 Date: Sat Nov 09 14:56:46 IST 2019  
 Reason: Approved

(Sandeep Kumar Patel)  
 Assistant Director (Handicrafts)  
 Design Section

**Copy to:-**

1. M/s Handicrafts Development Corporation Of Kerala Ltd., Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 with instruction to furnish the following documents
  - a. Pre-receipt in triplicate as per sanction, acceptance of terms & conditions and submission of affidavit as per proforma enclosed.
  - b. Authorization letter to designated bank for receiving funds on behalf of I/A.
  - c. Designated Bank Mandate Form as per proforma attached.
  - d. ECS/ Agency Details
2. The Assistant Director, Handicraft Service Center Thiruvananthapuram, Kerala , with request to inspect the program as per the scheme guidelines and submit inspection report along with his recommendation to HQ office within 7 days of completion of project. A copy of report should also be provided to Office of RD and Implementing agency.
3. SRO\_Chennai, Office of Development Commissioner (Handicrafts)-.
4. The Accounts Officer (B&A), Office of Development Commissioner (Handicrafts).
5. The Accounts Officer, Office of Development Commissioner (Handicrafts), Delhi.
6. Director, Internal Finance Wing (IFW), Ministry of Textiles, New Delhi.
7. The Accountant General, Govt. of India, Delhi.
8. The Principle Accounts Officer (B&A) Section, Ministry of Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
9. The Principle Director of Audit, Economic and Services Ministry, AGCR, I.P Estate, New Delhi.
10. The District Magistrate Thiruvananthapuram, Kerala.

5308233/2021/IND(OS)

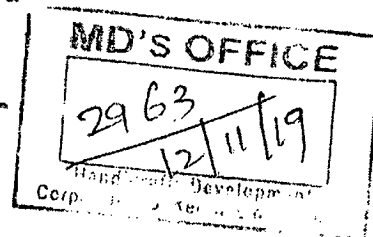
File No.J-12012/3/70/2019-20/DS/SR/SC

- 11.The Directorate of Industries.
- 12.Guard file.
- 13.Computer Section of NIC, O/o DC(H).

Sandeep Kumar Patel  
Assistant Director (Handicrafts).

5308233/2021/IND(OS)

File No.J-12012/2/75/2019-20/DS/SR/SC



Government of India  
Ministry of Textiles  
Office of Development Commissioner Handicrafts

West Block-7, R K Puram  
New Delhi-110066  
Dated:09.11.2019

*Design Development  
workshop.*

**SANCTION ORDER**

To,

The Pay & Account Officer  
The Central Pay & Accounts Office  
West Block-7, R K Puram,  
New Delhi-110066.

**Subject:** Fresh Sanction for Grant in aid of **Rs.13,80,000 /-** (Rupees Thirteen Lakh Eighty Thousand Only) for organizing Design and Technology Development Workshop (DDW) in 1. Cane & Bamboo 2. Hand Embroidery & 3. Cane & Bamboo Crafts in 03 places of District Trivandrum, Kerala 1. Chirayinkeezhu 2. Plamoottukada & 3. Aryanad respectively in favor of **M/s Handicrafts Development Corporation Of Kerala Ltd.**, Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 under Design & Technical Upgradation Scheme for the financial year 2019-20 for **SC Artisans**.

In exercise of financial powers delegated to Development Commissioner (Handicrafts), Office of Development Commissioner (Handicrafts) as head of Department vide order No.G-20013/42/DC(HC)/BGT/2004 dated 05/05/2015 and 07/05/2015 of the IFW, Ministry of Textiles; I am directed to convey Sanction of President of India for the payment of grant in aid of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) as first installment in advance, out of total sanctioned grant in aid of **Rs.13,80,000/-** (Rupees Thirteen Lakh Eighty Thousand Only) to M/s Handicrafts Development Corporation Of Kerala Ltd. for incurring non-recurring expenditure for organizing 03 Design and Technology Development Workshop (DDW) in 1. Cane & Bamboo 2. Hand Embroidery & 3. Cane & Bamboo Crafts in 03 places of District Trivandrum, Kerala 1. Chirayinkeezhu 2. Plamoottukada & 3. Aryanad respectively under Design & Technical Upgradation Scheme for the financial year 2019-20. The financial details are as under:

S.No.	Expenditure heads	Sanctioned Amt. (In Rs.)	Release Amt. (In Rs.) (80% of Sanctioned Amt.)
1	Fee for one Designer @ Rs.55000/per month (including TA), for 2 months	1,10,000	88,000
2	Fee of one Master Crafts Person @ Rs 30000/ including TA for 1 month	30,000	24,000
3	Market Survey, Intelligence gathering and Test	35,000	28,000

	Marketing including participation in marketing events.		
4	Compensation of cost of raw materials for prototype development (1 set of 10 prototypes)	20,000	16,000
5	Cost of documentation report	15,000	12,000
6	Wage compensation to 30 craft persons @ Rs300/day/person for 25 days in one month (125 Hrs.)	2,25,000	1,80,000
7	Miscellaneous expenditures	25,000	20,000
<b>Total</b>		<b>4,60,000/-</b>	<b>3,68,000/-</b>

Total sanctioned amount for 03 DDW is **Rs. 4,60,000/- X 3= 13,80,000/-** and release amount is **Rs.11,04,000/-** (80% of sanctioned amount).

2. The Terms and Conditions for Implementation of project are:

a. Duration of project:

- 25 days subject to a minimum 125 hours of training per month.
- Number of participants should be 30 artisans from SC category.
- A period of 1 month for market survey, test marketing, intelligence gathering etc. including participation in at least one marketing event.
- One set of 10 prototypes is to be developed during project; The prototypes must digitized by concerned AD office and returned to I/A; a report for receipt and digitization of prototypes should be submitted to HQ Office.
- Presence of designer and master craft persons is compulsory during the entire training program.

b. The balance admissible amount shall be released as reimbursement after completion of program, subject to submission of following documents:

- Audited statement of accounts from Chartered Accountant (CA) counter signed by authorized signatory of I/A and AD(H) concerned.
- Statement of expenditure showing the details of payee and mode of payment.
- GFR-12 (on letter head of Chartered Accountant) counter signed by authorized signatory of I/A and AD(H) concerned.
- Inspection report signed by Assistant Director (H) concerned field office stating that all terms and conditions have been followed during the project.
- Performance-achievement report verified by concerned AD(H).
- Biodata of designer, master craft persons verified by AD(H).
- Receipt of digitized prototypes by AD(H) concerned.
- Complete details of beneficiary in DBT format with Artisan ID Cards along with soft copy in excel sheet. A summary sheet of beneficiaries mentioning total beneficiary, Gender, Social category.
- An affidavit stating that the designer and master craft persons to whom the project is assigned have not been engaged in any other project till the assigned project is completed in all respect.
- Recommendation from AD/RD for release of next/final installment.
- The documentation report should be prepared as per guidelines given in Annexure-1.



- xii. All the beneficiary must have Artisan ID issued by this office or AD has certified that the applicant is a bonafide artisan.
- c. All the payments should be made through PFMS-EAT module and payment details should be submitted along with report.
  - d. The first installment of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) under SC category being 80% of total sanctioned amount of **Rs.13,80,000/-** (Rupees Thirteen Lakh Eighty Thousand Only) shall be released as advance for the said purpose after receiving the terms and conditions along with pre-receipt in triplicate and a bond per proforma enclosed.
  - e. The designer shall be engaged from the empaneled list of designers of this office and the master craft person should be Shilp Guru/ National awardee/ National Merit Certificate holder /State awardee. If not available in particular craft, then I/A shall approach regional director concerned and she/he should finalize the name by constituting a committee.
  - f. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of the grant in aid before release of payment.
  - g. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
  - h. The grantee shall maintain the register of assets in the prescribed form GFR-40, the assets acquired wholly or substantially out Govt. except those declared as obsolete/unserviceable/ condemned as per procedure laid down in GFR shall not be disposed off without prior approval of Govt.
  - i. The amount so paid to the grantee shall be open to inspection by Office of DC(H)/internal audit party of Chief controller of accounts, Ministry of Commerce and Textiles, whenever the grantee is called upon to do so.
  - j. The account shall be audited by the internal auditor of the grantee and finally by the comptroller and auditor general of India, under section 14 of CAG of India (duties, power and conditions of service 1971) or if not applicable the grantee shall get its account audited from Chartered accountant.
  - k. The grantee shall not divert the grant and entrust execution of the scheme or work concerned to another institution or organization and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or rates applicable from time to time in this regard.
  - l. The activities shall be completed within 12 months from date of release of funds. A pro-rata cut in expenditure may be imposed in case of shortfall in achievements against the targets fixed during sanction.
  - m. Completion of project and submission of reimbursement proposal (All the documents should be submitted in digitally signed/ signed copies by competent authority on letter head where ever required).
    - i. Documentation report
      1. The purpose of the project.
      2. Design Development process.
      3. Market survey and intelligence gathering.
      4. The facts that the project objectives have been achieved.
      5. Details of participation in minimum one marketing event.
      6. Grant details.
      7. List of beneficiaries.
      8. Summary report of beneficiaries (Male, female, OH, SC, ST,

File No.J-12012/2/75/2019-20/DS/SR/SC

Total beneficiary, % distribution).

## ii. Financial parameters

1. Utilization Certificate (UC) as per GFR-12A format.
  2. Head wise statement of expenditure dully signed by CA.
  3. Details of payment to beneficiaries.
- n. The grantee agrees to make reservation for schedule cast/ schedule tribes in posts/services under its control on the lines indicated by Govt. of India (if applicable).
  - o. The grantee should not be involved in corrupt practices.
  - p. The pattern of assistance of grant in aid received is as per rules approved by Ministry of Finance, Govt. of India. It is certified that unspent balance of the previous grant has been taken in account while sanctioning the current grant.
  - q. Account Officer (HQ), Office of Development Commissioner (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
  - r. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 by the Ministry of Finance in this regard are fulfilled.

Out of sanctioned amount of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) is to debited from budget head **2851.00.789.56.01.31(GIA-G-SC)** from the budget grant for the year 2019-20.

This issues with the approval of Development Commissioner vide **Diary No.33447** Dated **05.11.2019**.

Entry in Grant in Aid register has been made at **Page No.20** at **Serial No.192**.

Digitally signed by **SANDEEP KUMAR PATEL**  
Date: Sat Nov 09 14:53:01 IST 2019  
Reason: Approved

(Sandeep Kumar Patel)  
Assistant Director (Handicrafts)  
Design Section

## Copy to:-

1. M/s Handicrafts Development Corporation Of Kerala Ltd., Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 with instruction to furnish the following documents
  - a. Pre-receipt in triplicate as per sanction, acceptance of terms & conditions and submission of affidavit as per proforma enclosed.
  - b. Authorization letter to designated bank for receiving funds on behalf of I/A.
  - c. Designated Bank Mandate Form as per proforma attached.
  - d. ECS/ Agency Details
2. The Assistant Director, Handicraft Service Center Thiruvananthapuram, Kerala , with request to inspect the program as per the scheme guidelines and submit inspection report along with his recommendation to HQ office within 7 days of completion of project. A copy of report should also be provided to Office of RD and Implementing agency.
3. SRO\_Chennai, Office of Development Commissioner (Handicrafts).
4. The Accounts Officer (B&A), Office of Development Commissioner (Handicrafts).
5. The Accounts Officer, Office of Development Commissioner (Handicrafts), New Delhi.
6. Director, Internal Finance Wing (IFW), Ministry of Textiles, New Delhi.

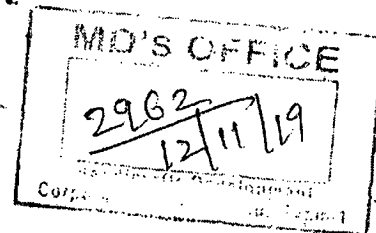
7. The Accountant General, Govt. of India, Delhi.
8. The Principle Accounts Officer (B&A) Section, Ministry of Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
9. The Principle Director of Audit, Economic and Services Ministry, AGCR, I.P Estate, New Delhi.
10. The District Magistrate, Thiruvananthapuram, Kerala.
11. The Directorate of Industries.
12. Guard file.
13. Computer Section of NIC, O/o DC(H).

Sandeep Kumar Patel  
Assistant Director (Handicrafts).

5308233/2021/IND(OS)

File No.J-12012/2/76/2019-20/DS/SR/SC

Government of India  
Ministry of Textiles  
Office of Development Commissioner Handicrafts



West Block-7, R K Puram  
New Delhi-110066  
Dated:09.11.2019

**SANCTION ORDER**

To,

The Pay & Account Officer  
The Central Pay & Accounts Office  
West Block-7, R K Puram,  
New Delhi-110066.

**Subject:** Fresh Sanction for Grant in aid of **Rs.13,80,000 /-** (Rupees Thirteen Lakh Eighty Thousand Only) for organizing Design and Technology Development Workshop (DDW) in 1. Natural Fibre 2. Natural Fibre (Screwpine) & 3. Cane & Bamboo Crafts in 03 districts of Kerala 1. Alappuzha 2. Kottayam & 3. Thrissur respectively in favor of **M/s Handicrafts Development Corporation Of Kerala Ltd.**, Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 under Design & Technical Upgradation Scheme for the financial year 2019-20 for **SC Artisans**.

In exercise of financial powers delegated to Development Commissioner (Handicrafts), Office of Development Commissioner (Handicrafts) as head of Department vide order No.G-20013/42/DC(HC)/BGT/2004 dated 05/05/2015 and 07/05/2015 of the IFW, Ministry of Textiles; I am directed to convey Sanction of President of India for the payment of grant in aid of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) as first installment in advance, out of total sanctioned grant in aid of **Rs.13,80,000/-** (Rupees Thirteen Lakh Eighty Thousand Only) to M/s Handicrafts Development Corporation Of Kerala Ltd. for incurring non-recurring expenditure for organizing 03 Design and Technology Development Workshop (DDW) in 1. Natural Fibre 2. Natural Fibre (Screwpine) & 3. Cane & Bamboo Crafts in 03 districts of Kerala 1. Alappuzha 2. Kottayam & 3. Thrissur Kerala respectively under Design & Technical Upgradation Scheme for the financial year 2019-20. The financial details are as under:

S.No.	Expenditure heads	Sanctioned Amt. (In Rs.)	Release Amt. (In Rs.) (80% of Sanctioned Amt.)
1	Fee for one Designer @ Rs.55000/per month (Including TA), for 2 months	1,10,000	88,000
2	Fee of one Master Crafts Person @ Rs 30000/ including TA for 1 month	30,000	24,000
3	Market Survey, Intelligence gathering and Test	35,000	28,000

## File No.J-12012/2/76/2019-20/DS/SR/SC

	Marketing including participation in marketing events.		
4	Compensation of cost of raw materials for prototype development (1 set of 10 prototypes)	20,000	16,000
5	Cost of documentation report	15,000	12,000
6	Wage compensation to 30 craft persons @ Rs300/day/person for 25 days in one month (125 Hrs.)	2,25,000	1,80,000
7	Miscellaneous expenditures	25,000	20,000
<b>Total</b>		<b>4,60,000/-</b>	<b>3,68,000/-</b>

Total sanctioned amount for 03 DDW is **Rs. 4,60,000/- X 3= 13,80,000/-** and release amount is **Rs.11,04,000/-** (80% of sanctioned amount).

2. The Terms and Conditions for Implementation of project are:

a. Duration of project:

- i. 25 days subject to a minimum 125 hours of training per month.
- ii. Number of participants should be 30 artisans from SC category.
- iii. A period of 1 month for market survey, test marketing, intelligence gathering etc. including participation in at least one marketing event.
- iv. One set of 10 prototypes is to be developed during project; The prototypes must digitized by concerned AD office and returned to I/A; a report for receipt and digitization of prototypes should be submitted to HQ Office.
- v. Presence of designer and master craft persons is compulsory during the entire training program.

b. The balance admissible amount shall be released as reimbursement after completion of program, subject to submission of following documents:

- i. Audited statement of accounts from Chartered Accountant (CA) counter signed by authorized signatory of I/A and AD(H) concerned.
- ii. Statement of expenditure showing the details of payee and mode of payment.
- iii. GFR-12 (on letter head of Chartered Accountant) counter signed by authorized signatory of I/A and AD(H) concerned.
- iv. Inspection report signed by Assistant Director (H) concerned field office stating that all terms and conditions have been followed during the project.
- v. Performance-achievement report verified by concerned AD(H).
- vi. Biodata of designer, master craft persons verified by AD(H).
- vii. Receipt of digitized prototypes by AD(H) concerned.
- viii. Complete details of beneficiary in DBT format with Artisan ID Cards along with soft copy in excel sheet. A summary sheet of beneficiaries mentioning total beneficiary, Gender, Social category.
- ix. An affidavit stating that the designer and master craft persons to whom the project is assigned have not been engaged in any other project till the assigned project is completed in all respect.
- x. Recommendation from AD/RD for release of next/final installment.
- xi. The documentation report should be prepared as per guidelines given in Annexure-1.

## File No.J-12012/2/76/2019-20/DS/SR/SC

- xii. All the beneficiary must have Artisan ID issued by this office or AD has certified that the applicant is a bonafide artisan.
- c. All the payments should be made through PFMS-EAT module and payment details should be submitted along with report.
  - d. The first installment of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) under SC category being 80% of total sanctioned amount of **Rs.13,80,000/-** (Rupees Thirteen Lakh Eighty Thousand Only) shall be released as advance for the said purpose after receiving the terms and conditions along with pre-receipt in triplicate and a bond per proforma enclosed.
  - e. The designer shall be engaged from the empaneled list of designers of this office and the master craft person should be Shilp Guru/ National awardee/ National Merit Certificate holder /State awardee. If not available in particular craft, then I/A shall approach regional director concerned and she/he should finalize the name by constituting a committee.
  - f. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of the grant in aid before release of payment.
  - g. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
  - h. The grantee shall maintain the register of assets in the prescribed form GFR-40, the assets acquired wholly or substantially out Govt. except those declared as obsolete/unserviceable/ condemned as per procedure laid down in GFR shall not be disposed off without prior approval of Govt.
  - i. The amount so paid to the grantee shall be open to inspection by Office of DC(H)/internal audit party of Chief controller of accounts, Ministry of Commerce and Textiles, whenever the grantee is called upon to do so.
  - j. The account shall be audited by the internal auditor of the grantee and finally by the comptroller and auditor general of India, under section 14 of CAG of India (duties, power and conditions of service 1971) or if not applicable the grantee shall get its account audited from Chartered accountant.
  - k. The grantee shall not divert the grant and entrust execution of the scheme or work concerned to another institution or organization and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or rates applicable from time to time in this regard.
  - l. The activities shall be completed within 12 months from date of release of funds. A pro-rata cut in expenditure may be imposed in case of shortfall in achievements against the targets fixed during sanction.
  - m. Completion of project and submission of reimbursement proposal (All the documents should be submitted in digitally signed/ signed copies by competent authority on letter head where ever required).
    - i. Documentation report
      1. The purpose of the project.
      2. Design Development process.
      3. Market survey and intelligence gathering.
      4. The facts that the project objectives have been achieved.
      5. Details of participation in minimum one marketing event.
      6. Grant details.
      7. List of beneficiaries.
      8. Summary report of beneficiaries (Male, female, OH, SC, ST,

File No.J-12012/2/76/2019-20/DS/SR/SC

Total beneficiary, % distribution).

## ii. Financial parameters

1. Utilization Certificate (UC) as per GFR-12A format.
  2. Head wise statement of expenditure dully signed by CA.
  3. Details of payment to beneficiaries.
- n. The grantee agrees to make reservation for schedule cast/ schedule tribes in posts/services under its control on the lines indicated by Govt. of India (if applicable).
- o. The grantee should not be involved in corrupt practices.
- p. The pattern of assistance of grant in aid received is as per rules approved by Ministry of Finance, Govt. of India. It is certified that unspent balance of the previous grant has been taken in account while sanctioning the current grant.
- q. Account Officer (HQ), Office of Development Commissioner (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
- r. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 by the Ministry of Finance in this regard are fulfilled.

Out of sanctioned amount of **Rs.11,04,000/-** (Rupees Eleven Lakh Four Thousand Only) is to debited from budget head **2851.00.789.56.01.31(GIA-G-SC)** from the budget grant for the year 2019-20.

This issues with the approval of Development Commissioner vide **Diary No.33457** Dated **05.11.2019**.

Entry in Grant in Aid register has been made at **Page No.21** at **Serial No.193**.

Digitally signed by SANDEEP KUMAR  
PATEL  
Date: Sat Nov 09 14:55:17 IST 2019  
Reason: Approved

(Sandeep Kumar Patel)  
Assistant Director (Handicrafts)  
Design Section

**Copy to:-**

1. M/s Handicrafts Development Corporation Of Kerala Ltd., Post Box No. 171, Puthenchanthai, Press Club Road, Thiruvananthapuram, Kerala - 695001 with instruction to furnish the following documents
  - a. Pre-receipt in triplicate as per sanction, acceptance of terms & conditions and submission of affidavit as per proforma enclosed.
  - b. Authorization letter to designated bank for receiving funds on behalf of I/A.
  - c. Designated Bank Mandate Form as per proforma attached.
  - d. ECS/ Agency Details
2. The Assistant Director, Handicraft Service Center Trichur & Thiruvananthapuram, Kerala , with request to inspect the program as per the scheme guidelines and submit inspection report along with his recommendation to HQ office within 7 days of completion of project. A copy of report should also be provided to Office of RD and Implementing agency.
3. SRO\_Chennai, Office of Development Commissioner (Handicrafts).
4. The Accounts Officer (B&A), Office of Development Commissioner (Handicrafts).
5. The Accounts Officer, Office of Development Commissioner (Handicrafts), New Delhi.
6. Director, Internal Finance Wing (IFW), Ministry of Textiles, New Delhi.

File No.J-12012/2/76/2019-20/DS/SR/SC

7. The Accountant General, Govt. of India, Delhi.
8. The Principle Accounts Officer (B&A) Section, Ministry of Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
9. The Principle Director of Audit, Economic and Services Ministry, AGCR, I.P Estate, New Delhi.
- 10.The District Magistrate Alappuzha, Kottayam & Thrissur, Kerala.
- 11.The Directorate of Industries.
- 12.Guard file.
- 13.Computer Section of NIC, O/o DC(H).

Sandeep Kumar Patel  
Assistant Director (Handicrafts).



538233/2021/1000 (S)

No.C-11011/22/2015-16/I.D.P.H/Kerala /1718  
 Government of India  
 Ministry of Textiles  
 Office of the Development Commissioner (Handicrafts)

West Block No.VII, R.K. Puram,  
 New Delhi- 110066.  
 Dated: 26.2.2016

The Accounts Officer,  
 Central Pay & Accounts Office,  
 O/O the Dev. Commr. (H),  
 R.K. Puram, New Delhi.

Subject: Payment of Grant-in-aid to Handicrafts Development Corporation of Kerala Ltd., Thiruvananthapuram, Kerala for incurring non-recurring expenditure for Integrated Development and Promotion of Handicrafts in Kerala - regarding.

Sir,

I am directed to convey the sanction of the President of India for payment of Rs.7,59,00,000/- (Rupees seven crores fifty nine lakhs only) being part payment of 1<sup>st</sup> installment of Rs.9,09,00,000/- (Rupees nine crores and nine lakhs only) as Grant-in-aid being GOI share of total Project cost of Rs.25,15,25,000/- (Rupees twenty five crore fifteen lakhs and twenty five thousand only) to Handicrafts Development Corporation of Kerala Ltd., Post Box No.171, Puthenchathal, Thiruvananthapuram-695001, Kerala towards incurring recurring expenditure under plan towards Integrated Development and Promotion of Handicrafts for the benefit of 18,300 Artisans in Kerala; as per details below on the following terms and conditions:

Components		Details	Amount
I.	Infrastructure and Technology Development Scheme.		
	(i) Common Facility Centres	5 CFCs with maximum of Rs. 60.00 lakhs each	300.00
II	Design and Technology upgradation		
	(i) Craft awareness programme	75 Programmes @ Rs.1.00-lakh each.	75.00
	(ii) Supply of Tool and Machines	Tool kit for 10000 artisans @ Rs.10000/- each	1000.00
	(iii) Design and Technology Development Workshop	20 trainings @ Rs.3.00 lakhs' each	60.00
	(iv) Integrated design and Technology Development Project	5 trainings @ Rs.8.45 lakhs each	42.25
III	Marketing Support and Services Scheme		
	(i) Gandhi Shilp Bazaar	one Bazaar	16.00
	(ii) Craft Bazaar	19 Crafts Bazaars: 2 Craft Bazaars in Class I cities. 17 Craft Bazaars in Class II cities.	308.00
	(iii) Exhibition	75 Exhibitions: 9 Exhibitions in Class I Cities. 46 Exhibitions in Class II Cities. 20 Exhibitions in Class III Cities.	514.00
	(iv) Publicity via Print and Electronic media		200.00
	Total		2515.25

Contd....2

-2-

Any expenditure other than those proposed in the project proposal approved by the Project Approval and Monitoring Committee (PAMC) will not be permitted to met from this fund. Implementation of above components shall be undertaken strictly as per physical/financial parameters of the scheme guidelines of office of DC(Handicrafts).

3. Before release of 1<sup>st</sup> installment, an MOU would be signed between the organization and the Office of the Development Commissioner (Handicrafts) for timely and appropriate implementation of the project.
4. Organisation shall implement the Project under consultation with specialized Agencies i.e. National Centre for Design and Product Development(NCDPD) and National Institute of Fashion Technology(NIFT) for Design Development.
5. The activities shall be completed within 12 months from the date of release of 1st instalment. The audited statement of expenditure from the Chartered Accountant for the grant released and Utilization Certificate in the form of GFR-19-A should be submitted within twelve months of the closure of the financial year in which grant has been released as per provisions of GFR. UC should give activity wise expenditure and physical achievements. The UC should also indicate the achievements against the specified quantitative targets and also disclose wheather the specified quantitative targets that should have been reached against the amount utilized were in fact reached and if not, the reasons therefore.
6. The grantee shall submit performance-cum-achievement report against targets of the previous grants both financial and physical while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.
7. 2nd installment and final instalment will be released in the shape of reimbursement on receipt of Utilization Certificate of 1st instalment in the form of GFR-19A, Audited statements of Accounts(Sub-Head wise); performance-cum-achievement report(Physical and Financial) of the entire project.
8. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/Internal Audit Party of the Chief Controller of Accounts, Ministry of Commerce and Textiles, New Delhi whenever the grantee called upon to do so.
9. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971) (or if not applicable).
10. - The grantee shall get its accounts audited from the Chartered Accountants.
11. The grantee shall ensure that procurement of goods and services will be done as per GFR/Govt. Rules/ Instructions/CVC Guidelines.
12. The grantee shall ensure adherence of Rule 158 & 159 of GFR wherever procurement of goods and services are involved while implementation of the project.
13. The grantee shall execute a Bond with two sureties to the President of India for acceptance of Terms and Conditions of the payment of grant-in-aid before release of payment
14. The balance amount will be released in further instalment as per approved parameters of the scheme guidelines.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. The grantee shall submit the utilization certificate in the prescribed GFR 19-A form dully signed by the head of the Grantee Institution and audited by the Chartered Accountant within twelve months of the closure of the financial year.
17. In case grant in aid sanctioned are subject to the fulfillment of certain pre-requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.

Contd....3

-3-

18. The grantee shall maintain the Register of assets in the prescribed form GFR no. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Development Commissioner (Handicrafts).
19. The utilization certificate in respect of grant in aid already paid where due shall be enclosed duly countersigned by the sanctioning authority.
20. The grantee agrees to make reservations for scheduled cast/scheduled tribes in posts/services under its control on the lines indicated by the Govt. of India (if applicable).
21. The grantee shall implement the project with 18,300 (including 1281 schedule caste Artisans and 183 Schedule tribe Artisans) Artisans/weavers only.
22. There is no reason to believe that the grantee is involved in corrupt practices.
23. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
24. All payment may be made by Accounts Payee Cheque/Demand Draft/ECS/RTGS by Implementing Agency.
25. The grantee shall maintain subsidiary accounts of the grant-in-aid received from the Govt.
26. The grantee shall ensure that there is no duplication of efforts and has not received any grant-in-aid from other Ministry/State Government/MPLAD etc. for the same proposal/Programme.
27. Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance in this regard have been duly fulfilled.
28. Accounts Officer (HQ), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
29. The expenditure involved is debitable to the Major Head "2851.00.108"-Village & Small Industries- 18.01-Development of Mega Cluster-18.01.31-Grant-In-aid (Plan) and will be met within the sanctioned budget grant for the year 2015-16.
30. It is certified that no UC is pending against the organization under any of the scheme of this office.
31. This issue with the concurrence of IFW, Ministry of Textiles vide Diary No.78717 dated 24.2.2016.
32. Entry has been made in GIA register at page no. 95 at Sl. No.10.

P.R. Saxena  
(P.R. Saxena)  
Assistant Director (H)

Contd. ....4

Copy to:

1. The Managing Director, Handicrafts Development Corporation of Kerala Ltd., Post Box No.171, Puthenchanthai, Thiruvananthapuram-695001, Kerala with a request to furnish the following documents:
  - ii. Stamped Pre-receipted for Rs. 7,59,00,000/- in triplicate duly signed by an authorized signatory of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.). The form for Agency Registration, ECS/RTGS also may be enclosed. In triplicate duly filled in.
  - iii. Three copies of terms & condition duly signed & stamped.
  - iv. Bond to be executed on stamp paper of Rs.10/- along with complete parentage of witnesses may be indicated.
  - v. MOU on non-judicial paper of Rs.100/-
  - vi. An affidavit on stamped paper of Rs.10/- as per annexure enclosed.
  - vii. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (SR), O/o the DC(H), New Delhi.
3. The Asst. Director (H), M&SEC, Thiruvananthapuram, Kerala ---
4. The Accounts Officer (B&A), O/o the DC (H), New Delhi.
5. The Accounts Officer (Hqrs.), O/o the DC (H), New Delhi.
6. The Director, IFW, Ministry of Textiles, New Delhi.
7. The Accountant General, Govt. of Kerala.
8. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No.533, Udyog Bhawan, New Delhi.
9. The Principal Director, AGCR, I.P. Estate, New Delhi.
10. The District Magistrate, Dist. Thiruvananthapuram, Kerala.
11. Ministry of Rural Development, New Delhi.
12. Planning Commission, Industry Dept., New Delhi.
13. Director (Handicrafts), Directorate of Industries, Govt. of Kerala.
14. The Hindi Section for Hindi version, O/o of DC(H), New Delhi, New Delhi/ Guard File.

*P. R. V.*  
Assistant Director

No.C-11011/22/2015-16/I.D.P.H/Kerala (1)  
 Government of India  
 Ministry of Textiles  
 Office of the Development Commissioner (Handicrafts)

West Block No.VII, R.K. Puram,  
 New Delhi- 110066.  
 Dated: 26.2.2016

The Accounts Officer,  
 Central Pay & Accounts Office,  
 O/O the Dev. Commr. (H),  
 R.K. Puram, New Delhi.

**Subject: Payment of Grant-in-aid to Handicrafts Development Corporation of Kerala Ltd., Thiruvananthapuram, Kerala for incurring non-recurring expenditure for Integrated Development and Promotion of Handicrafts in Kerala regarding.**

Sir,

I am directed to convey the sanction of the President of India for payment of Rs.1,50,00,000/- (Rupees one crore and fifty lakhs only) being part payment of 1<sup>st</sup> installment of Rs.9,09,00,000/- (Rupees nine crores and nine lakhs only) as Grant-in-aid being GOI share of total Project cost of Rs.25,15,25,000/- (Rupees twenty five crore fifteen lakhs and twenty five thousand only) to Handicrafts Development Corporation of Kerala Ltd., Post Box No.171, Puthenchathai, Thiruvananthapuram-695001, Kerala towards incurring recurring expenditure under plan towards Integrated Development and Promotion of Handicrafts for the benefit of 18,300 Artisans in Kerala; as per details below on the following terms and conditions:

Components		(Amount in lakhs)	
I	Infrastructure and Technology Development Scheme	Details	Amount
	(i) Common Facility Centres	5 CFCs with maximum of Rs. 60.00 lakhs each	300.00
II	Design and Technology upgradation		
	(i) Craft awareness programme	75 Programmes @ Rs.1.00 lakh each.	75.00
	(ii) Supply of Tool and Machines	Tool kit for 10000 artisans @ Rs.10000/- each	1000.00
	(iii) Design and Technology Development Workshop	20 trainings @ Rs.3.00 lakhs each	60.00
	(iv) Integrated design and Technology Development Project	5 trainings @ Rs.8.45 lakhs each	42.25
III	Marketing Support and Services Scheme		
	(i) Gandhi Shilp Bazaar	one Bazaar	16.00
	(ii) Craft Bazaar	19 Crafts Bazaars: 2 Craft Bazaars in Class I cities. 17 Craft Bazaars in Class II cities.	308.00
	(iii) Exhibition	75 Exhibitions: 9 Exhibitions in Class I Cities. 46 Exhibitions in Class II Cities. 20 Exhibitions in Class III Cities.	514.00
	(iv) Publicity via Print and Electronic media		200.00
Total			2515.25

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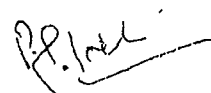
Expenditure other than those proposed in the project proposal approved by the Project Approval and Monitoring Committee (PAMC) will not be permitted to met from this fund. Implementation of above components shall be undertaken strictly as per physical/financial parameters of the scheme guidelines of office of DC(Handicrafts).

3. Before release of 1<sup>st</sup> installment, an **MOU** would be signed between the organization and the Office of the Development Commissioner (Handicrafts) for timely and appropriate implementation of the project.
4. Organisation shall implement the Project under consultation with specialized Agencies i.e. National Centre for Design and Product Development(NCDPD) and National Institute of Fashion Technology(NIFT) for Design Development.
5. The activities shall be completed within 12 months from the date of release of 1<sup>st</sup> instalment. The audited statement of expenditure from the Chartered Accountant for the grant released and Utilization Certificate in the form of GFR-19-A should be submitted within twelve months of the closure of the financial year in which grant has been released as per provisions of GFR. UC should give activity wise expenditure and physical achievements. The UC should also indicate the achievements against the specified quantitative targets and also disclose wheather the specified quantitative targets that should have been reached against the amount utilized were in fact reached and if not, the reasons therefore.
6. The grantee shall submit performance-cum-achievement report against targets of the previous grants both financial and physical while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.
7. 2<sup>nd</sup> installment and final instalment will be released in the shape of reimbursement on receipt of Utilization Certificate of 1<sup>st</sup> instalment in the form of GFR-19A, Audited statements of Accounts(Sub-Head wise), performance-cum-achievement report(Physical and Financial) of the entire project.
8. The amounts so paid to the grantee shall be open to Inspection by the Office of the Development Commissioner (Handicrafts)/Internal Audit Party of the Chief Controller of Accounts, Ministry of Commerce and Textiles, New Delhi whenever the grantee called upon to do so.
9. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971) (or if not applicable).
10. The grantee shall get its accounts audited from the Chartered Accountants.
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12. The grantee shall ensure adherence of Rule 158 & 159 of GFR wherever procurement of goods and services are involved while implementation of the project.
13. The grantee shall execute a Bond with two sureties to the President of India for acceptance of Terms and Conditions of the payment of grant-in-aid before release of payment.
14. The balance amount will be released in further instalment as per approved parameters of the scheme guidelines.
15. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
16. The grantee shall submit the utilization certificate in the prescribed GFR 19-A form duly signed by the head of the Grantee Institution and audited by the Chartered Accountant within twelve months of the closure of the financial year.
17. In case grant-in-aid sanctioned are subject to the fulfillment of certain pre-requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.

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18. The grantee shall maintain the Register of assets in the prescribed form GFR no. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall be disposed of without the prior approval of the Development Commissioner (Handicrafts).
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27. **Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance in this regard have been duly fulfilled.**
28. Accounts Officer (HQ), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburses the amount involved.
29. The expenditure involved is debitable to the Major Head "2851.00.108"-Village & Small Industries- 18.01-Development of Mega Cluster-18.01.35-Creation of Capital Assets (Plan) and will be met within the sanctioned budget grant for the year 2015-16.
30. It is certified that no UC is pending against the organization under any of the scheme of this office.
31. This issue with the concurrence of IFW, Ministry of Textiles vides Diary No.78717-dated 24.2.2016.
32. Entry has been made in GIA register at page no. 63 at Sl. No.7.

  
(P.R. Saxena)  
Assistant Director (H)

Contd.....4

  
27/2/16

Copy to:

1. The Managing Director, Handicrafts Development Corporation of Kerala Ltd., Post Box No.171, Puthenchanthal, Thiruvananthapuram-695001, Kerala with a request to furnish the following documents:
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  - v. **MOU on non-judicial paper of Rs. 100/-**
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3. The Asst. Director (H), M&SEC, Thiruvananthapuram, Kerala
4. The Accounts Officer (B&A), O/o the DC (H), New Delhi.
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8. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No.533, Udyog Bhawan, New Delhi.
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11. Ministry of Rural Development, New Delhi.
12. Planning Commission, Industry Dept., New Delhi.
13. Director (Handicrafts), Directorate of Industries, Govt. of Kerala.
14. The Hindi Section for Hindi version, O/o of DC(H), New Delhi, New Delhi/ Guard File.

*P. S. Iyer*  
Assistant Director (H)