

Manual -1

Particulars of organization, functions and duties

[Section 4(1)(b)(ii)]

(1) Aims and Objectives of organization, functions and duties:

Delhi Khadi & Village Industries Board was established on 1st May 1983 under the Himachal Pradesh Khadi and Village Industries Board Act, 1966 as extended to the U.T. of Delhi, now known as Govt. of NCT of Delhi. This is a statutory body under the control of Govt. of NCT of Delhi. The Board was last constituted on 17th July'2015 by the Competent Authority and further reconstituted on 14-06-2016 & 13-10-2017.

The Board has been last constituted on 13-10-2017 as under:-

1. Post Vacant since 01-08-2018	---	Chairman
2. Vacant.....	-	Vice Chairman
3. Sh. Ashok Aggarwal since 17-07-2015	---	Member
4. Sh. Sanjay Gupta since 14-06-2016	---	Member
5. Pr. Secretary (Industries), Govt. of NCT of Delhi	---	Member
6. Managing Director, Delhi Scheduled Caste Financial Development Corporation, Govt. of NCT of Delhi	---	Member
7. Representative of Khadi & Village Industries Commission	---	Member
8. Managing Director, Delhi Khadi & Village Industries Board, Secretary Govt. of NCT of Delhi	---	Member

Objectives of the Board:

1. The Board is working as an implementing agency for the developmental schemes launched from time to time by the Khadi & Village Industries Commission, Govt. of India and the Govt. of NCT of Delhi.
2. In particular and without prejudice to the generality of forgoing power given to the Board may take such steps as it may think fit:
 - a) to promote, encourage and assist in the development of Khadi and Village Industries and to carry on trade or business in the products of such industries.
 - b) to provide work to persons who have been professionally engaged in khadi and village industries.
 - c) to grant loans to individuals, societies or institutions engaged in khadi and village industries on such terms as may be prescribed.

- d) to encourage establishment of co-operative societies in khadi and village industries.
- e) to conduct training centres with a view to impart the necessary skill and knowledge for carrying on khadi and village industries.
- f) to manufacture tools and implements and to arrange supply of such tools and implements and raw materials in order to secure development of khadi and village industries.
- g) to conduct publicity and propaganda and organize marketing of finished products of khadi and village industries by opening stores, shops, emporia and exhibitions.
- h) to undertake and encourage research with a view to improve the quality and marketability of khadi and the products of village industries.
- i) to collect statistics relating to khadi and village industries from such person or persons as may be prescribed and to publish the statistics so collected.
- j) to carry out any other matter which may be prescribed.

(2) **Mission/Vision**

The Board is doing the following activities at present:

- (i) To implement the developmental schemes under the preview of Khadi and Village Industries Commission, Govt. of India and as well as Govt. of NCT of Delhi.
- (ii) The operational jurisdiction of Board is as area of NCT of Delhi only.
- (iii) To sanction and disburse the funds to the beneficiary under the ambit of foregoing developmental schemes.
- (iv) To make recoveries of loans from beneficiaries and remit such amounts to the Khadi and Village Industries Commission or Govt. of Delhi, as the case may be.
- (v) To organize the seminars, exhibition and publish the periodicals for the promotion of Khadi & Village Industries and Cottage Industrial activities in Delhi.
- (vi) For ensuring the genuineness and for granting certificates to the units financed by the Board under REGP of Khadi and Village Industries Commission or in any other scheme of the Board as the case may be.

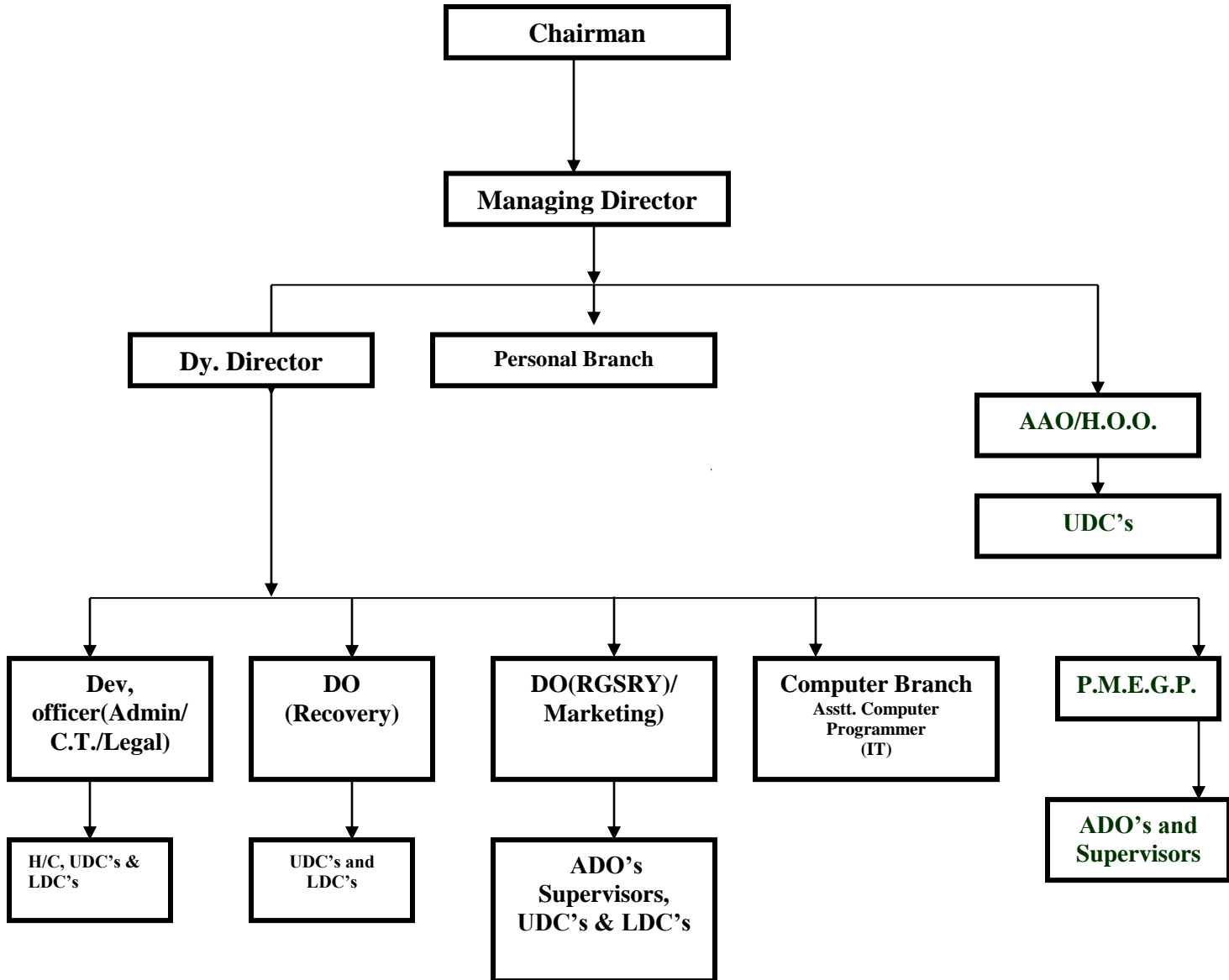
(3) Brief History and Background of its Establishment:

Delhi Khadi & Village Industries Board was first set up on 1st May, 1983 under the provision of the Himachal Pradesh Khadi & Village Industries Board Act 1966 as extended to Union Territory of Delhi, presently known as Govt. of NCT of Delhi. The Board started its working independently since 1st January 1984 with the implementation of the developmental schemes of Khadi & Village Industries Commission (KVIC) and Govt. of NCT of Delhi. The Board was last reconstituted on 13-10-17. The summary of schemes implemented/launched by the Board till 31-03-18 are as under: -

S. No.	Name of the Scheme	Period of implementation		Achievements/ disbursements made		Amount Recovered Up to 31-3-18
		From	To	No. of units	Amount	
1.	KVI – Pattern Based	Prior to 1998 (up to 1995-96)		6680	Grant: 27.72 Loan: 579.79 Total: 607.51	645.34
2.	Block Loan	Prior to 1998 (up to 1995-96)		514	51.40	103.18
3.	Consortium of Bank Credit Scheme (CBC)	1997-98	2007-08	130	Grant: 105.96 Loan: 215.25 Total: 321.21	445.92
4.	Self Employment for Educated Unemployed Youth	2004-04	2007-08	28	24.93	41.786
5.	Rural Employment Generation Program	2003-04	2007-08	09	7.68 (Margin Money)	Matter of recovery pertains to banks
6.	Prime Minister Employment Generation Programme(PMEGP)	2008-09	Contin uing till date	1257	1213.18 (Margin Money)	Matter of recovery pertains to banks
7.	Rajiv Gandhi Swavlamban Rozgar Yojna	2004-05	Contin uing till date	360	Grant: 17.17 Loan: 782.545 Total: 800.315	817.378
	TOTAL			8978		

ORGANISATION CHART:

DELHI KHADI & VILLAGE INDUSTRIES BOARD



(5) Allocation of Business

The function of Board is of developmental nature viz. to evaluate the feasibility of projects, monitoring of units funded by the Board and recoveries of loan. To achieve its goal of employment generation and rural empowerment, the Board is implementing the following Developmental Schemes: -

(i) **Prime Minister Employment Generation Program (PMEGP) :**

This Scheme was introduced by Ministry of Medium Small & Marginal Enterprises (MSME), Govt. of India with a view to generate employment opportunities in the country. Khadi & Village Industries Commission is being appointed as Nodal Agency for implementation of the scheme in the country as a whole and State KVIB's have been nominated as State implementing agency along with KVIC and DIC's. In Delhi, Khadi & Village Industries Board is nominated as nodal agency to implement the scheme in the rural as well as in urban areas along with State Office, KVIC. **The maximum cost of the project / unit admissible to under the scheme is Rs.25.00 lacs under manufacturing sector and Rs. 10 lacs admissible under business/service sector.** There are no income criteria for applying loan under PMEGP Scheme. The rate of subsidy differs depending upon the category of the applicant along with the area where he/ she wants to establish the unit. As per new guidelines of the scheme, the applications can only be submitted online wef 1-05-2016 on the website of the PMEGP i.e. www.kviconline.gov.in. **Online applications are mandatory and no manual applications are allowed wef 1-05-2016.**

(ii) **Rajiv Gandhi Swavlamban Rozgar Yojna (RGSRY) :**

Introduction

Rajiv Gandhi Swavlamban Rozgar Yojna has been designed, developed and promoted by the Delhi Khadi & Village Industries Board, with the help of Government of NCT of Delhi, to provide the employment opportunities to the unemployed youths, artisans, trained professionals, skilled technocrats and entrepreneurs by promotion/expansion of permissible industries, professions, tertiary and service sector in the UT of Delhi.

1 Eligibility

A Any one of the following can avail loan under the scheme: -

- a. School/College dropouts.
- b. Individual entrepreneur.
- c. Trade Professionals.
- d. Artisan
- e. Passed out candidates from any technical/professional institute recognized by the Government and its authorized undertaking bodies, without further training.
- f. Small-Scale Industrial units which have total investment in plant, machinery and equipment, not exceeding the ceiling prescribed for small scale units by the Central Government from time to time and must be located within the N. C. T. of Delhi, are also eligible for financial aid/ loan.

B **Age Limit:** From 18 years to 50 years.

2 **Jurisdiction, Purpose and Quantum of Assistance**

Financial aid as loan under these rules may be granted to the eligible projects pertains to any of the following groups/sector:-

- a Secondary Sector (Tiny/Cottage Industries)
- b. Tertiary Sector (Trade, Transportation, Hostels, Restaurants without Liquor and Meat etc.)
- c. Services Sector: (Under the ambit of various Terms & Conditions, provisions of local bodies and Delhi Master Plan.

3 **Quantum of Loan**

- a. The quantum of loan granted under this scheme, to proposed and functioning units shall not exceed Rs. 3,00,000 provided that concerned entrepreneur shall make at least 10% contribution of amount demanded as loan from the DKVIB. In case of weaker sections i.e. SC/ST/OBC/Ph. H./Women/Ex. Servicemen, only 5% contribution of entrepreneur is required.
- b. Loan shall not be sanctioned to such parties who have already been advanced any loan for the same or similar purpose by the Government or any Government controlled financial institutions and has not been repaid in full with interest or has been mis-utilized and/or misapplied.

4 **Subsidy**

Govt. of Delhi would provide subsidy @ 15% of the project cost subject to the ceiling of Rs. 7,500.00 per entrepreneur. In case of more than one entrepreneur joining together and setting up a project under partnership, subsidy would be calculated for each partner separately, @15% of his share in the project cost, limited to Rs. 7,500.00 each partner. Subsidy component would be adjusted to the borrower's loan account after a period of two years from the date of disbursement of loan. Subsidy component would be recovered from the borrower along with 18 % penal interest in cases where the loan amount has been found not utilized for the purpose for which it was released.

5 **Tenure of loans and Repayment**

- a Every loan with interest thereon shall be repaid in full within 5 years in equal quarterly installments. The recovery of loan may be started after a gap of 12 months from the date of release of loan amount. However, interest on released amount will be recoverable from the first quarter, from the date of release of loan amount. To ensure timely recovery, borrower shall provide equal nos. of post dated cheques for quarterly installments of Principal amount including interest due as on date of installment fixed by the Board.
- b The Borrower shall ensure for timely encashment of each and every cheque. In case of any default, DKVI Board will be entitled to take action against him / her and/or sureties as prescribed under the law.

6 **Rate of interest**

The loan granted under this scheme shall bear interest as prescribed by the Govt. of NCT of Delhi from time to time. The interest on loan will accrue from the date of its disbursement and where the loan is disbursed in installments, interest shall run on each installment from the date of disbursement of such installment. No interest subsidy.

7 **Utilization of Loan**

- a The borrower shall utilize the loan for the specific purpose for which it is advanced within three months. However, Managing Director of the DKVI Board will be competent to grant maximum three months grace for the utilization of amount released by the DKVI Board. After six months, no further concession will be allowed and in case of non-utilization of funds within the maximum permissible period, loan amount will be treated as mis-utilized and DKVI Board will be liable to make recovery of entire amount along with 18% interest, prescribed from time to time by Delhi Govt
- b If the borrower utilizes the financial assistance received from the DKVI Board in violation of the provisions of these loan rules or instructions of the DKVI Board, the amount of loan shall be treated as mis-utilized and shall invite interest @18% along with principal amount may be recovered.

8 **Security of Loan**

The applicant shall furnish a surety/security of one Govt. Servant. The Govt. servant may be either an employee of GNCTD or of its autonomous bodies or Central Govt. Employees, working in Delhi.

OR

- (ii) Collateral security FDR/NSC/Govt. Security/Bank guarantee etc.

9 **Area of implementation**

Under Rajiv Gandhi Swavlamban Yojna industrial/professional unit can be set up in any area comes under preview of Govt. of NCT of Delhi. In residential / non confirming areas loan for only those professional / industrial activities will be provided which are permitted under the Master Plan of Delhi for those areas. To set up a unit in non-confirming areas, the applicant will also submit No Objection Certificate of High Power Committee constituted by Industries Department, Govt. of Delhi and Municipal Corporation License (MCL), for the respective industry. In the case of professional / commercial activities the applicant should also submit Registration Certificate from MCD for the concerned trade.

10 **Marketing Support**

Under this scheme the following arrangements are proposed for extending marketing support to the beneficiaries who avail financial assistance under this Scheme.

- a Display of their products in Delhi Emporium as per availability of space.
- b. DSIIDC/ Cooperative Stores can get the products manufactured by the selected entrepreneurs and market the same in their own brand name.
- c. Allowing such entrepreneur to participate in trade fairs particularly in Delhi Pavilion and in the exhibitions organized by Board or any other Govt. Organization.
- d. Issue of certificate to the beneficiary unit to get the recognition in the market/society.

11 **Submission of application**

The applicant shall apply to the DKVI Board on the prescribed Loan Application Form. The loan application can also be downloaded from the website of Board and can deposit along with all essential documents as prescribed by the Board.

12 **The list of Documents required along with the loan application form:**

- i Copy of Electoral Card/ Valid Passport/Aadhaar Card as Identity proof
- ii Passport size attested photographs : Two
- iii Education Proof
- iv Work site detail viz. Proof of Ownership/Possession, Rent Agreement, No Objection from Owner, Electricity Bill etc.
- v Electricity Bill (Residence)
- vi (i). For Shop/ Business/Professions : Registration Certificate from MCD
(ii). Industrial unit in non-confirming area: NOC of HPC & MCL
- vii Declaration in Prescribed Format (Proforma Attached)
- viii Consent letter of the Surety /Guarantor

13 **Processing of Application:**

Applications received under the scheme will be dealt on First Come First Serve basis.

14 **Facilitation Center:**

Public relation Officer/ Development Officer will be available at the 5th Floor, Nigam Bhawan, Old Hindu College, Kashmere Gate, Delhi-06 daily for inquiry about the scheme and can be contacted over phone no: 011-21320043.

(6) Duties to be performed to achieve the Mission: The brief description of business allocation is mentioned here as under: -

- **Managing Director:** Work defined as Head of Department, he is overall in charge of planning, organizing and taking decisions under the guidelines of Board/Govt. of NCT of Delhi. He is competent Authority for the release of funds in cases sanctioned by the Board/Loan Sub Committee.
- **Dy. Director:** Having second position in administration hierarchy, Dy. Director is working as Head of Office. He is incharge of Development, RGSRY, Administration and Care taking branches.

FA&CAO

Incharge of Finance, Accounts, Audit & Budget etc.

AAO/HOO: All accounts work is done by AAO also incharge of Marketing Branch.

- Dev. Officer(Admn.): He is incharge of Recovery, Admin and Care taking Branch.
- Dev. Officer/PRO: Dev. Officer/PRO has the responsibility of branch incharge of Recovery branch, Public Relation Officer regarding various developmental schemes of the Board as well as Public Information Officer. He is also incharge of RGSRY Scheme, regarding its implementation to recovery.
- Dev. Officer(R): Dev. Officer is incharge of development branch. All matters of purchases are routed through him. He is also Incharge of PMEGP Scheme.
- Asstt. Computer Programmer: Asst. Computer Programmer has responsibility of developing software/computerizing the Board Related Activities and updating the Board's website.

(7) **Details of Services rendered**: Already defined in point no. 5.

(8) **Citizen Interaction**:

To attract the people towards the schemes, Board is organizing the People Awareness Programs (PEP) for the awareness among the people. In addition the Board is also to releasing advertisement in newspapers time to time for calling application under RGSRY.

(9) **Postal Address of the Main Office attached/Subordinate Office/field units**

The Board has only its one and main branch located at following address: -

(i) **Delhi Khadi & Village Industries Board(Govt. of NCT of Delhi)**

5th Floor, Nigam Bhawan (Old Hindu College),

Kashmere Gate, Delhi-110006.

Website Address:<http://dkvib.delhigovt.nic.in>

(ii) The Board has two sales outlets for Khadi & Village Industries Products, running at the address given as under: -

a)**Ground Floor, I. P. Estate**

Delhi Secretariat,

New Delhi -110002.

b)**Ground Floor, 419,**

Udyog Sadan, F.I.E.,

Patparganj, Delhi-110092