

INTEGRATED HANDLOOMS DEVELOPMENT SCHEME

Guidelines

Office of the Development Commissioner for Handlooms,
Ministry of Textiles,
Udyog Bhavan,
New Delhi

INTEGRATED HANDLOOMS DEVELOPMENT SCHEME (IHDS)

1. INTRODUCTION

The Handlooms Sector is the second largest employer in India, providing employment to about 65 lakh persons. The sector represents the continuity of the age-old Indian heritage of hand weaving and reflects the socio-cultural tradition of the weaving communities. The Government of India has been following a policy of promoting and encouraging the handloom sector through a number of policies and programmes. Most of the schematic interventions of the Government of India in the Ninth and Tenth Plan period have been through the State Agencies and Cooperatives in the Handloom Sector. However, in the face of growing competitiveness in the textile industry both in the national and international markets and the free trade opportunities emerging in the post MFA environment, a growing need has been felt for adopting a focused yet flexible and holistic approach in the sector to facilitate handloom weavers to meet the challenges of a globalize environment. A need has also been felt to empower weavers to chart out a sustainable path for growth and diversification in line with the emerging market trends. The Integrated Handlooms Development Scheme (IHDS) is an attempt to facilitate the sustainable development of handloom weavers located in and outside identified handloom clusters into a cohesive, self-managing and competitive socio-economic unit.

2. INTEGRATED HANDLOOMS DEVELOPMENT SCHEME (IHDS) – A CENTRALLY SPONSORED PLAN SCHEME

Integrated Handlooms Development Scheme (IHDS) to be implemented during the XI Plan has been formulated as a Centrally Sponsored Plan Scheme by merging the essential components, with or without modifications, of the four schemes i.e. Deen Dayal Hathkargha Protsahan Yojana (DDHPY), Integrated Handloom Training Project (IHTP), Integrated Handloom Cluster Development Scheme (IHCDS) and Workshed-cum-Housing Scheme, implemented during the 10th Plan.

3. COMPONENTS OF THE SCHEME

There are four components of the Scheme as follows:

Sr. No.	Components of the IHDS	Sub-components of the IHDS eligible for financial assistance
A.	Clusters having handlooms in the range of 300-500 per cluster.	i) Baseline survey, diagnostic study & formation of Self Help Groups (SHGs) ii) Formation of Consortium iii) Corpus fund for setting up of Yarn Depots

Sr. No.	Components of the IHDS	Sub-components of the IHDS eligible for financial assistance
		iv) Design Development & Product Diversification v) Common Facility Centre/Dye House vi) Publicity & Marketing vii) Project Management Cost viii) Basic Inputs ix) Skill Up-gradation x) Construction of Workshed
B.	Group Approach to be implemented in the project mode outside the cluster in contiguous geographical areas.	a) Basic inputs b) Construction of Workshed c) Skill Up-gradation
C.	Assistance for Handloom Organisations	1. Marketing Incentive 2. Strengthening of Handloom Organisations
D.	Others	1. Innovative ideas 2. Publicity, Monitoring, Supervision, Training & Evaluation of the Scheme

4. OBJECTIVES OF THE SCHEME

To focus on formation of handloom weavers' groups as a visible production group in a selected handloom clusters,

To assist the handloom Weavers Groups for becoming self –sustainable,

An inclusive approach to cover weavers both within and outside the Co-operative fold,

To up-grade the skills of handloom weavers/workers to produce diversified products with improved quality to meet the market requirements,

To provide suitable workplace to weavers to enable them to produce quality products with improved productivity,

Market orientation by associating entrepreneurs, designers and professionals for marketing, designing and managing the production,

To facilitate process of credit from financial institutions/banks.

To encourage co-operativisation of weavers.

Holistic and flexible interventions to provide need based inputs specific to each cluster/group,

PART-A

(A) Cluster Development Programme (Assistance for handloom clusters, having handlooms in the range of 300- 500)

The cluster development approach focuses on formation of weavers' groups as a visible entity so that the groups become self-sustainable. 625 clusters, each covering about 300 to 500 handlooms would be taken up during the XI Plan period. This would also include the 100 clusters for which diagnostic study have been completed during the year 2006-07 and the clusters announced in the Budget for the year 2007-08.

(A.1) Definition of Cluster

The handloom cluster may be defined as a place where there is a large concentration of handlooms, producing handloom fabrics that would be in tune with the market demands. These handlooms could be located in close proximity in two adjoining revenue sub-divisions/villages within an administrative district or across two (mostly adjoining) districts. In smaller & hilly States, where the villages/ sub-divisions are of smaller size, the number of villages/sub-divisions may be increased to ensure the minimum critical size of the cluster. In many clusters across the country, the no. of handlooms are much higher but for the purpose of the scheme, the size of cluster will be restricted to the part of cluster having handlooms in the range of 300-500.

(A.2) Baseline Survey, Diagnostic study and Cluster Development Executive (CDE)

(A.2.1) Baseline Survey

The baseline survey would require visit to every weaver of the cluster (300-500 looms) for preparing the profile of the cluster i.e. number of active handlooms, type of handlooms, number of weavers (men/women – General/SC/ST/OBC/Minority/ etc.), type of yarn used, product range, average weaver income etc. A proforma for profile of the Organization undertaking the Baseline Survey and Diagnostic Study is at Annexure-A-1. A proforma for Baseline survey and details of assistance required to the individual weavers in the cluster is at Annexure-A-2.

(A.2.2) Diagnostic Study

Diagnosis of the clusters is the first step towards taking any implement-able action plan. It will help in identifying the strengths and weaknesses, environment that the cluster operates in and what strategic steps need to be undertaken for effective output. The diagnosis will provide strategic direction and likely outputs that the clusters should aspire to reach over a period of time. The exact action points will emerge largely out of the trust building and

validation by the cluster actors. The objective of a diagnosis is to a) understand and analyse the current scenario under which the handlooms are operating in the cluster i.e. analysis of business operations, nature of production activity, profiling of products, patterns of production and existing market potential for it, b) Strengths, Weaknesses, Opportunities & Threats (SWOT) analysis of the cluster, c) value chain analysis to identify the gaps and constraints, d) social/institutional analysis of the local organization serving handloom producers, e) understand the socio-economic environment that the cluster operates in, f) recommendations in terms of action plan required to harness the potential of the cluster and the market etc. Proforma for submitting the details of the Diagnostic Study conducted and Action Plan is at Annexure-A-3.

(A.2.3) Cluster Development Executive (CDE)

Each Implementing agency shall identify and depute a Cluster Development Executive (CDE) exclusively for each cluster, who will be located in the cluster and responsible for implementation of the scheme in the assigned cluster. Responsibilities of the CDE will include conducting the diagnostic study, preparation of a project report and implementation of the project within the time frame as per the cluster action plan, formation of Self Help Groups of weavers and linking these with banks/financial institutions, building the local governance framework, linking the weavers of the clusters with the National Handloom Development Corporation Ltd., Lucknow for ensuring availability of quality yarn, dyes & chemicals in requisite quantity etc. With the objective of involving the cluster level stakeholders in the process of cluster development, supporting and monitoring the activities of the CDE, a Cluster Development Coordination Group (CDCG), headed by the State Assistant Director of Handlooms concerned or any other officer (dealing with the handloom work) designated by the State Director of Handlooms & Textiles, will be formed at the cluster level comprising of the representatives of the weavers, Self Help Groups, Primary Weavers' Cooperative Societies, Handloom enterprises, Export Units and support service Institutions, National Bank for Agriculture and Rural Development (NABARD), Banks, State Government Agencies.

(A.3) Items eligible for financial assistance for Cluster Development

Maximum project cost of each cluster will be upto Rs. 60.00 lakh for a project period of 3 years.

(A.3.1) Cluster Development: Baseline Survey, Diagnostic Study and Formation of Self Help Groups:

Cluster development approach for selected clusters will be adopted, in which an identified Implementing Agency will conduct the baseline survey & diagnostic study of the cluster and evolve a comprehensive cluster development plan in consultation with the various stakeholders. The Implementing Agency shall also form the Self Help Groups in the

cluster and link SHG with a Bank for availing the credit. One time assistance for Baseline Survey, Diagnostic Study, formation of Self Help Groups and their training will be Rs.1,25,000/- per cluster. In such cases, where State Government is the Implementing Agency, baseline survey, diagnostic study, formation of SHGs will be done by the State Govt. and no financial assistance will be provided for the purpose.

(A.3.2) Formation of Consortium

The consortium would involve stake-holders from the Self Help Groups (SHGs), Co-operative Societies, Master weavers, Private Entrepreneurs, NGOs etc. who would be required to interact with the weavers and tie up linkages with the connected organizations like; banks/financial institutions, market institutions/marketing experts, marketers, legal experts, Government machineries, weavers etc. One time assistance of Rs. 50,000/- per cluster will be provided under this component for meeting the expenditure on holding of meetings, purchase of stationery, field visits, business and awareness training, engaging legal experts for incorporating the consortium and other professionals for business development. This will be given once in a cluster as 100% Central Grant. The consortium will ultimately takeover the activities of the cluster in/after the 3rd year and run it, thereafter on a self sustainable basis.

(A.3.3) Corpus fund for setting up of yarn Depot

Currently, weaver/agency is required to pay National Handloom Development Corporation (NHDC) an advance amount for purchase of yarn and the delivery of yarn is made by NHDC in a time frame of about 3-4 weeks. This delays the production process. Thus, in order to ensure regular availability of yarn of requisite counts for 300-500 looms for a month, one-time assistance of Rs. 3.00 lakh will be provided as a corpus fund to the NHDC to enable it to ensure supply of yarn to the weavers through the yarn depot at the cluster. Yarn will be supplied to the weavers by the yarn depots against payment.

(A.3.4) Design development and product diversification

One time assistance of Rs. 3.00 lakh towards purchase of Computer Aided Textile Design (CATD) System, colour forecast, trend forecast and other allied requirements will be provided, which will be shared equally by the Central Government and the State Government/beneficiary/implementing agency. Assistance up to Rs.6.00 lakh will be provided to engage a qualified designer for a period of 3 years. The entire assistance for engaging a designer will be borne by the Government of India.

(A.3.5) Common Facility Centre/Dye House

One time assistance would be available for setting up of Common Facility Centre, which will include water treatment plant, effluent treatment plant, pre-loom and post-loom operations, Quality Control Lab, display-cum-exhibition hall/committee room/common workshed. This would be 100% funded by Central Govt. The Dye-house as a part of CFC, if

required will, however, be developed on a public-private partnership mode subject to the condition that the 20% cost of it will be borne by the State/entrepreneur/agency/consortium, with the remaining 80%, being given as Central grant. Assistance for upgradation of the existing dye house can also be considered if it is felt that there is no need for establishing a new dye house.

For setting up Common Facility Centre/Dye House, a project report will be submitted by the Implementing Agency through the State Government and the same will be approved by a Committee headed by DC (HL) after considering its viability and the existing facilities available in the nearby area. The total assistance for setting up Common Facility Center/Dye House would be up to a maximum of Rs. 30.00 lakh. The Dye House will be set up only in the big clusters as per the requirement.

(A.3.6) Publicity & Marketing

With a view to project handlooms within India & abroad and create awareness about the unique handloom products, financial assistance will be given to the eligible organizations for publicity and market development. This would cover expenditure towards advertisement, printing of brochures, catalogues, market research, market survey, Buyer Seller Meet, exposure visit to other clusters, awareness programmes etc. Assistance for these purposes would be shared in the ratio of 75:25 between Central Govt. and the State/Implementing Agency/beneficiaries. The details are as follows:

- i) Assistance of Rs. 50,000/- over a period of three years for advertisements, printing of brochures, catalogues etc. will be shared in the ratio of 75:25 between Central Govt. and the State/Implementing Agency/beneficiaries.
- ii) Assistance of Rs. 6.00 lakh over a period of three years for holding/participating - 03 exhibitions/fairs to be shared in the ratio of 75:25 between Central Govt. and the State/Implementing Agency/beneficiaries.
- iii) Assistance of Rs. 3.00 lakh for holding/participating - Six Buyers-Sellers Meets over a period three years to be shared in the ratio of 75:25 between Central Govt. and the State/Implementing Agency/beneficiaries.
- iv) One time assistance of Rs. 1.00 lakh for Market Survey/Market Intelligence to obtain a feedback of market trends to be shared in the ratio of 75:25 between Central Govt. and the State/Implementing Agency/beneficiaries.
- v) Assistance upto Rs.3.00 lakh over a period of three years per cluster to be funded fully by the Central Govt. towards awareness and exposure visits of the weavers to other clusters @ Rs.3,000/- per weaver.
- vi) One time assistance upto Rs.0.25 lakh will be provided by the Central Govt. for developing and hosting of website of the cluster.

The maximum assistance for publicity & marketing will not be more than 20% of the total project cost.

(A.3.7) Project Management Cost

Financial Assistance up to Rs. 2.40 lakh per annum per cluster for three years will be provided to the Implementing Agency to meet the Project Management Cost. In case State Government or its allied offices are the Implementing Agency, only Rs. 25,000/- per year per cluster will be provided as Project Management Cost.

Summary of the components and sharing of financial assistance for Clusters, having handlooms in the range of 300-500.

Sl. No.	Components	Financial assistance per cluster	Sharing GOI : State : IA/ Beneficiary
1.	*Baseline survey, diagnostic study, formation of SHGs	Rs. 1.25 lakh – one time	100% GOI
2.	Formation of Consortium	Rs. 50,000/- – one time	100% GOI
3.	Corpus Fund for Yarn Depot	Rs. 3.00 lakh – one time	100% GOI
4.	Design Development & Product Diversification	Rs. 3.00 lakh for purchase of Computer Aided Textile Design System (CATD), colour forecast, trend forecast – one time.	50 : 50
		Rs. 6.00 lakh for **engaging designer – for 3 years	100% GOI
5.	CFC/Dye House (ceiling of 50% of the total Project cost)	Rs. 30.00 lakh – one time	CFC - 100% GOI, Dye house – 80 : 20 by GOI : State/IA/Consortia
6.	Publicity & Marketing (ceiling of 20% of the total Project cost)	Rs. 50,000/- towards advertisement, brochure, catalogue – over a period of three years	75 : 25
		Rs. 6.00 lakh for three exhibitions/fairs – over a period of three years	75 : 25
		Rs. 3.00 lakh for six buyer seller meet – over a period of three years	75 : 25
		Rs. 1.00 lakh towards market survey/intelligence – one time	75 : 25

Sl. No.	Components	Financial assistance per cluster	Sharing GOI : State : IA/ Beneficiary
		Rs.3.00 lakh towards awareness & exposure visit @ Rs. 3,000 per weaver – over a period of three years	100% GOI
		Rs. 25,000/- towards development and hosting of website – one time	100% GOI
7.	*** Project Management Cost	Rs. 7.20 lakh @ Rs. 2.40 lakh per year over a period of three years	100% GOI

Notes:

- (i) * In case where State Government is the Implementing Agency, baseline survey, diagnostic study, formation of SHGs will be done by the State Govt. and no financial assistance will be provided for the purpose.
- (ii) ** Textile Designer to be engaged in the cluster should have at least 3 years of experience. He/she should be graduate from NIFT/NID. In case, the designer of other Institutions is to be engaged, he/she should be appointed with the prior approval of Development Commissioner (Handlooms) and his/her bio-data should be sent to this office along with the proposal. As far as possible, the designer should be based near the cluster or be based in the same State.
- (iii) *** In case where State Government or its allied offices are the Implementing Agency, only a sum of Rs.25,000/- per year per cluster will be provided as Project Management Cost.

(A.3.8) Assistance for individual weavers in a Cluster

Assistance for individual weavers for Basic Inputs and Construction of Worksheds will also be provided in a cluster having looms in the range of 300-500. However, assistance for these components, combined together, will be preferably within 25% of the maximum permissible project cost of a cluster viz. Rs.60.00 lakh per cluster. The details are as follows:

(A.3.8.1) Basic Inputs

a) Margin money for working capital

Assistance for margin money will be provided to weavers organized in Self-Help Groups and Cooperatives @ Rs. 6,000.00 per weaver. 70% of the assistance will be shared by the Central Government, 20% by the State Government and the balance 10% by the Implementing Agency/Beneficiary.

b) New Looms

Assistance for purchase of new loom will be provided to weavers organized in Self-Help Groups and Cooperatives @ Rs. 8,000.00 per weaver. 70% of the assistance will be shared by the Central Government, 20% by the State Government and the remaining 10% by the Implementing Agency/Beneficiary.

c) Dobby

Assistance for purchase of Dobby will be provided to weavers organized in Self-Help Groups and Cooperatives @ Rs. 4,000.00 per weaver. 70% of the assistance will be shared by the Central Government, 20% by the State Government and the remaining 10% by the Implementing Agency/Beneficiary.

d) Jacquard

Assistance for purchase of Jacquard will be provided to weavers organized in Self-Help Groups and Cooperatives @ Rs. 6,000.00 per weaver. 70% of the assistance will be shared by the Central Government, 20% by the State Government and the remaining 10% by the Implementing Agency/Beneficiary.

e) Accessories

Assistance for purchase of accessories will be provided to weavers organized in Self-Help Groups and Cooperatives @ Rs. 2,000.00 per weaver. 70% of the assistance will be shared by the Central Government, 20% by the State Government and the remaining 10% by the Implementing Agency/Beneficiary.

Note: Sharing pattern for the basic input components for the States falling under North Eastern Region, Sikkim, J&K, Himachal Pradesh, Uttaranachal, Chhattisgarh and Jharkhand would be 90% by the GOI, 5% by the State Government and 5% by the beneficiary/Implementing Agency.

Proposals will be recommended only after assessing the actual needs of the weavers. A proforma, indicating the requirement of Basic Inputs in a cluster is at Annexure- A-2.

(A.3.8.2) Construction of Workshed

Assistance for construction of Worksheds will be provided as under:

Component	Area per unit	Amount of Assistance
Construction of Workshed	20 sq. mtrs.	Rs.25,000/-

While the Central assistance will be limited to the level mentioned above, the State Governments/UTs/Implementing Agencies/Beneficiaries will be free to meet the additional cost, if any, by means of their own contribution or loans from financial institutions.

Under this component, preference will be given to the weavers Below the Poverty Line (BPL). For construction of houses, the weavers may avail assistance under Indira Awas Yojana of the Ministry of Rural Development while assistance towards Workshed can be availed by them under this Scheme. Weavers other than BPL will be considered only after the weavers falling under BPL are covered as far as possible. The entire assistance of Rs 25,000 will be met by the Central Government in the case of weavers falling under BPL, while the weavers other than those falling under BPL will be assisted by the Central Govt. to the extent of 75% i.e. 18,750/- and the remaining to be borne by the State Govt./beneficiary. A certificate to the effect that the title of land is in the weaver's name has to be furnished.

(A.3.8.3) Skill up-gradation

Training and re-training are critical inputs for handloom weavers/workers to adapt to produce diversified products with improved quality to meet changing market trends. The Scheme will provide a holistic approach to the issues relating to the up-gradation of technical & managerial skills to the handloom weavers/workers in the Handloom Sector. The assistance per batch of 20 trainees will be 100% Central Grant in the following disciplines @ and programmes shown against each:

- (a) Weaving @ Rs. 3,00,000/- per batch,
- (b) Dyeing @ Rs. 1,00,000/- per batch,
- (c) Design @ Rs. 50,000/- per batch,
- (d) Managerial Workshop @ Rs. 25,000/- per batch (50 trainees), for training of managerial staff of SHG/Primary Weavers Cooperatives Societies/Consortium etc.

The guidelines of the skill up-gradation are appended. The maximum assistance for skill up-gradation will not be more than 15% of the total project cost. Skill up-gradation of the weavers/workers in the cluster will be undertaken through the Implementing Agency.

Summary of the components to the individual weavers and sharing of financial assistance for Clusters having handlooms in the range of 300-500.

S.No.	Components	Financial assistance per weaver	Sharing GOI: State: IA/ Beneficiary
(a)	Basic inputs	Rs. 6,000/- towards margin money – one time	70 : 20 : 10
		Rs. 8,000/- towards new loom – one time	-do-
		Rs. 4,000/- towards doobby – one time	-do-
		Rs. 6,000/- towards jacquard – one time	-do-

S.No.	Components	Financial assistance per weaver	Sharing GOI: State: IA/ Beneficiary
		Rs. 2,000/- towards accessories – one time	-do-
(b)	Construction of Workshed	For construction of a workshed, covering 20 sq. mtrs., financial assistance upto Rs.25,000/- will be provided by the GOI in the case of weavers Below Poverty Line and in the case of other weavers GOI will provide assistance only upto 75% of Rs.25,000/- i.e. Rs.18,750/-	Remaining to be borne by the State Govt./ beneficiary.
(c)	Skill up-gradation (ceiling of 15% of the total project cost)	Provision for a batch of 20 trainees will be Rs. 3.00 lakh for weaving, Rs. 1.00 lakh for dyeing, Rs. 0.50 lakh for designing, Rs.0.25 lakh for managerial training for a batch of 50 trainees–one time.	100 % GOI

Notes:

Assistance for components given at Sr. No. (a) & (b) above will be released to the Implementing Agency (IA) through the State Govt. concerned.

(A.4) Quantum of assistance

The quantum of assistance should be need based, depending on the requirement of the cluster, the scope of the activities envisaged in the cluster development project, technical, financial and managerial capacity of the Cluster Organization, level of maturity and past track record of the cluster etc. The maximum permissible project cost for each cluster will not exceed Rs.60.00 lakh per cluster for a project period of 3 years (including the assistance to the individual weavers) and will include Central, State and Implementing agencies/beneficiaries share.

(A.5) State Level Project Committee (SLPC)

The State Level Project Committee (SLPC) will be headed by the State Commissioner/Director of Handlooms & Textiles with representatives drawn from a reputed NGOs working in the Handloom Sector, Handloom Organization (Apex Weavers' Coop. Society or State Handloom Corporation), leading Exporter, Officer In-charge, Weavers' Service Centre concerned and a weaver from the group of SHGs. SLPC will be responsible for

scrutinizing the project proposals, validating the action plan, monitoring, evaluation etc. and will also recommend the implementing agency.

(A.6) Implementing Agency

State Governments/UTs will receive proposals from the Implementing Agencies i.e; State Government offices like; Directorate of Handlooms and allied offices, State Handloom Corporations, Apex Societies, NGOs (recommended by the State Governments and approved by Office of the Development Commissioner for Handlooms). The Implementing Agencies (IA) are Director of Handlooms & Textiles and allied offices of the State Govt., State Handloom Corp., Apex Co-operative Societies, Organisations and NGOs recommended by the State Govt. and approved by this office, National Level Handloom Organisations and Central Government Organisations. A format of grading the NGOs is at Annexure A-4. NGOs, securing at least 60 marks, out of total 100 marks shall only be considered. The duties of the Implementing Agencies are:

- (i) To identify the Cluster Development Executive (CDE),
- (ii) To interact with the State Govt./State Level Project Committee for training of the CDEs,
- (iii) To conduct the baseline survey and diagnostic study,
- (iv) To prepare a project on the basis of diagnostic study conducted by the CDE, specifying inter-alia annual action plans, clearly indicating the requirement of the cluster, activities and expected outputs, outcomes/deliverables and submit the proposal to the SLPC for its approval.
- (v) To implement the project mentioned above within the time limit.
- (vi) To submit physical & financial progress report periodically and also, completion report to the State Govt.

(A.7) Duration of the cluster development project

The time frame for completion of the cluster project is 3 years.

(A.8) Submission of the proposals and release of financial assistance

(A.8.1) Initial proposal for the Baseline Survey and Diagnostic Study

Development of each Cluster will be taken up through the State Govts. or its Implementing Agencies as a Centrally Sponsored Scheme in a project mode. State Government will invite proposals from Implementing Agencies (vide paragraph A.6) for undertaking the Baseline Survey and Diagnostic Study (as detailed at paragraph A.2.2) of a cluster(s), which will be scrutinized and recommended by the SLPC to the Office of the Development Commissioner (Handlooms). Office of the Development Commissioner for Handlooms will sanction 50% of the amount for undertaking Baseline Survey and Diagnostic Study of the identified handloom clusters. Remaining 50% will be released to the IA through

the State Government after submission of the Baseline Survey & Diagnostic Study Report and the Action Plan (hereinafter called Project Report), duly recommended by the SLPC, Utilization Certificate (UC) for the amount released towards baseline survey & diagnostic study, audited accounts etc. The project proposals, where baseline survey and diagnostic study of the cluster has already been done by the IA, will also be covered under the scheme.

(A.8.2) Submission of Project Report of Cluster Development, Action Plan and release of assistance.

The Project Report in prescribed proforma (Annexure - A-3) will comprise Baseline Survey, Diagnostic Study report and a concrete Action Plan for the first year and tentative action plan for the second and third year. The Project Report will be considered by a State Level Project Committee (SLPC), headed by State Commissioner/Director of Handlooms concerned for scrutiny, verification etc. Only proposals that are found viable and beneficial for the socio-economic development of the weavers in the cluster will be recommended by the SLPC. The State Government will forward such project proposals to the Development Commissioner for Handlooms for approval. After due scrutiny & approval of such proposals by the Office of the Development Commissioner for Handlooms, financial assistance shall be released in three installments i.e. upto 30% as Ist installment, upto 40% as IInd installment and balance as IIIrd installment to the Implementing Agency (IA) for implementation of the Cluster Development Programme. Release of Central assistance will be made to the IA through the State Government based on submission of utilization certificates, audited accounts, physical progress as per action plan etc. as specified in the project. IA will maintain the records as per the relevant General Financial Rules (GFR). State Governments may also send composite Project Reports, encompassing both the Baseline Survey and Diagnostic Study and the Cluster Development Action Plan. In such cases, the total cost of the Baseline Survey and Diagnostic Study as well as upto 30% cost of proposed Action Plan may be released by the Office of the Development Commissioner for Handlooms as first installment.

PART-B

(B) 'Group Approach' for Development of Handlooms

Handloom weavers, who are not covered by clusters will be benefited by a 'Group Approach' which will be implemented in a project mode for development of handloom weavers in a contiguous geographical area e.g. a revenue village, block in rural area and wards in urban areas, which have similar production characteristics. A Group should have preferably 10 weavers or more which can be in the form of SHG/Primary Weavers Co-operative Society/other independent/individual weavers. Director (Handlooms) of the respective State Government will get a baseline survey conducted of the weavers, outlining the need/requirement of assistance to the weavers and accrual of socio-economic benefits out of such assistance. Based on this survey, a project report will be prepared on the basis of which, financial assistance to these groups will be recommended by SLPC. After due

scrutiny by the Office of the DC (Handlooms), assistance will be released towards viable components. Assistance to such a group of weavers will be provided for following components:

1. Basic inputs: Assistance for basic inputs like new looms, doobby, jacquard and accessories will be provided to individual weavers. Assistance towards margin money will be provided to those handloom weavers who have established credit linkages with banks either on their own or through Primary Handloom Weavers Cooperative Societies, Self Help Groups or Master Weavers.
2. Training programme in weaving, dyeing, designing and managerial disciplines for the handloom weavers/workers of the Primary Weavers Cooperative Societies/Consortia/Self Help Groups/Master Weavers will be organized by the concerned Weavers' Service Centres. The guidelines of the skill up-gradation are appended. Financial assistance for this component will be released directly to the concerned Weavers' Service Centre.
3. Construction of Worksheds will be provided to those weavers who do not have a work place of their own to house the loom and are working at other place on the looms of Master Weaver/Society. Assistance for this component will be provided to the group of preferably 10 weavers in a SHG/Co-operative & group of individual weavers sponsored by the Directorate of Handlooms & Textiles in the State. Assistance for construction of Worksheds will be provided as under:

Components	Area per unit	Amount of Assistance
Construction of Workshed	20 sq. mtrs.	Rs.25,000/-

While the Central assistance will be limited to the level mentioned above, the State Governments/UTs/ Implementing Agency/Beneficiaries will be free to meet the additional cost, if any, by means of their own contribution or loans from financial institutions. Under this component, preference will be given to the weavers Below the Poverty Line (BPL). For construction of houses, the weavers may avail assistance under Indira Awas Yojana of the Ministry of Rural Development while assistance towards Workshed can be availed by them under this Scheme. Weavers other than BPL will be considered only after the weavers falling under BPL are covered as far as possible. The entire assistance of Rs 25,000 will be met by the Central Government in the case of weavers falling under BPL, while the weavers other than those falling under BPL will be assisted by the Central Govt. to the extent of 75% i.e. 18,750/- and the remaining to be borne by the State Govt./beneficiary.

4. Backward Linkages for supply of yarn, dyes and chemicals to the selected groups will be provided by National Handloom Development Corporation.
5. Forward Linkages for marketing of products from the handloom groups will be done under the various marketing events like District Level Events, Haats, National Expos, Special Expos and Crafts Melas under Marketing and Export Promotion Scheme.
6. Design inputs will be provided by Weavers' Service Centres.

(B.1) The quantum and sharing of various components will be as follows:

Sl. No	Components	Financial assistance per weaver	Sharing GOI:State: IA/Beneficiary
1.	Basic inputs	Rs. 6,000/- towards margin money – one time	70 : 20 : 10
		Rs. 8,000/- towards new loom – one time	-do-
		Rs. 4,000/- towards dobby – one time	-do-
		Rs. 6,000/- towards jacquard – one time	-do-
		Rs. 2,000/- towards accessories – one time	-do-
2.	Skill up-gradation	Provision for a batch of 20 trainees will be Rs. 3.00 lakh for weaving, Rs. 1.00 lakh for dyeing, Rs. 0.50 lakh for designing, Rs. 0.25 lakh (batch of 50 trainees) for managerial training – one time.	100 % GOI
3.	+ Construction of Workshed	For a workshed of 20 sq. mtr., financial assistance of Rs.25,000/- will be provided to the weavers Below Poverty Line for other weavers, assistance will be only 75% of Rs.25,000/- i.e. Rs.18,750/-	Remaining to be borne by the State Govt./ beneficiary

+ A certificate to the effect that the title of land is in the name of the weaver has to be furnished.

Note:

- (i) Efforts should be made to ensure all needy weavers get some form of assistance looking to their requirements,
- (ii) Assistance for components given at Sr. No. 1 & 3 above will be released to the Implementing Agency (IA) through the State Govt. concerned while the assistance for components at Sr. No. 2 above will be released directly to the Weavers Service Centre concerned.
- (iii) Sharing pattern for the basic input components for the States falling under North Eastern Region, Sikkim, J&K, Himachal Pradesh, Uttaranachal, Chhattisgarh and Jharkhand would be 90% by the GOI, 5% by the State Government and 5% by the beneficiary organization.

(B.2) Implementing Agency for Group Approach

The Assistant Directors of Handlooms of the respective State Government will get a baseline survey conducted of the group area as per Annexure-B-1. Based on this survey, a brief project report outlining the financial assistance required for the weavers in these groups will be formulated by them in proforma B-1 and B-2 alongwith Annexures of B-2(1), B-2(2) and B-2(3). These will be placed before the SLPC for scrutinizing and recommending the same to the Office of the Development Commissioner for Handlooms.

(B.3) Approval of Group Project Proposals and release of funds

75% of GOI share will be released as advance to the Implementing Agency through the State Govt. after approval of the project and balance 25% will be released only after the Central share released along with the matching share of State Govt./Implementing Agency/beneficiary, wherever applicable, has been fully utilized, submission of UC for the Central share released, audited accounts, physical & financial progress report etc. The Assistant Director of Handlooms of the concerned will submit the progress and evaluation report after completion of the project through the State Government to the Office of the Development Commissioner for Handlooms, New Delhi. However, for skill up-gradation, assistance for payment of stipend, honorarium, other administrative & misc. expenditure and managerial training will be released as 100% advance while assistance towards purchase of yarn, looms, loom setting charges, warping drum, accessories, documentation of samples/designs, hiring sheds, electricity & water charges, tool kits will be released as 75% advance and the remaining 25% will be released after submission of the UC, impact report etc.

Note: The proposal for a Group approach i.e. outside cluster should be submitted to the office of the Development Commissioner for Handlooms in the proformae given at Annexures- B-1 & B-2 alongwith B-2(1), B-2(2) and B-2(3) by the State Government along with a copy of the minutes of the SLPC meeting recommending the proposal(s).

PART-C

(C) Financial Assistance to the Handloom Organisations

(C.1) Marketing Incentive (MI)

Marketing Incentive is given to the handloom agencies for preparing conditions, which are conducive to marketing of handloom products. This would largely be an incentive to the price in competitiveness of handloom sector so that while on the one hand they are able to marginally reduce the price, on the other hand they invest in infrastructure so as to improve the production and productivity. The agency is expected to use this amount towards activities that would attract the consumers in order to gear up overall sales of handloom

goods. The assistance towards MI shall be eligible to State Handloom Corps, Apex Co-operative Societies, Primary handloom Weavers Co-operative Societies & National Handloom Organizations. The quantum of assistance to be provided is as follows:

Component	Financial assistance (Rs. in lakh) per weaver	Sharing between GOI : State Government
Marketing Incentive - Handloom Corp., Apex Co-operative Societies, Primary Weavers Co-operative Societies, National Handloom Organisations.	10% of the average sales turnover of the last 3 years	50:50, except in the case of National Level Handloom Organizations/Societies, where the entire assistance will be borne by the Government of India.

The claims of Marketing Incentive will be submitted by the eligible handloom organizations to the State Government in the prescribed proforma as at Annexure 'C -1'. The State Government will forward the individual claims to this office along with a consolidated statement with the requisite certificate as at Annexure-'C'. Assistance to State Handloom Organisations for Marketing Incentive (MI) will be released to the Implementing Agency through State Government concerned while assistance to the National Level Handloom Organisations will be released directly.

Note:

(i) The sales by the Primary Weavers Cooperative Societies/Self Help Groups to the Apex Weavers Cooperative Societies/Federations/Corporations will be excluded while computing the annual sales turnover of Primaries for working out their eligible assistance towards Marketing Incentives. In other words, the sales made by Primary Societies to the Apex Societies/Federations would not be eligible for Marketing Incentive since Apex Societies/Federations will be separately claiming assistance towards marketing incentives on their sales after procurement from primaries.

(ii) The sales by any of the Handloom Agencies to the Government Departments/Agencies will be excluded while computing the annual sales turnover for working out the eligible assistance towards Marketing Incentives.

(iii) The sales by one Handloom Agency to the other Handloom Agency or vice-versa will be excluded while computing the annual sales turnover for working out the eligible assistance towards Marketing Incentives.

(iv) The sales made under Barter System by Handloom Agencies will be excluded while computing the annual sales turnover for working out the eligible assistance towards Marketing Incentives.

(v) A certificate to the effect that above points i.e. Sl.No. (i) to (iv) have been taken into account while calculating the eligibility for Marketing Incentives and also that the sales computed for the purpose of claiming Marketing Incentive has not been computed for

claiming assistance under any other scheme of the office of the Development Commissioner for Handlooms would be required from the State Government.

(vi) The State Government will also be required to certify that the claims preferred for the year, grant for which is under consideration, is full and final and that no further claims in respect of any other organization(s) of the State for the same year will be preferred in future.

(D) Strengthening of Handloom Organisations

This would include assistance towards financial restructuring of National and State level Handloom Organizations with a view to making them viable by enhancing their credit limit/ working capital.

Components	Financial assistance (Rs. in lakh) per weaver	Sharing GOI : State
* Strengthening of Handloom Organisation - Handloom Corporations, Apex Co-operative Societies, National Handloom Organisations.	As per the proposal	50:50

* Note: Assistance towards above component will be applicable to only National and State level Handloom Organizations and will not be applicable to the cluster. Assistance towards State Handloom Organisations for Strengthening of Handloom Organisations will be released to the Implementing Agency through State Government concerned.

In order to avail assistance for this component, the organizations must first improve their viability by streamlining their business policies and rationalizing their manpower. The turn around strategy in the form of a bankable project would have to be cleared by the concerned bank/financial institution and by the State level Project Committee. The project would be prepared by an independent Management Consultancy Organisation approved by the Office of DC (Handlooms). The concerned bank/financial institution would approve the project, in principle, outlining the outgo of funds required for a turn around of the Organisation, which will help the Organisation in assisting marketing activities of the primary societies and weavers of the non-cooperative fold.

Each of these projects would be need-based depending upon the requirements of the Organisation. The project would definitely take a look at the requirement of personnel and the downsizing of the administrative structure. No assistance would be provided in any form to meet any establishment cost of the Organisation, purchase of vehicles or any building, structure etc. The revival proposals cleared by the State Government would be placed before a committee headed by Secretary (Textiles), Government of India. This Committee would include DC (HL), representatives of Ministry of Finance, concerned State Government and the agency. For such projects, the financial support would be extended on a

50:50 sharing basis between the Centre and the State(s) for the seed money required for such restructuring.

PART-D

(D) Assistance for Innovative Ideas & Publicity, Monitoring, Supervision, Training and Evaluation of Scheme

(D.1) Innovative Ideas

Upto 10% of the funds allocated for the Scheme may be utilized towards innovative ideas, which may emerge during the course of implementation of the programme and might have not been incorporated in the Scheme at the time of approval.

(D.2) Publicity, Monitoring, Supervision, Training and Evaluation of Scheme

- (i) Upto 2% of the budget allocated for the Scheme may be utilized towards publicity, monitoring, supervision, training of the officials working under the Office of the Development Commissioner for Handlooms and State Directorate of Handlooms, evaluation of the Scheme.
- (ii) The Development Commissioner for Handlooms will monitor the implementation of the projects, with the assistance of independent evaluating agencies, if required. A system of periodic reporting, field visits and review meetings will be used for this purpose.
- (iii) State Govt. concerned will be responsible for over all implementation and monitoring of the programmes sanctioned to the Implementing/ Beneficiary Agencies through the State Govt.
- (iv) State Govt. will ensure submission of Utilization Certificate and audited accounts for enabling subsequent releases under the IHDS Scheme and also other Schemes of this Office.
- (v) State Government will also submit completion report of the project, evaluation report enumerating in detail the outcome and socio-economic benefits accrued to the weavers.

PART-A
CLUSTER APPROACH

Annexure-A-1

PROFORMA FOR SELECTION OF ORGANISATIONS FOR CONDUCTING DIAGNOSTIC STUDY & BASELINE SURVEY AND PROFILE OF SELECTED HANDLOOM CLUSTERS

A. Profile of the Organisation/Implementing Agency (IA):

1.	Name of the Organisation (With full address)	
2.	Registration Number and date of Registration.	
3.	Name & Designation of Office bearers with Phone No., FAX No. and E.mail etc.	
4.	Total number of regular manpower with the Organisation.	
5.	Balance sheet and profit/ loss account for the last three years (enclosed)	
6.	Experience if any in Textiles/Handloom Sector	
7.	Bye laws/Resolution of the Organisation.	
8.	Previous experience in Cluster development.	
9.	Scoring of the IA (NGO) as per the pattern for grading.	

Certified that:

1. The Implementing Agency has been recommended by the State Level Project Committee in its meeting held on _____for Baseline Survey and Diagnostic Study. The minutes of the meeting are enclosed.
2. There is no reason to believe that these organizations are involved in corrupt practice.
3. Certified that no UC is pending for rendition in respect of the above grantee organisation towards any grant(s) received by it under any scheme of the office of Development Commissioner for Handlooms or Ministry of Textiles or any Department in the Ministry of Textiles.
4. It is certified that the Implementing Agency is in existence and functioning.
5. Certified that the above particulars are correct.
6. Certified that no complaint(s) in respect of the above mentioned agency have been received in the State in respect of disbursement of assistance released by the GOI and State Govt. in the past.

Signature of the President/Secretary/Chief Executives
(Name & Designation)

Countersigned.

Director In-charge of Handlooms.

CLUSTER APPROACH
PROFORMA FOR BASELINE SURVEY OF A CLUSTER

Name of the Implementing agency														
Registration No.														
Village & P.O.														
District														
State														
No. of Weavers proposed to be covered under IHDS														
Total assistance required.														
Sl. No.	Name of the Weaver	Male	Female	Age	Covered by						Whether the weaver is		Whether the loom is	
					Cooperatives	SHGs	NGOs	Master Weavers	Independent	Others	With loom	Without loom	Active	Idle
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Family income	Religion	Caste	No. of days engaged in a year	Type of looms	No. of looms	Type of yarn used	Products manufactured	Remarks, if any
15	16	17	18	19	20	21	22	23

Details of assistance required											
Basic Input component					Workshed			Skill Upgradation			
No. of New Looms	No. of Jacquard	No. of Dobby	Accessories	Margin money	Whether workshed exists (Yes/No)	Whether BPL/General	Whether Workshed required?	Weaving	Dyeing	Designing	Managerial
24	25	26	27	28	29	30	31	32	33	34	35

Signature of the Director of Handlooms & Textiles

CLUSTER APPROACH

PROFORMA FOR SUBMITTING THE DIAGNOSTIC STUDY CONDUCTED AND THE ACTION PLAN FOR CLUSTER DEVELOPMENT

Sl. No.	Parameters				
1.	Name of the Cluster/Ward Village				
Profile of the Cluster					
2.	Geographical location of the cluster (enclose a map of the cluster)				
3.	Total number of handlooms in the cluster				
4.	Type of handlooms in the cluster				
5.	Infrastructure available				
6.	Present skills of the weavers				
7.	Number of handloom weavers	Category	Men	Women	Total
		SC			
		ST			
		OBC			
		Minority			
		General			
		Total			
8.	Status of the weavers.	Existing		Proposed to be covered	
	A) Number of Primary Weavers Cooperative Societies				
	B) Number of weavers in Co-operative fold.				
	C) Number of Master Weavers				
	D) Number of weavers with Master Weavers				
	E) Number of NGOs working in handlooms.				
	F) Number of weavers with NGOs.				
	G) Number of SHGs working in handlooms				
	H) Number of weavers with SHGs.				
	I) Number of traders				
9.	Turnover of the pocket (Rs. in crore)	Present turn over		Anticipated turn over	
	a) Domestic				
	b) Exports				

	Total					
10.	Average earning of the weaver per day (In Rs.)	Present	Anticipated			
11.	Av. no. of working days in a year	Present	Anticipated			
12.	Main handloom products of the pocket.	Present	Anticipated			
13.	Number of Powerlooms in the pocket.					
14.	Whether handlooms of the pocket face competition with Powerlooms?					
Status of Pocket 5 years back						
15.	Economic condition of the pocket in relation to the position 5 years back from now.					
SWOT Analysis						
16.	a) Strengths					
	b) Weakness					
	c) Opportunities					
	d) Threats					
Justification for recommending the cluster						
17.	Justification for recommending the cluster for development					
Strategy						
18	a) Cluster					
	b) Objectives of the development strategy.					
Action Plan						
19.	Interventions required for development over a period of 3 years, with financial outlay for each intervention. (Paragraph A.8.2)					
20.	Total Project Cost.	Sl. No.	Name of the component	Amount (Rs. in lakh)		Number of weavers to be covered.
				GOI	State Govt./ IA	
		1.	Cluster Development: Baseline Survey, Diagnostic study and Formation of SHGs.			

		2.	Formation of Consortium.						
		3.	Skill up-gradation programme						
		4.	Design Development	Purchase of CATD					
				Engaging Designer					
		5.	Common Facility Centre/Dye House						
		6.	Publicity & Marketing						
			a) Advertisement, brochure etc.						
			b) Exhibitions/Fairs						
			c) Buyer Sellers Meet						
			d) Market Survey						
			e) Awareness & exposure visit						
			f) Development and hosting of website						
		7.	Project Management Cost						
		8.	Basic Input						
		i)	Margin money						
		ii)	New Looms						
		iii)	Jacquard						
		iv)	Dobby						
		v)	Accessories						
		9.	Construction of Workshed						
21.	Proposed Action Plan for the cluster.	Year-wise action plan highlighting the physical and financial targets for 3 years alongwith a brief project report should be enclosed. The Action Plan should clearly bring out the deliverables of the project in terms of increase in production, productivity, employment and income of the handloom weavers of the selected cluster.							

1. The beneficiary has not availed of similar assistance under any other scheme of the State or the Central Government.
2. It is certified that the Implementing Agency is in existence and functioning.
3. Certified that the assets created out of the assistance under the scheme will not be disposed off without the prior approval of Office of the Development Commissioner for Handlooms.
4. There is no reason to believe that these organizations are involved in corrupt practice.
5. Certified that no UC is pending for rendition in respect of the above grantee organisation towards any grant(s) received by it under any scheme of the office of Development Commissioner for Handlooms or Ministry of Textiles or any Department in the Ministry of Textiles.
6. Certified that the above particulars are correct and are verifiable from Books of accounts of the grantee agency.
7. Certified that no complaint(s) in respect of the above mentioned agency have been received in the State in respect of disbursement of assistance released by the GOI and State Govt. in the past.
8. Certified that the Implementing agency (s) has obtained necessary approval from the Banks/financial institutions for credit linkages, wherever required.
9. Certified that the Implementing Agency has furnished the requisite details in the proforma A-2 (Baseline Survey of Cluster), enumerating, inter-alia, the names of the individual weavers, components required and the assistance required thereof etc. and is verifiable from records.
10. The State Level Project Committee in its meeting held on _____ has recommended the proposal. A copy of the minutes of the meeting is enclosed.
11. Certified that the land of the title is in the name of the weaver

(Signature)

President/Secretary of Organisation

Countersigned.

(Signature)

Director In-charge of Handlooms & Textiles

CLUSTER APPROACHSCORE PATTERN FOR GRADING OF NGOs

NAME OF THE ORGANISATION WITH COMPLETE ADDRESS:				
S.No.	Score Parameters	Maximum score	Points scored	Remarks
1.	Formal Registration	-		
2.	NGO in existence for more than 3 (three) years	-		
3.	Registration with any other Government Organisation/Department	3		
4.	Profile of the President/Executive Officer and experience & qualification of field staff	10		
5.	Experience of baseline survey, community mobilization and monitoring & Evaluation method	10		
6.	Experience of Cluster development in handlooms or any other related Sector	15		
7.	Experience of Marketing, Networking	13		
8.	Experience of Technical & Technological guidance	5		
9.	Achievements in Handloom Sector/rural development	20		
10.	Last three years audited accounts & filing IT returns regularly & obtained PAN	5		
11.	Funding by Government	2		
12.	Experience of direct international collaboration	5		
13.	Participation of women, SCs/STs/ Minorities on their Board/staff	7		
14.	Training of staff	5		
	Total	100		
	Total Marks awarded			
	Eligible/Ineligible			

Signature of
Director In-charge of Handloom & Textiles

Note: Requisite documents must be submitted in support of the above parameters, else it will not be given weightage.

GROUP APPROACH
PROFORMA FOR BASELINE SURVEY OF A GROUP

Name of the Implementing agency														
Registration No.														
Village & P.O.														
District														
State														
No. of Weavers proposed to be covered under IHDS														
Total assistance required.														
Sl. No.	Name of the Weaver	Male	Female	Age	Covered by						Whether the weaver is		Whether the loom is	
					Cooperatives	SHGs	NGOs	Master Weavers	Independent	Others	With loom	Without loom	Active	Idle
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Family income	Religion	Caste	No. of days engaged in a year	Type of looms	No. of looms	Type of yarn used	Products manufactured	Remarks, if any
15	16	17	18	19	20	21	22	23

Details of assistance required											
Basic Input component					Workshed			Skill Upgradation			
No. of New Looms	No. of Jacquard	No. of Dobby	Accessories	Margin money	Whether workshed exists (Yes/No)	Whether BPL/General	Whether Workshed required?	Weaving	Dyeing	Designing	Managerial
24	25	26	27	28	29	30	31	32	33	34	35

Signature of the Director of Handlooms & Textiles

GROUP APPROACH.Project proposal for Group Approach under Integrated Handloom Development Scheme

Project Summary

1.	Name of the Organisation & full Address :							
2.	Name of the Village/Ward:							
3.	Total Number of Weavers in the village/Ward	Number						
	(a) with Cooperatives							
	(b) with Handloom Apex/ Corpn.							
	(c) with SHGs							
	(d) with NGOs							
	(e) with Master Weavers							
	(f) with exporters							
	(g) Independent							
4.	Total no. of weavers without loom							
5.	Total no. of weavers with loom	a) Active						
		b) Idle						
6	Total Number of Weavers proposed to be covered component-wise under the project .	Category of Weavers	M A L E	F E M A L E	Basic Input	Workshed	Training	Total number of weavers
		S.T. Weavers						
		S.C.						

		Weavers							
		Women Weavers							
		Minority Weavers							
		Others							
7.	Turnover of the pocket (Rs. in crore)	Present turn over				Anticipated turn over			
	a) Domestic								
	b) Exports								
	Total								
8	Average earning of the weaver per day (In Rs.)	Present				Anticipated			
9.	Av. no. of working days in a year	Present				Anticipated			
10.	Main handloom products of the pocket.	Present				Anticipated			
11.	Project proposal should contain the objectives, the no. of weavers to be covered, justification for component-wise assistance sought, socio-economic gains, duration of the project, total project cost, sharing of cost, tie up with the bank for loan, wherever required etc. It should clearly bring out the deliverables of the project in terms of increase in production, productivity, employment and income of the handloom weavers of the selected group area.								

Details of Supporting Documents in Annexure-B-2(1), B-2 (2), B-2(3) are enclosed.

Signature of
President/Secretary of Organisation

Countersigned
Director In-charge of Handlooms & Textiles
With seal

CERTIFICATE TO BE FURNISHED BY THE DIRECTOR OF HANDLOOMS.

1. Certified that the Implementing agency has furnished details of physical and financial requirements in respect of group of weavers of _____ward/village in proforma B-2 and that these details are verifiable from records.
2. Necessary budget provision has already been made to meet State share vide sanction order No. _____dated _____. A copy of the State sanction order is enclosed.
3. Certified that the set of beneficiaries proposed now for grant of assistance for the components have not availed benefit for the same component(s) earlier under any other scheme.
4. Certified that the assets created out of the assistance under the scheme will not be disposed off without the prior approval of Office of the Development Commissioner for Handlooms.
5. Certified that no UC is pending for rendition in respect of the above grantee organisation towards any grant(s) received by it under any scheme of the office of Development Commissioner for Handlooms or Ministry of Textiles or any Department in the Ministry of Textiles.
6. It is certified that the Implementing Agency is in existence and functioning.
7. Certified that the IA has furnished details of physical and financial requirements in respect of group of weavers of _____ village/ward in the proforma _____ and that this has been approved by the SLPC in its meeting held on _____. A Copy of the minutes enclosed.

(Signature)
Director In-charge of Handlooms
(With Seal)

GROUP APPROACH.BASIC INPUTS

Details									SOURCE OF FINANCE				
Sl. No.	Components	No. of Weavers							Center	State	(Rs.In lakhs)		
		SC	S T	WOM- EN	OBC	MINO- RITY	OTH- ERS	TOT- AL			I Agency/ Benefi- ciary	Loan from Bank	TOTAL OUTLAY (Grant + Loan from Bank)
1.	Margin Money												
2.	Procurement of Looms												
3.	Procurement of Dobby												
4.	Procurement of Jacquard												
4.	Procurement of Accessories												
	Total												

(Signature)
President/Secretary of Organisation

Countersigned
Director In-charge of Handlooms& Textiles
with rubber stamp.

GROUP APPROACH

APPLICATION FORM FOR TRAINING OF HANDLOOM WEAVERS

1.	Discipline of training (Tick mark the relevant)	a. Weaving b. Design Development c. Dyeing Techniques d.. Managerial Training
2.	a. Name and complete address of the implementing agency (Including Phone/Fax/e-mail add. etc.) b. No. of members registered in the organisation/society.	
3.	a. Objective of the training Programme (Tick mark the relevant) b. Target Group c. Name of the handloom cluster/pocket identified for training programme. d. Location of the training programme e. Proposed dates of the training programme f. No. of weavers to be trained:- i) Members of Agency ii) Other than members of Agency. Name of weavers proposed to be trained with their age, sex and caste	a. Introduction of new designs b. Product Diversification c. Product Development d. Quality improvement e. Revival of traditional/languishing craft f. Improvement in the dyeing methods g. Any other objective (specify)

	g.	(SC/ST/OBC/GENL). Please enclose details in annexure)	Category	Men	Women	Total
			SC			
			ST			
			OBC			
			Minority			
			General			
			Total			
4.		Products proposed to be produced during training with the above technique. (Please enclose annexure)				
5.		Financial assistance required for conducting training programme as per the guidelines and discipline of the programme. (Furnish details, component-wise in a separate sheet).				

Certified that the assets created out of the assistance under the scheme will not be disposed off without the prior approval of Office of the Development Commissioner for Handlooms.

Signature of the Implementing Agency
(alongwith seal)

Guidelines for Skill up-gradation/Training programme

The Handloom weavers/workers will be provided training for upgrading their skills in weaving, design development, Dyeing & Managerial areas so as to enable them to produce a diversified range of products in keeping with the latest market trends.

Training in weaving

Batch Size for each Programme : 20 trainees

Duration of training : 2 months

S. No.	Component	Provision of funds under training component of IHDS during 11 th Plan (in Rupees)
1	Stipend for 20 weavers	90,000 @ Rs. 75/- per day for 60 days
2.	Honorarium to Master Trainer for 2 months	9,000 @ Rs. 4500/- per month for 2 months
3.	Stipend to Master Trainer for refresher course	2,250 @ Rs. 150/- per day for 15 days
4.	Cost of warping drum	16,000
5.	Cost of looms & attachments (Dobby/jacquard/ accessories) @ Rs.8,000 + 4,000- for 10 looms for 20 trainees	1,20,000
6.	Raw material	24,000 (for Cotton) (Silk/wool yarn @ Rs.3,000/- per trainee, Cotton yarn @ Rs.1200/- per trainee, Jute/Polyester yarn @ Rs.1000/-, if training involves use of more than one of the above mentioned fibres, it should be limited to Rs.2000/- per trainee)
7.	Loom Setting Charges, subject to maximum of 10 looms provided under basic inputs	2,000
8.	Documentation of samples	3,000
	Total	2,66,250
9.	Admn & Misc. expenditure 5% of the total cost	13,000
	Total	2,79,250
	Tool Kit	<u>Plus 21,000</u>
		3,00,250
		rounded to 3,00,000

- All categories of skilled and semi-skilled weavers in batches of 20 at a time.

- Provisions made for hiring sheds for providing training is nil, if in WSC campus, upto Rs.2000/- per month, if in Government Institutions and upto Rs.3000/- for private sheds.

Training in Design Development

Batch Size for each Programme : 20 trainees

Duration of training : 15 days

S.No.	Component	Provision of funds under training component of IHDS during 11 th Plan (in Rupees)
1	Stipend for 20 weavers	22,500 @ Rs. 75/- per day for 15 days
2.	Honorarium to Master Trainer for 15 days	2,250 @ Rs. 4500/- per month for 15 days
3.	Stipend for Master Trainer for refresher course	-
3.	Raw Material	18,000 @ Rs.4500/- per five trainees for 20 trainees
4.	Documentation of Designs	3,000
5.	Hiring sheds electricity & water charges	2,000 (Nil, if training provided in WSC campus, Rs. 2,000/- per month, if training provided in Government Institutions, Rs.3000/- per month, if training provided in private sheds. In addition, the actual payment for reimbursement of electricity & water expenses subject to maximum Rs.1000/-)
	Total	47,750
7.	Administrative & Miscellaneous expenditure 5% of the total cost	2,388
	Total Hiring sheds	50,138 rounded to 50,000

- All categories of skilled and semi-skilled weavers in batches of 20 at a time.
- Provisions made for hiring sheds for providing training is nil, if in WSC campus, upto Rs.2000/- per month, if in Government Institutions and upto Rs.3000/- for private sheds.

Training in Dyeing

Batch Size for each Programme : 20 trainees

Duration of training : 15 days

S.No.	Component	Provision of funds under training component of IHDS during 11 th Plan (in Rupees)
1	Stipend for 20 weavers	22,500 @ Rs. 75/- per day for 15 days
2.	Honorarium to Master Trainer for 15 days	2,250
3.	Stipend to Master Trainer for refresher course	750 @ Rs.150/- per day for 5 days
4.	Raw Material	64,000 @ Rs.3200/- for 20 trainees
5.	Documentation of Designs	3,000
6.	Hiring sheds electricity & water charges	2,000 (Nil, if training provided in WSC campus, Rs. 2,000/- per month, if training provided in Government Institutions, Rs.3000/- per month, if training provided in private sheds. In addition, the actual payment for reimbursement of electricity & water expenses subject to maximum Rs.1000/-)
	Total	94,500
6.	Administrative & Miscellaneous expenditure 5% of the total cost	4725
	Total Hiring sheds Grand total	99,225 rounded to 1,00,000

- All categories of skilled and semi-skilled weavers in batches of 20 at a time.
- The Master Trainer will undergo a refresher course for fifteen days at WSC.
- Provisions made for hiring sheds for providing training is nil, if in WSC campus, upto Rs.2000/- per month if in Government Institutions and upto Rs.3000/- for private sheds.

Managerial Training of persons in Handloom Sector

- Training of persons involved in the management of Co-operatives/handloom Organisations shall undergo training in managerial disciplines through a recognized Institute for 3 days in a batch size of 50 at a time. Financial assistance would be limited to a sum of Rs. 25,000/- for each programme.

Disposal of items purchased in the project

The items (like Looms, dobby, jacquard, accessories) purchased in the project shall be handed over to the trainees at the depreciated cost and would be adjusted against the assistance for the tool kit. In case, where such looms etc. are not required by the trainees, the same may be transferred to the CFC of the nearest cluster as a permanent structure for imparting training.

Disposal of items produced by trainees

The product developed during the course of training will display the level of skill acquired by the trainees. The objective of the scheme will be met, if the products developed are marketable.

The Implementing Agency will be responsible for disposal of the products developed during the course of the training conducted. However, preference will be given to the trainees for buying the products developed by them during the training. Exclusive products, if any developed by the trainees can be sent/retained by the WSC concerned, if necessary.

The minimum price for each item will be arrived at on the basis of the cost of raw material and overhead cost. The basic costing will be done by Implementing Agency who shall remit the revenue to the Weavers Service Centre concerned for depositing in the consolidated funds of India.

Documentation of Designs

Three sets of all the designs developed will be prepared during the course of the training programme. One set will be kept in hard cover in the Design library of the Implementing Agency for documentation and permanent reference. The other set will be given to the trainees for their use and one set will be sent to the Office of DC (Handlooms) for retention in a Central Repository like NCTD, NHHM etc. The documentation will include information on the source paper designs, cloth samples, analysis indicating the construction particulars, design concept, cost price of the designs in respect of each design.

Financial assistance for the purpose of documentation would be limited to Rs.3000/- per training programme.

Implementing Agency

Implementing Agency for training outside the handloom clusters is Weavers' Service Centre Concerned. While for the Clusters, the training agency will be decided by the Implementing Agency of the cluster.

MARKETING INCENTIVEPROFORMA TO BE SUBMITTED BY HANDLOOM CORPORATIONS / APEX SOCIETIES / FEDERATIONS / NATIONAL LEVEL ORGANISATIONS / PRIMARY HANDLOOM WEAVERS COOPERATIVE SOCIETIES ETC. FOR CLAIMING MARKETING INCENTIVE UNDER INTEGRATED HANDLOOM DEVELOPMENT SCHEME

1. Name of the State
2. Claim for the year
3. Name and address of the agency
4. No. of Weavers agency covered by the Society.

		Men	Women	Total
(a)	General			
(b)	SC			
(c)	ST			
(d)	OBC			
(e)	Minority			
(f)	Others			
	Total			

5. Sales turnover for the preceding three years (excluding sales to apex/Federations/Corporations, Government Departments/agencies, Sales to handloom agencies/ sales under barter system and sales computed for the purpose of claiming assistance under the rebate scheme).

S.No	Year	Fabrics	Made-ups	Garments	Total
i)					
ii)					
iii)					
Total					

6. Average Turnover of last three years

7. Marketing Incentive eligible @10%
8. States share @5%
9. Central Government share @5%

Certified that the above figures are correct and the sales by the Agency to Apex/Federation/Corporations Government Departments/Agencies /Handloom agencies, sales computed for claiming assistance under the rebate scheme, and sales made under barter system has not been computed for the purpose of calculating Marketing Incentive.

Signature of the President/
Secretary of the Agency/Society
With seal

Signature of the CA with Regn. No.
Statutory auditor with seal

CERTIFICATE TO BE FURNISHED WITH ANNEXURE -C I

1. Certified that the agency is functioning
2. Certified that points at Sl.No.1 to 5 under Annexure C taken into account by the implementing agency for calculating the eligibility for marketing incentive are correct and have been duly verified.
3. The proposal has been cleared in the State Level Project Committee in its meeting held on____, Minutes of which are enclosed
4. State Share has already been released vide State Govt sanction order No.____dated. A copy of the State Share release order is enclosed.
5. Certified that no UC is pending for rendition in respect of the above grantee organisation towards any grant(s) received by it under any scheme of the office of Development Commissioner for Handlooms or Ministry of Textiles or any Department in the Ministry of Textiles.
6. It is certified that the Implementing Agency is in existence and functioning
7. Certified that there is no reason to believe that the agency is involved in corrupt practices.
8. Certified that the above particulars are correct verifiable from Books of accounts of the grantee agency.

(Signature)
Director In-charge of Handlooms
With SEAL

MARKETING INCENTIVE

Consolidated Statement to be furnished by the Director of Handlooms while forwarding the claims of Handloom Agencies under the Marketing Incentive component of Integrated Handloom Development Scheme .

S.No.	Name of the Agency	Claim for the year	Total MI eligibility	MI approved by SLPC	State share	Central share	Amount released by State Govt.	Amount to be released by the Central Govt.
Total								

Total number of weavers covered by the handloom agencies as mentioned above, category wise are as under:-

Total No. of the weavers covered by the above handloom agencies											
General		SC		ST		OBC		MINORITY		Total	
M	W	M	W	M	W	M	W	MEN	WO	M	W
E	O	E	O	E	O	E	O		MEN	E	O
N	M	N	M	N	M	N	M			N	M
	E		E		E		E				E
	N		N		N		N				N

Certificate to be furnished by the Director of Handlooms & Textiles

1. Certified that all the above agencies are functional.
2. Certified that the above-consolidated statement in respect of the State of _____ has been prepared on the basis of individual claims preferred by the agency.
3. Certified that there is no duplication of claims submitted under the proposal and that the assistance claimed by the above handloom agencies has not been preferred earlier.
4. Certified that all the conditions of the scheme have been met.

5. Certified that the entire assistance released as Marketing Incentive so far by the G.O.I & State Government has actually been passed on fully to the concerned grantee organizations.
6. Certified that no complaint(s) have been received in the State in respect of disbursement of Marketing Incentive assistance released by the G.O.I & State in the past.
7. Certified that the claims preferred now by the handloom agencies is full and final in respect of the State Government _____for the year(s) and no further claim(s) will be preferred by the State for the same period in future.
8. Certified that no UC is pending for rendition in respect of the above grantee organisations towards any grant(s) received by them under any scheme of the office of Development Commissioner for Handlooms or Ministry of Textiles or any Department in the Ministry of Textiles.
9. It is certified that the Implementing Agencies are in existence and functioning.
10. Certified that the claims of the above handloom organizations/agencies have been cleared by the State Level Project Committee in its meeting held on _____, Minutes of which is enclosed.
11. Certified that the above statement has been forwarded in a CD.

Signature Director in-charge of Handlooms.

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