

viii) Bank finance			
ix) Fund position			
a) KVIB			
b) CBC			
x) Pending Rebate/MDA position as on 31.03.2014	Rebate	MDA	
a) KVIC			
b) KVIB (State Govt.)			
Total			

7. Position of E.M., H.D. & Insurance

(Fig.Rs. in lakhs)

Particulars	Status	Amount	Remarks
1. E.M	Land	Rs.	
	Building	Rs.	
	Total	Rs.	
2. H.D.	Executed (Under Khadi)	Rs.	
	Executed (Under V.I.)	Rs.	
3. Insurance	Executed (Comprehensive)	Rs.	

8. Utilization of MDA

Year	MDA Received	MDA Utilization						Pending MDA	Remarks		
		Special Incentive to Artisans				Discount R.S	Discount W.S			Others Utilisation	Total Utilisation
		SC	ST	Gen	Total						
2010-11											
2011-12											
2012-13											
2013-14											

9. Position of AWF & JBY

(Fig.in lakhs)

A.W.F.		JBY	
i) Amount of AWF credited in the Balance Sheet as on 31.03.2015	Rs.	No. of Artisans covered	
ii) Amount of AWF deposited with the AWFT as on 12.2015	Rs.	a) Scholarship claims received	
Rs.		No.	Amount
Balance	Rs.	b) Claims Settled	
		No.	Amount
iii) No,of artisans covered	Nos.	a) Death Claims received	
		No.	Amount
		b) Claims Settled	
		No.	Amount

10. Miscellaneous

- i) Whether purchase committee constituted : Yes/No
- ii) Whether loan balance confirmed : Yes/No/Does not arise For the year.....upto
- iii) Refund of interest on CBC & V.I. Loan : Yes/No/Does not arise
- iv) Whether Photo I-Card / Pass book issued to all the artisans : Yes/No

- v) Position of Audit : C.A upto
KVIC upto
- vi) Bank A/C opened For nos. artisans out of
nos. total artisans (Registered/Working)
- vii) Whether the Institution is maintaining it's
A/Cs and record through its own computer Yes/No

11. New Schemes undertaken : PRODIP KRDP SFURTI WORK SHEED/RITU

12. Details Artisans :

13. Details budget proposal as per resolution of the Executive Committee meeting of the Institution held on

a) Khadi programme agreed for 2016-17

(Fig. Rs.in lakhs)

Name of the Program	Production	Retail Sales	Whole Sales	Employment	
				F.T	P.T
i) Cotton / Muslin					
ii) Silk Khadi					
iii) Woollen Khadi					
iv) Polyvastra					

b) V.I. Programme Others, if any : Continuation programme

:

Sl.No.	Name of the Programme	Prod.	Sale	Empl.	Remarks
1					
2					
3					

15. Remarks

President / Secretary of the Institution

BUDGET PROPOSAL FOR KHADI & POLYVAISTRA PROGRAMME FOR THE YEAR-2016-17

(To be filled in by the Institution)

PROFILE OF THE INSTITUTION

1. Name of the Institution	:				
Address and other details	:	Village/Post		Taluka	
		City/Town		District	
		State	West Bengal	Pin	
		Phone		Fax	
		Email		Website	
2. Contact Person Details	:				
		Name	Designation	Contact no.	
			Chairman		
			Secretary		
3. Status of the Institution	:				
a) Registration Certificate	:	No. :			
		Act:			
b) Khadi /Polyvastra Certificate No. a :		No.:			
Validity upto		Valid upto			
c) Status of the Khadi Mark Registration :		I Registration Certificate obtained : Yes/No/ Applied for II if yes, give registration No.			
d) Direct listing	:	Letter No.			
		Date:			
e) Category	:	A+/A/B/C			
f) Status of the Institution	:	Normal/Problematic			
g) Social Category of the Institution :		SC/ST/Women/Minority/OBC/General			
Scheme implemented	:	SFURTI / KRDP(DRA) / EPCKIA - other than normal Khadi and Polyvastra			
h) Position of Hypothecation Deed :		Date of Execution	Ceilig limit	Date of Renewal	
(Rupees in lakhs)					
i) Khadi					
ii) Village Industries					
		(Rupees in lakhs)			
i) Position of Equitable Mortgage :		Value as per balance sheet	Value of EM executed		
i) Land					
ii) Building					

- j) Position of Audit Report
 i) KVIC Audit
 ii) Chartered Accounts Audit

Completed up to	Reason for pending

- k) Details of Centres

Sl.No.	Production Centre	Sale Centre
1		
2		
3		
4		
5		

4. Performance Details for the last 3 years

[Rupees in lakhs, Employment in number]

Year	Particulars	Cotton	Silk	Woollen	Poly	Employment						
						Category	Gen.	SC	ST	Minority	Total	Women
2012-13	Production					F.T						
	Retail Sale											
	Whole Sale					P.T						
	Closing Stock											
2013-14	Production					F.T						
	Retail Sale											
	Whole Sale					P.T						
	Closing Stock											
2014-15	Production					F.T						
	Retail Sale											
	Whole Sale					P.T						
	Closing Stock											
2015-16 (Target)	Production					F.T						
	Retail Sale											
	Whole Sale					P.T						
	Closing Stock											
2015-16 (Achievement upto 31.12.2015)	Production					F.T						
	Retail Sale											
	Whole Sale					P.T						
	Closing Stock											

5. Raw material procurement for the last 3 years :

[Quantity : in Kgs., Value : Rs. in lakhs]

Year	Varieties	Total requirement		Procurement from Market		Procurement from CSP	
		Quantity	Value	Quantity	Value	Quantity	Value
2013-14							
2014-15							
2015-16							

[Rs.in lakhs]

6. Latest Fund position :

Particulars	CBC	KVIB	B.F (Availed)	OWN	Total
Khadi					
Poly					
Others					
Schemes (*)					

7. Available Infrastructure (in Nos.) :

i)Charkhas	Items	Traditional	NMC	Reeling Basin
	Cotton			
	Woollen			
	Silk			
	Polyvastra			

ii) Looms	Items	Traditional	Improved	Others
	Cotton			
	Woollen			
	Silk			
	Polyvastra			

8. Artisan Details (in Nos.) :

Sr.No.	Particulars	Spinners			Weavers		Others	Total
		Traditional	NMC	Reeler	Trad.	Impd.		
1	Total registered artisans							
2	Presently working							
3	Covered under JBY							
4	Covered under AWFT							
5	Bank/Post Office A/c. opened							
6	Adhar Card							

9. Target Proposed for the year 2016-17

Scheme	Production	Retail Sale	Govt. Supply (RC/Non RC)	Whole Sale	Employment						
					Category	Gen.	SC	ST	Minority	Total	Women
Cotton					F.T						
					P.T						
Silk					F.T						
					P.T						
Woollen					F.T						
					P.T						
Total Khadi					F.T						
					P.T						
Poly					F.T						
					P.T						

I/We solemnly affirm that the information furnished as above are true and correct

**SIGNATURE OF SECRETARY OF
THE INSTITUTION WITH SEAL**

Place :

Date:

V. I. BUDGET OF ONGOING ACTIVITIES

(To be forwarded to concerned V.I. Directorates - Use separate forms for each industry)

1. Name Of The Institution (DAI/BAI):
2. Address of Institution:
3. Name Of Chairman /President:
4. Name of Secretary:
5. Name of Industry:
6. Category:

Ph. No:

Ph. No:

7. INSTALLED CAPACITY AND PAST PERFORMANCE

(Rs. In Lakhs / Empl. In Nos)

No.of Unit Installed	Installed Capacity of Producti on	Details of Tech. Staff.	Actual for 2012-13				Actual for 2013-14			
			Pro d.	Sales	Empl.		Prod.	Sales	Empl.	
					P.T.	F.T.			PT	FT

Target for 2014-15				Achievement up to 31.10.2014			
Prod.	Sales	Empl.		Prod.	Sales	Empl.	
		PT	FT			PT	FT

8. TARGETS FOR 2015-16:

NAME OF PRODUCT	Prod.	Sales	Employment	
			P.T.	F.T.
TOTAL:				

9. CALCULATION OF ELIGIBILITY OF WORKING CAPITAL for 2015-16

Gross Eligibility	Available Fund					Surplus Capital
	CBC	KVIC	B.F.	OWN	TOTAL	
1.	3.	4.	5.	6.	7.	8.

10.	Whether E.M. has been created? If yes for what value/if not, reason thereof and proposed action plan:	
11.	Whether Hypothecation Deed has been executed? If years, for what value.	
12.	Overdue V.I. Loan installment as on 30.9.2014.	
13.	Overdue V.I. Loan Interest as on 30.9.2014.	
14.	Overdue CBC Loan Installment as on 30.9.2014	
15.	Overdue CBC Loan Interest as on 30.9.2014	

**SECRETARY
OF THE
INSTITUTION**
(SEAL OF THE INSTITUTION)

Representative
Of Programme

Representative
of Finance

CEO/Representative of KVIB

State/Divisional
Director

FORM - I

STATEMENT SHOWING THE QUARTERLY PROGRESS REPORT OF 2015-16 UNDER KHADI AND POLYVAISTRA PROGRAMME

NAME OF THE INSTITUTION.: _____

(Rs. in Lakhs)

Quarter	COTTON/MUSLIN				SILK				WOOLLEN				POLYVAISTRA			
	2015-16 (Actual)		2016-17 (Target)		2015-16 (Actual)		2016-17 (Target)		2015-16 (Actual)		2016-17 (Target)		2015-16 (Actual)		2016-17 (Target)	
	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales	Prod.	Retail Sales
April to June																
July to Sep.																
Oct. to Dec.																
Jan to March (estimated)																
TOTAL																
SECRETARY OF THE INSTITUTION								SIGNATURE STATE/DIVISIONAL DIRECTOR								

N.B.: At the end of budget discussion, this information may be summarized separately for KVIC and KVIB aided institutions and consolidated information only needs to be sent to Director, KPM.

FORM NO.II

(TO BE RETAINED BY SO/RO)

**DETAILS OF IMMOVABLE PROPERTIES OF INSTITUTIONS
AS PER AUDITED BALANCE SHEET AS ON**

NAME OF THE INSTITUTION:

Sr. No.	Details of property (Land/Building) with full address	Survey No.	Area (sq.ft./s.mtrs)	Original purchase value	Date of last revaluation with value	Present Market value	Value of property mortgaged with KVIC/KVIB	If total property are not mortgaged with KVIC/KVIB- reason thereof along with value	Whether first charge relinquished by KVIC/KVIB in favour of any financial institution. If yes, the name of F.I.	Status of execution of inter-se agreement amongst Bank, KVIC/KVIB and the F.I.	The remaining properties will be mortgaged with KVIC within 3/6/9 months (Specify the time limit)
1.											
2.											
3.											
4.											
SECRETARY OF DAI/BAI			PRESIDENT OF DAI/BAI			CEO/MD/FA OF KVIB			STATE/DIVISIONAL DIRECTOR		

CONFIRMATION OF KVIC/KVIB FUNDS AS ON 31-03-2015

Name & Address of the institution :- _____

Name of the State Office :- _____

Institution Code No. :-

Sr. No.	Khadi Programme	W.C.Loan	C.E.LOAN				TOTAL
			Kacha/paka structure	Khadi Bhandar	Amber/NMC Charkha	Looms	
1	Cotton Khadi						
2	Woolen Khadi						
3	Silk Khadi						
4	Muslin Khadi						
5	CBC Funds						
	Total						
Sr. No.	2. Others	Ways & means	Renovation	Share Capital	DRDA	Draught relief	Vehicles
Sr. No.	3. Imprest	Loan	Grant				
1	Khadi						
2	V.I.						
3	ISEC-Khadi						
4	ISEC-V.I.						
	Total						
4. V.I. Programme (KVIC Funds) Industry wise							
Sr. No.	Name of the Industry	W.C. Loan	C.E. Loan				Total
			Kacha/paka structure	GSD/Gram Shilpha	NMC Charkha	Machinery	
	Total						
5. V.I. Programme (CBC Funds) Industry wise							
Sr. No.	Name of the Industry	C.E.	W.C.	Margin Money	Total		
	Total						

This is certified that the above figures are as per our books of accounts and audited balance sheet of the institution. A copy of audited sheet is enclosed herewith for verification.

Secretary
 Signature with Seal of the Institution

Chairman
 Signature with Seal of the Institution

Counter Signature of State Director

(Note:- If any amount/information which is not coming under the above details a separate sheet showing full details may be attached).

Details of funds received & refunded to KVICCONFIRMATION OF KVIC/KVIB FUNDS AS ON 31-03-2015Name & Address of the institution :- _____

Name of the State Office :- _____

Institution Code No. :-

1. The statement showing the position of the funds receipt from KVIC and remitted by the institutions since inception to as on date.

a. KVIC Funds

Sr. No.	Name of Industries/Scheme	Funds received from the KVIC			Funds refunded by the institution			Balance
		DD No.	Date	Amount	DD No.	Date	Amount	

b. CBC Funds

Sr. No.	Name of Industries/Scheme	Funds received from the KVIC			Funds refunded by the institution			Balance
		DD No.	Date	Amount	DD No.	Date	Amount	

2. The Statement showing the position of the interest paid to KVIC by the institutions since inception to as on date.

Sr. No.	Name of Industry/Scheme	KVIC Funds					CBC Funds					
		Due	Paid			Bal	Due	Paid			Bal	
			DD No.	Date	Amount			DD No.	Date	Amt		

This is certificate that the above figures are as per our books of accounts and audited balance sheet of the institution. A copy of audited balance sheet is enclosed herewith for verification.

Secretary
Signature with Seal of the InstitutionChairman
Signature with Seal of the Institution

Counter Signature of State Director

(Note:- Industry/Scheme wise balance should match with the loan confirmation sheet)

**FORMAT OF CERTIFICATE TO BE SEND BY THE INSTITUTION
KVIC/KVIB ALONGWITH THE BUDGET PROPOSAL**

C E R T I F I C A T E

I Secretary of the Institution authorized to participate in Budget for the year 2016-17

I hereby certify following information furnished to the SLBT are true to the best of my knowledge and if found to be incorrect institution shall be liable for any action as deemed fit by the KVIC.

Accordingly these data/information have been processed in Budget Proposal, being recommended by SLBT :

- a) Accuracy of data relating to previous performances.
- b) Accuracy of data relating to infrastructural facilities available with the Institutions.
- c) Accuracy of data relating to production targets.
- d) Accuracy of data relating to available fund. (Where there are surplus funds, the same should be indicated correctly.)

Secretary/Authorized Participant

(To be submitted along with the Budget Proposals properly signed by in original by Secretary)

Countersigned by

Director (State/Divisional Office)

**FORMAT OF CERTIFICATE TO BE SEND BY THE CHIEF EXECUTIVE OFFICER,
KHADI AND V. I. BOARD
ALONGWITH THE BUDGET PROPOSAL**

C E R T I F I C A T E

Following data/information as provided by the Institution namely _____ for the year 2016-17 of the State / Division have been verified by me and by my team and found to be correct. Accordingly these data/information have been processed in Budget Proposal, being recommended by SLBT :

- d) Accuracy of data relating to previous performances.
- e) Accuracy of data relating to infrastructural facilities available with the Institutions.
- f) Accuracy of data relating to production targets.
- d) Accuracy of data relating to available fund. (Where there are surplus funds, the same should be indicated correctly.)

Chief Executive Officer

(To be submitted alongwith the Budget Proposals properly signed by in original by C.E.O. of the Board only)

Countersigned by

DIRECTOR(STATE/DIVISIONAL)