

No: 4/8/2009/DCH/P&E  
Government of India  
Ministry of Textiles  
Office of Development Commissioner for Handlooms.

\*\*

Udyog Bhawan, New Delhi.  
Dated 24<sup>th</sup> April 2009.

To

1. All Commissioners / Directors  
Incharge of Handlooms.
2. All Weavers Service Centres
3. MD, NHDC, Lucknow
4. ACASH
5. HEPC, Chennai

Sir/Madam,

**Sub: Sending proposal for marketing events during the year 2009-10.**

As you know, as a part of the marketing strategy and publicity measures, this office has been sanctioning proposals for organization of National Handloom Expos/ Special Expos and District Level Events, development of export worthy products, participation in international fairs etc. In view of the above, you are requested to send the proposals with approximate date of events in consonance with the local festivals, rituals etc., so that the sales can be maximized which will ultimately help the weavers to sell their products and the number of events you propose to hold during the year 2009-10.

In order to avoid delay and release of funds to State Govt/Implementing agencies, a check list in respect of the marketing events for sending the proposals as well as for reimbursement is enclosed. Kindly ensure to check with the check list attached with the letter before sending the proposals so that the proposals are complete in all respects and considered by this office for sanction without any delay. This may also kindly be brought to the notice of State level Apex Societies/ Federations /Handloom Corporations and all other eligible implementing agencies as per the guidelines of the Scheme also.

Kindly ensure that all pending claims must be sent to this office immediately, failing which no new proposals will be considered for the financial year 2009-10.

The Controller General of Accounts requires certain information such as Name of agency, State of registration, registration number, contact person etc. to pass the bill for payment, which is mandatory. A copy of format received in this regard is enclosed. **Kindly ensure that while sending the proposals, this proforma may also be enclosed with all the information asked for failing which it will not be possible to sanction / release funds to the Implementing agencies.**

Yours faithfully,

Sd/-

( Sohan Kumar Jha)  
Addl.Development Commissioner(Handlooms)

**Encl: as above.**

## **Information to be furnished by the Implementing agency before considering release of further government grant**

1. Registration No.
2. Date of Registration:
3. Registering Authority:
4. State of Registration:
5. Administrative level (National/State/District/Block/Below Block)
6. TIN/TAN No.:
7. Address (Complete)
8. PIN:
9. Agency type: (Autonomous/Statutory bodies, Central Govt., Local Elected Bodies, NGO, Public Sector Undertakings, Scheme Specific Registered Societies, State Government/Union Territories, Public Sector Undertakings, Private Sector Companies)
10. Contact Person:
11. Phone No. of contact person
12. Email ID:
13. Bank name:
14. Branch:
15. Account No.
16. Agency name as per bank account:

### **Checklist for sending proposals for DLEs:**

1. Proposal in DLE-I format signed by the Implementing agency and forwarded to Office of DC(HL) through concerned Director/Commissioner Incharge of Handlooms/authorizes signatory.
2. A certificate to the effect that **“No UC is pending against any schemes of O/O DC(Handlooms) and Ministry of Textiles”**.

### **Check list for reimbursement (DLEs):**

1. Utilisation Certificate in GFR-19A format for advance amount received duly signed by the Grantee Institution and countersigned by concerned Director of Handlooms/authorized signatory.
2. Income & Expenditure statement duly audited by CA, signed by the Grantee institution & countersigned by the concerned Director / Commissioner Incharge of Handlooms/ authorized signatory of Directorate.
3. DLE-II form signed by the Grantee institution & countersigned by Director Incharge of Handlooms/authorized signatory .
4. List of participants along with sales
5. End of event certificate duly signed by Grantee Institution and countersigned by concerned Director of Handlooms/authorized signatory.
6. Performance-cum-achievement report duly signed by the Grantee Institution.
7. Inspection Report of WSC or Director of Handlooms.
8. Copies of ground rent and electricity bill paid duly signed by grantee institution.
9. Publicity material like photographs, newspaper clippings, invitation cards etc.

### **Checklist for sending proposals for NHE/Spl.Expos:**

1. Proposal in the prescribed format duly signed by Grantee Institution and forwarded through concerned Director of Handlooms/ authorized signatory.

### **Checklist for reimbursement( NHE/Spl.Expos):**

1. Utilisation Certificate in GFR-19A format for advance amount received duly signed by the Grantee Institution and countersigned by concerned Director of Handlooms/authorized signatory.

2. Income & Expenditure statement duly audited by CA, signed by the Grantee institution & countersigned by the concerned Director / Commissioner Incharge of Handlooms/ authorized signatory of Directorate.
3. Final Report with number of beneficiaries duly signed by Grantee. Institution, CA & countersigned by concerned Director of Handlooms/ authorized signatory.
4. List of participants along with sales of each participant.
5. End of event certificate duly signed by Grantee Institution and countersigned by concerned Director of Handlooms/authorized signatory.
6. Performance-cum-achievement report duly signed by the Grantee Institution.
7. Inspection Report of WSC or Director of Handlooms.
8. Copies of ground rent and electricity bill paid duly signed by grantee institution.
9. Publicity material like photographs, newspaper clippings, invitation cards etc.