

No.13/4/2016-DCH/CHCDS/Cluster  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner for Handlooms

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Udyog Bhavan, New Delhi  
Dated: the 26<sup>th</sup> May 2017

To

Secretary in-charge of Handlooms,  
Govt. of Tamil Nadu/Assam/Uttar Pradesh/Andhra Pradesh/  
Jharkhand/Bihar/West Bengal

**Sub: Guidelines for implementation of Comprehensive Handloom Cluster Development Scheme (CHCDS) for development of Mega Handloom Clusters during the period from April 2017 to March 2020 - reg.**

Sir/Madam,

In continuation of this office letters No.5/4/2013-DCH/MHCDS/Cluster dated 14<sup>th</sup> November 2013 and 20<sup>th</sup> August 2015, I am to enclose herewith revised guidelines of the Comprehensive Handloom Cluster Development Scheme (CHCDS) for implementing during the period April 2017 to March 2020.

2. The Government after considering views of the State Governments/Weavers' Service Centres/Implementing Agencies etc. and experience of implementation of the scheme, has made following changes in the guidelines of the scheme:

- Inclusion of common workshed within existing ceiling i.e. Rs.23.33 lakhs of construction of individual worksheds in the Block level clusters.
- SPV/Implementing Agency (IA) may have their own land or on lease from Government/Government agency for atleast 15 years.
- Direct submission of proposals of block level clusters, requiring skill up-gradation by WSC/IIHT, in cases where, there has been inordinate delay (of atleast 6 months) at the level of State Government in forwarding the proposal to Office of the Development Commissioner (Handlooms). In such cases, proposal for skill up-gradation will be sent by WSC/IIHT under intimation to the State Govt. concerned.
- CFCs in clusters should be made operational within six months by SPV/IA in leased/rented/Government building so that the benefits percolate down to the weavers immediately, without waiting for construction of building of CFC.
- Corpus fund of Rs.5.00 lakh can also be provided to Central PSU (engaged in marketing of handloom products) for marketing of handloom products of the cluster.
- All assets created through each project must be geotagged. Details will be submitted by Office of Development Commissioner (Handlooms) separately.
- All grants should have clear outcomes expected from the project.
- All assistance to individual beneficiaries must be mandatorily through Direct Benefit Transfer (DBT).

- Real time monitoring of skill up-gradation programmes is necessary. Therefore, information about the skill up-gradation programmes should be in Public Domain concurrently. Details will be submitted by Office of Development Commissioner (Handlooms) separately.
- Details of individual beneficiaries catered by Implementing Agencies should be available in Public Domain.

3. Further, the proposals of all interventions as per approved DPR are required to be submitted to this office with the recommendation of the State Level Committee (SLC). The proposals of Block Level Cluster are to be submitted online, duly supported by relevant documents and followed by its hard copy. The release of funds will be made directly to the implementing agency under intimation to the State Government/WSC concerned.

4. In view of the above, you are requested to kindly ensure successful implementation of the scheme by giving wide publicity and suitable instructions to the all concerned. The guidelines of the scheme are also available on website: [handlooms.nic.in](http://handlooms.nic.in) and if required, the same may be downloaded. Hindi version of the scheme follows.

Yours faithfully,

Encl: As above.

Sd/-

(Shantmanu)  
Development Commissioner (Handlooms)

Copy to:

1. Commissioner/Director In-charge of Handlooms of States concerned.
2. Managing Director, National Handloom Development Corporation (NHDC), Ltd., Lucknow.
3. Officers In-charge of Weavers' Service Centres concerned.
4. Officer In-charge of IIHTs concerned.
5. Advisor (VSE), NITI Aayog, New Delhi.
6. PPS/Consultant to Secretary (Textiles).
7. IF Wing, Ministry of Textiles, Udyog Bhavan, New Delhi.
8. Pay & Accounts Office (Textiles), Udyog Bhavan, New Delhi.
9. A copy to NIC for uploading on the website: [www.handlooms.nic.in](http://www.handlooms.nic.in)

Sd/-

(Shantmanu)  
Development Commissioner (Handlooms)

## **Guidelines of the Comprehensive Handloom Cluster Development Scheme (CHCDS) – MEGA HANDLOOM CLUSTER**

### **1. OBJECTIVES AND STRATEGY**

The objective is to develop Mega Handloom Clusters that are located in clearly identifiable geographical locations that specialize in specific products, with close linkages and inter dependents amongst the key players in the cluster by improving the infrastructure facilities, with better storage facilities, technology up-gradation in pre-loom/on-loom/post-loom operations, weaving shed, skill up-gradation, design inputs, health facilities etc. which would eventually be able to meet the discerning and changing market demands both at domestic and at the international level and raise living standards of the millions of weavers engaged in the handloom industry. The broad objectives of the scheme would be as follows:

- a) To empower handloom weavers and build their capacity to enhance competitiveness of their products in the domestic as well as global market in a sustainable and reliant manner;
- b) To facilitate collectivization of handloom weavers and service provides for procurement, production, marketing and other support activities to promote sustainable growth and diversification;
- c) To give a proper thrust to design development through creation of design studio and involvement of professional designers,
- d) To involve professional marketing chains and marketers to identify the items of production to meet the changing demands of the market,
- e) To provide requisite support/linkages in terms of adequate core & technical infrastructure, technology, product diversification, design development, raw material banks, marketing & promotion, credit, social security and other components that are vital for sustainability of weavers engaged in the handloom sector;
- f) To provide for development of handloom clusters in an inclusive and holistic manner in an environment of empowered and participative decision making;
- g) To encourage convergence of schematic assistance and support services from various schemes and programmes of various government and other agencies in the cluster to optimize resource utilization for betterment of the livelihood, quality of life of handloom wavers and increase income level of the weavers.
- h) Public Private Partnership (PPP) model in the form of collaboration between the Government, beneficiary weavers & their group, financially creditworthy & commercially linked marketing enterprises and the financial Institutions.

### **2. SCOPE OF THE MEGA HANDLOOM CLUSTER**

The handloom weavers, due to lack of education, in-adequate working capital and lack of market facilities etc. are unable to meet the requirements of the ever-changing market demands. Coupled with this are cost affecting factors like low level of technology, poor infrastructure facilities viz dye houses, common facility centre, quality control labs, electricity, water, roads, etc. To overcome these bottlenecks and to enable institutional development, it would be essential to federate prominent stakeholders to form a Public Private Partnership (PPP) module. Mega Handloom Clusters in various parts of the country will be taken up for their holistic development, for which comprehensive development plans would be drawn up and

implemented on PPP mode. Each Mega Handloom Cluster will cover more than 15,000 handlooms with GoI contribution upto Rs.40.00 crore per cluster.

Nature and level of assistance to each of the said clusters will be need based and would include the components that are necessary for meeting the objectives, such as, Technology upgradation, Product Diversification, Raw Material Bank, Credit, Market Development, Forward & Backward Linkages, Human Resource & Skill Development, Social Security, Physical Infrastructure, Export & Marketing, Margin Money for Working Capital, Corpus Fund for Yarn Depot etc.

The above list is only illustrative yet not restrictive. There will be flexibility to suit the local requirements. The Project Approval & Monitoring Committee (PAMC) will decide on merit the inclusion or otherwise of a component/s in the project cost on cluster to cluster basis.

### **3. PROJECT COMPONENTS:**

#### **A. Diagnostic Study and formulation of Detailed Project Report (DPR)**

Diagnostic survey of the identified handloom concentrated area is the prime requirement for ascertaining the needs of specific interventions required for making the handloom concentrated area self-sustainable. The Detailed Project Report shall also include the requisite details under each of the activities that would be undertaken for different components of this scheme, including activity-wise financial implications, means of financing pattern of release of funds, implementation schedule and duration etc. This activity shall be carried out by the Cluster Management & Technical Agency (CMTA) as a part of their responsibilities and therefore, this will be met out from the overall Project Management Cost to be paid to CMTA.

#### **B. Formation of Consortium/SPV - Mobilization of weavers**

With introduction of economic reforms through liberalization, privatisation and globalisation, India has entered into a new era of economic development and therefore, formation of Consortium/SPV Empowerment programme for handloom weavers is necessary by making them active entrepreneurs-cum primary stake holders of development and bringing them to a visible platform so as to enhance their operational efficiency and competitiveness to face the new challenges and make them viable and self supporting economic entity This activity shall include mobilizing the weavers into groups in the form of SHGs, training of SHGs etc.

#### **C. Design Development and Product Diversification**

It has been recognized that design is a strategic tool that can provide directions to the crafts in a rapidly changing market environment. Thus, a sustainable linkage amongst designers, technologists, marketers and weavers in diverse materials and locations through acceptable programmes at all levels need to be established for promotion and development of handlooms. Assistance will be given under the scheme for upgrading and diversifying the present product range through design development, quality improvement so as to meet the needs of the contemporary market requirements. Assistance will also be provided for setting up a Design studio with Computer Aided Textile Design System and a professionally qualified Designer.

Towards creating infrastructure for the Design Studio including the CATD System, the share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/State Govt. However, the contribution of the State Government will not exceed 10%. While the assistance towards engaging the designer will be fully borne by GoI.

#### **D. Corpus for Raw material**

The handloom industry in India consumes diverse range of yarns from natural viz. cotton, wool, silk, jute to artificial viz synthetic, cellulose and multiple blends of such yarns to produce different varieties catering to the needs of the different segments of the society both in the domestic and overseas market. Yet, the major problems faced by the handloom sector are availability of raw materials at reasonable price & quality. Considering the significance of raw material to the finished product, it is imperative to augment the availability of different varieties of yarns of acceptable quality at reasonable prices to provide a platform to the value added textile products. It would, therefore, be essential to open yarn depot(s) in the Mega clusters so as to ensure timely supply of quality yarn, dyes and chemicals to the handloom weavers/societies.

Assistance for setting up a depot as well as a revolving fund for purchase of raw materials and operating expenses will, therefore, be given under the scheme. A corpus fund of Rs.5.00 crore will be created for regular supply of yarn through National Handloom Development Corporation, Lucknow in the Mega Handloom Clusters.

#### **E. Block Level Cluster**

Details of Block Level Cluster are at Annexure - I.

#### **F. Credit for working capital**

Requirement of credit including, margin money, interest subvention, credit guarantee fee etc. in the mega handloom clusters will be met out from Concessional Credit component of NHDP.

#### **G. Market Development**

Merchandising the Marketing has been recognized as being central to the growth and development of the handloom sector in India. Domestic marketing is important for providing linkage between the producers and the consumer. The handloom weavers, however, do not have an appropriate feedback on market trend. This, many a time, leads to accumulation of stocks causing thereby a bottleneck in the production-delivery cycle.

This part of the scheme is, hence, aimed at achieving twin objectives of creating brand and awareness among the people about Indian Handlooms by organization a number of marketing events at strategic locations throughout the country and providing marketing outlets to the craftsperson's by inviting them for direct sale of their products at remunerative prices. The marketing events will include Buyer Seller Meets, Exhibitions, exposure visit of the weavers to the handloom pockets of other States, development and hosting of website, e.commerce, market intelligence/survey etc. Setting up of Marketing Complex is also admissible under the scheme, which will be set up in PPP mode.

The share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/State Govt. However, the contribution of the State Government will not exceed 10%.

#### **H. Exports**

The export of handlooms plays a pivotal role in the Indian economy and accounts for a major foreign exchange earner for the country. With free global trade, only those able to provide quality products at competitive price will be able to survive. Whereas opportunities for renewed

growth are being created in the developed markets, there is an urgent need to evaluate our strengths and weaknesses so that the handloom sector can withstand the forces of global competition. It has been brought out that handloom sector indicate a better performance in terms of Aggregate Unit Value Realization as compared to the power-loom in export. It is, therefore, high time that the domestic production base shall realize the potentiality of enhancing weavers earning for the same production hours spent for development of exportable variety of goods. Assistance will be given under the scheme to enhance export markets through brand promotion, exhibitions, Buyer-Seller meets, setting up of garment unit, participation in International exhibitions, warehouses, design studio etc.

The share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/State Govt. However, the contribution of the State Government will not exceed 10%.

#### **I. Basic & Technical Infrastructure**

Assistance would be available under the scheme for setting up of Common Facility Centre (CFC) to carry out warping, dyeing, pre and post loom operations, for setting up of water treatment plant, effluent treatment plant, testing labs, common workshed for mass production, exhibition hall, display-cum-showroom, conference hall, warehouse and any other item suggested in the Detailed Project Report (DPR). The State Govt. will provide land free of cost for these purposes, failing which the SPV will purchase the land. Grant will not be available for purchase of land. CFC/Dye House will be run on user charge basis and the facilities set up will be available to all weavers in and around the cluster.

Assistance would also be available for development of common infrastructure, which would improve quality of life of weavers and will not exceed 10% of the total assistance to be released under the scheme by the Office of the Development Commissioner for Handlooms. This will contribute indirectly to productivity, as it will facilitate overall working conditions. The infrastructure could be provided in the weavers locality, which include:

- i) Road connectivity to the cluster, where there are no roads
- ii) Repair of roads
- iii) Street lighting
- iv) Bore well
- v) Renovation of primary school building and primary health centres,
- vi) Any other item suggested in the DPR

The share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/State Govt. However, the contribution of the State Government will not exceed 10%.

#### **j. Publicity**

With a view to project the handlooms within India and creating awareness about the various handloom products, thus opening up opportunities for boosting the sales of handlooms in India, financial assistance will be considered for internal publicity i.e. production of video films, publicity through print and electronic media, hoarding at strategic locations in the cities, blow-ups, banners, publicity through IT related medium like dedicated websites, catalogues, fashion shows, making of CD-ROMs etc and also for general advertisement of various important national and international events taking place in India in connection with the handlooms cultural exchange programmes and other events on recommendation of Indian Embassies, printing/publication of brochures/catalogues/folders/State maps on handlooms etc.

The share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/State Govt. However, the contribution of the State Government will not exceed 10%.

**K. Value addition (Garmenting/apparel units etc.)**

The handloom sector produces running yardages, which has multifarious end uses. The fabrics so produced in the looms with various end uses are known only after the product is finally produced. Thus, there is a need to set up a garmenting unit where the fabric produced will be converted into the apparels, furnishings etc. having higher realization of value than the basic fabric.

The share of assistance by GOI is upto 80% (excluding land cost) and the remaining 20% by the SPV/beneficiaries/stakeholders/ State Govt. However, the contribution of the State Government will not exceed 10%.

**L. Plantation of food plants for mulberry/non-mulberry silk worms**

Some clusters faces shortage of muga, eri silk etc., therefore, there is need of increasing the area of plantation of food plants for mulberry/non mulberry silk worms.

The assistance for the components will be met out from the schemes of the Ministry of Textiles.

**M. Innovative Ideas**

Up to 10% of the budget 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.

**N. Publicity, Monitoring, Supervision, Research & Seminars, Information Dissemination, Training, Studies, IT enabled monitoring mechanism and Evaluation of Scheme:**

Up to Rs.1.00 crore per annum for publicity, monitoring, supervision, research & seminars, information dissemination, administrative expenditure, training, studies, IT enabled monitoring mechanism and evaluation of scheme etc. will be available.

**Note:** For infrastructure development, SPV/Implementing Agency (IA) may have their own land or on lease from Government/Government agency for atleast 15 years.

**O. State Level Committee (SLC)**

The State Level Committee (SLPC) will be headed by the Secretary In-charge of Handlooms & Textiles with representatives drawn from Handloom Organization (Apex Weavers' Coop. Society or State Handloom Corporation), leading Exporter, Officer In-charge of the Weavers' Service Centre concerned, representative of the Implementing agency and a weaver from the group of SHGs. SLC will be responsible for scrutinizing the project proposals, validating the action plan, monitoring, evaluation etc. and will also recommend the Implementing Agency.

**4. IMPLEMENTATION METHODOLOGY & FRAMEWORK**

A project of this nature, which is need based, multi stakeholder driven holistic and outcome oriented, would require institutional structure and processes that are capable and conducive to

achieving the objectives of the programme. The following will be the methodology and process through which the project would be implemented:

- I. Undertaking a detailed diagnostic study of the cluster in order to identify the needs, gaps and also developing baseline reference data.
- II. Preparation of a Detailed Project Report (DPR) covering infrastructural, technical, financial, institutional and implementation aspects based on the diagnostic study. This DPR would clearly establish the expected outcomes of each of the interventions, which are measurable.
- III. Validation of the findings of the diagnostic study and the DPR by the key stakeholders of the cluster, including representative associations/federations of the weavers, support institutions, service providers, State Government and Central Government agencies.
- IV. Establishment of Special Purpose Vehicle (SPV) at cluster level with representation of key stakeholders.
- V. Procurement of land, wherever needed for any of the interventions of the DPR, by the SPV.
- VI. Implementation of the interventions as per the phasing mentioned in the DPR.
- VII. Monitoring and evaluation of the implementation of the interventions against the outcomes defined in the DPR.
- VIII. All assets created through each project must be geotagged. Details will be submitted by Office of Development Commissioner (Handlooms) separately.
- IX. All grants should have clear outcomes expected from the project.
- X. All assistance to individual beneficiaries must be mandatorily through Direct Benefit Transfer (DBT).
- XI. Real time monitoring of skill up-gradation programmes is necessary. Therefore, information about the skill up-gradation programmes should be in Public Domain concurrently. Details will be submitted by Office of Development Commissioner (Handlooms) separately.
- XII. Details of individual beneficiaries catered by Implementing Agencies should be available in Public Domain.

## **5. CLUSTER MANAGEMENT & TECHNICAL AGENCY (CMTA)**

- (i) The nature of the proposed project warrants proactive technical and managerial assistance on "concept" to "commissioning" basis, for which a Cluster Management & Technical Agency (CMTA), having proven capability in terms of technical, managerial, financial, infrastructure and capacity building expertise that are required to design and execute cluster oriented interventions shall be engaged.
- (ii) CMTA will proactively work with the cluster stakeholders and the SPV in implementation of the interventions. The illustrative list of responsibilities of CMTA are given below:
  - Conducting diagnostic study.
  - Preparing DPR.
  - Sensitizing and mobilizing the stakeholders to be part of the proposed project.
  - Establishment and structuring of the SPV.
  - Assisting the Ministry/SPV in releasing/mobilizing funds for the project. Such mobilization would involve preparation of proposals under relevant schemes of the Government apart from tying up loans from the banks.
  - Assisting the SPV in obtaining requisite statutory approvals/clearances.
  - Assisting the SPV in identification and engagement of service providers/ consultants for various services related to specific handloom technology, processing, designing, skill



development, marketing, financing etc, for implementation/execution of the interventions outlined in the DPR.

- Providing interfacing support and linkages between the SPV and various other stakeholders, particularly the Government organizations, buyers and financial institutions.
- Providing periodical progress reports to the Ministry of Textiles with respect to achievements of the stated outcomes.
- CMTA will have its continuous presence in the cluster by setting up an office in the cluster with suitable manpower exclusively.

## **6. DELIVERABLES/ADVANTAGES OF THE PROPOSED SCHEME**

- Sustenance of employment of weavers in the handloom sector;
- Increase the number of working days in a year;
- Encourage diversification in production to suit the changing market demand both at domestic and international levels;
- Substantial increase in production;
- Reduce the cost of production by way of improvement in infrastructure and augmenting inputs supply;
- Foreign exchange earnings through exports;
- Increase the level of earnings of the handloom weavers;
- Improve standard of living of the handloom weavers;

## **7. DURATION OF THE PROJECT**

The project duration is 5 years.

## **8. 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 development organization, level of maturity and track record of the cluster etc. The maximum permissible Central cost for each cluster will not exceed Rs.40.00 crore per cluster for a period of 5 Years. This is normally provided as grant. However, part of it can be considered as equity on case to case basis for individual project/s or where it assists in financial closure.

Scheme of other Ministries like MSME, Ministry of Rural/Urban Development, Commerce etc. shall be sourced to fund the project.

## **9. RELEASE OF FUNDS**

- i. 40% as 1<sup>st</sup> Installment as advance.
- ii. 50% as 2<sup>nd</sup> installment on utilization of 70% amount of 1<sup>st</sup> installment and submission of Utilization Certificate in GFR 12(A) and audited accounts duly certified by the Chartered Accountant.
- iii. 10% as final installment as reimbursement on submission of complete Utilization Certificate in GFR 12(A) and audited accounts duly certified by the Chartered Accountant.

**Note:** Releases for the projects sanctioned prior to amendment of the scheme in August 2015 shall be made in accordance with the provisions of the then guidelines of the scheme.

## **10. e.payment to the suppliers/contractors/grantee/loanee institutions**

All Implementing Agencies i.e. SPVs/NGOs/Consortium/Producer Co./Handloom Co-operatives/Handloom Corporations etc. availing financial assistance under mega handloom clusters, including Block level Clusters will make payment of Rs. 5,000/- or above to the suppliers/contractors/grantee/loanee institutions etc. through e. payment.

## **11. SPECIAL PURPOSE VEHICLE (SPV)**

- (I) A multi stakeholder cluster level legal entity, preferably a company registered under the Companies Act will be set up for each of the clusters. It will be the recipient of grant support from the Ministry of Textiles and other agencies.
- (II) Such SPV shall be responsible for ownership, execution and management of the interventions/facilities created under the project.
- (III) The majority of the equity of such SPV shall be with the weavers/artisans/craftsmen/Entrepreneurs/exporters of the cluster and/or their associations/Cooperatives/Federations/SHGs. The remaining stake will be held by strategic investors such as buyers, retail chain houses, large scale processing units, banks, financial institutions, Central/State Government or their agencies etc. can be stake holders whose share of equity will not exceed 40%. However, the individual stake shall not exceed 26%.
- (IV) There shall be one or more than one SPV (a legal entity) in a cluster as the case may be, for speedy & effective implementation of the programme.
- (V) The SPV for each of the clusters will be the focal point and shall be responsible for coordinating the implementation of each of the components of the project, with the following role:
  - SPV would be responsible for maintaining the utilities and infrastructure created by collecting services and user charges.
  - The SPV has to be so structured so as to be self-sustaining with a positive revenue stream.
  - SPV would appoint contractors/consultants in a fair and transparent manner. In order to ensure timely completion of the project, SPV will obtain appropriate performance guarantee from consultants/ contractors.

**Note:** The mega cluster development project, wherever felt necessary, with the approval of Project Approval and Monitoring Committee (PAMC) will be implemented through the State Govt./Central Government agency/any other agency. In case, the project is to be implemented by the Weavers' Service Centres (WSCs)/Indian Institutes of Handloom Technology (IIHTs), the entire funding of the project, including land cost will be borne by the Government of India.

## **12. IMPLEMENTING AGENCY**

- a) Special Purpose Vehicle (SPV), a multi stakeholder cluster level legal entity, preferably a company registered under the Companies Act.
- b) National Level Handloom Organizations.
- c) State Handloom Development Corporations.
- d) State Apex Handloom Weavers' Co-operative Societies.
- e) Central Government Organizations.
- f) Any other appropriate legal entity working for handlooms (recommended by the State Govt. and approved by the DC (Handlooms)).

### 13. **PROJECT APPROVAL AND MONITORING COMMITTEE (PAMC)**

The Detailed Project Report (DPR) shall be considered and approved by the PROJECT APPROVAL AND MONITORING COMMITTEE (PAMC). The implementation of the projects shall also be reviewed periodically by PAMC. The composition of the PAMC is as follows:

Secretary (Textiles)	Chairman
Advisor (VSE), Planning Commission	Member
Addl. Secretary & Financial Advisor, Ministry of Textiles.	Member
Joint Secretary (PF-II), D/o Expenditure	Member
Development Commissioner (Handlooms)	Member
Joint Secretary (Mega Cluster), M/o Textiles	Member
Joint Secretary of Schemes of the concerned Ministries/Departments	Member
Economic Advisor, M/o Textiles	Member
Director (Mega Cluster), M/o Textiles	Member
Commissioner/Director In-charge of Handlooms & Textiles of the State Govt. Concerned.	Member
Addl. Development Commissioner (Handlooms)	Member-Secretary

PAMC will consider and approve revision in the component-wise project cost, if required, subject to the condition that escalation in the cost is due to the reasons beyond control and within the upper limit of Govt contribution for a particular mega handloom cluster.

### 14. **MONITORING**

At the cluster level, the project will be monitored by the Board of Directors of the SPV, which shall also comprise District Magistrate of the area, representative of financial Institution, exporter, designer, State Directorate of Handloom & Textiles, Officer In-charge of Weavers Service Centre and representative of the office of the Development Commissioner (Handlooms).

At the Headquarter level, each project will be monitored by the PROJECT APPROVAL AND MONITORING COMMITTEE (PAMC), chaired by Secretary (Textiles).

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**Guidelines of Block Level Cluster**

The cluster development approach focuses on formation of weavers' groups as a visible entity so that the groups become self-sustainable. Cluster will be set up at Block level, having concentration of handlooms. In a Block, more than one cluster may also be taken up depending upon need with respect to number of handlooms.

While selecting the Block Level Cluster, preference should be given to the clusters having concentration of weavers belonging to Scheduled Castes community, contiguity of clusters, backwardness of the cluster based on classification of Ministry of Rural Development, Common Service Centres (Department of Electronics & Information Technology), Tourist potential etc. Each project should qualify anyone or more criteria and same should be highlighted for each cluster in the SLC minutes.

**(1) Quantum of financial assistance for new clusters**

The quantum of assistance for each cluster would 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 Block level cluster Organization, level of maturity and past track record of the cluster etc. Maximum permissible GoI financial assistance is upto Rs. 2.00 crore per cluster.

**(2) Baseline Survey, Diagnostic study, formation of Self Help Groups (SHGs)/Joint Liability Groups (JLGs), Awareness Programmes**

**(i) Baseline Survey**

The baseline survey would require visit to every weaver of the cluster 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.

**(ii) Diagnostic Study**

Diagnosis of the cluster is the first step towards taking any implementable 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.

**(iii) 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.

#### **(iv) Awareness Programmes**

In order to generate awareness among the weavers about the Scheme, Weavers' Credit Cards, Yarn Pass books and other handloom schemes etc., awareness programmes will be conducted in the cluster.

#### **(v) Product Development**

To innovate the handloom products with the time, there is a need to develop the product so as to stand in the market. Cost towards purchase of stationery for preparation of paper designs, purchase of raw material for development of prototypes, cost of transfer of paper design on the fabric will be met under this component.

#### **(vi) Purchase of Computer Aided Textile Design System (CATD) System**

Financial assistance towards purchase of requisite hardware and software for Computer Aided Textile Design (CATD) System, colour forecast, trend forecast and other allied requirement will be provided to develop new designs. Single CATD system is permitted for purchase for the block level clusters in the State, which shall be installed in the premises of Weavers' Service Centre (WSC) concerned. Funds released by this office for the purpose will be transferred to WSC concerned for purchase of suitable CATD who in-turn shall provide new designs to the weavers

#### **(vii) Documentation of cluster activities**

After the cluster development programme is over, it is necessary to document the activities undertaken so that a record is built up.

#### **(viii) Payment of Administrative cost to designated agency under HSS.**

Administrative cost should be paid to designated agency for transfer of funds through DBT in beneficiaries account for purchase of looms, dobby, jacquards etc. as per the guidelines of Hathkargha Samvardhan Sahayata (HSS)

Designated agency i.e. NHDC etc. will be paid service charges @ 1.25% to 2% of the Govt share on the lines of Yarn Supply Scheme.

### **(3) Hathkargha Samvardhan Sahayata (HSS)}**

#### **(i) Introduction**

"Hathkargha Samvardhan Sahayata" introduced to meet the needs of handloom weavers for assistance on larger scale for looms and accessories.

#### **(ii) Objective**

It aims to provide financial assistance for technological up-gradation to improve quality of the fabric and productivity.

#### **(iii) Sharing of financial assistance**

Under HSS, financial assistance to the extent of 90% of cost of technological up-gradation item shall be borne by the Govt. of India while remaining 10% shall be borne by the beneficiary.

(iv) **Admissible items with cost**

Items		Cost
a)	Pneumatic jacquard system for a set of 4 handlooms	Rs.40,000/-
b)	Motorized jacquard on the existing handloom	Rs.15,000/-
c)	Take-up & let off motions on the existing handloom (including fitting charges)	Rs.5,000/-
d)	Multiple box motion	Rs.3,000/-
e)	Multiple buti weaving sley	Rs.7,000/-
f)	Twin cloth weaving mechanism (including fitting charges)	Rs.5,000/-
g)	Jacquard with complete set including installation	Rs.15,000/-
h)	Dobby	Rs.5,000/-
i)	Healds reeds, bobbins, shuttles etc. (set)	Rs.4,000/-
j)	Frame loom a) upto 60" b) above 60"	Rs.25,000/- Rs.40,000/-
K)	Asu Machine (Mannual)	Upto Rs.10,000/-
l)	Asu Machine (Motorized)	Upto Rs.30,000/-
m)	Warp beam & fabric beam	Upto Rs.5,000/
n)	Normal warping machine	Upto Rs.25,000/
o)	Motorized warping machine	Upto Rs.45,000/
p)	Motorized Pirn Winding machine	Upto Rs.3,000/
q)	Motorized Prin- cum bobbin/ dubba Winding machine	Upto Rs.4,000/
	Street Sizing Kit (brush, sticks, spray gun etc.)	Upto Rs.10,000/
r)	Any other item recommended by the Expert Committee and approved by the DC (Handlooms)	

(v) Guidelines for implementation of the HSS are as follows:

- **Lead Agency:** Weavers' Service Centre (WSC) shall act as lead agency in purchase of technological up-gradation (looms/accessories) by the weavers from Empaneled Suppliers.
- **Empanelment of Suppliers:** List of empanelled suppliers for each item shall be prepared by the WSC concerned through a transparent process by following standard document (Expression of Interests) prepared by the Office of the Development Commissioner (Handlooms). As per the document, a Committee, chaired by the officer in-charge, WSC concerned with officials of the State Directorate of Handlooms & Textiles and NHDC shall empanel the Suppliers.
- **Collation of items:** A list of technology up-gradation items for which funds have been sanctioned/released by the O/o DC (Handlooms) shall be prepared for each cluster by the WSC concerned. Items with same specifications shall be collated to assess total requirement (in number) of each item for all clusters.
- **Selection of beneficiaries:** A list of beneficiaries shall be prepared by the WSC concerned in association with the Implementing Agency and State Directorate of Handlooms concerned. Selection of beneficiaries shall be done through organizing camps. They will be informed to participate in camps through SMS etc. Weavers shall be informed to bring copy of Aadhar Card, photograph and weavers' I-card in the camps. Looms/accessories shall be given only to those

weavers who have undergone training in weaving in last 2 years under various Govt. programmes, including Block Level Clusters and are willing to contribute 10% of the cost.

- **Organising Camps, payment of advance payment to supplier and supply order**

i) A Camp of empaneled suppliers shall be held at central location in the cluster as decided by the WSC concerned wherein Suppliers shall display their products. WSC concerned shall assure that quality of the item displayed in the camps matches with the sample submitted by the supplier at the time of submission of bid. Supplier shall indicate timelines for delivery of the item concerned.

ii) In the camp, selected weavers shall be called to place order for supply of particular item/s and pay their 10% financial contribution digitally to the supplier through RTGS/NEFT/UPI etc.

iii) On the spot, WSC shall consolidate the order and convey to the supplier.

iv) Supply order shall contain the details of the weavers i.e. name, address, mobile no., name of the item/s to be supplied alongwith their specifications and cost, expected date of supply etc.

v) A copy of the supply order shall be endorsed to NHDC and weaver concerned.

- **Release of funds:**

i) Of the total cost of technological up-gradation items, 90% share of the GoI shall be released to NHDC for onward release to the beneficiaries through DBT.

ii) On depositing 10% financial contribution by the weaver to the Supplier, 90% GoI share shall be transferred by Office of DC (HL) in the Bank account of the NHDC after getting details of beneficiaries. This amount shall be transferred immediately in the Bank account of beneficiaries through DBT after the installation of item/s to enable payment to supplier.

iii) 90% payment to the supplier by the beneficiary shall be done after getting satisfactory inspection report from WSC concerned. In this regard, due intimation shall be made to WSC concerned to the weavers so that payment may be released to the supplier on time.

- **Supply of items by Supplier:**

i) In accordance with supply order and delivery schedule, Supplier shall get the items ready and inform the same to the applicants, WSC concerned and NHDC.

ii) The item/s will be collected by the weavers from the Weavers' Service Centre (WSC)/Common Facility Centre (CFC) or from a place at a Block level as decided by the WSC concerned. For this, prior intimation shall be given to the weaver concerned by the WSC through SMS etc.

iii) WSC concerned shall be responsible for conducting test checks to ensure adherence to quality of supplied material as per sample displayed, and also the timelines assured for delivery.

iv) Installation of loom, jacquard, dobby etc. shall be responsibility of supplier at the site of weaver.

- **Inspection of items:**

- i) Quality and physical verification of the item/s supplied shall be done jointly by the official of the WSC concerned and NHDC/State Directorate of Handlooms & Textiles. It should be completed within 07 days of the supply/installation.
- ii) In case, quality of the item is not upto the mark, same shall be informed to the supplier for corrective action.

- **Penal Action:** Finally, if the Supplier does not provide items as per requirement, the agency shall be debarred from empanelment along with suitable penalty as decided by WSC. In case, beneficiary utilizes assistance for other purposes with malafide intention, suitable penal action will be taken to recover the funds.

- **Monitoring:** WSC concerned shall furnish cluster-wise physical progress to NHDC, which in turn will submit physical and financial progress to Office of DC (Handlooms).

- **Administrative Cost:** NHDC will be provided 1.25-2% administrative charges (on Gol share) for rendering their services. This is on the lines of Yarn Supply Scheme

**Note:** In case, cost of any item comes out to be more than the prescribed cost in the guidelines of scheme, shall be borne by the beneficiary.

#### **(4) Lighting Unit**

Cost of the lighting units, depending upon its model may be in the range of Rs. 3500/- per unit to Rs. 14,500/- per unit.

#### **(5) (a) Construction of Individual Workshed**

For Construction of workshed, financial assistance will be provided @ Rs. 70,000/- per workshed, measuring 20 sq. mtrs on the basis of norms for Indira AwasYojana (IAY). Funds will be transferred directly in the bank account of the beneficiaries through Implementing Agency on the pattern of IAY. Funds will be released on the pattern of IAY.

Sharing pattern- For BPL/SC/ST/women- 100% by Gol and for others - 75% by Gol and 25% by beneficiary

Additional cost, if any will be borne by beneficiaries.

#### **(b) Construction of Individual Workshed**

Financial assistance will be provided for construction of Common Workshed within existing ceiling i.e. Rs. 23.33 lakh of construction of individual worksheds in the each cluster (excluding land cost). It will be fully funded by GOI. To release financial assistance, project proposal will be required to be submitted highlighting area (in Sq. ft.) of common workshed, location of land, items (looms etc.) to be installed with their number, title of land to be in the name IA supported by relevant documents, plan layout etc.

#### **(6) Engagement of Fashion Textile Designer-cum-Marketing Executive**

Designs will be developed by the Weavers' Service Centre concerned. However, looking into the requirement of designs by the Clusters in Blocks, the requirement of designs will be supplemented by engaging Fashion Designers passed out from reputed institutes, preferably



with experience of working in handlooms. In case, such designers are not available, designers passed out in Textile designing from reputed institutes may be engaged. A transparent selection process shall be follows. In order to make the role of such designers more effective in the cluster, they shall undergo 5 days orientation programme in the WSC concerned.

By inviting Expression of Interests (EoIs), Selection of Fashion Textile Designer-cum-Marketing Executive will be done by a Committee, Chaired by State Director of Handlooms with representatives of Implementing Agency, Weavers' Service Centre concerned, representative of Cluster and academic Institutions like NIFT/IIHT etc. as per the criterion laid down in the ToR given at Annexure - II. Decision of the committee shall be final and binding on all the applicants. It would be preferred to prepare a panel of designers so that the same may be used as and when required.

After selection, IA will sign the MoU with Fashion Designer-cum-Marketing Executive, highlighting the deliverables of the project for implementation/completion of the project in time.

The performance of the designer shall be evaluated and monitored by a Committee at local level, headed by Officer In-charge WSC concerned with representatives of State Govt., NIFT, NHDC, State Handloom Corporation/Apex Society and any other member as decided by the Chairman. In case, performance of the designers is not found satisfactory, services of IA shall be discontinued on the recommendations of the Committee.

#### **(7) Corpus fund for Yarn/marketing**

(i) Presently, 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, one-time financial assistance upto Rs.5.00 lakh per cluster 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. Release of corpus will be considered based on the requirement of the cluster assessed by NHDC.

(ii) Alternatively, Corpus of Rs.5.00 lakh will be provided for marketing of handloom products of the cluster to Central PSU engaged in marketing of handloom products.

#### **(9) Skill up-gradation**

Financial assistance will be provided for Skill up-gradation for the Cluster in a Block for imparting training in technical areas like weaving, dyeing, designing, managerial areas and IT. Within the approved cost norms for various components, training programmes to meet the special needs of a cluster would also be permissible. Training programmes should be carried out in the block and not in the premises of WSC.

Implementing Agency (IA) will release funds for training in technical areas like designing, dyeing & weaving to the WSC concerned for conducting the training in the Block concerned. In case, technical training is to be conducted through any other agency, NoC will be obtained by the IA from WSC concerned. Batch size of training is 20 trainees and duration for weaving programme is 45 days and Dyeing/Designing/Printing programme is 15 days. Details of each training programme are at Annexure – III. For training in IT/managerial, cost of training per batch of 20 trainees in each discipline i.e. IT/managerial for 5 days is Rs. 50,000/-.

## **Disposal of samples & looms**

- (i) For disposal of the samples developed during the training programmes, the preference for their purchase may be given to the trainees. The cost of the sample may be worked out by adding the cost of raw materials, dyes and chemicals and 10 % overheads.
- (ii) The looms purchased for the training programme may be used for the purpose of training of weavers in different batches. Finally, these may be handed over to the cooperatives for production or loom-less trained weavers with due acknowledgement. A decision in this regard may be made by a committee with representative of the WSC, State Govt. and Implementing Agency.

**Assessment** of trainees, who have undergone training in weaving in the Block Level Cluster, into be done to know the extent to which the weavers acquired/upgraded skills during training programme. Detailed guidelines are as follows:-

### (a) Objectives

Training aims to enhance skills of the weavers to ensure that they earn improved wages by producing value added products. Hence, it is imperative to assess effectiveness of the training programmes to know the extent to which the weavers achieved/upgraded skills during the training programme.

### (b) Preliminary assessment of trainees

It has to be made by the training agency concerned to arrive at a reference point with respect to the current skill level of the trainees, which would eventually help in assessing the improvement achieved by the trainee under the current training programme. The expected outcome of the training programmes for each of the trainees would also be planned under preliminary assessment. Since nature of training will vary from block to block and group to group based on the products manufactured, skill level of trainees, hence utmost care is to be taken in designing the training programmes and setting up of expected outcomes.

Before commencement of the training programme, training agency concerned ensure display of the chart in the training premises indicating the names of the trainees, present and proposed skills, date of commencement of training, name of the master trainer etc.

### (c) Final assessment

Final assessment needs to be conducted upon completion of training programme. The assessment would consider preliminary assessment report too.

i) Criterion of assessment: Performance of the trainee shall be assessed through practical test on various parameters such as number of defects in weaving (minimum defects to ensure quality products), efficiency (how quickly and effectively the trainee can weave), ability to produce/weave new/ intricate designs and adopt new technology. Marks allotted for assessment on each parameters are as follows:

i.	Quality	40 Marks
ii.	Efficiency	25 Marks
iii.	Adopt new technology	20 Marks
iii.	Ability to weave new/intricate designs	15 Marks
	Total	100 Marks

ii) Agency other than training agency to assess training programme: Assessment of the training programme will be done by an agency other than training agency and will be approved by Zonal Director of WSC concerned. Final assessment plan should be prepared sufficiently in advance by the WSC concerned and it should be conducted immediately on completion of the training programme so that necessary infrastructure/raw material, trainees and master trainer are available.

iii) Qualifying marks: Trainees scoring 50 or more marks shall be considered to qualify the assessment test and shall be eligible to get the training certificate.

iv) Penal Action: If in the assessment of any batch of trainees, more than 50% of them score less than 50 marks, it is presumed that master trainer has not taken due care in imparting training and in such cases, master trainer shall be debarred for being considered as master trainer for a period of next two years and due intimation shall be made to State Directorate of Handlooms & Textiles and Zonal Director, WSC concerned.

#### (d) Submission of Assessment Report

Assessment report of each trainee of a batch shall be sent to the O/o DC (Handlooms), State Directorate of Handlooms & Textiles and Zonal Director of WSC concerned.

### **(10) Setting up of Common Facility Centre (CFC)**

In a block the CFC will be set up, having an area of about 3000 sq.ft. with administrative office, internet facility, facilitation room, storage room, small dyeing unit, warping section, training centre, yarn godown etc. with an estimated cost of not more than Rs. 50.00 lakh (including a Common Service Centre), excluding land cost. Details are at Annexure – IV. This facility may also be set up by gap filling in the existing infrastructure available in the identified Block. Implementing Agency (IA) may have their own land or on lease from Government/Government agency for atleast 15 years.

CFC in the clusters should be made operational within six months by SPV/IA in leased/rented/Government building so that the benefits percolated down to the weavers immediately, without waiting for construction of building of CFC.

### **(11) Project Management Cost**

A full time Cluster Development Executive, who should not be the employee of implementing agency will be engaged, who should be Diploma in Handloom Technology (DHT), preferably with an experience of working of 2 years. He will be responsible to manage all activities, including CFC of the Cluster. Also, one Security-cum-Assistant, preferably ex-serviceman will be engaged after setting up of CFC (to support the CDE), who should be Computer friendly for maintaining accounts etc. CDE will be paid consolidated amount upto Rs. 25000/- p.m. and Security-cum-assistant will be paid consolidated amount upto Rs. 10,000/- p.m. In exceptionally deserving case or in very remote area, CDE will be paid upto Rs. 30,000/- p.m. but within the overall budget. Of the total financial assistance of Rs. 5.00 lakh/year as Project Management cost, remaining/balance amount can be used towards stationery, local travel etc.

## **(12) Implementing agency**

- i. National Level Handloom Organizations
- ii. State Handloom Development Corporations
- iii. State Apex Handloom Weavers' Co-operative Societies.
- iv. Central Government Organizations.
- v. Bigger Primary Handloom Weavers' Co-operative Society, having large presence in the Block as identified by the State Govt. but their project should cover atleast 30% non-member weavers of the Cluster
- vi. Any other appropriate legal entity working for handlooms (recommended by the State Govt. and approved by the DC (Handlooms).

For implementation of Block Level Cluster, eligible Agency (except WSC, IIHT etc.) should have net profit in last 2 years.

## **(13) Opening of a Bank Account by Implementing Agencies (IA)**

IA will open a New Bank A/c, preferably in a scheduled commercial bank, which should be jointly operated by two authorized persons. One of the person may be representative of State Govt./DHT, If so required by the guidelines of the State. However, it may be ensured that such representative is available on day-to-day basis so that implementation of the project is done smoothly and without delay.

## **(14) Duration**

Duration of implementation is 3 years from the date sanction of 1<sup>st</sup> instalment.

## **(15) Submission of the proposal**

State Govt. will submit the proposals alongwith the recommendations of the State Level Committee (SLC) and funds will be released directly to the Implementing Agencies under intimation to the State Govt. concerned.

Direct submission of proposals of block level cluster, requiring only skill upgradation intervention by Weavers' Service Centre (WSC)/Indian Institute of Handloom Technology(IIHT) concerned, in cases where, there has been inordinate delay (of atleast 6 months) at the level of State Government in forwarding the proposal to the office of the Development Commissioner for (Handlooms). In such cases, proposal for skill upgradation will be sent by WSC/IIHT under intimation to the State Govt. concerned.

Proforma for submission of the proposals for the Block level Cluster are at Annexure- V, VI & VII. In Annexure-VII, Col. 6 to 11 should be filled up for each weaver and ensure that of the total weavers to be covered in the cluster, atleast 30% weavers should be non-member weavers of the co-operatives (IA).

## **(16) Release of financial assistance**

Funds will be released in two equal installments to the IA of total Gol share. 1<sup>st</sup> installment will be released in advance, and 2<sup>nd</sup> installment will be released on receipt of following documents:-

- i) Utilization Certificate of atleast 70% of release of 1<sup>st</sup> instalment in GFR-12-A, duly signed by head of Implementing Agency (IA) and countersigned by Director of Handlooms & Textiles of the State concerned.
- ii) Intervention-wise physical & financial progress report signed by IA and countersigned by Director of Handlooms & Textiles of the State concerned.
- iii) Impact Report of the cluster signed by IA and countersigned by Director of Handlooms & Textiles of State concerned.
- iv) Intervention-wise expenditure Statement duly signed by Chartered Accountant.
- v) Certificate to the effect that IA is uploading physical & financial progress of the cluster through MIS portal regularly, duly signed by the head of IA & countersigned by Director of Handlooms & Textiles of the State concerned.
- vi) As per the instruction issued vide this office letter No.5/13/2015-DCH/NHDP/Cluster dated 25.11.2016, a certificate may be furnished, stating that total transactions for Rs.\_\_\_\_\_ were made through ECS, & Rs\_\_\_\_ through account payee cheque and Rs.\_\_\_\_ in cash (not exceed 5% or Rs.30.000/- of amount released to the IA whichever is low), duly signed by head of IA and countersigned by Director of Handlooms & Textiles of the State concerned.

In respect of individual interventions, except Hathkargha Samvardhan Sahayata (technology up-gradation) benefitting individual weavers, financial assistance will be released in the Bank account of the beneficiary by IA through DBT. For Hathkargha Samvardhan Sahayata (technology up-gradation), funds shall be released to designated agency of D.C. (Handlooms) i.e. National Handloom Development Corporation (NHDC) for onward release to the beneficiaries for payment to the supplier.

#### **(17) Component-wise upper limit of funding**

- Upto Rs. 50.00 lakh for setting up of CFC, including Common Service Centre
- Upto Rs. 70.00 lakh for interventions directly benefitting the individual weavers, like loom/accessories, construction of individual, lighting unit. Funding for construction of individual/common Workshed is limited to 1/3<sup>rd</sup> of Rs. 70.00 lakh.
- Upto Rs. 35.00 lakh for skill up-gradation in technical, managerial areas and IT.
- Upto Rs. 15.00 lakh for engaging designer-cum-marketing executive,
- Upto Rs. 15.00 lakh as Project Management Cost,
- Upto Rs. 5.00 lakh as corpus fund for yarn depot,
- Upto Rs. 10.00 lakh for other interventions, including product development, documentation of cluster activities. Computer Aided Textile Design (CATD) system, service charges to designated agency for transfer of funds through DBT in the Bank account of beneficiaries for purchase of looms/dobby/jacquards etc.

Note: CATD will be made available preferably for a group of clusters at Weavers' Service Centre concerned.

**Total: Upto Rs. 2.00 crore per cluster in a Block**

In addition, upto Rs. 50.00 lakh for setting up of dye house, with Effluent Treatment Plant (ETP), if required at district level. Implementing Agency (IA) may have their own land or on lease from Government/Government agency for atleast 15 years.

### **(18) Funding Pattern**

- (i) Infrastructure like CFC, Dye House, Common Workshed etc. will be 100% funded by Gol, excluding land cost.
- (ii) Other direct benefits to individual - 90:10 by the Gol:Beneficiary
- (iii) Individual Workshed-BPL/SC/ST/Women – 100% by Gol  
Others – 75% by the Gol: 25% beneficiary

Note: For infrastructure development, Implementing Agency (IA) may have their own land or on lease from Government/Government agency for atleast 15 years.

### **(19) State Level Committee (SLC)**

The State Level Committee (SLC) will be headed by the State Secretary of Handlooms & Textiles with representatives of D.C. Handlooms, Finance Deptt. of State Concerned, Officer In-charge of the Weavers' Service Centre concerned, NHDC, NIFT representative of the Implementing agency and a weaver from the group of SHGs. SLC will be responsible for scrutinizing the project proposals, validating the action plan, monitoring, evaluation etc. and will also recommend the Implementing Agency.

### **(20) Monitoring**

- i) Project shall be monitored by the SLC, as the case may be and submit report to Office of DC(HL) on quarterly basis.
- ii) Committee chaired by the Officer in-charge, Weavers Service Centre concerned with the following members shall monitor the progress:
  - a) Representative of National Handloom Development Corpn.(NHDC).
  - b) Representative of State Director of Handlooms & Textiles
  - c) Local weaver/Master weaver.
  - d) Any other members as considered necessary.

WSC shall monitor the progress and submit report to Office of DC(HL) on monthly basis.

No. \_\_\_\_\_

\_\_\_\_\_  
**(Name of Implementing Agency)**  
**(Address)**

**INVITING EXPRESSION OF INTERESTS (Eols)**

Expression of Interests (Eols) are invited for engaging Fashion Textile Designer in Block level Cluster at \_\_\_\_\_ under National Handloom Development Program (NHDP)/Comprehensive Handloom Cluster Development Scheme (CHCDS).

The designer will be selected through evaluation of his/her profile and experience in the relevant sector. The details of eligibility criteria, broad Terms of Reference (ToR), Guidelines for submission of EOLs and other terms and conditions are available on the website \_\_\_\_\_.

The eligible organizations/agencies/individual interested in rendering their services as Designer may submit Eol in sealed envelope, superscribing the title "Eol for engaging designer at Block Level Cluster \_\_\_\_\_" within 21 days of the date of the advertisement to Shri. \_\_\_\_\_, \_\_\_\_\_. In case, the 21st day falls on a holiday, the next working day will be considered as the last day.

Sd/-

\_\_\_\_\_

**Notice Inviting Expression of Interests (Eols) for engaging Fashion Textile Designer in Block level Cluster at \_\_\_\_\_, implemented by \_\_\_\_\_**

Last date of receipt of Eol: 21 days from the date of the advertisement. In case the 21st day falls on a holiday, the next working day will be considered as the last day.

**Introduction**

The office of the Development Commissioner for Handlooms, Ministry of Textiles, Government of India has amended the existing provision for engaging designer in Block level cluster under National Handloom Development Program (NHDP)/ Comprehensive Handloom Cluster Development Scheme (CHCDS). As per the amended provisions, a qualified designer/agency will be engaged in the Block level cluster by the Implementing Agency for producing new designs and marketable products for the cluster. Designer will develop the design portfolios, which will be further developed into sellable products by the handloom weavers who do not have much exposure to market and thus not aware of the consumer preference and other market trends.

Once the design portfolio is developed, the process of product development will begin. Products will be developed by the weavers of the cluster. The total cost of designers and sample development will be borne from the funds provided by the GoI to the IA. Designs created by the designers will be provided free of cost to all the interested weavers of the cluster.

**1. Objective**

The objectives of engagement of Designer in the Block level Cluster are as follows:

- To assist the Implementing Agency in modifying the designs, colour combination and textures of the fabrics and product samples.
- To develop a range of handloom products as per market requirements.
- To train weavers and technical staff of the Implementing Agency to convert paper designs into fabrics/end products.
- To coordinate with the marketing consultant and the Implementing agency for establishing market linkages with the importers/buying agents/overseas buyers for marketing of the products developed under the project from the stage of designs into products.
- To document the designs and products developed.

Design development activities include designer input towards textile techniques, motifs, design & color trend and redefined usage of fabrics, usage of existing garment styles, product development using new techniques.

**2. Eligibility Criterion**

A firm/agency is eligible to support the cluster by providing their designer, fulfilling the eligibility norms. In such a case, CV of the designer should be forwarded by the agency concerned to the Implementing Agency (IA). If the designer recommended by the agency is engaged in the cluster, he/she will continue to work in the cluster. However, change of the designer in the cluster is permitted only on two occasions and that too with the prior permission of the IA.

An individual, fulfilling the eligibility norms can also apply directly to the IA.



## 2.1 Eligibility Norms

The applicant should have passed out from a Fashion Design Institute of repute. The applicant should have atleast 2 yrs. experience of working as Fashion Designer, preferably with experience of working in handlooms and should have track record for promotion and development of textile, including handlooms.

## 3. Duration of the Project

Project duration is for 3 years. The designer will be engaged initially for a year which is extendable, subject to satisfactory performance.

## 4. Scope of Work

### a) Design Development

- Selecting the right yarn keeping design and products in mind.
- Work on the
  - Combination of weaves
  - Motifs and patterns
  - Colour ways
  - Value Addition
  - Design concepts
  - Colour References in the form of pantone number/thread card number to be provided along with designs, if required
  - Prototype (sample) development

### b) Product Development

- Develop various product ranges like yardage fabrics, sarees, furnishing keeping in mind the weave and patterns of cluster and how it can be modified according to buyer's need, local, national and international market.
- The designer shall identify the products before commencement of the project by visiting the cluster.
- The designer will provide only those ranges of products, which are acceptable to the targeted market/buyer and shall be responsible for the success of the products.

### c) Train the weaver

- To train/enroll the weavers to translate the paper designs onto the fabric.

### d) Marketing of the handloom products

- To ensure marketing of the new products developed by the designer.

### e) Documentation of the Designs & Products developed

- To document the designs and products developed by the designer.

## 5. Project Work

- Extensive field visits to the Block level cluster to identify the various types of design skills of the different weaver groups,
- Assess existing design patterns and products of the cluster and suggest the product range,
- Each design is to be developed in two colour ways,
- Assist implementing agency in marketing the developed products,
- Designer to stay atleast 12 days per month in a cluster for undertaking the assigned activities,

- Weavers' Service Centre (WSC) concerned will be actively involved in supervision of the work of the designer engaged.

## 6. Project Fees

- The IA agrees to pay Rs. 5.00 lakh per annum for time frame of three years. This includes lodging & boarding and also the travel cost.
- Designer shall be paid a minimum amount of Rs. 24,000/- per month and the remaining amount shall be paid quarterly on pro-rata basis, on achievement of the deliverables.

**Table 1: Measurable Minimum Targets for Designing and Product Development**

S.No.	Time frame from the date of signing of MoU	No. of new designs to be introduced	Value of newly introduced product/designs sold (Rs. in lakh)
1	1 <sup>st</sup> Quarter	10	1.00
2	2 <sup>nd</sup> Quarter	20	1.00
3	3 <sup>rd</sup> Quarter	20	1.00
4	4 <sup>th</sup> Quarter	20	1.25
5	5 <sup>th</sup> Quarter	25	1.25
6	6 <sup>th</sup> Quarter	25	1.25
7	7 <sup>th</sup> Quarter	25	1.25
8	8 <sup>th</sup> Quarter	25	1.25
9	9 <sup>th</sup> Quarter	30	1.50
10	10 <sup>th</sup> Quarter	30	1.50
11	11 <sup>th</sup> Quarter	30	1.50
12	12 <sup>th</sup> Quarter	30	1.50
	<b>Total</b>	<b>290</b>	<b>15.25</b>

**Note: The designer has to ensure marketing, promotion and support for sales of the new product/samples developed**

## 7. Designer Selection Criteria

- The designer shall be selected by a Committee
- Selection will be made on the assessment of the profile of the designer.
- Qualifications and the relevant experience for handling similar projects.
- The committee reserves the right to recommend amendments in the proposed project. The selection in that case will be subject to incorporation of those amendments.
- Decision of the committee shall be final and binding on all the applicants

### 7.1 Marking Criterion

- Qualification (20%)
- Years of experience (20%)
- Experience of working in handloom sector (30%)
- Approach and methodology towards development of proposed cluster, etc. (30%)

## 7.2 Procedure for Submission of Expression of Interest

The following are to be submitted in sealed cover:

- I. Designer's profile in brief with details of experience in designing, promotion and product development in the handloom/textiles sector including awards won and details of its creativity, works done in the past in connection to the scope of the work suggested.
- II. Proof of Experience and of handling relevant activities mentioned.
- III. Any other supporting documents relevant to the project
- IV. Copy of concept of depicting and focusing on development of Handlooms by providing design inputs and promotion to the domestic and international market

## 8. Other Information

Applicants may submit requests for clarification to this Eol by sending an email on our address \_\_\_\_\_. Clarification requests must be received by \_\_\_\_\_.

The selected Agency/individual has to sign an Agreement with the Implementing Agency for rendering satisfactory services and completion of the projects in a time bound manner.

## 9. Last Date For Submission of Eol

The last date for submission of Eol is 21<sup>st</sup> day from the date of advertisement (upto 3.00 p.m). The Eol received after due date shall not be accepted. The Eol should be addressed to Shri\_\_\_\_\_, \_\_\_\_\_. The envelope should clearly be marked '**Proposal for engaging Designer/Agency for the \_\_\_\_\_ Cluster**'. The applications should reach within 21 days from date of publication of advertisement.

### Rights of Implementing Agency

The Implementing Agency reserves the right to accept / reject the proposals received without assigning any reasons whatsoever, or may call for any additional information / clarification, if so required.

## 10. Court Jurisdiction

This shall be subject to the exclusive jurisdiction of local courts.

## 11. Miscellaneous

In case any further clarification or information is required, following may be contacted:

Shri\_\_\_\_\_, \_\_\_\_\_. Tel – 011-\_\_\_\_\_, Fax – 011-\_\_\_\_\_

## 12. Attachments to be furnished with Eol.

- 1) CV of the applicant
- 2) Documents establishing the credential of the Designer- qualification of the designer, years of experience, working experience in handloom sector, approach and methodology towards development of cluster, etc. should be submitted as part of Eol.
- 3) If a company/agency is recommending a designer, profile of the company/agency along with the CV of the designer should be submitted.

**GUIDELINES FOR SKILL UPADATION/ TRAINING PROGRAMME**

The Handloom weavers/workers will be provided training for upgrading their skills in weaving, dyeing/printing & design development area 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 : 45 days

<b>S.No.</b>	<b>Component</b>	<b>Provision of funds under training component (In Rs.)</b>
1.	Stipend for 20 weavers	1,89,000 @Rs. 210/-* per day for 45 days
2.	Honorarium to Master Trainer	27,000 @Rs. 600/- per day for 45 days
3.	Honorarium to Assistant	9,000 @Rs. 200/- per day for 45 days
4.	Cost of Equipments and tools (warping drum, looms & attachments (dobby/jacquard/accessories))	1,50,000
5.	Raw materials and consumables	20,000
6.	Hiring of shed, electricity and water charges	10,000
7.	Documentation of samples	3,000
	Total	4,08,000
8.	Administrative & Miscellaneous Expenditure 5% of the total cost	20,400
	Total	4,28,400 Rounded off to 4,28,000

**TRAINING IN DYEING/PRINTING**

Batch size for each Programme : 20 trainees

Duration of training: 15 days

<b>S.No.</b>	<b>Component</b>	<b>Provision of funds under training component (In Rs.)</b>
1.	Stipend for 20 weavers	63,000 @Rs. 210/-* per day for 15 days
2.	Honorarium to Master Trainer	9,000 @Rs. 600/- per day for 15 days
3.	Honorarium to Assistant	3,000 @Rs. 200/- per day for 15 days
4.	Cost of Equipments and tools	18,000
5.	Raw materials and consumables	20,000
6.	Hiring of shed, electricity and water charges	5,000

S.No.	Component	Provision of funds under training component (In Rs.)
7.	Documentation of designs	3,000
	Total	1,21,000
8.	Administrative & Miscellaneous Expenditure 5% of the total cost	6,050
	<b>Total</b>	<b>1,27,050</b> Rounded off to 1,27,000/-

### 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 (In Rs.)
1.	Stipend for 20 weavers	63,000 @Rs. 210/-* per day for 15 days
2.	Honorarium to Master Trainer	9,000 @Rs. 600/- per day for 15 days
3.	Honorarium to Assistant	3,000 @Rs. 200/- per day for 15 days
4.	Cost of Equipments and tools	18,000
5.	Raw materials and consumables	20,000
6.	Hiring of shed, electricity and water charges	5,000
7.	Documentation of designs	3,000
	Total	1,21,000
8.	Administrative & Miscellaneous Expenditure	6050
	<b>Total</b>	<b>1,27,050</b> Rounded off to 1,27,000/-

- All categories of skilled and semi skilled weavers in batch of 20 at a time.
- Provision made for hiring sheds for providing training are nil, if in Weavers Service Centre campus.
- Training and re-training of the handloom weavers is essential to upgrade their skill so as to improve their earnings.
- Under the Block level clusters, skill up-gradation is one of its components where training can be provided in technical areas like weaving, designing, dyeing/printing etc.
- Weavers' Service Centres (WSCs) across the country have the mandate to impart training in technical areas. With this background, Weavers' Service Centres have to play a vital role in conducting/organizing training programmes for handloom weavers.
- Training programme should be conducted by WSC concerned in the Block concerned.

- Before commencement of the training programs, it is necessary to take following steps:
  - To identify the products proposed to be woven by the weavers, keeping in mind the market potential, skills of the weavers etc.
  - Once the products are identified, gap analysis of existing skills of weavers vis-à-vis required skills need to be done.
  - Following above, weavers should be identified who are willing to undertake the production of proposed products after undergoing training. Preference should be given to those who are below the age of 35 years.
  - WSC concerned should make an intimation to the State Directorate of Handlooms & Textiles and also, display a chart in the training premises, indicating the names of the trainees, present and proposed skills, date of commencement of the training, master trainer's name etc.
  
- Stipend/honorarium to the trainees/Master Trainer shall be paid through DBT/ECS in their Bank Account. Stipend to the trainees (weavers) may be made in two installments i.e. 1<sup>st</sup> installment of stipend of 21 days may be paid after 28<sup>th</sup> day of commencement of training and 2<sup>nd</sup> installment may be paid after completion of training programme.
  
- Officer in-charge of WSC concerned will be responsible for overall implementation, supervision and monitoring of the training programme/s.
  
- Weavers' Service Centres may incur expenditure more than Rs. 20,000/- per training programme in weaving for purchase of raw materials by diverting from the cost of equipments and tools/hiring of shed, electricity and water charges/administrative cost, keeping the overall cost of the training programme intact. Upper limit for purchase of raw materials per training in weaving is as follows:
 

a) For Cotton	: upto Rs. 30,000/- per programme
b) For Cotton+ other fibres	: upto Rs. 35,000/- per programme
c) For pure silk	: upto Rs. 50,000/- per programme
  
- Training programme should be documented, which should have name of weavers, their photographs, products developed, period of training, photographs of training prog. etc. in hard copy and soft copy (CD).
  
- On completion of the training programme, impact assessment will be done by the Officer in-charge, WSC concerned and will submit the report to this office with 15 day of its completion.

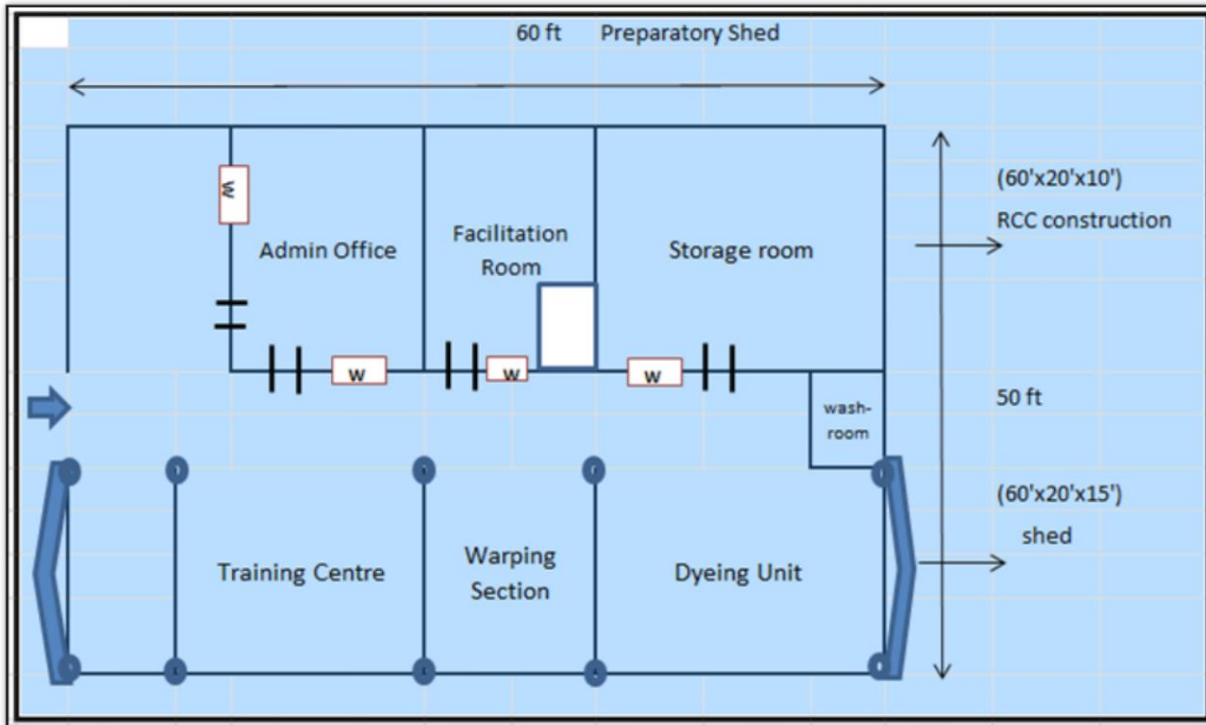
## Common Facility Centre: Revised Project Cost and Model Layout

Total Project Cost		
S.No.	Particulars	Estimated Cost (Rs. in lakh )
1	RCC Construction (Construction area of 1200 sq ft. @ 1400 per sqft )	16.80
2	Shed Construction (Construction area of 1800 sq ft. @ 700 per sqft )	12.60
3	Machinery + other equipments including open vat dyeing unit ( 20kg/day)	14.30
4	Contingency @ 5%	2.19
	<b>Total</b>	<b>45.89</b>

S.No.	Particulars	Estimated Cost (Rs. in lakh )
1	Admin Office	1.50
A	Table , Chairs(100) , Almira(4) ,Computer , Printer, Internet connection , fan , telephone +Fax , Xerox etc.	
2	Raw Material godown (Racks, weighing balance etc.)	1.00
3	Preparatory Sheds	3.80
A	Vertical Warping Machine	0.40
B	Bobbin Winding Machine	0.25
C	Computerised Punching Machine	2.50
D	Hank making machine	0.15
E	Furniture	0.50
6	Training room/ weaving shed	2.00
7	Open Vat Dyeing Unit with ETP	5.00
8	MFA (Generator, Water supply , borewell etc. )	1.00
	<b>Total</b>	<b>14.30</b>

**Design Layout of the CFC:**

S.No	Particular	Area	Unit
1	Admin Office	150	sq ft
	Covered Hall	300	sq ft
2	Storage Room	400	sq ft
3	Warping Section	300	sq ft
4	Dyeing Unit	500	sq ft
5	Training Centre	450	sq ft
6	Facilitation Room	300	sq ft
7	Open Passage Area	500	sq ft
8	Sanitation ( toilet + washroom)	100	sq ft
	<b>Total</b>	<b>3000</b>	





## Common Service Centre

### Services offered by CSC

<b>Government To Citizen (G2C) Services</b>	<b>Business To Cluster (B2C) Services</b>
1. Financial Inclusion: Banking, Insurance and NPS(PFRDA)	1. Mobile/Data Card Recharge
2. Unique identification Authority of India (UIDAI) Services.	2. DTH Recharge
3. Education NIELIT/NIOS/NDLM	3. CSC Bazaar - e commerce/shopping service
4. Election Commission of India (EC) Services	4. Mobile Bill Payments
5. Passport Services	5. Entertainment
6. PAN Card Services	6. E learning
7. Agriculture Services	7. IRCTC & Bus Ticketing
8. Health Care Services	8. Bill Payments – Electricity Billing & Water Billing
9. State G2C services – eDistrict/SSDG/MMP etc.	9. E-Learning
	10. Insurance policy sake and renewal

### Indicative cost per CSC

(Rs. in lakh)

<b>S.No.</b>	<b>Component</b>	<b>Amount per centre</b>
1.	Infrastructure Cost	2.57
2.	10% Admn. Fee/Project Management cost (per year)	0.257
3.	Trainer cost (Course Training Fee through NIELIT – 36 hrs. (Excl. Tax) per person one time	0.017
4.	Consumable (per year) on quarterly reimbursement basis	1.68
5.	10% Admn. Fee/Programme Management cost (on item at S. No.4)	0.014
	<b>Total</b>	<b>4.538 + Service Tax</b>

Block Level ClusterPROFORMA FOR SELECTION OF ORGANISATIONS FOR CONDUCTING DIAGNOSTIC STUDY & BASELINE SURVEY AND PROFILE OF SELECTED HANDLOOM BLOCK**A. Profile of the Organization/Implementing Agency (IA):**

1.	Name of the Organization (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 Organization.			
5.	Performance of the Implementing Agency	<b>Parameters</b>	<b>Year</b> (       )	<b>Year</b> (       )
		Sales Turnover (Rs. in lakh) in each of last 2 years		
		Net profit (Rs. in lakh) in each of last 2 years		
		Balance sheet and profit/ loss account for the last two 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.
7. Implementing agencies have already identified weavers/beneficiaries and obtained the consent in writing alongwith ID Proofs i.e. Aadhar Card number, Bank account number etc. who will share the project cost.
8. In respect of interventions directly benefitting the weavers, funds will be released through ECS in the bank account of the beneficiaries, preferably linking with Aadhar Card. However, before release of funds in the bank account of beneficiaries for purchase of looms/accessories, lighting units etc., IA will obtain an undertaking from the beneficiary that he/she shall purchase the items for which funds are provided in a period of two months from the date of transfer of funds in the bank account and confirm the same in writing to the IA.
9. In respect of construction of workshed, IA will release financial assistance in the bank account of beneficiary in two instalments on the pattern of Indira Awas Yojana (IAY). 2<sup>nd</sup> instalment will be released on satisfactory utilization of the first instalment and the physical inspection of the work undertaken & its certification by a Committee, Chaired by Officer In-charge, WSC concerned.
10. That beneficiary has not availed similar financial assistance for same purpose from Govt./Non-government organization before releasing fund and there will be no duplication of efforts on part of Gol.

Signature of the President/Secretary/Chief Executives

(Name & Designation)

Countersigned

Director In-charge of Handlooms

Cluster at Block LevelPROFORMA FOR SUBMITTING THE DIAGNOSTIC STUDY CONDUCTED AND THE ACTION PLAN FOR CLUSTER DEVELOPMENT

Sl. No.	Parameters				
1.	Name of the Block and District				
2.	Implementing Agency	<b>Parameters</b>	<b>Year</b> (        )	<b>Year</b> (        )	
		Sales Turnover (Rs. in lakh) in each of last 2 years			
		Net profit (Rs. in lakh) in each of last 2 years			
		<b>Pl. enclose the Balance Sheet, Profit &amp; Loss account in support of the above</b>			
<b>Profile of the Cluster</b>					
3.	Geographical location of the cluster (enclose a map of the cluster)				
4.	Total number of handlooms in the cluster				
5.	Type of handlooms in the cluster				
6.	Infrastructure available				
7.	Present skills of the weavers				
8.	Number of handloom weavers in the cluster	<b>Category</b>	<b>Men</b>	<b>Wome n</b>	<b>Total</b>
		SC			
		ST			
		OBC			
		Minority			
		General			
		<b>Total</b>			
		Total weavers of co-operative Society (IA)			
Total weavers who are non- members of co-operative (IA)					
9.	Status of the weavers of cluster	Existing		Proposed to be covered	
	A) Number of Primary Weavers Cooperative Societies				

Sl. No.	Parameters		
	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		
10.	Sales turnover of handlooms in the cluster (Rs. in crore)	Present turn over	Anticipated turn over
	a) Domestic		
	b) Exports		
	<b>Total</b>		
11.	Average earning of the weaver per day (In Rs.)	Present	Anticipated
12.	Av. no. of working days in a year	Present	Anticipated
13.	Main handloom products of the Cluster	Present	Anticipated
14.	Number of Powerlooms in the cluster		
15.	Whether handlooms of the cluster face competition with Powerlooms?		
<b>Status of cluster 5 years back</b>			
16.	Economic condition of the cluster in relation to the position 5 years back from now.		
<b>SWOT Analysis</b>			
17.	a) Strengths		
	b) Weakness		
	c) Opportunities		
	d) Threats		
<b>Justification for recommending the cluster</b>			
18.	Justification for recommending the cluster for development		
<b>Strategy</b>			
19	a) Cluster		

Sl. No.	Parameters						
	b) Objectives of the development strategy.						
<b>Action Plan</b>							
20.	Interventions required for development over a period of 3 years, with financial outlay for each intervention.						
21.	Total Project Cost.	S. No.	Name of the component	Amount (Rs. in lakh)			Number of weavers to be covered
				GOI	IA/B en,	Tota l	
		1.	Baseline Survey, diagnostic study, formation of Consortium and SHGs, awareness progs.				
			Product development				
			Purchase of CATD				
			Documentation of cluster activities				
			Administrative cost to designated agency				
			Any other activity				
			<b>Sub-total (A)</b>				
		2.	<b>Individual Intervention</b>				
		i.	Technology up-gradation				
			Pneumatic jacquard system for a set of 4 handlooms				
	Motorized jacquard on the existing handloom						
	Take-up & let off						

Sl. No.	Parameters					
		motions on the existing handloom (including fitting charges)				
		Multiple box motion				
		Multiple buti weaving sley				
		Twin cloth weaving mechanism (including fitting charges)				
		Jacquard with complete set including installation				
		Dobby				
		Healds reeds, bobbins, shuttles etc. (set)				
		Frame loom a) upto 60" b) above 60"				
		Asu Machine (Manual)				
		Asu Machine (Motorized)				
		Warp beam & fabric beam				
		Normal warping machine				
		Motorized warping machine				
		Motorized Pirn Winding machine				
		Motorized Pirn-cum bobbin/ dubba Winding machine				
		Street Sizing Kit (brush, sticks, spray gun etc.)				

Sl. No.	Parameters						
			Any other item recommended by the Expert Committee and approved by the DC (Handlooms)				
			<b>Sub-total (B)</b>				
		ii.	Construction of Worksheds				
		a	Individual Worksheds				
			BPL/SC/ST/ Women (100% by Gol)				
			Others				
		b	Common Workshed (100% by Gol)				
			<b>Total(ii)</b>				
		iii	Lighting Unit				
		iv	Any other intervention directly benefitting the weavers				
			<b>Sub-total (C)</b>				
		3.	Engaging Designer				
		4.	Setting up of CFC, including CSC				
			<b>Sub-total (D)</b>				
		5.	Skill up-gradation programme-				
		a	Weaving				
		b	Dyeing				
		c	Designing				
		d	Managerial				
		e	IT				
			<b>Sub-total (E)</b>				
		6.	Corpus fund for yarn depot				
		7.	Project				



Sl. No.	Parameters						
			Management Cost (engaging of CDE)				
			<b>Sub-total (F)</b>				
			<b>Total (A+B+C+D+E+F)</b>				
		8.	Dye House with ETP at District level				
			<b>Grand total (A+B+C+D+E+F+ 8)</b>				
		<b>Total</b>					
22.	Proposed Action Plan for the cluster.	Year-wise and intervention-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, no. of working days, employment and income of the handloom weavers of the selected Block.					

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, functioning and has net profits in last 2 years.
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 (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. Certified that selection of implementing agency/ agencies has been done in a fair and transparent manner in accordance with relevant GFR rules and as per eligibility criteria prescribed in the scheme guidelines
11. The State Level Project Committee in its meeting held on\_\_\_\_\_ has recommended the proposal. A copy of the minutes of the meeting is enclosed.
12. Certified that the land of the title is in the name of the weaver.

(Signature)  
Authorized Signatory of Implementing Agency

Countersigned  
(Signature)  
Director In-charge of Handlooms & Textile

Cluster at Block Level**PROFORMA FOR BASELINE SURVEY OF A CLUSTER**

Name of the Implementing agency Registration No. Name of Block District State No. of Weavers proposed to be covered Total assistance required.															
Sl. No.	Name	Male	Female	Age	Member of Society (Yes/No)	Covered by						Whether the weaver is		Whether the loom is	
						Cooperatives	SHGs	NGOs	Master Wrs	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
16	17	18	19	20	21	22	23	24

Details of assistance required under Technology up-gradation																	
No. of pneumatic jacquard/motorized jacquard	No. of motorized jacquard	Take-up & let off motions	No. of Multiple box motion	No. of Multiple buti weaving sley	No. of twin cloth weaving mechanism	No. of Jacquard	No. of doobby	No. of healds, reeds, bobbins, shuttles, harness	No. of warp beam and fabric beam	No. of New handloom	No. of normal warping machine	No. of motorized warping machine	Asu Machine (Menual)	Asu Machine (Motorized)	Motorized Pirning Machine	MotORIZED Pir-cum bobbin/dubba Winding Machine	Street Sizing Kit (Brush, Sticks, spray gun etc.
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42

Details of assistance required						
Workshed					Skill up-gradation	Lighting Units
Whether worksheds exists (Yes/No)	Whether BPL/SC/ST/Women/General	Whether Worksheds required? (Yes/No)	No of worksheds required.	Total no. of Common worksheds required	Discipline of training and discipline – wise number of trainees	No. of units required
43	44	45	46	47	48	49

Signature of the Director of Handlooms &amp; Textiles