

GUIDELINES

FOR

SETTING P OF

BLOCK LEVEL CLUSTERS

Guidelines for 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. Criteria followed for selection of cluster should be highlighted for each cluster in the SLPC 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. A proforma for profile is at **Annexure-A (1)**

(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. A proforma for profile of cluster is at **Annexure-A (2)**

(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 Gol 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% Gol 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/- to Rs. 14,500/- per unit. Funds shall be released to the IA for onward transfer in the bank account of the beneficiaries electronically.

(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.

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 Common Workshed

Financial assistance will be provided to IA 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 Gol. 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 –A(3)**. 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 – A(4)**. 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 – A(5)**. 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 are 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. Self Help Groups registered as legal entity.
- vii. Non-Government Organizations, engaged in the handlooms (recommended by the State Govt. and approved by DC(Handlooms). A format for grading of NGOs is at **Annexure-A(6)**. Besides, NGO is required to register on NITI Aayog Portal and also, send PAN No. and Aadhar No. of each trustee/office bearer of NGO.
- viii. Any other appropriate legal entity working for handlooms (recommended by the State Govt. and approved by the DC (Handlooms).

Note - For implementation of Block Level Cluster, eligible Agency (except NGO, WSC, IIHT etc.) should have net profit in last 2 years. A proforma for profile of IA is at **Annexure-A(7)**

(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 1stinstalment.

(15) Submission of the proposal

State Govt. will submit the proposals alongwith the recommendations of the State Level Project Committee (SLPC) 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- A (1), A (2), A(6), & A (7)**. In Annexure- A (1), Col. 5 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 IA.

(16) Release of financial assistance

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

- i) Utilization Certificate of atleast 70% of release of 1st 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 DC (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 1/3rd 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/marketing,
- 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 Project Committee (SLPC)

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

(20) Monitoring

- i) Project shall be monitored by the SLPC, 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.

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 dobby	No. of heads, 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 (Manual)	Asu Machine (Motorized)	Motorized Pirn Winding Machine	Motorized Pirn-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 & Textiles

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	Parameters	Year ()	Year ()	
		Sales Turnover (Rs. in lakh) in each of last 2 years			
		Net profit (Rs. in lakh) in each of last 2 years			
		Pl. enclose the Balance Sheet, Profit & Loss account in support of the above			
Profile of the Cluster					
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	Category	Men	Wome n	Total
		SC			
		ST			
		OBC			
		Minority			
		General			
		Total			
		Total weavers of IA			
		Total weavers who are non- members of IA			
9.	Status of the weavers of cluster	Existing		Proposed to be covered	
	A) Number of Primary Weavers Cooperative Societies				
	B) Number of weavers in Co-operative fold.				
	C) Number of Master Weavers				

Sl. No.	Parameters		
	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		
	Total		
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?		
Status of cluster 5 years back			
16.	Economic condition of the cluster in relation to the position 5 years back from now.		
SWOT Analysis			
17.	a) Strengths		
	b) Weakness		
	c) Opportunities		
	d) Threats		
Justification for recommending the cluster			
18.	Justification for recommending the cluster for development		
Strategy			
19	a) Cluster		
	b) Objectives of the development strategy.		
Action Plan			
20.	Interventions required for		

Sl. No.	Parameters						
	development over a period of 3 years, with financial outlay for each intervention.						
21.	Total Project Cost.	S. N o.	Name of the component	Amount (Rs. in lakh)			Number of weavers to be covered
				GOI	IA/B en,	Total	
		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				
			Sub-total (A)				
		2.	Individual Intervention				
		i.	Technology up-gradation				
			Pneumatic jacquard system for a set of 4 handlooms				
			Motorized jacquard on the existing handloom				
			Take-up & let off motions on the existing handloom (including fitting				

Sl. No.	Parameters					
		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.)				
		Any other item recommended by the Expert Committee and				

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

Sl. No.	Parameters				
			Sub-total (F)		
			Total (A+B+C+D+E+F)		
		8.	Dye House with ETP at District level		
			Grand total (A+B+C+D+E+F+8)		
			Total		
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 of 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

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 EOs 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 (EoIs) for engaging Fashion Textile Designer in Block level Cluster at _____, implemented by _____

Last date of receipt of Eoi: 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 st Quarter	10	1.00
2	2 nd Quarter	20	1.00
3	3 rd Quarter	20	1.00
4	4 th Quarter	20	1.25
5	5 th Quarter	25	1.25
6	6 th Quarter	25	1.25
7	7 th Quarter	25	1.25
8	8 th Quarter	25	1.25
9	9 th Quarter	30	1.50
10	10 th Quarter	30	1.50
11	11 th Quarter	30	1.50
12	12 th Quarter	30	1.50
	Total	290	15.25

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 EoI 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 EoI

The last date for submission of EoI is 21st day from the date of advertisement (upto 3.00 p.m). The EoI received after due date shall not be accepted. The EoI 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 EoI.

- 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 EoI.

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

S.No.	Component	Provision of funds under training component (In Rs.)
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

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	5,000

S.No.	Component	Provision of funds under training component (In Rs.)
	charges	
7.	Documentation of designs	3,000
	Total	1,21,000
8.	Administrative & Miscellaneous Expenditure 5% of the total cost	6,050
	Total	1,27,050 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
	Total	1,27,050 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. 1st installment of stipend of 21 days may be paid after 28th day of commencement of training and 2nd 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.

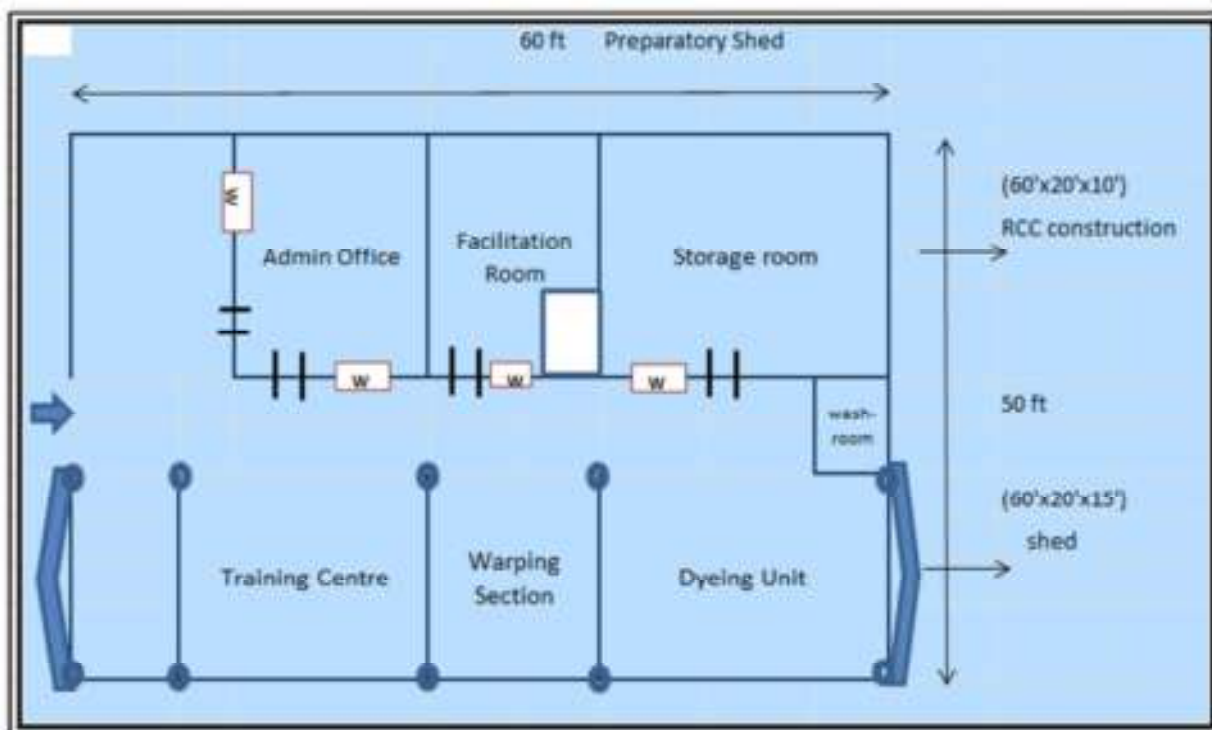
Common Facility Centre: Revised Project Cost and Model Layout

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
	Total	45.89

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
	Total	14.30

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
	Total	3000	



Common Service Centre

Services offered by CSC

Government To Citizen (G2C) Services	Business To Cluster (B2C) Services
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)

S.No.	Component	Amount per centre
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
	Total	4.538 + Service Tax

CLUSTER APPROACH
SCORE PATTERN FOR GRADING OF NGOs

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

Signature of
Director In-charge of Handloom & Textiles

Note: Requisite documents must be submitted in support of the above parameters, else it will not be given weightage. NGOs securing atleast 60 marks, out of total 100 marks shall only be considered. Besides, NGO is required to register on NITI Aayog Portal and also, send PAN No. and Aadhar No. of each trustee/office bearer of NGO.

Block Level Cluster**PROFORMA 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	Parameters	Year ()	Year ()
		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). 2nd 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

