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F. No. I-15011/9(179)ER/SC-ST/HRD/2011-12/287  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
Human Resource Development Section

West Block No. VII, R. K. Puram,  
New Delhi - 110 066  
Dated, 05.06.2012

To  
The Senior Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
New Delhi

Subject - Grant-in-aid in favour of M/s. Agricultural Consultancy and Rural Development Institute (ACORDI), Harmu, Ranchi, for conducting one training programme, under Component "Training in Innovative Designs for the persons involved in Pattern Making/Talim Writing/Plaster/Rubber Moulds/Block Making etc., under Human Resource Development Scheme in Bamboo (Skill Up-gradation) at Dahu, Block- Ormanghi, Ranchi, for duration of three months.

Sir,  
In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of DC (H) O.M. No. G-20013/42/2007/PST/DCH/2004 dated 25.9.2008 and in terms of Ministry of Textiles (Integrated Finance Wing) Order No. 3/FD (TY2008) dated 06/08/2008 and O.M. of even number dated 18.9.2008, I am directed to convey the Sanction of President of India for revalidation of sanction order of even number dated 23.03.2012, for payment of a sum of Rs 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) as a non-recurring grant-in-aid, out of which Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand only) is being released as first installment to M/s. Agricultural Consultancy and Rural Development Institute (ACORDI), Harmu, Ranchi, for conducting one training programme, under Component "Training in Innovative Designs for the persons involved in Pattern Making/Talim Writing/Plaster/Rubber Moulds/Block Making etc., under Human Resource Development Scheme in Bamboo (Skill Up-gradation) at Dahu, Block- Ormanghi, Ranchi, for a duration of three (3) months during 2012-13. The break up of the expenditure is tabled below:

S. No.	Items of Expenditure	Maximum assistance for one center	Funds released during 2012-13 being first installment (50%)
1	Consultancy for the designer to create New Designs	50,000/-	25,000/-
2	Wages compensation for 10 trainees @ Rs. 2,000/- per month/ per trainees for 3 months	60,000/-	30,000/-
3	Master trainer @ Rs. 15,000/- per month up to 3 months	45,000/-	22,500/-
4	Institutional charges per batch	25,000/-	12,500/-
5	Equipment/Design	20,000/-	10,000/-
6	Raw-materials	30,000/-	15,000/-
7	Documentation charges	10,000/-	5,000/-
8	Miscellaneous (Stationery etc.)	10,000/-	5,000/-
	Total	2,50,000/-	1,25,000/-

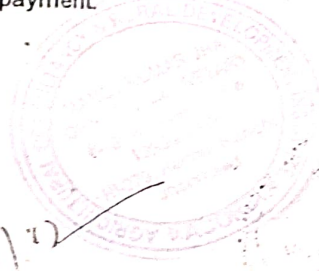
The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure which ever is less on completion of the event in all respect and after receiving the audited statement of accounts & Utilization Certificate in the form of GFR-19-A from Chartered Accountant, duly counter signed by the authorized signatory of the organization, progress-cum-achievement report & inspection report(s) etc. The expenditure will be incurred strictly in accordance with the terms and conditions.

The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before releasing of payment.

Contd.2

*Inv  
to provide letter  
to DC*

*21/6/12*



*14/6/2012  
11/6*

: 2.

The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.

The grantee shall maintain the register of assets in the prescribed form GFR No. 40. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.

The grantee shall submit performance-cum-achievement of the training programme against the grant both financial and physical, while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.

The Organization to ensure that all the payments to participants, Master Craft persons and Designer are made through Crossed Cheque/Demand draft/Accounts transfer.

The documentation report shall be spiral and comprise following documents:

List of beneficiaries comprising name, address, caste, sex, identity card number with the certificate from the concerned Assistant Director (Handicrafts), that the participants participated in training programme were Block Makers/Mould Makers/Pattern Makers etc.

Proof of payment of wage compensation to participant, honorarium to Instructor and Designer Consultation etc. with Cheque/DD number, etc., with the certificate from Assistant Director (Handicrafts) that the payment has actually been made to them.

Documentation report should be signed by empanelled designer and report should indicate the step wise work done, sketches/ designs made with complete specifications of size/dimensions and photographs of final Pattern/blocks with list and cost.

CD containing 5-6 days video recording on different dates may sent along with the document report. While recording the CDs, it must be ensured that all the participants are clearly visible, the process of conducting the workshop or training is visible, and the displays and stalls area clearly visible.

Regional Director (H), Regional Office, Eastern Region, Kolkata may certify with required documents that the guidelines for engaging Design Consultant for Training in Pattern/Block/Moulds Making/Talim Writing etc. has been followed while conducted the training programme.

Feed back from of the participants, Photographs of the Blocks/Moulds etc., performance-cum-achievement test & evaluation reports in prescribed the proforma from Assistant Director (H), before completion of training programme.

The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/Internal Audit Party of the Chief Controller of accounts, Ministry of Commerce & Textiles, whenever the grantee called up to do so.

The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and General of India under Section 14 of the C.A.G of India (Duties, powers and conditions of Service in 1971) (Or if not applicable)

The grantee shall get its accounts audited from the Chartered Accountants. The grantee shall not divert the entrusted execution of the scheme or work concerned to another Institution or Organization shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum applicable from time to time in this regard.

The grantee shall submit audited statement of expenditure for the grant received from Govt. and the certificate in the prescribed form GFR 19 -A for the amount received as first installment for this purpose for the purpose duly signed by the head of the Grantee Institution and audited by the Chartered Accountant within twelve months of the closure of the financial year whichever is earlier.

OR

The grant in aid sanctioned are subject to the fulfillment of certain pre requisite conditions and are in reimbursement of expenditure already incurred the utilization certificate in form of GFR-19A will not be

Contd.....3

The activity may be completed within 12 months after release of Grant. It is certified that no UC is pending against the organization in HRD scheme of DC (Handicrafts)

The beneficiaries may be exclusively from SC-ST Category. There is no reason to believe that the grantee is involved in corrupt practices. The pattern of assistance of rules governing such grant is approved the approval of Ministry of Finance.

It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.

The Accounts Officer (HQ), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.

Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance in this regard.

The expenditure involved is debit able to Major Head of Accounts 2851-Handicrafts & Small Industries-100789-Handicrafts Industries-21-Human Resource Development-210031-GIA-in-Aid General Category SC and will be met out from the budget grant for the year 2012-13.

This issues with the approval of DC (Handicrafts) vide Dy. No. 709 dated 17/03/2012.

Entry has been made in the GIA register at page.153, S. No.3

Yours faithfully,

(P.C. Pant)  
Deputy Director (HRD)

Copy to:

1. M/s. Agricultural Consultancy and Rural Development Institute (ACORDI), Harma, Ranchi, with the request to furnish the following documents:
  - i) Stamped pre receipt of Rs.1, 25,000/- in triplicate duly signed by an authorized signatory of the organization by affixing Re. 1/- revenue stamp (specimen enclosed). On pre-receipted bill, please mention the name of the bank & branch of the organization and also mention the name and address of the nearest branch of the Central Bank of India.
  - ii) 3 copies of terms & conditions signed and stamped on the letter head of the Organization (specimen enclosed).
  - iii) Bond duly notarized to be executed on stamp paper of Rs. 10/- along with percentage of witnesses may be indicated (specimen enclosed).
  - iv) Photocopy of the bank pass book (last 3 years), along with Bank account number & address of the bank of the organization.
  - v) Details of organization as per proforma enclosed.
  - vi) Mandate for electronic fund transfer through ECS/RTGS in the prescribed format (specimen enclosed).
  - vii) Authorization letter by the recipients to their bank in the enclosed prescribed format.
  - viii) The organization may inform the Assistant Director, O/o the DC (Handicrafts), M&SEC, Ranchi, for selection of trainees and further guidance in this matter.
2. A O (Hqs.) / DD(B&A), O/o the DC (H), New Delhi
3. The Accountant General, Govt. of Jharkhand, Ranchi.
4. Director (IFW), Ministry of Textiles, New Delhi.
5. The Regional Director (ER), O/o the DC (H), Eastern Region, Kolkata / Assistant Director (H), O/o the DC (Handicrafts), M&SEC, Ranchi, with the request to start the training immediately and forward the minutes of selection of trainees with date of start & venue, through Regional Director. It may also ensure that all the payment to trainees, mastercraftsperson and Designers be made through A/c Payee Cheque/Draft/ECS as per the direction of DC(H) vide his D.O. Letter No. C-11011/1/AHV/Policy/2011-12 dated 1.07.2011 barring exceptional cases. Revised proforma of Inspection Report is also enclosed for necessary action.
6. Computer Cell/Hindi Section for Hindi Version.
7. Sanction order file.



Vijay Shankar  
Account Officer (HRD)

No.M-21017/75/2011-12/Exh.  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)

West Block-7, R.K.Puram,  
New Delhi-110066.  
Dated: 19.12.2016

To  
M/s. Agricultural Consultancy &  
Rural Development Institute (Acordi),  
Harmu, Ranchi,  
Jharkhand.

Subject: Administrative Approval for organizing Exhibition during 2016-17.

Sir/Madam,

I am directed to refer to your proposal for organizing Handicrafts exhibition during the year 2016-17 and to convey the approval accorded by the Development Commissioner Handicrafts in terms of powers delegated to the Development Commissioner (Handicrafts) vide office of DC(H) O.M. No. G-20013/42/2007/BGt/DC(H)/2004 dt. 25.9.2008 and in terms of Ministry of Textiles (Integrated finance Wing) order NO. 3/FD(T)/2007 dated 06.08.2008 and O.M of even number dated 18.9.2008/AS&FA/IFW, Ministry of Textiles vide DC(H) Dy.No.1865 dated 05.09.2011 for organizing exhibition at Ramgarh, for SC artisans only by M/s. Agricultural Consultancy & Rural Development Institute (Acordi), Jharkhand, during 2016-17 as per following Maximum limit of expenditure in following Heads :

Sl. No.	Name of Head	Max. permissible Amount (Rs.) for one exh.
1	Rent/infrastructure/Electricity & Water Charges	1,25,000/-
2	Publicity	75,000/-
3	T.A./D.A. to 4 Artisans for demonstration	15,000/-
4	Misc. Expenditure	5,000/-
	<b>TOTAL</b>	<b>2,20,000/-</b>

Re-imbusement will be 75% of Rs.2.20 lakhs i.e. Rs.1.65 lakhs. for each exhibition or 75% of incurred expenditure whichever is less.

If any organization fail to organize the exhibition before 31<sup>st</sup> March,2017, it will be treated as cancelled.



The following terms & conditions may strictly be adhered to:

1. The Exhibition should be organized up to 31<sup>st</sup> March 2017.
2. The Audited Statement of expenditure Part-A & B especially on the letter Head of the C.A. duly signed by the Chartered Accountant indicating the Membership No. & duly countersigned by the authorized signatory of the organization must be furnished directly to the Headquarters immediately after conclusion of exhibition.
3. Minimum 15 artisans of SC artisans (11 for sale & 4 for demonstration) should participate in the Exhibition.
4. 80% artisans must be participated from the list submitted with the proposal. Demonstration by 4 artisans is essential; otherwise no reimbursement will be made.
5. The Corporation/ Council / Society must inform well in time venue and period to the concerned Regional Directors and Asstt. Directors for inspection of the event. No reimbursement will be considered without inspection Report.
6. The exhibition should be 7 to 10 days extendable to 15 days. For less than 7 days, prior approval of DC(Handicrafts) must be sought.
7. Change of approved venue of exhibition in compelled circumstances with full justification with prior approval of DC(HC) is invariably required.
8. Videography of the event is also essential and organization will submit C.D. and photographs of each stall with reimbursement claim.
9. Proper advertisement should be made in important newspaper of the area.

If, any of the above condition is not fulfilled, no re-imbusement will be made

Please acknowledge the receipt of the letter immediately.

Yours faithfully,

(I.H.R. P.B.)

Deputy Director (Marketing)

Copy to:-

1. Regional Director (ER), Office of the DC(HC), Kolkata, with a request to arrange for the inspection of the event and submit the report to Hqrs immediately.
2. Asstt. Director (H), Office of the DC(H), M&SEC, Ranchi.
3. Dist. Magistrate, Ramgarh.
4. B&A Section, O/c DC(H), New Delhi
5. IFW, M/O of Textiles, New Delhi
6. The Principal Accounts Officer, BZA Section, M/o Commerce & Textiles, No.533, Udyog Bhavan, New Delhi
7. Guard File

(N. K. Jha )

Asstt. Director (Marketing)

31.03.2017



**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner (Handicrafts)**  
**Eastern Regional Office, C.G.O. Complex, 3<sup>rd</sup> Floor,**  
**A-Wing, DF-Block, Salt Lake, Kolkata-700 064**  
**Phone: 2334 5403/2359 6744-45**  
**FAX: (033) 23345601**

No: M-4/1(164)/Exh/ER/2016-17/

**Speed Post**  
Dated: 12/08/2016

✓ To  
The General Secretary,  
M/s. Agricultural Consultancy  
& Rural Development Institute (ACCORDI),  
H 1-279 Harmu Colony,  
Ranchi - 834012 (Jharkhand).

Sub: Administrative approval for organizing exhibition during 2016-17.

Sir/Madam,

I am directed to refer to your proposal for organizing handicrafts exhibition during the year 2013-14 and to convey the approval accorded by the Development Commissioner (Handicrafts), New Delhi vide letter No: M-21017/51/2013-14/Exh/4295 dated 7/11/2016 for organizing exhibition at Hazaribagh by M/s. Agricultural Consultancy & Rural Development Institute (ACCORDI), during 2013-14 as per following maximum limit of expenditure:-

Sl. No	Name of Head	Max. permissible amount In (Rs.) for one exhibition
01.	Rent/Infrastructure/Electricity & Water charges	1,25,000/-
02.	Publicity	75,000/-
03.	TA/DA to 04 artisans for demonstration	15,000/-
04.	Misc. expenditure	5,000/-
	TOTAL	2,20,000/-

Re-imbusement will be 75% of Rs.2.20 lakhs i.e. Rs.1,65,000/- for Each exhibition for 75 % of incurred expenditure whichever is less.

**If any organization fails to organize the exhibition upto 31<sup>st</sup> March, 2017, it will be treated as cancelled.**

The following terms & conditions may strictly be adhered to:

1. The exhibition should be organized upto 31/3/2017.
2. The audited statement of expenditure Part-A & B especially on the letter head of the C.A. duly signed by the Chartered Accountant indicating the membership number and duly countersigned by the authorized signatory of the organization must be furnished through ERO, Kolkata immediately after the conclusion of the exhibition.
3. Minimum 15 artisans (11 for sale & 04 for demonstration) should participate in the exhibition.
4. Demonstration by 04 artisans are essential, otherwise no re-imbusement will be made.

5. The Corporation/Council/Society must inform well in time venue and period to the concerned Regional Director (HC) & Assistant Director (H) for inspection of the event. No re-imburement will be considered without inspection report.
6. The exhibition should be 07 to 10 days extendable to 15 days. For less than 07 days prior approval of DC (Handicrafts) must be sought.
7. Change of approved venue of exhibition in compelled circumstances with full justification with prior approval of DC (Handicrafts) is invariably required.
8. Videography of the event showing all the stalls with participants is also essential and organization will submit CD and Photographs of each stall with re-imburement claim. Without video CD no re-imburement will be entertained.
9. Proper advertisement should be made in important newspaper of the area.
10. All payments above Rs.5,000/- may be made by A/c. payee cheque/demand draft/ECS/RTGS only by implementing agencies.
11. The payment made by cash, should not exceed 10% of the grant sanctioned for each programme.
12. Payment to Trainees/Designers/Master craftsperson/Experts etc. invariably be made through A/c. payee cheque/demand draft even if the claim is less than Rs.5,000/-.

If, any of the above condition is not fulfilled, no re-imburement will be made.

Please acknowledge the receipt of the letter immediately.

This issue with the approval of Deputy Director (H), In-charge, Eastern Region.

Yours faithfully,

  
(A. K. Hota)  
Assistant Director (H)

- Copy to: 1. Regional Director (ER), O/O DC(H), Kolkata. ...with the request to arrange for the inspection of the event and submit the report to ERO, Kolkata immediately.
2. The AD(Mktg), O/O DC(H), New Delhi..w.r.t. her letter dt. 07/11/2016.
  3. The AD(H), H&MSEC, O/O DC(H), Ranchi.
  4. The District Magistrate, Ranchi.
  5. B & A Section, O/O DC (H), New Delhi.
  6. The DDO, O/O DC (H), ERO, Kolkata.
  7. Guard File.

  
(A. K. Hota)  
Assistant Director (H)



Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
Eastern Regional Office, C.G.O. Complex, 3<sup>rd</sup> Floor,  
A-Wing, DF-Block, Salt Lake, Kolkata-700 064  
Phone: 2334 5403/2359 6744-45  
FAX: (033) 23345601

No: M-4/1(166)/Exh/ER/2013-14/ 14359

**Speed Post**  
Dated: 18/12/2013

✓ To  
The General Secretary,  
M/s. Agricultural Consultancy  
& Rural Development Institute (ACCORDI),  
H 1-279 Harmu Colony,  
Ranchi - 834012 (Jharkhand).

Sir/Madam,  
Sub: Administrative approval for organizing exhibition during 2013-14.

I am directed to refer to your proposal for organizing handicrafts exhibition during the year 2013-14 and to convey the approval accorded by the Development Commissioner (Handicrafts), New Delhi vide letter No: M-21017/51/2013-14/Exh/4295 dated 7/11/2013 for organizing exhibition at Hazaribagh by M/s. Agricultural Consultancy & Rural Development Institute (ACCORDI), during 2013-14 as per following maximum limit of expenditure:-

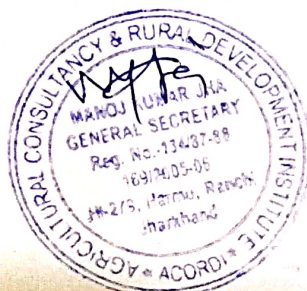
Sl. No	Name of Head	Max. permissible amount In (Rs.) for one exhibition
01.	Rent/Infrastructure/Electricity & Water charges	1,25,000/-
02.	Publicity	75,000/-
03.	TA/DA to 04 artisans for demonstration	15,000/-
04.	Misc. expenditure	5,000/-
	TOTAL	2,20,000/-

Re-imbusement will be 75% of Rs.2.20 lakhs i.e. Rs.1,65,000/- for Each exhibition for 75 % of incurred expenditure whichever is less.

**If any organization fails to organize the exhibition upto 31<sup>st</sup> March, 2014, it will be treated as cancelled.**

The following terms & conditions may strictly be adhered to:

1. The exhibition should be organized upto 31/3/2014.
2. The audited statement of expenditure Part-A & B especially on the letter head of the C.A. duly signed by the Chartered Accountant indicating the membership number and duly countersigned by the authorized signatory of the organization must be furnished through ERO, Kolkata immediately after the conclusion of the exhibition.
3. Minimum 15 artisans (11 for sale & 04 for demonstration) should participate in the exhibition.
4. Demonstration by 04 artisans are essential, otherwise no re-imbusement will be made.



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5. The Corporation/Council/Society must inform well in time venue and period to the concerned Regional Director (HC) & Assistant Director (H) for inspection of the event. No re-imburement will be considered without inspection report.
6. The exhibition should be 07 to 10 days extendable to 15 days. For less than 07 days prior approval of DC (Handicrafts) must be sought.
7. Change of approved venue of exhibition in compelled circumstances with full justification with prior approval of DC (Handicrafts) is invariably required.
8. Videography of the event showing all the stalls with participants is also essential and organization will submit CD and Photographs of each stall with re-imburement claim. Without video CD no re-imburement will be entertained.
9. Proper advertisement should be made in important newspaper of the area.
10. All payments above Rs.5,000/- may be made by A/c. payee cheque/demand draft/ECS/RTGS only by implementing agencies.
11. The payment made by cash, should not exceed 10% of the grant sanctioned for each programme.
12. Payment to Trainees/Designers/Master craftsperson/Experts etc. invariably be made through A/c. payee cheque/demand draft even if the claim is less than Rs.5,000/-.

If, any of the above condition is not fulfilled, no re-imburement will be made.


Please acknowledge the receipt of the letter immediately.

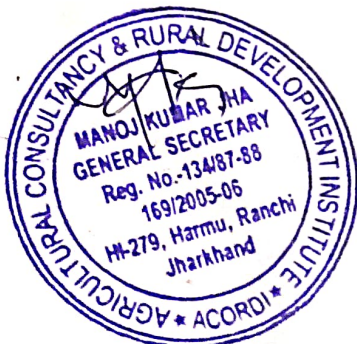
This issue with the approval of Deputy Director (H), In-charge, Eastern Region.

Yours faithfully,

  
 (A. K. Hota) 11/2/13  
 Assistant Director (H)

- Copy to: 1. Regional Director (HR), O/O DC(H), Kolkata with the request to arrange for the inspection of the event and submit the report to ERO, Kolkata immediately.
2. The AD (Mktg) O/O DC(H), New Delhi..w.r.t. her letter dt. 07/11/2013.
  3. The AD(H), H&MSEC, O/O DC(H), Ranchi.
  4. The District Magistrate, Ranchi.
  5. B & A Section, O/O DC (H), New Delhi.
  6. The DUO, O/O DC (H), EPO, Kolkata.
  7. Guard File.

  
 (A. K. Hota) 11/2/13  
 Assistant Director (H)



No.M-21017/127/2012-13/Exh. ) 2405  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner(Handicrafts)

West Block-7, R.K.Puram.  
New Delhi-110066.  
Dated:-19 .12.2012

To  
✓ M/s Agricultural Consultancy &  
Rural Development Institute,  
H1-279, Harmu Colony,  
Near Kartik Oraon Chowk,  
Ranchi-834012-Jharkhand.

Subject: Administrative Approval for organizing Exhibition during 2012-13.

Sir/Madam,

I am directed to refer to your proposal for organizing Handicrafts exhibition during the year 2012-13 and to convey the approval accorded by the Development Commissioner Handicrafts in terms of powers delegated to the Development Commissioner (Handicrafts) vide office of DC(H) O.M. No. G-20013/42/2007/BGt/DC(H)/2004 dt. 25.9.2008 and in terms of Ministry of Textiles (Integrated Finance Wing) order NO. 3/FD(T)/2007 dated 06.03.2008 and O.M of even number dated 18.9.2008/AS&FA/IFW, Ministry of Textiles vide DC(H) Dy.No. 5015 dated 17.12.2012 for organizing exhibition at Hazaribagh by M/s Agricultural Consultancy & Rural Development Institute, Ranchi during 2012-2013 as per following Maximum limit of expenditure :-

Sl. No.	Name of Head	Max. permissible Amount (Rs.) for one exh.
1	Rent/infrastructure /Electricity & Water Charges	1,25,000/-
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	TOTAL	2,20,000/-

Re-imburement will be 75% of Rs.2.20 lakhs i.e. Rs.1.65 lakhs for each exhibition or 75% of incurred expenditure whichever is less.

**If any organization fail to orqanize the exhibition before 31<sup>st</sup> March 2013, it will be treated as cancelled.**

The following terms & conditions may strictly be adhered to:

1. The Exhibition should be organized up to 31<sup>st</sup> March, 2013
2. The Audited Statement of expenditure Part-A & B especially on the letter Head of the C.A. duly signed by the Chartered Accountant indicating the Membership No. & duly countersigned by the authorized signatory of the organization must be

Contd....2/-



- furnished through Regional Director(ER), Kolkatta immediately after conclusion of exhibition.
3. Minimum 15 Artisans (11 for sale & 4 for demonstration) should participate in the Exhibition.
  4. Demonstration by 4 artisans is essential; otherwise no reimbursement will be made.
  5. The Corporation / Council / Society must inform well in time venue and period to the concerned Regional Directors and Asstt. Directors for inspection of the event. No reimbursement will be considered without inspection Report.
  6. The exhibition should be 7 to 10 days extendable to 15 days. For less than 7 days, prior approval of DC(Handicrafts) must be sought.
  7. Change of approved venue of exhibition in exceptional circumstances with full justification with prior approval of DC( ) is invariably required.
  8. Videography of the event is also essential and organization will submit C.D. and photographs of each stall with reimbursement claim.
  9. Proper advertisement should be made in important newspaper of the area.
  10. All payments above, Rs. 5000/- may be made by A/c Payee Cheque/Demand Draft/ECS/RTGS only by implementing agencies.
  11. The payment made by cash, should not exceed 10% of the grant sanctioned for each programme.
  12. Payment to trainees/designers/mastercraftpersons/experts etc invariably be made through A/c Payee Cheque/ Demand Draft even if the claim is less than Rs. 5,000/-

If, any of the above condition is not fulfilled, no re-imbusement will be made

Please acknowledge the receipt of the letter immediately.

Yours faithfully,

(Virendra Kumar)  
Sr. Asstt. Director (Marketing)

Copy to:-

1. Regional Director (ER) Office of the DC(HC), Kolkattawith a request to arrange for the inspection of the event and submit the report to Hqrs immediately.
2. Asstt. Director(H), HM&SEC, Office of the DC(H), Ranchi.
3. Distt. Magistrate, Hazaribagh.
4. B&A Section, O/o DC(H), New Delhi.
5. IFW, M//O of Textiles, New Delhi.
6. The Principal Accounts Officer, BBA Section, M/o Commerce & Textiles No.533, Udyog Bhavan, New Delhi.
7. Guard File.

Shashi  
(Shashi Bala)  
Asstt. Director (Marketing)



West Block No 7, RTC Puram  
 New Delhi - 110044  
 Dated - 04.01.2011

The Accounts Officer  
 Central Pay & Account Office  
 Office of the D.C. (Handicrafts),  
 New Delhi-110066.

Subject:- Grant in aid of Rs.1,80,000 (Rs. One lakh eighty thousand only) for organizing one Design & Technical Development workshop in Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand in favour of M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harmu, Ranchi, Jharkhand during the year 2010-11.

In exercise of the financial power delegated to the Development Commissioner (Handicrafts) New Delhi, as Head of the Department vide order No.3/FD(T)/2007, dated 06.08.2008, Ministry of Textiles sanction of the President of India is hereby convey for payment of Rs. 90,000/- (Rupees Ninety thousands only) as 1st installment out of total sanctioned an amount of Rs. 1,80,000/- (Rupees One lakh eighty thousands only) as Non-recurring grant-in-aid for organizing one Design & Technical Development workshop in Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand in favour of M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harmu, Ranchi, Jharkhand during the year 2010-11 in consultation with the Regional Design & Technical Development Centre, Kolkata /M&SEC, Ranchi by engaging designer(s) from the empanelled list of designers of this office or an alumni of NID/NIFT as per details given below:-

S. No	Name of the Hand Craft/ Location	Designer's fee including TA/DA	Cost of documentation Report (2 copies)	Cost of prototypes (Two sets) each 15 No. including Raw material	Wages Compensation for 15 days @ Rs. 150/- per day for 30 artisans	Misc. Exp.	Total
1.	Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand	60,000/-	10,000/-	30,000/-	67,500/-	12,500/-	1,80,000/-

(Total Rupees one lakh eighty Thousand only)

The first installment of Rs. 90,000/- (Rs. Ninety thousands only) being 50% of the total sanctioned amount of Rs.1,80,000/- (Rs. one lakh eighty thousands only) shall be released immediately as advance for the said purpose after receiving acceptance and signed copy of the terms and conditions as per annexure 'A' guidelines as per Annexure 'B' along with pre receipt in triplicate and a bond as per proforma enclosed.

Balance amount shall be released as reimbursement on completion of the project and after receiving the audited statement of account from Chartered Accountant duly countersigned by an authorized signatory of the organization along with documentation report, progress cum achievement report with details of activities on all the sub-head and report prototypes deposited with RDTDC, Kolkata /M&SEC, Ranchi and the inspection report from the field office.

The expenditure to be incurred strictly in accordance with the terms and conditions given in the annexure 'A' and guidelines in Annexure 'B'.

The work shall have to be completed as per terms and conditions of the scheme, within the financial year (or) as otherwise directed by this office, failing which interest on entire/unspent amount of the grant together with the sanctioned grant will be recovered as per GFR's.

This is a continuation scheme and certified that provisions contained in terms GFR 206 to 213 regarding GIA in this regard has been fulfilled

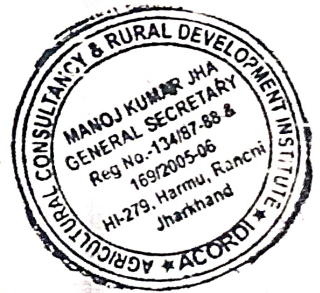
Contd.2/-

H/10

6/2



105  
 08/2/11



The Accounts Officer (Hqrs), Office of the Development Commissioner (Handicrafts), New Delhi is authorized to draw and disburse the amount in question.

The expenditure involved is debatable to Major Head of Accounts No. 231 - Village and Small Industries - 00104 Handicrafts Industries - 10 Design & Technical Up gradation - 100031 Grant in Aid (Plan) against the budget granted for the year 2010-11.

In terms of OM No 38/FD(T)/2005 dated 19.12.2007, no UC is pending against the organization in Design Technology upgradation scheme O/o the DC(H).

This issues with the approval of Development Commissioner (Handicrafts), vide their Dy. No. 337, dated 24.12.2010.

The entry in the Grant in Aid register has been made at page No. 76 Sl. No. 492.

(S. B. Singh)

Deputy Director (Design)

Copy to :

1. AO(Hqrs) O/o the DC(H), New Delhi.
2. AO(B&A), O/o the DC(H), New Delhi.
3. Director, IFW, M/Textiles, New Delhi.
4. Principal accounts officer, Ministry of Textiles, Udyog Bhawan, New Delhi.
5. Regional Director (ER), O/o the DC(H), Kolkata with the request to suitably guide/facilitate the organization/its designer in proper implementation of the sanctioned activity. Also please ensure that the activity is inspected by you/your representative during the event itself.
6. DD/AD, RDTDC, O/o the DC (H) Kolkata is requested to be in touch with the organization and explain/discuss about the concept of project. While confirming the receipt of set of prototypes to be deposited with RDTDC, Kolkata /AD, M&SEC, Ranchi may also indicate the Sl. No. and page No. of stock register where the receipt of all such prototypes have been recorded and submit views on documentation and innovativeness in designs developed from market point of view and as detailed in the guidelines.
7. M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harma, Ranchi, Jharkhand with the request to send the following documents :-
  - Pre receipt in triplicate on letterhead of an amount of Rs 90,000/- (Rs. Ninety thousands only) as per installment as per Performa enclosed.
  - Letter of acceptance of terms & conditions duly signed in triplicate.
  - Guidelines duly accepted and signed in triplicate on letterhead signing on each page on the copies of "Terms & Conditions" and guidelines annexure 'A' and 'B' conditions/ guidelines have been read and understood for conducting workshop in the crafts before signing by authorized person of the organization and affix stamp.
  - Prescribed bond may also be submitted on non-judicial stamp paper of Rs. 10/- countersigned by Notary Public.
  - Name of bank where the organization has the saving /current account with Account number and Name of the nearest Central Bank of India branch.
  - Dully filled in registration form with authorization letter from the organization along with Email ID No., Pan No., MICR No., from bank of the organization are essentially require.
8. Asstt. Director, M&SEC, O/o the DC (Handicrafts), Ranchi Please check the payment of the wage to artisan and fee to the designer be paid through cheque.
9. The Principal Director of Audit, Economic and Service Ministry, AGCR Building, IP Estate, New Delhi.
10. Sanction / Guard file/ Computer Section.
11. District Magistrate, Ranchi.
12. The Accountant General, Govt. of Jharkhand, Ranchi.
13. General Manager, D.I.C., Ranchi, Jharkhand.
14. Director (Handicraft) Department of Industries Government of Jharkhand, Ranchi.
15. Registrar Cooperatives Societies Government of Jharkhand, Ranchi.
16. Incharge DRDA, Ranchi, Jharkhand.

(K. S. Rathore)

Asstt. Director (Design)

5848

No. C-15011/05/2016-17-CC (FR)-1  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)  
[Cluster Section]

West Block, No. VII, R.K. Puram  
New Delhi-110066  
Date: 20.12.2016

The Accounts Officer,  
Central Pay & Accounts Office,  
Office of DC (Handicrafts),  
R.K. Puram, New Delhi.

Subject:- Grant in aid to M/s. Agricultural Consultancy & Rural Development Institute, H I 279, Kartik Oraon Chowk, Harmu Colony, Ranchi-834002, Jharkhand Towards incurring of non-recurring expenditure under plan - reg.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as head of Department vide office of EC(H) O.M. No. G-20013/42/2007/BGT/ DC(HC)/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order no. G-12013/42/DC(HC)/BGT/2004 dated 05.05.2015 and Order of even number dated 07.05.2015, I am directed to convey sanction of the President of India for payment of Rs. 44,400/- (Rupees forty four thousand four hundred Only) as 1<sup>st</sup> installment out of total sanctioned Grant in aid of Rs. 88,800/- (Rupees Eighty eight thousand eight hundred Only) to M/s. Agricultural Consultancy & Rural Development Institute, H I 279, Kartik Oraon Chowk, Harmu Colony, Ranchi-834002, Jharkhand for incurring of non recurring expenditure towards Base Line Survey Community Empowerment, & Mobilization for formation of 20 SHGs (Approx.) for 296 artisans in Bamboo Craft at Villages Dahu, Barbey Basaati, Kulhi Rani, Chuwa & Kulhi of Block- Ormanjhi, Distt. Ranchi, Jharkhand under AHVY, as on the following terms and conditions.

1. Grant in aid shall be utilized for Base Line Survey & Mobilization for formation of SHGs Bamboo Craft at Villages Dahu, Barbey Basaati, Kulhi Rani, Chuwa & Kulhi of Block- Ormanjhi, Distt. Ranchi, Jharkhand under AHVY scheme, as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules.
2. All payments above Rs. 5000/- may be made by A/c payee Cheque/Demand Draft/ECS/RTGS only by implementing agencies and the payment made by cash should not exceed 10% of the grant sanctioned for each programme. Payment to trainees/designers/mastercraftspersons/experts etc invariably be made through A/c payee cheque/Demand Draft even if the claim is less than Rs. 5000/-.
3. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of grant in aid before release of payment.
4. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
5. The grantee shall maintain the register of assets in the prescribed form GFR No. 19. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or condemned as per the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Development Commissioner (Handicrafts).
6. The grantee shall submit performance cum-achievement against targets of the previous grants both financial and physical while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.
7. The amounts so paid to the grantee shall be open to inspection by the Office of the Development Commissioner (Handicrafts)/internal audit party of the Chief Controller of Accounts, Ministry of Commerce & Textile, New Delhi whenever the grantee called upon to do so.
8. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G of India (Duties, Powers and conditions of Service in 1971) (or if not applicable).
9. The grantee shall get its accounts audited from the Chartered Accountants.
10. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee shall be required to refund the amount of the grant with interest thereon @ of 10% per annum or rates applicable from time to time in this regard.
11. The grantee shall submit the utilization certificate in the prescribed form GFR 19 A received for the purpose duly signed by the head of the Grantee Institution and audited by the Chartered Accountant before reimbursement or within twelve months of the closure of the financial year whichever is earlier. Or In case grant in aid sanctioned are subject to the fulfillment of certain pre requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.
12. The utilization certificate in respect of grant in aid already paid where due shall be enclosed duly countersigned by the sanctioning authority. It is certified that no U.C is pending against the organization.
13. The grantee agrees to make reservations for scheduled cast / scheduled tribes in posts/services under its control on the lines indicated by the Govt. of India. (if applicable).
14. Remaining admissible amount will be released as reimbursement subject to actual statement of expenditure whichever is less on completion of the above activities in all respect and on receipt of utilization certificate in form of GFR 19 A audited accounts statement duly signed by CA (indicating membership number) duly countersigned by the authorized signatory of the organization, satisfactory performance report vetted by the concerned Asstt. Director (H) of Marketing & Service Extension Centre/ Regional Office alongwith the following details:-
  - a) List of identified with artisans with complete details & photographs alongwith the SHG details (soft copy/CD IN EXCEL FORM should also be enclosed).
  - b) Details of SHGs formed alongwith their respective Bank Account Number.
  - c) Details of Bank Account Number of the individual artisans.
  - d) Base Line Survey Mobilisation Report / Diagnostic Survey must be backed by the Detailed Report of Cluster such as identified problems of cluster and its recommended solution by implementing agency for further development of cluster artisans.
  - e) Skill mapping of the cluster artisans.
  - f) Report of the cluster in terms of Productivity (i.e. Product range), Average Inventory of the artisans, Marketing scenario, Working capital need and requirement.
  - g) Details of the entrepreneur, Master craftsperson, SG, NA, NMC, SA in the cluster (if any).
  - h) Existing infrastructure (Both Govt. and Non Govt.) in support of handicrafts development in the cluster.
  - i) Annual Action Plan of Cluster duly recommended by concerned AD(H)/RD(H).
  - j) Artisan's details such as I. Card No., photograph, Adhaar Card No./VIC, Bank Account No. & Bank Name, representing the SHG and status, Sex, Cast, education etc. should be properly given along with a soft copy IN EXCEL FORM.

- k) Details of Local Exporters/Bulk Buyer in the Cluster village/block if any.
- l) Business Plan of Cluster with marketing tie-up or buy back arrangement.
- m) Details of any Government scheme being implemented in the cluster.
- n) Undertaking may be given that grantee Organisation has not been blacklisted or debarred from any Govt. Organisation/Financial Institutions.
- o) Proof of Verification of bill/vouchers above than Rs.10,000/- by the AO(H) concerned.
- p) Intervention Proposal for the cluster will be considered on the basis "Detailed Project Report" of the Cluster Which will be prepared by the implementing agency in consultation with field/ Regional Office. In case, it is desirable to engage Third Party Consultants/Appraisers/Moderators, the same shall be appointed by the O/c DC (Handicrafts) from among the empanelled agencies.

Before considering any intervention proposals under AHVY Scheme, IA should also submit the following information's to this office:-

1. Methodology that has been adopted for undertaking the Base Line Survey and Mobilization.
  2. Particulars of Resource Persons/Faculties/Designer/Master Trainer proposed to be engaged in implementation of these projects.
  3. An undertaking indicating that sanctioned activity will be completed within the time frame mentioned in sanction order & time required for submission of relevant documents alongwith UC's after completion of project successfully.
  4. Particulars of Cluster Manager in accordance with the NHDP guideline for selection of Cluster Manager shall have to be furnished.
- q) The IA should ensure that there is no repetition / duplication of activity. In the event if any dispute arises the decision of the office of Development Commissioner (Handicrafts) shall be final.
14. There is no reason to believe that the grantee is involved in corrupt practices.
  15. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
  16. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
  17. Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance in this regard have been duly fulfilled.
  18. Account Officer (HQ.) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
  19. The expenditure involved is debitible to the Major Head of Account- 2851- Village & Small Industries- 00104 - Handicrafts Industries - 38.02- Baba Saheb Ambedkar Hastshilp Yojana - 380231- for Grant-In-Aid-General (Plan)- Rest of India and will be met within the sanctioned budget grant for the year 2016-17.
  20. This issues with the concurrence of DC (HC) vide Dy No. 4193 dated: 17/19.12.2016.
  21. Entry has been made in the ECR at page No. 13 at Sl.No. 110 .
  22. The activities shall be completed within 12 months from the date of release of funds. The audited statement of expenditure from the Chartered Accountant for the grant released & Utilization Certificate in GFR 19-A should be submitted within 12 months of the closure of the financial year in which the grant has been released as per provision of GFR. The utilization Certificate would indicate the achievement against the specified quantitative targets and also disclose whether the specified quantitative targets that should have been reached against the amount utilized was in fact reached and if not, the reasons therefore.
  23. Total number of artisans indicated in para 1 is provisional. The final number of artisans shall be as per the guidelines issued by this office vide letter No. C-11011/1/2012-13/AHVY (Policy) dated 04.02.2013. The final list of artisans should be uploaded by the Implementing Agency on their web-site alongwith AADHAR numbers and individual bank account number.
  24. The deliverable of the interventions should aim the socio-economic stability, increase in income level, self-sustainable entrepreneurship etc. as a holistic manner.

Yours faithfully

(Yogendra Pandey)  
Deputy Director (CC)

Copy to:

1. M/s. Agricultural Consultancy & Rural Development Institute, H I 279, Kartik Oraon Chowk, Harmu Colony, Ranchi-834002, Jharkhand should furnish the following documents:-
  - a. Stamped Pre-receipted bill of Rs.44, 400/- in triplicate duly signed by an authorized Signatory of the organization (on the letter head of the organization). The Agency details, Mandate for Electronic Fund Transfer through ECS/RTGS and Authorization Letter on letter head of Orgnization/IA and copy of Registration with NITI AAYOG may be enclosed in triplicate.
  - b. Three copies of terms & conditions duly signed & stamped on the letter head of the organization.
  - c. Bond to be executed on Stamp Paper of Rs. 10/- dully attested by Notary.
  - d. An Affidavit on Stamp Paper of Rs. 10/- .
2. The Deputy Director (ER), O/o the DC (H), Kolkata .
3. The Assistant Director (H), M&SEC/CWTSC, Ranchi, Jharkhand
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, Jharkhand, Ranchi.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Tex, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, Distt. Ranchi, Jharkhand
9. The Director (Handicrafts), Directorate of Industries, Govt. of Jharkhand, Ranchi.
10. Hindi Officer for Hindi version/Guard file.
11. The Scientist D, NIC, Computer Section, O/o the DC (Handicrafts), New Delhi

(Deputy Director (CC))

12585 31

No. J-12012/145/2012-13/DS(ER)/ST  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)

West Block No. 7, R.K. Puram  
New Delhi - 110066.  
Dated :- 05.09/2012

The Accounts Officer  
Central Pay & Account Office  
Office of the D.C. (Handicrafts),  
New Delhi-110066.

Subject:- Grant in aid of Rs.1,80,000 (Rs. One lakh eighty thousand only) for organizing one Design & Technical Development workshop in Embroidery Craft Exclusively for ST Category Artisans at Harmu Colony, Ranchi in favour of M/s Agricultural Consultancy & Rural Development Institute, H1-279, Harmu Colony, Near Kartik Oraon Chowk, Ranchi-834 012, Jharkhand during the year 2012-13.

In exercise of the financial of power delegated to the Development Commissioner (Handicrafts) New Delhi, as Head of the Department vide order No.3/FD(T)/2007, dated 06.08.2008, Ministry of Textiles sanction of the President of India is hereby convey for payment of Rs. 90,000/- (Rupees Ninety thousands only) as 1st installment out of total sanctioned amount of Rs. 1,80,000/- (Rupees One lakh eighty thousands only) as Non-recurring grant-in-aid for organizing one Design & Technical Development workshop in Embroidery Craft Exclusively for ST Category Artisans at Harmu, Colony, Ranchi in favour of M/s Agricultural Consultancy & Rural Development Institute, H1-279, Harmu Colony, Near Kartik Oraon Chowk, Ranchi-834 012, Jharkhand in consultation with the Regional Design & Technical Development Centre, Kolkata /MSEC, Ranchi by engaging designer(s) from the empanelled list of designers of this office or an alumni of NID/NIFT as per details given below:-

S. No.	Name of the Hand Craft/ Location	Designer's fee including TA/DA	Cost of documentation Report (2 copies)	Cost of prototypes (Two sets) each 15 No. including Raw material	Wages Compensation for 15 days @ Rs. 150/- per day for 30 artisans	Misc. Exp.	Total
1.	Embroidery Craft at Harmu Colony, Ranchi	60,000/-	10,000/-	30,000/-	67,500/-	12,500/-	1,80,000/-

(Total Rupees one lakh eighty thousand only)

The first installment of Rs. 90,000/- (Rs. Ninety thousands only) being 50% of the total sanctioned amount of Rs.1,80,000/- (Rs. one lakh eighty thousands only) shall be released immediately as advance for the said purpose after receiving acceptance and signed copy of the terms and conditions as per annexure 'A' guidelines as per Annexure 'B' along with pre receipt in triplicate and a bond as per proforma enclosed.

Balance amount shall be released as reimbursement on completion of the workshop and after receiving the audited statement of account from Chartered Accountant duly countersigned by an authorized signatory of the organization along with documentation report, progress cum achievement report with details of activities on all the sub-head and report prototypes deposited with RDTDC, Kolkata /MSEC, Ranchi and the inspection report from the field office.

The expenditure to be incurred strictly in accordance with the terms and conditions given in the annexure 'A' and guidelines in Annexure

The work shall have to be completed as per terms and conditions of the scheme, within the financial year (or) as otherwise directed by this office, failing which interest on entire/unspent amount of the grant together with the sanctioned grant will be recovered as per GFR's.

- This is a continuation scheme and certified that provisions contained in terms GFR 206 to 213 regarding GIA in this regard has been fulfilled

Contd 2/



The Accounts Officer (Hqrs), Office of the Development Commissioner (Handicrafts), New Delhi is authorized to draw and disburse the amount in question.

The expenditure involved is debit able to Major Head of Accounts No. 2851- Village and Small Industries - 0079 Scheduled Tribe Sub Plan -03- Design & Technical Development Scheme - 030031 Grant in aid General (Plan- Schedule Tribe) against the budget granted for the year 2012-13.

In terms of O.M.No38/FL(T)/2005 dated 19.12.2007, no UC is pending against the organization in Design Technology upgradation scheme O/o the DC(H.C). Balance amount shall be released on reimbursement basis on completion of the workshop and after receiving the audited statement of account from Chartered Accountant duly countersigned by a authorized signatory of the organization alongwith progress-cum-achievement report (hard copy) alongwith Videography of the event in CD and receipt of prototypes deposited with RDTDC, Okhla, Delhi/MSEC, Ranchi.

This issues with the approval of DC(Handicrafts), vides their Dy. No.2198, dated 30.08.2012.

The entry in the Grant in Aid register has been made at page No. 09 Sl. No. 16.

(V. P. Thakur)  
Sr. Asstt. Director (Design)

Copy to :-

1. AO(Hqrs) O/o the DC(H), New Delhi.
2. AO(B&A), O/o the DC(H), New Delhi.
3. Director, IFW, M/Textiles, New Delhi.
4. Principal accounts officer, Ministry of Textiles, Udyog Bhawan, New Delhi
5. Regional Director (ER), O/o the DC(H), Kolkata with the request to suitably guide/facilitate the organization/its designer in proper implementation of the sanctioned activity. Also please ensure that the activity is inspected by you/your representative during the event itself.
6. DD/AD, RDTDC, O/o the DC (H) Kolkata is requested to be in touch with the organization and explain/discuss about the concept of workshop. While confirming the receipt of set of prototypes to be deposited with RDTDC, Kolkata /AD, MSEC, Ranchi may also indicate the Sl. No. and page No. of stock register where the receipt of all such prototypes have been recorded and submit, views on documentation and innovativeness in designs developed from market point of view and as detailed in the guidelines.
7. M/s Agricultural Consultancy & Rural Development Institute, H1-279, Harmu Colony, Near Kartik Gram Chowk, Ranchi-834 012, Jharkhand with the request to send the following documents  
Pre receipt in triplicate on letterhead of an amount of Rs. 90,000/- (Rs. Ninety thousands only) as per installment as per Performa enclosed.  
Letter of acceptance of terms & conditions duly signed in triplicate.  
Guidelines duly accepted and signed in triplicate on letterhead signing on each page on the copies of Terms & Conditions" and guidelines annexure 'A' and 'B' conditions/ guidelines have been read and understood for conducting workshop in the crafts before signing by authorized person of the organization and affix stamp.  
Prescribed bond may also be submitted on non-judicial stamp paper of Rs. 10/- countersigned by Notary Public.  
Name of bank where the organization has the saving /current account with Account number and Name of the nearest Central Bank of India branch.  
Dully filled in registration form with authorization letter from the organization along with Email ID No., Pan No., MICR No., from bank of the organization are essentially require.
8. Asstt. Director, MSEC O/o the DC (Handicrafts), Ranchi. Please check the payment of the wage to artisan and fee to the designer be paid through cheque.
9. The Principal Director of Audit, Economic and Service Ministry, AGCR Building, IP Estate, New Delhi.
10. Sanction / Guard file/ Computer Section.
11. District Magistrate, Ranchi, Jharkhand.
12. The Accountant General, Govt. of Jharkhand.
13. General Manager, D.I.C., Ranchi, Jharkhand.
14. Director (Handicraft) Département of Industries Government of Jharkhand.
15. Registrar Cooperatives Societies Government of Jharkhand.
16. Incharge DRDA, Ranchi, Jharkhand.

(K. S. Rathore)  
Asstt. Director (Design)

13435

No.M-21017/75/2011-12/Exh.  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner(Handicrafts)

West Block-7, R.K.Puram.  
New Delhi-110066.  
Dated: 7.09.2011

To  
M/s. Agricultural Consultancy &  
Rural Development Institute (Acordi),  
Harmu, Rañchi,  
Jharkhand.

Subject: Administrative Approval for organizing Exhibition during 2011-12.


Sir/Madam,

I am directed to refer to your proposal for organizing Handicrafts exhibition during the year 2011-12 and to convey the approval accorded by the Development Commissioner Handicrafts in terms of powers delegated to the Development Commissioner (Handicrafts) vide office of DC(H) O.M. No. G-20013/42/2007/BGt/DC(H)/2004 dt. 25.9.2008 and in terms of Ministry of Textiles (Integrated Finance Wing) order NO. 3/FD(T)/2007 dated 06.08.2008 and O.M of even number dated 18.9.2008/AS&FA/IFW, Ministry of Textiles vide DC(H) Dy.No.1865 dated 05.09.2011 for organizing exhibition at Ramgarh, for SC artisans only by M/s. Agricultural Consultancy & Rural Development Institute (Acordi), Jharkhand, during 2011-2012 as per following Maximum limit of expenditure in following Heads :

Sl. No.	Name of Head	Max. permissible Amount (Rs.) for one exh.
1	Rent/infrastructure-/Electricity & Water Charges	1,25,000/-
2	Publicity	75,000/-
3	T.A./D.A. to 4 Artisans for demonstration	15,000/-
4	Misc. Expenditure	5,000/-
	TOTAL	2,20,000/-

Re-imbusement will be 75% of Rs.2.20 lakhs i.e. Rs.1.65 lakhs for each exhibition or 75% of incurred expenditure whichever is less.

**If any organization fail to organize the exhibition before 31<sup>st</sup> March,2012, it will be treated as cancelled.**



SM/SM/2011

Ranchi

No. J-12012/359/2010-11/DS(ER) 1902  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)

West Block No.7, R.K.Puram  
New Delhi - 110066  
Dated - 06.06.2011

The Accounts Officer  
Central Pay & Account Office  
Office of the D.C. (Handicrafts),  
New Delhi-110066.

Subject:- Grant in aid of Rs.1,80,000 (Rs. One lakh eighty thousand only) for organizing one Design & Technical Development workshop in Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand in favour of M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harmu, Ranchi, Jharkhand during the year 2011-12.

In supersession to this office order of even no. Dated 03/01/2011 in exercise of the financial of power delegated to the Development Commissioner (Handicrafts) New Delhi, as Head of the Department vide order No.3/FTD(T)/2007, dated 06.08.2008, Ministry of Textiles sanction of the President of India is hereby convey for payment of Rs. 90,000/- (Rupees Ninety thousands only) as 1st installment out of total sanctioned an amount of Rs. 1,80,000/- (Rupees One lakh eighty thousands only) as Non-recurring grant-in-aid for organizing one Design & Technical Development workshop in Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand in favour of M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harmu, Ranchi, Jharkhand during the year 2011-12 in consultation with the Regional Design & Technical Development Centre, Kolkata /M&SEC, Ranchi by engaging designer(s) from the empanelled list of designers of this office or an alumni of NID/NIFT as per details given below:-

S. No.	Name of the Hand Craft/ Location	Designer's fee including TA/DA	Cost of documentation Report (2 copies)	Cost of prototypes (Two sets) each 15 No. including Raw material	Wages Compensation for 15 days @ Rs. 150/- per day for 30 artisans	Misc Exp.	Total
1	Embroidery Craft at Mandro, Block- Ormanghi, Ranchi, Jharkhand	60,000/-	10,000/-	30,000/-	67,500/-	12,500/-	1,80,000/-

(Total Rupees one lakh eighty Thousand only)

The first installment of Rs. 90,000/- (Rs. Ninety thousands only) being 50% of the total sanctioned amount of Rs. 1,80,000/- (Rs. one lakh eighty thousands only) shall be released immediately as advance for the said purpose after receiving acceptance and signed copy of the terms and conditions as per annexure 'A' guidelines as per Annexure 'B' along with pre receipt in triplicate and a bond as per proforma enclosed.

Balance amount shall be released as reimbursement on completion of the project and after receiving the audited statement of account from Chartered Accountant duly countersigned by an authorized signatory of the organization along with documentation report, progress cum achievement report with details of activities on all the sub-head and report prototypes deposited with RDTDC, Kolkata /M&SEC, Ranchi and the inspection report from the field office.

The expenditure to be incurred strictly in accordance with the terms and conditions given in the annexure 'A' and guidelines in Annexure 'B'

The work shall have to be completed as per terms and conditions of the scheme, within the financial year (or) as otherwise directed by this office, failing which interest on entire/unspent amount of the grant together with the sanctioned grant will be recovered as per GFR's.

This is a continuation scheme and certified that provisions contained in terms GFR 206 to 213 regarding GIA, in this regard has been fulfilled

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Contd.2/-

The Accounts Officer (Hqrs), Office of the Development Commissioner (Handicrafts), New Delhi is authorized to draw and disburse the amount in question.

The expenditure involved is debit able to Major Head of Accounts No. 2851- Village and Small Industries - 00104- Handicrafts Industries-10 Design & Technica Up gradation - 100031 Grant in aid (Plan) against the budget granted for the year 2011-12.

In terms of O.M.No38/FD(T)/2005, dated 19.12.2007, no UC is pending against the organization in Design Technology upgradation scheme O/o the DC(HC).

This issues with the approval of DC (Handicrafts) vide their Dy. No. 118, dated 03.06.2010.

The entry in the Grant in Aid register has been made at page No. 15 Sl. No. 85.

(V.P. Thakur)  
Sr. Asstt. Director (Design)

Copy to :-

1. AO(Hqrs) O/o the DC(H), New Delhi.
2. AO(B&A), O/o the DC(H), New Delhi.
3. Director, IFW, M/Textiles, New Delhi.
4. Principal accounts officer, Ministry of Textiles, Udyog Bhawan, New Delhi
5. Regional Director (ER), O/o the DC(H), Kolkata with the request to suitably guide/facilitate the organization/its designer in proper implementation of the sanctioned activity. Also please ensure that the activity is inspected by you/your representative during the event itself.
6. DD/AD, RDTDC, O/o the DC (H) Kolkata is requested to be in touch with the organization and explain/discuss about the concept of project. While confirming the receipt of set of prototypes to be deposited with RDTDC, Kolkata /AD, M&SEC, Ranchi may also indicate the Sl. No. and page No. of stock register where the receipt of all such prototypes have been recorded and submit, views on documentation and innovativeness in designs developed from market point of view and as detailed in the guidelines.
7. M/s. Agricultural Consultancy & Rural Development Institute (ACORDI) Harmu, Ranchi, Jharkhand with the request to send the following documents :-
  - Pre receipt in triplicate on letterhead of an amount of Rs 90,000/- (Rs. Ninety thousands only) as per installment as per Performa enclosed.
  - Letter of acceptance of terms & conditions duly signed in triplicate.
  - Guidelines duly accepted and signed in triplicate on letterhead signing on each page on the copies of "Terms & Conditions" and guidelines annexure 'A' and 'B' conditions/ guidelines have been read and understood for conducting workshop in the crafts before signing by authorized person of the organization and affix stamp.
  - Prescribed bond may also be submitted on non-judicial stamp paper of Rs. 10/- countersigned by Notary Public.
  - Name of bank where the organization has the saving /current account with Account number and Name of the nearest Central Bank of India branch.
  - Dully filled in registration form with authorization latter from the organization along with Email ID No., Pan No., MICR No., from bank of the organization are essentially require.
8. Asstt. Director, M&SEC, O/o the DC (Handicrafts), Ranchi Please check the payment of the wage to artisan and fee to the designer be paid through cheque.
9. The Principal Director of Audit, Economic and Service Ministry, AGCR Building, IP Estate, New Delhi.
10. Sanction / Guard file/ Computer Section.
11. District Magistrate, Ranchi.
12. The Accountant General, Govt. of Jharkhand, Ranchi.
13. General Manager, D.I.C., Ranchi, Jharkhand.
14. Director (Handicraft) Department of Industries Government of Jharkhand, Ranchi.
15. Registrar Cooperatives Societies Government of Jharkhand, Ranchi.
16. Incharge DRDA, Ranchi, Jharkhand.

(K. S. Rathore)  
Asstt. Director (Design)