

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** for conducting Workshop/Seminar at **Kamalabari, Distt. Malda** under AHVY Scheme to discuss various problems faced in handicrafts sector with artisans and experts in relevant fields like designer, technologist, exporters, buyers and financial institution etc and Creation of awareness about the Cluster development Schemes of O/o DC (Handicrafts)- regarding.

In exercise of the power delegated to the Development Commissioner (Handicrafts) as Head of Department vide Office of the DC (H) O.M. No. G-20013/42/DC[HC]/BGT/2004 dated 08.05.2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/DC[HC]/BGT/2004 dated 05.05.2015 & 07.05.2015, I am directed to convey the sanction of the President of India for sanctioning an amount of **Rs. 4,98,300/- (Rupees Four Lakhs Ninety Eight Thousand Three Hundred Only)** as Non-Recurring grant - in - aid general & releasing the first installment of **Rs. 2,49,150/- (Rupees Two Lakhs Forty Nine Thousand One Hundred Fifty Only)** as advance being 50% of the sanctioned amount to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for conducting Workshop/Seminar at **Kamalabari, Distt. Malda** to discuss various problems faced in handicrafts sector with artisans and experts in relevant fields like designer, technologist, exporters, buyers and financial institution etc and Creation of awareness about the Cluster development Schemes of O/o DC (Handicrafts) under AHVY Scheme for the year 2020-21.

Objective of Workshop/Seminar :

- o The Seminar will be held for the benefit of the cluster artisans in order to understand the concept of Producer Company its functioning and role responsibilities of the members of the Producer company.
- o To spearhead the initiation of exploring the possibilities and potentialities of market promotion of handicrafts products across the country and abroad in accordance with the New Look East Policy etc.
- o To bridge the communication gap between Artisans and bulk buyer through establishing linkage commercial Transactions, franchise reselling, technologies etc.
- o Basic concepts and importance of quality control and treatment of raw material and finished products
- o The correlation of quality control with finishing and standardization of final product
- o Role of NGOs, Artisans and Entrepreneurs in the process of standardization and uninterrupted quality production.
- o Creation of product identity using trade mark, brand name, logo etc.
- o Impact of brand name, trade mark & product logo in the competitive market both domestic and international
- o Process and methodologies of selection of an effective trade mark/brand name or product logo
- o Geographical or traditional Implication of the brand name or trade mark.
- o Bottlenecks throughout the process of quality control, standardization and Branding.
- o Formalities of GST and accounting procedures including GST, GeM portal registration, E-commerce platform, participation in virtual fairs, scheme of the office of the DC(H).
- o Awareness on GI registration
- o Artisan ID cards (PAHCHAN)
- o Aam Aadmi Bima Yojana
- o Mudra Loan etc.
- o PFMS issues and other issues / Cashless Transactions.
- o Awareness on Export formalities including custom clearance/duty drawback.



Duration:- 02 days at Kamalabari, Distt. Malda for 100 cluster artisans of the producer company.

Financial Implications are as under:-

Sl. No.	Particulars	Amount sanctioned
1.	Halls & Infrastructure	Rs.1,50,000.00
2.	Refreshment & Tea, Lunch etc.@Rs. 400/- per participants per day	Rs.96,000.00
3.	T.A. to cluster participants including journey period @Rs.500/- per artisans subject to actual expenditure. *	Rs.50,000.00
4.	Honorarium to 8(Eight) Resource Persons @Rs. 4,000/- per person including TA / Boarding and Lodging charges for Experts	Rs.32,000.00
5.	Documentation & Videography etc.	Rs.50,000.00
6.	Hiring of Conveyance for 2 days	Rs.25,000.00
7.	Publicity including banners, backdrops, pamphlet, booklet, biometric machine etc.	Rs.50,000.00
8.	Miscellaneous @10% of (1) to (7)	Rs.45,300.00
TOTAL:-		Rs.4,98,300.00

***TA @ Rs.500/- shall be paid per artisans as the participating cluster artisans of the producer company are belonging to same cluster and nearby from the seminar venue.**

Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.

Mode of Payment: The sanctioned amount will be released in two installments as per guideline of DC(H) office.

The first installment amounting to Rs. 2,49,150/- (Rupees Two Lakhs Forty Nine Thousand One Hundred Fifty Only) will be released on submission of the pre- receipted bill, bank mandate form & acceptance of terms.

Second and final installment will be released in the shape of reimbursement after completion of the project subject to submission of final report indicating performance and follow up action to be taken duly agreed to, by the competent authority (soft copies and audited statement of accounts, auditor's report, utilization certificate in GFR 12-A in respect of the 1st installment of grant released and total expenditure incurred on the project on the letter head of Chartered Accountant duly verified and countersigned by the authorized signatory of the organization and acceptance of the reports, standard formulation regarding qualitative and quantitative targets within the time of 12 months as per guide line of DC(H) office.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
- The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC).The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
- Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
- Reimbursement claims through hard copy will not be entertained.

Certified that no Utilization Certificate is pending against the organization in any scheme of this office.

Terms and Conditions: -

- a) The organization shall interact periodically with Office of the Development Commissioner (Handicrafts) or their representative/experts for understanding the problems being addressed through this project and firming up the outputs.
- b) Grant-in-aid/funds shall be utilized for the aforesaid workshops/Seminars.
- c) The grantee/ organization shall maintain subsidiary accounts of the grants/ payments received from the Government.
- d) The grantee/ organization shall maintain a register of assets in the prescribed form GFR-12-A. The assets acquired wholly or substantially out of Government Grants except those declared as absolute 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 this office.
- e) The grantee/organization shall submit performance-cum-achievement report physically and financially to DC (Handicrafts) Office, New Delhi and its concern Regional Office.
- f) The amount so paid to the grantee/ organization shall be open to inspection by the Sanction Authority i.e. O/o DC(Handicrafts)/Internal Audit Party of the Chief Controller of Accounts, Ministry of Commerce and Textiles, New Delhi whenever the grantee/ organization is called upon to do so.
- g) The grantee/ organization shall get its accounts audited from the Chartered Accountants.
- h) The grantee /organization shall not divert the grants/funds and entrust execution of the scheme or work concerned to another Institutions or Organizations and shall abide by the terms and conditions of the grant/funds. If the grantee /organization fail to utilize the grant/funds for the purpose for which the same has been sanctioned, the grantee /organization will be required to refund the amount of the grants/funds with interest thereon @ 10% per annum.
- i) The selection of participants must be in transparency.
- j) The grantee/ organization shall submit the utilization certificate in the form GFR-12A and a list in respect of assets being created out of Government grant/funds, if any, duly signed by the Head of the Grantee/ organization Institution and audited by the Chartered Accountant within stipulated time from the date of completion of the project. The Utilization Certificate would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
- k) The grantee /organization agree to make reservations for scheduled castes and scheduled tribes in posts/services under its control on the lines indicated by the Government of India.
- l) There is no reason to believe that the grantee/ organization are involved in corrupt practices.
- m) The expenditure shall be incurred as per GFR provision and department of the expenditure guidelines.
- n) The component- wise breakup of the sanctioned amount represents the permissible upper limit of expenditure and the admittance thereof shall be subject to actual.
- o) The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
- p) The Implementing agency shall intimate the M&SEC as well as RDs concerned minimum 30 days in advance about the scheduled event content and material to be used for this programme & also list of resource persons, Hqrs. Shall be informed at least 20 days in advance.
- q) All the participants should have artisans Id Card/Aadhar no./PMJD account number.
- r) Preference may be given during the seminar/workshop on the topic design development, bank credit/loans, quality of products, marketing health insurance, self reliant of artisans and entrepreneurship etc which should be uploaded on website.
- s) Video CD/soft copy of the event may be submitted with the report.
- t) In case of Seminar/workshop, implementing agency must clearly indicate the outcome of the event & must submit performance-cum-achievement report.
- u) The resource persons must be expert with reference to the subject of the workshop & Shilp Guru/National awardees may also be invited in such workshop.
- v) The existing exporters must be consulted and the names of those exporters must be reported with performance report.
- w) It may be noted that the final report submitted by the organization should clearly mention the name of the sponsor on the cover page as reproduced below:

Sponsored by Development Commissioner (Handicrafts)
Ministry of Textiles
Government of India

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 debitable to the Major Head of account 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan)-NER and will be met within the sanctioned budget grant for the year 2020-21.

This issues with the approval of DC(H), New Delhi vide **Dy No. 39256 dated 17/12/2020.**

ECR entry has been made electronically **at S. No. 284.**



(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s. MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** should furnish the following documents:-
 - i. Stamped Pre receipt of **Rs. 2,49,150/-** in triplicate duly signed by an authorized signatory of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- duly attested by Notary public as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**



Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -2
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

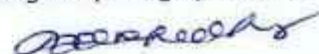
In exercise of the power delegated to the Development Commissioner(Handicrafts) as Head of Department vide office of DC (H) O.M. No. G-20013/42/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/DC(HC)/BGT/2004 dated. 05/05/2015 and order of even number dated. 07/05/2015, I am directed to convey the sanction of the President of India for payment of Grants-in-aid of **Rs. 2,36,250/- (Rupees Two Lakhs Thirty Six Thousand Two Hundred Fifty Only)** as 1st installment out of total sanctioned grant-in-aid of **Rs.4,72,500/- (Rupees four lakhs seventy two thousand five hundred only)** being 75% GOI share out of the total cost of **Rs.6,30,000/- (Rupees six lakhs thirty thousand only)** to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for incurring of non-recurring expenditure towards organizing **one Exhibition at Malda, Distt. Malda for 30 cluster artisans of the producer company** on the following terms and conditions.

1. Grant in aid shall be utilized for conducting one Exhibition at **Malda, Distt. Malda** for **cluster artisans of the producer company** under AHVY for a duration of 7 -10 days as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:

Sl.No.	Description of Work	Total Amount sanctioned for Exhibition at Malda, Distt. Malda
1.	Space rental &Infrastructure including services (water, electricity etc.)	2,75,000/-
2.	Publicity	1,00,000/-
3.	TA to participants (@ Rs.3000 per participant)	90,000/-
4.	Insurance	10,000/-
5.	Service charges	10,000/-
6.	Freight (@ Rs.1500/- per person)	45,000/-
7.	DA to 30 Artisans for 10 days @ 3000/- per artisans	90,000/-
8.	Misc. including stationery, telephone, refreshment, videography, documentation charges etc.	10,000/-
Total :-		Rs. 6,30,000/- a) 75% share of DC (H)=Rs. 4,72,500/-. b) 25% share borne by Implementing Agency = Rs. 1,57,500/-

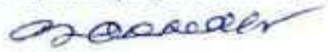
Duration and participation of the programme should be as follows:-

- a. The programme shall be for a period of minimum 7-10 days.
- b. 30 participants from cluster be allowed.
- c. One Photograph for each day of the entire duration of the programme be submitted alongwith the documentation report. The photographs must show the faces of all participants, stalls and their products besides videography of the event.
- d. Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.



e. The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC). The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
2. 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 form of GFR 12 A, from Chartered Accountant duly counter signed by the authorized signatory of the organization, progress cum achievement report, the expenditure will be incurred strictly in accordance with the terms and conditions.
 3. **The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and condition of the payment of grant in aid before release of payment.**
 4. **The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.**
 5. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
 6. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
 7. **In each programme/event 30 cluster artisans of the producer company will participate from the Cluster.**
 8. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
 9. Following documents shall be enclosed with the report:-
 - a. List of beneficiaries comprising Name, address, caste, sex, I.d card no. Name of SHG, Amount of wage compensation received, etc. duly counter signed by concerned AD(H).
 - b. Sale Statement of the Exhibition duly countersigned by concerned AD(H). Videography indicating the minimum number of days for which videography has been done.
 - c. Rent of Venue duly countersigned by AD(H).
 - d. TA/DA bill of the participants duly countersigned by AD(H).
 - e. Insurance of the Event duly countersigned by AD(H).
 10. 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.
 11. 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)
 12. The grantee shall get its accounts audited from the Chartered Accountants.
 13. 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.
 14. The grantee shall submit the utilization certificate in the prescribed form GFR 12 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 fulfilment of certain pre requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.
15. 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 in AHVY scheme of DC(HANDICRAFTS).
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16. 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).
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
20. 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.
21. Account Officer (HQ.) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
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 grants released & Utilization Certificate in GFR 12-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 UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
23. **The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
24. This issues with the approval of DC(H) vide Dy No. 39256 dated 17/12/2020.
25. ECR entry has been made electronically at S. No. 285.
26. **The deliverable of the interventions should aim the socio economic stability, increase in income level, self sustainable entrepreneurship etc., as a holistic manner.**


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 should furnish the following documents:-**
 - i. Stamped Pre receipt of **Rs. 2,36,250/-** in triplicate duly signed by an authorized signatory of the organization. **(On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.)** The form for ECS/RTGS also may enclosed in triplicate duly filled in.
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -3
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/DC(HC)/BGT/2004 dated. 05/05/2015 and order of even number dated. 07/05/2015, I am directed to convey the sanction of the President of India for payment of Grants-in-aid of **Rs. 2,36,250/- (Rupees Two Lakhs Thirty Six Thousand Two Hundred Fifty Only)** as 1st installment out of total sanctioned grant-in-aid of **Rs.4,72,500/- (Rupees four lakhs seventy two thousand five hundred only)** being 75% GOI share out of the total cost of **Rs.6,30,000/- (Rupees six lakhs thirty thousand only)** to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for incurring of non-recurring expenditure towards organizing **one Exhibitions at Sujapur, Distt. Malda for 30 cluster artisans of the producer company** on the following terms and conditions.

1. Grant in aid shall be utilized for conducting one Exhibition at **Sujapur, Distt. Malda** for **cluster artisans of the producer company** AHVY for a duration of 7 -10 days as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:

Sl.No.	Description of Work	Total Amount sanctioned for Exhibition at Sujapur, Distt. Malda
1.	Space rental &Infrastructure including services (water, electricity etc.)	2,75,000/-
2.	Publicity	1,00,000/-
3.	TA to participants (@ Rs.3000 per participant)	90,000/-
4.	Insurance	10,000/-
5.	Service charges	10,000/-
6.	Freight (@ Rs.1500/- per person)	45,000/-
7.	DA to 30 Artisans for 10 days @ 3000/- per artisans	90,000/-
8.	Misc. including stationery, telephone, refreshment, videography, documentation charges etc.	10,000/-
Total :-		Rs. 6,30,000/-
		a) 75% share of DC (H)=Rs. 4,72,500/-.
		b) 25% share borne by Implementing Agency = Rs. 1,57,500/-

Duration and participation of the programme should be as follows:-

- a.The programme shall be for a period of minimum 7-10 days.
- b.30 participants from cluster be allowed.
- c.One Photograph for each day of the entire duration of the programme be submitted alongwith the documentation report. The photographs must show the faces of all participants, stalls and their products besides videography of the event.
- d.Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.
- e.**The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**

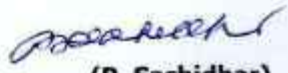


The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC). The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
2. 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 form of GFR 12 A, from Chartered Accountant duly counter signed by the authorized signatory of the organization, progress cum achievement report, the expenditure will be incurred strictly in accordance with the terms and conditions.
 3. **The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and condition of the payment of grant in aid before release of payment.**
 4. **The documentation of the programme should invariably include and incorporate all the relevant details on handholding support and post training.**
 5. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
 6. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
 7. **In each programme/event 30 cluster artisans of the producer company will participate from the Cluster.**
 8. The grantee shall submit performance-cum-achievement against targets of the previous grants both financial and physical while submitting the reimbursement documents.
 9. Following documents shall be enclosed with the report:-
 - a. List of beneficiaries comprising Name, address, caste, sex, I.d card no. Name of SHG, Amount of wage compensation received, etc. duly counter signed by concerned AD(H).
 - b. Sale Statement of the Exhibition duly countersigned by concerned AD(H). Videography indicating the minimum number of days for which videography has been done.
 - c. Rent of Venue duly countersigned by AD(H).
 - d. TA/DA bill of the participants duly countersigned by AD(H).
 - e. Insurance of the Event duly countersigned by AD(H).
 10. 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.
 11. 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)
 12. The grantee shall get its accounts audited from the Chartered Accountants.
 13. 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.
 14. The grantee shall submit the utilization certificate in the prescribed form GFR 12 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 fulfilment of certain pre requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will not be necessary.
 15. 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 in AHVY scheme of DC(HANDICRAFTS).
 16. 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).

Marhab

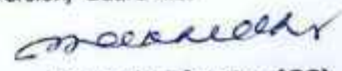
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
20. 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.
21. Account Officer (HQ.) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
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 grants released & Utilization Certificate in GFR 12-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 UC would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
23. **The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
24. This issues with the approval of DC(H) vide Dy No. 39256 dated 17/12/2020.
25. ECR entry has been made electronically at S. No. 286.
26. **The deliverable of the interventions should aim the socio economic stability, increase in income level, self sustainable entrepreneurship etc, as a holistic manner.**


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 should furnish the following documents:-**
 - i. Stamped Pre receipt of Rs. 2,36,250/- In triplicate duly signed by an authorized signatory of the organization. **(On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.**
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr.Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -4
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/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 2,31,000/- (Rupees two lakhs thirty one thousand only) as 1st installment out of total sanctioned Grant in aid of Rs. 4,62,000/- (Rupees four lakhs sixty two thousand only) to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal for incurring of non-recurring expenditure for conducting two Entrepreneurship Development Programme (EDP) at (a) Purbo Para and (b) Deshi Para, Distt. Malda for benefitting cluster artisans of the producer company under AHVY Scheme to provide necessary inputs through training for the cluster artisans for development of entrepreneurship quality.

1. Grant in aid shall be utilized for conducting two Entrepreneurship Development Programme (EDP) at (a) Purbo Para and (b) Deshi Para, Distt. Malda for benefitting of cluster artisans of the producer company. The break up of the expenditure of scheme under AHVY, as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules. The breakup of the expenditure is tabled below:-

Sl. No	Name of the Components	Duration of training course (in hours)	No. of trainee per course	Amount to be sanctioned
1	Space rent and infrastructure including service @ Rs.5000/- per week for 2 week	12 days for each programme X 2 = 24 Days i.e. 72 hrs. for each programme X 2 = 144 hrs.	20 trainee for each EDP	10,000.00 X 2 = 20,000/-
2	Wage compensation/ stipend for trainees @ Rs.300/- per day X 12 days X 20 participants.			72,000.00 X 2 = 1,44,000/-
3	TA for Trainee @ RS.1500/- per Trainee for 20 participants			30,000.00 X 2 = 60,000/-
4	TA/Honorarium for trainer @10,000/- per trainer for 6 trainer			60,000.00 X 2 = 1,20,000/-
5	Boarding/Lodging for Trainer @Rs.1000/- per trainer per day for 3 days X 6 trainers			18,000.00 X 2 = 36,000/-
6	Documentation/Study Material			20,000.00 X 2 = 40,000/-
7	Miscellaneous expenditure (Stationery, Telephone, Refreshment, Publicity, Repair of Machinery, Videography etc)			21,000.00 X 2 = 42,000/-
	Total			Rs. 2,31,000/- X 2 = 4,62,000/-

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.


- It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
- The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC). The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.



- c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
2. Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whattsapp/e-mail.
 3. The balance admissible amount shall be released as reimbursement subject to actual audited statement of expenditure whichever 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 12 A from Chartered Accountant duly counter signed by the authorized signatory of the organization, Progress-cum-achievement report. The expenditure will be incurred strictly in accordance with the terms and conditions.
 4. **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.**
 5. The guarantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
 6. The guarantee 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
 7. The grantee shall submit performance cum achievement 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.
 8. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
 9. Following information shall be incorporated in the documentation report:
 - a. List of beneficiaries comprising Name, address, caste, sex, I.D card no.
 - b. Programme details/Schedule of programme
 - c. Course materials
 - d. Feedback from participants
 - e. Photographs of the programmes
 - f. Performance cum achievement report
 - g. List of resource persons and their bio data
 - h. Title of the programme with venue & dates and **Videography of each event in CD.**
 10. 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, New Delhi whenever the grantee called upon to do so.
 11. 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)
 12. The grantee shall get its accounts audited from the Chartered Accountants.
 13. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organization and shall abide by the terms & conditions of the grant. If the grantee fails of 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.
 14. 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.
 15. 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 UC is pending against the organization in AHVY scheme of DC(Handicrafts).**
 16. **The suitable priority may be given to the SC, ST, OBC, Minority and Physical handicapped while selecting beneficiaries/participants.**
 17. There is no reason to believe that the grantee is involved in corrupt practices.
 18. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
 19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
 20. 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.



21. Accounts Officer (HQ), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
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 grants released and Utilization Certificate in the form of GFR 12- 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 should have been reached against the amount utilized was in fact reached and if not, the reason therefore.**
23. The Accounts Officer (Hqrs.), O/o the DC (Handicrafts) is authorized to draw and disburse the amount in question.
24. **The expenditure involved is debit to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana– 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
25. **This issues with the concurrence of DC(H) vide Dy No. 39256 dated 17/12/2020.**
26. ECR entry has been made electronically at S. No. 287.
27. The deliverable of the interventions should aim the socio-economic stability, increase in income level, self-sustainable entrepreneurship etc. as a holistic manner.


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** should furnish the following documents:-
 - i. Stamped Pre receipt of **Rs. 2,31,000/-** in triplicate duly signed by an authorized signatory of the organization. **(On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.)** The form for ECS/RTGS also may enclosed in triplicate duly filled in.
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -5
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

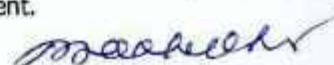
Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/DC(HC)/BGT/2004 dated. 05/05/2015, I am directed to convey Sanction of the President of India for payment of Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand Only) towards 50% advance of total sanction grant of Rs. 5,00,000/- (Rupees Five Lakhs Only) to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal for incurring of non-recurring expenditure for supply of 50 sets of tool-kits @ Rs.10,000/- to 50 cluster artisans of the producer company of Bamboo Crafts at Gabgacchi, Kamlabari, Distt. Malda under AHVY, as on the following terms and conditions.

1. Grant in aid shall be utilized for **supply of 50 Sets of tool-kits @ Rs.10,000/- to the 50 cluster artisans of the producer company of Bamboo Crafts at Gabgacchi, Kamlabari, Distt. Malda under AHVY** as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules. **GFR 12-A** from Chartered Accountant duly countersigned by the Authorized Signatory of the organization.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC).The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
2. **The balance admissible of 2nd instalment shall be released as reimbursement subject to actual audited statement of expenditure whichever is less on supply 50 set of improved tool kits to the cluster artisans of the producer company and after received the audited statement of accounts from Chartered Accountant duly countersigned by the Authorized Signatory of the organization, progress cum achievement report, and receipt of supply of 50 tool kits to cluster artisans of the producer company duly verified by the concerned AD(H).**
 3. **Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.**
 4. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
 5. 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.



6. Tool kits will be distributed to 50 cluster artisans of the producer company for increasing productivity as deliverables.

7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. 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.
10. 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.
11. 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)

The grantee shall get its accounts audited from the Chartered Accountants.

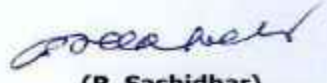
12. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institution or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned the grantee 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.
13. **Tool-kits are to be procured after obtaining approval from the Committee constituting with the concerned AD(H) of respective HSC, Reputed Designer, DICC/ITI, Accounts Officer of any Govt. Organisation conversant with GFR, one highly skill Mastercraftspersons / National Awardee of respective crafts, representative of Implementing Agency & the same are to be procured by adopting govt. norms by inviting quotation etc. from the reputed suppliers. At the time of finalisation of Improved Tool-Kits, the committee may also keep in mind the relevants and proper utility of the Improved Took-Kits for improvement of production base as well as production of high end products.**
14. The grantee shall submit the utilization certificate in the prescribed form **GFR 12-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.
15. 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 in AHVY scheme of DC (Handicrafts),**
16. 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)
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
20. 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.
21. Account Officer (HQ.) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
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 grants released & Utilization Certificate in GFR 12-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 achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
23. **The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**



24. This issues with the approval of DC(H) vide Dy No. 39256 dated 17/12/2020.

25. ECR entry has been made electronically at S. No. 288.

26. The deliverable of the interventions should aim the socio economic stability, increase in income level, self sustainable entrepreneurship etc, as a holistic manner


(P. Sashidhar)
Sr. Asstt. Director (CC)

To

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

Copy to:-

- 1. M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 should furnish the following documents:-**
 - i. Stamped Pre receipt of Rs. 2,50,000 /- in triplicate duly signed by an authorized signatory of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.**
 - ii. Three copies of terms & condition duly signed & stamped.**
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.**
 - iv. An affidavit on stamped paper of Rs.10/- duly attested by Notary public as per annexure enclosed.**
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.**
- 2. The Regional Director (ER), O/o the DC (H), Kolkata, West Bengal.**
- 3. The Asstt. Director (H), HSC, Siliguri, West Bengal.**
- 4. The Director, IFW, Ministry of Textiles, New Delhi.**
- 5. The Accountant General, Govt. of India, Siliguri, West Bengal.**
- 6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.**
- 7. The Principal Director, AGCR, I.P. Estate, New Delhi.**
- 8. The District Magistrate, Malda, West Bengal.**
- 9. The Director (Handicrafts), Directorate of Industries, Siliguri, West Bengal.**
- 10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.**
- 11. The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -7
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

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

Dated:- 18/12/2020

SANCTION ORDER

Subject: - Payment of Grant-in-aid to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** for organizing 1(One) Craft Demonstration programmes for cluster artisans during 2020-21-regarding.

In exercise of the power delegated to the Development Commissioner as head of the Department, vide office of DC (Handicrafts) O.M.No. G-20013/42/DC (HC)/BT/2004 dated 08/05/2015 & in terms of Ministry of Textiles (Integrated Finance Wing (IFW) vide order no. G-20013/DC (HC)/BGT/2004 dated 05/05/2015 & 07/05/2015, Sanction of the President is hereby conveyed for payment of Grants-in-aid of **Rs. 2,25,000/- (Rs. Two Lakh Twenty Five Thousand only)** as 1st instalment out of total sanctioned grant-in-aid of **Rs. 4,50,000/-** to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for **30-50 cluster artisans of the producer company of Bamboo Crafts at Malda, Distt Malda** for maximum of 7 days during year 2020-21 under AHVY on the following terms and given below:-

S.No	Particulars	Amount sanction (in Rs.)
1.	Space rent, Infrastructure and services (water electricity etc.) Boarding & Lodging, Fee for Faculty members/ Designer/Resourcepersons, TA/DA to Participants/ Mastercraftspersons/Live Demonstrator, Publicity, Freight, Insurance and miscellaneous etc.	Rs.4,50,000/-
	Total (1 Craft Demonstration Programme)	Rs.4,50,000/-

The objective of the CDP is to create a platform wherein, while the artisans conduct live processing and production of craft items, general public can know about the product, the process and other details / features of the item and simultaneously artisans can build up their business relations.

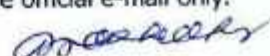
The following activities may be undertaken during the programme:

- i. Live demonstration of craft by Master craftspersons.
- ii. Creation of Kiosk displaying about the craft.
- iii. Resource persons (Reputed member of Faculty of various Institutions / Reputed Designer etc.) for deliberating about the Crafts, its history, importance, value and other related features during the programme.
- iv. Distribution of leaflets highlighting about the craft, its history, importance, process involved etc.
- v. Slide Show/Short Film on handicrafts subject.
- vi. Public may be allowed to do themselves.
- vii. 30-50 Including artisans/ College going Young Children / exporters/ merchandiser/manufacture may participate in the event, for a period of 3 to 7 days maximum.
- viii. Documentation Report(In soft copy)
- ix. TA/DA including Freight charges for participating artisans/ College going Young Children / exporters/ merchandiser/manufacture/Designer/Resourcepersons as per existing guideline of DC(H) Scheme.

Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail. The event will be organized for maximum of 7 days with participation of artisans and general public as per requirement.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.




- b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC). The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
1. Out of sanctioned amount shown above, the 1st installment will be released to above said organisation for incurring of non- recurring expenditure towards organizing the above event during 2020-21 immediately as advance.
 2. **2nd and final installment will be released after the event is organized and submission of reimbursement claim documents including utilization certificate in Form GFR-12, Audited Statement, detailed accounts of total expenditure along with receipts of space rent, publicity & promotion, premium paid for insurance, miscellaneous expenses, details of TA paid to the artisans duly verified by Assistant Director/Inspecting Officer of Office of the Development Commissioner (Handicrafts) with their seal and Duly countersigned by the authorized signatory of the organization along with submission of achievement-cum- progress report and statement of Number of visitors visiting the event, domestic sales figure and export if any after the event.**
 3. The organization must ensure participation of 100% **cluster artisans of the producer company** from various SHGs of the cluster.
 4. **The organization must inform to HQ, New Delhi, and Concerned RD, AD(H) before 10 days of commencement of activity.**
 5. During the event the organization must upload the photographs of the same on organization website and clustercell.dch@gmail.com
 6. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
 7. The Implementing agencies will submit the details of all beneficiaries in prescribed DBT performa in excel file in soft copy/CD at the time of submitting report for reimbursement/settlement case. No reimbursement case will be processed strictly without fulfilling these conditions.
 8. **It must be ensured that whenever any Govt. grant is given to any organization that passes on full or any part of grant to any NGO, such NGO has to be mandatorily registered on NITI Aayog-NGO Darpan Portal.**
 9. All Implementing agencies must be complaint wrt to DBT as per notification issued under Aadhar Act.
 10. **The payment of TA, DA & Freight charges will be governed on the following:-**
 - i. **The payment TA/DA & Freight charges must be paid through ECS/RTGS/NEFT and only to Pehchan ID card id holder.**
 - ii. **No artisans will be paid TA/DA/Freight charges for more than two times in a financial year.**
 - iii. **TA/DA/Freight charges will not paid to artisans in case selected through dropout or allotted stall on own request.**
 - iv. **TA/Freight charges would be paid to artisans on actual on production of railway/bus ticket (limit to railway fare in 2nd class sleeper only) or whichever is less.**
 - v. **No TA/DA/Freight charges are allowed in case artisans who left the event in midway and not present in all the days of the event.**
 - vi. **No TA/DA is allowed to the cluster artisans from the same municipality area.**
 - vii. **A certificate must be submitted by the Inspecting Officer that TA/DA/Freight charges are paid to the artisans those who have fulfilled the above conditions.**
 11. **Organization will make provision for organizing aforementioned event at the proposed venue.**
 12. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 Ministry of Finance in this regard have been duly fulfilled.
 13. Grants-in-aid shall be utilized for Marketing & Service Support Scheme under AHVY for above Event during 2020-21 as per the norms approved by the Govt. and subject to the provisions contained in the General Financial Rules.
 14. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Government.
 15. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms & conditions of the payments of Grant-in-aid before release of payment. The funds will be utilized during the current financial year.
 16. The grantee shall maintain a register of assets in the prescribed form under G.F.R. The assets acquired wholly or substantially out of Govt. grants except those declared as obsolete and unserviceable or

Overseen

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).

17. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
18. The grantee shall submit receipt and payment account, event certificate and details of order booked in the Event, final report, performance cum achievement report, list of participant, receipt of ground rent, publicity material and regarding rent of the venue will be reimbursed only on the basis of copy of the original bill subject to ceiling fixed in the scheme guidelines.
19. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
20. The amount 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, and New Delhi whenever the grantee is called upon to do so.
21. The accounts shall be audited by the Internal Auditors 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).
22. The grantee shall get its accounts audited from the chartered accountants.
23. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institutions or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant **WITHIN 12 MONTHS FROM THE DATE OF SANCTIONED for the craft demonstration program**, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or issued rates applicable from time to time as per Govt. rules in this regard.
24. Certified that no UC is pending against the Organization in the Office of the DC(Handicrafts).
25. The grantee shall submit the utilization Certificate in the prescribed form GFR-12-A received for the purpose duly signed by the Head of the grantee Institution and audited by the Chartered Accountant before release of next installment or within twelve months of the closure of the financial year whichever is earlier. The Utilization Certificate would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
26. A video CD covering all the stalls and participants in presence of Inspecting Officer, Photographs of the events covering all the participants, cutting of advertisement of the event in News papers must be submitted along with audited accounts at the time of claiming of reimbursement.
27. The Implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with.
28. The publicity material like print cards, brochures catalogues and posters used during the event may be appended with the reimburse claim. Publicity for the event will be done in accordance with DAVP guidelines & reimbursement for the same will be done as per DAVP rates.
29. The AD is requested to ensure that the Implementing Agencies made adequate space in their publicity material indicating the logo & name of Ministry of Textiles, Government of India as adequate funds are being released for organizing the events.
30. The Event should be held in consultation with the State Government and given due publicity well in time for getting best value for public money spent. Number of artisans/primary Co-operative Societies participating and value of goods sold may also be monitored
31. **The reimbursement on account of rent of the venue will be reimbursed on the basis of copy of the Rent bill of the concerned owner of the Land/Venue/Building.**
32. The reimbursement for organizing aforementioned event will be made on actual basis in accordance with relevant GFR provisions & submission of relevant copies of documents on which the IAs & indicate pro-rate cut as proposed in case of low performance.
33. The IAs have not availed similar assistance for the event from any other govt./Non-govt. organization.
34. The fund proposed to be released will be spent for the purpose for which it is sanctioned & there will be no deviation of fund for any other purpose.
35. The utilization certificate in respect of grants-in-aid already paid where due is enclosed duly countersigned by the sanctioning authority.
36. There is no reason to believe that the grantee is involved in corrupt practices.
37. **The IA must ensure to provide proper civic amenities at the venue without charging any commission/fee from the artisans for the services / stalls.**
38. The patterns of assistance of rules governing such grants-in-aid have received the approval of the Ministry of Finance.
39. It is certified that the unspent balance of the previous grant has been taken into account while sanctioning the present grant.
40. Any violation of the above terms & conditions will liable to forfeit of any reimbursement and recovery of the released amount.

41. AO (Hqrs), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
42. The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.
43. These issues with the Concurrence of DC(H) vide Dy No. 39256 dated 17/12/2020.
44. ECR entry has been made electronically at S. No. 290.


(P. Sashidhar)
Sr. Asstt. Director (CC)

To

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

Copy to:-

1. M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 should furnish the following documents:-
 - i. Stamped Pre receipt of Rs. 2,25,000 /- in triplicate duly signed by an authorized signatory of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- duly attested by Notary public as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), Kolkata, West Bengal.
3. The Asstt. Director (H), HSC, Siliguri, West Bengal.
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, Siliguri, West Bengal.
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, Siliguri, West Bengal.
9. The Director (Handicrafts), Directorate of Industries, Siliguri, West Bengal.
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -6
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

West Block No.VII, R.K. Puram
New Delhi-110066
Dated: 18/12/2020

SANCTION ORDER

Subject: - Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/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.2,50,000/- (Rupees two lakhs fifty thousand only) as Grant-In-Aid as 1st Instalment of Rs.5,00,000/- (Rupees five lakhs only) to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for incurring of non-recurring expenditure for Publicity and Brand Promotion for Development of Website, E-Brochure, Brand Building & Promotion/Logo development, Tagging/Bar Coding , Packaging, Catalogue etc. of Producer Company/Cluster Products of **Bamboo Crafts** in respect of **Malda Crafts Cluster, West Bengal** under AHVY, on the following terms and conditions.

1. Grant in aid shall be utilized for making web portal on Publicity and Brand Promotion for Development of Website, E-Brochure, Brand Building & Promotion/Logo development, Tagging/Bar Coding , Packaging, Catalogue etc. of Producer Company/Cluster Products of **Bamboo Crafts** in respect of **Malda Crafts Cluster, West Bengal** as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules the payment scheduled will be as under:-
2. Rs.2,50,000/- (Rupees two lakhs fifty thousand only) shall be released as 1st instalment to incur the expenditure, only on receipt of acceptance and signed copies of Terms and Conditions, pre-receipt, in triplicate, Affidavit & Bond as enclosed.
3. 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 12 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 Handicrafts Service Centre/ Regional Office alongwith the following details:-
 - a. The website would make its presence in the virtual world of internet providing informations and data to visitors on the and **Malda Crafts Cluster, West Bengal** handicrafts products of the cluster, artisans (Gender wise/Caste wise) in the cluster, their socio-economic and working conditions, market and traditional business chain and income level of the artisans,
 - b. It will act as a virtual storage of data enabling easy access and also as a knowledge bank,
 - c. It will result in quick, easy and cost effective outflow / dissemination of useful information's / data,
 - d. It will enable easy assessment of impact of activities through e-feedback from users / beneficiaries,
 - e. The proposed website will result in effortless intra-departmental sharing of data between employees, customers and prospects,
 - f. The website will create general awareness among the masses about the cluster & crafts where various Handicraft products produced in the cluster area will be prominently displayed.
 - g. The website will ensure professionalism, ease of access of cluster related data, act as a low cost per impression marketing vehicle for cluster produces, ensure lasting value to informations, seek opportunities abroad through attractive display of cluster products, act as an easily accessible data center and a tool towards self service customer support mechanism.
4. The Web Portal shall be made functional after obtaining approval from the Committee constituted with the concerned AD(H) of respective HSC, Reputed Designer, one IT Professional, DICC/ITI, Accounts Officer of any Govt. Organisation conversant with GFR, one highly skill Master craftspersons / National Awardee of

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respective crafts, representative of Implementing Agency & the same are to make by adopting govt. norms by inviting quotation etc. from reputed service providers.

The organisation must have a website where they will present their details and their products and services.

This will covers all important activities when it comes to internet marketing:

- **Reaching the target market.**
- **Attract visitors to your website.**
- **Encouraging the visitors to the website the displayed products.**
- **Inspire the visitors to revisit the website again.**

Basic objectives that the organisation must take into the consideration before building their online presence: - (The organisation can have all of these objectives or simply a part of them)

- **Brand promotion.**
- **Advertising and publicity.**
- **Business development and marketing / selling of products.**
- **Display of relevant information about cluster, crafts processes, crafts persons and their stories, Craft products etc.**
- **Information service and support to potential customers.**
- **To Improve interaction with current and potential customers.**

The organization will incorporate following points while making the Website-

- a) **Design the website as a search engine friendly and to encourage repeat traffic.**
- b) **Have an expanded marketing policy incorporated in it in order to encourage visitors to make a recommendation of the displayed products to more people.**
- c) **Engage visitors to spend more time with the website by making the content interesting and relevant.**

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC). The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
5. 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 payment.
 6. **The grantee shall furnish an undertaking confirming that the web portal shall be functional for a period of at least 5 years and updated regularly from time to time.**
 7. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
 8. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
 9. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
 10. The amount 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, New Delhi whenever the grantee called upon to do so.

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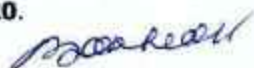
11. The accounts shall be audited by the Internal Auditor of the grantee and finally by the Comptroller and Auditor General of India under Section 14 of the C.A.G. of India (Duties, Powers and conditions of Service in 1971)

(or if not applicable)

12. The grantee shall get its accounts audited from the Chartered Accountants.
13. The grantee shall not divert the grants and entrust execution of the scheme or work 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 at the grant with interest thereon @ 10% per annum or rates applicable (from time to time in this regularly).
14. The grantee shall submit the utilization certificate in the prescribed form GFR 12 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 which is earlier.

Or

15. In case grant in aid sanctioned are subject to the fulfilment of certain pre requisite conditions and are in nature of reimbursement of expenditure already incurred the utilization certificate will be necessary.
16. The utilization certificate in respect of grant in aid already paid where due shall be enclosed duly counter signed by the sanctioning authority.
17. It is certified that no U.C. is pending against the organization in AHVY Scheme of DC (Handicraft).
18. There is no reason to believe that the grantee is involved in corrupt practices.
19. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
20. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant.
21. 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.
22. Accounts Office (HQ) Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
23. The activity may be completed within 12 months after the release of Grant.
24. **The expenditure involved is debit to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
25. This issues with the approval of DC(H) vide Dy No. 39256 dated 17/12/2020.
26. ECR entry has been made electronically at S. No. 289.


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** should furnish the following documents:-
2. a. Pre receipt of **Rs. 2,50,000/-** in triplicate duly stamped & signed by an authorized person of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India). The form for ECS/RTGS also may enclose in triplicate duly filled in.
3. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
4. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
5. The Director, IFW, Ministry of Textiles, New Delhi.
6. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
7. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
8. The Principal Director, AGCR, I.P. Estate, New Delhi.
9. The District Magistrate, **Malda, West Bengal.**
10. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
11. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
12. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -7
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

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

Dated:- 18/12/2020

SANCTION ORDER

Subject: - Payment of Grant-in-aid to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** for organizing 1(One) Craft Demonstration programmes for cluster artisans during 2020-21- regarding.

In exercise of the power delegated to the Development Commissioner as head of the Department, vide office of DC (Handicrafts) O.M.No. G-20013/42/DC (HC)/BT/2004 dated 08/05/2015 & in terms of Ministry of Textiles (Integrated Finance Wing (IFW) vide order no. G-20013/DC (HC)/BGT/2004 dated 05/05/2015 & 07/05/2015, Sanction of the President is hereby conveyed for payment of Grants-in-aid of **Rs. 2,25,000/- (Rs. Two Lakh Twenty Five Thousand only)** as 1st instalment out of total sanctioned grant-in-aid of **Rs. 4,50,000/-** to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for **30-50 cluster artisans of the producer company of Bamboo Crafts at Malda, Distt Malda** for maximum of 7 days during year 2020-21 under AHVY on the following terms and given below:-

S.No	Particulars	Amount sanction (in Rs.)
1.	Space rent, Infrastructure and services (water electricity etc.) Boarding & Lodging, Fee for Faculty members/ Designer/Resourcepersons, TA/DA to Participants/ Mastercraftspersons/Live Demonstrator, Publicity, Freight, Insurance and miscellaneous etc.	Rs.4,50,000/-
	Total (1 Craft Demonstration Programme)	Rs.4,50,000/-

The objective of the CDP is to create a platform wherein, while the artisans conduct live processing and production of craft items, general public can know about the product, the process and other details / features of the item and simultaneously artisans can build up their business relations.

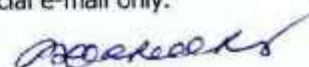
The following activities may be undertaken during the programme:

- i. Live demonstration of craft by Master craftspersons.
- ii. Creation of Kiosk displaying about the craft.
- iii. Resource persons (Reputed member of Faculty of various Institutions / Reputed Designer etc.) for deliberating about the Crafts, its history, importance, value and other related features during the programme.
- iv. Distribution of leaflets highlighting about the craft, its history, importance, process involved etc.
- v. Slide Show/Short Film on handicrafts subject
- vi. Public may be allowed to do themselves.
- vii. 30-50 including artisans/ College going Young Children / exporters/ merchandiser/manufacturer may participate in the event, for a period of 3 to 7 days maximum.
- viii. Documentation Report(in soft copy)
- ix. TA/DA including Freight charges for participating artisans/ College going Young Children / exporters/ merchandiser/manufacturer/Designer/Resourcepersons as per existing guideline of DC(H) Scheme.

Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail. The event will be organized for maximum of 7 days with participation of artisans and general public as per requirement.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

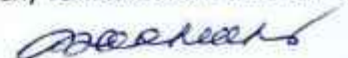
- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.




- b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC).The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
1. Out of sanctioned amount shown above, the 1st installment will be released to above said organisation for incurring of non- recurring expenditure towards organizing the above event during 2020-21 immediately as advance.
 2. **2nd and final installment will be released after the event is organized and submission of reimbursement claim documents including utilization certificate in Form GFR-12, Audited Statement, detailed accounts of total expenditure along with receipts of space rent, publicity & promotion, premium paid for insurance, miscellaneous expenses, details of TA paid to the artisans duly verified by Assistant Director/Inspecting Officer of Office of the Development Commissioner (Handicrafts) with their seal and Duly countersigned by the authorized signatory of the organization along with submission of achievement-cum- progress report and statement of Number of visitors visiting the event, domestic sales figure and export if any after the event.**
 3. The organization must ensure participation of 100% cluster artisans of the producer company from various SHGs of the cluster.
 4. **The organization must inform to HQ, New Delhi, and Concerned RD, AD(H) before 10 days of commencement of activity.**
 5. During the event the organization must upload the photographs of the same on organization website and clustercell.dch@gmail.com
 6. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
 7. The Implementing agencies will submit the details of all beneficiaries in prescribed DBT performa in excel file in soft copy/CD at the time of submitting report for reimbursement/settlement case. No reimbursement case will be processed strictly without fulfilling these conditions.
 8. **It must be ensured that whenever any Govt. grant is given to any organization that passes on full or any part of grant to any NGO, such NGO has to be mandatorily registered on NITI Aayog-NGO Darpan Portal.**
 9. All Implementing agencies must be complaint wrt to DBT as per notification issued under Aadhar Act.
 10. **The payment of TA,DA & Freight charges will be governed on the following:-**
 - i. **The payment TA/DA & Freight charges must be paid through ECS/RTGS/NEFT and only to Pehchan ID card id holder.**
 - ii. **No artisans will be paid TA/DA/Freight charges for more than two times in a financial year.**
 - iii. **TA/DA/Freight charges will not paid to artisans in case selected through dropout or allotted stall on own request.**
 - iv. **TA/Freight charges would be paid to artisans on actual on production of railway/bus ticket (limit to railway fare in 2nd class sleeper only) or whichever is less.**
 - v. **No TA/DA/Freight charges are allowed in case artisans who left the event in midway and not present in all the days of the event.**
 - vi. **No TA/DA is allowed to the cluster artisans from the same municipality area.**
 - vii. **A certificate must be submitted by the Inspecting Officer that TA/DA/Freight charges are paid to the artisans those who have fulfilled the above conditions.**
 11. **Organization will make provision for organizing aforementioned event at the proposed venue.**
 12. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 Ministry of Finance in this regard have been duly fulfilled.
 13. Grants-in-aid shall be utilized for Marketing & Service Support Scheme under AHVY for above Event during 2020-21 as per the norms approved by the Govt. and subject to the provisions contained in the General Financial Rules.
 14. The grantee shall maintain subsidiary accounts of the grants-in-aid received from the Government.
 15. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms & conditions of the payments of Grant-in-aid before release of payment. The funds will be utilized during the current financial year.
 16. The grantee shall maintain a register of assets in the prescribed form under G.F.R. 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).

17. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
18. The grantee shall submit receipt and payment account, event certificate and details of order booked in the Event, final report, performance cum achievement report, list of participant, receipt of ground rent, publicity material and regarding rent of the venue will be reimbursed only on the basis of copy of the original bill subject to ceiling fixed in the scheme guidelines.
19. The grant shall submit performance-cum-achievement reports against targets of the previous grant both financial and physical while seeking further release of funds within twelve months of the closure of the financial year whichever is earlier.
20. The amount 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, and New Delhi whenever the grantee is called upon to do so.
21. The accounts shall be audited by the Internal Auditors 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).
22. The grantee shall get its accounts audited from the chartered accountants.
23. The grantee shall not divert the grants and entrust execution of the scheme or work concerned to another Institutions or Organizations and shall abide by the terms & conditions of the grant. If the grantee fails to utilize the grant **WITHIN 12 MONTHS FROM THE DATE OF SANCTIONED for the craft demonstration program**, the grantee shall be required to refund the amount of the grant with interest there on @ 10% per annum or issued rates applicable from time to time as per Govt. rules in this regard.
24. Certified that no UC is pending against the Organization in the Office of the DC(Handicrafts).
25. The grantee shall submit the utilization Certificate in the prescribed form GFR-12-A received for the purpose duly signed by the Head of the grantee Institution and audited by the Chartered Accountant before release of next installment or within twelve months of the closure of the financial year whichever is earlier. The Utilization Certificate would indicate the achievements against the specified quantitative targets and also disclose whether the specified qualitative targets that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.
26. A video CD covering all the stalls and participants in presence of Inspecting Officer, Photographs of the events covering all the participants, cutting of advertisement of the event in News papers must be submitted along with audited accounts at the time of claiming of reimbursement.
27. The Implementing agency will upload the details of participants and videos of the events on daily basis on its own website and also provide a soft copy along with.
28. The publicity material like print cards, brochures catalogues and posters used during the event may be appended with the reimburse claim. Publicity for the event will be done in accordance with DAVP guidelines & reimbursement for the same will be done as per DAVP rates.
29. The AD is requested to ensure that the Implementing Agencies made adequate space in their publicity material indicating the logo & name of Ministry of Textiles, Government of India as adequate funds are being released for organizing the events.
30. The Event should be held in consultation with the State Government and given due publicity well in time for getting best value for public money spent. Number of artisans/primary Co-operative Societies participating and value of goods sold may also be monitored
31. **The reimbursement on account of rent of the venue will be reimbursed on the basis of copy of the Rent bill of the concerned owner of the Land/Venue/Building.**
32. The reimbursement for organizing aforementioned event will be made on actual basis in accordance with relevant GFR provisions & submission of relevant copies of documents on which the IAs & indicate pro-rate cut as proposed in case of low performance.
33. The IAs have not availed similar assistance for the event from any other govt./Non-govt. organization.
34. The fund proposed to be released will be spent for the purpose for which it is sanctioned & there will be no deviation of fund for any other purpose.
35. The utilization certificate in respect of grants-in-aid already paid where due is enclosed duly countersigned by the sanctioning authority.
36. There is no reason to believe that the grantee is involved in corrupt practices.
37. **The IA must ensure to provide proper civic amenities at the venue without charging any commission/fee from the artisans for the services / stalls.**
38. The patterns of assistance of rules governing such grants-in-aid have received the approval of the Ministry of Finance.
39. It is certified that the unspent balance of the previous grant has been taken into account while sanctioning the present grant.
40. Any violation of the above terms & conditions will liable to forfeit of any reimbursement and recovery of the released amount.



41. AO (Hqrs), Office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
42. **The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana– 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
43. These issues with the Concurrence of DC(H) vide Dy No. 39256 dated 17/12/2020.
44. ECR entry has been made electronically at S. No. 290.


(P. Sashidhar)
Sr. Asstt. Director (CC)

To

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 should furnish the following documents:-**
 - i. **Stamped Pre receipt of Rs. 2,25,000 /- in triplicate duly signed by an authorized signatory of the organization. (On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.**
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Siliguri, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -8
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/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. 2,30,000/- (Rupees two lakhs thirty thousand only) as 1st installment out of total sanctioned Grant in aid of Rs. 4,60,000/- (Rupees four lakhs sixty thousand only) to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal for incurring of non- recurring expenditure for organizing one Design and Technical Development Workshop (Batch-1) for the 30 cluster artisans of the producer company of Bamboo Crafts at Majlishbag, Distt Malda under AHVY to develop new prototypes and introduction of new techniques and technologies for enhanced production as on the following terms and conditions.

- Grant in aid shall be utilized for organizing one Design and Technical Development Workshop (Batch-1) for the 30 cluster artisans of the producer company of Bamboo Crafts at Majlishbag, Distt Malda under AHVY as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:-

S. No	Expense Head	Sanctioned Amount
1	Fee of one Designer * INR 55,000/- per month including TA [One month for market Survey and one month for training]	1,10,000.00
2	Wage Compensation to Mastercraftsman/Mastercraftswomen for one month	30,000.00
3	Market survey, intelligence gathering and test marketing, modification and participation in one marketing event.	35,000.00
4	Compensation for the cost of raw materials for development of prototypes [1 sets of 10 Prototypes]	20,000.00
5	Cost of Documentation	15,000.00
6	Wage compensation/ stipend for 30 participants @ INR.300/- per day for 25 days	2,25,000.00
7	Miscellaneous Expenditure [Stationery, Telephone, Refreshments, Publicity, Repair of Machinery, Videography etc.]	25,000.00
	Total	4,60,000

Duration and Participation of the workshop.

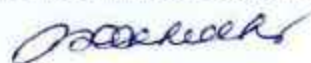
- 25 days subject to a minimum of 125 hours of training.
- No. of participants per workshop in up to 30 cluster artisans of the producer company
- One months can be taken for market survey, intelligence gathering and test marketing , modifications, etc, including participation in one marketing event.
- One set of minimum 10 prototypes are to developed during the event
- Designer and Instructor must be present during the entire training programme.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.


- It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC).The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - Reimbursement claims through hard copy will not be entertained.
- Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.



3. The balance admissible amount shall be release as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the Programme in all respect after receiving the following documents.
4. **One set of prototype are to be developed during the Design Workshop/Integrated Design Project, shall remain with the IA and a digitized copy to be submitted to in the field office of DC(Handicrafts). However, cost of only one set of prototypes will be reimbursed.**
 - a. Audited statement of accounts from chartered Accountant duly counter signed by the authorized signatory of the Organization and AD concerned.
 - b. GFR-12-A from Chartered Accountant duly counter signed by the authorized signatory of the organization.
 - c. List of beneficiaries with sex, caste, I. card number, name and complete address along with SHG name
 - d. Bio-data of the Designer
 - e. Documentation report workshop containing performance cum achievement report, layout of sketches of prototypes along with specification, details on production of prototypes & cost and photographs of prototypes duly signed by the designer, designer's report including as to what new element has been incorporated by him, receipt of prototypes by M&SEC/RD&TDC concerned, etc.,
 - f. Soft copy of prototypes.
 - g. Videography indicating the minimum under of day for which videography should be done.
 - h. Designer design workshop is assigned, he/she should not be allowed to attend another Design workshop till the assigned design workshop is completed in all respect.
 - i. The Documentation report should invariably contain the records of the MARKET SURVEY, INTELLIGENCE GATHERING, TEST MARKETING, MODIFICATION AND PARTICIPATION IN ONE MARKETING EVENT.
 - j. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees, Instructor and Designer.
 - k. Only cluster artisans of producer company having valid PAHCHAN ID Card shall be allowed to participate in the Design & Technical Development Workshop.
 - l. The Bank Account Nos. of each artisan must be indicated in the Documentation Report. No beneficiary should be covered, if does not open Bank Account. No exemption for payment by Account Payee Cheque will be entertained.
 - m. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
5. The designer shall be engaged from the empanelled list designers of this office.
6. 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.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
4. In each programme 30 **cluster artisans of the producer company** will be trained and at least one set of minimum 10 prototype of new design will be developed in each workshop as deliverables.
5. The grantee shall submit performance-cum-achievement against targets of the previous grants both physical while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.
6. 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.
7. 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, Power and conditions of Service in 1971)
(or if not applicable)
The grantee shall get its accounts audited from the Chartered Accountants.
8. 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.
9. The grantee shall submit the utilization certificate in the prescribed form GFR 12 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.
10. The utilization certificate in respect of grant and aid already paid where due shall enclosed duly countersigned by the sanctioning authority. It is certified that no U.C. pending the organization in AHVY scheme of DC (Handicrafts)
11. 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).
12. There is no reason to believe that the grantee is involved in corrupt practices.
13. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
14. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant
15. Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance if this regard have been duly fulfilled.
16. Account Office (HQ) office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
17. 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 grants released & Utilization Certificate in GFR 12-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 UC would indicated the specified quantitative targets and also disclose whether the specified qualitative target that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.



18. The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.
19. This issues with the approval of DC(H) vide Dy No. 39256 dated 17/12/2020.
20. ECR entry has been made electronically at S. No. 291.
21. The Deliverables of the interventions should aim the socio-economic stability, increase in income level self sustainable entrepreneurship etc as a holistic manner.


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** should furnish the following documents:-
 - i. Stamped Pre receipt of **Rs. 2,30,000/-** in triplicate duly signed by an authorized signatory of the organization. **(On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.**
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

No. C-15011/01/2020-21(PC)-CC -9
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
[Cluster Section]

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

Dated: 18/12/2020

SANCTION ORDER

Subject:- Grant-in-aid to M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103 towards incurring of non-recurring expenditure under plan – regarding.

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/DC(HC)/BGT/2004 dated. 08/05/2015 and in terms of Ministry of Textiles (Integrated Finance Wing) order No. G-20013/42/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. 2,30,000/- (Rupees two lakhs thirty thousand only) as 1st installment out of total sanctioned Grant in aid of Rs. 4,60,000/- (Rupees four lakhs sixty thousand only) to **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, Gabgachhi, Kamalabari, Malda, West Bengal** for incurring of non- recurring expenditure for organizing one Design and Technical Development Workshop (Batch-1) for the 30 **cluster artisans of the producer company of Bamboo Crafts at Mohili Para, Distt Malda under AHVY** to develop new prototypes and introduction of new techniques and technologies for enhanced production as on the following terms and conditions.

1. Grant in aid shall be utilized for organizing one Design and Technical Development Workshop (Batch-1) for the 30 **cluster artisans of the producer company of Bamboo Crafts at Mohili Para, Distt Malda** under AHVY as per the norms approved by the Govt. and subject to the provision contained in the General Financial Rules as per details given below:-

S. No	Expense Head	Sanctioned Amount
1	Fee of one Designer * INR 55,000/- per month including TA [One month for market Survey and one month for training]	1,10,000.00
2	Wage Compensation to Mastercraftsman/Mastercraftswomen for one month	30,000.00
3	Market survey, intelligence gathering and test marketing, modification and participation in one marketing event.	35,000.00
4	Compensation for the cost of raw materials for development of prototypes [1 sets of 10 Prototypes]	20,000.00
5	Cost of Documentation	15,000.00
6	Wage compensation/ stipend for 30 participants @ INR.300/- per day for 25 days	2,25,000.00
7	Miscellaneous Expenditure [Stationery, Telephone, Refreshments, Publicity, Repair of Machinery, Videography etc.]	25,000.00
	Total	4,60,000

Duration and Participation of the workshop.

- a. 25 days subject to a minimum of 125 hours of training.
- b. No. of participants per workshop in up to 30 **cluster artisans of the producer company**
- c. One months can be taken for market survey, intelligence gathering and test marketing , modifications, etc, including participation in one marketing event.
- d. One set of minimum 10 prototypes are to developed during the event
- e. Designer and Instructor must be present during the entire training programme.

The O/o DC (H) has now become fully functional on e-office platform. This exercise will streamline processing of proposals in a time bound manner and bring transparency.

- a. It is requested that all claims of reimbursements may exclusively be submitted in the form of soft copy only to Cluster Section. The Cluster Section, henceforth, will process all such cases through e-office and ensure that all official communications be made through the official e-mail only.
 - b. The Implementing Agency has to submit all the reimbursement proposal in soft copy to concerned Handicrafts Service Centre (HSC).The HSC will forward reimbursement cases after proper verification from his end and the same may be recommended through official email ID to Hd. Qr. Office, New Delhi for taking necessary action.
 - c. Further, the statutory documents viz. GFR-12A, UC & Audited Statement of Accounts, Inspection Report etc. may forward to office of the DC(Handicrafts), Hd. Qr. Office, New Delhi in hard copy simultaneously in respect of the reimbursement case.
 - d. Reimbursement claims through hard copy will not be entertained.
2. Respective AD(Handicrafts) will monitor the impact assessment of the programme and such participations. AD(Handicrafts) may send the updated report alongwith photographs of the event to HQ. Office through Whatsapp/e-mail.




3. The balance admissible amount shall be release as reimbursement subject to actual audited statement of expenditure whichever is less on completion of the Programme in all respect after receiving the following documents.
4. **One set of prototype are to be developed during the Design Workshop/Integrated Design Project, shall remain with the IA and a digitized copy to be submitted to in the field office of DC(Handicrafts). However, cost of only one set of prototypes will be reimbursed.**
 - a. Audited statement of accounts from chartered Accountant duly counter signed by the authorized signatory of the Organization and AD concerned.
 - b. GFR-12-A from Chartered Accountant duly counter signed by the authorized signatory of the organization.
 - c. List of beneficiaries with sex, caste, I. card number, name and complete address along with SHG name
 - d. Bio-data of the Designer
 - e. Documentation report workshop containing performance cum achievement report, layout of sketches of prototypes along with specification, details on production of prototypes & cost and photographs of prototypes duly signed by the designer, designer's report including as to what new element has been incorporated by him, receipt of prototypes by HSC/RD&TDC concerned, etc.,
 - f. Soft copy of prototypes.
 - g. Videography indicating the minimum under of day for which videography should be done.
 - h. Designer design workshop is assigned, he/she should not be allowed to attend another Design workshop till the assigned design workshop is completed in all respect.
 - i. The Documentation report should invariably contain the records of the MARKET SURVEY, INTELLIGENCE GATHERING, TEST MARKETING, MODIFICATION AND PARTICIPATION IN ONE MARKETING EVENT.
 - j. One group photograph for each day of the entire duration of the programme be submitted along with the documentation report. The photographs must show the faces of all trainees, Instructor and Designer.
 - k. Only cluster artisans of producer company having valid PAHCHAN ID Card shall be allowed to participate in the Design & Technical Development Workshop.
 - l. The Bank Account Nos. of each artisan must be indicated in the Documentation Report. No beneficiary should be covered, if does not open Bank Account. No exemption for payment by Account Payee Cheque will be entertained.
 - m. **The implementing agency must use PFMS (EAT)/DBT module, all the expenditure incurred and GFR-12-A must be uploaded in the PFMS before submission of documents for reimbursement.**
5. The designer shall be engaged from the empanelled list designers of this office.
6. 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.
7. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
8. 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 the procedure laid down in the General Financial Rules shall not be disposed of without the prior approval of the Government.
9. In each programme 30 **cluster artisans of the producer company** will be trained and at least one set of minimum 10 prototype of new design will be developed in each workshop as deliverables.
10. The grantee shall submit performance-cum-achievement against targets of the previous grants both physical while seeking further release of funds or within twelve months of the closure of the financial year whichever is earlier.
11. 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.
12. 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, Power and conditions of Service in 1971)
(or if not applicable)
The grantee shall get its accounts audited from the Chartered Accountants.
13. 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.
14. The grantee shall submit the utilization certificate in the prescribed form GFR 12 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.
15. The utilization certificate in respect of grant and aid already paid where due shall enclosed duly countersigned by the sanctioning authority. It is certified that no U.C pending the organization in AHVY scheme of DC (Handicrafts)
16. 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).
17. There is no reason to believe that the grantee is involved in corrupt practices.
18. The pattern of assistance of rules governing such grant in aid received the approval of Ministry of Finance.
19. It is certified that the unspent balance of the previous grants has been taken into accounts while sanctioning the present grant
20. Certified that this is a continuation scheme and all the conditions laid down as per GFR 206 to 214 by the Ministry of Finance if this regard have been duly fulfilled.
21. Account Office (HQ) office of the DC (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.
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 grants released & Utilization Certificate in GFR 12-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 UC would indicated the specified quantitative targets and also disclose whether the specified

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qualitative target that should have been reached against the amount utilized were in fact reached, and if not, the reasons therefore.

23. **The expenditure involved is debitable to the Major Head of Account- 2851.00.104- Village & Small Industries- 00104 – Handicrafts Industries – 38.02- Baba Saheb Ambedkar Hastshilp Yojana- 380231- for Grant-in-Aid General (Plan) and will be met within the sanctioned budget grant for the year 2020-21.**
24. This issues with the approval of DC(H) vide Dy No. **39256** dated **17/12/2020**.
25. ECR entry has been made electronically **at S. No. 292**.
26. The Deliverables of the interventions should aim the socio-economic stability, increase in income level self sustainable entrepreneurship etc as a holistic manner.


(P. Sashidhar)
Sr. Asstt. Director (CC)

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

Copy to:-

1. **M/s MAJLISHBAG BAMBOO HANDICRAFT PRODUCER COMPANY LIMITED, House No.124, Ground Floor, Gabgachhi, Kamalabari, Malda, West Bengal, Pin-732103** should furnish the following documents:-
 - i. Stamped Pre receipt of **Rs. 2,30,000/-** in triplicate duly signed by an authorized signatory of the organization. **(On pre-receipted bill also mention the Name and address of the nearest branch of Central Bank of India.) The form for ECS/RTGS also may enclosed in triplicate duly filled in.**
 - ii. Three copies of terms & condition duly signed & stamped.
 - iii. Bond to be executed on stamp paper of Rs.10/- duly attested by Notary Public alongwith complete parentage of witnesses may be indicated.
 - iv. An affidavit on stamped paper of Rs.10/- **duly attested by Notary public** as per annexure enclosed.
 - v. Photo-copy of the bank pass-book (last 3 years) along with bank A/c number and address of the Bank of the organization.
2. The Regional Director (ER), O/o the DC (H), **Kolkata, West Bengal.**
3. The Asstt. Director (H), HSC, **Siliguri, West Bengal.**
4. The Director, IFW, Ministry of Textiles, New Delhi.
5. The Accountant General, Govt. of India, **Siliguri, West Bengal.**
6. The Principal Accounts Officer B&A Section, M/O Commerce & Textiles, No. 533, Udyog Bhawan, New Delhi.
7. The Principal Director, AGCR, I.P. Estate, New Delhi.
8. The District Magistrate, **Malda, West Bengal.**
9. The Director (Handicrafts), Directorate of Industries, **Siliguri, West Bengal.**
10. The Sr. Asstt. Director (Coordinator), The Computer Cell/Hindi Section for Hindi version/ Guard file.
11. **The Scientist D, NIC, Computer Section, O/o the DC(H), New Delhi.**


Sr. Asstt. Director (CC)

