DELHI KHADI & VILLAGE INDUSTRIES BOARD
GOVT. OF NCT OF DELHI
5th Floor, Nigam Bhawan, Kashmere Gate, Delhi – 110006.

F.6/7/DKVIB/SA/2011-12/ 12304 Dated: 25/2/14

Sub: Pattern of Assistance for release of Grant-in-Aid to Delhi Khadi & Village Industries Board (DKVIB)

Please find enclosed herewith a copy of Pattern of Assistance for release of Grant-in-Aid to Delhi Khadi & Village Industries Board (DKVIB) issued by Industries Deptt. Govt. of NCT of Delhi vide letter No. KVI-19/2013/CI/73 dated 24th January 2014 for compliance.

This issues with the prior approval of Managing Director.

(R.K. GUPTA)
DEPUTY DIRECTOR (A)

Encl: As above

To,
1. PA to Chairman DKVIB
2. PA to Managing Director
3. FA&CAO
4. Dy. Director (M)
5. AAO
6. Asstt. Director
7. DO (PMEGP)
8. DO (RGSRY)
9. DO (Recovery)
10. ACP with the direction to upload on the website of the Board.
11. Guard file

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GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF INDUSTRIES
419, UDYOG SADAN, F.I.E., PATPARGANJ, DELHI – 110092.

F.NO. KVI-19/2013/CI/73 **Dated** 24 January/2014

To

The Managing Director,
Delhi Khadi & Village Industries Board,
5th Floor, Nigam Bhawan, Kashmere Gate,
Delhi – 110006

Sub : Pattern of Assistance for release of Grant-in-Aid to Delhi Khadi & Village Industries Board (DKVIB).

For the release of grant-in-aid to DKVIB, the following pattern of assistance and procedure will be followed: -

1. The DKVIB was established on 01.05.1983 with an objective for promotion of khadi and village industries. It got reconstituted from time to time and the last one on 20-05-2013. The Board is working as an implementing agency for the developmental schemes launched from time to time by the KVIC, Govt. of India and Govt. of NCT of Delhi & offer different kind of services. The Board organize Exhibitions, Fairs, Seminars and Public Education Programmes to promote schemes and the sale of Khadi`s and village industries products. ``
2. Any decision creating major liability on account of recurring/ non-recurring expenses for the Govt. of NCT of Delhi, directly or directly, should be subject to prior approval of Govt. of NCT of Delhi.
3. The budget estimation of grant needs to be segregated on revenue and capital head separately in to sub heads like "salary", "general" and "creation of assets (capital)" as per finance guidelines.
4. The provisioning of budget for grant needs to be made on net deficit basis (i.e. total revenue from all sources - total expenses).
5. The Board shall evolve suitable mechanism to maximize generation of internal resources so as to attain self sufficiency/self sustainability over a period of time. Administrative Department to encourage this through both strict monitoring and supervision to at least make the Board to meet the recurring expenses.
6. The Administrative Department shall review the working of the Board periodically, depending on the scale and nature of activities/ programmes/ schemes being carried out by the DKVIB so as to ensure that the objective for which it was set up is achieved.
7. The Board shall prepare Annual Report every year which should clearly contain the detail activities including achievements under Rajiv Gandhi Swavlamban Rozgar Yojna, Prime Minister Employment Generation Programme and Marketing Activities in each financial year and submit a copy of the same to Planning and Finance Department.

FOR RECURRING GRANTS :

1. The recurring grant for the purpose of salary, allowances and other approved and admissible recurring expenditure will be released in four installments.

Delhi Khadi & Village Industries Board
Govt. of NCT of Delhi
28 JAN 2014
Dy. No. 5584
Nigam Bhawan, Kashmere Gate, Delhi-6

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The first installment (25% of the total allocated amount) will be released in the month of April to cover the expenditure for the months from April to June. Second installment (up to 50% of the total allocated amount) will be released in the month of July to cover the expenditure for the months from July to Sept. after getting the following information/documents from the DKVIB.

(i). Amount required for recurring expenditure (separately for Pay / Allowances and approved and admissible recurring expenditure) for the period from July to Feb. next year on realistic basis, with full details.

(ii). Present position of funds available with the DKVIB for recurring expenditure.

(iii). Utilization Certificate in Form 19-A of GFRs in respect of recurring grant released to the DKVIB during the last financial year.

(iv). Actual income & expenditure statement (item-wise) of the last financial year.

(v). Last year's audited accounts. The audit should be got conducted from ELFA, if the audit has not been done by ELFA, then the details of the steps taken by the DKVIB in this regard.

(vi). Actual income & expenditure statement (item-wise) for the current financial year for the period w.e.f. Ist April to 30th June.

(vii). Revised estimates for the current financial year and the budget estimates for the next financial year will be duly approved by the Board on the basis of the recommendation of the DKVIB. The budget proposal should be strictly in accordance with the prescribed guidelines and the norms of Appex Council and Delhi Govt. A certificate from the Executive Head of the DKVIB shall be furnished to the effect that budget proposals are formulated strictly in accordance with the approved norms / scales of Delhi Govt.

(viii). Details of the pending audit paras and their position along-with the action taken by the DKVIB to remove / settle the outstanding audit objections along-with the proof of settlement, particularly in case of recoveries.

(ix). Annual Achievement-cum-Performance Report for the previous financial year.

(x). Any other requisite document / information not submitted earlier by the DKVIB due to unavoidable reasons. The DKVIB has to submit the above mentioned information / documents by 5th of July. Third installment (up to 75% of the allocation) will be released in the month of October to cover the expenditure for the months of October to December. Fourth and Final installment will be released in the

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month of January or after finalization of R.E. to cover the expenditure from January to March.

2. **CREATION OF POSTS** :

(i). Creation of posts in the DKVIB shall be with the prior approval of the GNCTD since the DKVIB is fully funded by the Govt. of NCT of Delhi.

(ii). The DKVIB may create posts under various categories with the prior approval of GNCT Delhi within the frame-work of SIU or MCI or norms / guidelines laid down by the Govt. for the purpose of meeting its objectives as enunciated in the DKVIB Act.

(iii). All the posts proposed to be filled up by the DKVIB on deputation basis will also be circulated to various departments of GNCTD and other things being equal employees of GNCTD may be given preference.

(iv). All posts in the Finance and Accounts Wings of the DKVIB shall invariably be filled up from the Accounts Cadre of Delhi Government.

3. **REAPPROPRIATION OF FUNDS :**

The preparation of accounts of the DKVIB shall be the responsibility of Head of the Accounts Wing of the DKVIB and shall be approved by the Board. Funds shall not be re-appropriated without obtaining the approval of the Head of the Department and subsequently the approval of the Board and Govt. of NCT of Delhi.

4. The pay-scales as approved by the Govt. of Delhi shall be applicable to the employees of DKVIB. It should not be higher than those applicable to similar categories of employees in the Govt.

5. General instructions regarding "economy in expenditure" issued by the Finance Department, Govt. of NCT of Delhi, shall be strictly followed. If any exception is required, matter shall be referred to the Finance Department, Govt. of Delhi.

6. The DKVIB shall create alternative sources of income in the medium and long term. Release of grants to it shall be link to the generation of income from other sources like consultancy etc.

7. Release of grants by itself does not become a license to spend the money. Any expenditure out of these grants would be subject to prior expenditure sanction by the Competent Authority, observance of provision of GFRs and instructions / guidelines issued by Finance Department from time to time and also economy instructions of the Govt. of NCT of Delhi.

8. Financial business in the DKVIB should be transacted in accordance with the provisions of General Financial Rules.

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9. All the directions / instructions / guidelines issued by the Govt. of NCT of Delhi including directions / advise of CVC / DOV will be binding on the DKVIB.

10. The directions/orders issued by government from time to time regulating expenditure out of grant-in-aid shall be binding on DKVIB and contravention thereof shall render the GIA liable to be withheld.

11. The DKVIB shall not do any act or undertake any activity which entails addition financial liability for the government without the approval of Department of Industries and Finance/Planning Department like creation of posts, grant of pay scales higher than those of corresponding posts in the Government of NCT of Delhi, undertaking of infrastructural projects estimated cost of which is above Rs. 5.00 Crore, Provision/extension of pension to employees etc.

12. As per the provisions contained in Chapter 3 of Himachal Pradesh Khadi & Village Industries Board Act, 1966 as extended to the union territory of Delhi, the Board has to perform the following functions :-

a) To Plan, organize and implement programmes for development of Khadi & Village Industries.

b) To promote, encourage and assist in the development of Khadi & Village Industries and to carry on trade or business in the products of such Industries.

c) To provide work to persons who have been professionally engaged in the Khadi & Village Industries.

d) To grant loans to individuals, societies or Institutions engaged in Khadi & Village Industries on such terms as may be prescribed.

e) To encourage establishment of co-operative societies in Khadi & Village Industries.

f) To conduct tanning centers with a view to impart necessary skill and knowledge for carrying on Khadi & Village Industries.

g) To manufacture tools and implements and to arrange supply of such tools and implements and raw material in order to secure development of Khadi & Village Industries.

h) To conduct Publicity and Propaganda and organize marketing of finished products of Khadi & Village Industries by opening stores, shops, emporia and exhibitions.

i) To undertake and encourage research with a view to improve the quality and marketability of Khadi and the products of village industries.

j) To collect statistics relating to Khadi & village industries from such person or persons as may be prescribed and to publish the statistics so collected.

k) To carry out any other matter which may be prescribed.

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13. The DKVIB will execute a bond in the format prescribed by Govt. of NCT of Delhi binding themselves jointly and severally to abide the conditions of Grant-in-Aid and not to divert the grants to another institution/organization and on committing breach of bond, the signatories will be liable to refund to the President of India, the whole or part of amount of grant with interest at ten percent per annum there on or the sum specified under the bond.

14. The DKVIB shall not seek Grant-Aid from any Ministry or Deptt. of Govt. of India or State Govt. for the purpose the grant is provided by the Govt. of NCT of Delhi.

15. The DKVIB will not dispose of any Assets acquired/created wholly or substantially out of the grant given by the government without obtaining the prior approval of the authority which sanctioned the grants.

This issues with the prior approval of Finance Department vide their U.O. number 193/Exp.-4 Dated 20.01.2014

24/01/2014

Spl. Commissioner (Industries)
Govt. of Delhi

F.NO. KVI-19/2013/CI /74-80 **Dated** 24 January 2014

Copy to

1. **Pr. Secretary, Finance Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi**
2. **Secretary –cum- Commissioner of Industries Govt. of NCT of Delhi**
3. **Special Commissioner of Industries. Department of Industries, Govt. of NCT of Delhi.**
4. **Director Planning Govt. of NCT of Delhi, Delhi Secretariat, New Delhi**
5. **OSD to Chief Secretary, Govt. of NCT of Delhi,Delhi Secretariat, New Delhi**
6. **Finance Officer, Department of Industries, Govt. of NCT of Delhi.**
7. **Guard file**

24/01/2014

Spl. Commissioner (Industries)
Govt. of Delhi

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