



अण्डमान तथा निकोबार द्वीपसमूह खादी तथा ग्रामोद्योग मंडल
A&N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD
पोर्ट ब्लेयर / PORT BLAIR

Information Handbook

(As per provisions contained in the Right to Information Act, 2005)

2018-19

A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD
UDYOG PARISAR, MIDDLE POINT,
PORT BLAIR – 744101

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Web site : <http://ls1.and.nic.in/khadi/invest/index.html>

CHAPTER 1

PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

INTRODUCTION

The A & N Islands Khadi & Village Industries Board is a statutory body established in August, 1988 for planning, promotion, organization and implementation of KVI programme in the rural areas of the territory in co-ordination with other agencies engaged in rural development.

OBJECTIVES

The broad objectives that the A & N I KVIB has set before it are:

- i) The **social objective** of providing employment.
- ii) The **economic objective** of producing saleable articles, and
- iii) The **wider objective** of creating self reliance amongst the people and building up of a strong rural community spirit.

FUNCTIONS

The A & N Islands Khadi & Village Industries Board is charged with the functions of planning, promotion, organization and implementation of programme for the development of Khadi and other village industries in the rural areas in co-ordination with other agencies engaged in rural development wherever necessary. The Board is entrusted with the task of providing **Training, Financial Assistance** and **Marketing assistance** to institutions and persons who are engaged in the development and operations of Khadi & Village Industries and guiding them through supply of designs, prototypes and other technical information. The details of the programmes are published in the Departments website <http://ls1.and.nic.in/khadi/invest/functions.html>

CHAPTER 2

ESTABLISHMENT OF THE BOARD

The Sanctioned Strength of Officers and Employees of A&N Islands Khadi & Village Industries Board as on 27.02.2019 is given below:

Sl. No.	Description of the post	Sanctioned Strength
1.	Executive Officer	01
2.	Development Officer	01
3.	Office Superintendent	01
4.	Accountant	01
5.	Manager, KG Bhavan	01
6.	Higher Grade Clerk	01
7.	Technical Assistant	01
8.	Computer Operator	01
9.	Supervisor	01
10.	Lower Grade Clerk	01 [Vacant]
11.	Driver	01 [Vacant]
12.	Multi Task Staff	03

Recruitment Rules, Duties & responsibilities of officers & staff members of the Board:

<http://ls1.and.nic.in/khadi/invest/docs/RecruitmentRuleKVIB2016.pdf>

CHAPTER 3

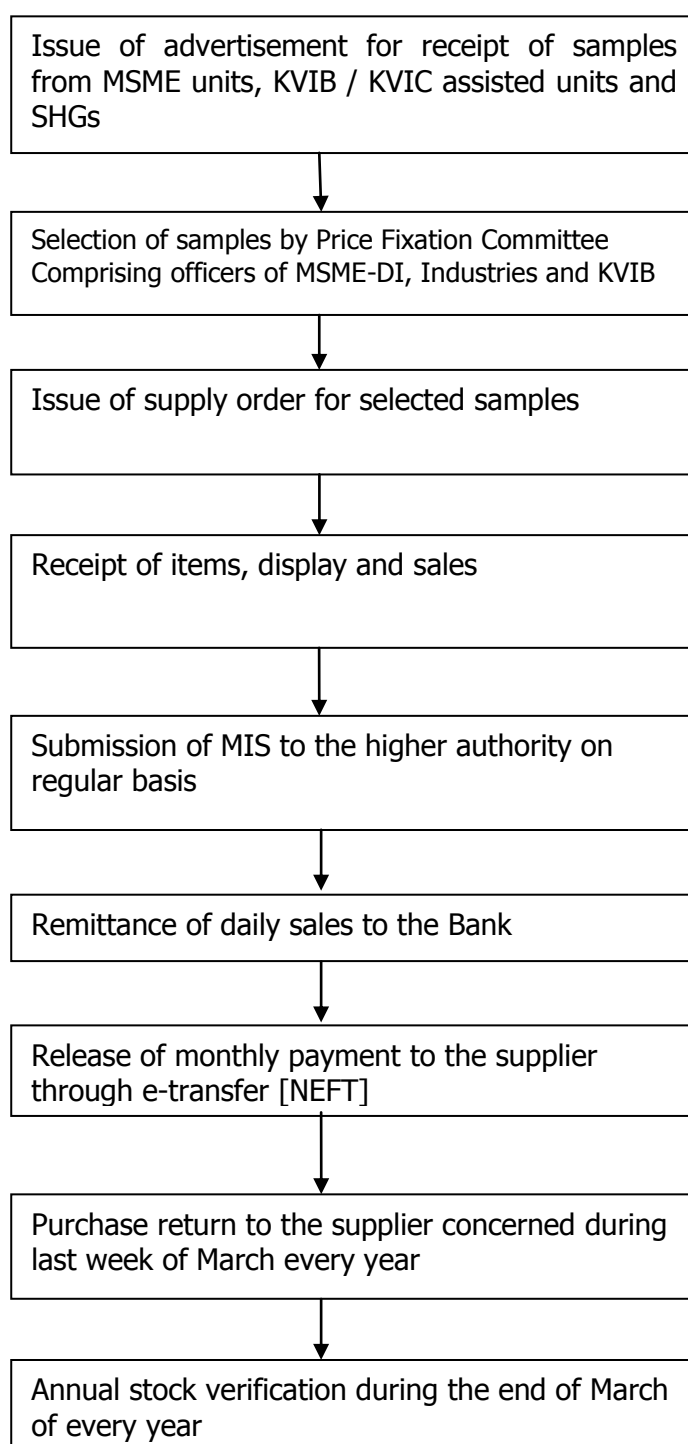
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- ❖ **Flow Chart for Application Process, Function of DLTF, EDP, Release of subsidy, Physical Verification under PEMGP scheme**

<http://ls1.and.nic.in/khadi/invest/docs/FlowChartOnlinPMEGP.pdf>

<http://ls1.and.nic.in/khadi/invest/docs/PHYSICALVERIFICATIONNEW.pdf>

- ❖ **Flow Chart for availing marketing assistance through KG Bhavan, Port Blair**



CHAPTER 4

NORMS FOR DISCHARGING OF FUNCTION OF DEPARTMENT

A. Prime Minister's Employment Generation Programme of KVIC [PMEGP scheme]

Sl. No.	Programme with sub-activity	Time Frame	Clint / Customer
a.	Processing of loan applications received online after issue of press release, inviting application through local dailies, awareness campaign etc. & convening of DLTFC meeting	30 days	Rural residents of A&N Islands [except Municipal area of Port Blair, Neil, Havelock and Nancowry group of Islands] who fulfill eligibility criteria of PMEGP and submit their application online on PMEGP e-portal.
b.	Forwarding of DLTFC recommended applications /projects to the Lead Bank, SBI, Port Blair for its onward distribution among the financing banks	15 days	
c.	Arrangement of EDP training for the online sanctioned units under PMEGP scheme (subject to accumulation of atleast 20 candidates for each batch)	30 days	

B. Marketing assistance through Khadi Gramodyog Bhavan

Sl. No.	Programme with sub-activity	Time Frame	Clint / Customer
a.	Receipt of samples from KVIB assisted / MSME units after inviting applications by the department through advertisement	In the month of December every year	All KVIB / KVIC assisted units and existing Handicraft units of A&N Islands which have registered / filed EM-II
b.	Selection of units & products after conducting physical & document verification	45 working days	
c.	Market survey & finalization of rate / sale price of each product	30 working days	
d.	Conveying acceptance of samples & its rates	15 working days	
e.	Payment of the suppliers under marketing programme through KG Bhavan	By 10 th day of every succeeding month	

CHAPTER 5

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

- ❖ A&NI KVIB Regulation' 1988
<http://ls1.and.nic.in/khadi/invest/docs/KVIBRegulation1988.pdf>
- ❖ A&NI KVIB Rules, 2001
<http://ls1.and.nic.in/khadi/invest/docs/A&NKVIBRULES2001ENGLISH.pdf>
- ❖ A&NI KVIB Bye-Laws, 2001
<http://ls1.and.nic.in/khadi/invest/docs/BYELAWS.pdf>
- ❖ A&NI KVIB Amendment Rules 2003
<http://ls1.and.nic.in/khadi/invest/docs/A&NKVIBRULES2003ENGLISH.pdf>
- ❖ A&NI KVIB Amendment Rules 2013
<http://ls1.and.nic.in/khadi/invest/docs/AmendmentRule2013.pdf>
- ❖ A&NI KVIB Amendment Rules 2018
[http://ls1.and.nic.in/khadi/invest/docs/KVIBRules2018\(Amendment\).pdf](http://ls1.and.nic.in/khadi/invest/docs/KVIBRules2018(Amendment).pdf)
- ❖ A&NI KVIB Recruitment Rules 2016
<http://ls1.and.nic.in/khadi/invest/docs/RecuritmentRuleKVIB2016.pdf>
- ❖ PEMGP guidelines
<http://ls1.and.nic.in/khadi/invest/docs/ModifiedPMEGPLeafletA4.pdf>
- ❖ PEMGP – Modifications in the operational guidelines for simplification in PEMGP application process and fund flow
<http://ls1.and.nic.in/khadi/invest/docs/PMEGPModinoperationalguidelines11617.pdf>
- ❖ Guidelines for Second Financial Assistance under PMEGP for expansion of existing successful PMEGP / MUDRA units
<http://ls1.and.nic.in/khadi/invest/docs/secondPMEGP.pdf>

CHAPTER 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY PUBLIC AUTHORITY OR UNDER ITS CONTROL

Sl. No.	Description of Record
1.	Diary Register
2.	Dispatch Register
3.	Office Order Book
4.	Messenger book
5.	Stamps Account Register
6.	File Index
7.	Casual Leave Register
8.	Attendance Register
9.	Stationary Register
10.	Telephone Register
11.	Log Book of Government Vehicle
12.	Register of Advance
13.	Pay Bill Register
14.	Bill Register
15.	Cash book [computerized]
16.	Service Book with leave account of relevant Govt. Servants
17.	Cheque Register
18.	Departmental Advance Register
19.	Bill Verification Register
20.	Electric Bill Register
21.	Stock register for Consumable/Non Consumable
22.	Tender Register
23.	Management Information System of KG Bhavan
24.	Minutes book of Board meetings
25.	Minutes book of DLTFM meeting conducted under PEMGP scheme
26.	Minutes book of SLM & TFC meeting conducted under PEMGP scheme
27.	Minutes book of UTLAC meeting conducted under PEMGP scheme

CHAPTER 7

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

RURAL ICS Cell

The A&NI KVIB has established a Rural Industries Consultancy Services cell (Rural ICS) at its office at Port Blair through which the 1st generation entrepreneurs are being provided support services such as project formulation, co-ordination with Banks, Technical backup, marketing support etc. Such intensives help new entrepreneurs to setup projects which are more viable and better manageable.

CHAPTER 8

LIST OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE , AND AS TO WHETHER MEETING OF THOSE BOARDS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

- ❖ Notification of constitution of the Board
<http://ls1.and.nic.in/khadi/invest/docs/BoardConstitution2016.pdf>
- ❖ DLTFC / Sub-committee to the DLTFC under PMEGP scheme of KVIC constitution order for South, North & Middle and Nicobar District
<http://ls1.and.nic.in/khadi/invest/docs/SubCommitteetoDLTFOrder.pdf>
- ❖ State Level Monitoring and Task Force Committee under PMEGP scheme
<http://ls1.and.nic.in/khadi/invest/docs/OfficeOrderSLM&TFC.pdf>
- ❖ UT Level Advisory Committee under PMEGP scheme
<http://ls1.and.nic.in/khadi/invest/docs/ContitutionofUTLAC.pdf>
- ❖ Purchase Committee
<http://ls1.and.nic.in/khadi/invest/docs/ConstitutionofPurchaseCommittee.pdf>

CHAPTER 9

DIRECTORY OF OFFICERS AND EMPLOYEES

Name of the Office	:	A&N Islands Khadi & Village Industries Board, Udyog Parisar, Middle Point, Port Blair – 744101
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Sl. No.	Name & Designation	Phone No.
1.	Shri Chetan B.Sanghi, IAS, Chief Secretary, A&N Administration & Chairman, A&NI KVIB	03192 233110 / 234087, 03192 232656 – Fax e-mail ID : cs-andaman@nic.in
2.	Shri Indu Shekhar Mishra, DANICS, Secretary [Ind.], A&N Administration & Vice-Chairman, A&NI KVIB	03192 230661, e-mail ID : indushekharmishra91@gmail.com
3.	Shri Ajit Anand Director of Industries & Member Secretary, KVIB	03192 232395, 03192 232499 – Fax e-mail ID : ajitanand25.and@gov.in
4.	Shri A.Sinha Roy, Executive Officer, A&NI KVIB	03192 233301 03192 233301 – Fax e-mail ID : anikviboard@rediffmail.com
5.	Shri Rakesh Kumar, Development Officer, A&NI KVIB	03192 233301 03192 233301 – Fax e-mail ID : anikviboard@rediffmail.com
6.	Shri Suklal Sarkar, Manager, Khadi Gramodyog Bhavan, Port Blair	03192 234573 03192 233301 – Fax e-mail ID : kgbhavanpb@yahoo.com

CHAPTER 10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS ON 27th February 2019

SL. No.	Name of the officers / staff	Designation	Pay Matrix [in ₹]	Level
1.	Shri A.Sinha Roy	Executive Officer	47600 - 151100	8
2.	Smti. Raichel John	Office Superintendent	35400 - 112400	6
3.	Shri. Joseph Soreng	Accountant	35400 - 112400	6
4.	Shri Suklal Sarkar	Manager, KG Bhavan	35400 - 112400	6
5.	Shri Rakesh Kumar	Development Officer	35400 - 112400	6
6.	Smti N.T.Subhalaxmi	Computer Operator	29200 - 92300	5
7.	Smti Meera Singh	Technical Assistant	29200 - 92300	5
8.	Smti S.Kannaghi	Higher Grade Clerk	25500 - 81100	4
9.	Shri Mohammed Zakir	Supervisor	25500 - 81100	4
10.	Vacant	Staff Car Driver	25500 - 81100	4
11.	Smti Priya Pradhan	Multi Task Staff	21700 - 69100	3
12.	Shri J.Srinivaslu	Multi Task Staff	21700 - 69100	3
13.	Shri T.Malkondaiah	Multi Task Staff	21700 - 69100	3
14.	Vacant	Lower Grade Clerk	19900 - 63200	2

CHAPTER 11

EXPENDITURE STATEMENT FOR THE YEAR 2017-18

Sl. No.	Head of Accounts	Actual 2017-18 [₹ in lakh]
1.	Grant-in-Aid [Salary]	111.41
2.	Grant-in-Aid [General]	05.61

BUDGET ALLOCATION STATEMENT FOR THE YEAR 2018-19

Sl. No.	Head of Accounts	Actual 2018-19 [₹ in lakh]
1.	Grant-in-Aid [Salary]	134.00
2.	Grant-in-Aid [General]	07.50

CHAPTER 12 & 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMME ETC

The Board is implementing a central sponsored subsidy oriented self employment programme in the name and style of PMEGP scheme at the rural areas of A&N Islands. Under the scheme, margin money [back-ended subsidy] is being provided to the PEMGP borrowers @ 25% of the total project cost for general category and 35% of the total project cost for special category [Women, OBC, ST, PHC, Ex-servicemen]. Bank will release the first installment of the loan either in full or partly and submit the claim for Margin Money subsidy through the on-line PMEGP e-portal.

The online claim form will be automatically checked for the fulfillment of two conditions (i) the date of release of first installment is prior to the date of filing of Margin Money subsidy claim and (ii) the amount of first installment released is more than the Margin Money subsidy amount claimed. KVIC will validate the subsidy claim and upload on to the Nodal Bank portal within 3 working days.

Nodal Bank will transfer the Margin Money subsidy claim amount validated by KVIC to the respective financing bank branch within 24 hours of the receipt of validation.

Once the Margin Money (subsidy) is received in the Bank in favour of the loanee, within 24 hours it should be kept in the Term Deposit Receipt (TDR) of three years at branch level in the name of the beneficiary/Institution. No interest will be paid on the TDR and no interest will be charged on loan disbursed to the corresponding amount of TDR.

CHAPTER 14

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

The KVI Board has its own website <http://ls1.and.nic.in/khadi/invest/index.html> which is informative in nature. The static information about the KVI Board, its functions, schemes, applications forms etc. are available in the website.

CHAPTER 15

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The website of the KVI Board at <http://ls1.and.nic.in/khadi/invest/index.html> provides relevant information in the matter of various activities being undertaken by the KVI Board and also the information as defined under section 4 of the Right to Information.

The information can also be collected by approaching the PIO/APIO designated under RTI Act, 2005 by Notification No. 140/2013/F. No. 11-43/2013-AR, dated 21st June 2013.

CHAPTER 16

THE NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Copy of notification (*List Public Information Officers, A&NI KVIB*)

The above information has been displayed in the Notice Board of the Board which is located near the entrance of the A&NI KVIB, Top floor of old Directorate of Industries Building, Udyog Parisar, Middle Point Port Blair.

CHAPTER 17

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED