



KHADI AND VILLAGE INDUSTRIES COMMISSION
DIRECTORATE OF KHADI PROGRAMME AND MONITORING
3 IRLA ROAD, VILE PARLE (WEST), MUMBAI – 56.
Phone/Fax: 022-26711593; email: sksinha@kvic.gov.in
Website: www.kvic.org.in

No. DKPM/KRDP/DRA/RIO-ITA/2012-13

Date: 07.06.2012

To
State / Divisional Director
Khadi and V.I. Commission,

Sub: Engagement of Reform Implementing Officer (RIO) and IT Assistant for Khadi Reform and Development Programme by the RII – reg.

Ref: KRDP sanction order No. DKPM/KRDP/DRA/1st phase/132/2011-12 dated 21.03.2012

Sir,

Kindly refer sanction order issued under reference cited above for implementation of Khadi Reform and Development Programme (KRDP) by the Reform Implementing Institutions (RIIs) in the jurisdiction of your office in which it was elaborated in the **Annexure – V** about the role and responsibilities of Programme/State/Divisional Directors and Reform Implementing Institutions (RIIs) for operating the DRA funds under KRDP. In the said annexure under the heading “Managerial” it has been mentioned that the RII will be responsible for appointing experienced and qualified RIO and IT Assistant as per criteria prescribed by Director (RID).

2. In light of above, the required qualification, experience and job description have been prepared taking into consideration of the experience gathered in the selection of CDE’s for implementing the SFURTI programme. The selection of RIO and IT Assistant be taken up by the RII in a transparent manner inviting applications through local news paper advertisement and interviewed by a Selection Committee comprising of professional expert like head of the District Industrial Centre / Assistant Director, Weavers Service Centre/Reputed NGOs

implementing Cluster Programme/MGIRI/NIMSME/IT Expert and State / Divisional Director which has to be constituted by the RII.

3. The prescribed qualification, experience, job Profile and the model agreement to be entered between RII and RIO/IT Assistant are enclosed as detailed below:

- a. The qualification, experience and the job Profile for engaging the Reform Implementing Officer (RIO) is placed at **Annexure – I**.
- b. The qualification, experience and the job Profile for engaging the IT Assistant (ITA) is placed at **Annexure – II**.
- c. A model offer letter for engaging Reform Implementing Officer (RIO) and IT Assistant (ITA) is placed at **Annexure – III**.

4. You are, therefore, requested to communicate the afore mentioned guidelines to the Reform Implementing Institutions for engaging the RIO and IT Assistant as approved in the Action Plan of respective RIIs.

Yours faithfully,

Encl: As above

Director (KPM)

ANNEXURE-I

QUALIFICATION, EXPERIENCE AND JOB PROFILE FOR ENGAGING THE REFORM IMPLEMENTING OFFICER (RIO)

Qualification & Experience

i) Degree in Textile – having knowledge of Computer application

OR

ii) Diploma in Textile / Handloom / Khadi Technology having knowledge of computer application with 3 years experience in production management of textile in decentralized sector like Khadi, Handloom etc.

OR

iii) Certificate course of Textile having knowledge of computer background with 6 years experience.

OR

iv) A graduate in Science / Social Welfare worked as Cluster Development Executive (CDE) in Khadi Cluster (SFURTI).

Age limit : Minimum 21 years and not exceeding 35 years.

Remuneration: Rs.10,000/- per month plus mobility allowance, accommodation at the premises of KIs.

Job Profile

PART-I : GENERAL

Assist in the overall implementation of Direct Reform Programme by Reform Implementing Institution (RII) in accordance with the Action Plan approved by KVIC encompassing the following specific areas:

a) Assist RII in placement of order for procuring required Khadi implements with association of RII through State / Divisional Office of KVIC to the khadi implement suppliers and oversee the supply and installation of those

implements by the supplier within the time frame adhering to the due formalities stipulated by KVIC.

- b) Assist RII in establishment of Common Facility Centre in the premises of RII encompassing preparation of blue print and obtaining construction estimate and obtaining approval from local bodies, oversee construction of work shed for establishing Common Facility Centre (CFC).
- c) Assist RII in procurement of the machineries for setting up of the CFC with the support of RII and KVIC offices through Purchase Committee constituted for the purpose.
- d) Prepare the training calendar for office bearers of the RII, staff and spinners / weavers as envisaged in the action plan approved by KVIC and arrange imparting of training.
- e) Oversee execution of IT and Inventory management system carried out through an IT vendor, approved by KVIC.

PART – II : PRODUCTION PLAN

- a) Prepare the Comprehensive Annual Production Plan (CAPP) considering khadi implements newly deployed / replaced / CFC and also taking the input from the marketing managers of RII with the support of Secretary of the institution as mentioned in the action plan.
- b) Draw up procurement plan for raw material in accordance with KVIC guidelines and ensure supply of raw material periodically to the artisans. Oversee implementation of the plan adhering to production of yarn / khadi, payment of wages to artisans through bank / post office, implementation of social welfare schemes for the artisans etc.
- c) Obtain assistance from experts / professional organizations like weavers service centre, textile institutes, polytechnic colleges and any such other agencies under convergence support matrix to derive best result.

PART – III : MARKETING PLAN

Prepare an effective comprehensive marketing plan in association with the Marketing team of the RII and implement the plan with zeal to cater to the need of customer and that of Marketing Organization (MO) so as to achieve the target envisaged in the Action Plan.

PART – IV

Assist in the compliance of the conditions by the RII as envisaged in KRDP in general and implementation of benefit chart, modified MDA, formation of Self Help Groups (SHGs) in particular.

PART – V

Assist in preparation of monthly / quarterly / half-yearly and annual progress report with reference to implementation of DRA programme by RII as per devised format to State / Divisional Office of KVIC under intimation to Directorate of Reform Implementation Division (RID), KVIC, Mumbai.

Reporting

The RIO will be reporting to the Secretary of the RII.

**QUALIFICATION, EXPERIENCE AND JOB PROFILE FOR ENGAGING
THE INFORMATION TECHNOLOGY ASSISTANT (ITA)**

Qualification & Experience

i) Candidate with bachelor degree in IT / Computer Science with 1 year experience in IT field.

OR

ii) Candidate with bachelor degree in any discipline with 1 year IT Diploma and 1 year experience in IT field.

Age limit: Minimum 21 years and not exceeding 35 years.

Remuneration: Rs.10,000/- per month plus perks includes mobility allowance, accommodation at the premises of KIs.

Job Profile

1. To assist the implementing agency of MIS, e-Gov and any other IT intervention to facilitate on site coordination for successful implementation of the application programs.
2. To provide all necessary guidance / training to users in understanding and operating the MIS system and other systems installed at KI.
 - Assist KI in preparation of MIS reports (custom and standard) from time to time.
 - Assist KI in facilitating system generated annual accounts.
 - Assist KI and artisans to train and maintain the Artisan Self Service Kiosk.

- Understand and escalate user requirements to the State / Divisional Office for any modification / enhancement of existing / new application.
 - Ensure adherence of KVIC IT policy from time to time.
3. Maintain application data backup to local server.
 4. To take operations, approval, appraisals to / from RMU and KVIC.
 5. To maintain data coordination between branches / head offices within KI and RMU.
 6. Updating / modifications requests in central server / local server.
 7. Install any other software subject to acceptance of MIS if required.
 8. Regular updating of antivirus / and other software patches from time to time as per KVIC IT policy.
 9. To coordinate and support between Hardware, Software support calls with vendors.
 10. Should create and build up confidence in KI's staff in respect of data entry, modifications, updation, uploading / downloading, troubleshooting of software and hardware and report generation.
 11. To conduct internet operations such as mailing / FTP (upload / download (if any) etc.
 12. To collect and provide all data / information required for various modules from their branches / production centres / godowns / sales outlet etc., and ensure that proper data / information is accurate and consistent.
 13. The ITA will report to Secretary of the KI.

Annexure III

(This is a model letter may be modified as per institutional work requirement)

No. _____

Date: _____

Shri _____

Sub:- Engagement of IT Assistant/Reform Implementing Officer (RIO) for Khadi Reform and Development Programme – Regarding.

Ref:- Application dated _____ .

Sir,

In response to the application as referred above and subsequent interview and test conducted on _____ , it is to inform that you have been selected to work in our institution as IT Assistant/Reform Implementing Officer(RIO) on following terms and conditions.

1. The instant engagement will be purely on annual contract basis renewable after every year against performance appraisal for a maximum period of only 3 years.
2. This appointment and your continuance as IT Assistant/Reform Implementing Officer are subject to your having been found medically (physically and mentally) fit by the authorized Medical Practitioner.
3. You should wear Khadi from the date of joining duty and during the period of his service under the Institutions.
4. You will be required to comply with all such rules and regulation as the institution may frame from time to time.
5. The compensation package will be Rs.10,000/- consolidated per month with yearly increment of 10%. Apart from the consolidated compensation package you will receive the services and mobility allowances of

Rs.2,500/- p.m. towards mobile, email, fax, local travel etc. with 10% yearly increase.

6. You will be posted for work at _____ and report to Secretary _____. However, your head quarter may be altered at any other place in the interest of the institutional work.
7. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission our institution shall be entitled to recover the damages from you.
8. You should not take up any other assignment from any person or agency during your tenure of working in the institution.
9. Your service may be terminated / discontinued at any time by giving one month notice or one month salary in lieu of notice by either side i.e. our institution or yourself respectively.
10. The instant offer shall automatically stand withdrawn in case you fail to join duty within 30 days from the date of issue of this letter.

If you accept the terms and conditions mentioned above, please sign the acknowledgement and acceptance part and return to us. The original shall be retained by you.

The details of duties and responsibilities are attached herewith for compliance.

Yours faithfully,

Secretary

I, the undersigned, hereby acknowledge and accept the conditions contained in the above letter of engagement.

Signature:

Name in block letter:

Place:

Date:

Duties and Responsibilities–Reform Implementing Officer (RIO)

- i. Assist in the overall implementation of Direct Reform Programme.
- ii. Assist RII for procurement of Khadi implements through State / Divisional Office of KVIC to the khadi implement suppliers and oversee the supply and installation of those implements.
- iii. Assist RII in establishment of Common Facility Centre in the premises of RII encompassing preparation of blue print and obtaining construction estimate and obtaining approval from local bodies, oversee construction of work shed for establishing Common Facility Centre (CFC).
- iv. Assist RII in procurement of the machineries for setting up of the CFC with the support of RII and KVIC offices through Purchase Committee constituted for the purpose.
- v. Prepare the training calendar for office bearers of the RII, staff and spinners / weavers.
- vi. Oversee execution of IT and Inventory management system carried out through an IT vendor.
- vii. Prepare the Comprehensive Annual Production Plan (CAPP) considering khadi implements newly deployed / replaced / CFC.
- viii. Draw up procurement plan for raw material and ensure supply of raw material periodically to the artisans and oversee implementation.

- ix. Ensure payment of wages to artisans through bank / post office, implementation of social welfare schemes for the artisans etc.
- x. Obtain assistance from experts / professional organizations like weavers service centre, textile institutes, polytechnic colleges and any such other agencies under convergence support matrix to derive best result.
- xi. Prepare and implement marketing plan in association with the Marketing team of the RII.
- xii. Assist in the compliance of the conditions by the RII as envisaged in KRDP in general and implementation of benefit chart, modified MDA, formation of Self Help Groups (SHGs) in particular.
- xiii. Assist in preparation of monthly / quarterly / half-yearly and annual progress report with reference to implementation of DRA programme.

Duties and Responsibilities – IT Assistant (ITA)

- i. Assist the Reform Implementing Institution (RII) of MIS, e-Governance and any other IT intervention to facilitate on site coordination.
- ii. Provide all necessary guidance / training to users in understanding and operating the MIS system and other systems installed at RII.
 - Assist in preparation of MIS reports (custom and standard) from time to time.
 - Assist in facilitating system generated annual accounts.
 - Assist RII and artisans to train and maintain the Artisan Self Service Kiosk.
 - Understand and escalate user requirements to the State/Divisional Office for any modification/enhancement of existing/new application.
- iii. Maintain application data backup to local server.
- iv. Maintain data coordination between branches / head offices and RMU.

- v. Install any other software subject to acceptance of MIS if required.
- vi. Update / modifications requests in central server / local server.
- vii. Regular updating of antivirus / and other software patches from time to time as per KVIC IT policy.
- viii. Coordinate with vendors for hardware and software support.
- ix. Conduct internet operations such as mailing / FTP (upload / download (if any) etc.
- x. Collect and provide all data / information required for various modules from their branches / production centres / godowns / sales outlet etc., and ensure that proper data / information is accurate and consistent.

ANNEXURE – V OF SANCTION ORDER NO.DKPM/KRDP/DRA/IST PHASE/132/2011–12 DATED 21.03.2012

DESCRIPTION OF ROLE AND RESPONSIBILITIES OF THE PROGRAMME / STATE / DIVISIONAL DIRECTORS AND REFORM IMPLEMENTING INSTITUTIONS FOR OPERATING DRA UNDER KRDP

I. PRODUCTION REFORM

Implements

Requisition	<p>The RII shall intimate its requirement within two weeks of receipt of sanction for procurement of implements under KRDP to the State/Divisional Director under intimation to Director (KPM) and Director (RID). The intimation should contain the following details:</p> <ul style="list-style-type: none">• Type of implements;• Technical specifications;• Quantity and estimated cost• Time of delivery; and• Place of delivery (name of RII)• Order of preference of manufacturer / supplier
Purchase Order	<p>The RII shall place orders for supply of implements with KVIC approved manufacturers with due recommendation of FLEC with following details under intimation to State / Divisional Director and Director (KPM)</p> <ul style="list-style-type: none">• Technical specification;• Quantity;• Time of delivery; and• Place of delivery (name of RII)
Delivery/ Implementation	<p>The implements shall be delivered by the supplier directly to the RII after conducting a test run in the presence of the representative of RII and obtaining the test report from KVIC technical staff or the Technical Agency recognized by KVIC. On delivery, the supplier will obtain the delivery confirmation and conduct an onsite trial run at the RII premises.</p> <p>The manufacturer/supplier should adhere to warranty and other service conditions stipulated by KVIC.</p>

Payment	<p>On placing the order an advance shall be paid to the supplier as per the stipulated guidelines of KVIC. After delivery of the implements, original invoice shall be sent by the supplier to the RII with a copy to State/Divisional Director and Director (KPM) at the Central Office along with</p> <ul style="list-style-type: none"> • Delivery confirmation; • Test report; and • Commissioning Certificate <p>The payment shall be made by State / Divisional Director on the basis of the invoice forwarded by RII along with the supporting document as mentioned above with authorisation for payment to supplier.</p>
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Setting up of Common Facility Centre

Requisition	<p>RII shall propose a detailed project plan for setting up the CFC with the following details :</p> <ul style="list-style-type: none"> • Description and number of the equipments to be procured; • Cost of each equipment; and • Utility of each equipment <p>The requisition will be sent to State/Divisional Director with intimation to Director (KPM) and Director (RID). State/Divisional Director shall place the requisition received from RIIs before the Field Level Execution Committee (FLEC) for its scrutiny and recommendation.</p>
Purchase Order	<p>Based on the recommendation given by FLEC, RII shall initiate the process of procurement of equipment by inviting quotation / tenders as per GFR.</p> <p>Thereafter, State/Divisional Director shall place the tender/quotations received from the suppliers before FLEC for evaluating the tender/quotation.</p> <p>Once FLEC recommended for placing the order with suppliers for required machineries, RII shall issue letter of Award to the qualified suppliers with intimation to State / Divisional Director with a copy Director (KPM) at the Central Office.</p>

Delivery/ Implementation	The equipments shall be delivered and installed by the supplier directly to the RII. On installation the supplier will obtain the delivery confirmation and Commissioning Certificate from the RII.
Payment	<p>On placing the order an advance may be paid, if need be, to the supplier on the basis of the agreed terms. Copies of the invoice shall be sent by the supplier to the RII with a copy to State/Divisional Director along with:</p> <ul style="list-style-type: none"> • Delivery confirmation; • Test Report (wherever applicable); and • Commissioning (erection) Certificate <p>A copy of the invoice shall also be sent to Director (KPM) by the RII for information</p> <p>State/Divisional Office shall process the payment based on receipt of the invoice along with the supporting document as mentioned above from the RII and issue cheque/demand draft after deducting all statutory payments if any.</p>

Work Shed

Requisition	<p>The RII shall submit a plan for constructing the work shed, duly certified by Chartered Engineers/Registered Architect/Registered Civil Engineer, together with plan approved by respective local authorities. The plan shall necessarily contain the following details:</p> <ul style="list-style-type: none"> • Approved blue print of the proposed construction • Cost estimate for construction of proposed work shed including material and labour cost <p>The plan will be sent to the State/Divisional Director with intimation to Director (KPM) for placing before Field Level Execution Committee (FLEC) for its recommendation.</p>
Work Order	Based on the recommendation of FLEC, the RII shall initiate the process of procurement of services through RMU. Thereafter, work order shall be placed to the CPWD/empanelled/registered contractor as per GFR with a copy to Director (KPM).

Delivery/ Implementation	<p>The construction shall be done by the selected contractor under the supervision of the RII and periodic supervision by the technical staff of the RMU/KVIC State/Divisional Office.</p> <p>On completion, the contractor will submit a completion report to the Sate/Divisional Office through RII. KVIC will conduct a joint inspection on construction of the work shed along with the representative of the RII and RMU.</p>
Payment	<p>No advance payment will be made. However, based on the actual progress of work, running payment may be made.</p> <p>After completion a copy of the invoice shall be sent to the State/Divisional office along with Joint Inspection and Completion Report.</p> <p>The payment shall be made by State/Divisional Director after duly scrutiny of the work bill with reference to actual measurement of different items of works by a competent authority to the contractor after deducting all statutory payments if any.</p>

IT and Inventory Management intervention in Production & Marketing Reform

Requisition	<p>The RII shall submit a plan in accordance to the Action Plan approved by SFC (in consultation with approved IT vendor) as advised by Directorate of IT as briefed hereunder:</p> <ul style="list-style-type: none"> • Requirement of hardware for Production and Sales Centres; • Software requirement as suggested by Directorate of IT; • Place of installation of the hardware; and • Requirement of training input to the staff of RII <p>Directorate of IT has prepared a comprehensive plan for integrated MIS system covering KVIC Central Office, State / Divisional office and RIIs.</p> <p>The RII component of the MIS system will be modified by Director (IT) based on the specific requirements of respective RII</p>
Purchase Order	<p>Director (IT) with the support of approved MIS vendor initiate tendering process for design, development, implementation and maintenance of software application for MIS System.</p>

Delivery/ Implementation	The hardware items shall be delivered by the KVIC's approved vendor directly to the RII and install them at the RII premises.
Payment	The payment for design, development, implementation and maintenance of MIS application will be made centrally by Director (IT). Payment for hardware will be made by Director (IT) after receiving the confirmation from RII through State/Divisional Office regarding delivery of the hardware items as well as satisfactory installation details.

Managerial

Requisition	The RII will appoint RIO and IT Assistant as per the norms of the institutions (RII). The RII will be responsible for appointing experienced and qualified RIO and IT Assistant as per criteria prescribed by Director (RID). The responsibility of KVIC shall be confined and limited to the quantum of financial grant agreed by the SFC and communicated to the respective RII.
Selection Order	Selection of RIO and IT Assistant shall be done by a competent Selection Committee of RII with representative from State/Divisional office of KVIC. Preference may be given for the successful Cluster Development Executives (CDEs) worked in the Khadi Clusters under SFURTI programme.
Implementation	KVIC and RII jointly review and monitor the work of RIO and IT Assistant periodically
Payment	The payment of salary to the RIO and IT assistant shall be made by the RII as per the agreed terms. State/Divisional Director shall reimburse the amount of salary paid to RIO and IT assistant to the RII subject to the amount sanctioned by SFC.

Training

Requisition	The RII will send the request for training and capacity building requirement to Director (Capacity Building)
Purchase Order	The arrangement for training will be done by Director (Capacity Building) either in the KVIC Departmental Training Centre or outside training agencies
Delivery/ Implementation	As per need.
Payment	In case the training is conducted by outside training agencies/institute, the payment will be made by the Director (Capacity Building) directly to such agencies on the basis of reports from the agency. In case the training is conducted in KVIC departmental training centre, payment may be made to the training centres concerned.

Working Capital

Requisition	The working capital requirement should commensurate with the proportionate production or proportionate to the implement provided under KRDP subject to the ceiling of working capital approved by SFC. RII will send the request for working capital to the State / Divisional Director.
Alternative / second option	If sliver is required from CSP, the State / Divisional Director will recommend the indent of RII to the concerned CSP. Taking this assistance as margin money the RII shall ensure for mobilising working capital from the financial institutions under the KVIC's ISEC scheme.
Implementation	Jointly by State/Divisional Director and RII
Payment	By the state / Divisional Director

II. MARKETING REFORM

Store Layout

Requisition	<p>The RII shall submit a plan for store layout, signage, façade, interior decoration and incidental civil works duly certified by Chartered Engineers/Registered Architect/Registered Interior Decorator. The plan shall necessarily contain the following details:</p> <ul style="list-style-type: none"> • Approved blue print of the proposed refurbishment • Cost estimate for incidental Civil Works for proposed area including material labour cost. <p>The plan received from RIIs shall be placed before the Field Level Execution Committee (FLEC) for its recommendation by the State/Divisional Director. The proposal for renovation of sales outlet in rented / leased premises shall be considered only if those exists in a rent / lease agreement for next 10 years.</p>
Work Order	<p>After recommendation of FLEC, the RII shall place the work order to the qualified contractor by following the GFR provisions as is the provision prescribed for construction of work shed under CFC.</p> <p>A copy of the work order shall be sent to State / Divisional Director with a copy to Director (KPM/Marketing)</p>
Implementation	The work shall be done by the qualified contractor under the supervision of the RII and periodic supervision by the technical staff of the RMU/KVIC State/Divisional Office.

	<p>On completion, the contractor will submit a completion report to the Sate/Divisional Office through RII.</p> <p>KVIC will conduct a joint inspection of the refurbishment of store layout along with the representative of the RII and RMU.</p>
Payment	<p>No advance payment will be made. However, based on the actual progress of work, running payment may be made.</p> <p>After completion a copy of the invoice shall be sent to the State/Divisional office along with Joint Inspection and Completion Report.</p> <p>The payment shall be made by State/Divisional Director after duly scrutiny of the work bill with reference to actual work done by the contractor after deducting all statutory payments if any.</p>

Local Publicity

Requisition	<p>The RII shall prepare an Action Plan for local publicity, as envisaged in the Action Plan approved by SFC and submit to FLEC through State/Divisional Director. After due deliberations a detailed media wise plans is to be got prepared with recommendation of FLEC. The plan will include the –</p> <ul style="list-style-type: none"> • Mode of publicity, • activities required and activity wise cost estimate; and • quotations from select reputed agencies etc.
Work Order	<p>Based on the recommended plan and estimate for local publicity, the RII may engage with agencies directly, place the work order for publicity to the suitable agencies adopting due formalities or directly as the case may be.</p>
Implementation	<p>The publicity shall be done under the supervision of the RII. RII shall periodically apprise the State/Divisional Director about the publicity activities conducted under the plan.</p>
Payment	<p>After receiving the invoices from the agencies, RII shall send the invoices to State/Divisional Directors. State/Divisional Director shall make the payment directly to the agencies/service providers after deducting all statutory payments if any.</p>
