

Executive Guidelines for implementation Modernisation / Replacement of Handlooms Scheme

I. Preliminary:

1. The Executive Guidelines for implementation of Modernisation/Replacement of looms scheme have been issued vide Director of Handlooms and Textiles and Development Commissioner for Apparel Export Parks, A.P., Hyderabad circular memo Rc.No.18054/2004-J2, Dt: 13.04.2007.
2. During the review on implementation of the scheme in the monthly conferences, it is observed that there is no progress in implementation of the scheme. During the monthly conferences, the Assistant Directors (H&T) have stated that as per the executive guidelines, the proposed beneficiaries under the scheme have to be verified by the joint teams consisting the concerned field officer of the department of Handlooms & Textiles i.e. A.D.O.(H&T)/ D.O.(H&T), the concerned Mandal Revenue Officer and the representative of the Weavers Service Centre concerned (OR) in case of livery production the representative of DMO, APCO. Further the verification of the beneficiaries is in duplication of work since the beneficiaries proposed under the scheme is being identified while submitting the proposals for sanction of funds.
3. Further the Assistant Directors (H&T) have opined that if the executive guidelines are revised, the implementation of the scheme will be taken up speedily to achieve the targeted results with in the stipulated time.
4. The representations from various quarters of the PWCS have also revealed that the executive guidelines have to be revised for smooth implementation of the scheme.
5. With this background, the executive guidelines for implementation of the scheme is revised as detailed below:
6. The Scheme shall be implemented by the Assistant Directors concerned under overall supervision of the District Collector.
- 7.(a) The proposals of the societies shall be verified by the field officer concerned and submit feasibility report to the Assistant Director (H&T)
(b) It shall be ensured that the identified beneficiaries are not assisted under any scheme either individually or through the society for purchase of looms.

8. The amounts received under the scheme shall be deposited in the respective Banks duly opening a separate S.B. Account for this purpose in the names of the concerned societies.

II. Constitution of Society level Purchase Committees:

9. After receipt of sanctions from the Government the Assistant Director (H&T) shall constitute Society level Purchase Committees with following as members for purchase of looms and accessories:
- | | |
|---|--------|
| i) President of the concerned society: | Member |
| ii) Concerned field officer D.O.(H&T) /A.D.O.(H&T): | Member |
| iii) Expert weaver to be nominated by the
Managing Committee of the society: | Member |
10. The Purchase Committee shall call for quotations from registered Handloom Manufacturers and suppliers of Handloom accessories.
11. The cost of looms or accessories mentioned in the sanction order is the maximum indicative limit. The orders shall be placed after finalising the quotations duly following procedure and after negotiating with the selected supplier to procure the looms / accessories at the competitive rates.
12. The Purchase Committee shall submit the proposals to the Assistant Director (H&T) for purchase of looms / accessories after finalising the quotations and negotiating with the selected supplier.
13. The Assistant Director (H&T) after obtaining the proposals from the Purchase Committees shall examine the same and with his observations place the same for approval of the District Level Committee.
14. The District Level Committee shall examine the proposals received from the society level purchase committees along with the findings of the Assistant Director (H&T) and if it is satisfied, approve the proposals.
15. After approval of the District Level Committee, the Assistant Director (H&T) shall permit the respective purchase committees of the implementing societies to release 50% of the total sanctioned amount as 1st instalment to the suppliers concerned and to place orders for purchase of looms/accessories.

16. The purchase committees shall place orders with the selected suppliers for supply of looms / accessories as per the required specifications duly fixing time schedule (not more than three months) and stipulating other terms and conditions of supply.
17. The supplier shall be paid advance of not more than 50% of the cost of looms / accessories ordered, in case a request to this effect is made after obtaining agreement duly incorporating penal provision for delay in supply and necessary surety from him.
18. It will be the responsibility of the purchase committees to monitor the supplies of the ordered material and to ensure that the looms / accessories are supplied within the time limit prescribed, which should not be beyond three months from the date of order.

III. **Joint Technical Inspection:**

19. After receipt of the reports from the purchase committees certifying the supplies affected by the suppliers, the joint technical inspection should be done by the committees consisting of the concerned field officer of the department of Handlooms & Textiles i.e. A.D.O. (H&T) / D.O.(H&T), the representative of the Weavers Service Centre concerned and the representative of D.M.O.,APCO.
20. The Teams shall conduct inspection of every household / place where the newly purchased looms / accessories are installed and verify if the supplied looms / accessories are as per the specifications prescribed and are in good condition. A certificate to this effect shall also be obtained from the beneficiaries. Any deviation or shortfall in supplies shall be reported to the Assistant Director (H&T) immediately after completing the inspection along with the inspection report in the prescribed format in Annexure I.
21. An undertaking shall be obtained from the beneficiaries in the prescribed format i.e. Annexure-II in triplicate and two sets of undertakings shall be furnished to the Assistant Director (H&T).
22. The Assistant Director (H&T) shall also obtain an undertaking from the implementing society in the prescribed format i.e. Annexure-III.
23. The Assistant Director (H&T) after obtaining Technical Inspection Reports from the teams and undertakings from the implementing societies and the beneficiaries shall convene the District Level Committee meeting

and place the findings of the teams before the Committee along with his observations.

24. The District Level Committee shall after examining the reports of the Technical Inspection, if it is satisfied with the findings, approve the balance payment to the suppliers.
25. The Assistant Director (H&T) shall permit the implementing societies to release 40% of the total amount soon after approval of the District Level Committee as 2nd instalment to respective suppliers. However the balance 10% shall be released after obtaining reports from the implementing agencies/societies on successful trial run of the looms supplied as the 3rd/ final instalment.
26. The Assistant Director (H&T) should release the amounts as indicated above and submit the utilisation certificate along with the list of the beneficiaries and other particulars as required to the Commissionerate.

Sd/- I.S. Sri Naresh,
Director of Handlooms and
Textiles and D.C.A.E.Ps

//Attested//

Assistant Director (H&T)

Annexure I

Name of the Society: _____

Sl. No.	Name of the weaver	Father/Husband name	General No./Admission No.	Village & Mandal	Details of the loom/accessories supplied.			
					Type of loom	Technical specification	Location of the loom installed	Remarks if any
1	2	3	4	5	6	7	8	9

Certificate:

- 1) All the looms/accessories supplied to the above beneficiaries are as per the specifications prescribed in the work order.
- 2) All the looms/accessories supplied are in good working condition.
- 3) The beneficiaries have been enquired about the quality of the looms/accessories supplied to them and they have expressed their satisfaction.

Signature of the members of the Technical verification committee.

1. A.D.O.(H&T) / D.O.(H&T) of the Handlooms and Textiles
2. Representative of the Weavers Service Centre concerned.
3. Representative of the D.M.O.,APCO concerned.

Annexure-II—Beneficiary undertaking

I undertake that

- 1) I have not been assisted for purchase of loom/ accessories in any scheme earlier
- 2) I will continue to work with / for the ----- HWCS ----- after supply of loom/accessories under the Modernisation/Replacement of handlooms scheme and shall not sell / pledge / transfer the looms to any other person without the permission of the society.
- 3) I shall be responsible for any loss/damage caused to the loom/accessories supplied under the Modernisation/Replacement of looms scheme.
- 4) If I am unable to work for the society, what so ever maybe the reason, I shall surrender the loom/accessories supplied under the Modernisation/Replacement of handlooms scheme to the ----- HWCS-----.
- 5) The loom/accessories supplied to me under the Modernisation/Replacement of handlooms scheme is the property of the ----- HWCS----- and I will surrender the loom whenever the society call upon me to do so.

Signature of the beneficiary

Annexure-III—Society/Implementing Agency undertaking

We undertake that

- 1) the looms/accessories supplied under the Modernisation/Replacement of handlooms scheme will be utilised for Society's own production and shall not be permitted to utilize otherwise.
- 2) the looms / accessories supplied under the scheme are the property of the society and will not be allowed to be misuse by any member.

We certify that

- 1) Proper entries are recorded in the books of accounts of the society with regard to the amounts sanctioned under the scheme and will be reflected in the audit report.
- 2) Separate register duly indicating the details of the looms/accessories supplied to the members / place of installation, amount sanctioned under the scheme etc. is maintained and will be produced to audit and the departmental officers for verification whenever called upon to do so.
- 3) Funds sanctioned under the Modernisation/Replacement of handlooms scheme are utilised properly and are not diverted for any other purpose.

Signature of

- 1) President of the Society.
- 2) Member of the Managing Committee of the society:
- 3) Member of the Managing Committee of the society: