



Directorate of Prime Minister's  
Employment Generation Programme  
**Khadi & Village Industries Commission**  
Ministry of MSME (Govt. of India)  
Gramodaya" 3 Irla Road, Vile Parle (W)  
Mumbai-400 056  
Telfax : 022-26713686  
Website: [www.kvic.org.in](http://www.kvic.org.in)  
e-mail: [regpkvic@gmail.com](mailto:regpkvic@gmail.com)



NO.PMEGP/e-tracking /2013-14

1548

Date : 20.08.2013

**CIRCULAR**

28

Sub: e-tracking of PMEGP applications.

Ref: Review through Video Conferencing by Joint Secretary,  
MSME and CEO, KVIC on 12.7.2013.

The status of e-tracking under PMEGP was reviewed by Joint Secretary, Ministry of MSME, Govt. of India on 19.8.2013 at New Delhi. After detailed deliberations with Director, PMEGP and Director (IT) the following directions were given by Joint Secretary, Ministry of MSME for compliance by all implementing agencies for e-tracking:

1. E-tracking should commence from the stage of forwarding of applications to DTFC i.e. only the applications being forwarded to DTFC should be entered in the e-tracking system.
2. In respect of backlog i.e. e-tracking for PMEGP applications received from 2008-09 to 2012-13, it is once again clarified that e-tracking entry should be done only in respect of disbursed cases and not for applications rejected at any stage. This should be strictly complied with immediately by implementing agencies and no applications should be entered for backlog period for which margin money has not been sanctioned and disbursed.
3. Details of Backward and Forward Linkages utilization and unspent balances event-wise achievement and physical verification reports should also be entered in the e-tracking system for which Director (DIT), KVIC will be preparing required formats in the e-tracking software.
4. Margin Money adjustment by the financing banks is a must and should be monitored to ensure that margin money is

5 3/1

finally adjusted to beneficiary accounts. Test check by team consisting of Chief Controller of Accounts (CCA) and of Ministry of MSME has revealed that in certain cases margin money has been adjusted without receipt of adjustment letter from implementing agencies. Accordingly, Joint Secretary, Ministry of MSME has directed that 100% verification of margin money adjustment should be undertaken by KVIC for 2008-09 cases and information may be furnished in the prescribed formats which will be also incorporated in the e-tracking system. Formats to be sent separately.

5. Since different rates are being received for e-tracking from outsourced agencies it was suggested that Field Directors, KVIC may examine the possibility of taking up this work of data entry through engaging of data operators in consultation with KVIB and DIC. This will reduce the expenditure and also give a better control of the e-tracking process.
6. Online submission of applications should be encouraged and publicized by all the implementing agencies through advertisement, workshops, awareness camps and also in all promotional literature being printed and circulated in the field.

State /Divisional Directors should bring the contents of above circular to the information of all stakeholders i.e. KVIB, DIC, Banks, SLMC, SLBC etc. and ensure compliance.

This is issued with the approval of C.E.O., KVIC.

  
Director (PMEGP)

To,

1. All State/Divisional Directors, KVIC.
2. All State/UT. KVI Boards.
3. The Heads of all State/UT DIC.
4. All Zonal Dy. CEO's KVIC.
5. All Principal Secretaries, State Governments
6. All CMDs, of Public Sector Banks

Copy for information to:-  
All Members of the Commission

Copy for information in Central Office:  
1. Secretary to Hon'ble Chairman, KVIC, Mumbai

2. OSD to Chief Executive Officer, KVIC, Mumbai
3. A.O. to Finance Advisor, KVIC, Mumbai-56
4. P.A. to Jt. CEO, KVIC, Mumbai-56
5. All Industry/Programme Directors, KVIC, Mumbai-56
6. The Director (IT) with a request to place the circular on KVIC/PMEGP website
7. The Director Publicity with a request to publish the same in the ensuing issue of 'Jagruti'
8. The Director (Hindi) for translation in Hindi