



**KHADI AND VILLAGE INDUSTRIES COMMISSION  
IRLA ROAD, VILE PARLE (WEST), MUMBAI-56**

**No. PMEGP/EDP Trg/09-10**

**Date : 25-06-2009**

**C I R C U L A R**

**Sub :EDP Training under PMEGP scheme -reg.**

**Ref : Circular No.REGP/PMEGP/Cir.Guide/BFL/09-10  
dated 17-06-2009**

Ministry of Micro, Small and Medium Enterprise, Govt. of India, New Delhi has launched Prime Minister's Employment Generation Programme w.e.f. 26/09/2008. KVIC was designated as National Nodal Agency for implementing the scheme both in the rural and urban area to generate sustainable employment opportunities across the country. As per the scheme guideline, the training programme is mandatory before release of loan to beneficiaries. Duration of training programme has been fixed for two weeks (10 working days) with the aim to motivate, inspire, develop confidence and empower beneficiaries for successful running of their enterprise.

2. So far 690 training centers has been tentatively identified and placed at KVIC website. Further Principal Secretary, Chief Executive Officer, State/U.T. Khadi & V. I. Board and field Directors of KVIC were advised to scrutinize/examine the availability of infrastructure and faculty etc. with the training centers and send their feed back for preparing final list of EDP Training centres.

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3. While receiving feedback of EDP Training from the various Training Centers across the country, it is understood that some training centers are not following the course syllabus circulated by the Khadi & V. I. Commission which has been viewed seriously. Further after completion of training, Certificate is being issued on their own format which differs from state to state and the training centers to training centers. To maintain uniformity in all the training centers, it has been decided to circulate model certificate format. Model format both in soft and hard copy is enclosed herewith. The model EDP certificate format available in the CD is corel draw-13 for printing purpose .

4. The following may be followed while printing and issuing EDP certificate.

- The certificate should be at glossy paper in A4 size of 120 GSM thicknesses.
- Photo of the entrepreneur must be affixed in the certificate or scanned photo may be placed on the top of the certificate.
- The contents sequence and background of the certificate should be strictly followed.
- Name of the beneficiaries, address of the training centers/State/Divisional Office/KVIB and DIC is to be filled in based on factual details.
- Laminated certificate should be issued to the entrepreneurs.

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5. A Xerox copy of the certificate of each candidate is to be enclosed along with the claim of recoupment of EDP training grant from the respective State/Divisional Offices of the KVIC.

6. Expenditure towards printing of certificate, glossy paper, scanning of photo etc. may be met out from the funds provided for EDP Training under the head of printing/Misc. funds provided to the training centres.

7. Further, references are received from field offices seeking clarification on conducting EDP training on day scholar basis. In such cases the training centers having infrastructure of class rooms, sufficient faculty members etc. may be allowed to conduct EDP training on day scholar basis. However, reimbursement of expenditure may be restricted proportionately without boarding and lodging expenditure. The training institute should submit a certificate giving details of number of beneficiaries stayed in the hostel alongwith recoupment bill. The payment for such cases may be regulated accordingly by the State / Divisional Offices of KVIC.

This will come into force with immediate effect.

**Encl:** CD and sample  
copy of the certificate

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*25.06.05.*

(J. S. Mishra)  
Chief Executive Officer

**Copy for information and necessary action to:**

1. All State/Divisional Directors of KVIC
2. C.E.O. KVIB of State / U.T.
3. Director / Commissioner, Industries, State Government

**Copy for information to :**

1. Jt. Secretary, Ministry of MSME, Udyog Bhavan, New Delhi
2. Members of KVIC
3. Financial Advisor, KVIC, Mumbai
4. C.V.O., KVIC, Mumbai
5. All Zonal Dy. Chief Executive Officers
6. Secretary to Chairperson
7. CEO Cell
8. All Programme / Industry Directors, Mumbai.
9. Director ( IT) for website
10. Director ( Publicity) for publishing in Jagriti.



(A. K. Dwivedi)  
Director (PMEGP)

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