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

No.PMEGP/e-track/2009-10   Date : 03-09-2009

OFFICE ORDER NO.2042

Sub:-   Implementation of e-tracking system under PMEGP.

In continuation of office order No.2027 dated 1.10.2008 under para No. 9.VI and consequent upon the approval of the Commission in its 571st meeting held on 30-7-2009 for implementation of e-tracking system under PMEGP, following are the guidelines provided for operationalisation of e-tracking system.

1.   KVIC has designed and developed an in-house web based e-tracking system to monitor the scheme and also for tracking the status of applications. The system will generate Unique Applicant ID and acknowledgement letter.   Since this is web based system, the tracking of application will be user friendly. The customized report can also be generated through the system as various levels for monitoring. The system facilitates to view the various reports from time to time by implementing agencies at state level, KVIC/KVIB/DIC and Central Office KVIC level at Mumbai.

2.   The system is capable to track the status of applications of the beneficiaries right from submission to the implementing agencies till the date of adjustment of margin money subsidy.

3.   As per approval of the scheme the Central Office, KVIC, Mumbai will outsource its implementation in the field by selecting eligible agencies at state level. Preferably one agency will be selected for each state.

3.1 The selected agency will appoint 'data entry operators' at district level and supervisor/supervisors at state level. The data entry operators are to collect the data/information from the banks, three implementing agencies i.e. KVIC, KVIB & DIC, DLTFC etc in the district and feed in the system at prescribed intervals. The data to be entered initially are related to date of submission of social category wise application of rural/urban entrepreneurs with respective agencies, date of submission of application before DTFC, date of meeting of DTFC and its recommendation, date of forwarding of application to financing branch, date of sanction of Group/industry and financial rangewise project proposal by financing branch, status of rejection of applications, date of recommendation by financing branch for EDP training, date of training schedule of EDP training centre of the state, date of completion of EDP, date of release of first installment, date of forwarding to margin money claim by financing branch to nodal branch, date of release of margin money by nodal branch to financing branch, date of TDR in the name of beneficiary by financing branch, date of release of subsequent installment of CE & WC by financing branch, date of physical verification, details of recovery if any, date of issue of adjustment of margin money and all other information related to above mentioned activities.

3.2 The state level supervisor will coordinate with district level data entry operators of all the three implementing agencies, to supervise, monitor and ensure the timely entry of data at district level and its consolidation at Divisional/State level.

3.3 The selected agencies have to make their own arrangement for the hardware, stationery and other related infrastructure for collecting and feeding data at district level. No funds will be provided to outsourcing agencies for creating infrastructure of hardware etc or for feeding data at District/State level.

3.4 The agency selected at state level for data entry at district level and its consolidation for e-tracking system will function under the overall supervision of the respective State Director, KVIC.

3.5 The data operators at district level will enter and update the data of above activities mentioned at 3.1 at regular intervals and report its compliance from time to time to all three agencies as well as to state level supervisor, Divisional Director and State Director. The state level supervisor has to ensure that all the data related to previous two weeks activities are entered by 3rd and 17th of the month or the subsequent working days positively.

3.6 All the three respective implementing agencies has to validate data entered in the e-tracking system with regard to their jurisdiction. All the three agencies i.e. KVIC/KVIB/DIC will designate one officer not below the rank of Asstt. Director for validation of their data. Every activity data will be automatically locked after one month that means the validation of data by respective office is to be completed within one month time. The system will not accept any alteration of data in respective activities after one month.

3.7 The respective State Director will monitor the progress of data feeding at all districts level in the state and ensure that data with regard to all the activities during the month are fed in the system on time and report compliance of technical part to the Directorate of IT and monthly/cumulative physical and financial performance to Directorate of PMEGP, Central Office, Mumbai.

4. Initially the e-tracking system will be introduced in six states i.e. one state in each zone on pilot basis in the following states.

East Zone	-	West Bengal
West Zone	-	Gujarat
North Zone	-	Punjab
South Zone	-	Karnataka
Central Zone	-	Uttar Pradesh
North East Zone	-	Assam

On successful completion of pilot project in the above states, the e-tracking system will be made operational across all the states of the country.

5.   The overall technical guidance for its smooth operation will have to be provided by Directorate of IT, Central Office, KVIC, Mumbai in consultation with IT consultant to make the e-tracking system effective and operational across the country.

(J. S. Mishra)
Chief Executive Officer

Copy for information and for immediate compliance:

1.   All State/Divisional Directors of KVIC

2.   All State/UT KVI Boards

3.   Director of Industries of all State/UT Govts.

Copy for information to :

1. All Commission Members.

2. The Jt. Secretary, Ministry of MSME, Udyog Bhawan, New Delhi.

3. Principal Secretary, Industry _____ State

4. CMDs of all Public Sector Banks.

5. All Zonal Dy. CEOs, KVIC

6. Director (Publicity) with a request to publish in 'Jagriti'.

7. Director (IT) for web-site

Chief Executive Officer