



सत्यमेव जयते

भारत सरकार
Government of India
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
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खादी और ग्रामोद्योग आयोग,
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कामधे इत्युक्तमानाम् ।
प्राणिनाम् आतिनाशनम् ॥

No.RID/KRDP/Khadi Mark launch/110/2013-14

Date: 19.02.2014

STANDING ORDER NO. 1724

Government of India vide Gazette Notification No. 3212 GI/2013 dated 22nd July 2013 has issued the Khadi Mark Regulations, 2013, in exercise of the powers conferred by Section 27 read with clause (k) of sub-section (2) of Section 15 of the Khadi and Village Industries Commission Act 1956 (61 of 1956), with the previous sanction of the Central Government.

The Khadi Mark Regulations, 2013 is notified for the purpose of authentication of genuine khadi, as defined in the KVIC Act i.e. any cloth woven on handlooms in India from cotton, silk or woollen yarn hand-spun in India or from a mixture of any two or all of such yarns, by affixing the Khadi Mark Tags and Labels issued by the Commission by the persons and certified khadi institutions producing, selling or trading in khadi and khadi products.

1. Application of Khadi Mark Regulations

The Khadi Mark Regulations shall apply to persons who are engaged in production, sale or trading of khadi and khadi products or who are desirous of producing, selling or trading in khadi and khadi products, and to certified khadi institutions, who hold a valid certificate issued by the Commission. The regulations have come into force from 2nd October 2013.

2. Guidelines for using Khadi Mark

From the effective date of Khadi Mark notification, no textile shall be sold or otherwise traded by any person or certified khadi institution as khadi or khadi products in any form or manner without it bearing Khadi Mark tag or label issued by Committee. They shall affix Khadi Mark tag or label or both as may be decided by the Commission from time to time.

3. Constitution of Central Khadi Mark Committee (CKMC) and Zonal Khadi Mark Committees (ZKMCs)

The Commission shall constitute a Central Khadi Mark Committee for the purpose of issuance of Khadi Mark registration ensuring genuineness of khadi and

khadi products and for the purposes of performing the functions mentioned in the Regulations. The Commission shall also constitute the Zonal Khadi Mark Committee for each zone for the purposes of performing the functions specified in the Regulations.

4. Engagement of accredited agencies for process Certification

In order to authenticate the product being produced or sold or traded by persons (as defined in the Regulations) as Khadi or Khadi product, Commission shall engage accredited agencies to visit the place of production, godown or sales outlet etc to undertake verification of production process and testing of khadi and khadi products before issue of Khadi Mark Registration. For which the Commission, in consultation with the Bureau of Indian Standards, the National Accreditation Board for Certification Bodies and any other organisation approved by the Central Government for the purpose, may engage such accredited agencies to discharge following functions.

- i. to conduct on site verification at the premises of the person's production centres for ensuring hand spinning and hand weaving process;
- ii. to conduct or arrange testing of samples of khadi and khadi products produced or sold by the persons, through laboratories registered by the Central or State Governments, to ensure genuineness of khadi;
- iii. issuance of a certificate in such form as provided for verification of khadi and khadi product; and
- iv. any other incidental or ancillary function assigned to them by the Commission in consultation with the Central Khadi Mark Committee.

5. Registration of Khadi Mark

5.1 Any person or certified khadi institution desirous of registering for Khadi Mark shall make an application in the specified form to Central Khadi Mark Committee in case of new registration and to Zonal Khadi Mark Committee in case of renewal.

5.2 The application shall be scrutinised by the Committee and shall undergo a verification process by accredited agencies to ascertain hand spinning, hand weaving and use of natural fibre. The applicant who complies with all the conditions laid down shall be issued or renewed the Khadi Mark registration and shall be authorized to use Khadi Mark tag or label. However, the certified khadi institutions are exempted from the verification process by accredited agencies.

5.3 Registration of Khadi Mark shall be renewed every five years and application for renewal shall be submitted within a period of six months prior to its date of expiry.

6. Procuring of Khadi Mark tag and label

On registration of Khadi Mark every person or certified khadi institution shall have the right to use Khadi Mark tag or label on all khadi and khadi products and will be supplied with Khadi Mark tag or label at the price fixed by the Commission. The

person/certified khadi institution shall request respective State or Divisional office of the Commission at least ninety days prior to the procurement of Khadi Mark tag or label and the concerned office of the Commission on receipt of such request from any person or certified khadi institution shall arrange to supply within a period of sixty days.

7. Suspension and cancellation of Khadi Mark Registration

7.1 In case of any violation of any provisions of khadi mark regulations by the person or certified khadi institutions, the CKMC after giving notice of not less than one month to the violator, shall suspend the right to use Khadi Mark granted to person or certified khadi institution in accordance with regulations, for a period not exceeding six months. The CKMC may extend the period of suspension for a further period of six months and failure to rectify the violations shall lead to cancellation of the Khadi Mark.

7.2 The person or certified khadi institution whose right to use Khadi Mark tag or label has been suspended may file an application before the Chief Executive Officer of the Commission for revocation of the order of suspension on payment of a fee prescribed by the Commission. The CEO of the Commission on receipt of an application shall proceed to hear the aggrieved person or certified khadi institution and pass such order as it may deem fit within a period of sixty days from the date of receipt of appeal.

7.3 In case of two consecutive instances of violations by any person or certified khadi institution, its authorisation to use Khadi Mark tag or label shall be deemed to have been cancelled and in such case the Commission shall take into its custody all Khadi Mark tag or label issued to the person or certified khadi institution without refund of cost of tag or label.

7.4 The CKMC may cancel the Khadi Mark registration of a person or certified khadi institution which in its opinion has ceased functioning for a period of one financial year or which is found to be defunct or has not applied for renewal of Khadi Mark.

8. Grievance redressal in case of cancellation of Khadi Mark

8.1 The person or certified khadi institution aggrieved by the decision of cancellation of a Khadi Mark by the CKMC may within a period of thirty days from the date of such order, prefer an appeal before the Chairman of the Commission for revocation of suspension or cancellation of the Khadi Mark, as the case may be.

8.2 The Chairman, KVIC after giving a reasonable opportunity of hearing to the aggrieved person or certified khadi institution shall within a period of sixty days from the date of receipt of this appeal, dispose of the appeal.

9. Complaints related to Khadi Mark

9.1 Any complaint relating to khadi and khadi products or misuse of Khadi Mark tag or label may, within fifteen days of its purchase, be reported to the person or certified khadi institution from where khadi and khadi products have been purchased.

9.2 The person or certified khadi institution shall record such complaint and provide an acknowledgment to the complainant in Form IV as prescribed in the Regulations. The person or certified khadi institution shall, within a period not exceeding ten working days from the date of receipt of the complaint, resolve the complaint.

9.3 If the complainant is not satisfied with the redressal of the complaint, he may lodge a formal complaint with the State or the Divisional Director of the Commission, as the case may be. The State or the Divisional Director of the Commission shall dispose off the complaint and take suitable action as early as possible but not more than thirty working days from the date of receipt of the complaint.

10. Complaints related to accredited agency and marketing agency

10.1 Any person or certified khadi institution aggrieved by any action or measure taken by the accredited agency and marketing agency may file a complaint within a period of thirty days, before the CKMC and the CKMC after giving such person or certified khadi institution and the accredited agency / marketing agency a reasonable opportunity of hearing, shall dispose off the complaint within a period of ninety days.

10.2 The person or certified khadi institution aggrieved by the order of the CKMC may within a period of thirty days from the date of such order, prefer an appeal to the CEO of the Commission.

10.3 The CEO of the Commission shall, on receipt of an appeal, after giving an opportunity of hearing to the parties pass such order within ninety days, as he may consider appropriate including discontinuation of the accredited agency or marketing agency for such period or periods or reduction of any amount payable to them, as he may deem fit.

11. Monthly Report

State and Divisional offices have to furnish a monthly report of tags and labels distributed as well as remittances received for the same to the Office of the Central Khadi Mark Committee at Central office, KVIC by 5th day of every month. A copy needs to be given to Zonal Office/ZKMC also for record. The 'Monthly Report Format' is attached in **Appendix – II**.

12. Usage of Khadi Mark Stickers on Old Stock

12.1 At the time of enforcement of Khadi Mark Regulations, 2013 all the Khadi sales outlets and production centres will have unsold inventory of Khadi and Khadi products. The Regulation specifies that no textile shall be sold or otherwise traded by any person or certified khadi institution as khadi or khadi products in any form or manner without it bearing a Khadi Mark tag or label. Issuance of Khadi Mark Registration and affixing Khadi Mark tags and labels will take some time. Considering the fact that sale of Khadi will continue during this gestation period also and to avoid any difficulties that the institution or person would face in the process; a mechanism has been formulated to ensure that Khadi Mark stickers can be used only

on genuine Khadi for the initial period of implementation of Khadi Mark Regulations 2013.

12.2 To continue the sale of Khadi during this period, the Khadi Institutions can give an Undertaking in the format given at **Appendix - III** to the concerned State / Divisional Office of KVIC to use Khadi Mark stickers and tags on genuine Khadi products.

13. Appropriate publicity to the programme will be given in consultation with Director (Publicity) about introduction of Khadi Mark so as to create customer awareness and increase popularity of Khadi.

14. All State / Divisional Directors of KVIC are requested to conduct meeting with khadi institutions and explain to them the benefits and usefulness of Khadi Mark and to take all necessary steps for implementation of the Khadi Mark Programme as per the instant order as well as the Khadi Mark Protocol containing procedural details enclosed at **Appendix-I**.

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

Encl: as above

Sd/-24.2.2014

Director (RID)

To

1. All State/Divisional Directors, KVIC
2. All Chief Executive Officers/Secretaries/Managing Directors, State/UT KVI Boards

Copy for favour of information to:

1. All Members of the Commission
2. Chairman, Central Certification Committee
3. All Members of Central Certification Committee
4. Chairman of the Zonal Certification Committees (North Zone, South Zone, West Zone, Central Zone, East Zone and North-East Zone)
5. All Members of Zonal Certification Committee (North Zone, South Zone, West Zone, Central Zone, East Zone and North-East Zone)
6. Zonal Dy. Chief Executive Officers (North Zone, South Zone, West Zone, Central Zone, East Zone and North-East Zone)
7. All Programme / Industry Directors in the Central Office
8. All Project Manager of Central Sliver Plants of KVIC
9. Secretary to Hon'ble Chairman
10. OSD to Chief Executive Officer
11. Accounts Officer to Financial Advisor
12. PA to Chief Vigilance Officer
13. Director (Information Technology) for placing the Standing Order on web site.
14. Director (Publicity) with a request to publish the Standing Order in the ensuing issue of 'Jagriti' and suggest plan of action with estimates for effective publicity of Khadi Mark in a manner to reach out to larger public.
15. Standing Order file.

Sd/-24.2.2014

Director (RID)



Khadi Mark Protocol



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1. Introduction

Khadi is handcrafted textile of India. Khadi also has the distinction of being the only cloth to be used in the National Flag. In the current scenario, lack of consumer centric approach coupled with low consumer awareness could not protect interests of genuine Khadi producers in the market.

Hence, with an objective to create a distinct identity of genuine Khadi, KVIC has developed Khadi Mark under the Khadi Reform Development Programme to guarantee the genuineness of Khadi i.e. hand spun and hand woven, containing natural fibres (cotton/wool/silk), produced in India. As the promoter and guardian of Khadi Mark, Khadi and Village industries Commission (KVIC) will monitor, verify and enforce the genuineness of products being sold as Khadi.

This document on Khadi Mark Protocol describes the various operational procedures involved in implementation and administration of Khadi Mark.

1.1 Khadi Mark

Khadi Mark signifies that the Khadi product is made of natural fibre i.e. cotton, wool and silk through the process of hand spinning and hand weaving. In this regard, Khadi Mark Regulations 2013, published in the Gazette of India dated July 22, 2013, No. 3212 GI/2013, empowers KVIC to provide Khadi Mark by laying down standards of assurance and by authorizing the use of Khadi Mark.

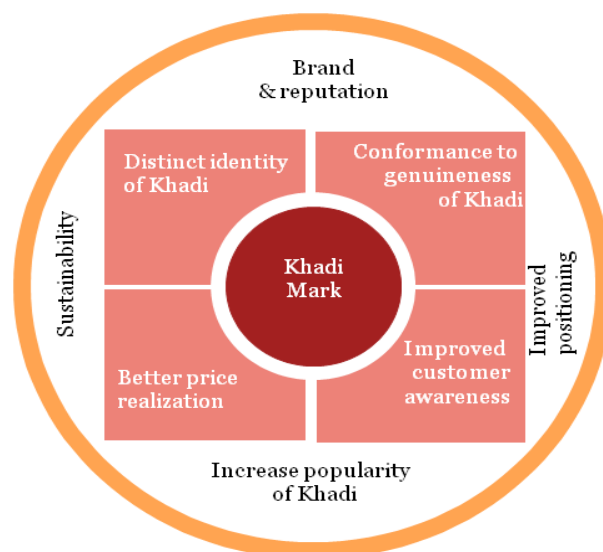
With the Khadi Mark Regulations 2013, in force, **no textile shall be sold or otherwise traded by any person or institution as Khadi or Khadi product in any form or manner without it bearing a Khadi Mark tag or label issued by the Commission under these regulations.** Also, no institution or person engaged in the business of sale of Khadi or Khadi products shall procure Khadi or Khadi products unless such Khadi or Khadi product bears a Khadi Mark tag or label issued under these regulations.

Khadi Mark tags or woven labels will not be applicable to Polyvastra and its products.

1.2 Objectives of Khadi Mark

The following are the key objectives of Khadi Mark:

- Guarantee genuineness of Khadi and Khadi products produced in India - “Hand Spun, Hand Woven and Natural Fibre”
- Establish an unique identity for Khadi
- Improved customer awareness
- Increase popularity of Khadi



1.3 Eligible entities

The Khadi Mark can be obtained by a certified Khadi institution or a person engaged in production or sale or trading or combination of these in Khadi and Khadi products. As per definitions specified in the Khadi Mark Regulations, 2013, “certified Khadi institution” means a Khadi institution which is enlisted with the Commission or State Khadi and Village Industries Board for financial and technical support and is issued a valid Khadi certificate by the Commission. Persons include:

- (i) an individual;
- (ii) a Hindu undivided family;
- (iii) a company;
- (iv) a firm;
- (v) an association of persons or a body of individuals, whether incorporated or not;
- (vi) every artificial juridical person, not falling within any of the preceding sub-clauses; and
- (vii) any agency, office or branch owned or controlled by such person

1.4 Khadi Mark Administration

Under the regulations, the following committees will be formed in administration of Khadi Mark.

1.4.1 Central Khadi Mark Committee

The following are the functions of the Central Khadi Mark Committee (CKMC).

- Issuance, suspension, cancellation, restoration of Khadi Mark Registration ensuring genuineness of Khadi and Khadi products.
- Lay down the procedures and methods for testing of Khadi and Khadi products.
- Supervise and guide the Zonal Khadi Mark Committees and suggest the Commission on matters related to Khadi Mark.
- Conduct audit or spot audit, inspection and the like related to Khadi Mark
- Receive any complaint filed by certified Khadi institutions or persons aggrieved by any of the activities or actions of accredited agencies or marketing agencies and take decision therein.

1.4.2 Zonal Khadi Mark Committee

The following are the functions of the Zonal Khadi Mark Committee (ZKMC).

- Renew the Khadi Mark registration issued by the CKMC before the certificate expires.
- Conduct or manage the programme for Khadi Mark process verification and sample testing to be done by accredited agencies.
- Issuance of Khadi Mark tag or label to State and Divisional offices of the Commission or to the authorised agency appointed by the Commission for distribution.
- Conduct audit or spot audits and inspections in relation to the Khadi Mark registration.
- Perform any other function as may be assigned to it by the Central Khadi Mark Committee (CKMC).

2. Procedure for obtaining Khadi Mark

Any certified Khadi institution or person engaged or to be engaged for producing or selling or trading of Khadi and Khadi products may apply in the prescribed registration form to KVIC. Registration Form of persons should be submitted along with a non-refundable application fee of Rs. 5000/ (fixed by the Commission from time to time) to be paid by a Demand Draft drawn in favor of Chief Executive Officer, KVIC payable at Mumbai. The form can be downloaded from the KVIC website (www.kvic.org.in). The form can also be obtained by hand from KVIC State/Divisional offices. A list of such offices is available on KVIC website.

Note: There shall be no fee for the certified Khadi institutions as they have already paid fee for obtaining Khadi certificate.

Any person or a certified Khadi institution desirous of registering for Khadi Mark shall make an application in:

- Form I, in case of registration of certified Khadi institution for Khadi Mark (**Annexure-I**)
- Form II, in case of registration of persons for Khadi Mark (**Annexure – II**)

The application received under this regulation shall be scrutinized by the Committee and thereafter shall undergo a verification process to ascertain hand spinning, hand weaving and use of natural fibre. The process of screening, verification and testing of Khadi samples will be facilitated by accredited agencies, appointed by KVIC. The applicant who complies with all the conditions shall be issued Khadi Mark registration by the CKMC.

However, certified Khadi institutions, which will make an application for Khadi Mark registration in the form I, are exempted from the certification process conducted through the accredited agencies. Such certified Khadi institutions should hold valid certificate issued by the Central Certification Committee (CCC) of KVIC. Registration of Khadi Mark will be considered automatically suspended or cancelled when the Certificate issued by the CCC to an institution is suspended or cancelled due to any reason.

Once, Khadi Mark Certificate is issued to an institution or a person, Khadi Mark tags and labels can be purchased from designated KVIC State or Divisional office on payment of prescribed fees, decided by the Commission from time to time. Every person or certified khadi institution shall request respective State or Divisional offices, as the case may be, at least ninety days prior to the procurement of Khadi Mark tags or labels.

2.1 Accredited Agency

As per the Khadi Mark Regulations 2013, accredited agencies will be engaged by KVIC to undertake the verification and testing of Khadi and Khadi products **for persons which do not hold a valid Khadi certificate**. Selection of such agencies will be done in consultation with the Bureau of Indian Standards, the National Accreditation Board for Certification and any other organisation approved by the Central Government for the purpose.

2.1.1 Roles and Responsibilities of Accredited Agencies

Following are the role and responsibilities of the accredited agencies:

- Conduct on site physical verification at the premises of the person's production centre for ensuring hand spinning and hand weaving process.
- Collect physical samples of Khadi and Khadi products (Number of samples, size and sampling technique to be prescribed by KVIC from time to time) for testing.
- Conduct or arrange testing of samples of Khadi and Khadi products produced or sold by the persons, through laboratories registered by the Central or State Governments, to ensure genuineness of Khadi.
- Ensure collection of information as per a uniform 'Site Verification Report' format for each applicant. **The format of 'Site Verification Report' has been given in Annexure V.**
- Submit a detailed Site Verification Report along with the Khadi and Khadi product samples collected within 15 working days from the receipt of the application to the respective Zonal / State / Divisional office of KVIC.
- State the nature of discrepancy, in case of any discrepancy found.
- Any other incidental or ancillary function assigned to them by the Commission in consultation with the CKMC.

Note: The Commission shall have the right to perform the functions enumerated above, if the accredited agencies fail to perform their functions in the event of any deficiency in the functions of accredited agencies.

2.1.2 Activities to be covered during Physical Verification

An indicative list of activities to be covered during the physical verification is as following:

Table 1: Activities to be covered in Physical Verification

SN	Particulars	Details
1.	Collect detailed information from the head office of the applicant person	<ul style="list-style-type: none"> a. Details of Khadi activities - production, sales and employment (overall and for each of the production and/or sales centre) b. Payment register details of each artisan (as per registration form)
2.	Verification of Central Vastragar (godown) of the applicant person	<ul style="list-style-type: none"> a. Check whether all category of products are available as per the list provided by the applicant (if not available check in the sales outlet) b. Collect samples as per the sampling procedure in Table 2 c. Fill up the Site Verification Report as per format prescribed by KVIC
3.	Verification at the Sales Outlet	<ul style="list-style-type: none"> a. Check whether all category of products are available as per the list provided by the applicant b. Whether all finished Khadi products bear the Khadi Mark tag and labels as per KVIC guidelines. Two processes would be followed: <ul style="list-style-type: none"> I. Inspection of displayed items for any breach or discrepancy II. Physical verification of at-least 50 finished goods covering all categories of displayed products in the sales outlet (through random sampling) c. Collect samples as per the sampling procedure in Table 2 d. Fill up the inspection report as per format prescribed by KVIC
4.	Verification at the Production Centre	<ul style="list-style-type: none"> a. Verification of physical presence of artisans at production center in accordance with production registration b. Total number of Artisans by verification of the production register c. No of Charkhas and Looms d. Products manufactured as per the list provided by the applicant e. Adherence to process of Khadi Production i.e. Hand Spinning on Charkha / Hand reeling on silk basin and Weaving on handloom f. Any other claims that the person has made in the form

2.2 Verification and Sampling procedure to be followed by Accredited Agency

The accredited agencies while collecting the samples for verification of genuineness of Khadi and Khadi products shall follow the procedure as specified in Table 2. **The agency should not consider and take any sample provided by the applicant.** Accredited agency has to take two samples of one product from central godown (product having highest production) and two samples of one product from the best performing sales outlet (product having highest sale). In case the applicant fails to comply with the site requirements, testing may not be done. The agency will inform Zonal Office, KVIC and testing will be done only after Zonal Office advises agency to do so in such case.

Detailed verification and sampling procedure is elaborated in **Table 2**.

Table 2: Verification and Sampling Procedure

Verification plan should cover the following:

- a. The Khadi production center having the highest production in last two years or current year
- b. The sales outlet having the highest sales in last two years or current year
- c. Central godown

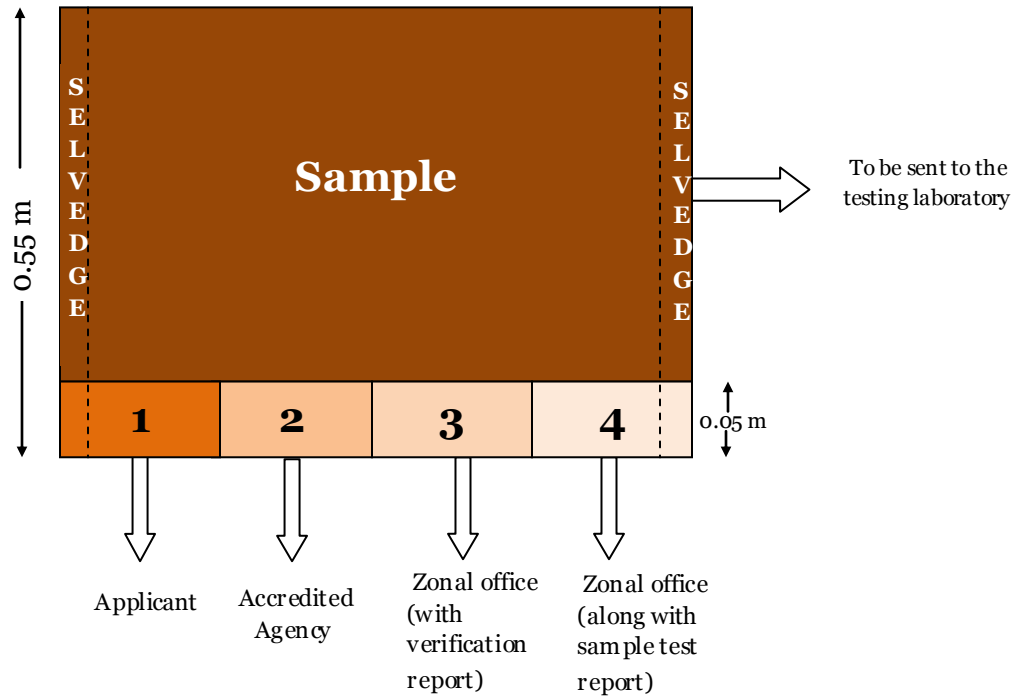
Khadi Samples to be collected as follows: (As far as possible avoid readymade fabric)

- a. Two samples of a product from central godown (product having highest production)
- b. Two samples of a product from the best performing sales outlet (product having highest sale)

The process of collecting sample is as follows:

- a. The sample has to be chosen by the accredited agency. (The agency should not consider and take any sample provided by the applicant)
- b. Collect two Khadi samples of length 1.05 mtr.
- c. Cut the sample into two pieces of 0.55 mtr and 0.50 mtr length. The samples have to compulsorily have selvedge on both the sides.
- d. Cut the 0.55 mtr sample into 5 swatches each measuring as follows:
 - i. Length 0.5 mts
 - ii. Length 0.05 mts - Cut this portion into 4 equal swatches as showcased in the picture below.

Table 2: Verification and Sampling Procedure



- e. All the portions should be signed on the top right hand side corner by the accredited agency and the bottom right hand side corner by the applicant.
- f. The procedure for maintaining Khadi samples is as follows
 - i. Swatch 1 : To be handed over to the applicant for reference
 - ii. Swatch 2 : To be retained by the Accredited Agency for reference
 - iii. Swatch 3 : To be submitted to the Zonal Office along with the Khadi production process compliance inspection report
 - iv. Swatch 4 : To be retained by the accredited agency, the same needs to be submitted to the Zonal office along with the Khadi Sample Test Report of Testing laboratories
- g. Sample (0.5 meter): To be retained by the accredited agency for the purpose of sending it to the testing laboratory based on the recommendation of the Zonal office after verification of the Khadi production process compliance inspection report.
- h. Another 0.5 meter sample has to be retained by the ZKMC for future testing in case of any dispute.

2.3 Method of Testing

Accredited agency will conduct testing of Khadi (Cotton/Wool/Silk or combination of them) samples or combination of them through Government approved testing laboratories. The laboratories will test the Khadi samples as per BIS-667-1981 (RA2008) for identification of 100% natural fibre and direction of twist and twists per inch as per BIS-832-1985 (RA1999).

2.4 Issue of Khadi Mark Registration Certificate

Accredited Agency will collect the test report from the testing laboratory and if the case is found to be satisfactory, they will submit the Khadi 'Site Verification Report' with sample test report to Zonal Office/ZKMC. Thereafter, zonal committee will send the Khadi production process compliance report and Khadi sample test report to CKMC. In case of renewal of registration, the same will be retained by the ZKMC. On receipt of the proposal, the CKMC will approve/ reject as the case may be for Khadi Mark registration based on Site Verification Report and Testing Report.

In case of the certified Khadi institution, the zonal committee will verify the registration Form-I and Khadi Certificate of the applicant institution. Certified Khadi institutions are exempted from the verification process conducted by the accredited agencies. Thereafter, ZKMC will forward its report with the registration form to the CKMC which may approve/reject the application for Khadi Mark Registration.

2.5 Validity of Khadi Mark Registration

Khadi Mark Registration Certificate, as given at **Annexure – VI**, will be issued to the eligible institution or person who will comply with all conditions as mentioned in the Regulations and the validity of the Khadi Mark registration will be for 5 years. The Khadi Mark Registration needs to be renewed every five years. Hence application for renewal of the same must be made **6 months in advance** to the respective KVIC office prior to six months of the expiry of the Khadi Mark Registration certificate. **Format of 'Khadi Mark Registration Renewal Form' is attached at Annexure - III.**

2.6 KVIC Basic Testing Facilities at CSP Chitradurga and Raebareli

KVIC is setting up two testing laboratories at Central Sliver Plant, Chitradurga and Raebareli to cross-verify the samples tested through accredited agencies as and when required.

3. Operational Issues related to Khadi Mark

3.1 Distribution and Maintenance of Records for Khadi Mark tags and labels

CKMC is the issuing authority of Khadi Mark Registration Certificate. The responsibility of CKMC includes getting tags and labels printed as per the technical specifications.

Once printed, these tags and labels will be delivered to the State and Divisional offices of KVIC for distribution among the institutions and persons who have been issued a Khadi Mark Registration Certificate. **Every State and Divisional office of KVIC will designate a person not less than rank of a Development Officer/Assistant Development Officer to undertake the supervision of distribution and maintenance of records for Khadi Mark tags and labels** (Format for maintenance of records attached in **Annexure VII** and format for Stock Register is attached in **Annexure VIII**).

3.2 Cost of Khadi Mark Tags and Labels

After the application process is over and a person or an institution will be authorised to use Khadi Mark, they will be required to buy tags and sew-in labels from designated KVIC State or Divisional offices at a price prescribed by KVIC.

3.3 Specifications of Khadi Mark Tags and Labels

It is important to know the specifications of Khadi Mark tags and labels for all the stakeholders. It will help to recognize duplication of the same to avoid illegal usage of Khadi Mark tags and labels. Key specifications of tags and labels are mentioned in the table below.

Table 3: Specifications of Khadi Mark tags and labels		
Description	Tags	Sew-in Labels
Material	Handmade Paper	Synthetic cloth (PFY)
Size	8 cm X 5 cm	5 cm X 3 cm
Colour	Color – White/Off white	Color – White/Off white
Hologram	1cmX1cm	Not applicable
Unique Identification Code	13 digit numeric code	Not applicable
Khadi Mark Registration Number of the Institution or Person	Registration Number as given on the Khadi Mark Registration Certificate	Not applicable

3.4 Coding System for Khadi Mark Tags

Each Khadi Mark tag will bear a unique 13 digit numeric code. The first two digits will be the State code. The next two digits will be the last two digits of the year of tag generation. The remaining 9 digits will be the running serial number.

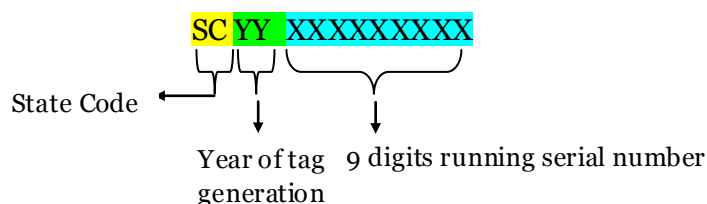


Illustration:

Suppose a Khadi Mark tag is issued in the year 2013 from Maharashtra State office. (We assume that the state code of Maharashtra is 22). It is the 756th tag of Khadi Mark issued from the Maharashtra State. So the unique tag code will be: **2213000000756**

In case of yardage (cut piece) purchase where the Khadi Mark tag will not be accompanied with the piece of yardage purchased, in such case, the respective tag number should be written in the purchase bill / cash memo.

3.5 Usage and Display Instructions for Khadi Mark Tags and Labels

Users need to strictly follow the instruction for usage and display of Khadi Mark tags and labels. Specifications have been made regarding their usage, appropriate to the nature of products. The picture below shows the usage of tags and labels. Instruction for usage of tags and labels is given in section 3.6. It is advised to understand these details for an effective usage of tags and labels.

Every person or certified Khadi institution has to display count of yarn, variety indicating whether it is cotton, wool, silk or a combination of them, name of the producing institution, year and place of production on the products as may be necessary. Separate tag or sticker can be used to display such information by the institutions and persons. They also need to keep the record of the physical construction details of ends per inch, picks per inch and width and inform public on demand. Also, every tag has to bear the Khadi Mark Registration number of the institution or person given to it by the CKMC.

Tags and labels have to be displayed at appropriate places varying on the nature of products. **The type of natural fibre has to be shown on the tag by marking a tick mark on cotton, wool or silk and on more than one of them in case of mixture.**

Commission observed that apart from certified khadi institutions any customer purchasing khadi from Khadi institutions for the purpose of further sale should also ensure that the khadi products contain the khadi mark tag and they will not put their own tags on the products.



3.6 Use of Khadi Mark Tags and Labels on products

1. Only Hang Tag:

Special Item	National Flag
Yardage and Piece Goods	Than/Yardage, Dhoti, Saree, Lungi, Blouse piece, Suit piece, Chuniri, Angavastram and such other items.
Yarn	Hank of yarn in bundle

2. Hang Tag and sew-in Label:

Gents Ready-mades	Shirts, Kurta, Trouser, Jacket, Jerkin, Sherwani, Achkan, Blazer and such other items.
Ladies Ready-mades	Kurta, Short Kurta, Tops, Night Gown
Home Furnishings	Darri, Khes, Galicha, Bed-sheet, Quilt, Blanket and such other items

3. Only Sew-in Label:

Gents Ready-mades	Pyjama, Banian, Under wears and such other items
Ladies Ready-mades	Salwar, Maxi, Skirt, Petti Coat, Lehnga Choli and such other items.
Home Furnishings	Cushion cover, Pillow Cover, Mattress, Gamcha, Towel, Musand, Assan and such other items.
Wrap Apparel and other made-ups	Apron, Gloves, Tie, Scarf, Muffler, Caps, Bags, Purse and such other items.

4. No Tag and sew-in Label Items:

Items such as Hand Kerchief, Duster cloth, Pochha, Nada etc.
Any item of sale value less than Rs. 50/- per piece.

3.7 Renewal of Khadi Mark Registration

The registration of Khadi Mark shall be renewable every five years. The prescribed registration renewal Form – III is attached at **Annexure – III**. Hence application for the same must be submitted prior to six months of the expiry of the user certificate. **If the period between the date of application for renewal and the date of expiry is less than six months it will**

be treated as a new application. The renewal will require the institution or person to undergo similar process as prescribed for the issuance of a new Khadi Mark Registration.

3.8 Enforcement Measures

Measures will be taken to ensure that Khadi Mark tags or labels or both are used properly as per the provisions under the Khadi Mark Regulations 2013. It would include audit or spot audit, inspection and the like related to Khadi Mark. **The ZKMCs will form ‘Khadi Mark Enforcement Team’ in each State led by an officer not less than rank of an Assistant Director to conduct audit or spot audit, inspection and the like related to Khadi Mark.**

These teams can conduct random spot quality audits/checks and site verification from time to time. Spot audits and random verifications can also be done based on complaints received against an institution or person. A detailed report will be submitted to the ZKMC and if appropriate action is required in case of any violation, the same can be forwarded to CKMC for further action.

3.9 Suspension and Cancellation of Khadi Mark Registration

In case of any violation of any provision laid under the Khadi Mark Regulations 2013 by the certified khadi institution or person, the CKMC after giving notice of not less than one month to the violator shall suspend the right to use Khadi Mark granted to certified khadi institution or person for a period not exceeding six months. The Committee may extend the period of suspension for a period of another six months and failure to rectify the violations shall lead to cancellation of the Khadi Mark Registration.

The institution or person whose right to use Khadi Mark has been suspended, may file an application before the CEO of the Commission for revocation of the order of suspension on payment of a fee prescribed by the Commission from time to time. The CEO of the Commission on receipt of the application shall proceed to hear the aggrieved institution or person and pass such order as it may deem fit within a period of 60 days from the date of receipt of appeal

In case of two consecutive instances of violations by any institution or person, its right to use Khadi Mark tag or label shall be deemed to have been cancelled and in such case the office of the Commission shall take into its custody all Khadi Mark tags or labels issued to the institution or person without refund of cost of the tags or labels. The CKMC may cancel the Khadi Mark Registration of an institution or person which in its opinion has ceased functioning for a period of one financial year or which is found to be defunct or has not applied for renewal of Khadi Mark Registration.

3.10 Grievance/Complaint Redressal Mechanism

A. Grievance redressal in case of cancellation of Khadi Mark

The institution or person, as the case may be, aggrieved from the decision of cancellation of a Khadi Mark Registration by the Central Khadi Mark Committee, may, within a period of thirty

days from the date of such order, prefer an appeal before the Chairman of the Commission for revocation of suspension or, cancellation of the Khadi Mark Registration as the case may be. The Chairman, after giving a reasonable opportunity of hearing to the aggrieved institution or person, shall, within a period of sixty days from the date of receipt of this appeal, dispose off the appeal.

B. Complaints related to Khadi Mark

Any complaint relating to Khadi and Khadi products or misuse of Khadi Mark tag or label may, within fifteen days of its purchase, be reported to the institution or person from where Khadi and Khadi products have been purchased. The institution or person shall record such complaint and provide an acknowledgment to the complainant in Form - IV (**Annexure IV**). The institution or person shall, within a period not exceeding ten working days from the date of receipt of the complaint, resolve the complaint. If the complainant is not satisfied with the redressal of the complaint, he may lodge a formal complaint with the State or, Divisional Director of the Commission as the case may be. The State or, Divisional Director of the Commission, as the case may be, shall dispose off the complaint and take suitable action as early as possible but not more than thirty working days from the date of receipt of the complaint.

C. Complaints related to Accredited Agency and Marketing Agency

Any person or certified Khadi institution aggrieved by any action or measure taken by the accredited agency and marketing agency may file a complaint to the CKMC within a period of thirty days. After giving such person or certified Khadi institution and the accredited agency and marketing agency a reasonable opportunity of hearing, CKMC will dispose off the complaint within ninety days. Any person or certified Khadi institution aggrieved by the order of the CKMC, may appeal to the CEO of the Commission within a period of thirty days. The CEO of the Commission, after giving an opportunity of hearing to the parties, can pass an order within ninety days as he may consider appropriate including discontinuation of the accredited agency or marketing agency for such period(s) or reduction of any amount payable to them as he may deem fit.

Table 4: Steps for obtaining Khadi Mark

Process	Persons	Certified Khadi Institutions
Step 1	Download the prescribed application form from KVIC website www.kvic.org.in or obtain it from designated State or Divisional offices of KVIC	Download the prescribed application form from KVIC website www.kvic.org.in or obtain it from designated State or Divisional offices of KVIC
Step 2	Submission of application to the State /Divisional office (nominated official of the State /Divisional office) in the prescribed application form of Khadi Mark along with the prescribed application fees	Submission of application to the State /Divisional office (nominated official of the State /Divisional office) in the prescribed application form of Khadi Mark
Step 3	<p>Preliminary scrutiny of the application at the State / Divisional office by nominated official. The scrutiny will include:</p> <ol style="list-style-type: none"> 1. Eligibility criteria of the person as defined in the Khadi Mark Regulations, 2013 2. Completeness of the application form 3. Application fees 4. Whether all required enclosures are provided (as per prescribed format wherever applicable) <p>Nominated official of the State/Division office to acknowledge receipt of complete application (<i>issue acknowledgement receipt</i>)</p>	<p>Preliminary scrutiny of the application at the State / Divisional office by nominated official. The scrutiny will include:</p> <ol style="list-style-type: none"> 1. Eligibility criteria of the institutions as defined in the Khadi Mark Regulations, 2013 2. Completeness of the application form 3. Whether all required enclosures are provided (as per prescribed format wherever applicable) <p>Nominated official of the State/Division office to acknowledge receipt of complete application (<i>issue acknowledgement receipt</i>)</p>
Step 4	State/Divisional office to make two photocopies of the complete application form and attest the same	State/Divisional office to make two photocopies of the complete application form and attest the same
Step 5	<p>State/ Divisional office forwards the examined and verified application form along with one attested photocopy to the Zonal office within 7 working days from receipt of the application</p> <p>The State/ Divisional office will retain one attested copy of the application form</p>	<p>State/ Divisional office forwards the examined and verified application form along with one attested photocopy to the Zonal office within 7 working days from receipt of the application</p> <p>The State/ Divisional office will retain one attested copy of the application form</p>
Step 6	Zonal office assigns an Accredited agency for Khadi Mark process verification within 7 working days	Zonal office will send the application form with all the documents to Central Khadi Mark Committee in case of new application and Zonal Khadi Mark Committee in case of application for renewal

Table 4: Steps for obtaining Khadi Mark

Process	Persons	Certified Khadi Institutions
Step 7	Zonal office handovers one copy of the duly completed application form to the accredited agency	On receipt of the proposal, the CKMC / ZKMC will approve/ reject as the case may be for Khadi Mark registration, preferably, within 14 working days from receipt of proposal
Step 8	Accredited agency conducts physical verification <i>(Description provided in Table 2)</i>	Upon receipt of Khadi Mark Registration Certificate from CKMC in case of new registration and from ZKMC in case of renewal, the Zonal office will intimate the State/Division office and forward the original Registration Certificate along with the approval copy of Khadi Mark Registration
Step 9	Accredited agency collects physical samples of Khadi textiles <i>(Refer table 2 for collecting Khadi samples)</i>	The State/Divisional office will intimate the institution to collect the Khadi Mark Registration Certificate.
Step 10	Accredited agency submits Khadi production process compliance inspection report along with swatch 3 of the Khadi sample and 0.5 mtr piece of the sample (to be retained by Zonal Office) to the respective Zonal office of KVIC (Within 7 working days from the date of receipt of registration form from the Zonal office)	The Institution will place an requisition order for purchase of Khadi Mark tags and labels along with prescribed price
Step 11	Zonal office will verify the Khadi production process compliance inspection report and recommend for sample test to be done by the Accredited agency through the Govt. approved testing laboratories <i>(for cases where the inspection report is found to be satisfactory)</i>	Institution will collect Khadi Mark tag and labels in person from the State/Divisional office concerned
Step 12	Accredited agency conducts testing of two Khadi samples through Government approved testing laboratories	
Step 13	Accredited Agency collects the test report from the testing laboratory	
Step 14	Accredited Agency furnishes the swatch 4 of the Khadi sample and original sample test report rendered by the laboratories to the Zonal office (Within 30 days of the receipt of the registration/renewal form)	

Table 4: Steps for obtaining Khadi Mark

Process	Persons	Certified Khadi Institutions
Step 15	<p>On verification of the Khadi Sample Test Report by KVIC Zonal office, if the case is found satisfactory, the zonal office will recommend the proposal in the original form.</p> <p>Zonal office will send the Khadi production process compliance inspection report and Khadi Sample Test Report to Central Khadi Mark Committee in case of new application and Zonal Khadi Mark Committee in case of renewal application</p>	
Step 16	<p>On receipt of the proposal, the CKMC / ZKMC will approve/ reject as the case may be for Khadi Mark registration/renewal, preferably, within 14 working days from receipt of proposal</p>	
Step 17	<p>Upon receipt of Khadi Mark Registration Certificate from CKMC in case of new registration and from ZKMC in case of renewal, the Zonal office will intimate the State/Divisional office and forward the original Registration Certificate along with the approval copy of Khadi Mark Registration</p>	
Step 18	<p>The State/Divisional office will intimate the persons or the institution to collect the Khadi Mark Registration Certificate.</p>	
Step 19	<p>Person will place a requisition order for purchase of Khadi Mark tags and labels along with prescribed price</p>	
Step 20	<p>Person will collect Khadi Mark tags and labels in person from the State/Divisional office concerned</p>	

Table 5: Timeline for the processes to obtain Khadi Mark

Stages	Activities	Process Owner	Timelines (Preferably)
Application Scrutiny (Stage1)	<ul style="list-style-type: none"> Scrutiny of registration/renewal form submitted by certified Khadi Institution or person 	<ul style="list-style-type: none"> State Divisional Office 	<ul style="list-style-type: none"> Within 7 working days after submission of form
Application Screening (Stage2)	<ul style="list-style-type: none"> Application Screening Legal Vetting Appointing an accredited agency, in case of person, for Khadi production process compliance inspection and sample testing 	<ul style="list-style-type: none"> Zonal Office 	<ul style="list-style-type: none"> Within 7 working days after receipt of scrutinised application from State / Divisional office
Process Verification and Sample testing (Stage3)	<ul style="list-style-type: none"> Site inspection Khadi production process compliance inspection report submission Sample testing through Government approved laboratory. Sample Test Report submission 	<ul style="list-style-type: none"> Accredited agency 	<ul style="list-style-type: none"> Compliance inspection report within 15 working days after intimation by KVIC Zonal office Sample Test Report within 30 days of the receipt of the application
Issuance / Renewal of Khadi mark (Stage 4)	<ul style="list-style-type: none"> Evaluation of report of accredited agency Issuance of Khadi Mark Registration Certificate 	<ul style="list-style-type: none"> Issuance by CKMC Renewal by ZKMC 	<ul style="list-style-type: none"> Within 14 working days after submission of report by accredited agency

Form I

(See clause (a) of sub-regulation (2) of regulation 22)

'Khadi Mark' Registration Form for Certified Khadi Institutions

Khadi and Village Industries Commission, "Gramoday", 3 Irla Road,
Vile Parle (West), Mumbai, PIN – 400056, Maharashtra, India.

Website : www.kvic.org.in

For Office Use Only

Institution Name																				
Application Number																				
													Date of receipt of Application	D	D	M	M	Y	Y	
Name of the State/Division Office																				

Work Flow

Document	Verified (✓)	Name and Designation of KVIC Official	Sign	Date	Remark
Received completed application form with all enclosures					
Recommendation of the proposal to Central Khadi Mark Committee (CKMC)					
Approval of CKMC					
Khadi Mark to be issued / rejected					
Date of issue of Khadi Mark tags and labels					
Copy of Certification by KVIC					

Acknowledgement Slip

Application Number

Received application from _____ on

Sign of the KVIC official

Checklist of documents to be submitted with Registration Form

Document to be annexed	Tick	Documents to be annexed	Tick
Address and contact of all Production Centres and sales outlets (As per Annexure 1)		Attested copy of Memorandum of Association / Bye-laws (Not Applicable for person)	
List of all khadi products manufactured and desirous of being labeled with Khadi Mark (As per format in Annexure 2)		Certified list of Managing Committee Members/ Trustees with Photos and ID proof (copy of PAN Card / Driving License/ Voters ID/ Passport)	
List of Artisans with details (As per format in Annexure 3)		Copy of Audited balance sheet and Profit & Loss Account for last 3 years	
Copy of Khadi certificate (applicable to the existing Khadi institutions)		Copy of registration certificate	
Resolution of Managing Committee / Management approaching KVIC for Khadi Mark (As per format in Annexure 4)		Affidavit on Stamp paper of the value as per State Stamp Act) (as per Annexure 5)	

Terms and Conditions:

1. Issue of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013
2. The applicants who comply with all the conditions prescribed under these regulations shall be authorised to use Khadi Mark as provided by the KVIC from time to time.

Note: Certified Khadi Institutions need not undergo the process of screening, verification and testing of Khadi..

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark'

**(Authorized Signatory)
Seal with Designation**

Annexure 1

Address and contact of all Production Centres

Production Centre 1. Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Production Centre 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:

*If more than four production centers kindly attach separate sheet.

Address of all Sales Outlets

Sales outlet 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:	Sales outlet 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:
Sales outlet 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:	Sales outlet 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:

*If more than four sales outlets kindly attach separate sheet.

Annexure 2

List of all Khadi products manufactured and desirous of being labeled with Khadi Mark

Kindly mention the approximate quantity to be sold per year					
Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choli/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage(metres)		Than (metres)		Yarn Bundle (metres)	
Any other items					

Note: - Items such as hand kerchief, duster cloth, pochha, nada and any such other small items will not be affixed either with hang tag or sew-in labels.

Annexure 3

List of Artisans with details

Name of the production centre : _____
 Address : _____

Name of Artisan	Artisan Pass Book Number	Address	Nature of Work (Tick wherever applicable)				Sex (M/F)	Age	Average earnings per month	Bank / Post office Account no.
			Spinners	Weavers	Traditional	Improved				

Attach separate sheet for each production centre
 Average earning per month = (Total earnings / Number of months worked)

Annexure 4

Sample Resolution of Managing Committee / Management approaching KVIC for Khadi Mark.
(Not applicable for person)

To be submitted on the Institution's Letter head

Managing Committee meeting no: _____ Dated: _____

Agenda Item No: _____

Sub: Application for Khadi Mark

Resolution

Resolved that, to apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided to authorize Shri _____, Secretary of _____ to comply with all requisite formalities prescribed by the KVIC in this regard.

Certified True Copy

Sd/-

Chairman/President

Sd/-

Secretary

Seal

Annexure 5

Format for Self Declaration

Affidavit for using Khadi Mark labels and tags on hand-woven, hand-spun, Khadi vastra

(Affidavit to be affixed on Stamp Paper of the value as per State Stamp Act)

Date: _____

To
The Chairman
Central Khadi Mark Committee
Khadi and Village Industries Commission
Ministry of Micro, Small and Medium Enterprises
Gramodaya, Irla Road, Vile Parle (W)
Mumbai – 400 056

Dear Sir,

“I/We hereby confirm/undertake that _____ (Name of the Institution) registered under _____ (Name of Act/legislation under which the institution is registered) has/have been selling/trading in Khadi and Khadi products and we have been certified by the Khadi and Village Industries Commission under a Code and possess a valid Khadi Certificate issued by the Commission. I/We confirm that

Our institutions produces genuine khadi vastra and products i.e. hand spun, hand woven and of natural fibre as defined in the KVIC Act.

Khadi Mark Regulations 2013 has come into force from 2nd October 2013 and under the act, no person or institution shall sell or otherwise trade in Khadi or Khadi products in any form or manner without obtaining a Khadi Mark Certificate.

Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark.

These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven.

I/we will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me

I/We declare that the information given above is true and will be adhered to strictly and I/we will be solely responsible for any violation of the same that may entail legal action against me/us.

Chairman/President
(with seal)

Secretary
(with seal)

Treasurer
(with seal)

Form II

(See clause (b) of sub-regulation (2) of regulation 22)

'Khadi Mark' Registration Form for Persons

Khadi and Village Industries Commission, "Gramoday", 3 Irla Road,
Vile Parle (West), Mumbai, Pin – 400056, Maharashtra, India.
Website : www.kvic.org.in

For Office Use Only

Institution/ Organization/ Person Name																						
Application Number											Date of receipt of Application	D	D	M	M	Y	Y					
Name of the State/Division Office _____																						
Name of the assigned Accredited Agency _____ (Not applicable in case of certified khadi institutions)																						

Work Flow

Document	Verified (✓)	Name and Designation of KVIC Official	Sign	Date	Remark
Received completed application form with all enclosures					
Accredited agency assigned for inspection					
Receipt of inspection report from accredited agency					
Recommendation of the proposal to Central Khadi Mark Committee (CKMC)					
Approval of CKMC					
Khadi Mark to be issued/ rejected					
Date of issue of Khadi Mark tags and labels					

Acknowledgement SlipApplication Number

Received application from _____ on
with an application fee by demand draft of Rs. _____ DD No. _____
bank/branch _____ along with all enclosures.

D	D	M	M	Y	Y
---	---	---	---	---	---

Sign of the KVIC official

'Khadi Mark' Registration Form for Persons

Khadi and Village Industries Commission, "Gramoday", 3, Irla Road,
Vile Parle (West), Mumbai, Pin-400056. Maharashtra, India.
Website: www.kvic.org.in

1. Name	
2. Registered Address of the Institution/Organization/Person	
Phone / Fax	
3. Mailing Address (If different from above)	
Phone / Fax	

4. A. Type of Institution/Organisation/Person (Tick where applicable)		B. Registration Details	
Society (under SRA)	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Co-operative Society	<input type="checkbox"/>	Panchayati Raj Institution	<input type="checkbox"/>
Company	<input type="checkbox"/>	Registered Govt Body	<input type="checkbox"/>
SHG	<input type="checkbox"/>	Educational Institute	<input type="checkbox"/>
Entrepreneur	<input type="checkbox"/>	Others Specify	<input type="checkbox"/>
		Registration number	_____
		Place of Registration	_____
		Date of certificate	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Name of the Authorized Person with Designation	_____

5. Details of Khadi Activities (✓)	Number of Production Centres	<input type="text"/>
Production <input type="checkbox"/> Sales <input type="checkbox"/> Export <input type="checkbox"/> Others _____	Number of Sales outlets	<input type="text"/>
Annual Production (Rs. in lakh)	Number of Spinners	<input type="text"/>
Annual Sales (Rs. in lakh)	Number of Weavers	<input type="text"/>
	Number of other artisans	<input type="text"/>
	Number of other staff	<input type="text"/>

6. Annual Volume of Sales of Khadi and Khadi Products						
Categories	Cotton		Silk		Wool	
	Retail	Wholesale	Retail	Wholesale	Retail	Wholesale
Yardage (meters)						
Ready to use (Nos)						

7. Particulars of Payment for DD No. _____ Amount Rs. _____ Dated	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Application of Khadi Mark	Bank _____ Branch _____

* Whenever the institution/organization/person updates any of these, it is liable on the institution/organization/person to immediately notify KVIC of the same.

Checklist of documents to be submitted with registration form

Document to be annexed	Tick	Documents to be annexed	Tick
Address and contact of all Production Centres and sales outlets (As per Annexure 1)		Attested copy of Memorandum of Association / Bye-laws	
List of all khadi products manufactured and desirous of being labeled with Khadi Mark (As per format in Annexure 2)		Certified list of Managing Committee/ Board Members/ Trustees with Photos and ID proof (copy of PAN Card / Driving License/ Voters ID/ Passport)	
List of Artisans with details (As per format in Annexure 3)		Copy of Audited balance sheet and Profit & Loss Account for last 3 years	
Resolution of Managing Committee / Management approaching KVIC for Khadi Mark (As per format in Annexure 4)		Copy of registration certificate	
Affidavit on Stamp paper of the value as per State Stamp Act) (as per Annexure 5)			

Terms and Conditions :

1. Issue of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013
2. The applicant shall undergo the process of screening, verification and testing of Khadi samples by Accredited Agencies appointed by KVIC from time to time.
3. The applicants who comply with all the conditions prescribed under these regulations shall be authorised to use Khadi Mark as provided by the KVIC from time to time.

Note: Certified Khadi Institutions need not undergo the process of screening, verification and testing of Khadi..

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark'

I/We have carefully read and understood the terms and conditions regarding the "Khadi Mark' and I/we solemnly affirm that the information furnished in this form and the documents annexed by me/us are true and correct. I/We agree to abide by the rules and regulations formulated from time to time in accordance with the guidelines issued by Commission. I/we will never do anything that may infringe ethos of Khadi.

Further, I/we promise not to misuse the 'Khadi Mark'

Place _____

Dated _____

**(Authorized Signatory)
Seal with Designation**

Annexure 1

Address and contact of all Production Centres

Production Centre 1. Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Production Centre 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:

*If more than four production centers kindly attach separate sheet.

Address of all Sales Outlets

Sales outlet 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:	Sales outlet 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:
Sales outlet 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:	Sales outlet 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick): Address: Phone: Fax:

*If more than four sales outlets kindly attach separate sheet.

Annexure 2

List of all Khadi products manufactured and desirous of being labeled with Khadi Mark

Kindly mention the approximate quantity to be sold per year					
Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choli/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage(metres)		Than (metres)		Yarn Bundle (metres)	
Any other items					

Note: - Items such as hand kerchief, duster cloth, pochha, nada and any such other small items will not be affixed either with hang tag or sew-in labels.

Annexure 3

List of Artisans with details

Name of the production centre : _____

Address : _____

Name of Artisan	Artisan Pass Book Number	Address	Nature of Work (Tick wherever applicable)				Sex (M/F)	Age	Average earnings per month	Bank / Post office Account no.
			Spinners	Weavers	Traditional	Improved				

Attach separate sheet for each production centre

Average earning per month = (Total earnings / Number of months worked)

Annexure 4

Sample Resolution of Institution/Organization/Person approaching KVIC for Khadi Mark

To be submitted on the Institution's/Organization's/Person's Letter head

Board/Managing Committee meeting no: _____ Dated: _____

Agenda Item No: _____

Sub: Application for Khadi Mark

Resolution

Resolved that, to apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided to authorize Shri _____, Secretary of _____ to comply with all requisite formalities prescribed by the KVIC in this regard.

Certified True Copy

Yours faithfully,

For (Name of the Member)

1. Authorized Signatory _____
(Name of Designated Director/ President/ Proprietor/Chairman)

2. Authorized Signatory _____
(Name of Designated Secretary/Treasurer/ Vice President/Vice Chairman)

Rubber stamp
Place:-

Annexure 5

Format for Self Declaration

Affidavit for using Khadi Mark labels and tags on hand-woven, hand-spun, Khadi vastra

(Affidavit to be affixed on stamp paper of the value as per State Stamp Act)

Date: _____

**To
The Chairman
Central Khadi Mark Committee
Khadi and Village Industries Commission
Ministry of Micro, Small and Medium Enterprises
Gramodaya, Irla Road, Vile Parle (W)
Mumbai – 400 056**

Dear Sir,

“I/We hereby confirm/undertake that _____ (Name of the Institution) registered under _____ (Name of Act/legislation under which the institution is registered) has/have been selling/trading in Khadi and Khadi products. I/We confirm that

Our institutions produces genuine khadi vastra and products i.e. hand spun, hand woven and of natural fibre as defined in the KVIC Act.

Khadi Mark Regulations 2013 has come into force from 2nd October 2013 and under the act, no person or institution shall sell or otherwise trade in Khadi or Khadi products in any form or manner without obtaining a Khadi Mark Certificate.

Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark.

These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven.

I/we will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me

I/We declare that the information given above is true and will be adhered to strictly and I/we will be solely responsible for any violation of the same that may entail legal action against me/us.

Yours faithfully,

For (Name of the Member)

1. Authorized Signatory _____
(Name of Designated Director/ President/ Proprietor/Chairman)

2. Authorized Signatory _____
(Name of Designated Secretary/Treasurer/ Vice President/Vice Chairman)

Rubber stamp
Place:-

Form III

(See clause (c) of sub-regulation (2) of regulation 22)

'Khadi Mark' Renewal Form

Khadi and Village Industries Commission, "Gramoday", 3 Irla Road,
Vile Parle (West), Mumbai, PIN – 400056, Maharashtra, India.
Website : www.kvic.org.in

For Office Use Only

Institution/ Organization/ Person Name																				
Application Number												Date of receipt of Application	D	D	M	M	Y	Y		
Name of the State/Division Office	_____																			
Name of the assigned Accredited Agency (Not applicable for certified khadi institutions)	_____																			

Work Flow

Document	Verified (✓)	Name and Designation of KVIC Official	Sign	Date	Remark
Received completed application form with all enclosures					
Accredited agency assigned for inspection (not applicable for certified khadi institutions)					
Receipt of inspection report from accredited agency (not applicable for certified khadi institutions)					
Recommendation of the proposal to Zonal Khadi Mark Committee (ZKMC)					
Approval of ZKMC					
Khadi Mark to be issued/ renewed /rejected					
Date of issue of Khadi Mark tags and labels					

Acknowledgement Slip

Application Number

Received application from _____ on
with an application fee by demand draft of Rs. _____ DD No. _____
bank/branch _____ along with all enclosures.
(Fee not applicable for certified khadi institutions)

Sign of the KVIC official

'Khadi Mark' Renewal Form

Khadi and Village Industries Commission, "Gramoday", 3 Irla Road,
Vile Parle (West), Mumbai, PIN – 400056, Maharashtra, India.
Website : www.kvic.org.in

1. Name																						
2. Registered Address of the Institution/ Organization/Person																						
Phone / Fax																						
3. Mailing Address (If different from above)																						
Phone / Fax																						
4. Whether holds a valid Khadi Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>	Khadi Certificate number						Assisted by															
Date of issue of first certificate	D D M M Y Y					KVIC <input type="checkbox"/> KVIB <input type="checkbox"/>																
Khadi Certificate valid up to	D D M M Y Y																					
5.A Type of Institution/Organisation/Person (Tick where applicable)											B Registration Details											
Society (under SRA) <input type="checkbox"/>	Trust <input type="checkbox"/>									Registration number												
Co-operative Society <input type="checkbox"/>	Panchayati Raj Institution <input type="checkbox"/>									Place of Registration												
Company <input type="checkbox"/>	Registered Govt. Body <input type="checkbox"/>									Date of certificate	D D M M Y Y											
SHG <input type="checkbox"/>	Educational Institute <input type="checkbox"/>									Name of the Authorised Person with Designation												
Individual <input type="checkbox"/>	Others Specify <input type="checkbox"/>																					
6. Date of Expiry of Validity of Khadi Mark*	D D M M Y Y																					
7. Details of Khadi Activities** : (√)											Number of Production Centres											
Production <input type="checkbox"/> Sales <input type="checkbox"/> Export <input type="checkbox"/> Others _____											Number of Sales outlets											
Annual Production (Rs. in lakhs)						Number of Spinners																
Annual Sales (Rs. in lakhs)						Number of Weavers																
										No. of other Artisans												
										Number of other staff												
8. Annual Volume of Sales of Khadi and Khadi products																						
Categories	Cotton				Silk				Wool													
	Retail		Wholesale		Retail		Wholesale		Retail		Wholesale											
Yardage (meters)																						
Ready to use (Nos)																						
9. Particulars of Payment for application of Khadi mark (Not applicable for Certified Khadi Institutions)	DD No. _____	Amount Rs. _____	Dated	D D M M Y Y																		
	Bank _____	Branch _____	Branch _____																			

* Period between the date of application for renewal and the date of expiry should be less than six months

**Whenever the institution/organization updates any of these, it is liable on the institution to immediately notify KVIC of the same.

Check List of documents to be enclosed along with the renewal form

Documents to be annexed for all Institutions	Tick	Additional documents to be annexed for Institutions that do not have a Khadi certificate	Tick
Address and contact of all Production Centres and sales outlets (As per Annexure 1)		Attested copy of Memorandum of Association / Bye-laws	
List of all khadi products manufactured and desirous of being labeled with Khadi Mark (As per format in Annexure 2)		Copy of Audited balance sheet and Profit & Loss Account for last 3 years	
List of Artisans with details (As per format in Annexure 3)		Certified list of Managing Committee/Board Members/Trustees with Photos and ID proof (copy of PAN Card / Driving License/Voters ID/ Passport)	
Copy of Khadi certificate (applicable to the existing Khadi Institutions)		Resolution of Managing Committee/Board approaching KVIC for Khadi Mark renewal (As per format in Annexure 4)	
Copy of registration certificate		Demand Draft of required amount (Not applicable for certified khadi institutions)	
Affidavit on Stamp paper of the value as per State Stamp Act) (as per Annexure 5)			

Terms and Conditions :

1. Renewal of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013.
2. The applicant shall undergo the process of screening, verification and testing of Khadi samples by Accredited Agencies appointed by KVIAC from time to time.
3. The applicants who comply with all the conditions prescribed under these regulations shall be authorized to use Khadi Mark as provided by the KVIC from time to time.

Note:

Certified Khadi Institutions are exempted from the process of screening, verification and testing of Khadi Samples.

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark'

I/we have carefully read and understood the terms and conditions regarding the "Khadi Mark" and I/we solemnly affirm that the information furnished in this form and the documents annexed by me/us are true and correct. I/we agree to abide by the rules and regulations formulated from time to time in accordance with the guidelines issued by Commission. I/we will never do anything that may infringe ethos of Khadi.

Further, I/we promise not to misuse the "Khadi Mark"

Place : _____

Dated : _____

**(Authorized Signatory)
Seal with Designation**

Annexure 1

Address and contact of all Production Centres

Production Centre 1. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:	Production Centre 2. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:
Production Centre 3. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:	Production Centre 4. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:

* If More than four production centers kindly attach separate sheet.

Address of all Sales Outlets

Sales outlet 1. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:	Sales outlet 2. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:
Sales outlet 3. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:	Sales outlet 4. Ownership Status : Owned/leased/rented Existing/Proposed (Tick) Address: Phone: Fax:

* If More than four Sales outlets kindly attach separate sheet.

Annexure 2

List of all khadi products manufactured and desirous of being labeled with Khadi Mark

Kindly mention the approximate quantity to be sold per year					
Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choli/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage(Metres)		Than(Metres)		Yarn Bundle (Metres)	
Any other items					

Note:-

Items such as hand-kerchief, duster cloth, pochha, nada and any such other small items will not be affixed either with hang tag or sew – in labels.

Annexure 3

Name of the production centre: _____
 Address: _____ List of Artisans with details

Name of Artisans	Artisans Pass Book Number	Address				Sex (MF)	Age	Average earnings per month	Bank / post office Account No.
			Traditional	NMC	Traditional				

Attach separate sheet for each production centre

Average earning per month = (Total earnings / Number of months worked)

Annexure 4

Sample Resolution of Institution/Organization/Person approaching KVIC for Khadi Mark Renewal

To be submitted on the Institution's/Organization's/Person's Letter head

Board/Managing Committee meeting no: _____ Dated: _____

Agenda Item No: _____

Sub: Application for Khadi Mark

Resolution

Resolved that, to apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided to authorize Shri _____, Secretary of _____ to comply with all requisite formalities prescribed by the KVIC in this regard.

Certified True Copy

Sd/-
Chairman/President

Sd/-
Secretary

Sd/-
Director/President/Proprietor/Chairman

Seal

Annexure 5

Format for Self Declaration

Affidavit for using Khadi Mark labels and tags on hand-woven, hand-spun, Khadi vastra

(Affidavit to be affixed on Stamp Paper of the value as per State Stamp Act)

Date: _____

To
The Chairman
Central Khadi Mark Committee
Khadi and Village Industries Commission
Ministry of Micro, Small and Medium Enterprises
Gramodaya, Irla Road, Vile Parle (W)
Mumbai – 400 056

Dear Sir,

"I/We hereby confirm/undertake that _____ (Name of the Institution) registered under _____ (Name of Act/legislation under which the institution is registered) has/have been selling/trading in Khadi and Khadi products and we have been certified by the Khadi and Village Industries Commission under a Code and possess a valid Khadi Certificate issued by the Commission. I/We confirm that

Our institutions produces genuine khadi vastra and products i.e. hand spun, hand woven and of natural fibre as defined in the KVIC Act.

Khadi Mark Regulations 2013 has come into force from 2nd October 2013 and under the act, no person or institution shall sell or otherwise trade in Khadi or Khadi products in any form or manner without obtaining a Khadi Mark Certificate.

Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark.

These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven.

I/we will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me

I/We declare that the information given above is true and will be adhered to strictly and I/we will be solely responsible for any violation of the same that may entail legal action against me/us.

Yours faithfully,

For (Name of the Member)

1. Authorized Signatory _____
(Name of Designated Director/ President/ Proprietor/Chairman)

2. Authorized Signatory _____
(Name of Designated Secretary/Treasurer/ Vice President/Vice Chairman)

Rubber stamp
Place:-

Form IV
Acknowledgement of receipt
(See sub-regulation (2) of regulation 26)

Sl. No. _____

Date: _____

Received a complaint from Shri/Smt _____
residing at _____

regarding _____

Bill/cash memo No.: _____

Khadi Mark tag no: _____

Enclosed: Copy of the bill/cash memo

.....
Authorised Signatory

Format for Site Verification Report for Persons

Name of Accredited Agency:

Date:

Organization/Person:
Registration No:
Address:
State:
Contact No.:

Products

Cloth	Cotton	Silk	Wool	Polyvastra	
Khadi Products	(page 2)				
VI Products	Edible products	Herbal	Handicraft	Accessories	Cane / Bamboo
	Mineral based	Other (specify)			

Employment

	Male	Female	Total
Spinners			
Weavers			
Others			
Total			

Maintenance of Records

Payment Register	Fully updated	Partially updated	Not updated for last 1 month
Artisan Welfare Schemes	Artisan Welfare Fund	Janashree Bima Yojana	
Other records	Stock Register	Records for tags & labels	
	Artisan Passbooks	Artisan Bank A/c	
Other initiatives (specify)			

Average wages

	Male	Female
Spinners		
Weavers		
Others		

Production

	Previous financial year _____	Current financial year upto _____ month
Total production (meters)		
Value of production (Rs.)		

Verification at godown

Address of godown:

.....

(✓) if the product is present in the list furnished in the application by the applicant, tick if the product is avail-								
Product	Listed in Apen	Available in Godown	Product	Listed in Apen	Available in Godown	Product	Listed in Apen	Available in Godown
National Flag			Salwar			Khes		
Shirts			Ladies tops			Mattress		
Kurta			Maxi			Gallica		
Pyjama			Skirt			Bed sheet		
Trouser			Night gown			Quilt items		
Jacket			Petticoat			Gamcha		
Banian			Lehnga			Towel		
Jerkin			Choli/Koti			Musand		
Sherwani			Cushion cover			Blanket		
Achkan			Pillow cover			Aasan		
Under garments			Darri			Dhoti		
Lungi			Saree			Blouse piece		
Suit piece			Shirt piece			Chadder		
Shawl			Stole			Gloves		
Chunri			Angvastra			Apron		
Tie			Scarf			Muffler		
Blazer			Caps			Bags/purse		
Yardage(metres)			Than (metres)			Yarn Bundle (metres)		
Any other items								

Note:

1. Please check availability of all category of products as per the list
2. Collect one sample per category of product as per the sampling procedure

Verification at Production Center (Section 1)

Production Centers	Address	Products produced
Center 1		
Center 2		
Center 3		
Center 4		

Facilities at Production Center

Electricity	Regular	Irregular	
Drinking water	Adequate	Inadequate	
Toilets	Available	Not available	
Hygiene of work shed	Yes	To some extent	No

Implements

Traditional Charkha _____	NMC _____	Looms _____
Other (specify) _____		

Attaching tags / labels to cloth

Tags attached	_____ in _____ samples
Labels attached	_____ in _____ samples

Verification at Production Center (Section 2)

Adherence to process of Khadi production

	Yes	No
Hand spinning on charkha		
Hand reeling on silk basin		
Weaving on handloom		
Other (Specify)		

(√) if the product is present in the list furnished in the application by the applicant, tick if the product is available

Product	Listed in Apcn	Available in Godown	Product	Listed in Apcn	Available in Godown	Product	Listed in Apcn	Available in Godown
National Flag			Salwar			Khes		
Shirts			Ladies tops			Mattress		
Kurta			Maxi			Gallica		
Pyjama			Skirt			Bed sheet		
Trouser			Night gown			Quilt items		
Jacket			Petticoat			Gamcha		
Banian			Lehnga			Towel		
Jerkin			Choli/Koti			Musand		
Sherwani			Cushion cover			Blanket		
Achkan			Pillow cover			Aasan		
Under garments			Darri			Dhoti		
Lungi			Saree			Blouse piece		
Suit piece			Shirt piece			Chadder		
Shawl			Stole			Gloves		
Chunri			Angvastra			Apron		
Tie			Scarf			Muffler		
Blazer			Caps			Bags/purse		
Yardage(metres)			Than (metres)			Yarn Bundle (metres)		

Any other items

Any other observation regarding production centers:

--

Verification at Sales Outlets (Section 1)

Outlet	Address
Outlet 1	
Outlet 2	
Outlet 3	
Outlet 4	

(√) if the product is present in the list furnished in the application by the applicant, tick if the product is available in the sales outlet

Product	Listed in Apcn	Available in Godown	Product	Listed in Apcn	Available in Godown	Product	Listed in Apcn	Available in Godown
National Flag			Salwar			Khes		
Shirts			Ladies tops			Mattress		
Kurta			Maxi			Gallica		
Pyjama			Skirt			Bed sheet		
Trouser			Night gown			Quilt items		
Jacket			Petticoat			Gamcha		
Banian			Lehnga			Towel		
Jerkin			Choli/Koti			Musand		
Sherwani			Cushion cover			Blanket		
Achkan			Pillow cover			Aasan		
Under garments			Darri			Dhoti		
Lungi			Saree			Blouse piece		
Suit piece			Shirt piece			Chadder		
Shawl			Stole			Gloves		
Chunri			Angvastra			Apron		
Tie			Scarf			Muffler		
Blazer			Caps			Bags/purse		
Yardage(metres)			Than (metres)			Yarn Bundle (metres)		

Any other items

Attachment of Khadi Mark Tags _____ out of _____ products inspected

Attachment of Khadi Mark labels _____ out of _____ products inspected

Verification at Sales Outlets (Section 2)

Discrepancies observed, if any:

Note:

1. Verification should include visual inspection of displayed items for any breach or discrepancy
2. Physical verification of at-least 50 finished goods covering all categories of displayed products in the sales outlet (through random sampling)
3. Collect one sample from each category as per sampling procedure

Sampling Procedure

Verification plan should cover the following:

- a. Two Khadi production centers having the highest production in last two years or current year.
- b. Two sales outlets having the highest sales in last two years or current year.

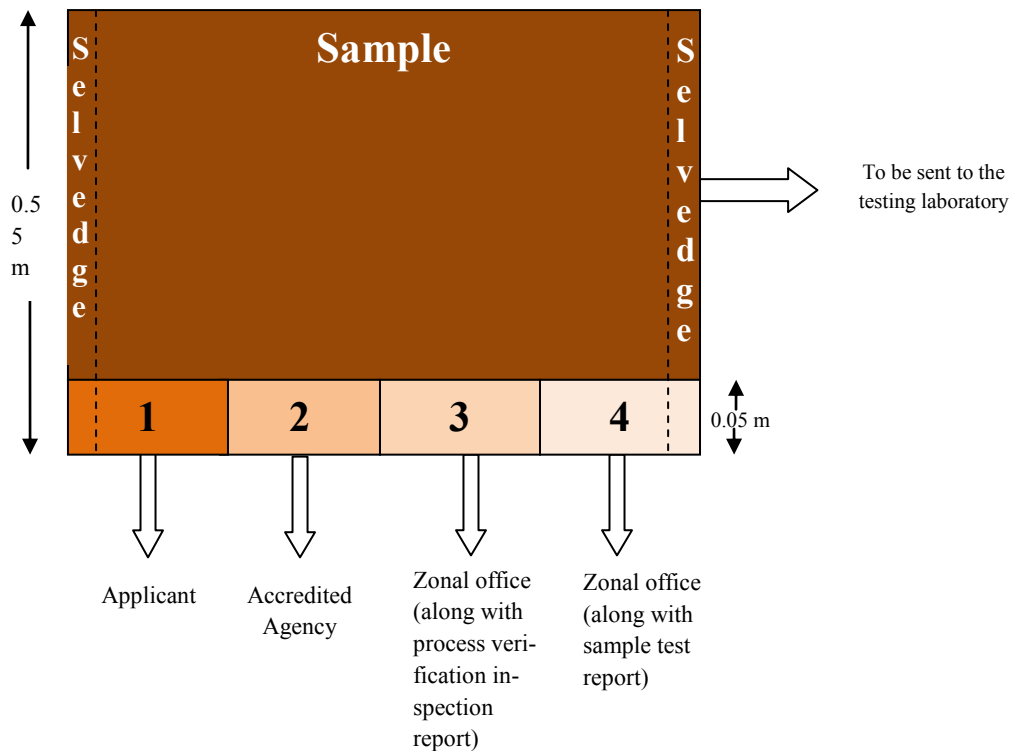
Central godown

Khadi Samples to be collected as follows: (As far as possible avoid readymade fabric)

- a. One sample from central vastragar (product having highest production)
- One sample each from the two sales outlets (product having highest sale)

The process of collecting sample is as follows:

- a. The sample has to be chosen by the accredited agency as per random sampling. (The agency should not consider and take any sample provided by the applicant)
- b. Collect Khadi sample of length 0.55 mtr and 0.50 mtr. The sample has to compulsorily have selvedge on both the sides.
- c. Cut the 0.55 mtr Sample into 5 swatches each measuring as follows:
 - i. Length 0.5 mts
 - ii. Length 0.05 mts - Cut this portion into 4 equal swatches.



- d. All the portions should be countersigned on the top right hand side corner by the accredited agency and the bottom right hand side corner by the applicant.
- e. The procedure for maintaining Khadi samples is as follows:
 - i. Swatch 1 : To be handed over to the applicant for reference
 - ii. Swatch 2 : To be retained by the Accredited Agency for reference
 - iii. Swatch 3 : To be submitted to the Zonal Office along with the Khadi production process compliance inspection report
 - iv. Swatch 4 : To be retained by the accredited agency, the same needs to be submitted to the Zonal office along with the Khadi Sample Test Report of Testing laboratories
- f. Sample (0.50 metre) : To be retained by the accredited agency for the purpose of sending it to the testing laboratory based on the recommendation of the Zonal office after verification of the Khadi production process compliance inspection report
- g. Another 0.5 meter sample has to be retained by the ZKMC for future testing in case of any dispute.

KHADI AND VILLAGE INDUSTRIES COMMISSION

MUMBAI

(Ministry of Micro, Small and Medium Enterprises, Government of India)

Established by an Act of Parliament

(No. 61 of 1956 and as amended by Act No. 12 of 1987 and Act No. 10 of 2006)

Sl. No. _____



KHADI MARK CERTIFICATE



This is to certify that Registration Number.....

(New / Renewal) is authorized to use Khadi Mark tags and labels as governed by the Khadi Mark Regulations,

2013 with effect from DD/MM/YYYY to DD/MM/YYYY

Date:.....

Place:.....

Convener
(Zonal Khadi Mark Committee / Central Khadi Mark Committee)
(Seal)

Chairman
(Zonal Khadi Mark Committee / Central Khadi Mark Committee)
(Seal)

Format for Maintaining Record of Tags and Labels Issued

Sl. No.	Date	Khadi Institution / Persons Address & Contact	No. of Tags	No. of Labels	Rs.	DD No. & date	Name of Bank and payable at _____	Remarks
		Regn. No. _____ Valid up to _____ Name: _____ Address: _____ Contact No: _____ Tag No. _____ to _____						
		Regn. No. _____ Valid up to _____ Name: _____ Address: _____ Contact No: _____ Tag No. _____ to _____						
		Regn. No. _____ Valid up to _____ Name: _____ Address: _____ Contact No: _____ Tag No. _____ to _____						

Format for Stock Register: Sew-in Labels

Month / Year: _____

Date	Received (No.)	Issued (No.)	Balance (No.)
	Opening balance		
	Closing balance		

Monthly Report Format for Sale of Khadi Mark Tags, Stickers and Sew-in Labels

Khadi and Village Industries Commission

..... State/Divisional Office

MONTHLY REPORT: SALE OF KHADI MARK TAGS, STICKERS AND SEW-IN LABELS

Report for the Month:20.....

Date:/...../20.....

Part iculars	Opening Balance			Received during the Month			Sold during the Month			Balance at the end of Month			Total Charges collected against Sales			Total Charges deposited in Khadi Mark Bank Account				
	Paper Tags	Sew-in Labels	Stickers	Paper Tags	Sew-in Labels	Stickers	Paper Tags	Sew-in Labels	Stickers	Paper Tags	Sew-in Labels	Stickers	Paper Tags	Sew-in Labels	Stickers	Total	Paper Tags	Sew-in Labels	Stickers	Total
In Nos.																				
Amo unt in Rs.																				

Signature
Asst. Dev. Officer

Signature
Development Officer

Signature
Asst. Director

Signature
(State/Divisional Director)

Format of Undertaking for Usage of Khadi Mark Stickers on old stock

**Undertaking for using Khadi Mark stickers on (hand-spun, hand-woven, natural fibre)
Khadi and Khadi Products**

(To be affixed on Stamp Paper of the value as per State Stamp Act)

Date: _____

To,
Director,
Central Khadi Mark Committee
Khadi and Village Industries Commission
Gramodaya, Irla Road, Vile Parle (W)
Mumbai – 400 056

Dear Sir,

I, the undersigned, Secretary of the _____ (**Name of the Institution**) having Khadi Certificate No. _____ Valid upto _____ on the basis of the authorization given by the managing Committee vide resolution No. _____ dated _____ hereby solemnly affirm that our institution agrees to implement Khadi Mark as per the Khadi Mark Regulations, 2013 notified in the Gazette.

We confirm that

- Till the time, we undergo the process of obtaining a Khadi Mark Certificate as per the provisions of the Khadi Mark Regulations 2013, we wish to continue sell/trade genuine cotton, wool, silk Khadi vastra or a mixture of any of these and its products by using a sticker bearing Khadi Mark issued by KVIC to us.
- These Khadi Mark stickers will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven and natural fibre
- We will be solely responsible for the usage of Khadi Mark stickers only on genuine Khadi vastra as specified under the Regulations and remain accountable for any violation of the same.

We declare that the information given above is true and will be adhered to strictly.

Yours faithfully,

(Name of Secretary)
Rubber stamp

Place:-