



खादी और ग्रामोद्योग आयोग  
Khadi and Village Industries Commission  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of Micro, Small & Medium Enterprises, Govt. of India  
खादी निदेशालय / Directorate of Khadi  
3, Irla Road, Vile Parle (W), Mumbai-56.



No. DKC/Online Application/KIRCS/2022-23

Date: 13.04.2022

## CIRCULAR

**Sub:** Revised guidelines for Online Registration of New Khadi Institutions through “Khadi Institutions Registration & Certification Sewa” Portal of KVIC-re

With a view to make the process of issuing new Khadi Certificate easy and transparent to the prospective applicants, KVIC has launched online portal in the name of **Khadi Institution Registration and Certification Sewa (KIRCS)** in 2016-17. With the passage of time, it was observed that there are certain ambiguity/anomaly in the KIRCS guidelines thereby field offices of KVIC are finding difficulties to clear the proposal in time and also for extending financial support to the newly registered KIs.

Under these circumstances, it is felt necessary that existing guidelines be suitably modified for removing ambiguity thereupon.

Accordingly, the revised guidelines for online registration of new Khadi Institutions are notified as follows.

### **1. FILING OF ONLINE APPLICATION :**

The prospective applicant can file their application through online for registering their institution and issuance of Khadi Certificate. The online application can be accessed through KVIC website [www.kvic.org.in](http://www.kvic.org.in) or [www.kviconline.gov.in](http://www.kviconline.gov.in) and click on **KHADI** in which **“Khadi Institutions Registration & Certification Sewa”** listed at Sr. no. 6.

### **2. PROCEDURE TO FILL UP THE ONLINE APPLICATION :**

The prospective applicant will fill up the online application available at KVIC website. After filling up of all the details, the application can be saved before it is submitted. Username and password will be sent to their registered mobile number and

email Id for re-login in to the system for uploading the documents and final submission. A unique ID for registration of the prospective applicant shall be generated by the system and sent to their registered mobile number and email ID for future references. An acknowledgement letter will also be generated and sent to the registered email ID. The acknowledgement letter can also be downloaded by the applicant for their record.

### **3. ELIGIBILITY FOR REGISTRATION OF NEW KHADI INSTITUTIONS :**

- 3.1 Applicant should be registered under the Co-op. Society/ Trust/Societies Act/Partnership Firm and Company's Act/ Individual/Proprietor or under any other prevailing Act, fulfilling the under mentioned norms for taking up khadi activities.  
The applicant should declare in their Bylaws or Memorandum of Association etc. i.e. Khadi is one of the activities.
- 3.2 (a) Applicant should have owned or rented or leased property with minimum 5 years lease period having adequate space for carrying out Khadi activities  
OR  
(b) The applicant can also start Khadi activities by providing charkhas and looms to the artisans at their home.
- 3.3 Applicant shall furnish the list of 25 spinners, 5 weavers and 2 supervisors for Cotton/ wollen khadi activities. For silk khadi activities, the list shall be provided for 6 reelers, 5 weavers, 4 other allied artisans and 2 supporting staff. The format is given at Annexure 1.
- 3.4 The applicant should have Minimum 25 Charkhas (NMC/Deshi) and 5 looms to start the Cotton/ woolen Khadi activities. In case of silk activities, the applicant should have minimum 6 reeling basins and 5 looms. In case the applicant is not having the adequate infrastructure as stated above (for cotton/woolen/silk) at the time of filing the application, this infrastructure can be put in place after the provisional certificate is obtained.

- 3.5 Applicant should furnish the Undertaking in the prescribed format specified at Annexure-2 on the non-judicial Stamp paper of Rs. 100/-
- 3.6 For Hilly and Border, Naxallite/ Insurgent affected regions, Jammu and Kashmir and North East Zones the eligibility criteria for the registration of the New Khadi Institutions shall be 10 Charkhas (NMC) and 2 traditional Looms for Cotton and woolen instead of 25 Charkhas and 5 Looms and for silk khadi activities the equipments will be the same as mentioned at para 3.4

#### **4. ELIGIBILITY FOR REGISTRATION OF EXISTING INSTITUTIONS NOT YET REGISTERED WITH KVIC/ KVIB :**

- 4.1 The applicant already having infrastructure and carrying out spinning and weaving activities without registration under KVIC/KVIB, are also eligible to apply for the registration.
- 4.2 Applicant should be registered under the Co-op. Society/Trust/Societies Act/Partnership Firm and company's Act /Individual/Proprietor or under any other prevailing Act, fulfilling the under mentioned norms for taking up khadi activities.
- 4.3 (a) Applicant should have owned or rented or leased property with minimum 5 years lease period having adequate space for carrying out Khadi activities.

OR

- (b) The applicant is doing Khadi activities by providing charkhas and looms to the artisans at their home.
- 4.4 The applicant already carrying out cotton/ woolen khadi activities should have Minimum 25 Charkhas (NMC) and 5 traditional looms. For silk activities, the applicant should have minimum 6 reeling basins and 5 looms. In case, the infrastructure is less than the above mentioned criteria, the applicant can scale it up after obtaining the provisional certificate.

- 4.5 Applicant shall furnish the list of minimum 25 spinners, 5 weavers and 2 supervisors for Cotton/ woolen khadi activities. For silk khadi activities, the list shall be provided for 6 reelers, 5 weavers, 4 other allied artisans and 2 supporting staff. The format is given at Annexure 1.
- 4.6 Applicant should furnish the Undertaking in the prescribed format specified at Annexure-2 on the non-judicial Stamp paper of Rs. 100/-
- 4.7 For Hilly and Border, Naxallite/ Insurgent affected regions, Jammu and Kashmir and North East Zones the eligibility criteria for the registration of the New Khadi Institutions shall be 10 Charkhas (NMC) and 2 traditional looms for Cotton and woolen instead of 25 Charkhas and 5 Looms and for silk khadi activities, the equipments will be the same as mentioned at para 3.4

## **5. PROCESS OF REGISTRATION AND CERTIFICATION :**

- 5.1 Once the applicant files online application duly complied with all the requirements, the concerned State / Divisional Offices of KVIC shall scrutinize and examine the proposal and conduct the physical verification of the applicant within 15 days. After physical verification, the State /Divisional Offices will recommend the proposal to Zonal Dy. CEO of the respective Zone, for issuing provisional khadi certificate. The Zonal Dy. CEO will issue the Khadi Certificate within 15 days from the date of the receipt of the proposals from SO/ DOs. The validity of the provisional certificate issued by Zonal Dy. CEO will be for 1 year.
- 5.2 The applicant after receiving provisional certificate will utilize first 3 to 4 months for creating infrastructure/ providing implements/ training to the artisans to start the production activities. The newly established KI will utilize balance period for the production activities. The applicant after receiving provisional certificate, will send atleast 2 weavers and 5 spinners to KVIC's MDTC or KVIC's approved training centres for training of one month for weavers and 15 days for spinners.

5.3 The applicants eligible as per para 4 above, will receive production target based on their existing infrastructure alongwith the provisional certificate, in case they are meeting the minimum requirements stated in para 4.4.

5.4 SO/ DO after receiving the final proposal from the KIs for final issuance of the Khadi Certificate will verify the production activities and will recommend the case to the concerned Zonal Dy. CEO. The Zonal Dy. CEO will issue the certificate for period of 5 Years and SO/ DOs will allot production/ sales target.

## **6. DOCUMENTS REQUIRED FOR REGISTRATION**

6.1 Copy of the Registration Certificate under the Co-op. Societies Act/ Trust Act/ Firm and Company's Act and or under any other prevailing Act.

6.2 A letter from the applicant on its letter head showing its desire to take up Khadi activities.

6.3 Copy of self attested bye-laws of the Institution, wherever applicable.

6.4 List of current Managing committee/Trusties/ Partners/ Proprietors/ Directors as the case may be.

6.5 Details of work place/ premises from where the Khadi activity is proposed. In case, the charkas and looms are to be provided at the homes of the artisans, the details of such premises to be submitted.

6.6 Annexure- 1 and Annexure-2.

## **7. REGISTRATION FEE:**

(A) Fee for Provisional Registration of Khadi Certificate	Rs.10,000 (for 1 Year)
(B) Renewal Fee For 5 Year	
<u>Turn Over:-</u>	<u>Registration Fee (in Rs.)</u>
Above Rs.50.00 Lakh	Rs.30,000
Upto Rs.50.00 Lakh	Rs. 8,000

- 7.1 The Prospective applicant intends to register and get the Khadi Certificate from KVIC, should remit the non-refundable registration fee of Rs. 10,000/- (Rupees Ten Thousands only) through RTGS in the A/c no.30693240188, State bank of India, Ville Parle (W) Branch, IFS code SBIN0000515.
- 7.2 The fee can also be paid by way of demand Draft on a Nationalized bank in favor of the "Chief Executive Officer, KVIC" payable at Mumbai.

#### **8. Availing the benefits of the scheme under Khadi Vikas Yojna:**

- 8.1 Newly established KI under KIRCS shall be eligible for availing benefits under Khadi vikas Yojna after commencing their production activities. SO/ DO after verifying the production activities will issue the budget accordingly and the institutions will automatically qualify for claiming MMDA, ISEC etc. as per norms.
- 8.2 The newly established KI will be entitled to market its product either through KVIC outlets or through its own outlets and/or any other platform which the institution deems fit.
- 8.3 The KIs which are already registered prior to issuance of this guideline through KIRCS are also eligible for availing the benefit under Khadi Vikas Yojna.

This is issued with the approval of Competent Authority.

**Dy. Chief Executive Officer (Khadi)**

To

1. All Zonal Dy. Chief Executive Officers of KVIC
2. All State & Divisional Directors
3. All State/UT KVI Boards

**ANNEXURE -1****1. DETAILS OF SPINNERS/ REELERS**

Sr. No.	Name of the Spinner/ Reeler	Address	Mobile No.	Bank Account No.	Name & Address of Bank	Aadhar Card No.
1.						
2.						
3.						
4.						
5.						
25.						

**2. DETAILS OF WEAVERS**

Sr. No.	Name of the Weaver	Address	Mobile No.	Bank Account No.	Name & Address of Bank	Aadhar Card No.
1.						
2.						
3.						
4.						
5.						

**3. DETAIL OF SUPERVISORS**

Sr. No.	Name of the Supervisor	Address	Mobile No.	Bank Account No.	Name & Address of Bank	Aadhar Card No.
1.						
2.						

**ON NON-JUDICIAL STAMP PAPER OF RS.100/-**

**ANNEXURE-2**

**UNDERTAKING**

I \_\_\_\_\_ the undersigned, the authorized signatory/trustee/director/partner/ Proprietor etc. (as the case may be) hereby declare that -----  
----- (Name of the institution) having registered under ..... Act \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ dated \_\_\_\_\_ having Registered office at \_\_\_\_\_ and branch office at \_\_\_\_\_ (If any), is willing to start production and sale of Khadi under the Khadi and Village Industries Commission( KVIC). We hereby confirm that, we will produce genuine Khadi as defined under KVIC Act.

**We further undertake that:**

1. Providing false information is a criminal act. If at later stage, it is found that the applicant has taken registration from KVIC based on false information, the KVIC shall have the right to cancel the registration forthwith, without any notice. Any subsidy, interest subsidy, grant or any other financial assistance taken by the applicant, from the State / Central Government /KVIC will be recovered from the institution with the penal interest.
2. We agree to display a signboard at the work place admeasuring 6 feet x 3 feet displaying the name of the institutions, address, registered number etc. and prominently mentioning that the unit is registered by **“Khadi and Village Industries Commission (KVIC)”**
3. We hereby agree to submit monthly production and sales report to KVIC by 7<sup>th</sup> day of every next month.

: 2 :

4. We hereby confirm that our production units/godowns/bhavans/sales outlets will be open for inspection by KVIC.
5. We also undertake that the unit will not stock any mill made cloth /fabric/readymade garments, etc. in our godown and also will not sell any mill made fabric/ readymade garments, etc. from our sales outlets, if any.
6. We agree that the expansion of existing unit will be atleast in multiple of 5 Charkhas and 1 loom under Cotton/ Woolen Khadi and 2 reeling basin and 1 loom under Silk Khadi which will be informed by our institution to KVIC as and when planned and or executed with the list of new spinners and weavers as per annexure 1.

We hereby declare that, the information given above are true and correct to the best of our knowledge and nothing has been concealed. We shall strictly adhere to the rules and regulation of the KVIC issued from time to time and will be binding on us, and we will be responsible for any deviation /violation of the same that may attract legal action against us.

**PLACE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**NAME & SIGNATURE OF THE AUTHORISED PERSON WITH SEAL**

**In presence of (Name and Address)**

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_