

No. 5/4/2017-DCH/CHCDS/Cluster
Government of India
Ministry of Textiles
Office of the Development Commissioner for Handlooms

Udyog Bhawan, New Delhi
Dated: 24th April 2018

To,

Secretary In-charge of Handlooms & Textiles of all States and UTs

Sub. : Amendments in the guidelines of Skill Up-gradation, Workshed and lighting units, a component of Block Level Cluster under National Handloom Development Programme (NHDP) and Comprehensive Handloom Cluster Development Scheme (CHCDS) – reg.

Sir/Madam,

Please refer to this office letters No. 13/5/2016-DCH/NHDP/Cluster dated 11th July 2017 and 13/4/2016-DCH/CHCDS/Cluster dated 26th May 2017, forwarding therewith the guidelines of National Handloom Development Programme (NHDP) and Comprehensive Handloom Cluster Development Scheme (CHCDS) for their implementation during the period 2017-18 to 2019-20. Skill up-gradation, Workshed and lighting units are one of the components of the Block Level Cluster under these schemes.

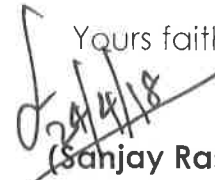
2. The Government of India after considering the views of the State Governments/Weavers' Service Centres, emerged during the Regional Textile Conferences and field visits has amended the guidelines of the Skill up-gradation, Workshed & lighting units and are enclosed herewith. This supersedes para (9) of the guidelines of Block Level Cluster, conveyed vide above mentioned letters. Main amendments in the guidelines of skill up-gradation are as follows:

- i) Individual interventions like skill up-gradation, construction of workshed and lighting unit are also available to the weavers outside the sanctioned Block Level Clusters.
- ii) Skill up-gradation, construction of workshed and lighting unit will be implemented by the Weavers' Service Centres (WSCs) in coordination with the State Government and the Implementing Agency/NHDC. Funds shall be sanctioned to WSCs as budgetary provision.
- iii) For skill up-gradation, preference shall be given to younger generation followed by one member of one family.
- iv) Wider choice for selection of trainer for skill up-gradation.

- v) Duration of skill up-gradation in textile designing enhanced from 15 days to 30 days.
- vi) Cost norms of skill up-gradation in different disciplines rationalised.
- vii) Cost of construction of individual workshed enhanced from Rs. 70,000/- per unit (20 sq. mtr.) to Rs. 1,20,000/- per unit (25 sq. mtr.). Funds sharing pattern as given in para 5 (a) of the guidelines of Block Level Clusters conveyed vide above mentioned letters remain unchanged.
- viii) Ceiling of expenditure for individual interventions i.e. looms/accessories, lighting units and workshed enhanced from Rs. 70.00 lakh to Rs. 85.00 lakh per cluster with corresponding reduction in ceiling of expenditure for skill up-gradation from Rs. 35.00 lakh to Rs. 20.00 lakh per cluster. Other content of para (17) as given in the guidelines of Block Level Clusters conveyed vide above mentioned letters remain unchanged.

3. You are requested to kindly ensure effective implementation of the scheme and arrange to disseminate the revised guidelines of the Skill up-gradation, Workshed and lighting units to your field functionaries and extend support to the WSCs. Further, skill up-gradation programmes yet to be conducted should be as per revised guidelines. The guidelines of HSS are also available on the website handlooms.nic.in. Hindi version of the Scheme follows.

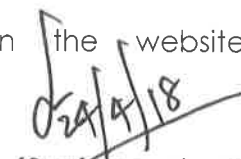
Encl. as above

Yours faithfully,

(Sanjay Rastogi)

Development Commissioner (Handlooms)

Copy to:

1. Commissioner/Director In-charge of Handlooms of States of all States/UTs
2. MD, National Handloom Development Corporation (NHDC), Ltd., G. Noida.
3. ADCs, Office of DC (Handlooms), New Delhi
4. Officer In-charge of all Weavers' Service Centres (WSCs) – with a request to take timely action for effective implementation of the scheme
5. Officer In-charge of all IIHTs.
6. Advisor (VSE), NITI Aayog, New Delhi.
7. Senior PPS to Secretary (Textiles).
8. IF Wing, Ministry of Textiles, Udyog Bhawan, New Delhi
9. Pay & Accounts Officer (Textiles), Udyog Bhawan, New Delhi
10. A copy to NIC for uploading the guidelines on the website www.handlooms.nic.in


(Sanjay Rastogi)

Development Commissioner (Handlooms)

9.0 Skill up-gradation

Skill up-gradation shall be implemented within and outside the sanctioned Block Level Clusters.

9.1 Disciplines

(i) **Weaving** - for learning new weaving technology/new weaving technique.

(ii) **Designing** – for development of new designs in different colour ways, pantone colours, basics of colours, Computer Aided Textile Design (CATD) System, graph making etc.

(iii) **Dyeing and Printing** – for learning use of eco-friendly dyes, appropriate method of dyeing/printing with understanding of appropriate class of dyes to be used, development of new colours/shades and their matching, method and style of printing etc.

(iv) **Management** - for learning management practices i.e. accounting, operation of computers, marketing, human relations, record keeping, documentation etc.

(v) **Information Technology** - familiarization with computer, internet/e.mailing, scanning, e.commerce etc.

9.2 Eligibility

Semi-skilled or skilled weavers/workers.

9.3 Duration, batch size and upper limit of cost

S. No.	Discipline	Duration	Batch size (number of trainees)	Upper limit of cost per batch (Rs. in lakh)
1	Weaving	45 days	20	1 st batch @ Rs. 4.28 lakh, subsequent batches @ Rs. 2.71 lakh per batch
2	Designing	30 days	20	1 st batch @ Rs. 2.06 lakh, subsequent batches @ Rs. 1.93 lakh per batch
3	Dyeing and	15 days	20	1 st batch @ Rs. 1.26 lakh, subsequent batches @ Rs. 1.07 lakh

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	Printing			per batch
4	Management	05 days	20	Rs. 0.45 lakh
5	IT	05 days	20	Rs. 0.45 lakh

Detailed cost break-up is at Annexure – A(4).

9.4 Procedure:

9.4.1 Year-wise and discipline-wise target of number of skill up-gradation programmes outside the Block Level Clusters (BLCs) shall be allocated to each WSC by the office of Development Commissioner (Handlooms) within 15 days from the date of issue of guidelines and subsequently by the 1st of April every year. However, within the BLCs, target will be as per the sanctioned project.

9.4.2 A Committee, chaired by officer in-charge of WSC, with officials of State Directorate of Handlooms; and representative of Cluster Implementing Agency in case of sanctioned Block Level Clusters or representative of the NHDC in case of outside Block Level Clusters, shall do the following tasks:

9.4.3 In the sanctioned Block Level Clusters, WSC shall invite applications by organizing camp(s) and/or get the applications collected through the Cluster Implementing Agency within 50 days of sanction of project by Office of DC (Handlooms).

Outside the sanctioned Block Level Clusters, WSC shall invite applications through advertisement in local widely circulated newspapers and/or electronic media. This should be completed within 50 days from the date of issue of guidelines and subsequently by the 30th of April every year.

9.4.4 Applications received shall be scrutinized discipline-wise within 15 days to identify eligible weavers/workers.

9.4.5 Selection of weavers/workers shall be done discipline-wise within 15 days of date of scrutiny by the committee. In case, number of trainees are more than target allocated, following shall be the priority in selection of trainees:

- i) age group of 18 to 35 years,
- ii) only one member from one family (younger to be preferred)

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9.4.6 Skill up-gradation in technical disciplines shall be conducted by the WSC. Skill up-gradation in Management/IT may be conducted through a Central/State Govt. Institution as decided by the Committee.

Further, in case, large numbers of weavers are to be trained in a cluster, training of trainers may be conducted as per skill up-gradation norms after obtaining approval of the office of the Development Commissioner (Handlooms). After completion of training, such trained weavers may act as trainer to conduct skill up-gradation.

9.4.7 Trainer can be either of the following:

- (a) Degree holder in relevant field from a recognized institution or IIHT Diploma holder, having atleast 2 years of working experience in the handloom sector,
- (b) person having atleast 5 years experience in relevant technique/technology to be imparted during training programme,
- (c) approved by the Central/State Government as Trainer,
- (d) National/State Awardee,

9.4.8 Based on the local need, committee may coopt representative of NIFT to prepare customized course content of the skill upgradation programmes. It shall ensure availability of quality raw material/looms & accessories/study material etc. before commencement of skill up-gradation.

9.4.9 Skill up-gradation shall be organized in the Common Facility Centre (CFC) in the cluster. Where CFC is not available, it shall be organized at a suitable place i.e. premises of the Implementing Agency/community hall/hired shed etc. Skill up-gradation in management/IT should be organized in place with necessary infrastructure within the cluster or close to the cluster. It shall be ensured that the details of skill up-gradation programmes are displayed conspicuously at the training centre.

9.4.10 Proposal for sanction of skill up-gradation programme shall be submitted by the WSC to the office of the Development Commissioner (Handlooms) within 15 days of selection of weavers/workers.

9.4.11 Based on the proposal received from the WSCs for skill up-gradation, funds will be sanctioned to the WSCs by the office of the DC (Handlooms) within 30 days. Stipend to trainees for weaving may be made in two installments i.e. 1st installment of stipend for 21 days may be paid on the 22nd day of the commencement of the training; and 2nd installment may be paid before the completion of the training programme.

9.4.12 Training should be started within 15 days of receiving the sanction of budgetary provision made by the Office of the Development Commissioner (Handlooms).

9.4.13 Weavers/workers undergoing skill up-gradation should be provided requisite looms/accessories, if required, subject to their 10% financial contribution, before completion of training programme.

9.4.14 Assessment of the trainees shall be done by an independent agency other than the training agency, to be approved by the Zonal Director.

Assessment should be planned well in advance so that it is conducted on the next day of completion of skill up-gradation programme.

i) The performance of the trainees shall be assessed through practical test. Marks allotted for assessment on each parameter are as follows:

i.	Quality of work	40 Marks
ii.	Efficiency	20 Marks
	Total	60 Marks

Trainees scoring 30 or more marks shall be eligible to get training certificate.

- ii) If in any batch of trainees, more than 50% of trainees score less than 30 marks, the trainer shall be debarred from being considered as trainer for a period of atleast next two years and the same shall be intimated to the State Directorate of the Handlooms & Textiles and the Zonal Director.
- iii) Assessment report of each batch shall be sent by the WSC to the O/o DC (Handlooms), State Directorate of Handlooms & Textiles and Zonal Director of WSC within 15 days of assessment.

9.4.15 First preference shall be given to the trainees for purchase of samples developed during skill up-gradation. Remaining samples shall be sold by WSC through exhibitions etc. Cost of the sample may be worked out by adding cost of the raw materials, dyes/chemicals and 10 % overheads.

9.4.16 Equipments & tools purchased for skill up-gradation should be used for subsequent batch of skill up-gradation. After all skill up-gradation programmes are over in the cluster, handlooms may be handed over to trained loom-less weavers with due acknowledgement. In case, no such weavers are available, looms may be handed over to the cooperatives for production. Final decision to hand over looms may be taken by the committee.

(4) Lighting Unit

Provision of lighting Unit shall also be made for the beneficiaries outside the sanctioned Block Level Clusters and shall be implemented by the Weavers' Service Centres (WSCs) as per norms as prescribed for Block Level Clusters. Funds shall be sanctioned as budgetary provision to the WSC for onward release to the supplier(s). For purchase of lighting units, WSC shall follow the guidelines on the pattern of HSS.

(5) (a) Construction of individual workshed

For construction of individual workshed, financial assistance per unit is enhanced from @ Rs. 70,000/- (measuring 20 sq. mtrs) to Rs. 1,20,000/- (measuring 25 sq. mtrs). Construction of individual workshed shall be implemented outside the sanctioned Block Level Clusters by the Weavers' Service Centres (WSCs) as per the norms prescribed for the Block Level Cluster. Funds shall be sanctioned as budgetary provision to the WSC for transfer in two equal installments directly in the bank account of the beneficiaries. Second installment shall be released on 70% utilization of the 1st installment and physical verification of the assets by the committee referred in para 9.4.2.

Fund sharing pattern- For BPL/SC/ST/women- 100% by the Gol and for others - 75% by the Gol and 25% by the beneficiary. Additional cost, if any will be borne by the beneficiaries.



Para (17) Component-wise upper limit of funding

- i) Ceiling of expenditure under skill up-gradation is upto Rs. 20.00 lakh
- ii) Ceiling of expenditure for individual interventions i.e. looms/accessories, lighting units and construction of individual/common workshed is revised to Rs. 85.00 lakh. Funding for the construction of individual/common workshed is limited to 1/3rd of Rs. 85.00 lakh.

Para (21) Clarification: It is clarified that Block Level cluster scheme, a component of the NHDP/CHCDS is equally available for handloom pockets in the urban areas as well.

Central Committee

Empowered Committee as constituted under National Handloom Development Programme (NHDP) is replaced by the Central Committee as follows:

The Central Committee is constituted under the Chairpersonship of Minister of Textiles with Minister of State for Textiles, Secretary (Textiles), SS & FA, representative of NITI Aayog, Ministry of Finance, Ministry of Skill Development, Ministry of Women & Child Development, Ministry of Social Justice & Empowerment, Ministry of Development of North Eastern Region, NABARD, State Secretary of Handlooms from major States and Development Commissioner (Handlooms) as members of the Committee to review and monitor the progress on quarterly basis and also, to modify and approve the parameters of the scheme, without any additional financial implications.



SKILL UPGADATIONWEAVING

S.No.	Component	Provision of funds under training component (In Rs.)
1.	Stipend for 20 weavers	1,89,000 @Rs. 210/-* per day for 45 days
2.	Honorarium to Trainer	27,000 @Rs. 600/- per day for 45 days
3.	Honorarium to Assistant	9,000 @Rs. 200/- per day for 45 days
4.	Cost of Equipments and tools (warping drum, five looms with attachments (dobby/jacquard/other accessories))	1,50,000
5.	Raw materials and consumables	20,000
6.	Hiring of shed, electricity and water charges	10,000
7.	Documentation of samples	3,000
	Total cost	4,08,000
8.	Administrative & Miscellaneous Expenditure -5% of the total cost	20,400
	Total	4,28,400 Rounded off to 4,28,000

Note

i) If necessary, Weavers' Service Centres may incur expenditure above Rs. 20,000/- per training programme for purchase of raw materials by diverting from the cost of equipments and tools/hiring of shed, electricity and water charges/administrative cost, keeping the overall cost intact. Upper limit for purchase of raw materials per training is as follows:

- | | |
|-----------------------------|-----------------------------------|
| a) For Cotton | : upto Rs. 30,000/- per programme |
| b) For Cotton+ other fibres | : upto Rs. 35,000/- per programme |
| c) For pure silk | : upto Rs. 50,000/- per programme |

ii) In a cluster, 1st training programme will be funded upto Rs. 4.28 lakh. For subsequent training programmes, equipments and tools purchased for 1st batch shall be used. Subsequent training programmes shall be funded @ Rs. 2.71 lakh per programme by eliminating cost of equipments & tools with commensurate reduction in administrative & miscellaneous expenditure.

DESIGNING

S.No.	Component	Provision of funds (In Rs.)
1.	Stipend for 20 weavers	1,26,000 @Rs. 210/-* per day for 30 days
2.	Honorarium to Trainer	18,000 @Rs. 600/- per day for 30 days
3.	Honorarium to Assistant	6,000 @Rs. 200/- per day for 30 days
4.	Cost of Equipments and tools	12,000
5.	Raw materials and consumables	25,000
6.	Hiring of shed, electricity and water charges	6,000
7.	Documentation of designs	3,000
	Total cost	1,96,000
8.	Administrative & Miscellaneous Expenditure -5% of the total cost	9,800
	Total	2,05,800 Rounded off to 2,06,000/-

Note

In a cluster, 1st training programme will be funded upto Rs. 2.06 lakh. For subsequent training programmes, equipments and tools purchased for 1st batch shall be used. Subsequent training programmes shall be funded @ Rs. 1.93 lakh per programme by eliminating cost of equipments & tools with commensurate reduction in administrative & miscellaneous expenditure.

DYEING AND PRINTING

S.No.	Component	Provision of funds (In Rs.)
1.	Stipend for 20 weavers	63,000 @Rs. 210/-* per day for 15 days
2.	Honorarium to Trainer	9,000 @Rs. 600/- per day for 15 days

S.No.	Component	Provision of funds (In Rs.)
3.	Honorarium to Assistant	3,000 @Rs. 200/- per day for 15 days
4.	Cost of Equipments and tools	18,000
5.	Raw materials and consumables	20,000
6.	Hiring of shed, electricity and water charges	4,000
7.	Documentation of designs	3,000
	Total cost	1,20,000
8.	Administrative & Miscellaneous Expenditure - 5% of the total cost	6,000
	Total	1,26,000 Rounded off to 1,26,000/-

Note In a cluster, 1st training programme will be funded upto Rs. 1.26 lakh. For subsequent training programmes, equipments and tools purchased for 1st batch shall be used. Subsequent training programmes shall be funded @ Rs. 1.07 lakh per programme by eliminating cost of equipments & tools with commensurate reduction in administrative & miscellaneous expenditure.

MANAGEMENT/IT

S.No.	Component	Provision of funds (In Rs.)
1.	Stipend for 20 weavers/trainees	21,000 @Rs. 210/- per day for 5 days
2.	Honorarium to trainer	7,500 @Rs. 1500/- per day for 5 days
3.	Hiring premises of training Institution, including computer hardware	10,000/-
4.	Purchase of stationery	2,000/-
5.	Documentation	2,000/-
	Total cost	42,500
6.	Administrative & Miscellaneous Expenditure - 5% of the total cost	2,125
	Total	44,625 Rounded off to 45,000/-

See