

**ASSOCIATION OF CORPORATIONS AND APEX SOCIETIES OF HANDLOOMS  
(ACASH)**

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**CITIZEN CHARTER**

ACASH is a national level apex organization of the national and state level handloom development corporations as well as the state & inter-state level apex handloom cooperative societies. ACASH was registered in June 1984 as a Society under the Societies Registration Act, 1860. Its office is located at Handloom Pavilion, Gate No. 2, Pragati Maidan, New Delhi. There is no other office/branch of ACASH. The main aims & objectives of ACASH is as under :

1. To provide and arrange facilities in dissemination of useful knowledge, exchange of ideas, views and information on subjects of common interest to handloom organization;
2. To assist member units in infrastructural development, preparation of profile and feasibility reports for establishment of processing facilities etc. transfer and development of handloom technology including the holding of training camps, seminars etc;
3. To co-ordinate between various developmental agencies for projects and to provide information and assistance for members seeking aid from National and International agencies
4. To co-ordinate participation of Member units in national and international Expos;
5. To co-ordinate and defuse useful knowledge to the member units towards marketing of handloom product;
6. To co-ordinate and assist for the exchange of handloom goods amongst constituent units, arrange Buyer-seller Meets and assist in the settlement of accounts thereof;
7. To collect information regarding handloom activities including market surveys and research and work as a Data Bank for the constitute units;
8. To assist the constituents in recruitment of managerial technical and accounting personal;
9. To undertake publicity for the handloom sector in India and abroad;
10. To work for legislative and other safeguards for protection of handloom industry;
11. To evolve system of coordination of quality control for handloom products;
12. Establishment of handloom complexes;
13. To seek representation for the Association on the various committees, bodies, delegations, teams etc. set up by the Central or the State Governments in connection with the handloom;
14. To help establish linkage with national and international organizations for marketing of handloom products;
15. To take up welfare schemes for the handloom sector;
16. To generally do all other things incidental to the attainment of the above objectives.

At present ACASH is mainly involve in the following activities to promote the marketing of Handloom Sector

1. Supply of Handloom Cloth to the Central Govt. Ministries and Department under Single Tender System
2. Organizing exhibition in the different parts of the country as per the schemes of the O/o Development Commissioner (Handlooms) .

The service covered, performance standards, weight age, process involved, documents required etc. are as under:

Sl. No.	Service	Service Performance Standards /	Weight age	Contact detail of the responsible officer ( name designation, tel.no. , e-mail id)	Process involved	Documents Required	Fee to be paid
1.	Supply of handloom cloth under Single Tender System	On receipt of Supply orders from the indenting departments, orders are placed with the supplying organizations (members of ACASH) as per the Purchase Policy.	60%	Sh.Abdul Rehman, Assistant Secretary Ph. 011-23371620 /011-23371859 e-mailid acashstdelhi@gmail.com	ACASH receives tender enquires for various handloom items from the indenting departments on Single Tender Basis. Accordingly, ACASH quote rates for various handloom items as fixed by Ministry of Textiles, based on recommendation of Cost Accounts Branch, Ministry of Finance.. On receipt of supply order from the indenting departments, ACASH distributes orders to national and state level corporations and apex societies notified by the Office of the Development Commissioner for Handlooms. The decision regarding distribution of orders is	The member organization of ACASH, who are interested to supply the handloom goods under the Single Tender System through ACASH submit the details of primary coop. societies, no. of functional looms, capacity to produce different items as per looms available with the society etc.  On placement of provisional order, the member organization will be asked to	Administration charges @ 3% - 4% on the supplies made by the agencies, as fixed by Cost Accounts Branch, Ministry of Finance

				<p>taken by the “Purchase Committee” of ACASH on the basis of the location of the indenter and production capacity, capability &amp; past performance of the supplying agency. After completion of supplies, ACASH raise bill for payment with paying authority of the indenting department. . After receipt of payment from Indenting Department , ACASH, in turn ,release the payment to the supplying organization.</p>	<p>submit his acceptance of the order alongwith the details. On receipt of acceptance, ACASH release formal orders.</p> <p>On completion of supplies, the member organization submit documents i.e. invoice, handloom certificate etc. They will also submit proof of production documents for onward submission to Cost Accounts Branch, Ministry of Finance. The Cost Accounts Branch, will scrutinize the documents and also visit the</p>	
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						place of production units for verification. Thereafter, the Cost Accounts Branch recommends the price to Ministry of Textiles(MOT). MOT, in turn, fix the prices, based on this recommendation .	
2.	Organization of Exhibitions for promotion & marketing of handlooms	Exhibitions are held for duration of 14 days.	40%	Sh.K.G.Singhal, Assistant Secretary ,Ph. 011-23371620 /011-23371859 e-mail id acashstsdelhi@gmail.com	In the opening of the financial year, ACASH submits the proposal for organizing exhibition during that particular year with the O/o DC(HL) . After getting the approval from the O/o DC(HL) , a circular regarding organization of exhibition during that year will sent to the state handloom directors and weavers Service centres requesting them for forwarding / recommendation of the name of the handloom	The incorporation certificate of the Society, recommendation of the concerned state director of handloom/ Weavers service centre, handloom mark registration. For the NGO, the documents required as per the norms of CAPART.	Rs. 5000/- to Rs. 10,000/- per exhibition.

					societies / NGO's for the participation in the exhibition. On receipt of the recommendation and application , a committee will scrutinize the application received from different agencies and select the required no. of agency for participation in a particular exhibition.		
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Data Source : Co-ordination Section  
Date : 13/09/2013