

CHECK LIST FOR FORWARDING OF PROJECTS UNDER REGP OF KVIC

Note : *All the papers / documents should be submitted in duplicate*

1.	Application form with Passport size Photographs	Yes / No
2.	N.O.C. from "Gram Panchayat / Numberdar / Pradhan – Annexure - I	Yes / No
3.	Affidavit (Duly Attested by the Notary Public) - Annexure – II	Yes / No
4.	Undertaking from the beneficiary regarding own contribution, Registration Fee and Consultancy Charges – Annexure - III	Yes / No
5	Forms for EDP & Registration fees (Office Work) – Annexure –IV & V	Yes / No
6.	Proof of Residence (copy of Ration Card / election Identity Card)	Yes / No
7.	Proof of Land / Building where proposed units is to be setup / copy of Tenancy Agreement	Yes / No
8.	Map of the Proposed unit. Lay out plan alongwith location identification	Yes / No
9.	Educational qualification Certificates / Experience Certificate	Yes / No
10.	Caste / Category Certificate [ST / OBC / Ex-Servicemen / Physical Handicapped etc]	Yes / No
11.	Licenses / Registration if applicable for the proposed unit	Yes / No
12.	Consent letter from the concerned Bank	Yes / No
13.	Copy of Registration Certificate, Bye-Laws and resolution passed by the Society for availing finance under REGP of KVIC in case of Registered Society / Trusts / Co-operative Society etc.	Yes / No
14.	List of Machinery and raw materials required with rates.	Yes / No
15.	Project Report [If should not be one from Negative list of KVIC]	Yes / No

APPLICATION FORM

A&N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD

PORT BLAIR

(Application for Individual beneficiary to be financed up to Rs. 10.00 Lakh under Village Industries only)

SERIAL NO. : 0700

DATE OF ISSUE : / /

Applicant to affix
his/her recent
passport size
Photograph duly
signed by him/her

To

The Chairman

A & N Islands Khadi & Village Industries Board,
Udyog Parisar,
Middle Point,
Port Blair—744 101

Sir,

I/We, the undersigned _____

am /are applying for an amount of loan of Rs. _____ (Rupees _____

_____ only) and /or grant of subsidy (Margin Money) for Rs. _____

(Rupees _____ only)

for establishment/development of _____

unit under _____

_____ Industries.

Necessary particulars are furnished below :

Details of Project cost

Means of Finance

A. Capital Expenditure

i) Building plan Rs.

Own Contribution Rs.

ii) Machinery/Equipment Rs.

Term Loan Rs.

B. Working Capital Rs.

Cash Credit Rs.

TOTAL COST Rs.

TOTAL Rs.

RURAL EMPLOYMENT GENERATION PROGRAMME OF KVIC

(An excellent opportunity for establishment of self employment venture in Rural area)

PART I

IDENTIFICATION

1. Name [in Block letters] :
2. Father's/Husband's Name :
3. Address in detail :
 - [a] Present Address :
[Local Address]
 - [b] Permanent Address :
[Mainland Address, if any]
4. Contact Phone No. :
 - [a] Office :
 - [b] Workshop :
 - [c] Residence :
5. Age & Date of Birth with its Proof :
6. Educational Qualifications (with its proof) :
 - [a] General :
 - [b] Technical :
 - [c] Length of experience in line :
7. Whether he/she belongs to :
 - [a] Scheduled Caste :
 - [b] Scheduled Tribe :
 - [c] Traditional Artisan :
 - [d] Any other backward class :
 - [e] Minority :
 - [f] Ex-Servicemen :
 - [g] Women :
 - [h] Physically handicapped :
 - [i] Tsunami Victims :
 - [j] General :
8. At present what he/she is doing? [give details: alongwith monthly Income with source thereof]
9. Name of the Scheme he/she intends to take up :

10. Whether it is a continuation Scheme or a new one ?

11. If it is a continuation scheme, indicate in: details the present position with assets so far created

12. If it is a new scheme/proposed, indicate: the training in the trade taken. If not whether he/she wishes to go for training or not

13. Please give the details of the actual : location

14. Availability of workshed either own or on: rental basis with average monthly rent

15. Details of the products to be produced : and local demand with arrangement for marketing thereof

PART II

FINANCIAL ASPECT

1. Funds required for the proposed: scheme

(i) Capital Expenditure :

[a] Workshed : Rs. _____

[b] Godown : Rs. _____

[c] Equipment : Rs. _____

Total [1] : Rs. _____

(ii) Working Capital : Rs. _____

Total [1 + 2] : Rs. _____

2. Own investment proposed to be made in: Rs. the form of cash and/or in kind

3. Actual net fund required to be: sanctioned

(a) Capital expenditure : Rs. _____

(b) Working Capital : Rs. _____

Total : Rs. _____

4. Kind of security proposed to be given for:
the fund required (in details)

(a) Collateral :

(b) Mortgage :

(c) Hypothecation :

5. In case funds required for continuation:
programme please give details of total
investment made

(i) Capital Expenditure : Rs.

(ii) Working Capital : Rs.

(iii) Stock in trade, if any, both raw
materials and finished products with
name quantity and value in detail

6. Give the details of borrowings from any:
other source with purpose and security
offered for

Source	Purpose	Amount	Security Offered
(i) Private			
(ii) Bank			

TOTAL

7. Repayment, if any, so far made and:
outstanding as on this date, give
confirmation letter for the same

8. Any other points related to the scheme :

Encl.: As above

Yours faithfully,

Date:

Place:

Signature of the Applicant

ANNEXURE – I

RESIDENCE CERTIFICATE

I, certify that Shri / Smti. / Kum.
, S/o / W/o / D/o R/o
..... is residing in this village / Panchayat since
years.

Surpanch / Numberdar / Pradhan

SITE WHERE UNIT PROPOSED TO BE SETUP

I, certify that Shri / Smti. / Kum. ,
S/o / W/o / D/o R/o
..... has a land (Size or rented
Building size in this village (Name of Village)
..... I have no objection if the above entrepreneur sets up a
unit of (Name of the Industry) on the
above site.

Surpanch / Numberdar / Pradhan

ANNEXURE – II

AFFIDAVIT

I Shri / Smti. / Kum., S/o / W/o /
D/o, age years
Permanent R/o (Village) P.O.
District State / UT

I solemnly declare that the information submitted to the A & N Islands Khadi & Village Industries Board, Port Blair is correct in all respect up to the best of my knowledge and belief. Further I declare that :-

1. I am a prominent person of the society and at present there is no liability pending against me for any Government Department / Co-operative Society and individual firms as well as there is no any trial pending or under consideration with crime or fraud.
2. I am not in Government Service.
3. I am applying for loan under REGP scheme of Khadi & Village Industries Commission.
4. I will set up the unit in the rural area certified by the revenue department in the village P.O.
District State / UT.....
5. I will set up a new unit after getting loan from bank under Rural Employment Generation Programme of KVIC and will not manipulate in any respect with old units.
6. I will abide completely by the rules and regulations laid down by the KVIC under the REGP Scheme.
7. I will allow and co-operate the KVIC / KVIB officials to inspect my unit installed under REGP scheme of KVIC & during the inspection if there is any irregularity or manipulation found by the KVIC / KVIB officials, the Commission / Board will have full authority to recover the Margin Money with interest.
8. I will use the loan amount under REGP for setting up the unit for which it is taken and will not misutilise it.
9. I will submit the progress report of the unit setup under REGP Scheme to KVIC/ KVIB regularly in time without fail.
10. I will be fully responsible for any type of misutilisation of the loan under REGP scheme.
11. Myself or any of my family members have not availed any financial assistance under KVIC / KVIB / REGP scheme.
12. I have not availed / applied any subsidy from any other Department for the proposed unit.

(DEPONENT)

Witness . (Name & Address)

1.

2.

Signature

1. UNDERTAKING [for own contribution]

I Shri / Smti. / Kum., S/o / W/o /
D/o, undertake to deposit own contribution
in (Name, address & Ph. No.
of bank which will finance the project) Phone No. (with STD code)
..... Bank.

Place ;
Date :

Signature of the Beneficiary

2. UNDERTAKING [for Registration fee]

I, Shri / Smti. / Kum., S/o / W/o
/ D/o R/o.
also undertaking to deposit 1% of project cost as Registration fees immediately after
disbursement of 1st instalment out of my loan account by means of demand draft in favour
of **The Member Secretary, A & N Islands Khadi & Village Industries Board,**
payable at Port Blair.

Yours faithfully,

Place :
Date :

Name & Signature of the Applicant

Note : Photocopy of above both bank drafts must be attached with Margin Money claim form.

3. UNDERTAKING (for consultancy fee)

To

The Branch Manager,
.....
.....
.....

Sub : Remittance of services charges to the office of the A N Islands Khadi & Village Industries Board, Port Blair towards service charges for the services rendered by the "RICS Cell of the A & N I KVIB" on the project sanctioned by _____ Bank – reg.

I, Shri / Smti. / Kum.S/o / W/o /

D/o, Residing at

intend to submit a proposal for setting up of a unit for

..... under Rural Employment Generation Programme

KVIC to your bank. If the proposal is sanctioned by the Bank, Margin Money

Rs. as applicable in terms of the circular No. REGP/RICS/M-

728Proc. training/2004-05 dated 22.03.2005 may be remitted to the A & N Islands Khadi &

Village Industries Board, Port Blair immediately after disbursement of 1st installment out of

my loan account by means of demand draft in favour of the Member Secretary, A & N

Islands Khadi & Village Industries Board towards service rendered by the Rural Industries

Consultancy Services Cell, A & N Islands Khadi & Village Industries Board, Port Blair for

consultation and formulation of the project proposal for the undersigned.

Yours faithfully,

Place :

Date :

Name & Signature of the Applicant

**FORMAT FOR SPONSORING THE BENEFICIARY FOR UNDERGOING
EDP TRAINING**

1. Name & address of the beneficiary :
2. Name of the Activity :
3. Actual Location of the unit :
4. Whether the beneficiary belongs to :
SC/ST/OBC/Minority/Ex-Serviceman:
PHC/Women or General
5. Name of the Financing Bank with address:
6. Total cost of the Project : C.E : _____ W.C : _____
7. Amount sanctioned with date :
8. Amount of 1st Instalment of loan release:
with date

I hereby sponsor Shri/Smti/Kum. _____ for undergoing EDP training being arranged by you.

Signature of the Branch Manager
(With Seal)

Place :

Date :

To .

1. The Executive Officer, A&N Islands Khadi & V.I.Board, Port Blair for information and necessary action.
2. The Lead District Manager, Lead Bank Office, SBI, Port Blair for information.

**FORMAT FOR SPONSORING THE BENEFICIARY FOR UNDERGOING
EDP TRAINING**

1. Name & address of the beneficiary :
2. Name of the Activity :
3. Actual Location of the unit :
4. Whether the beneficiary belongs to :
SC/ST/OBC/Minority/Ex-Serviceman:
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Signature of the Branch Manager
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Place :
Date :

To

1. The Executive Officer, A&N Islands Khadi & V.I.Board, Port Blair for information and necessary action.
2. The Lead District Manager, Lead Bank Office, SBI, Port Blair for information.

9. Entrepreneur's :
contribution deposited
(5% of the total Project
Cost:

Date of deposit : _____
Amount : Rs. _____

10. Registration fee (1% of : Rs. _____
the total Project Cost)

In this connection I am enclosing herewith a DD bearing No. _____ dated
_____ for Rs. _____ drawn in favour of the Executive
Officer, A & N Islands Khadi & V.I. Board being the Registration fee for his / her unit financed /
being financed under REGP.

Encl. As above.

Yours faithfully,

**Branch Manager,
(With Seal)**

9. Entrepreneur's :
contribution deposited
(5% of the total Project
Cost:

Date of deposit : _____
Amount : Rs. _____

10. Registration fee (1% of : Rs. _____
the total Project Cost)

In this connection I am enclosing herewith a DD bearing No. _____ dated
_____ for Rs. _____ drawn in favour of the Executive
Officer, A & N Islands Khadi & V.I. Board being the Registration fee for his / her unit financed /
being financed under REGP.

Encl. As above.

Yours faithfully,

**Branch Manager,
(With Seal)**