

	H.P. State Handicrafts & Handloom Corporation Ltd., (A State Government Undertaking) SDA Commercial Complex, Kasumpti, Shimla-171009 Phones: 0177-2621557, 2621275	
GST: 02AAACH4039F1Z6	CIN: U32301HP1974SGC003419	PAN: AAACH4039F



Advertisement for engagement of designers

Applications are invited for engagement of designers empanelled with the office of Development Commissioner (Handicrafts) Govt. of India, for implementation of Integrated Design and Technical Development Projects within the State of H.P. The designers as per following details would be engaged:-

- | | |
|--------------------------------------|---------|
| 1. Carpet Weaving Craft. | 01 No's |
| 2. Shawl Weaving & Embroidery Craft. | 03 No's |
| 3. Pottery Craft. | 01 No's |
| 4. Pine Needle Craft. | 01 No's |
| 5. Bamboo Craft. | 02 No's |

The detailed advertisement along with eligibility criteria, guidelines for submission of applications, other terms and conditions are available on the website www.himcrafts.com. The last date of receipt of applications along with application fee of Rs. 500/- in the aforesaid office of Corporation is 15th July, 2021.


Managing Director

	H.P. State Handicrafts & Handloom Corporation Ltd., <i>(A State Government Undertaking)</i> SDA Commercial Complex, Kasumpti, Shimla-171009 Phones: 0177-2621557, 2621275	
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Official website: www.himcrafts.com

Email ID: mdhpsshcl@gmail.com

Detailed advertisement for the engagement of designers

Applications are hereby invited for the engagement of designers for the implementation of following Integrated Design and Technical Development Projects within the State of H.P.:-



1. Carpet Weaving Craft, Anni (Kot), Kullu
2. Shawl Weaving & Embroidery Craft, Block Saraj, Mandi
3. Shawl Weaving & Embroidery Craft, Gohar, Mandi
4. Shawl Weaving & Embroidery Craft, Sahoo, Chamba
5. Pottery Craft, Pondhna, Solan
6. Pine Needle Craft, Kot, Block Mashobra, Shimla
7. Bamboo Craft, Bharanta Sai, Thural, Distt. Kangra
8. Bamboo Craft, Sujanpur, Hamirpur

- (1) Last date of receipt of application: 15th July 2021 up to 5.00 P.M. in the office of the Managing Director HPSHHC i.e. D-2 Block No.- 3, SDA Commercial Complex, Kasumpti, Shimla-171009 on application prescribed application form proforma is at ("Annexure A") along with self attested copy of documents in support.
- (2) Application Fee: - Rs. 500/- through demand draft payable to the Managing Director, HPH&HCL at Shimla.
- (3) **Eligibility Criterion:** - The applicant should be empanelled with the office of Development Commissioner (Handicrafts) Government of India. Candidate with experience in related field have proven record and willing to work in the identified location would be preferred.

- (4) **Remuneration:-** @ Rs. 55,000/- per month (including TA/DA) subject to achievement of milestones fixed by the corporation for implementation of project after selection of candidate and fulfillment of terms & conditions of empanelment.
- (5) **Duration of Programme:-** 5 months including three months training to artisans atleast training of 25 days/month subject to a minimum 125 hours of training per month.
- (6) **General terms and conditions** on which these projects are to be implemented is enclosed at "Annexure B". The empanelled designers is required to execute the MOU with the Corporation on the agreed terms and conditions including essential conditions as imposed by DC (Handicrafts) in "Annexure B", and will work under the overall supervision and control of Corporation on any expert engaged by Corporation for successful implementation of the project.


Managing Director

"Annexure A"

	H.P. State Handicrafts & Handloom Corporation Ltd., (A State Government Undertaking) SDA Commercial Complex, Kasumpti, Shimla-171009 Phones: 0177-2621557, 2621275	
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Application form for the engagement of designer in _____ (name of craft)
at _____ (location).

Name of applicant	
Father's name of applicant	
Date of Birth	
Complete address	
Aadhar no.	
Mobile no.	
E-mail ID	
Qualifications (a) Academic (b) Professional	
Experience in years (please attach supporting documents)	
Detail of projects implemented by the applicant.	

<p>Empanelment detail with Development Commissioner (Handicrafts/Handloom) Govt. of India (Reference no.)</p> <p>Any other agency of State or Centre Government.</p>	
<p>Checklist of the documents</p> <p>Documents in support of educational qualification.</p> <p>Documents in support of professional qualification.</p> <p>Documents in support of experience.</p> <p>Documents in support of address of the applicant.</p>	

I hereby solemnly affirm and state that particulars provided by me in this application are true and nothing material has been concealed from the H.P. State Handicrafts & Handloom Corporation Ltd. It is further certified that I was never blacklisted/debarred by any State/Centre Government Department, Board and organization for undertaking any consultancy work or the work of designer or any business transactions.

Signature of applicant

Name of applicant

Complete Address with contact No.

Government of India
Ministry of Textiles
Office of Development Commissioner Handicrafts
(Design Section)

West Block-7, R K Puram
New Delhi-110066
Dated: 02.03.2021

To,

The Pay & Account Officer
The Central Pay & Accounts Office
West Block-7, R K Puram
New Delhi-110066

SANCTION ORDER

Subject: Fresh sanction in favor of **M/s Himachal Pradesh State Handicrafts & Handloom Corporation Limited** for organizing 01 Integrated Design and Technical Development Project (IDDP) in **Shawl weaving & Embroidery Craft artisans** in District **Mandi, Himachal Pradesh** under Design & Technical Upgradation Scheme for the financial year 2020-21.

In exercise of financial powers delegated to Development Commissioner (Handicrafts) as head of Department vide order No.G-20013/42/DC(HC)/BGT/2004 dated 05/05/2015 and 07/05/2015 of the IFW, Ministry of Textiles; sanction of President of India, hereby conveys for the payment of grant in aid of **Rs.11,88,000/- (Rupees Eleven Lakh Eighty Eight Thousand Only)** as first installment (in advance) out of total sanctioned grant in aid of **Rs.14,85,000/- (Rupees Fourteen Lakh Eighty Five Thousand Only)** to **M/s Himachal Pradesh State Handicrafts & Handloom Corporation Limited**, SDA Commercial Complex, Kasumpti, Shimla, Himachal Pradesh - 171009 for organizing 01 Integrated Design and Technical Development Project (IDDP) in Shawl weaving & Embroidery Craft artisans in District Mandi, Himachal Pradesh under Design & Technical Upgradation Scheme. The sanctioned grant is of non-recurring nature and will be met out of budget allocated for financial year 2020-21. The head wise break-up of sanctioned grant for each project is as under:

S.No.	Expenditure heads	Sanctioned Amt. (Rs)	Release Amt. (Rs) (80% of Sanctioned Amt.)
1	Fee for one Designer @ Rs.55,000/per month (including TA), for 05 Months	2,75,000	2,20,000
2	Fee of one Master Crafts Person @ Rs 30,000/ including TA for 03 Months	90,000	72,000
3	Market Survey, Intelligence gathering and Test Marketing including participation in 02 marketing events	70,000	56,000
4	Compensation of cost of raw materials for prototype development (01 set of 25 prototypes)	50,000	40,000

5	Cost of documentation report	50,000	40,000
6	Wage compensation to 40 craft persons @ Rs.300/day/person for 75 days in 3 Months (125 Hrs for 25 days in a month)	9,00,000	7,20,000
7	Miscellaneous expenditures	50,000	40,000
Total		14,85,000/-	11,88,000/-

The grant in aid is sanctioned for conducting 01 Integrated Design and Technical Development Project (IDDP) and total grant sanctioned for 01 IDDP is Rs. 14,85,000 X 1= 14,85,000/- and release amount is Rs.11,88,000/- (80% of sanctioned amount).

Mode of payment: The sanctioned amount will be paid in two installments. The first installment amounting to Rs. 11,88,000/- (Rupees Eleven Lakh EightyEight Thousand Only) being 80% of the sanctioned amount will be released on receipt of pre-receipt bill and acceptance of terms and conditions etc.

Second and final installment will be released in the shape of reimbursement after completion of the project and submission of following documents:

1. Performance cum achievement report in soft copy.
2. CD containing following documents:
 - a. Audited statement of expenditure with details of each transaction. (hard copy)
 - b. Details of beneficiary artisans in DBT Format, for purpose of this sanction only persons having PAHCHAN Identity Card will be call artisans. (Soft copy)
 - c. Receipt of wages compensation by individual artisan counter signed by AD(H).
 - d. Acknowledgement of field office for receipt of digitized copy of prototype. (soft copy)
 - e. Documentation report giving details of market survey, observed gaps, strategies to fill the gap, history of craft & procedures involved, design development & sketches. (soft copy)
 - f. Photographs and videos of critical events. (soft copy)
 - g. Performance-cum-Achievement Report giving targets and successful achievement of targets. (soft copy)
 - h. Biodata of designer, master craft persons. (soft copy)
3. Financial documents
 - a. Utilization Certificated in the format provided under GFR-12 A. (hard copy)
 - b. Audited statement of Accounts giving head wise detailed expenditure by Chartered Accountant, duly verified and counter signed authorized signatory of organization.(hard copy)
 - c. Bank authorization letter for receipt of payment on behalf of organization.
 - d. Bank mandate form.
 - e. Certification that no UC is pending against the organization in any scheme of this office.

The I/A should maintain a copy of all the reimbursement documents until the case is settled. In case of delay due to non-receipt/incorrectness of document /pending UC /NGO Blocked/Unspent balance etc. leading to time barred cases I/A will be responsible for the same.

Project Duration: The project should be completed within 12 months from date of receiving fund and UC Certificate must be reached this office within next financial year. In all circumstance (unless separate instruction is issued) the case should be settled within 24 months from dated of expenditure.

The Terms and Conditions for Implementation of project are:

- a. The organization must inform the concerned RD and AD(H) 10 days before of scheduled activity.
- b. All beneficiaries should be selected in a fair & transparent manner giving equal opportunity to artisans of the concerned region and should be distributed in presence of the concerned Assistant Director.
- c. The designer shall be engaged from the empaneled list of designers of this office and the master craft person should be Shilp Guru/ National awardee/ National Merit Certificate holder /State awardee. If not available in particular craft, then the I/A shall approach regional director concerned and she/he should finalize the name by constituting a committee.
- d. The designer and master craft persons to whom the project is assigned should have not been engaged in any other project till the assigned project is completed in all respect.
- e. All the expenditure should be made through PFMS only and all the procurements should be made as per provisions of GFR-2017.
- f. The grant should be utilized within 12 months from the date of release of grant and project completion report along with all the necessary documents for reimbursement should be sent to HQ office within 01 month after completion of project. A pro-rata cut in expenditure may be imposed in case of shortfall in achievements against the targets fixed during sanction.
- g. The Assistant Director of Handicrafts Service Centre is directed to submit the inspection report immediately after inspection (through email) and hard copy within one week of inspection.
- h. The organization shall interact periodically with the concerned Office of DC(H) for successful implementation of the project.
- i. Grant in aid/funds shall be utilized only for the aforesaid project only.
- j. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
- k. The grantee shall maintain the register of assets in the prescribed form GFR-40, the assets acquired wholly or substantially out Govt. except those declared as obsolete/unserviceable/ condemned as per procedure laid down in GFR shall not be disposed-off without prior approval of Govt.
- l. The grantee agrees to make reservation for schedule cast/ schedule tribes in posts/services under its control on the lines indicated by Govt. of India (if applicable)
- m. The grantee should not be involved in corrupt practices.
- n. The expenditure shall be incurred as per GFR provisions and Department of Expenditure guidelines.
- o. Component wise breakup of sanctioned amount represents the permissible upper limit of expenditure and admittance thereof shall be subject to the actuals.
- p. The grantee shall execute a bond with two sureties to the President of India for acceptance of terms and conditions of the payment of the grant in aid before release of payment (for Non-Government Organizations only).
- q. The amount so paid to the grantee shall be open to inspection by Office of

- DC(H)/internal audit party of Chief controller of accounts, Ministry of Commerce and Textiles, whenever the grantee is called upon to do so.
- r. The account shall be audited by the internal auditor of the grantee and finally by the comptroller and auditor general of India, under section 14 of CAG of India (duties, power and conditions of service 1971) or if not applicable the grantee shall get its account audited from Chartered accountant.
- s. The grantee shall not divert the grant and entrust execution of the scheme or work concerned to another institution or organization and shall abide by the terms and conditions of the grant. If the grantee fails to utilize the grant for the purpose for which the same has been sanctioned, the grantee shall be required to refund the amount of the grant as per GFR Rule No. 231(2)(iv) with interest there on @ 10% per annum or rates applicable from time to time in this regard in case of Non-Government Organizations only.
- t. This Sanction Order will become invalid (Unless Revalidated by Separate Order), if the fund is not released in the same financial year in which sanction order issued.

Account Officer (HQ), Office of Development Commissioner (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved. Certified that this is a continuation scheme and all the conditions laid down as per GFR 228 to 245 by the Ministry of Finance in this regard are fulfilled.

Out of sanctioned amount, **Rs.11,88,000/-** (Rupees Eleven Lakh Eighty Eight Thousand Only) is to be debited from budget head **2851.00.104.38.01.31 (GIA-G)** from the budget grant for the year 2020-21.

This issues with the approval of Development Commissioner vide **Diary No.40201** Dated **01.03.2021**. Entry in Grant in Aid register has been made at **Page No.14** at **Serial No.236**.

**Digitally signed by SANDEE I
KUMAR PATEL**

**Date:Tue Mar 02 17:18:11 IST
2021**

Reason: Approved

(Sandeep Kumar Patel)
Assistant Director (Handicrafts)
Design Section

Copy to:-

1. M/s Himachal Pradesh State Handicrafts & Handloom Corporation Limited, SDA Commercial Complex, Kasumpti, Shimla, Himachal Pradesh - 171009 with instruction to furnish the following documents
 - a. Pre-receipt in triplicate as per sanction, acceptance of terms & conditions and submission of affidavit as per proforma enclosed.
 - b. Authorization letter to designated bank for receiving funds on behalf of I/A.
 - c. Designated Bank Mandate Form as per proforma attached.
 - d. ECS/ Agency Details
2. The Assistant Director, Handicraft Service Center Kullu, Himachal Pradesh , with request to inspect the program as per the scheme guidelines and email inspection report immediately after inspection (through official mail) and hard copy should reach to HQ within 7 days of inspection. A copy of inspection report should also be provided

- to Office of RD and Implementing agency.
3. Regional Director, NRO_Delhi, Office of Development Commissioner (Handicrafts) with request to monitor and ensure proper execution of project.
 4. The Accounts Officer (B&A), Office of Development Commissioner (Handicrafts).
 5. The Accounts Officer, Office of Development Commissioner (Handicrafts), New Delhi.
 6. Director, Internal Finance Wing (IFW), Ministry of Textiles, New Delhi.
 7. The Accountant General, Govt. of India, Delhi.
 8. The Principle Accounts Officer (B&A) Section, Ministry of Commerce & Textiles, Room No.533, Udyog Bhawan, New Delhi.
 9. The Principle Director of Audit, Economic and Services Ministry, AGCR, I.P Estate, New Delhi.
 10. The District Magistrate, Mandi, Himachal Pradesh for information.
 11. The Directorate of Industries for information.
 12. Guard file.
 13. Computer Section of NIC, O/o DC(H).

Sandeep Kumar Patel
Assistant Director (Handicrafts)