

**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION**

SDA commercial Complex, Kasumpti, Shimla-171009


Telephone No: 0177-2621275, 2621557, Fax No: 2626234

**Advertisement for engagement of designers**

An advertisement was published on 18 March 2020 in The Indian Express, The Tribune, Dainik Bhaskar, & Amar Ujala newspapers for inviting applications for the engagement of designers up to 07 April 2020. The last date for submission of applications is hereby extended up to 29 June 2020, in following crafts.

1. Metal Craft.	02 Nos.
2. Shawl Weaving & Embroidery Craft.	03 Nos.
3. Wood Craft.	02 Nos.
4. Pine Needle Craft.	02 Nos.
5. Bamboo Craft.	03 Nos.
6. Chamba Rumal Embroidery Craft.	01 Nos.
7. Kangra Miniature Painting Craft.	01 Nos.

The detailed advertisement along with eligibility criteria, guidelines for submission of applications and other terms and conditions are available on the website [www.himcrafts.com](http://www.himcrafts.com). The applications along with application fee of Rs. 500/- in the shape of demand draft in favour of MD, HPSHHC should reach in the aforesaid office of Corporation by 29 June 2020.

  
Managing Director

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Telephone No: 0177-2621275, 2621557, Fax No: 2626234

Official website: [www.himcrafts.com](http://www.himcrafts.com)

Email ID: [mdhpshhcl@gmail.com](mailto:mdhpshhcl@gmail.com)

**Detail 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. Metal Craft, Runnu Kothi (Bharmour), Chamba.
2. Metal Craft, Nalbaggi (Saraj) Mandi.
3. Shawl Weaving & Embroidery Craft, Arki, Solan.
4. Shawl Weaving & Embroidery Craft, Pragpur, Kangra.
5. Shawl Weaving & Embroidery Craft, Sayanj (Nachan) Mandi.
6. Wood Craft, Sangla, Kinnaur.
7. Wood Craft, Ropa, Kullu.
8. Pine Needle Craft, Rait, Kangra.
9. Pine Needle Craft, Kandaghat, Solan.
10. Bamboo Craft, Bilaspur Distt. Bilaspur.
11. Bamboo Craft, Chamunda, Kangra.
12. Bamboo Craft, Dharampur Mandi.
13. Chamba Rumal Embroidery Craft, Rang Mahal Chamba.
14. Kangra Miniature Painting Craft, Dharamshalla, Kangra.

- (1) Last date of receipt of application: 29 June 2020 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”

**HIMACHAL PRADESH STATE HANDICRAFTS & HANDLOOM CORPORATION**

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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

West Block-7, R K Puram  
New Delhi-110066  
Dated: 11.10.2019

**SANCTION ORDER**

To,

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

**Subject:** Fresh sanction for Grant in aid of **Rs.14,85,000/-** (Rupees Fourteen Lakh Eighty Five Thousand Only) for organizing 01 Integrated Design and Technical Development Project (IDDP) in Metal Craft artisans of ST Category at District Chamba, Himachal Pradesh in favor of **M/s Himachal Pradesh State Handicrafts & Handloom Corporation Limited**, SDA Commercial Complex, Kasumpti, Shimla, Himachal Pradesh - 171009 under Design & Technical Upgradation Scheme for the financial year 2019-20.

In exercise of financial powers delegated to Development Commissioner (Handicrafts), Office of 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; I am directed to convey Sanction of President of India for the payment of grant in aid of 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 for incurring non-recurring expenditure for organizing 01 Integrated Design and Technical Development Project (IDDP) in Metal Craft at District Chamba, Himachal Pradesh under Design & Technical Upgradation Scheme for the financial year 2019-20. The financial details are 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
<b>Total</b>		<b>14,85,000/-</b>	<b>11,88,000/-</b>

Total sanctioned amount 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)**.

2. The Terms and Conditions for Implementation of project are:

a. Duration of project:

- i. Three months (25 days/month) subject to a minimum 125 hours of training per month
- ii. Number of participants should be 40 artisans from ST category.
- iii. A period of 1 month for market survey, test marketing, intelligence gathering etc. including participation in at least one marketing event.
- iv. One set of 25 prototypes is to be developed during project; The prototypes must be digitized by concerned AD office and returned to I/A; a report for receipt and digitization of prototypes should be submitted to HQ Office.
- v. Presence of designer and master craft persons is compulsory during the entire training program.

b. The balance admissible amount shall be released as reimbursement after completion of program, subject to submission of following documents:

- i. Audited statement of accounts from Chartered Accountant (CA) counter signed by authorized signatory of I/A and AD(H) concerned.
- ii. Statement of expenditure showing the details of payee and mode of payment.
- iii. GFR-12 (on letter head of Chartered Accountant) counter signed by authorized signatory of I/A and AD(H) concerned
- iv. Inspection report signed by Assistant Director (H) concerned field office stating that all terms and conditions have been followed during the project.
- v. Performance-achievement report verified by concerned AD(H).
- vi. Biodata of designer, master craft persons verified by AD(H).
- vii. Receipt of digitized prototypes by AD(H) concerned.
- viii. Complete details of beneficiary in DBT format with Artisan ID Cards along with soft copy in excel sheet. A summary sheet of beneficiaries mentioning total beneficiary, Gender, Social category.
- ix. An affidavit stating that the designer and master craft persons to whom the project is assigned have not been engaged in any other project until the assigned project is completed in all respect.
- x. Recommendation from AD/RD for release of next/final installment.
- xi. The documentation report should be prepared as per guidelines given in Annexure-1.
- xii. The entire beneficiary must have Artisan ID issued by this office or AD has certified that the applicant is a bonafide artisan.

c. All the payments should be made through PFMS-EAT module and payment details should be submitted along with report.

- d. The first installment of **Rs.11,88,000/-** (Rupees Eleven Lakh Eighty Eight Thousand Only) under ST category being 80% of total sanctioned amount of **Rs.14,85,000/-**(Rupees Fourteen Lakh Eighty Five Thousand Only) shall be released as advance for the said purpose after receiving the terms and conditions along with pre-receipt in triplicate and a bond per proforma enclosed.
- e. 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.
- f. 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.
- g. The grantee shall maintain subsidiary accounts of the grant in aid received from the Govt.
- h. 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.
- i. 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.
- j. 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.
- k. 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 with interest there on @ 10% per annum or rates applicable from time to time in this regard.
- l. The activities shall be completed within 12 months from date of release of funds. A pro-rata cut in expenditure may be imposed in case of shortfall in achievements against the targets fixed during sanction.
- m. Completion of project and submission of reimbursement proposal
- i. Documentation report
    1. The purpose of the project.
    2. Design Development process.
    3. Market survey and intelligence gathering.
    4. The facts that the project objectives have been achieved.
    5. Details of participation in minimum one marketing event.
    6. Grant details.
  - ii. Financial parameters as per GFR-2017
    1. Utilization Certificate(UC) as per GFR-12A.
    2. Head wise statement of expenditure dully signed by CA.
    3. List of beneficiaries.
    4. Summary report of beneficiaries.
- n. 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)



- o. The grantee should not be involved in corrupt practices.
- p. The pattern of assistance of grant in aid received is as per rules approved by Ministry of Finance, Govt. of India. It is certified that unspent balance of the previous grant has been taken in account while sanctioning the current grant.
- q. 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.

Account Officer (HQ), Office of Development Commissioner (Handicrafts), New Delhi is hereby authorized to draw and disburse the amount involved.

Out of sanctioned amount **Rs.11,88,000/-** (Rupees Eleven Lakhs Eighty Eight Thousand Only) is to be debited from budget head **2851.00.796.56.01.31(GIA-G-ST)** from the budget grant for the year 2019-20.

This issued with the approval of Development Commissioner vide **Diary No. 32982** Dated **09.10.2019**. Entry in Grant in Aid register has been made at **Page No.50** at **Serial No.36**.

Digitally signed by SANDEEP KUMAR  
PATEL  
Date: Fri Oct 11 11:38:08 IST 2019  
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 submit inspection report along with his recommendation to HQ office within 7 days of completion of project. A copy of report should also be provided to Office of RD and Implementing agency.
3. NRO\_Delhi, Office of Development Commissioner (Handicrafts)-.
4. The Accounts Officer (B&A), Office of Development Commissioner (Handicrafts).
5. The Accounts Officer, Office of Development Commissioner (Handicrafts), 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 Chamba, Himachal\_Pradesh.
11. The Directorate of Industries.
12. Guard file.