

Operational Procedures of West Bengal Handloom and Khadi Weavers Financial Benefit Scheme, 2024 as modified from time to time

1. A viable and/or potentially viable Primary Weavers' Co-operative Society (PWCS) will in terms of sub clause (1) of clause (7) of the Scheme apply for financial support to clear 100% overdue principal amount and 25% overdue interest amount as they stand on 31st March, 2024 in regard to the respective N.P.A. Account in Annexure "A". The application will be submitted under the signature of the Secretary of the respective PWCS. Application may be submitted either in online or in offline mode and will be submitted before Development Officer (Handloom) of the respective district. In case of online submission the signed Annexure "A" is to be scanned and submitted online.
2. A new interactive portal for West Bengal Handloom and Khadi Weavers Financial Benefit Scheme, 2024 will be made operational by Director, Textiles immediately after the Gazette Notification of the Scheme. In case of offline submission of application as mentioned in the foregoing paragraph, digitization of the application in the portal will be done by the respective DO (Handloom) under the supervision of Zonal Dy. Director, Handloom.
3. Development Officer (Handloom) on scrutiny of the application will either revert back to the respective PWCS for rectification of the form and or attachments to make the application complete in all respect, or accept the same if the application does not suffer from any inadequacy. Development Officer (Handloom) after accepting the application from the PWCS will place the application with his recommendation on the body of Annexure "A" before the District Level Committee as notified in sub clause (ii) of Clause (8) of the scheme.
4. Development Officer (Handloom) after getting approval from the District Level Committee will forward the application form in Annexure "A" along with his recommendation to the respective Branch Manager of the DCCB/WBSCB as the case may be in the concerned district.
5. The respective Branch Manager will scrutinize the form as per the Standard Operating Procedure (SOP) of the Bank read with the provisions of the scheme and submit his recommendation in the format at Annexure "B" for waiver /right off the amount as proposed in Annexure "A" or a part thereof as would be admissible.

6. The State Level Committee as notified in sub clause (iii) of Clause (8) of the scheme will devise the norms and criteria for viable and potentially viable societies and will also set forth the modalities for ascertaining the extent of financial assistance to be extended to such viable/potentially viable PWCS under this scheme. The recommendation of the State Level Committee will be given in the form of a minute of the meeting.
7. An eligible PWCS (viable/potentially viable)/JLGS/Handloom Cluster willing to avail the benefit of concessional supply of yarn as contained in sub clause (i) of Clause (3) of the scheme will furnish undertaking before Tantuja, the Implementing Agency for supply of yarn at concessional rate, through the Development Officer (Handloom) of the respective district, in Annexure "II" under the signature of the Secretary/Authorized Signatory of the PWCS/JLGS/Handloom Clusters.
8. Tantuja, being the Implementing Agency, for supply of yarn will scrutinize the undertaking as given by the PWCS/JLGS/Handloom Cluster in Annexure "II", which is duly recommended and forwarded by the Development Officer (Handloom) of the respective district after accepting the undertaking. Tantuja on being satisfied about the appropriateness of the claim will give a Certificate ascertaining the particulars about the quantum of yarn to be supplied at concessional rate together with the amount for reimbursement against such supply and other associated details. Such Certificate will be given by the Authorized Signatory of Tantuja in Annexure "III".
9. Likewise, for Khadi Societies in terms of sub clause (ii) of Clause (3), similar undertaking pertaining to roving/high quality fibre/seed cotton will be given in Annexure "IIA" before the Implementing Agency, i.e., WBKVIB, through the District Officer, WBKVIB (of the respective district), under the signature of the Secretary/Authorized Signatory of the Society.
10. WBKVIB, being the Implementing Agency for concessional supply of roving/high-count fiber/Seed Cotton to the Khadi Societies will give Certificate after scrutiny of the undertaking provided in Annexure "IIA", duly recommended and forwarded by the District Officer, WBKVIB (of the respective district), in Annexure "IIIA". Such Certificate will be issued under the signature of Authorized Signatory of CEO, WBKVIB.
11. An eligible individual weaver will get one time financial assistance to the tune of Rs. 10000/- (Rs. Ten Thousand) towards cost of procurement of yarn in terms of sub clause (ii) of Clause

(4) of the Scheme; provided the required yarn is procured from Tantuja. An undertaking in Annexure "IV" giving required particulars is to be furnished by the individual weaver before Tantuja through the Development Officer (Handloom) of the respective district, who will duly recommend and forward the Annexure "IV".

12. An eligible individual weaver will also get one time financial assistance to the tune of Rs. 5000/- (Rs. Five Thousand) towards repair/renovation of work shed and/or repair/modification of loom & accessories in terms of sub clause (i) of Clause (4) of the Scheme; proviso against production of authenticated vouchers in support of repair/renovation of work shed and/or repair/modification of loom & accessories. The vouchers should contain an undertaking giving required particulars is to be furnished by the individual weaver before the Development Officer (Handloom) of the respective district, who will verify the vouchers and duly recommend and forward to the concerned Deputy / Joint Director in the Directorate for approval. After approval funds will be placed by the Directorate of Textiles to the Development Officer (Handloom) for disbursement.
13. Tantuja will issue Certificate in Annexure "IV (A)" against the undertaking given by an eligible individual weaver at Annexure "IV", received through the Development Officer (Handloom) of the respective district.
14. After supply of yarn at concessional rate, Tantuja will furnish a Statement to the Directorate of Textiles showing the details of reimbursement to be provided to Tantuja. Such Statement is to be given as prescribed in Annexure "V", Annexure "VI" and Annexure "VII". The Directorate of Textiles after verification and scrutiny will place the fund requirement for supply of yarn to the Department of MSME & T.
15. Similarly, after supply of roving / high count cotton fibre / Seed Cotton at concessional rate, WBKVIB will furnish a Statement before the Department of MSME & T showing the details of reimbursement to be provided to WBKVIB. Such Statement is to be given as prescribed in Annexure "V(A)", Annexure "VI(A)" and Annexure "VII(A)".
16. For other components of the scheme, Director, Textiles will similarly place requisition of fund to the Department of MSME & T, mentioning appropriate Head of Account for each component.

17. MSME&T Department on perusal of claims as would be received from Director, Textile or CEO, WBKVIB will process the claim following established rules of procedures and will allot fund in favour of Director, Textiles/ CEO, WBKVIB against respective component of the scheme.
18. On receiving the allotment of fund for the purpose of disbursement of various incentives under the scheme, Director, Textiles, will assign Additional Director (Administration) to oversee the disbursement of fund to respective PWCS/ JLGS/Handloom Clusters and Tantuja for immediate transfer of benefits to the intended beneficiaries.
19. Director, Textiles will also maintain a separate Register for the purpose of diarizing and recording of applications received under the scheme.
20. Tantuja will procure the yarn through e-Tender and Tantuja may request for a revolving fund from the Department of MSME & T on quarterly basis for procurement of yarn.
21. Similarly, WBKVIB will procure the roving / high count cotton fibre / Seed Cotton through e-Tender and WBKVIB may request for a revolving fund from the Department of MSME & T on quarterly basis for procurement of roving / high count cotton fibre / Seed Cotton.