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**Sub-Component
Operational Guidelines for
Jute Resource-Cum-
Production Centre
(JRCPC)**

Operational Guidelines

Jute Resource-Cum-Production Centre (JRCPC)

The National Jute Board Act 2008 (12 of 2009) provides : Create necessary infrastructural facilities and conditions conducive to the development of diversified jute product by way out assisting the entrepreneurs, artisans, craftsman, designers, manufacturers, exporters, non- governmental agencies in the following manner, namely transfer of technology, providing support services including technical guidance and training, organizing entrepreneurial development programmes.

Keeping in view the above mandate, Jute Diversification Scheme - Jute Resource-Cum-Production Centre (JRCPC) will be implemented during 15th Finance Commission period (2021-22 to 2025-26).

1) Objectives:

Jute Resource-Cum-Production Centre (JRCPC): JRCPC will be set up in the local clusters/ localities across the country in collaboration with bonafide Agencies who have adequate experience in training/ skilling programs and have required training cum-production infrastructure. The Collaborating Agency will draw list of potential beneficiaries from artisans, individuals, members of Women Self Help Groups, NGOs, members of Co-operative Societies, Trusts etc. willing to involve in the JDP manufacturing activities. Such potential beneficiaries would be imparted basic, advance and design training through NJB empanelled Master Trainers and Designers to make them employable in JDP manufacturing. The Collaborating Agencies will also extend all backward and forward linkages required for setting up of production unit, production, sales and marketing of JDPs. The objectives of the JRCPC are:

- To spread Jute Diversification Programs and activities throughout the country.
- To popularize Jute as Natural, Bio-degradable and Eco-friendly fibre as a robust alternative to hazardous plastic/polythene bags
- To set up Jute Resource-cum-Production Centres (JRCPC) in multiple locations of the country for providing training, designing, production, raw material & market support to artisans, entrepreneurs, Women Self Help Groups, NGOs, members of Co-operative Societies, Trusts, etc. in their clusters/localities to help them set up JDP production units;
- To help create sustained employment in production units or through employment in the operation areas of JRCPC.
- To help set up and increase JDPs production centres in such clusters/localities.
- Maximize participation of women through WSHGs to strengthen Women Empowerment.

- To support inmates of the Correctional Home and families of the Police, Para-Military and Armed Forces Welfare Societies to involve them in JDPs activities.
- To impart trainings to about 18,000 persons to help them create and upgrade skill for manufacturing of Jute Diversified Products;
- To create sustained employment for about 10,800 JRCPC trainings' beneficiaries;
- Over 70% of the trainings' beneficiaries under the Scheme will be women, leading to Women Empowerment;
- To provide backward linkages viz; raw material supplies through JRMB and forward linkages viz; sales and marketing of JDPs through Jute Retail Outlets and NJB fairs & exhibitions to the beneficiaries.

2) **Implementation Strategy/Framework:**

The Collaborating Agencies for implementation the scheme will be selected from Govt. / Semi- Govt. organizations, autonomous bodies, reputed public sector organizations, NGOs, Co-operative Societies, Trusts, WSHG Federations, Institutes and Entrepreneurs having adequate experience in carrying out development activities for promotion of entrepreneurs. These collaborating agencies will act more as facilitators for rendering the backward and forward linkages to new / budding and existing / potential entrepreneurs.

All activities are to be carried out with proper linkages with the State Governments / lead NGOs/ Co-operative Societies / Agencies of the Central and State Government and implemented with the help of the District Collector, PD, DRDA, DIC, NABARD, BDO, etc. Linkages will be established with handicrafts and handloom development programmes of the Government for better results.

The scheme will be implemented in integrated manner by linking with Jute Raw Material Bank (JRMB), Retail Outlet support and Market promotion Schemes being implemented by National Jute Board.

The trainees / beneficiaries are to be identified by the Collaborating Agencies in consultation with local authorities/administration (BDO/ Panchayat/ DIC/ Municipality)/NABARD/DRDA in such a manner that the same beneficiaries have not availed of similar trainings.

3) **Components / Schedule of the Scheme :**

This JRCPC will be implemented by NJB on annual basis for 5 years (2021-22 to 2025-26), and the major components of JRCPC are:

- i. Base Line Survey- Data Collection
- ii. Basic Training for 20 beneficiaries/trainees (Duration – 2 weeks)
- iii. Advance Training for 20 beneficiaries (Duration – 1 week)
- iv. Design Training for 20 beneficiaries (Duration – 2 weeks)

4) **Physical Activities and Budget Line (Financial outlay) for each Collaborating Agencies (CAs):**

Sl. No.	Name of the Activities/ Programs	No. of Target Beneficiaries in each Activity/ Program	Total No. of Activities/ Programs	Total Beneficiaries	Estimated Cost (Rs in lakhs)
1.	Base Line Survey	Data collection	Self by Agency	Data collection	
2.	Basic Training	20	5	100	3.15 @ 0.63 per activity
3.	Advance Training	-do-	5	-do-	2.70 @ 0.54 per activity
4.	Design Training	-do-	5	-do-	4.85 @ 0.97 per activity
5.	Bio Metric Machine, internet and maintenance	-	-	-	0.12
6.	Incentive for organizing the activities and maintaining the infrastructure	-	-	@ 20% of Sl. 2 to 4 above (i.e.20% of Rs. 10.70 lakhs)	2.14
7.	Nos. of Machine	72 machines i.e. 60 for successful beneficiaries engaged in JDP Production per Centre per Year + 12 for JRCPC	-	For 72 successful beneficiaries per JRCPC/ year out of 120 trainees	9.00 (i.e. 50% or 12,500/machine whichever is less
8.	Total for 1 JRCPC per year		15	100	21.96

Note: The number of activities of JRCPC per year are indicative. The same can be increased based on the performance of JRCPC. However, the total expenditure on the scheme will be maintained with the approved outlay of the JRCPC Scheme.

5) **Target:**

- Target to set up and run about 40 Jute Resource-cum-Production Centres (JRCPC) in different parts of the country covering all States and Union Territories.
- Atleast 50% beneficiaries should be employed/engaged in Jute Diversification production activities. In case of self-employment, after Training, the beneficiary should make sales of JDPs of atleast Rs. 5,000/- per month or Rs. 15,000/- per quarter.
- Atleast 70% of the beneficiaries should be individual women or women belonging to Women Self Help Groups (WSHGs).
- If any entrepreneur collaborates for a JRCPC with a purpose of converting it into a full-fledged JDP manufacturing unit by employing atleast 50% of its trainees/beneficiaries, the condition of training over 70% women will not be applicable. The CA will be eligible for the Subsidies on 72 Nos of Machines / machineries (Commensurating to the number of employment), as per the prescribed limit.
- Outcome Target of 10,800 new employment/engagement in Jute Diversified Products manufacturing with training target of 18000 beneficiaries has been included.
- Compulsory Joint Inspections by JITs for Collaborating Agencies and surprise inspections of their onsite activities included.
- Linking JRCPC beneficiaries with JRMBs for backward linkages and with JRO for forward linkages for sustainable JDP production as well as sustainable employment to JRCPC beneficiaries
- Continuous designs dissemination of designs developed by the NIFT / NID passed designers in the proposed Jute Design Resource Centre at Patsan Bhavan, Kolkata to the beneficiaries/ production units created by the JRCPC for manufacturing and marketing market worthy new products and designs included.

6) **Indicative Budgetary Provision For Activities Under JRCPC – Enclosed at Annexure - I**

7) **Detailed Terms & Conditions for Implementation of Activities Through Collaborating Agencies (CAs) – Enclosed at Annexure - II**

8) Selection of Collaborating Agencies (CAs) :

Selection of Collaborating Agencies will be on the basis of Sound track record /profile of the agency, Infrastructure facilities on conducting continuous Training programs, Experience in conducting similar activities, Resource persons and Knowledge in manufacturing Jute Diversified Products/Handloom & Handicrafts, Marketing Tie up arrangements.

A Sub-Committee (SC) under the Chairmanship of Director (MP&SI) will scrutinize, short list and recommend a panel/list of eligible Agencies/Applicants, as per the laid down Evaluation Criteria, for final selection of the Collaborating Agencies by the Monitoring Committee (MC).

A Monitoring Committee under the Chairmanship of Jute Commissioner will approve the selection of Collaborating Agencies and monitor the performance.

9) Eligibility Criteria for Selection of CAs under JRCPC

The scheme activities are to be operated under Integrated Approach and will cover the activities indicated in the JRCPC scheme.

I. Eligibility of the Collaborating Agency for submitting proposals

- A. The Agency and its functionaries should be bonafide Indian agencies and Indian Citizens;
- B. Reputed Registered Jute Entrepreneurs/ Manufacturers, Exporters, Merchant Traders, NGOs, Cooperative Societies, Federations, PSUs/ Organizations of the Central/ State Govt. and other firms / Agencies engaged in the Product identification, Bulk Production, Skill Trainings and Marketing of Jute Diversified Products (JDPs)/Handloom & Handicrafts at least for the last three years.
- C. Recognized agencies having at least three years experience in Training, Promotion and Development of WSHGs in the field of production and Marketing of Jute Diversified Products (JDPs)/ Handloom & Handicrafts or similar schemes in the Handloom & Handicrafts and Textiles sector will be preferred.
- D. The CA should have its own office of atleast 250 sq.ft. with telephone/ mobile connection, computer/ laptop with email facilities etc. for running the Jute Resource-Cum- Production Centre and atleast 500 sq. ft space for setting up of the Jute Resource- cum Production Centre.

II. Procedure for submission of Proposals

The proposals complete in all respect are to be submitted "**Online**" through NJB website, www.jute.com. The hard copies of the Applications/Proposals along with all prescribed supporting documents are to be submitted to the Head Office/Regional Offices of NJB, as per the jurisdictions, along with covering letter on Company's letter-head.

Relevant information in the prescribed format enclosed at **Annexure - III**, are to be furnished alongwith the following documents:

1. Ownership document (MoU/ AoA of Companies/ Registered Deed of Partnership/ Registration of Societies (or) Trade License, etc., and Aadhar Card / Address Proof of the authorized representative of the agency).
2. Income Tax Return for last financial year along with PAN number
3. Details of PAN, GST returns for the last 3 financial years
4. Annual Reports for last three financial years
5. Audited financial statements for last three years
6. Any other documents establishing the credential of the agency
7. Other supporting documents (Project experience certificates etc.)
8. Recommendation from Dist. Magistrate/Dist. Collector/DIC/ NABARD/ DRDA/BDO may be submitted
9. Details of experience in Trainings, Designing/Product development, Production and Marketing of JDP/ Handloom & Handicrafts and related field sector including Award Won and details of its creativity, work done in the past in connection to the scope of the work suggested.
10. Proof of Experience and handling relevant activities to be mentioned;
11. An Concept / Approach note, (As per guidelines indicated below) highlighting the need of the quality training focusing on development of Jute Diversified Sector through product identification, quality training with design inputs, bulk production and market sales, promotion of these JDPs / Handloom & Handicrafts and related field in domestic and international market.
12. An Undertaking from the Agency, that the JRCPC, if allotted, will be operated for atleast one year until and unless terminated by NJB earlier.

III. Guidelines Format for Concept / Approach Note

1. Executive Summary
2. The Agency Composition and Background, including total experience in Jute Diversified Sector
3. Detailing of key activities with timeline
4. Manpower planning including organization chart
5. Marketing and Market promotion plans
6. Deliverables with objectively measurable Targets
7. Expected Socio-economic benefits of the cluster
8. List of NJB Empanelled Master Trainers & Designers (Preferably NJB empanelled Master Trainers / Designers in the location/area of activities) with details (Address & Contact Nos.) so that they are available for training and design inputs
9. Work Plan/Action Plan to implement the scheme.

INDICATIVE BUDGETARY PROVISION FOR ACTIVITIES UNDER JRCP**Basic Training Programme****Duration: 14 days (Incl. 2 weekly off)****No. of Participants: 20**

Sl. No	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	3,500
2	Fees of Master Trainer for 14 days	15,000
3	Master Trainer - TA & Boarding	10,500
	Lodging (Lodging only for Outstation Master Trainer)	7,000
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	12,000
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	8,000
6	Tea & Snacks	5,000
7	Contingency (Banner, Photograph, Reporting etc.)	2,000
	TOTAL	63,000

Advance Training Programme**Duration: 07 days (Incl. 1 weekly off)****No. of Participants: 20**

Sl. No.	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	4,000
2	Fees of Master Trainer for 07 days	10,500
3	Master Trainer - TA & Boarding	7,000
	Lodging (Lodging only for Outstation Master Trainer)	4,000
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	15,500
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	7,000
6	Tea & Snacks	3,000
7	Contingency (Report, Photograph, banner etc.)	3,000
	TOTAL	54,000

Design Training Programme**Duration: 14 days (Incl. 2 weekly off)****No. of Participants: 20**

Sl. No.	Budget Head	Amount (Rs)
1	Hall Rent (Including hiring of table, chair mike etc.)	4,000
2	Fees of Designer for 14 days	25,000
3	Designer - TA & Boarding	10,000
	Lodging (Lodging only for Outstation Designer)	10,000
4	Raw material, Study Material, Training Kits, Machinery & Equipment Hiring etc.	20,000
5	Organisation Expenses (Print & Stationery, car hire, TA/DA for supervision etc.)	12,000
6	Tea & Snacks	6,000
7	Valedictory/Evaluation Programme	5,000
8	Contingency (Report, Photograph, banner etc.)	5,000
	TOTAL	97,000

NB: Maximum 20% deviation in budget heads will be allowed without increasing the total budgetary provision.

NATIONAL JUTE BOARD [NJB]

TERMS & CONDITIONS FOR COLLABORATING AGENCIES (CAs) FOR IMPLEMENTATION OF ACTIVITIES UNDER JUTE RESOURCE-CUM- PRODUCTION CENTRE (JRCPC)

I. Nature of Services

1. To survey and identify the existing as well as the potential clusters / Localities, where Jute Diversified Products [JDPs] activities can be undertaken for production of JDPs through WSHGs/Artisans/Entrepreneurs/ NGOs/Cooperative Societies/Trusts, etc. on sustainable basis;
2. To create awareness among the targeted beneficiaries about the JDPs, their applications and utilities;
3. To assess the abilities of WSHGs/Artisans/Entrepreneurs/ beneficiaries of NGOs/Cooperative Societies/Trusts, etc. to develop them as quality JDP manufacturers as per the trend and requirements;
4. To undertake regular skill upgradation trainings (basic, advance training, design dissemination trainings etc.) in batches to all WSHG members, artisans/entrepreneurs/beneficiaries of NGOs/Cooperative Societies/Trusts, in the cluster, both existing and new entrants;
5. To encourage and support artisans/entrepreneurs etc. for bulk production of quality JDPs through regular supply orders and various marketing channels through setting up of Jute Resource-cum-Production Centres (JRCPC).

II. Promotional Work

The Collaborating Agency [CA] will carry out various activities that will include arrangement of Basic Training, Advance Training, Design Dissemination and in collaboration with Jute Raw Material Banks, Retail Outlets in the respective region, particularly in promising areas and targeting mostly women, unemployed youth and Economically Weaker Section [EWS] of the society.

The Basic training programme will be carried out on commercial value JDPs and will be continued with the advance training programme & Design Development/Dissemination Programme. This would mean that the participants in basic training will stay on for the Advance training programme and Design Dissemination programme. For advance training and for design dissemination programme the resource person may be as per the requirement of the product on which the training is to be imparted. After completion of training the CA should ensure engagement of atleast 50% of the trainees in Jute Diversification Activities. At least 70% of the beneficiaries should be women belonging to WSHGs.

The CA, in addition, should keep and maintain a data base of all information relating to their activities and provide necessary linkage and services to beneficiaries that are needed to their setting up of production units of JDP.

III. Criteria for selection of Trainees, Venue, Product Mix, Master Trainers/Designers and backward & forward linkages:

To conduct the above activities, the Collaborating Agency will have to observe the following guidelines:

1. **Selection of Trainees:** CA shall involve local government bodies/Panchayat/DIC/DRDA/NABARD/BDO in selection of trainees so that after the training the beneficiaries can be linked with the financial schemes of the Government. All trainees are to be codified based on their Aadhar Card linked bio-metric attendance number and must have Aadhar linked Bank account. List of the selected beneficiaries (as per specific format at **Annexure – V**) for the respective training programme is to be submitted alongwith Action Plan as per specific format at **Annexure– VI**.
2. **Venue:** Initially venue should be in a centrally located area with sufficient space as per the Scheme which can be hired or owned by the CA. Other facilities like bio-metric aadhaar linked attendance machine, webcam, white board and marker, drinking water, toilet, and electricity etc. should be available at the training site. (In case of any exemption/ deviation from the procedure, the CA should obtain prior permission from NJB, in writing, for such exemption)
3. **Product Mix and Master Trainer/Designer:** While choosing the product mix the CA will also use the local/ ethnic/ traditional resources and designs. The product-mix selected should be based on regional/ domestic/ international market demands. The empanelled Master Trainer / Designer should be selected from the NJB's empanelled list of Master Trainer/Designer. (Preferably Locally empanelled Master Trainers / Designers)
4. **Regarding Raw Material Support:** The CA will be responsible for establishing linkages for procuring raw materials for training and should be purchased from the established JRMBs of National Jute Board.
5. **Marketing:** The CA will be responsible for establishing linkages for marketing of the products developed which should be of commercial value and shall be sold with market linkages and in addition the CA may also operate Retail Outlet as per the Scheme. CA will also be responsible for organizing participation of beneficiaries/ trainees in the fairs/exhibitions / BSMs etc., being organized by NJB.
6. **Indicative Jute Diversified Products (JDPs)** having wide demands classified into the 5 different product categories listed below, which may be the focus area for the CA :
 - a. **Shopping Bags:** includes Promotional shopping and carry bags
 - b. **Utility Products :** Office Stationery, Utility bags, fancy and designers, value added bags - including file covers, pen stand, calendars, wallets and clutches, school bags, office bags, sports travel bags, laptop bags, brief cases, suitcases etc.
 - c. **Handicrafts:** Jute handicrafts, braided, non-braided, molded etc. including motifs, jewellery, ornaments, flower bouquet, hammock, footwear, slippers etc.
 - d. **Handloom Products:** Woolenised Jute products, Decorative fabrics, floor coverings, mats and matting etc.
 - e. **Other products:** Other innovative and value added jute products including Fashion Garments and Accessories.

IV. Operational Modalities of Activities

NJB will issue In-Principle Approval (IPA) after pre-sanction inspection & immediately upon recommendation, the Collaborating Agency (CA) has to sign an MoU with NJB (copy of MOU placed at **Annexure - IV** herein). In addition, the CA will also furnish the proposed Action Plan of training supported by the list of confirmed bonafide trainees. Collaborating Agency will have to submit an Affidavit (as per specific format at **Annexure - VII**) for conduction of each cycle of training. After completion of one cycle of activity, the next cycle of activities will be sanctioned only after atleast 50% of the trainees have been gainfully engaged in the JDPs manufacturing activities either thorough self-employment or through some scheduled employment. Proof of self-employment /engagement in JDP activities or scheduled employment will have to be furnished to the NJB.

The Agency has to set up the '**Jute Resource-cum- Production Center**' (JRCPC) by procurement and installation of new branded machineries under intimation to NJB.

Details of training are as follows:

Nature of Training	No. of Beneficiaries	Duration
Basic Training	20	2 weeks*
Advance Training	20	1 week*
Design Training	20	2 weeks*

* Including "WEEKLY OFFs"

* 5 weeks including 1 weekly off on Sundays

[Total hours of training: 150 hours (30 working days x 5 hours / day)]

The Basic Training will be followed by Advanced Training programmes. Advanced Training will be imparted only to those participants who obtained Basic Training. Also Design Training will be imparted to only those who have completed the Basic and Advance Training to adapt newdesigns for production.

For Basic, Advance Training and or Design Training programme, the resource person will be as per the requirement of the product profile on which the training is to be imparted. *This three- phase programme viz. Basic Training, Advanced Training and Design Training should be a continuous process. At least 1 day overlapping of advance training and design training may beplanned well before time for a smooth changeover from the hand of Master Trainer to the Designer.*

On the last day of the three-phase programme, i.e., at the end of the Design Training, an orientation meeting will be organized wherein representative of State Govt./Gram Panchayat/Bank Officials/NABARD/DIC/DRDA/BDO and NJB officials will deliberate, evaluate the performance of the beneficiaries and interact with participants regarding further assistance, if any.

Installation of aadhaar linked bio-metric attendance machine and webcam at the training site is MANDATORY except for North-East States and Hilly Regions. Necessary advance for the activities will be released only upon receipt of confirmation about these installations. The copy of the report of aadhaar linked bio-metric attendance and WEBCAM recording (Pen Drive) of the training will have to be furnished along with all activity reports. The WEBCAM recording must be stored for a minimum period of 1 year and made available as and when required by the NJB officials. **(In case of any exemption/ deviation from the procedure, the CA should obtain prior permission from NJB, in writing, for such exemption)**

The CA in addition should keep and maintain a **Database** of information relating to their activities and link the beneficiaries to State Level Bankers Committee (SLBC) /NABARD/DIC of the respective State for various support linkages for loans, financial assistance etc. for setting up of production units.

V. Release of Advances/Funds for the Activities:

50% of the activities cost of 1 cycle/ 2 cycles (as the case may be) will be released as advance upon receipt and approval of Action Plan with beneficiary list as per scheme guidelines & Affidavit. Remaining 50% of the activities cost, cost of Bio-Metric Machine (including internet cost, if applicable) and Incentive on Organizing the Activities will be released on successful completion of the activities and upon final submission of claims/bills & activities reports, as per the approved budget lines (financial outlay) of the JRCPC Scheme.

VI. Submission of Accounts and Settlement

1. The Claims are to be submitted to NJB through "**Online**". The hard copy of the "ONLINE" Acknowledgement received along with supporting documents are to be submitted to the Head Office/Regional Offices of NJB, as per the jurisdictions, along with covering letter on Company's letter-head. Within One month from the end of the quarter, statement of expenditure on the activities duly certified by both In-charge of the Agency as also by a Chartered Accountant Firm/Cost Accountant Firm is to be submitted. However, claims submitted after 90 days from the end of the quarter will be not be entertained.

The Claims for the activities **(Each Activity comprises of Basic, Advance & Design Training)**, should be accompanied by the detailed Activity Reports for each activity.

2. The Financial assistance of 50% of the cost of the Machine or Rs. 12,500/- per machine, whichever is less, on purchase of machines by the CA for the JRCPC as well as by the beneficiary trainees of JRCPC will be released in 2 (two) installments i.e. 50% of the eligible assistance within 1 month of the installation & inspection of the machines and remaining 50% after 6 months of the installation of the Machine upon inspection of the JRCPC and its beneficiary trainees certifying that the JRCPC and its beneficiary trainees are engaged in manufacturing and sales of JDPs. The payments of such incentives will be paid through Direct Bank Transfer (DBT) only. The purchase of machines should be made only after execution of MoU. Eligibility of machines will be 3 machines for each successful completed training cycle for JRCPC subject to maximum 12 machines for one JRCPC.

VII. Accountability

The Collaborating Agency (CA) shall:

1. Prepare and submit a detailed Annual Action Plan. The CA shall at the beginning of each quarter seek approval to conduct the programme for that quarter.
2. The Advance amount thus released shall be utilized for the purpose for which it has been given.
3. If any advance is not utilized or balance if any, shall have to be refunded forthwith. Unutilized amount cannot be used for any other activity except for the purpose specified.
4. NJB shall reserve the right to withhold any advance of fund if previous advance/account remains unsettled. Failure on this account shall be treated as a non-performance on part of the CA.
5. Necessary legal action as deemed fit will be initiated by NJB to recover the unutilized amount, if any.

VIII. Expenditure Guidelines

1. For smooth operation, the CA is advised to maintain '**Separate Bank account**' for all advances released by NJB for various activities & other expenses of the JRCPC, wherever applicable. All expenditure in connection to JRCPC should be ensured through Bank account.
2. The expenses on account of travel should be restricted and need based. No hired car on monthly payment basis is allowed. All payments must be supported by Original Receipts, Bills, railway receipt, etc.
3. All equipment, apparatus, accessories if required, in connection with organization of training should be arranged on hire or loan as far as practicable. Expenses on capital purchase are to be avoided so that no asset is created.
4. Maximum allowable 'Cash Transactions' against each activity is Rs. 5,000/-.
5. For expenditure of Rs. 5000/- and above payment has to be mandatorily made by Cheque /**Direct Bank Transfer** (in case of Deviation, the Claim will not be considered).
6. Total payment made under single head to a single party for an amount of Rs. 5000/- and above must be paid through 'Single Cheque' / 'Direct Bank Transfer'.
7. All claim bills/voucher must be **Numbered 'Serially'** by ink and covered with a statement indicating the serial number chronologically for each voucher. Numbers so allotted are to be indicated in the Statement of Expenditure (while Submission of Claim).

IX. Appointment of Master Trainer & Designer:

Master Trainer / Designer may be selected and deputed from the empanelled list of NJB. The CA should issue necessary letter to the Master Trainer/Designer. (Preferably locally empanelled Master Trainers / Designers), as per the Format in the **Annexure - IX**.

X. Report Submission of Event / Activity

During the programme, necessary photographs of 2 set of 10 nos. each having **Geo-tagging** *[one set for submission to NJB, Kol (One more additional set, for Regional Office of NJB) and the other set for CA]* have to be taken. The photographs to be enclosed with the activity report will contain [(a) Photographs for inauguration of the programme stating on the back side the designation of the eminent dignitaries or (b) Photographs of the valedictory session mentioning on the back side the designation of the eminent dignitaries. (c) Group photographs of the participants including the In-charge/ Trainer. (d) 3 nos. of photographs showing the progress of training. (e) 1 photograph showing products developed. The photograph is to be taken with the 'Training Banner (as per specific format at **Annexure – VIII**)' as far as possible]. Further necessary photograph of the beneficiaries in three sets - one for NJB, one for CA's Office and one for the beneficiaries are to be taken.

XI. Termination of IPA / MOU/Agreement for Failure to Become Effective

If the IPA / MOU/Agreement signed between NJB and the Collaborating Agency does not become effective within three (3) months of the date of its signing, either Party may, by not less than four (4) weeks written notice to the other Party, declare this IPA / MOU/Agreement to be null and void, and in the event of such a declaration by the Party, the CA shall be bound to refund all advances released so far.

XII. Arbitration Clause

In the case of dispute arising upon or in relation to or in connection with the contract between the NJB and the CA, which has not been settled amicably, either party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to The Jute Commissioner (under Ministry of Textiles), Salt Lake, Kolkata, as sole Arbitrator OR the Jute Commissioner may appoint any other Arbitrator for settlement of the dispute. The Arbitration and Conciliation Act, 1996 and any statutory modification or reenactment thereof, shall apply to these arbitration proceedings.

Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The decision of the Sole Arbitrator shall be final and binding upon both parties. The expenses of the arbitration as determined by the Arbitrator shall be shared equally by the Client and the Consultant. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

**APPLICATION FORMAT FOR OPERATION OF JUTE RESOURCE-CUM-
PRODUCTION CENTRE (JRCPC)**

1. Name of the Agency :
2. Address of Centre :
3. Telephone number (landline & mobile) :
4. Fax number :
5. E-mail id :
6. Website (if any) :
7. Name of the Secretary / Proprietor /
CEO (with designation) :
8. Ownership document to attach :
 - A) Name of the document :
 - B) Registration no. & Date :
 - C) Pan card no. of the Agency :
9. Work experience (last 3 years) :
10. Details of ongoing projects with name
& address of nodal agency :
11. Annual turnover (last 3 years) :
12. Fixed assets :
 - Land & building :
 - Machinery & equipment :
 - Others :

13. Banker with address :
(Copy of front page of the pass book to be enclosed)

14. Proof of identity & address of the :
authorized signatory

15. List of documents attached :

Sl. No.	Name of the document	No. & Date	Validity	Remarks

16. Write-upon post training deliverables:
by the agency upon
sanction of the Project

MOU to be signed between NJB and the Collaborating Agencies of the JRCPC
(To be printed in stamp paper of Rs. 100/-)

This agreement is made between
National Jute Board (NJB) having its Head Office
at
Patsan Bhawan,
5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block,
Action Area – I, New Town, Kolkata -700156, West Bengal

being the Implementing Agency, hereinafter referred to as the "Board" AND
M/s....., having its registered office at

.....
&
Jute Resource-Cum-Production Centre at (location address) being the Collaborating Agency (CA)

under the "**Jute Resource-Cum-Production Centre**" (JRCPC) Scheme of NJB, Ministry of Textiles, Government of India.

This agreement shall remain operational upto as per Undertaking given by the CA from to (preferably for 2 years) or on termination at the instance of NJB at any time by giving the other party a month's notice in writing. In the event of such termination, the CA shall settle all unadjusted claim along with other dues as the case may be. The CA shall be bound, in such case, to refund all unutilized amounts.

We have read and understood the terms herein and agree to abide by these terms and conditions as mentioned in the enclosure here below.

.....
Signature of In-charge of CA with Seal
Dated :

.....
Signature of Secretary, NJB with Seal
Dated :

LIST OF BENEFICIARIES

Details of Location of the Training :

Duration :

Total no. of trainees : Female : _____ Male : _____

Percentage of female trainees :

Sl. No.	Name & Residential Address of the Beneficiary	Caste (SC / ST / OBC / GEN.)	Age in years	Contact No. / Mobile No.	Aadhaar No.	Passport size photograph of the Beneficiary with signature/thumb impression across the photograph

 Seal & Signature of the local government
 bodies/Panchayat /DIC / DRDA/
 NABARD/BDO

 Seal & Signature of Collaborating
 Agency

ACTION PLAN

M/S

Sl. No.	Name of Activity	Cycle	Detailed location	Start Dt. (MM/DD/YY)	End Date (MM/DD/YY)	Product	Name of Master Trainer / Designer	No. of Beneficiaries	Budget Amount (Rs.)	Advance Amount (Rs.)
1	Basic Training								63,000	31,500
2	Advance Training							20	54,000	27,000
3	Design Training								97,000	48,500
									214,000	107,000

NB: At least 1 day overlapping of Advance Training and Design Training is to be made for a smooth changeover from the hand of Master Trainer to the Designer in case the Master Trainer and Designer are different. For example, if Advance Training ends on 30th October, then Designer should report on 30th October to take over charge after the end of Advance Training.

Seal & Signature of the Incharge of the CA

(To be printed in the stamp paper of Rs. 10/-)

AFFIDAVIT

We M/s, of
..... (address) do
solemnly affirm and state that in case of our failure to operate, activities as per JRCPC Scheme
guidelines, we will be liable to refund to NJB the entire amount received by us within 30 days of
serving the notice by NJB failing which the entire amount received alongwith interest will be paid
by us to NJB at prevailing Bank lending rate (interest rate for commercial loan).

**Signature of the Authorised Person
of the Collaborating Agency
with the Seal of Organisation**

Note: Affidavit should be submitted for each activity to be conducted under JRCPC Scheme.

Sign Board Format (min: 8'[Width] x min: 4'[Height])
(Royal **BLUE Font** on White Background)

NAME OF THE AGENCY Address : Phone / Fax : (in English / Hindi / Local Language) Collaborating Agency for Jute Resource Cum Production Centre (JRCPC) Scheme Supported by National Jute Board (NJB), Ministry of Textiles, Govt. of India For Any Feedbacks / Suggestions / Complaints Email ; jute@njbindia.in,

Banner Format (min: 6'[Width] x min: 4'[Height])
(Royal **BLUE Font** on White Background)

..... TRAINING PROGRAMME UNDER JUTE RESOURCE CUM PRODUCTION CENTRE (JRCPC) SCHEME FUNDED BY : National Jute Board (NJB), Ministry of Textiles, Govt. of India AT (TRAINING LOCATION) FROM..... TO..... IN COLLABORATION WITH : NAME OF THE AGENCY Address : Phone : (in English / Hindi / Local Language)

LETTER TO MASTER TRAINER / DESIGNER, UNDER JRCPC SCHEME

[To be issued by CA]

To

Mr./Mrs.

Full Address with Pin Code & Telephone / Mobile No.

Sub: **Appointment Letter to Master Trainer / Designer, etc.**

Dear Sir / Madam,

We are pleased to appoint you as Master Trainer/ Designer at location
..... for the period fromto
.....for imparting necessary Training / Design inputs on
.....<Jute product mix>. The terms and conditions of your
appointment are enumerated below:

1. Your appointment will be purely contractual in nature.
2. The assignment will be for days from to
3. The cost of travel, boarding and lodging of Rs.....(maximum) will be directly reimbursed by CA, upon submission of the supporting documents (**50% will be released by CA**, as advance, at the beginning of the Activity and Balance will be released by CA, upon satisfactory completion of the Basic / Advance / Design training.)
4. Your fees for the training will be **directly paid by CA (Agency Name)**
5. You are also required to submit, a brief modalities of the training programme, list of product to be developed etc.
6. During the course of your assignment with us, you are required to provide technical inputs on the trades, Marketing inputs, Technological inputs, etc. to enable the trainees to start production process on their own.

Leaving the training site without completion of the training will lead to de-enlistment from the empanelled list of NJB and no claim will be entertained.

Kindly sign the duplicate copy of this letter and return to us along with your resume as a token of your acceptance.

Thanking you,

Yours faithfully,

Signature of In-charge, CA

Signed & Accepted

To

Date :

.....

National Jute Board

(Office under whose jurisdiction, the Jute Training is held)

Sub : Reporting Confirmation

Re : Basic Training / Advance Training / Design Training

(CONFIRMATION TO BE SENT FOR 'EACH' TRAINING, SEPARATELY)

Dear Sir,

I, Sri / Smt.....has reported at
..... (Address of the training site) for conducting of
Basic Training /Advance / Design training from toon
..... (Product-line) as per appointment letter issued by M/s
....., a copy of which is enclosed. A copy of PFMS form is also enclosed

Signature of the Master Trainer / Designer

Certified that the Master Trainer / Designer-
Sri/Smt..... has reported at the training
site on..... for conducting of Basic / Advance / Design training from
..... to as per approved Action Plan submitted to NJB, a copy of which is
enclosed.

Signature with Seal of the JRCPC Agency

Signature of Accepting Official of NJB HO/RO (as per jurisdiction)

ACTIVITY REPORT FOR EACH TRAINING UNDER JRCPC SCHEME

1.	Name of the Activity	
2	Location of the Activity(with detailed Address)	
3	Duration (fromto.....)	
4	Product Mix	
5	Training Module	
6	No. of products developed	
7	No. of Participants : (Attach list of Participants with Name, Address, Aadhar No. Age, Sex, SC /ST & Stamp-size Photograph)	
8	Name of the Master Trainer / Designer	
9	Remarks of the In-charge of the CA	
10	Remarks of the Master Trainer/Designer	
11	Photographs of Product Groups Developed (To be furnished along with the Report)	

Signature with seal of
In-charge of the CA

Signature of the Master Trainer / Designer

Date :

- N.B.: i) Separate statement is to be enclosed, wherever, necessary.
ii) No adjustment of advance will be made without the Activity Report.

STATEMENT OF EXPENDITURE

VIS-À-VIS UTILIZATION CERTIFICATE FOR EACH TRAINING (BASIC, ADVANCE & DESIGN TRAINING)
(THIS CERTIFICATE IS TO BE FURNISHED IN THE LETTERHEAD OF THE CHARTERED ACCOUNTANT / COST ACCOUNTANT)

Name of the Collaborating Agency (CA) :				
Cycle / Activity				
Name and Address of the Banker with A/c No.& IFSC				
Name of the Activity				
Location with detailed address				
Product Mix				
Duration				
Amount as per Budget				
Amount released (50 %)				
Expenditure Incurred (as per details given below:)				
Sl. No.	Head of Expenditure	Serial No. of Voucher(s)	Amount as per Voucher	Total expenditure for the head
Total Amount (Rs.)				

We have examined the original records, vouchers, bills, challans, tickets, payment receipts, etc. and certify that the expenditure as stated above have been incurred as per terms and conditions of the MoU entered between NJB and CA. I fully understand that any submission made in this certificate if proved incorrect or false will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature of In-charge of CA
with Seal

Date :

Signature, Registration No. &
Seal of Chartered Accountant

Date :

NB: Expenditure related Original Bills, Vouchers, challans, etc., properly numbered. at each Page, in ink are to be enclosed with this statement.

**REPORT TO BE FURNISHED BY THE MASTER TRAINER / DESIGNER UPON
COMPLETION OF THE JUTE TRAINING UNDER JRCPC SCHEME**

		Affix Photograph with signature
1	Name of the Master Trainer (MT)/ Designer	
2	Address, Contact Number & Email Id	
3	Name of the Collaborating Agency (CA)	
4	Address where the Training has been imparted	
5	Date of Appointment (Kindly enclose a copy of the Appointment Letter issued by the CA)	
6	Duration of the Training	Days (From to) (Timings : to.....)
7	Products on which Training has been imparted	
8	Number of Prototypes made (Attach Photographs)	
9	Types and quality of raw materials, provided by the C.A. Please give remarks, if any.	
10	Number of Trainees who Attended the Programme (Please attach a separate sheet with Trainees Details like, Photo, Name, Aadhar Number, DOB, Contact Mobile / Email id, etc)	
11	Whether reimbursement of TA and satisfactory arrangements for Boarding and lodging have been provided by the CA. (Attach photocopy of the Travel Tickets to and from duly self-attested)	
12	Whether Bio-metric attendance was Mandatory at the Training Site	YES / NO
13	Remarks on the Training	
14	Aadhaar Number of MT / Designer	

It is hereby declared that the facts and figures stated above are true to the best of my knowledge.

.....
Signature & Seal of the Master Trainer / Designer
Date:

**CLAIM SUBMISSION FORMAT FOR MASTER TRAINER / DESIGNER UNDER JRCPC
SCHEME**

Statement of Expenditure for Reimbursement of TA / DA

Name of the Master Trainer / Designer :

Name of the Agency :

Name of the Activity :				
Location with detailed address :				
Product Mix :				
Duration :				
Amount as per Budget :				
Amount released (50 %) :				
Expenditure Incurred (as per details given below:) :				
Sl. No.	Head of Expenditure	Serial No. of Voucher(s)	Amount as per Voucher	Total expenditure for the head
1	Travel			
2	Boarding			
3	Lodging			
Total Amount (Rs.)				

I hereby declare that above expenditure has been incurred by me and the informations / submission made in this claim, if proved incorrect or false, will render me liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

.....
Signature of the Master Trainer / Designer

NB: Expenditure related Original Bills, Vouchers, challans, etc., properly numbered (at each Page) in ink, are to be enclosed with this statement.

30

JRCPC COLLABORATING AGENCY DETAILS FOR PAYMENT TRANSFERS

Details of Payees required for Public Financial Management System - PFMS		
Sl. No.	Particulars	Information
1	Name:	
2	Father's / Husband Name	
3	Date of Birth :	
4	Aadhar Number :	
5	PAN Number:	
6	Address1	
	Address2	
	Address3	
7	City :	
8	State:	
9	District:	
10	Country:	
11	Pin Code:	
12	Mobile No:	
13	Phone No.:	
14	Email:	
15	Bank Name & Branch	
16	Account Number:	
17	IFS Code:	
18	Unique Code: as generated by PFMS (For Office use only)	

Authorized Signatory

Please enclose a photo copy of PAN Card, Copy of Aadhar Card and Copy of Cancelled Cheque leaf.

(Note: The Monitoring Committee and Sub-Committee will be COMMON for all the given components under this Jute Diversification Scheme (JDS) and the Committee details are mentioned at the beginning of the Scheme)
