

OPERATIONAL GUIDELINES FOR THE IMPLEMENTATION OF SKILL UPGRADATION & MAHILA COIR YOJANA SCHEME

1. Introduction

1.1 The Coir Industry is a labour intensive and export oriented industry employing more than seven lakh workers predominantly women. The decentralized operations in the coir industry without adequate training of spinners, weavers and artisans engaged in value added product manufacturing have been posing problems particularly for ensuring the desired level of quality in the ultimate products. Inferior quality may ultimately turnout to be detrimental to the concerted efforts towards overall development of the industry and also its survival, particularly it being a traditional product, in the present context of unprecedented competition on account of cheap synthetic substitutes, globalization and liberalization. Skill development is, therefore, the most essential pre-requisite for the overall development of the industry and to accelerate the spread of the industry into non-traditional areas.

1.2 Development of skilled manpower in coir industry through appropriate training programmes is one of the major activities of the Coir Board.

Continuous improvement in the quality of certain products is essential to sustain the demand for coir products and also for improvement in prospects of coir products in a world, which is becoming more and more quality conscious.

In order to achieve the above objectives, the Board has been organizing, quality improvement camps and entrepreneurship development programmes.

1.3 80% of the workers employed in coir industry are women, particularly in the pre-product sectors. Mahila Coir Yojana (MCY) is the first woman oriented self-employment scheme implemented by the Coir Board since 1994. The scheme envisages provision of subsidy of 75% of the cost for purchase of ratts / machineries to the trained women artisans.

1.4 Training and quality improvement programmes including MCY are part of ongoing central sector scheme and for its continuation from XI to XII Plan, it has been got evaluated through independent agency. Based on the recommendations in the Evaluation Report and keeping in view the growing demand of skilled manpower, some parameters of the existing scheme have been modified. Details of the plan scheme „Skill Upgradation & Mahila Coir Yojana Scheme“ to be implemented during remaining years of XII Plan are given in subsequent paras.

2. The Scheme

2.1 The Scheme, “Skill Upgradation & Mahila Coir Yojana” consists of two distinct components. Viz. (a) Skill Upgradation, (b) Mahila Coir Yojana The Objectives of the scheme are to:-

- train personnel in the cadres of Supervisors/ Instructors/ Artisans and to meet the requirement of skilled man power for the development of coir industry.
- help in transfer of technology to non-traditional areas through development of skill of coir workers.
- provide coir yarn spinning ratts, coir processing equipments, machinery items, etc. with a subsidy of 75% under Mahila Coir Yojana.
- provide self employment to rural woman artisans in regions producing coir fibre and enabling them to get better returns through improvement of productivity and quality. Providing them with a better work environment and elimination of drudgery involved in the traditional methods of spinning and product manufacturing.
- encourage new entrepreneurs both in traditional and non-traditional areas under Entrepreneurship Development Programmes to venture into coir industry and trade and thereby accelerate the development of the industry in the existing and new areas.
- aim at inculcating quality consciousness among the workers at grass root level and to educate them on proper methods of producing standard quality fibre, yarn and products.
- create awareness among the coconut growers, entrepreneurs etc. to set up coir based units and to modernize the existing units for better productivity, quality and also enhance earnings.
- contribute to generate employment in rural areas of the coconut producing States.

3. Nodal Agency

3.1 Coir Board, Kochi is the Nodal Agency. The scheme will be implemented through the Regional/ Sub-regional offices/ training centres of the Board. The scheme will be monitored by Coir Board and the feedback (Monthly/ Quarterly/ Half yearly and Annually Report) will be regularly furnished to the Ministry of Micro, Small and Medium Enterprises by the Head Office of the Board. Technical intervention, wherever necessary, will be provided by Central Coir Research Institute and Central Institute of Coir Technology and other institutes engaged in the development and promotion of coir industry.

4. Scheme Implementation

4.1 Skill Upgradation

4.1.1 Coir Industry is a traditional industry engaging more than seven lakh workers, out of which 80% are women. Due to the expansion of coconut cultivation to non-traditional areas, availability of coconut husk has increased manifold during the past few years. Since the increased production of coconut husk can be utilised for income generation and economic advancement of rural work force, the promotion of coir industry in the non-traditional areas assumes significance. To train a new generation of skilled workers required by the Industry both in the traditional and non-traditional areas of coconut cultivation, the programme, "Skill Upgradation" has been formulated.

4.1.2 The Coir Board will continue to impart training in processing of coir to artisans and workers engaged in the coir industry through its training centres, i.e., National Coir Training and Design Centre (NCT&DC), Kalavoor, Alleppey and Research-cum-Extension Centre, Thanjavur, and Field Training Centres of Regional Officers/ Sub Regional Officers of the Board located at various parts of the country. The Board will conduct training activities at a number of Field Training Centres as per the convenience of coir workers. The Field Training Centres will be run with the help of NGOs/Co-operative Societies/Associations and SFURTI Clusters/SPVs etc. engaged in coir activities.

4.1.3 The in-house training programmes organized by Coir Board at its training centers exclusively for orientation training on the basis of the request from trade and industry and Govt. sponsored agencies are not provided with stipend. All other field level training programmes are stipendiary. The details of training programme course of Coir Board are given in **Annexure-I**. The Coir Board will also design different training programmes according to the need of the industry. The duration of these training programmes will be decided based on the requirements of the skill to be imparted.

4.1.4 The stipend per trainee for the skill development programmes will be limited to Rs.1000/- per month and in the case of training programmes of less than one month duration, stipend will be disbursed on prorata basis. The honorarium for the trainer will be limited to Rs. 6,000/- per month. An amount of Rs.400/- per head per month will be provided as financial assistance to the training sponsoring agency to meet the operational cost of the training for raw material, power charges, other incidentals etc. on submission of a self certification of Expenditure from the Sponsoring Agency

which will be verified and passed by the Regional/Sub Regional Officer for effecting the payment. In the field level training centres organized by Coir Board through sponsoring agencies, the Regional/ Sub Regional Officers shall verify the attendance registers and the stipend will be calculated on pro-rata basis of their attendance certified by the trainer and the sponsoring agency. The amount of stipend will be disbursed by the Regional/Sub Regional Officer on verification of all relevant records. They shall also receive acquaintance certified by the Sponsoring agency and the trainer and counter certified by the Regional Officer for settlement of stipend account. The amount of stipend will be directly transferred to the account of the trainee or through crossed cheques in the name of the trainee. The payments towards honorarium to the trainers and reimbursement of operational expenses shall be made through e-payments or crossed cheques to the training agency.

4.1.5 The selection of trainees for in-house training at NCT&DC will be made by inviting applications through advertisements in print and electronic media and through recommendation from the authorities of the coir producing States. An official Committee of Coir Board will be constituted for the selection of the trainees. The selection of trainees for regular courses will be after conducting written tests. In the case of Orientation Training Programmes, candidates shall be sponsored by coir units registered under Coir Industry Registration Rules, 2008 of Coir Board or by State Govts./ NGOs/ Educational Institutions/ Research Organisations etc. Selection of trainees for training programmes conducted at Regional Extension Centre will be made by the officer-in-charge of the centre through sponsoring of candidates by Trade Associations, Unit owners, Industries Department, NGOs, SFURTI Cluster SPVS, Co-operatives etc. and from open forum with suitable paper advertisements.

4.1.6 In the case of field level training programmes, selection of the training sponsoring agency will be vested with Regional/ Sub-regional Officers of Coir Board. Before appointing the agency an undertaking will be obtained from the sponsoring agency in the prescribed format (**Annexure II**). After proper scrutiny of the application, an agreement will be entered into between the sponsoring agency and Regional/ Sub-regional Officer for organizing the training programme as per the guidelines. The sponsoring agency shall submit the name with full address and bank account details of the candidate along with recent passport size photographs (two copies) and with ID proof (Election ID Card / Ration Card / Aadhar Card / PAN Card / Certificate of identification from any authorized Government agency/SC/ST/PWD). The Election ID / Aadhar Card shall be insisted upon in all cases and other proof of ID may also be accepted. One photograph will be affixed on the certificate issued on successful completion of the training and other will be kept at the office for

reference. The certificate will be issued by the Regional/Sub-regional Officer after conducting a test as per the norms prescribed by the Coir Board.

4.1.7 The in-house training programme will be conducted by the technical persons of the Coir Board and its Research Institutes. In certain cases, outsourcing can also be made according to the requirement. Theory and practical tests will be conducted and evaluated by the faculty of the National Coir Training and Design Centre and results will be published on approval of the Director, RDTE under his signature on behalf of Secretary, Coir Board.

4.1.8 The Officer-in-Charge of the Training Institute can outsource faculty for undertaking specialized studies on payment of honorarium with the approval of the Competent Authority. Training programmes conducted at National Coir Training & Design Centre, Kalavoor, Alappuzha will be under the direct supervision of Director, RDTE and the training programmes conducted by the Regional Offices/ Sub Regional Offices and Regional Extension Centers will be under the direct supervision of the respective Regional Officers. In the case of Trainers Training Programme and Mahila Coir Yojana, the practical test will be conducted by the technical staff of these Centers and the certificate will be issued with the concurrence of the respective Regional Officers/SROs under the signature on behalf of Secretary, Coir Board.

4.1.9 Specialized training programmes will be organized by the respective Regional Officer and Director, RDTE with the concurrence of the Chairman, Coir Board. The syllabus for the specialized training programmes will be prepared in consultation with Director, RDTE and approved by the Chairman, Coir Board. The trainers will be selected by the Regional/ Sub-Regional Officers from the list of trainers who have successfully completed the Trainers Training Programme.

4.1.10 Infrastructure for Training: To achieve the objectives of skill upgradation in the coir sector, creation of proper infrastructure for training like strengthening/setting up of demonstration-cum-training institutes/centres will be undertaken by the Coir Board independently or in collaboration with the State Universities/State Governments etc. This also includes purchase of machinery and equipments for training, preparation of soaking tank, etc. The expenditure on this component will be limited to the annual budgetary allocations for the component.

4.2 Entrepreneur Development Programmes (EDPs) , Exposure Tours, Awareness Programmes, Workshop & National Seminar

4.2.1 Entrepreneur Development Programmes (EDPs)

The details for conducting EDPs are given below:-

- (i) The EDPs will be organised by the Regional/ Sub-regional Offices according to the targeted programmes. The Regional/ Sub-regional Officer of Coir Board will select a professional agency, which has sufficient expertise for conducting the EDP. The Regional/ Sub-regional Officer will enter into an agreement with the agency for organizing the EDPs.
- (ii) The agency shall invite prospective entrepreneurs through regional level press advertisement. The agency will prepare all the necessary study materials in consultation with the Regional/ Sub-regional Officers. The agency will outsource faculty for conducting technical sessions as per the norms prescribed by Coir Board.
- (iii) A field visit to a nearby coir processing centre will be organized at the end of EDP. It will be funded with 50% assistance on Traveling expenses on bus/sleeper class and rest to be organized by the agency from the participants or other sources.
- (iv) The duration of the EDP will be 3 days covering the following sessions:
 - a. Entrepreneur Motivation
 - b. Setting up of Industry
 - c. Coir Based Industries
 - d. Mobilization of Finance and Finance Management
 - e. Domestic Market requirements
 - f. Salesmanship
 - g. Industrial Rules and Regulations
 - h. Consortium approach and cluster networking in coir
 - i. Project preparation and cost analysis
 - j. Zero wastage concept in coir industry
 - k. Export Market Analysis
 - l. Personality Development and Confidence Building Experience
 - m. Awareness of Schemes implemented by Coir Board and Ministry of MS&ME viz. PMEGP, RGUMY, CUY, DPI, SFURTI etc.
- (v) Expenditure for conducting each EDP will be limited to Rs.60,000/- as per details given in **Annexure - IV**. The terms of references for organizing EDP are appended as **Annexure - III**.

- (vi) Those who have undergone EDP will be supplied with applications for availing assistance under MCY, CUY, etc. and the agency should ensure that at least 40% of the participants become entrepreneurs.

4.2.2 Exposure Tours and Awareness Programmes:- Exposure Tours will be organized for the benefit of prospective entrepreneurs and artisans of coir processing centres to visit other coir producing centres engaged in the production of value added products and the functioning of the unit engaged in coir industry. In the case of entrepreneurs, 50% of the actual travel cost subject to II Class train fare and in the case of artisans engaged in the coir processing activities under cooperative society/SHG/NGOs and sponsored by the State Government 90% of the actual travel cost / subject to sleeper class fare will be reimbursed by the Board.. The duration of the Exposure Tour will be five working days excluding travel time. The duration of the Exposure Tour will be five working days excluding travel time. The expenditure for conducting an Exposure Tour including to and fro bus/train fare, service tax, permit for entering neighboring States, toll tax etc. will be limited to Rs. 75,000/- as per details given in **Annexure - IV**.

An Awareness Programme will be organised for the general public for their introduction to the Plan Schemes of the Coir Board. The expenditure for conducting an awareness programme will be limited to Rs. 26,000/- as per details given in **Annexure - IV**.

4.2.3 Workshop :- The expenditure for conducting a Workshop will be limited to Rs. 50,000/- as per details given in **Annexure - IV**.

4.2.4 National Seminar :- The expenditure for conducting a National Level Seminar will be limited to Rs. 2 lakh as per details given in **Annexure - IV**.

4.3 MAHILA COIR YOJANA

4.3.1 This scheme is intended to provide self employment opportunities to rural women artisans in regions processing coconut husk. Over the last two decades, production of coir fibre has substantially increased in India.

Conversion of coir fibre into yarn on motorized ratts in rural households provides scope for large scale employment, improvement in productivity and quality of coir fibre, better working conditions and higher income, which ultimately leads to the improvement of standard of living of rural woman artisans. The scheme envisages distribution of motorized ratts/ motorized traditional ratts / electronic ratt for spinning coir yarn; equipments for weaving spinning and production and value added products to trained women artisans.

Not more than one artisan per household would be eligible to receive assistance under the scheme. The application form for availing subsidy under Mahila Coir Yojana is given at **Annexure V**.

4.3.2 The Coir Board will provide spinning equipments at subsidized rates for women artisans who have successfully completed training programme in spinning of coir yarn through any of the training centers of the Board. The details of subsidy allowed for procurement of various spinning equipments are given below.

Sl No	Machinery items	Beneficiary Contribution	Maximum subsidy allowed (Rs)
1	Motorized Ratt	25% of the cost	7,500/- (75% of the purchasing cost or Rs. 7,500/- whichever is less)
2	Motorized Traditional Ratt	25% of the cost	3,200/- (75% of the purchasing cost or Rs. 3,200/- whichever is less)
3	Electronic Ratt	25% of the cost	3,200/- (75% of the purchasing cost or Rs. 3,200/- whichever is less)

The motorized ratt/ motorized traditional ratt / electronic ratt purchased by utilizing the subsidy under the scheme shall conform to the IS standards for its spare parts and motors.

4.3.3 The Board will also provide following machineries under MCY scheme in subsidised rate to the women candidates who have successfully completed the training programme. The subsidy proposed is 75 % of the cost of equipment / machinery subject to maximum of Rs.7,500/-. The balance fund has to be raised by the beneficiary.

Sl No	Machinery items	Indicative rate in Rs.	Maximum subsidy allowed (Rs.)
1	Anugraha Loom for weaving coir Geo textiles & matting	45,000	7500
2	Cotton Handloom Stitching machine & accessories for manufacturing Janatha Mattress	45,000	7500
3	Willowing machine	35,000	7500
4	Manufacture of all type of frame mats, SS dye Vatt 10 kg -1 no., Salem charka - 2 sets)	45,000	7500

5	Single head automatic yarn spinning (Vajra)	50,000	7500
6	Brush making unit with twisted wire	45,000	7500
7	Hand press garden articles making unit	50,000	7500
8	Coir wood moulded articles manufacturing unit	50,000	7500
9	Coir pith compost unit with accessories	50,000	7500
10	Coir handicraft and jewellery manufacturing unit with accessories including dye vatt	50,000	7500
11	Unit for Stitching of Coir Bags/Umbrella/Jacket/Chapels/Curtain etc.	50,000	7500
12	Coir craft Article making unit	50,000	7500
13	Manual Dyeing / Bleaching Unit	50,000	7500
14	Mats/ Matting Unit	50,000	7500
15	Kitchen garden Unit kit (using Coir pith) with accessories	10,000	7500
16	Coco Pole and Pot making Unit	50,000	7500
17	Any other unit or machinery developed/ approved by the Board suitable to create employment to women entrepreneurs, but not covered under any other scheme.	Amount will be fixed by the Board after proper evaluation	75 % of cost of machinery subject to a maximum of Rs.7500

4.3.4 A separate bank account will be opened by the Coir Board Regional Officer / Sub Regional Officer for operation of Mahila Coir Yojana (MCY) transactions. The individual beneficiary of the MCY scheme will open a separate account in a nationalized bank /post office in the locality and deposit 25% beneficiary contribution in the account. The respective pass book and cheque book of the beneficiary will be kept in the implementing office of the

Board. The invoice for the supply of motorized ratts / motorized traditional ratts / electronic ratt and other machinery / kit will be collected by the beneficiary from a machinery manufacturer according to her choice. The Regional Officer will forward the proposal with his recommendation and proof of beneficiary contribution account to HO of the Board for sanction of eligible subsidy for the supply of motorized / motorized traditional / electronic ratts and other machinery items mentioned at 4.3.2 & 4.3.3. The HO after scrutiny and verification will obtain the sanction of the competent authority and release eligible subsidy to the respective Regional / Sub Regional Office. Thereafter, the machinery manufacturer will supply the machinery at the premises of the beneficiary. On completion of inspection of the machinery items by the Regional/ Sub Regional Office and after obtaining, performance certificate/receipt from the beneficiary; Performance Guarantee, bill/receipt etc. from the supplier, the RO/Sub-RO will release eligible subsidy for the cost of the machinery supplied to the account of the beneficiary. The machinery manufacturer will collect the amount from the beneficiary immediately through a/c. payee cheque/DD/online transfer. The supply of machinery to beneficiaries will be ensured by the Board within a period of two months after completion of the training. The beneficiary is having the choice of selecting the machinery supplier, etc. subject to the subsidy limits fixed by Coir Board.

4.3.5 In the event of implementation of the Mahila Coir Yojana Scheme by State Government sponsoring agency, apex body of the coir industrial co-operatives, Coir Workers' Welfare Fund Board, Government PSUs etc., the grant amount limited to the maximum ceiling as prescribed at para 4.3.2. & 4.3.3 for the equipment selected by the beneficiary with an undertaking by the concerned State Government will be passed on to the organization under intimation of the respective State Government. The Utilisation Certificate for the subsidy amount passed on to the organization with the valid certification by the respective State Government or Organisation will be obtained by the Board with the list of beneficiaries and other documents viz. Performance Certificate of the equipment, invoice from the machinery manufacturers, acknowledgement from the beneficiary, etc. The RO/SRO of Coir Board will conduct field level inspection of machinery/ equipments supplied.

4.3.6 Subsidy sanctioned under the scheme shall be recoverable from the beneficiary:

- i. Where the assistance under the scheme has been obtained by misrepresentation of facts or by furnishing of false information; or where the machineries and premises of the unit are used for other

purposes than the assistance availed for during the currency period of the assistance. i.e., for 3 years

- ii. Where the unit goes out of production within 3 years from the date of commencement of production, except in case where the unit remains out of production for short periods extending to 6 months due to reasons beyond its control, such as shortage of raw material, power, natural calamities etc.

4.3.7 Regular monitoring of the scheme will be undertaken by Joint Director (Planning)/Senior Accounts Officer of Coir Board and reported to the Ministry of MSME.

5. Coir Board will follow GFR provisions for procurement and economy instructions and norms issued by the Department of Expenditure on different items, like organization of lunch etc.

Executive instructions for
”Skill Upgradation and Mahila Coir Yojana Scheme”

(a) Skill Upgradation

1. The Scheme, “Skill Upgradation & Mahila Coir Yojana Scheme” consists of two distinct components. Viz. (a) Skill Upgradation, (b) Mahila Coir Yojana. The Scheme to be continued for implementation during the remaining years of the XII Plan period also.
2. The Scheme to be continued for implementation during the remaining years of the XII Plan period also.
3. Technical intervention wherever necessary will be provided by the CCRI/CICT and other institutes engaged in the development of coir industry.
4. The fund earmarked and placed with the Field Offices / Sub Office of the Board on should be utilized for that purpose only and no deviation/diversion of fund for other programme.
5. Under Skill Upgradation, the following programmes have the approval during the remaining years of the XII Plan period.
(a) Training (b) EDP (c) Awareness programme (d) Exposure Tour (e) National Seminars/workshop & (f) Mahila Coir Yojana (MCY)
6. The stipend of Rs.1,000/- per month to the trainee will be paid through bank account of the trainee falling in line with the Govt. instructions or through crossed cheques in the name of the trainee by the RO/SRO and the honorarium to the trainers will be reimbursed to the sponsoring agency by the RO/SRO through bank/post office account on production of official payees” receipt showing the cheque no. date etc.
7. The operational cost of the training including raw material, electricity charges, other incidental etc. should be reimbursed through bank/post office savings account on submission of self certification from the sponsoring agency which will be verified by the RO/SRO.
The total quantity of yarn/products manufactured during the training and its disposal details shall be indicated in the certification by RO/SRO.
8. An agreement should be made between the sponsoring agency and RO/SRO for organizing the training programme as per guidelines.
9. The sponsoring agency shall submit the names with full address of the candidate along with recent passport size photographs (2 copies) and with proof of Election ID Card/Ration Card/Adhar Card, PAN Card, Certificate of identification from authorized Government Agency/SC/ST/PWD. ***The Election ID card shall be insisted upon***

invariably in all cases and other proof of ID may be accepted against special cases alone.

10. One photo may be affixed on the certificate issued after completion of the training and other may be sent to HQ for records.
11. The RO/SRO shall verify the attendance registers and the stipend will be calculated on pro-rata basis of their attendance. This should be certified by the trainer and the sponsoring agency and countersigned by RO/SRO as the case may be.
12. The stipend acquaintance duly certified by the sponsoring agency and the trainer and counter certified by the RO/SRO should also accompany along with other documents for settlement of the stipend account.
13. In the cases of Seminar/ Workshop/ EDP/Quality Awareness programmes etc , the expenditure should be limited within the sanctioned budget for the each programme. After completion of each programme a report of the programme conducted alongwith photographs, list of participants, statement of expenditure with proper supporting bills/ payees" receipts etc duly certified by the organizers/the concerned RO/SRO should be sent to H O for settlement of advance.

(b) Mahila Coir Yojana

14. Each candidate will be provided with only one MR/MTR/Electronic Ratt and other machinery/equipments under the MCY scheme.
15. MTR/MR/Electronic ratt and other equipment / machinery will be given only to those who have undergone the respective training and successfully passed.
16. The beneficiary selected under the scheme shall not mortgage the MTR/MR/Electronic ratt and other equipment / machinery except to financing agency/other institutions from whom she avails loan/grant for procurement of machinery.
17. The beneficiary should make available the relevant records relating to the specification, cost of the machinery, source of finance and amount sanctioned to the authorized officer to determine the quantum of subsidy under the scheme.
18. The assistance from the Coir Board will be in the form of one time subsidy limited to 75% of the cost of the MR/MTR/Electronic ratt subject to a maximum of Rs.7500/- for motorized ratt, Rs.3200/- for motorized traditional ratt/electronic ratt. In the case of other machinery items the maximum ceiling would be 75 % of the cost of machinery subject to a ceiling of Rs.7,500/-. The balance amount has

to be raised by the beneficiary through her own sources/financial institutions/voluntary organizations.

19. Separate Bank account should be opened for the Mahila Coir Yojana transactions by the RO/SRO.
20. The individual beneficiary of the MCY scheme will open a separate account in a scheduled bank/post office in the locality and deposit beneficiary contribution in the account. The respective passbook and cheque book of the beneficiary will be kept in the implementing office of the Board.
21. The motors / spares of machinery supplied by the manufacturers should be as per specifications stipulated by BIS.
22. The beneficiary contribution should be remitted by the beneficiary in a separate account opened for the purpose. Proof of remittance of 25% beneficiary contribution along with individual invoice for supply of the machinery from the machinery manufacturer according to the choice of the beneficiary will be collected by the RO/Sub-RO and kept in their safe custody for audit of Coir Board and C&AG. The RO/ SRO will submit request along with details of remittance of beneficiary contribution to Head Office for releasing 75% subsidy amount and Head Office will sanction the amount to concerned RO/SRO. The RO/SRO will release subsidy to beneficiary account as per Scheme norms.
23. On receipt of sanction letter and the subsidy amount from H.O by the RO/Sub-RO, the Machinery Manufacturer shall supply the machinery to the beneficiaries at their premises and thereafter an inspection will be carried out by the officials of Coir Board for confirmation of the standards and performance of the equipments.
24. On completion of the inspection of the machinery items by the Regional/ Sub Regional Office and after obtaining, performance certificate/receipt from the beneficiary; Performance Guarantee, bill/receipt etc. from the supplier, the RO/Sub-RO will release subsidy amount for the cost of the machinery supplied to the account of the beneficiary.
25. The machinery manufacturer will collect the amount from the beneficiary immediately through a/c. payee cheque/DD/on line transfer. The supply of machinery to beneficiaries will be made by the Board within a period of two months after completion of the training.
26. RO/ SRO will submit the expenditure statement along with utilization certificate to Head Office for settlement.
27. The regular inspection of the machinery will be carried out by the technical officers of RO/SROs and random inspection will be made by the Technical hands from CCRI/CICT to confirm the technical

specifications/performance which may be decided by Chairman, Coir Board, wherever necessary.

28. Any delay in the supply of machineries by the Machinery Manufacturer shall invite cancellation of orders, blacklisting of the manufacturers and other legal action.
29. A committee consisting of Joint Director, CCRI/CICT and one of the Regional Officers nominated and an Officer of the Accounts Wing of the Board shall review the cost of the machinery for finalizing the cost as and when required with the approval of Chairman, Coir Board.

ANNEXURES

Annexure – I

Details of Training course

Sl No	Name of training course	Regular or short term	Duration of course	Stipend
A – Regular Training courses				
1	Advanced Training Course	Regular	12months	Yes
2	Artisans Training Course	Regular	6 months	Yes
B – Incubation Training course				
3	Manufacture of Coir Carpets	Short Term	1 month	Yes
4	Manufacture of Loom Mats	Short Term	2 months	Yes
5	Bleaching, Dyeing & Shade Matching	Short Term	1 month	Yes
6	Manufacture of Coir Mattings	Short Term	2 months	Yes
7	Manufacture of Coir Composites	Short Term	1 month	Yes
8				Yes
9	Spinning on automatic spinning machine	Short Term	1 month	Yes
10	Manufacture of Rubber Backed Coir Products	Short Term	1 month	Yes
11	Fibre Treatment Processes	Short Term	15 days	Yes
12	Testing of Coir & Coir Products	Short Term	15 days	Yes
13	Maintenance of Coir Machinery	Short Term	1 month	Yes
14	Spinning on Motorized / Motorized Traditional /Electronic Ratt	Short Term	2 months	Yes
15	Manufacture of Frame Mats	Short Term	2 months	Yes
16	Manufacture of Coir Handicrafts	Short Term	2 months	Yes
17	Pith Composting & Block Making	Short Term	1 month	Yes
18	Manufacture of Coir Brushes & Garden Articles	Short Term	1 month	Yes

19	Manufacture of Non-traditional products and its applications	Short Term	2 month	Yes
20	Effluent Treatment in Coir Processing	Short Term	1 month	Yes
21	Automatic spinning	Short Term	1 month	Yes
22	Spinning of finer yarn	Short Term	1month	Yes
23	Bio softening of fibre	Short Term	15 days	Yes
24	Weaving Anugraha Loom	Short Term	1 month	Yes
25	Weaving Anupam Loom	Short Term	1 month	Yes
26	Manufacture of handicrafts and coir jewellery	Short Term	2 months	Yes
27	Manufacture of Janatha mattress & bags, U/V protection umbrella etc.	Short Term	1 month	Yes
28	Coir wood gift articles manufacturing	Short Term	1 month	Yes
29	Moulded garden articles	Short Term	1 month	Yes
				Yes
30	Coir pith manure and home garden making	Short Term	1 month	Yes
31	Weaving / Spinning/ Production of value added products by equipments which could be operated by women under Mahila Coir Yojana Scheme	Short Term	2 months	Yes
C. Trainers Training Courses				
32	Trainers" Training Course in Coir Handicrafts	Short Term	1 month	Yes
33	Trainers" Training Course in Maintenance of Coir Machineries	Short Term	1 month	Yes
34	Trainers" Refresher Training Course	Short Term	1 month	Yes
D. Field Training courses				
35	Uday Loom for mat	Short	1 month	Yes

	manufacturing	Term		
36	Anugraha/Anupam Loom weaving	Short Term	1 month	Yes
37	Maintenance of equipments/machineries	Short Term	1 month	Yes
38	Coir handicraft, jewellery, toys etc. manufacturing	Short Term	2 months	Yes
39	Training on manufacturing of Janatha Mattress, coir bags, u/v protection umbrella, chappals etc.	Short Term	1 month	Yes
40	Training on frame mats	Short Term	1 month	Yes
41	Coir pith compost manufacturing and home garden making	Short Term	1 month	Yes
42	Bio softening of coir	Short Term	15 days	Yes
E. Other Training Courses				
43	Orientation Training Course	Short Term	15 days	Yes
44	Validation Training Course	Short Term	15 days	Yes

In addition to the regular programmes, following skill development programmes are also conducted:

- i. Training in spinning/weaving of coir mats, mattings etc. in the Field Training Units
in the potential regions in coir producing States in association with PSUs/Co-operative Societies/NGOs/ SHGs.
- ii. Special training to State Govt. officials/craft teachers/functionaries of coir cooperative Societies.
- iii. Tailor made training programmes in coir making for prisoners in jails and tribal in tribal areas.
- iv. Training programmes in the preparation of new designs, pattern and diversified uses of coir in association with National Institute of Design.

(2) The Regional Extension Centres of Coir Board at Thanjavur in Tamil Nadu and Regional Office at Rajahmundry in Andhra Pradesh, Bhubaneswar in Orissa Bangalore in Karnataka and Pollachi in TamilNadu will organize Trainers Training Programme, Orientation Training Course,

Incubation Training Courses, etc. on need basis for the development of coir industry at regional levels:-

Sl No	Name of training course	Regular or short term	Duration	Stipend to be given or not
1	Manufacture of Coir Mattings	Short Term	1 month	Yes
2	Spinning on automatic spinning machine	Short term	1 month	Yes
3	Fibre treatment processes	Short Term	1 month	Yes
4	Maintenance of coir machinery	Short Term	1 month	Yes
5	Spinning on Motorised / motorized traditional / electronic ratt	Short Term	2 months	Yes
6	Manufacture of Frame Mats	Short Term	2 months	Yes
7	Manufacture of Coir Handicrafts/ornaments	Short Term	2 months	Yes
8	Trainers" training course in Coir Handicrafts	Short Term	1 month	Yes
9	Trainers training course in maintenance of Coir Machinery	Short Term	1 month	Yes
10	Orientation Training Course	Short Term	15 days	Yes
11	Weaving / Spinning/ Production of value added products by equipments which could be operated by women under Mahila Coir Yojana	Short Term	2 months	Yes

(3) Field Training Programmes will be organized by respective Regional Offices/Sub Regional Offices through State Govt. Agencies, Coir Co-operative Societies, NGOs, Self Help Groups etc.

Sl No	Name of Training Course	Type of training	Duration	Stipend to be given or not
1	Spinning on Motorised / Motorised Traditional /Electronic ratt for the production of 2 plyx3 ply coir yarn	Field level	Upto 2 months (Duration may be fixed as one month in traditional	Yes

			areas)	
2	Production of coir Geotextiles, frame mats, matting, carpets etc.	Field level	2 months	Yes
3	Coir pith composting	Field level	15 days	Yes
4	Coir handicrafts/ornaments	Field level	2 months	Yes

Note: The Board will be at liberty to reduce or increase the period of training wherever needed and to add newer areas for training based on R & D progress/ innovation from time to time.

Skill Development Training Programme Under taking by the Training sponsoring agency

I.....S/o. Sri.....residing at (Complete address) on behalf of M/s..... ..(Name of the sponsoring agency) on..... (Date) is furnishing the undertaking with details as shown below to Coir Board.

1. Name of the Sponsor :
2. Address with phone/fax/email :
Principal Co-ordinator of the Name :group of
trainees/SHG/NGO Address:
3. No. of candidates :
4. Period & Type of training :
5. Source of Raw material for training : locally available / to be purchased
from
out side
6. Details of power connection :
7. Availability of machineries for training :
8. Whether the trained candidates will
be provided employment in the unit
of the sponsors or facilitate employment
in other unit. :
If starting own units, the type of unit
proposed
9. Credit support, if any envisaged,
for starting Units :
10. Whether the trainees have any
infrastructural facility.(furnish details) :
11. If not, the mode of acquiring the basic Infrastructure :
Nature of marketing support that could be Provided.

The agency undertakes the full responsibility of ensuring the raw material, credit flow and market support with gainful employment or starting own units by linking the trainees with Boards scheme like Mahila Coir Yojana, Rejuvenation, Modernization & Technology upgradation of coir Industry, Financial Assistance, PMEGP etc with Banks.

Authorized Signatory Witness:

- 1) Regional Officer/ESO, Coir Board.

TERMS OF REFERENCE FOR ORGANIZING EDP

The duties and responsibilities of the organizing agency are:-

1. The participants are to be identified through local paper notification/other media.
2. Location for organizing the EDP will be identified by the organizing agency in consultation with the concerned Regional Officers and the arrangement for the venue of the programme should be made by the organizing agency.
3. Minimum number of candidates should be 50.
4. Tea and snacks, working lunch etc, have to be arranged to the participants during the EDP.
5. Honorarium and other expense like local hospitality, conveyance etc. of the Faculties has to be met by the organizing agency.
6. The agency should provide study material etc. to the participants.
7. The rest/excess expenditure to be borne by the agency/candidate and the detailed expenditure statement with details to be submitted by the Agency. The local advertisement in newspaper for calling candidate/EDP to be given in Coir Board website also and agency to send copy of advertisement to Coir Board.

All topics except Coir Based Industry are to be dealt by external faculties. With reference to coir, the Coir Board will provide faculty and they can take from the coir trade basing expertise.

Schemes and programmes of KVIC, NSIC, MSME (DC) etc., may be covered in the EDPs conducted by the Board. A suitable session for this also may be included and programme be scheduled accordingly.

The exposure tour will be funded with 50% on Traveling expenses on bus/train II class and rest to be organized by the agency from the participants or other sources.

The success ratio as below to be built up by the agency:

The participants application	:	150
Selection of application for EDP	:	100%
Attendance on EDP	:	90% minimum candidate selected
Exposure tour	:	60%
The successful entrepreneur	:	25%

The payment of 10% on the EDP cost will be made on completion of report and on reaching duly filled response sheet of candidate and the prospective entrepreneur identified.

ANNEXURE - IV

Bifurcation of programmes under Skill Upgradation & Mahila Coir Yojana

These component-wise financial limits can be further regulated based on field level needs by Coir Board restricting overall cost within the limits prescribed

1. Workshop

Sl No	Components	Tentative financial limit (Rs.)*
1	Publicity through media on organizing of workshop Printing of invitations and organizing the function	2,500.00
2	Printing of invitations and organizing the function	5,000.00
3	Stationary, printing of workshop materials, technical Papers etc	6,000.00
4	Rent for the venue, audio and video	10,000.00
5	Display of newly developed coir products and modern technology etc.	10,000.00
6	Honorarium to resource speakers	8,000.00
7	Tea and Lunch for 50 persons	5,000.00
8	Documentation of the workshop	3,500.00
	Total	50,000.00

* Item wise reappropriations permitted subject to the overall ceiling of Rs. 50000/-

2. Seminars.

Sl No	Components	Tentative financial limit (Rs.) *
1	Printing of invitations, banners, photographs, stationery, etc.	12,000.00
2	Rent for hall, tables, chairs, PA System, etc.	25,000.00
3	Local hospitality and honorarium to the resource speakers	25,000.00
4	Working lunch and Tea & snacks for 200 persons	35,000.00
5	Seminar kit including copies of Technical papers, schemes implemented by Coir Board/ KVIC/	25,000.00

	MSME	
6	Press release through important dailies	10,000.00
7	Publicity and Press meet	15,000.00
8	Demonstration for Technology Transfer (Techno marketing)	40,000.00
9	Professional charges for organizing the Seminar	10,000.00
10	Local conveyance	3,000.00
	Total	2,00,000.00

* Item wise reappropriations permitted subject to the overall ceiling of Rs. 2,00,000/-

3. E D P

Sl. No.	Component	Tentative financial limit (Rs.)*
1	Press advertisement inviting participants for EDP through local dailies	8,000.00
2	Working lunch, tea & refreshment @ Rs. 100/- per head (for 3 days for 50 persons)	15,000.00
3	Hall rent for 3 days	6,000.00
4	Preparation of reference materials, printing charges, stationery, etc.	10,000.00
5	Expenditure towards faculty	8,000.00
6	Expenditure towards the field visit	10,000.00
7	Miscellaneous	3,000.00
	Total	60,000.00

* Item wise reappropriations permitted subject to the overall ceiling of Rs. 60000/-

4. Exposure Tour

1. The expenditure towards exposure tour is limited to Rs.75,000/- per tour.
2. The above amount includes to and fro bus fare/train fare, service tax, permit for entering neighboring States, toll etc.
3. The minimum number of entrepreneurs required for organizing the exposure tour will be 20.
4. In the case of entrepreneurs, 50% of the actual travel cost subject to second class training will be reimbursed and in the case of artisans engaged in the coir processing activities under co-operative Society/SHG/NGO and sponsored by the State Government 90% of the actual travel cost subject to

second class train fare will be reimbursed by Coir Board and the exposure tour has to be organized by the State Government agencies /Coir Industrial Cooperative Societies with proper recommendation of the Regional Office/Sub-Regional Offices.

5. The bill should be counter certified by the RO/SRO for recommendation of eligible payment and the payment will be released to the parties by Demand Draft/Cheque only.

5 .Awareness Programme

Sl. No.	Component	Tentative financial limit (Rs.)*
1	Advertisement in local dailies	4,500.00
2	Printing of reading materials, writing pads, pen etc.	3,500.00
3	Tea, snacks, lunch (50x150)	7,500.00
4	Honorarium for guest speakers, local conveyance etc.	5,000.00
5	Documentation	1,000.00
6	Hall rent, chairs and PA system	4,500.00
	Total	26,000.00

* Item wise re-appropriations permitted subject to the overall ceiling of Rs. 26000/-

ANNEXURE V

Application for availing assistance for procurement of Coir Processing equipments / machineries / kit under Mahila Coir Yojana

Part -A

1. Name of Applicant
2. Other Details
 - (i) Date of Birth
 - (ii) Community : SC/ST/OBC/Minority/Others
3. Address for Communication
 - Address1 :
 - Address2 :
 - Post office :
 - Taluk :
 - Village :
 - State :
 - District :
 - PIN code :
 - Tele Phone No :
4. PAN Card / AADHAR number:-

Part B

1. Details of training undergone
 - i) Type of training :
 - ii) Date/ Duration :
 - iii) Serial No. and date of the certificate
from Coir Board :
 - iv) Whether training undergone in Board"s Training centre : Yes
/ No
 - v) If no, details of the FTC and NGO sponsored for the
training :
2. Machinery proposed to be procured :
3. Name of the machinery manufacturer :
4. Cost of the machinery
(Attach invoice from the machinery manufacturer)

5. Details of remittance of beneficiary contribution :
- i) Amount remitted :
 - ii) Details of Bank account
 - a) Bank Name & Branch:-
 - b) Account no. :-
(Copy of the Bank Pass Book to be enclosed)
6. Details of items proposed to be manufactured :
7. Whether raw material is available in your area :
8. Whether electricity Power Connection available :
(Attach copy of bills/Electricity Board card)
9. Whether marketing facilities available, Give details :

applicant

(Seal)

Place
Date