

COIR BOARD, KOCHI -682016

OPERATIONAL GUIDELINES FOR THE IMPLEMENTATION OF SKILL UPGRADATION AND QUALITY IMPROVEMENT SCHEME

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**(Revised vide approval received from the Ministry of MSME
File No. 5(9)/2008-Coir /728 Dated the 31st December, 2009)**

1. Introduction

1.1 The Coir Industry is a labour intensive and export oriented industry employing more than 6.5 lakh persons. The decentralized operations in the coir industry without adequate training of spinners and weavers 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 to the trained women artisans.

1.4 Training and quality improvement programmes including MCY are part of on-going central sector scheme and for its continuation from X to XI Plan, it has been got

evaluated through independent agencies. Based on the recommendations in the Evaluation Reports 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 & Quality Improvement Scheme' to be implemented during remaining years of XI Plan are given in subsequent paras.

2. The Scheme

2.1 The Scheme, "Skill Upgradation and Quality Improvement" consists of three distinct components viz. (a) Skill Upgradation, (b) Quality Improvement and (c) Mahila Coir Yojana (MCY). 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.
- Help women empowerment through MCY and provision of coir yarn spinning equipment at subsidised rate after imparting appropriate skill development training.
- 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 method of spinning.
- 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 6.5 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, Tenkasi, Tamil Nadu. 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 engaged in coir activities.

4.1.3 The in-house training programmes organized by Coir Board at its training centers exclusively for specialized purposes 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 programmes of Coir Board are given in **Annexure-I**.

4.1.4 The stipend per trainee for the skill developmental programmes will be limited to Rs.750/- per month. The honorarium for the trainer will be limited to Rs. 5, 000/- per month. An amount of Rs.250/- per head per month will be provided as financial assistance to the training sponsoring agency to meet the operational cost of the training including raw material, power charges, other incidentals etc. on submission of bills, vouchers, Statement of Expenditure and a Certificate of Expenditure from the Sponsoring Agency which will be verified by the Regional/Sub Regional Officer for effecting the payment. The miscellaneous expenditure on conducting the training programmes including cost of raw material, exhibits, traveling & transportation cost, etc. will be limited to Rs. 20 lakh per year. In the field level training centres organised 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.

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 and practical 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, Co-operatives etc.

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 of the candidate along with recent passport size photographs (two copies) and with ID proof (Election ID Card/Ration Card/Certificate of identification from any authorized Government agency/SC/ST). The Election ID Card shall be insisted upon invariably in all cases and other proof of ID may be accepted against special cases alone. 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.

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 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 the Regional Extension Centers and the certificate will be issued with the concurrence of the respective Regional Officers.

4.1.9 Specialized training programmes will be organized in consultation with the respective Regional Officer and Director, RDTE and with the concurrence of competent authority. The syllabus for the specialized training programmes will be prepared in consultation with Director, RDTE and with the approval of the competent authority. 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 as detailed in para 5 of the operational guidelines.

4.2. QUALITY IMPROVEMENT

4.2.1 Quality Improvement Programmes are undertaken by the Board for improving the quality of the products produced by the coir industry. The sustainability of the demand for the products produced by the coir industry depends largely on the quality of the products both in the domestic and international markets. The quality improvement programmes are organized by the Coir Board on a regular basis in the traditional export oriented sector and other areas viz. automatic coir yarn spinning sector, Coir pith processing sector, product manufacturing sector and other coir processing sector in all the major coir producing centres of the country. National Level Seminars, Regional Workshops, Awareness Programmes, Quality Improvement Camps, etc. will be organized during the XI Five Year Plan period. Regional Workshops will be organized in consultation with the trade and industry to demonstrate and transfer modern technologies developed by the Research Institutes functioning under the Board, new market avenues, area viz. product development, product diversification, new user area, etc. The Seminars will be organized in consultation with the respective State Govt., Coir trade, apex bodies, etc. The Seminars will cover subjects related to the coir developmental activity in the respective States. The National Seminar will be organized in consultation with the State level coir trade bodies and respective State Govt. and exhibition, display of new technology, physical demonstration of new technologies, new uses of coir and coir products, etc. will be organised at the seminar.

4.2.2. Entrepreneur Development Programmes (EDPs)

4.2.3 The details for conducting EDPs are given below:-

- (i) The EDPs will be organised by the Regional/ Sub-regional Officers according to the targeted programmes. The Regional/ Sub-regional Officer of Coir Board will select a professional agency, which has expertise in the field of coir activity, 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
- (iv) on bus/train II Class and rest to be organized by the agency from the participants or other sources.
- (v) 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, REMOT, DPI, etc.
- (vi) Expenditure for conducting each EDP will be limited to Rs.60,000 as per details given below:

Sl.No.	Particulars	Amount(Rs.)
1	Press advertisement inviting participants for EDP through local dailies	8000
2	Working lunch, tea & refreshment @ Rs. 100/- per head (for 3 days for 50 persons)	15000
3	Hall rent for 3 days	6000
4	Preparation of reference materials, printing charges, stationery, etc.	10000

5	Expenditure towards faculty	8000
6	Expenditure towards the field visit	10000
7	Miscellaneous	3000
	Total	60000

(vi) The Terms of Reference for organizing the EDP are appended as **Annexure. III.**

4.2.4. Quality Improvement Programmes (QIP)

4.2.4.1 The details for conducting QIPs are given below:-

- (i) QIP will be organized by the Regional/ Sub-regional Officers of Coir Board at places where industry has already taken root.
- (ii) The programme will include technical sessions, practical demonstrations, workshop, seminar, etc. The duration of the programme will be three days.
- (iii) The workers will be paid an honorarium at the uniform rate of Rs. 50/- per day against loss of their wages for the days they are attending QIP.
- (iv) Expenditure for conducting each QIP will be limited to Rs.20, 000/-.

4.2.5 Exposure Tours and Awareness Programmes: An Exposure Tour 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 co-operative society/SHG/NGOs and sponsored by the State Government 90% of the actual travel cost / subject to II Class train fare will be reimbursed by the Board. 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/-.

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/-.

4.2.6 The expenditure for conducting a National Level Seminar will be limited to Rs. 2 lakh as per details given below:-

Sl. No.	Component	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/ MSME	25,000.00
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

4.3 MAHILA COIR YOJANA

4.3.1 This scheme is intended to provide self employment to rural women artisans in regions producing coir fibre. 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 in the ratio of 40:60 respectively for spinning coir yarn to trained women artisans. Not more than one artisan per household would be eligible to receive assistance under the scheme.

4.3.2 Coir Board will provide 75% of the cost of the motorized ratt/ motorized traditional ratt as one time subsidy subject to a maximum of Rs. 7500/- for motorized ratt and Rs. 3200/- for motorized traditional ratt provided the other 25% is raised by the beneficiary through voluntary organizations/ financial institutions/ own sources.

The motorized ratt/ motorized traditional ratt purchased by utilizing the subsidy under the scheme shall conform to the specifications laid by the Board.

4.3.3 A separate account will be opened by the Coir Board Regional Officer / Sub Regional Officer for Mahila Coir Yojana (MCY) transactions. 25% beneficiary contribution collected from the beneficiary along with invoice for the supply of motorized ratts/motorized traditional ratts from registered machinery manufacturer according to the choice of the beneficiary will be collected and the beneficiary contribution will be remitted in the MCY Account. The Regional Officer will forward the invoice along with his recommendation and receipt of beneficiary contribution to HO of the Board for sanction of 75% eligible subsidy for the supply of motorized / motorized traditional ratts. The HO after scrutiny and verification will obtain the sanction of the competent authority and release 75% subsidy to the respective Regional / Sub Regional Office. On completion of inspection of the motorized/ motorized traditional ratts by the Regional/ Sub Regional Officer and after obtaining Performance Guarantee and receipt from the beneficiary, the machinery manufacturer will supply the ratts to the location of the beneficiary. On receipt of the Performance Guarantee, bill/ receipt etc. from the supplier along with document of proof for supply of the ratt to the beneficiary, the Regional Officer/ Sub Regional Officer will release the cost of the ratt supplied to the beneficiary to the supplier. The supply of ratts to beneficiaries will be ensured by the Board within a period of two months after completion of the training.

4.3.4 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 of 75% of the cost of 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 will be obtained by the Board with the list of beneficiaries and other documents viz. Performance Certificate of the equipment, invoice from the registered machinery manufacturers, etc.

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

- (a) Where the assistance under the scheme has been obtained by misrepresentation or by furnishing false information, and
- (b) Where the unit goes out of production within 5 years from the date of commencement of production except in case where the unit remains out of production for short periods extending to six months due to reasons beyond the beneficiary's control, such as shortage of raw material, power etc.

4.3.6 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.

ANNEXURE-I**Details of Training Courses**

Sl. No.	Name of Training Course	Regular or Short Term	Duration	Stipend to be given or not
A. Regular Training Course				
1	Advanced Training Course	Regular	12 months	Yes
2	Artisans Training Course	Regular	6 months	Yes
B1. Incubation Training Course				
3	Manufacture of Coir Carpets	Short Term	1 month	No
4	Manufacture of Loom Mats	Short Term	2 months	No
5	Bleaching, Dyeing & Shade Matching	Short Term	1 month	No
6	Manufacture of Coir Mattings	Short Term	1 month	No
7	Manufacture of Coir Composites	Short Term	2 months	No
8	Export Procedures	Short Term	15 days	No
9	Spinning on automatic spinning machine	Short Term	1 month	No
10	Manufacture of Rubber Backed Coir Products	Short Term	2 months	No
B2. Incubation Training Course with stipend				
11	Fibre Treatment Processes	Short Term	2 months	Yes
12	Testing of Coir & Coir Products	Short Term	1 month	Yes
13	Maintenance of Coir Machineries	Short Term	2 months	Yes

14	Spinning on Motorized Ratt/ Motorized Traditional Ratt under Mahila Coir Yojana Scheme	Short Term	2 months	Yes
15	Manufacture of Frame Mats	Short Term	2 months	Yes
16	Manufacture of Coir Handicrafts	Short Term	3 months	Yes
17	Pith Composting & Block Making	Short Term	2 months	Yes
18	Manufacture of Coir Brushes & Garden Articles	Short Term	1 month	Yes
19	Manufacture of Non-traditional products and its applications	Short Term	3 months	Yes
20	Effluent Treatment in Coir Processing	Short Term	2 months	Yes
C. Trainers Training Courses				
21	Trainers Training Course in Coir Handicrafts	Short Term	2 months	Yes
22	Trainers Training Course in Maintenance of Coir Machineries	Short Term	2 months	Yes
23	Trainers Refresher Training Course	Short Term	3 months	Yes
D. Other Training Courses				
24	Orientation Training Course	Short Term	15 days	No
25	Validation Training Course	Short Term	15 days	No

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 co-operative Societies.
- iii. Tailor made training programmes in coir making for prisoners in jails and tribal in tribal areas.
- vi. 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, Rajahmundry in Andhra Pradesh and Bhubaneswar in Orissa will organize Trainers Training Programme, Orientation Training Course, Incubation Training Courses, etc. on need basis for the development of coir industry at regional levels:-

SI.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	No
2	Spinning on automatic spinning machine	Short Term	1 month	No
3	Fibre Treatment Processes	Short Term	2 months	Yes
4	Maintenance of Coir Machineries	Short Term	2 months	Yes
5	Spinning on Motorised Ratt/ Motorised Traditional Ratt under Mahila Coir Yojana Scheme	Short Term	2 months	Yes
6	Manufacture of Frame Mats	Short Term	2 months	Yes
7	Manufacture of Coir Handicrafts	Short Term	3 months	Yes
8	Trainers Training Course in Coir Handicrafts	Short Term	2 months	Yes
9	Trainers Training Course in Maintenance of Coir Machineries	Short Term	2 months	Yes
10	Orientation Training Course	Short Term	15 days	No

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

SI. No.	Name of Training Course	Type of training	Duration	Stipend to be given or not
1	Spinning on Motorised Traditional Ratt and Motorised Ratt for the production of 2 plyx3 ply coir yarn.	Field level	2 months	yes
2	Production of coir geotextiles, frame mats, matting, carpets etc.	Field level	2 months	yes

3	Coir Pith Composting	Field level	1 month	yes
4	Coir Handicrafts	Field level	2 months	yes

Annexure- II

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 :
3. Principal Co-ordinator of the group of trainees/SHG/NGO : Name :
: Address:
4. No. of candidates :
5. Type of training :
6. Period of Training :
7. Source of Raw material for training :
8. Whether locally available or to be purchased from out side :
9. Details of power connection :
10. Availability of machineries for training :
11. Whether the trained candidates will be provided employment in the unit of the sponsors or facilitate employment in other unit. :
12. If starting own units, the type of unit proposed :
13. Credit support, if any envisaged, for starting Units :
14. Whether the trainees have any infrastructural facility.(furnish details) :
15. If not, the mode of acquiring the basic Infrastructure :
16. 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.
2)

Annexure- III

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 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 have 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 born 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 build up by the agency:

The participants application	:	150
Selection of application for EDP	:	100%
Attendance on EDP	:	90% minimum candidate selected

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Exposure tour : 60%

The successful entrepreneur : 25%

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

Executive instructions for "Skill Upgradation and Quality Improvement Scheme"

1. The Scheme, "Skill Upgradation and Quality Improvement" consists of three distinct components. Viz. **(a) Skill Upgradation, (b) Quality Improvement and (c) Mahila Coir Yojana**
2. The scheme to be implemented during the remaining years of the XI Plan period
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 should be utilized only that purpose and no deviation/diversion of fund for other programme.
5. Under Skill Upgradation and Quality Improvement Scheme the following programmes have the approval during the remaining years of the XI Plan period.

(a) Training (b) EDP (c) QIP (d) Awareness programme (e) Exposure Tour (f) National Seminars/workshop & (g) Mahila Coir Yojana (MCY)
6. The stipend of Rs.750/- per month to the trainee will be paid by Cash by the RO/SRO and the honorarium will be reimbursed to the sponsoring agency by the RO/SRO by cheque on production official payees' receipt showing the cheque No.date etc.
7. The operational cost of the training including raw material, power Charges, other incidental etc. should be reimbursed on submission of bills, vouchers, statement of expenditure and a certificate 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/Certificate of identification from authorized Government Agency/SC/ST. ***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.
12. The stipend acquaintance duly certified by the sponsoring agency and the trainer and counter certified by the RO/SRO should also accompany alongwith other documents for settlement of the stipend account.
13. In the cases of Seminar/ Workshop/ EDP/ QIP/ 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.
14. The motorized ratt/motrized traditional ratt purchased by utilizing the subsidy under the scheme shall conform the specifications laid by the Board.
15. Only one MR/MTR will be given in household.

16. MTR/MR will be given only to those who have gone 2 months training in spinning and successfully passed.
17. A single phase power supply should be available at the location of the motorized/motorized traditional ratt.
18. The beneficiary selected under the scheme shall not mortgage the MTR/MR except to financing agency/other institutions from whom she avails loan/grant for procurement of ratt.
19. The beneficiary availing the subsidy under the scheme will have to execute a bond with the Coir Board, Cochin to:
 - (i) Keep the motorized ratt/motorized traditional ratt under safe Custody and maintain it properly.
 - (ii) Make available ratt for inspection by the Officers of the Coir Board/State Government/financing agency.
 - (iii) Operate the ratt for a minimum period of 5 years
 - (iv) Abide by the instructions issued by the Coir Board/State Government in regard to the working of the ratt.
20. The beneficiary should make available the relevant records relating to the specification, cost of the ratt, source of finance and amount sanctioned to the authorized officer to determine the quantum of subsidy under the scheme.
21. The assistance from the Coir Board will be in the form of one time subsidy limited to 75% of the cost of the ratt subject to a maximum of Rs.7500/- for motorized ratt and Rs.3200/- for motorized traditional ratt. The other 25% is to be raised by the beneficiary through her own sources/financial institutions/voluntary organizations.
22. Separate account should be opened for the Mahila Coir Yojana transactions by the RO/SRO

23. The machinery manufacturer should have valid registration of Coir Board as a machinery manufacturer.
24. 25% beneficiary contribution collected from the beneficiary alongwith individual invoice for supply of the ratts from the registered machinery manufacturer *according to the choice of the beneficiary* will be collected and the beneficiary contribution should be remitted in the MCY account.
25. The RO/SRO should send the individual invoices along with the his recommendation, the details of the receipt of the beneficiary contribution to H O for releasing the 75% eligible subsidy for the ratt.
26. The R O /SRO will conduct the inspection of the ratt and after obtaining the Performance Guarantee of the ratt inspected, acknowledgement obtained from the beneficiary, the machinery manufacturer should supply the ratts to the locations of the beneficiary.
27. On receipt of the manufacturers bill/ payees' receipt, performance Guarantee from the supplier alongwith documents of proof for supply of the ratt to the beneficiary, the RO/SRO may release the cost of the ratt supplied to the beneficiary to the supplier.
28. The supply of ratt to the beneficiaries should be ensured within a period of two months after completion of the training.

In order to streamline the distribution of ratts the following *modus operanti* for procurement and distribution should be strictly followed

- The Regional officer/Sub Regional officer shall collect 25 % beneficiary contribution from the beneficiaries who have successfully completed the training conducted by the Board,
- The RO/SRO will open an account exclusive for the operation of MCY and the 25% beneficiary contribution will be remitted in that a/c,
- The RO/SRO will obtain the invoice for the supply of ratt from the beneficiary.
- The beneficiary has the freedom to opt the Manufacturer of the ratt registered with Coir Board and to furnish the invoice to the concerned RO/SRO

- The RO/SRO will forward the invoices to H.O. for obtaining sanction of the competent authority for the remaining 75 % subsidy from Board.
- The RO/SRO can place the orders for the supply of ratt with the respective machinery manufacturer under intimation to the beneficiaries.
- The Machinery Manufacturer shall supply the ratt to the beneficiaries after technical inspection at the premises of the sponsoring agency for conformation of the standards laid down by the Board,
- The regular inspection of the ratts will be undertaken by the technical hands from RO/SROs and the Selective super inspection will be undertaken by the Technical hands from CCRI/CICT.
- On completion of the inspection by the Coir Board officials, the ratt shall be supplied to the beneficiaries after furnishing necessary documents in receipt of the ratts including performance certificate and all the documents should be attested by the sponsoring agency.
- The Manufacturer should supply the ratt within a period of 30 days from the date of confirmed order.
- Any delay in the supply of ratts by the Machinery Manufacturer shall invite cancellation of orders, blacklisting of the manufacturers and other legal penalties stipulated in the terms and conditions executed by the machinery manufacturer during the time of granting registration by Coir Board,
- A committee consisting of Joint Director (Res.), CCRI and anyone of the Regional officer and an Officer of the the Accounts Wing of the Board shall review the cost of the ratts every year for finalizing the cost of the ratts supplied under MCY

Bifurcation of programmes under Skill Upgradation & Quality Improvement

1. Workshop

The break up of the amount envisaged for organizing the workshop is detailed below.

1. Publicity through media on organizing of workshop	: Rs. 2,500.00
1. Printing of invitations and organizing the function	: Rs. 5,000.00
3. Stationary, printing of workshop materials, technical Papers etc.	: Rs. 6,000.00
4. Rent for the venue, audio and video arrangements including photographs	: Rs. 10,000.00
5. Display of newly developed coir products and modern technology etc.	: Rs. 10,000.00
6. Honorarium to resource speakers	: Rs. 8,000.00
7. Tea and Lunch for 50 persons	: Rs. 5,000.00
8. Documentation of the workshop.	: Rs. 3,500.00

Total	: Rs. 50,000.00
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2. Seminars.

The expenditure envisaged for organizing the seminar is around Rs.2 lakhs. The break up of expenditure is mentioned below.

Sl. No.	Component	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/ MSME	25,000.00
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

3. EDP

Expenditure for conducting each EDP is limited to Rs.60,000/-as per details given below:

Sl.No.	Particulars	Amount(Rs.)
1	Press advertisement inviting participants for EDP through local dailies	8000
2	Working lunch, tea & refreshment @ Rs. 100/- per head (for 3 days for 50 persons)	15000
3	Hall rent for 3 days	6000
4	Preparation of reference materials, printing charges, stationery, etc.	10000
5	Expenditure towards faculty	8000
6	Expenditure towards the field visit	10000
7	Miscellaneous	3000
	Total	60000

4. Quality Improvement Programme (QIP)

1. Expenditure for the preparation of study material to be supplied to the Coir Workers (30x60)	: Rs. 1,800.00
2. Tea & Snacks for 3 days (15x60x3)	: Rs. 2,700.00
3. Working lunch on valedictory (50x60)	: Rs. 3,000.00
4. Loss wages for Artisans (50x60x3)	: Rs. 9,000.00
5. Documentation.	: Rs. 500.00
6. Hall & Expenditure towards the practical session & expenditure of miscellaneous etc.	: Rs. 3,000.00

Total	:Rs. 20,000.00
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5. Exposure Tour

- The expenditure towards exposure tour is limited to Rs.75,000/- per tour.
- The above amount includes to and fro bus fare/train fare, service tax, permit for entering neighboring States, toll etc.
- The minimum number of entrepreneurs required for organizing the exposure tour will be 20. In the case of workers, it will be 40.
- 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 Co-operative Societies with proper recommendation of the Regional Office/Sub-Regional Offices.

4. The sponsoring agency of the exposure tour has to submit documentary evidence towards the expenditure inclusive of bills in original/ copies of the bills duly certified by the Government/ Industrial Co-operative/NGO alongwith supporting documents and stamped payee's receipt.
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.

6 .Awareness Programme

An awareness programme will be organized for the general public/coir workers for the awareness of the plan programmes of Coir Board. The expenditure is limited to Rs.26,000/-

1. Advertisement in local dailies	: Rs. 4,500.00
2. Printing of reading materials, writing pads,pen etc.	: Rs. 3,500.00
3. Tea, snacks lunch (50x150)	: Rs. 7,500.00
4. Honararium for guest speakers,local conveyance etc	: Rs. 5,000.00
5. Documentation.	: Rs. 1,000.00
6. Hall Rent, Chairs and P A system.	: <u>Rs. 4,500.00</u>
Total	:Rs. 26,000.00
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