

**No. K-12012/5/9/2014-Planning**

Government of India

Ministry of Textiles

Office of the Development Commissioner (Handicrafts)

West Block No. VII, R.K. Puram,  
New Delhi-110066.

**Dated: 07.01.2017**

**OFFICE MEMORANDUM**

**Subject: Streamlining the procedures for implementation of various projects sanctioned by the Office of the DC(Handicrafts) and settlement of Utilization Certificates.**

With the objective of streamlining the procedures for inspections of various activities undertaken by Implementing Agencies, to bring transparency, ensure timely action and cut down delays, the following instructions are issued for immediate compliance by all concerned:-

- (i) In all the sanction orders of the projects of the Office of DC(Handicrafts), the designation of Asst. Director In-charge, HM&SEC will be mentioned who will inspect the activities undertaken Implementing Agency.
- (ii) Inspection report will be submitted by the Asst. Director/Inspecting Officer within a week from the date of inspection of the activity. A copy of inspection report shall be given to the Implementing Agency as well as Regional Director & Headquarter. Any delay of more than 7 days shall be treated as malafide intention on the part of inspecting officer.
- (iii) Inspection of the activity may be done by any officer other than mentioned in the sanction order only on special authorization by the concerned Regional Director or Headquarter.

- (iv) Implementing agencies must submit complete documents within a month from the date of completion of the activity to the office of concerned Assistant Director, HM&SEC, with intimation to Regional Directors and Headquarter.
- (v) Assistant Director will submit the inspection reports and all the documents for settlement of the case within 3 weeks from the date of receiving of all the documents from the Implementing Agency. Assistant Director Incharge of HM&SEC shall send the recommendations of the proposal as well as settlement of UC along with reimbursement directly to the Headquarter with copy to Regional Director. Regional Director will supervise that ADs submit recommendations expeditiously. RD will also carry out random cross verification of reports submitted by ADs and will submit their findings to DC(HC) within 15 days of receiving intimation from AD. HQ will wait for three weeks for any input from RDs before processing the cases received from ADs.

The above action may be undertaken immediately by all concerned and compliance intimated at the earliest.

**(Alok Kumar)**

Development Commissioner (Handicrafts)

**To**

All Regional Directors/Assistant Directors of M&SECs & Office of the DC(Handicrafts), New Delhi.

**Copy to:** PS to DC(HC)/PA to Sr. Director(HC)/PS to ADC(HC)-I, PS to ADC(H)-II, Office of the DC(H), New Delhi