



**No. K-12012/6/4/2014-Planning**

Government of India

Ministry of Textiles

Office of the Development Commissioner (Handicrafts)

(Planning Section)

West Block No.7, R.K. Puram,

New Delhi-110066

Dated 24.11.2016

**OFFICE MEMORANDUM**

**Subject: Eligibility criteria for empanelment of NGOs with the office of DC(Handicrafts).**

This is regarding the project proposal being sanctioned under various schemes of Office of the DC(handicrafts). In this context it is to inform that for empanelment of NGOs with Office of DC(Handicrafts), following essential conditions should be fulfilled:

**Essential Conditions:**

- a. It should be enrolled with NITI Aayog on its prescribed portal.
- b. It should be registered entity and shall be 3 years old (minimum) & have experience in the area of livelihood in unorganized sector.
- c. Not black listed either by the State or Central Govt. agencies.
- d. The proposal of NGO empanelment should be forwarded through Regional Director only. For this Regional Director may constitute a committee with concerned Assistant Director and state representatives.
- e. The documents related to its Bye Laws, audited accounts and its returns must be submitted by NGO's.
- f. The organization must provide the details of Secretary and President plus all the members of their organization.

After compliance of the above essential conditions, a NGO may be considered for allocation of the projects in following manner/category: -

**Category I** - For a NGO having no experience in the craft sector projects in government sector, we may assign a project of maximum amount of Rs. 10 lakhs only in a year in different schemes of Office of DC (Handicrafts).

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**Category II** - For a NGO which has executed projects assigned by DC(Handicrafts) office or having experience in other Ministries of Government of India or State Governments and having completed projects of at least Rs.10 lakhs in last 2 years may be assigned projects for not more than Rs.20 lakhs in one year & for SCSP project limit may be extended to Rs.30 lakhs.

**Category III** - For NGOs which have been in category II in last one year and successfully completed projects may be assigned projects costing not more than Rs.35 lakhs & for SCSP projects the limit may be extended to Rs.50 lakhs.

This issues with the approval of the competent authority.

**(P.K. Thakur)**  
**Director (H)**

To, **for information and compliance please:**

1. All Regional Directors/Deputy Directors (I/C) of concerned regional office, with the request to inform the respective field formation functioning under their jurisdiction.
2. All Deputy Directors/Assistant Directors/Assistant Directors at Hqrs. Office.
3. Accounts Officers at Hqrs. Office.

Copy to, for information please:

1. PS to DC(H)/PS to ADC(HC)/ PA to Sr. Director[SKJ]/PA to Director[PKT]/ PA to for information.
2. Shri Sandeep Khurana, Scientist 'D' with the request to upload the same on our official website.

After compliance of the above essential conditions, a NGO may be considered for allocation of the projects in following manner/Category -

**Category I** - For a NGO having no experience in the craft sector projects of government sector, we may assign a project of maximum amount of Rs. 10 lakhs only in a year in different schemes of Office of DC (Handicrafts).