

MINUTES OF THE REVIEW MEETING HELD BY THE DIRECTOR OF HANDLOOMS & TEXTILES AND APPAREL EXPORT PARKS, A.P., HYDERABAD WITH THE ASST.DIRECTORS(H&T) AND REGL.DY.DIRECTORS(H&T) ON 08.07.2014

The following were present :

1. Sri K.V.Satyanarayana, I.A.S.
Director of Handlooms & Textiles and AEPs., A.P., Hyderabad.
2. Sri Randhir Singh, Additional Director (H&T)
3. Sri K. Srikanth Prabhakar, Joint Director(H&T)
4. Sri M. Nageswara Rao, Deputy Director(H&T)
5. Sri V. Bhavani Prasad, Assistant Director (H&T) Head Office
6. Sri B. Nageswara Rao, Assistant Director (H&T) Head Office
7. Sri P. Yadagiri, Regl.Dy.Director (H&T) Tirupathi
8. Smt. M. Nagalakshmi, Regl.Dy.Director (H&T) Rajahmundry
9. Sri R. Prabhakara Murthy, A.D(H&T) O/o the Regl.Dy.Director (H&T)
Tirupathi
10. Sri SSRKR Prasad, A.D(H&T) O/o the Regl.Dy.Director (H&T) Tirupathi
11. Sri S. Ramesh, A.D(H&T) O/o the Regl.Dy.Director (H&T) Tirupathi
12. Smt.T.J.Uma Maheswari, A.D(H&T) O/o the Regl.Dy.Director (H&T)
Tirupathi
13. Sri Kanna Babu, Assistant Director (H&T) Srikakulam (FAC)
14. Sri Kanna Babu, Assistant Director (H&T) Vizianagaram
15. Sri Ch. Laxman Rao, Assistant Director (H&T) Kakinada
16. Sri D. Pavan Kumar, Assistant Director (H&T) Eluru
17. Sri Sk. Jilani, Assistant Director (H&T), Machilipatnam
18. Sri M.Lakshmu Naidu,(H&T) Assistant Director (H&T) Guntur.
19. Sri R. Rama Murthy Naidu, Assistant Director (H&T) Ongole
20. Sri N. Babji Rao, Assistant Director (H&T) SPSR Nellore
21. Sri P. Jayaramaiah, Asst.Director(H&T) Tirupati
22. Sri P.Satyanarayana Rao, Asssistant Director (H&T) YSR Kadapa
23. Sri C.Jagannatha Setty, Assistant Director (H&T) Ananthapuram
24. Sri B.Dhanunjaya Rao, Assistant Director (H&T) Kurnool

At the outset the Director of Handlooms & Textiles and Apparel Export Parks, A.P., Hyderabad has reviewed the following points in detail.

1.Implementation of New Clusters sanctioned under Comprehensive Handloom Development Scheme (CHDS).

- Designate one departmental officer as **Mentor/Co-Ordinator** at field level (As per the guidelines of the scheme).
- To conduct one day Cluster Level awareness meeting with Stakeholders of the Clusters by inviting Local Public Representatives to create awareness of the sanction of the new clusters under CHDS and the components therein by giving wide publicity in Morning session.

Elections to the cluster Consortium shall be organized in the Afternoon session duly electing Chairman, Secretary, Treasurer, etc among the active stakeholders as per the scheme guidelines.

- To form need based sub committees and to trainee them properly.
- Component-wise requirements are to be ascertained from stakeholders in a participatory way (Need Analysis) and to prepare Macro Action Plan for (04) years and year-wise Micro plan.
- To discuss and finalize opening of a Bank Account in name of two (02) authorized persons and to collect the 1st Installment Beneficiary contribution as per the guidelines of scheme to Deposit the same into concerned Cluster Bank Account.
- Each and every withdrawal from the Cluster Account should be accompanied by the Cluster Resolution.
- To Identify the (2) or (3) qualified persons for appointing as CDE as per the qualifications mentioned in the scheme and send the proposal to the Head Office for selecting and appointment of CDE.
- The implementation of Action Plan shall be completed within **THREE** years and the Forth year is meant for midterm evaluation (Impact Analysis) and correction if any.
- Year-wise micro plan shall be prepared with a deep understanding on various components.
- Prepare & submit Corpus fund proposals for setting up of Yarn Depot components.
- Decentralize the Purchase of computer Aided Textile Design system including punching Machine
- Mobilization of funds from other Financial Institutions and other line Departments etc.
- Preparation of proposals for on loom activities under Technology up gradation component of Clusters.
- Maintenance of Books & Accounts in the Cluster i.e..Members Register, Cash Book, Yarn issued Register, Loom Parts issue Register, consolidated pay Register (CDE & Designer),Minutes Register, Mobilization of funds Register.
- Preparation of U.Cs and Impact report and submission of proposals for 2nd installment.

- Preparation of a Road Map/ GANTT Chart for implementation of Clusters.
- Preparation of Cluster Level Action Plan of mobilization of funds.

Implementation of on loom activities under Technology upgradation component of Clusters.

- To conduct demonstration camps for adaptation of latest loom parts and to organize exposure visits for weavers of the clusters on need basis under Technology up gradation component of Clusters.
- To involve the Weavers Service Centre in each and every activity for implementation of Technology Up gradation component.
- To obtain quotations or Tenders from reputed Manufacturers wherever required and to finalise and approve the same in presence of WSC.

3. Implementation of Mega Handloom Cluster at Prakasam & Guntur District under Comprehensive Handloom Cluster Development Scheme (CHCDS).

- To conduct awareness camps along with demonstration camps (awareness & Feedback camps) for distribution of Battery Linked Inverter Lighting Units (BLILUs), Solar Lamps and Loom parts with Stakeholders of the Clusters and the Public Representatives at different locations in the Cluster to create awareness of the sanction of Mega Handloom cluster at Guntur & Prakasam Districts under CHCDS & Conduct of Health Camps simultaneously.
- Formation of Consortia/Self Help Groups etc and to form Special Purpose Vehicles with these weavers/stakeholders as per guidelines of CHCDS to implement the various interventions as per DPR of the said cluster.
- Need analysis shall be conducted in a participatory way and beneficiaries shall be identified for onetime non revenue generating interventions, i. e. supply of Solar Lamps / Lighting equipment accessories, Supply of Sizing Machines, Looms & Accessories, Jacquards, Dobbies and Group Worksheds and prepare year wise Micro plan as per DPR Year-wise micro plan shall be prepared.
- Preparation of a Road Map/ GANTT Chart for implementation of Clusters.
- 1st year Micro plan execution.

4. Implementation of Handloom Cluster and Group Approach Projects sanctioned under Integrated Handloom Development Scheme (IHDS).

- To conduct one day Cluster Level awareness meeting with Stakeholders of the Clusters and Groups and the Public Representatives to create awareness for utilisation of unspent balances available in Handloom Clusters & Handloom Groups under IHDS.

- Component-wise requirements are to be ascertained from stakeholders in a participatory way (Need Analysis) for utilisation of available funds in Handloom Clusters & Groups and to prepare Micro plan for Utilisation.
- Prepare Microplan for implementation.
- Mobilisation of funds from other financial Institutions and other line Departments.
- Submission of Audit Reports of each & every Cluster & Group by 30.09.2014.
- Execution of 100 days Micro Plan.

OLD AGE PENSIONS:

- The Asst. Directors(H&T) are instructed to contact the Project Directors to fill the gaps between the sanctioned strength of pensions and present pensioners. The proposals should be emerged from village level only.

Action: All Asst. Directors(H&T)

ANTHYODAYA ANNA YOJANA

- The Asst. Directors(H&T) are instructed to fill the gaps within the fixed target.

Action: All Asst. Directors(H&T)

MAHATMA GANDHI BUNKER BIMA YOJANA

- The A.Ds are instructed to see not to enroll the ineligible weaver members into MGBBY so as to restrict the malpractices. While ensuring that all eligible weavers are covered.

Action: All Asst. Directors(H&T)

FORMATION OF GROUPS:

- The Asst. Directors should ensure that outside Cooperative fold weavers are either enrolled under existing HWCS or they should be organize into groups which may be registered under MACS Act so that all developmental and welfare schemes are extended to them.
- The A.D(H&T) Ananatapur is instructed to take necessary steps for formation of groups with the members of the societies which are not involved in cases. He is further instructed to take appropriate action for revival of dormant societies into active ones.

Action: All Asst. Directors(H&T)

AWARENESS PROGRAMME

- All the A.Ds(H&T) are instructed to conduct awareness programmes in the societies coinciding the G.B. meetings in all the societies and to explain the development of welfare schemes which are being implemented by the Dept., for the benefit of the weaver members.
- They are also informed to take the photos of all the members and to affix them in the Register against their names. They are further instructed to record the minutes of the Meetings and submit compliance report.

- The Asst. Directors (H&T) are instructed to obtain full details about the Managing Committees of the Primary Weavers Co-operative Societies in their districts and to furnish the same to the Directorate.

Action: All Asst. Directors(H&T)

GENERAL INSTRUCTIONS

COMPUTER OPERATOR:

- The Asst. Directors(H&T) who are in need are permitted to engage a Computer Operator on outsourcing basis from any Agency duly following the procedure.

HIRED VEHICLES

- The Asst. Directors(H&T) who are in need are permitted to engage a hired vehicle upto completion of 100 days programme.

DRAWAL OF FUNDS

- The Asst. Director(H&T) are instructed to release the ongoing Scheme funds to the concerned Primaries duly following the procedures and to deposit the other amounts and accrued interest in the S.B. Account and should not utilize the amount without prior permission of the Directorate.
- The A.Ds (H&T) are informed that the payments of bills for the civil works will not be entertained unless the claim is supported by a third party evaluation report.

Action: All Asst. Directors(H&T)

Sd/- K.V.Satyanarayana
Director (H&T) & AEPS

//Attested//

Assistant Director(H&T)