



File No.: M-12011/01/2025-26/MD

भारत सरकार
वस्त्र मंत्रालय
कार्यालय विकास आयुक्त (हस्तशिल्प)
(विपणन अनुभाग)

इंटरनेशनल क्राफ्ट कॉम्प्लेक्स
प्लॉट नंबर - 08, नेल्सन मंडेला मार्ग
वसंतकुंज, नई दिल्ली- 110070

दिनांक- 01/01/2026

NOTICE

Subject: - Inviting Proposals for undertaking projects under 'Marketing Support & Services' Scheme (MSS) during FY 2026-27 – reg.

1. To execute the aim of 'Atmanirbhar Bharat', for stimulation of 'Vocal for Local', proposals are being invited from government and non-government organizations for implementing the 'Marketing Support & Services' Scheme (MSS) under National Handicrafts Development Programme (NHDP) of the office of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India.
2. This office is inviting proposals/applications from eligible agencies for the following activity:
 - a) **Gandhi Shilp Bazaar** (National/State/District)
Number of participations for GSB- National (150 artisans), State (70 artisans) and District (40 artisans). Duration of GSB (National & State) to 10 days and GSB (District) to 7 days.
 - b) **Hiring of Stalls** (HoS)

To enable the artisans to display and sell their products in established fair organized by Department of Tourism or State and Central Governments and other organizations, an enabling provision is made for acquiring stalls in fairs for allotment to the artisans. The organizing agency shall erect a minimum of total 100 stalls at each fair.

3. Interested eligible agencies are advised to study the scheme guidelines carefully and submit the proposals by mentioning that the agency have full understanding of the guidelines. For the details of the above initiative, including details on financial parameters, funding pattern, eligibility criteria and other terms and conditions of the proposals, please refer to the scheme guidelines as available on the website www.handicrafts.nic.in.
4. **Govt. Agencies/Corporation/NGOs/other eligible agencies must submit their proposals by 30.01.2026 through MIS portal** in prescribed proforma as per the venues for GSBs mentioned in the

Domestic Annual Action Plan for the year 2026-27 (**Annexure - I**) along with internal guidelines (**Annexure - II**) uploaded on Official website, along with all supporting documents by 30th January 2026, for **FY 2026-27**.

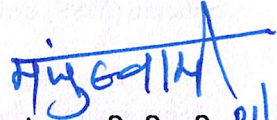
5. Last Date for Submission of proposal for **Hiring of Stall** is **30.01.2026 through MIS portal** in prescribed proforma.

6. **All the concerned AD/Sr.AD/DD/RD shall scrutinize and forward the proposals with remarks as Recommended / Not Recommended on or before 10.02.2026. The proposals sent earlier without any invitation or received after the last date of this notice shall not be entertained.** Incomplete proposals without the mandatory enclosures and proposals that are not recommended within due date shall not be considered.

7. Criteria as mentioned in internal guideline shall be considered for selection of implementing agencies for FY 2026-27 for sanctioning Grant in Aid, along with the parameter as under:-

- Govt agencies may be given top priority (govt agencies may apply proposal directly to the Regional offices via MIS Portal/Email to mkt-dchc-textiles@gov.in that may be received in this office **on or before 30.01.2026** with intimation to our concerned HSC/Field offices).
- Unfilled column in application or filled with unjustified/wrong information may be rejected.
- The decision regarding the selection of Implementing agency may be final at the end of HQ office committee.

The proposals shall be considered as per norms and consideration of the proposal shall be entirely depends on the existing rules & guidelines of the subject. For more information, visit www.handicrafts.nic.in.


मंजुस्वामी डी० टी० ०१/०१/२०२६
सहायक निदेशक (विपणन)
Email: mkt-dchc-textiles@gov.in



File No.: M-12011/01/2025-26/MD

भारत सरकार

वस्त्र मंत्रालय

कार्यालय विकास आयुक्त (हस्तशिल्प)

(विपणन अनुभाग)

इंटरनेशनल क्राफ्ट कॉम्पलेक्स
प्लॉट नंबर- 08, नेल्सन मंडेला मार्ग
वसंत कुंज, नई दिल्ली- 110070

दिनांक- 01/01/2026

सूचना

विषय: वित्तीय वर्ष 2026-27 के दौरान 'विपणन सहायता एवं सेवाएँ' योजना (MSS) के अंतर्गत परियोजनाओं के क्रियान्वयन हेतु प्रस्ताव आमंत्रित – संबंधी।

1. 'आत्मनिर्भर भारत' के उद्देश्य को साकार करने तथा 'वोकल फॉर लोकल' को प्रोत्साहित करने के लिए, विकास आयुक्त (हस्तशिल्प) कार्यालय, वस्त्र मंत्रालय, भारत सरकार के अंतर्गत राष्ट्रीय हस्तशिल्प विकास कार्यक्रम (NHDP) की 'विपणन सहायता एवं सेवाएँ' योजना (MSS) के अंतर्गत परियोजनाओं के क्रियान्वयन हेतु सरकारी एवं गैर-सरकारी संगठनों से प्रस्ताव आमंत्रित किए जाते हैं।
2. यह कार्यालय पात्र एजेंसियों से निम्नलिखित गतिविधियों हेतु प्रस्ताव/आवेदन आमंत्रित करता है:

(क) गांधी शिल्प बाजार (राष्ट्रीय/राज्य/जिला)

- गांधी शिल्प बाजार में सहभागिता की संख्या:
 - राष्ट्रीय स्तर: 150 कारीगर
 - राज्य स्तर: 70 कारीगर
 - जिला स्तर: 40 कारीगर
- गांधी शिल्प बाजार की अवधि:
 - राष्ट्रीय एवं राज्य स्तर: 10 दिन
 - जिला स्तर: 7 दिन

(ख) स्टॉल किराये पर लेना (Hiring of Stalls – HoS)

कारीगरों को पर्यटन विभाग अथवा राज्य/केंद्र सरकारों एवं अन्य संगठनों द्वारा आयोजित स्थापित मेलों में अपने उत्पादों के प्रदर्शन एवं विक्रय हेतु स्टॉल उपलब्ध कराने के उद्देश्य से, मेलों में स्टॉल प्राप्त करने का प्रावधान किया गया है। आयोजन करने वाली एजेंसी द्वारा प्रत्येक मेले में न्यूनतम 100 स्टॉल स्थापित किए जाने होंगे।

3. इच्छुक एवं पात्र एजेंसियों को योजना के दिशा-निर्देशों का सावधानीपूर्वक अध्ययन करने की सलाह दी जाती है तथा यह उल्लेख करते हुए प्रस्ताव प्रस्तुत करना होगा कि एजेंसी को दिशा-निर्देशों की पूर्ण समझ है। उपरोक्त

मंजूर

पहल से संबंधित विवरण, जिसमें वित्तीय मापदंड, वित्तपोषण पैटर्न, पात्रता मानदंड एवं अन्य नियम एवं शर्तें सम्मिलित हैं, योजना दिशा-निर्देशों में उपलब्ध हैं, जो वेबसाइट www.handicrafts.nic.in पर देखे जा सकते हैं।

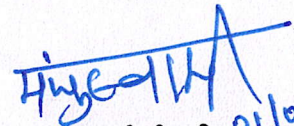
4. सरकारी एजेंसियां/निगम/एनजीओ/अन्य पात्र एजेंसियां वित्तीय वर्ष 2026-27 हेतु गांधी शिल्प बाजारों के लिए आधिकारिक वेबसाइट पर अपलोड की गई घरेलू वार्षिक कार्ययोजना (Domestic Annual Action Plan) 2026-27 में उल्लिखित स्थलों (अनुबंध-I) एवं आंतरिक दिशानिर्देश (अनुबंध-II) के अनुसार, निर्धारित प्रपत्र में MIS पोर्टल के माध्यम से 30.01.2026 तक अपने प्रस्ताव प्रस्तुत करें। सभी सहायक दस्तावेज संलग्न करना अनिवार्य होगा।
5. **Hiring of Stalls-** हेतु प्रस्ताव प्रस्तुत करने की अंतिम तिथि **30.01.2026** है, जिसे निर्धारित प्रपत्र में MIS पोर्टल के माध्यम से जमा किया जाना होगा।
6. सभी संबंधित सहायक निदेशक /वरिष्ठ सहायक निदेशक / उप निदेशक / क्षेत्रीय निदेशक द्वारा प्राप्त प्रस्तावों की जांच कर, अपनी टिप्पणियों सहित **अनुशंसित/अनुशंसित नहीं** के रूप में **10.02.2026** तक अग्रेषित किया जाना आवश्यक है। इस सूचना की तिथि से पूर्व बिना आमंत्रण के भेजे गए या अंतिम तिथि के बाद प्राप्त प्रस्तावों पर विचार नहीं किया जाएगा। अनिवार्य संलग्नकों के बिना अपूर्ण प्रस्ताव तथा निर्धारित समय-सीमा में अनुशंसित न किए गए प्रस्तावों पर विचार नहीं किया जाएगा।
7. वित्तीय वर्ष 2026-27 हेतु अनुदान सहायता (Grant-in-Aid) की स्वीकृति के लिए कार्यान्वयन एजेंसियों के चयन में आंतरिक दिशानिर्देशों में उल्लिखित मापदंडों के साथ-साथ निम्नलिखित बिंदुओं पर भी विचार किया जाएगा:

(क) सरकारी एजेंसियों को शीर्ष प्राथमिकता दी जा सकती है (सरकारी एजेंसियां अपने प्रस्ताव MIS पोर्टल से क्षेत्रीय कार्यालयों को या ईमेल mkt-dchc-textiles@gov.in पर सीधे मुख्यालय को भेज सकती हैं, जो **30.01.2026** तक इस कार्यालय में प्राप्त हो जाएं, तथा संबंधित हस्तशिल्प सेवा केंद्र /फील्ड कार्यालयों को सूचित किया जाए)।

(ख) आवेदन में किसी कॉलम का अपूर्ण रहना या गलत/असमर्थित जानकारी भरे जाने की स्थिति में प्रस्ताव अस्वीकृत किया जा सकता है।

(ग) कार्यान्वयन एजेंसी के चयन के संबंध में मुख्यालय कार्यालय समिति का निर्णय अंतिम होगा।

प्रस्तावों पर विचार नियमों एवं दिशा-निर्देशों के अनुसार किया जाएगा तथा प्रस्ताव पर विचार पूर्णतः विषय से संबंधित वर्तमान नियमों एवं दिशानिर्देशों पर निर्भर करेगा। अधिक जानकारी हेतु www.handicrafts.nic.in पर विज़िट करें।


मंजुस्वामी डी० टी० 01/01/26

सहायक निदेशक (विपणन)

Email: mkt-dchc-textiles@gov.in

Office of the Development Commissioner (Handicrafts)

Domestic Marketing Calender for MSS component FY 2026-27

Region	State/U Ts	Venues	GSB (National)	GSB (State)	GSB (Distt) at UH
CR	Uttar Pradesh	Agra UH			2
		Agra			1
		Ayodhya		1	
		Bareilly			1
		Gorakhpur			1
		Jhansi			1
		Kanpur		1	
		Lucknow	1		
		Mathura			1
		Noida		1	
		Meerath			1
		Prayagraj		1	1
		Rampur			1
		Varanasi	1		
		Varanasi UH			2
	Uttarakhand	Dehradun		1	
		Haldwani			1
		Haridwar			1
ER	Bihar	Darbhanga			1
		Gaya			1
		Muzaffarpur			1
		Purnia			1
		Patna	1	1	
	Jharkhand	Bokaro		1	
		Deoghar			1
		Dhanbad			1
		Hazaribagh UH			2
		Ranchi		1	
	Odisha	Bhubaneswar/ Toshali	1		
		Puri	1		
		Bhubaneshwar UH			2
		Cuttack		1	
		Konark UH			2
		Puri UH			2
	West Bengal	Nadia		1	
		Durgapur UH		1	2
		Howrah			1
		Kolkata	1		
		Kolkata UH			2
		Shantiniketan UH			2
NER	Arunchal Pradesh	Itanagar		1	
	Assam	Guwahati	1		
		Margherita			1
		Kokrajhar			1
		Jorhat			1
	Manipur	Imphal			1
		Imphal UH			2
	Meghalaya	Cherapunji			1
		Shillong		1	
	Mizoram	Aizwal			1
	Nagaland	Dimapur UH			2
		Kohima			1

NR		Mon			1
	Sikkim	Gangtok			1
	Tripura	Agartala UH			2
	Chandigarh	Chandigarh		1	
	Delhi	Dilli Haat (Master Creation)	1		
		Janpath (CCIC)			1
	Hrayana	Gurugram		1	
		Karnal		1	
		Karnal UH			2
	Himachal Pradesh	Mandi			1
		Kullu		1	
		Una			1
	Jammu & Kashmir	Jammu UH			2
		Katra			1
		Srinagar		1	
		Srinagar UH			2
	Ladakh	Leh			1
	Punjab	Bathinda			1
		Amritsar		1	
		Ludhiana city		1	
	Rajasthan	Ajmer UH			2
		Jaipur		1	
		Jaipur UH			2
		Jaisalmer		1	
		Jodhpur UH			2
		Udaipur		1	
SR	Andhra Pradesh	Tirupati UH			2
		Guntur UH			2
		Kakinada UH			2
		Ellore		1	
		Rajahmundry			1
		Vijaywada			1
		Vijaywada		1	
	Karnataka	Bangalore (Bengaluru)	1	1	
		Belagavi		1	
		Tumakuru			1
		Hubali			1
		Mangaluru UH			2
		Mysuru UH	1		2
	Kerala	Trivendrum		1	
		Calicut			1
		Cochin		1	
	Puducherry	Pudducherry		1	
	Tamil Nadu	Chennai	1	1	
		Coimbatore			1
		Kanyakumari UH			2
		Madurai		1	
		Mamallapuram UH			2
		Tiruvanmalai			1
	Telangana	Hyderabad	1		
		Warangal			1
	Andman & Nicobar	Port Blair			1
WR	Chhattisgarh	Bhilai		1	
		Durg			1
		Jagdalpur			1

Goa	Madgaon			1
	Panaji		1	
Gujarat	Ahmedabad	1		
	Ahmedabad UH			2
	Bhuj UH			2
	Gandhinagar			1
	Rajkot			1
	Surat		1	
	Vadodara		1	
Madhya Pradesh	Bhopal UH		1	2
	Gwalior			1
	Indore		1	
	Indore UH			2
	Jabalpur		1	
	Ujjain		1	
Maharashtra	Aurangabad			1
	Sollapur			1
	Kolhapur			1
	Mumbai	1		
	Nagpur		1	
	Nashik		1	
	Navi Mumbai UH			2
	Pune		1	
	Grand Total	14	43	110

Mup

1. All Implementing agency who have not submitted the UCs for the FY 2023-24 and 2024-25 shall be disqualified for the selection for conducting the event during FY 2026-27.
2. **Gandhi Shilp Bazaars shall preferably be sanctioned to the State/Central Government Corporation/agencies.**
3. All capital cities **shall preferably be sanctioned to the State/Central Government Corporation/agencies.**
4. Gandhi Shilp Bazaars proposed in cities having NIFT campuses shall, as far as possible, be sanctioned to the respective NIFTs.
5. District-level Gandhi Shilp Bazaars may be sanctioned to NGOs, while Urban Haats may be sanctioned to the respective operational agencies.
6. Government organisation may apply directly via MIS Portal
7. The events shall be sanctioned to Implementing agencies as per Eligibility Criteria mentioned below and the previous Successful event organised will be verified on the basis of reimbursement sanction orders.
8. Those empanelled with the Office of the Development Commissioner (Handicrafts) under Category I are eligible for the District GSB, while those under Category II and III are eligible for the GSB at the State and National levels.
9. In case of NGOs:
 - a) The implementing agency shall belong to the same state as the jurisdiction of the venue approved in the Annual Calendar for 2026-27. However, Government agencies may be permitted to organize events on a pan-India basis.
 - b) The Implementing agency shall be empanelled with Niti Aayog & Office of DC (Handicrafts).
 - c) The Proposal should be submitted only through MIS portal.
 - d) The proposal shall be duly recommended by concerned Assistant Director/Regional Director.
 - e) Maximum eligible proposal should be recommended by Assistant Director's against each event as per guidelines.
 - f) **Reasons for recommendation and rejection to be recorded by assistant Director/Regional Director.**
 - g) Final selection of an agency for an event will be done by a committee at HQ level, as per the guidelines and budgetary restrictions.

10. The proposal shall be complete within the physical and financial parameters of the scheme
11. In case of NGOs, Maximum 2 marketing event may be sanctioned during financial year based on the turnover of the agency However, there will be no restrictions in case of government agencies and Urban Haat, operational agencies.

Implementation of the event

12. Implementing agency has to organise the event at same venue and date during the same financial year for which it has been sanctioned.
13. Insurance of the event will be mandatory. If not done, 50% of the administrative charge may be restricted after pro-rate application.
14. Implementing agency has to inform concerned Regional office and field office at least 2 months in case of National/State/District marketing event before the commencement.
15. Artisans for participation in Gandhi Shilp Bazaar (National/State/District) to be invited through "online portal" on the Indian Handicraft Portal (Indian.handicrafts.gov.in).
16. The implementing agency should ensure the list of selected artisans is prepared along with the Sr.AD/AD concerned to the field office and regional office atleast 10 days before along with 25% waiting list commencement of the programme. The list may carry no of artisans upto twice the no of artisans sanctioned for the activity.
17. In case of Short fall, the stalls can be filled with the artisans from waiting list.
18. The Implementing agency shall be responsible for making appropriate arrangements which may include:
 - a) Construction of adequate no of stalls. (Recommended size of stall is 8ft*10ft).
 - b) These stalls should be well lightened.
 - c) IA will provide two tables (approx. length of 5ft each) and two chairs.
 - d) Arrangement of safe drinking water for artisans/visitors.
 - e) Arrangement of separate hygienic toilets for male and female.
 - f) Office space.
 - g) System for making announcements.
 - h) Firefighting arrangements
 - i) Parking facility for vehicle of visitors/Officials
 - j) Stall should be constructed with sufficient moving space for visitors at any point of time.

newspaper/TV/FM radio etc. During the event publicity may be made on alternate days through leading newspapers.

- l) Invitation Cards.
 - m) Rs. 1 as token money as TA/DA to be paid to the Artisan on the first day and entire TA/DA & Freight charges must be paid to the Artisans on the last day of the event. Otherwise deduction of 25% administrative charges.
 - n) Canteen/Arrangement of tea/coffee, lunch etc for artisans and public on payment basis.
 - o) Providing bill book to all artisans to record the sales.
 - p) Deployment of security guards.
 - q) In-charge of the event from the Implementing agency should be available during the fair. His/her contact details and list of participants should be made available to concerned Assistant Director by the second day of the event.
 - r) Videography of stall, items displayed, front face photo of artisans with Pahchan Card
 - s) Other necessary arrangements if required
19. All the payments by the Implementing agency to beneficiaries and vendors must be made by PFMS only.
20. The implementing agency shall create one reel of the event, while the inspecting officer shall create two reels of the respective event. Additionally, both parties shall upload five photos of craft on MIS portal.
21. Concerned Assistant Director/HPO/CTO will be the coordinating officer to supervise allotment of stalls to the artisans and recording of sales in the events.
22. Event will not be inspected below the rank of HPO/CTO. Inspection Report should be countersigned by his/her controlling officer (c/s not desired in case of Assistant Director/Deputy Director/Regional Director). In case of handicraft service centre where no Assistant Director/HPO/CTO is available, any officer from concerned section of HQ or any officer from the concerned Regional office not below the rank of HPO/CTO may be deputed to inspect the event. In National Gandhi Shilp Bazaar, Inspection will be made by the officer not below the rank of Assistant Director or a team of officials from Head Quarter may inspect the event.
23. The inspection report, along with the authenticated list of artisans participating in the event, should be submitted on the day of inspection via the MIS portal. In case of any issues with the portal, the inspection report should be emailed to concerned

Regional office copy with mkt-dchc-textiles@gov.in or marketinghandicrafts@gmail.com in the prescribed format.

24. There must be a gap of minimum 15 days between two successive marketing events at the same venue except in Urban Haats.

Reimbursement of Events

25. List of documents required to be submitted to claim reimbursement:

(Note: All government agencies and NGOs are required to submit their reimbursement claims through the proper channel, i.e., by submitting their claims to the respective field offices and Regional Offices..)

- a) Utilisation Certificate (GFR-12A)
- b) Income and Expenditure Statement/Audited Reports
- c) Statement of expenditure bill wise mentioning mode of payment i.e. account payee cheque/NEFT/RTGS/PFMS etc.

(Documents mentioned against point a), b) and c) are requested to provide on the letter head of CA duly signed and stamped by CA along with membership Number, duly signed by authorised signatory of the concerned Implementing Agency and countersigned by concerned Assistant Director. Countersigned of concerned Assistant Director is relax-able in case of Government agency). Further only payment through PFMS is acceptable w.e.f. 01.04.2022. The Implementing agency must use PFMS for making all the payment. Payments made through Bearer Cheque/Cash/Demand Draft/UPI is not acceptable.

- d) Performance cum Achievement Report.
- e) Rent Receipt
- f) Artisan wise payment details of TA, DA and Freight Charges.

26. Documents to be issued by concerned assistant directors and to be forwarded with reimbursement claim.

- a) Inspection report in the prescribed format
- b) List of participants indicating their name, address, craft, Pahchan Card number, Category (Gen/OBC/SC/ST), Gender (Male/Female/Transgender) verified by the concerned Assistant Director

27. Gist of expenditure cum processing sheet in prescribed format

28. The implementing agency has to fulfil all the conditions laid by the Department of Expenditure, MoF, GOI. in respect of release of funds to them through the Central Nodal Agency.
29. The documents being forwarded through the concerned Regional Office by the respective Assistant Directors should be duly verified, signed, and stamped.
30. The reimbursement claim will be processed on the basis of audit accounts, inspection report and recommendations of Assistant Director.
31. No bills/voucher is required to be submitted at headquarters if the payment has been made **through PFMS**. However, Field offices/Government implementing agencies have to keep all bills/vouchers with them and may be asked to produce, if required.
32. While forwarding reimbursement claim of NGOs, the concerned Assistant Director has to verify all bills Rs. 10,000/- and above about its genuineness and authenticity and admissibility also.
33. Concerned Assistant Director should ensure that all the bill/voucher must be issued in proper format following the norms of government and GST should be collected as per rule.
34. All the bills should be claimed under appropriate sub-heads otherwise shall not be admitted.
35. Participation in the Gandhi Shilp Bazaar (National & State) organized for less than 7 days will not be admissible, and for the GSB District, events organized for less than 5 days will not be admissible. In such cases, the implementing agency shall refund the grant -in-aid received as an advance.
36. During processing of reimbursement claim pro-rate cut will be applicable to all sub-heads except TA, DA, Fright and Insurance in following conditions:
 - a) if stalls erected are less than sanctioned stalls
 - b) if the event is organised for a lesser number of days than sanctioned.
 - c) if an event or part of an event is sanctioned exclusively for SC/ST/NER participants from the respective budget heads, the participation of General Artisans is not permitted in place of SC/ST/NER artisans.
37. All eligible artisans are entitled to travel in AC Tier-III and below classes.
38. A minimum amount of Rs. 1000/- will be paid to all eligible artisans as TA or subject to actual on production Ticket upto the ceiling mentioned in scheme guidelines.
39. Minimum of 80% of attendance is mandatory for all participating artisans otherwise he/she will not be eligible for TA/DA and Freight Charges.



40. HQ office will examine the claim on merit and shall pass appropriate orders for reimbursement within 60 days in case of no discrepancies subject to the availability of funds.
41. The deadline for submission of reimbursement claim by an organisation to Field Office/Regional Office/Headquarter Office is 20 days. If delayed further, the Implementing agency will held responsibility for delay.
42. The Assistant Director has to examine the proposal and if found in order, the same may be forwarded to Regional offices within 10 days with copy to HQ office. If the reimbursement is delayed by the field office, The Concerned Assistant Director will held responsibility.

Hiring of stalls

43. Hiring of stall is a departmental activity, Field office/Regional Office of Office of Development Commissioner (Handicrafts), may submit the proposal with following details:
 - a) A brief history of event
 - b) Details of organizer
 - c) Total number of stalls being erected by organizer
 - d) Duration of event
 - e) Number of stalls proposed to be hired
 - f) Duration of event proposed for participation
44. The event for which Hiring of stall is proposed should be a regular event. i.e. the event should have conducted before twice or thrice successfully. While recommending the proposal, Assistant Director/Regional Director should mention that the event is regular and had a great success during previous year.
45. Quota for participation will be finalised by concerned Regional Director/Assistant Director.
46. Inspection should be done from any officer not below the rank of HPO/CTO from Regional Office or authorised by Regional Director.
47. The DDO/Assistant Director will not draw any advance in his name or others. He will make all the payment through PFMS only.
48. The concerned Assistant Director will make a Performance cum Achievement report, photographs of the event and other related documents and will forward a copy to HQ office. He will keep a copy in HSC for further inspection/Audit in future.
49. The concerned Regional Director has to submit a detailed list of five events under Hiring of Stalls per year with preference in the beginning of the financial year.

PROFORMA FOR SUBMISSION OF PROPOSAL FOR

GANDHI SHILP BAZAAR (National/State/District)**Organizations profile: -**

1	Name of the Organization																																					
2	Type of Organization (Government or Non-Government)																																					
3	Organization address and communication details including official email.																																					
4	Registration number, date of registration, validity status of Registration.																																					
5	Unique IDs (NITI, PFMS and DCH Empanelment Number)																																					
6	Name & Designation of Chief functionary with Tel No. /Mobile No.																																					
7	Name of Nodal officer/Contact No/ e-mail																																					
8	Experience in Undertaking Developmental Intervention in the Handicraft Sectors (Chronological Order)																																					
9.	Last three (03) events done with assistance of O/o the DC (H) with sanction no & date. Status of UCs with date.																																					
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11	Venue of the Project																																					
12	Period with Proposed Date (Duration of the event 7-10 days)																																					
13	Proposed No. of Participating Craft-persons: (National 150; State 70; District 40)																																					
14	Amount of Financial assistance required for: -	<p>Class A City- Population with 30 lakh & more (2011 census) Class B City- Population with less than 30 lakhs (2011 census)</p> <table border="1"> <thead> <tr> <th>SI</th> <th>Expense head</th> <th>Class A City</th> <th>Class B City</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Space rental & Infrastructure including services per day per stall</td> <td>₹ 1500/-</td> <td>₹ 1200/-</td> </tr> <tr> <td>2</td> <td>Publicity per day per stall</td> <td>₹ 300/-</td> <td>₹ 300/-</td> </tr> <tr> <td>3</td> <td>TA including per participant</td> <td>₹ 4000/-</td> <td>₹ 4000/-</td> </tr> <tr> <td>4</td> <td>Freight Charges per participant</td> <td>₹ 2000/-</td> <td>₹ 2000/-</td> </tr> <tr> <td>5</td> <td>DA per day-per artisan</td> <td>₹ 800/-</td> <td>₹ 500/-</td> </tr> <tr> <td>6</td> <td>Insurance per day per stall</td> <td>₹ 50/-</td> <td>₹ 30/-</td> </tr> <tr> <td>7</td> <td>Misc. Expenses</td> <td colspan="2">5% of total of above sub-heads (S.No. 1-2)</td> </tr> <tr> <td>8</td> <td>Administrative charges</td> <td colspan="2">3% of total of above sub-heads (S.No. 1-6)</td> </tr> </tbody> </table>	SI	Expense head	Class A City	Class B City	1	Space rental & Infrastructure including services per day per stall	₹ 1500/-	₹ 1200/-	2	Publicity per day per stall	₹ 300/-	₹ 300/-	3	TA including per participant	₹ 4000/-	₹ 4000/-	4	Freight Charges per participant	₹ 2000/-	₹ 2000/-	5	DA per day-per artisan	₹ 800/-	₹ 500/-	6	Insurance per day per stall	₹ 50/-	₹ 30/-	7	Misc. Expenses	5% of total of above sub-heads (S.No. 1-2)		8	Administrative charges	3% of total of above sub-heads (S.No. 1-6)	
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18	Copy of Annual report of last three year. [Self-attested]	
19	List of current office bearers (Min. 05) of the organization with their full Name, complete postal address with PIN, phone/ mobile no. and E-mail.	
20	Name and address of Bank where organization has its C.N.A. account and Account Number.	
21	Affidavit regarding: a. Majority of members of governing body do not belong to the same family. b. Details of the members having membership in any other society registered anywhere in India. c. That Organization is not involved in any corrupt practices and has not been black - listed by any central/state agencies. d. That organization is a non-profit making organization. e. That organization shall submit the performance cum achievement report within a week of completion of the event.	

Certificate to the effect that:

1. No financial assistance has been received from any other source for the same purpose.
2. Provisions of the scheme have been fully understood and we take the responsibility for successful completion of the project within the 12 months from the date of release of funds.
3. All infrastructure & human resources are available with the organisation to conduct the programs as per scheme.
4. There is no duplication of efforts within existing schemes of the Ministries.
5. The Organisation is registered with Public finance management System (PFMS) and will adhere to the provisions of the Department of Expenditure in this regard.

Date:

Signature

Name of Authorized signatory
Designation with Rubber stamp
Mobile No-
Email Id-

Recommendation of the field Office:

I have scrutinized all the particulars provided by implementing agency within 7 days of application and I am satisfied/Not satisfied with facts. (Observations if not satisfied). The Project is being Recommended/Not recommended by field office with justification as detailed below:

Date:

Signature with rubber stamp
Name, Designation and address

**PROFORMA FOR SUBMISSION OF PROPOSAL FOR
HIRING OF STALLS IN EVENTS ORGANIZED BY OTHER ORGANIZATIONS**

(WILL BE ORGANIZED DEPARTMENTALLY)

Organizations profile: -

1	Name of the Event (Where the stall will be hired)	
2	Name of the Organizer of the Event	
3.	Type of Organization (Government or Non-Government)	
4.	Organization address and communication details including official email.	
5	Registration number, date of registration, validity status of Registration.	
6	Unique IDs (NITI, PFMS and DCH Empanelment Number)	
7	Name & Designation of Chief functionary with Tel No. /Mobile No.	
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11	Name of the scheme Component:																
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Office of the Development Commissioner (Handicrafts)

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