

No.C-18011/01/2024-25—CC  
भारत सरकार (Government of India)  
वस्त्र मंत्रालय (Ministry of Textiles)  
कार्यालय विकास आयुक्त [हस्तशिल्प]  
Office of the Development Commissioner [Handicrafts]  
क्लस्टर अनुभाग  
(Cluster Section)

पश्चिमी खंड संख्या-VII, आर.के.पुरम  
नई दिल्ली 110066  
दिनांक: 31.01.2024

**Subject: - Inviting proposals for Formation of Producer Company for FY 2024-25 - reg.**

The Office of Development Commissioner (Handicrafts), Ministry of Textiles has been implementing the producer company formations under AHVY Scheme of the National Handicrafts Development Programme (NHDP) across the country in various craft cluster areas, facilitating formalization of this sector and aiming to ensure active participation and contribution of member artisans to develop long term sustainable business module through an organized setup. The member artisans being the shareholders of the producer companies will actively participate and contribute in all functional areas for successful business entity.

In this regard, in order to promote artisans of producer companies, this office is inviting proposals from eligible agencies for the formation of producer company for the Financial Year 2024-25. Hence, interested eligible facilitating agencies are advised to study the scheme guidelines carefully available on the website [www.handicrafts.nic.in](http://www.handicrafts.nic.in) and submit the proposals to the respective Handicraft Service Centres for consideration. **No proposal shall be accepted directly from the agencies to headquarter office in any case.**

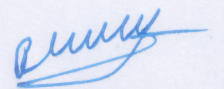
- a) Basic requirement to form a producer company: Minimum 15 or more members.
- b) Pre-registration requirements to form Producer Company: Minimum number of 5 directors may be identified from the members out of which at least 2/3rd directors must be included from the artisan community, preferably National awardee/State awardee/Shilp guru/ master craftsman.

Eligible agencies must submit their proposals from 01.02.2024 to 23.02.2024 in prescribed proforma attached at Annexure - II along with all supporting documents in hard copy and soft copy in a single pdf to the Assistant Director (HSC) concerned within the above-mentioned period. The proposals sent earlier without any invitation or received after the last date of this notice and submitted directly to HQs without concerned HSC recommendations will not be entertained. Incomplete proposals without the mandatory enclosures and proposals that are not recommended within due date will also not be considered.

**Timeline of applications:**

S.No.		Cutoff date for submission
1.	Applications to be submitted by interested eligible Implementing Agencies to respective Field Offices(HSCs)	23.02.2024
2.	Recommended applications from field offices (HSCs) to respective Regional Director(H)	29.02.2024
3.	Final Recommendation by Regional Director(H) to Headquarters Office DCH	05.03.2024

- (i) The proposals sent earlier without any invitation or received after the last date of this notice will not be entertained.
- (ii) All clarifications or corrigendum/updates, if any, will be published in the above mentioned official websites only.
- (iii) The decision of the Office of Development Commissioner (Handicrafts) shall be final and this office reserves the right to accept or reject any proposal.

  
(D.V. Sreenatha/डी. वी. श्रीनाथ)  
Sr. Assistant Director-Cluster/ वरिष्ठ सहायक निदेशक-क्लस्टर



**PROFORMA OF PROPOSAL FOR FORMATION OF PRODUCER COMPANIES:****Organization profile: -**

1.	Name of the organization	
2.	Type of organization (Government)	
3.	a) Organisation Permanent address and communication details (including official email)	
	b) Organisation Correspondence Address	
4.	a) Registration number, and	
	b) Date of registration	
	c) Validity status of registration	Yes/No
5.	a) NITI Aayog Darpan ID	
	b) PFMS Unique ID	
	c) Validity Status of DCH-empanelment	Yes/No
6.	a) Name & designation of Chief functionary with telephone/mobile no	
	b) Chief functionary e-mail	
7.	a) Name of Nodal officer with telephone/mobile no	
	b) Nodal officer e-mail	
8.	Experience in undertaking developmental interventions in the Handicraft sectors (chronological order)	

**Project Details for formation of Producer Companies: -**

9.	Name of the scheme component	
	(a) Name of facilitating agency towards formation of Producer Company along with DC(H) Empanelment ID	
	(b) Cluster location with district & state	
	(c) Name of Craft covered (only one craft)	
	(d) Category-wise count of available artisans practicing the covered crafts (Gen/SC/ST/OBC/Minority)	
	(e) Specify if the cluster area falls under any of the following:  Aspirational District /100% SC/100%ST /100% Women/ Export- oriented /Tourism oriented / GI Craft / Endangered Craft/Toy Craft	



	(f) Suggest 3(three) names of the Producer Company	
	(g) Provide proposed shareholding pattern along with proposed person's currently held profession/ expertise/ designation	
	[provide Pehchan ID in case of member artisan]	
	(h) Contact No. & Email ID of proposed Director/(s)	
10.	Financial Implications (component/tool wise financial breakup to be annexed)	
<b>List of documents to be attached (self-attested copies): -</b> <b>Page No. of attachment to be indicated</b>		
11.	Registration certificate	
12.	Memorandum of Association & bye-laws certified by appropriate authority.	
13.	Audited balance sheet (by Chartered accountant) for the last three financial years.	
14.	Copy of Annual report for the last three years.	
15.	Office bearers of the Organization with their Full name Complete Postal address, Ph, /Mob No. and E-mail.	
16.	Bank details of the organisation a) Account Number	
	b) Name in Bank Account	
	c) IFSC code	
	d) Branch	
	e) PAN/TAN	
	f) Bank Mandate	
17.	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.	



**Certified 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 the organisation will take the responsibility for successful completion of the project as per scheme guidelines and relevant GFR.
3. ☐ All infrastructural & human resources are available with the organization to conduct the programs as per scheme.
4. ☐ There is no duplication of efforts within existing schemes of the Ministries.

Date:

Signature of Authorized Person of the organization

Name  
Designation