

APPLICATION FORM

Annexure-I

MDA CLAIM FORM

(Use separate format for Cotton /Silk/Woolen/Polyvastra)

(To be filled in by Institution/Board and submitted to State/Divisional Office)

Name and address of the Institution/Board:

Year of claim :

Quarter : I / II / III / IV

1	Affiliated to	KVIC/State KVIB
2	Category as to	
(i)	Performance	A+ / A / B / C
(ii)	Turn over	Major / Medium / Small
(iii)	Status	Normal / Problematic
3	Khadi Certificate No. & validity	
4	Polyvastra Certificate & validity	
5	Code number of the Institution	
6	Cost of Production during the quarter	Rs.....
7	Quantum of MDA claim	Rs.....
8	Name of the Bank with Branch Code No.	
9	Bank Account No.	

Signature of the Secretary with sea

Annexure-II (A)

M.D.A CLAIM FORM

(To be filled in by Institution / Board and to be submitted to State/Divisional Office)

Name of the Institution/Board:

Year of claim:
/ III / IV

Quarter: I / II

Sr. No.	Variety	Cost of Production (Rs.)	Eligible MDA @ 20% on Col. No. (3) (Rs.)	Value of opening stock during the quarter	Sales made during the quarter	Value of closing stock as on last date of quarter	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Cotton Khadi						
2	Silk Khadi						
3	Woollen Khadi						
	Sub Total (Khadi)						
4	Polyvastra						

	Total(Khadi+Polyvastra)						
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Certified that payment has been made to the artisans/weavers and selling institutions @25% and 45% respectively, of total MDA received during the last quarter and utilization details received from selling institution are annexed.

Signature of Secretary with seal

M.D.A CLAIM FORM

(In case of Khadi and Polyvastra products of R.C. items under DGS &D)
(To be filled in by Institution / Board and to be submitted to State/Divisional Office)

Name of the Institution/Board:

Year of claim:
III / IV

Quarter: I / II /

Sr. No.	Variety	Cost of Production (Rs.)	Eligible MDA @ 11% on Col. No. (3) (Rs.)	Value of opening stock during the quarter	Sales made during the quarter	Value of closing stock as on last date of quarter	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Cotton Khadi						
2	Polyvastra						
	Total						

Certified that payment has been made to the artisans/weavers @25% of total MDA received during the last quarter.

Signature of Secretary with seal

Annexure-III

DETAILS OF UTILISATION STATEMENT OF M.D.A. GRANT

(To be filled in by Institution / Board and to be submitted to
State/Divisional Office)

- 1) Name of the Institution/Board :
- 2) Year of MDA claim :
- 3) Quarter : I / II / III / IV
- 4) Receipt of total MDA

(i) MDA earned on cost of production (own) : Rs. _____

(As per column No (iv) of Annexure – II (A)/
Annexure-II (B)/ A&B)

(ii) MDA earned on purchases : Rs. _____

Total : Rs. _____

5) Utilization of MDA by composite institutions

Sr. No.	Details of utilization of MDA grant	Amount (Rs.)
1	Utilization of 25% of MDA	
	Incentive/bonus to spinners and weavers	
2	Utilization of 30% of MDA	
	(i) Implements	
	(ii) Training	
	(iii) Capacity building	
	Total	
3	Utilization of 45% of MDA	
	(i) Renovation/Modification of sales outlets	
	(ii) Training of salespersons	
	(iii) Computerization	
	(iv) Designs	
	(v) Publicity	
	(vi) Discounts	
	Total	

Grand Total (1+2+3)

Note : In case of the institutions engaged exclusively in production activity, they may furnish the details of Sr. No. 1 and 2 only.

Certified that payment has been made to the artisans/weavers and selling institutions @25% and 45% respectively, of total MDA received during the last quarter and utilization details received from selling institution are annexed.

Certified by Chartered Accountant Signature of Secretary with seal

Annexure-IV

(FOR KHADI PRODUCING INSTITUTIONS)

**DETAILS OF UTILISATION STATEMENT OF M.D.A.
GRANT**

(To be filled in by Institution / Board and to be submitted to
State/Divisional Office)

- 1) Name of the Institution/Board :
- 2) Year of MDA claim :
- 3) Quarter : I / II / III / IV
- 4) Cost of Production (value) :
Rs.....

- (i) MDA earned on cost of production :
Rs.....

(own) [As per column No (4) of
Annexure-II (A), II (B), II (A&B)]

5) Utilization of MDA

Sr. No.	Details of utilization of MDA grant	Amount (Rs.)
1	Utilization of 25% of MDA	
	Incentive / bonus to spinners and weavers	
2	Utilization of 30% of MDA	
	(i) Implements	
	(ii) Training	
	(iii) Capacity building	
	Total	

- 6) Whole sale made during the qtr. :
Rs.....

7) Transfer of MDA

: Rs.....

**Certified that payment has been made to the artisans/weavers
@25% of total MDA received during the last quarter.**

Certified by Chartered Accountant Signature of Secretary with seal

Annexure-V

**DETAILS OF UTILISATION STATEMENT OF M.D.A. GRANT TO
BE FURNISHED BY SELLING INSTITUTIONS THROUGH
PRODUCING INSTITUTION**

(To be filled in by a Selling Institution / Board and to be
submitted to State/Divisional Office through Producing
Institution/Board)

- 1) **Name of the Institution/Board** :
- 2) **Year of MDA claim** :
- 3) **Quarter** : I / II / III / IV
- 4) **MDA earned as Selling Institution** :

Rs. _____

5) **Utilization of MDA**

Sr. No.	Details of utilization of MDA grant	Amount (Rs.)
1	Utilization of 45% of MDA	
	(i) Renovation/Modification of sales outlets	
	(ii) Training of salespersons	
	(iii) Computerization	
	(iv) Designs	
	(v) Publicity	
	(vi) Discounts	
	Total	

Certified by Chartered Accountant Signature of Secretary with seal

Annexure-VI

UTILISATION CERTIFICATE

(to be furnished by the chartered accountant in letter head)

Date:

To
The State/Divisional Director,
Khadi & V.I. Commission,

This is to certify that the institution
viz. _____

_____ has utilized the grant amounting
Rs..... available under MDA scheme on Production for
the year 20__ - 20 __ for the purposes stipulated in the MDA guidelines.
The annual utilization certificate to this effect is hereby issued on the basis
of financial propriety, Rules, Regulations, guidelines etc issued by KVIC,
financial sanctions accorded by SFC, recommendation of State Level
Budget Team of KVIC and existence of infrastructure – charkhas, looms,
artisans, availability of raw material as furnished by the institution.

Signature of the Chartered Accountant with seal

Annexure-VII

POINTS TO BE TAKEN CARE OF WHILE UTILIZING THE MDA ASSISTANCE AND SUBMISSION OF UTILIZATION CERTIFICATE

Incentive bonus to spinners and weavers –

Such incentive bonus should be paid in the respective bank / Post Office accounts of the artisans.

No such incentive bonus should be paid either in cash or in kind.

Incentive bonus should not be adjusted against Karigar Amanat Account or any other recovery.

Authenticity of the payment and veracity of the transaction should be specific in the report.

Utilization for implements, training capacity building –

Expenditure under each head of the scheme should be specific and verifiable.

While incurring expenditure, GFR provisions should be adhered to.

Capacity building and training should be undertaken through reputed agencies and need based.

Any construction shall be made only on the land in possession of the institution with clear title in its favour and not in lease from private **individual.**

Proposed Utilization of 45% of MDA on discount should be specifically spelt out so as to avoid undue competition among the institutions in a particular area which may invite customer grievances as well as litigations.

It may kindly be noted that non-compliance of above shall entail the forfeiture of MDA to the extent of non-compliance or prorata.