

अण्डमान तथा निकोबार द्वीपसमूह खादी तथा ग्रामोद्योग मंडल
A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD
 पोर्ट ब्लेयर / **PORT BLAIR**

CITIZEN CHARTER

A. Prime Minister's Employment Generation Programme of KVIC [PMEGP scheme]

Sl. No.	Programme with sub-activity	Time Frame	Client / Customer
a.	Processing of loan applications after issue of press release, inviting application through local dailies & convening of DLTC meeting	45 working days	Rural residents of A&N Islands [except Municipal area of Port Blair, Neil, Havelock, Little Andaman and Nancowry group of Islands] who fulfill eligibility criteria of PMEGP
b.	Forwarding of DLTC recommended applications to the Lead Bank for its onward distribution among the financing Banks	30 working days	
c.	Processing of Margin Money [subsidy] claims	45 working days from the date of receipt of the claim form the financing Banks	

B. Marketing assistance through Khadi Gramodyog Bhavan

Sl. No.	Programme with sub-activity	Time Frame	Client / Customer
a.	Receipt of samples after inviting application by the Department through advertisement	In the month of December every year	All KVIB / KVIC assisted units and existing Handicraft units of A&N Islands which have registered / filed EM-II
b.	Selection of units & products after conducting physical and document verification of the unit	45 working days	
c.	Market survey and rate fixation	30 working days	
d.	Conveying acceptance of samples & its rates	15 working days	
e.	Payment to the suppliers under marketing programme of KG Bhawan	By 10 th day of every succeeding month	