

HARYANA KHADI AND VILLAGE INDUSTRIES BOARD

Right to Information (RTI)

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- **Powers and duties of officers/employees (Annexure B)**
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HARYANA KHADI AND VILLAGE INDUSTRIES BOARD

Haryana Government established the Haryana Khadi & Village Industries Board by issuing a Notification dated 01-02-1969 under Section 3(1) of the Punjab Khadi & Village Industries Board Act, 1955.

The Board consists of not more than 15 members (6 Government and 9 Non-Government) including Chairman, Chief Executive, Secretary, and Joint Secretary.

Organization Chart **Technical Branch**

Sr. No.	Name of the Officer Official/Officer	Post
1	Sh. Ramphal Bhardwaj	Development Officer
2	Sh. Raj Karan Shukla	Demonstrator
3	Sh. Lakhmi Chand	Assistant
4	Sh. Jeewan	Assistant

Function & Duties

Board plays a vital role to carry the KVIC's Programme and in the strengthening of the rural economy by promoting and developing Khadi & Village Industries in Rural Area, Transfer of Technology, Rural Industrialization, promoting self-reliance among the people and to build up a strong rural community base.

Redundant these:-

1. To provide financing of eligible Borrowers through different Banks. One page on line application form will have the provision for saving data entered at any stage with guideline for filling up application form.
2. To provide the training of persons employed or desirous if seeking employment in KVI Sector.
3. Development in Khadi and Village Industries Sector.
4. Promotion of Sale and Marketing of Khadi and Village Industries product.

Organization's Functions & Duties

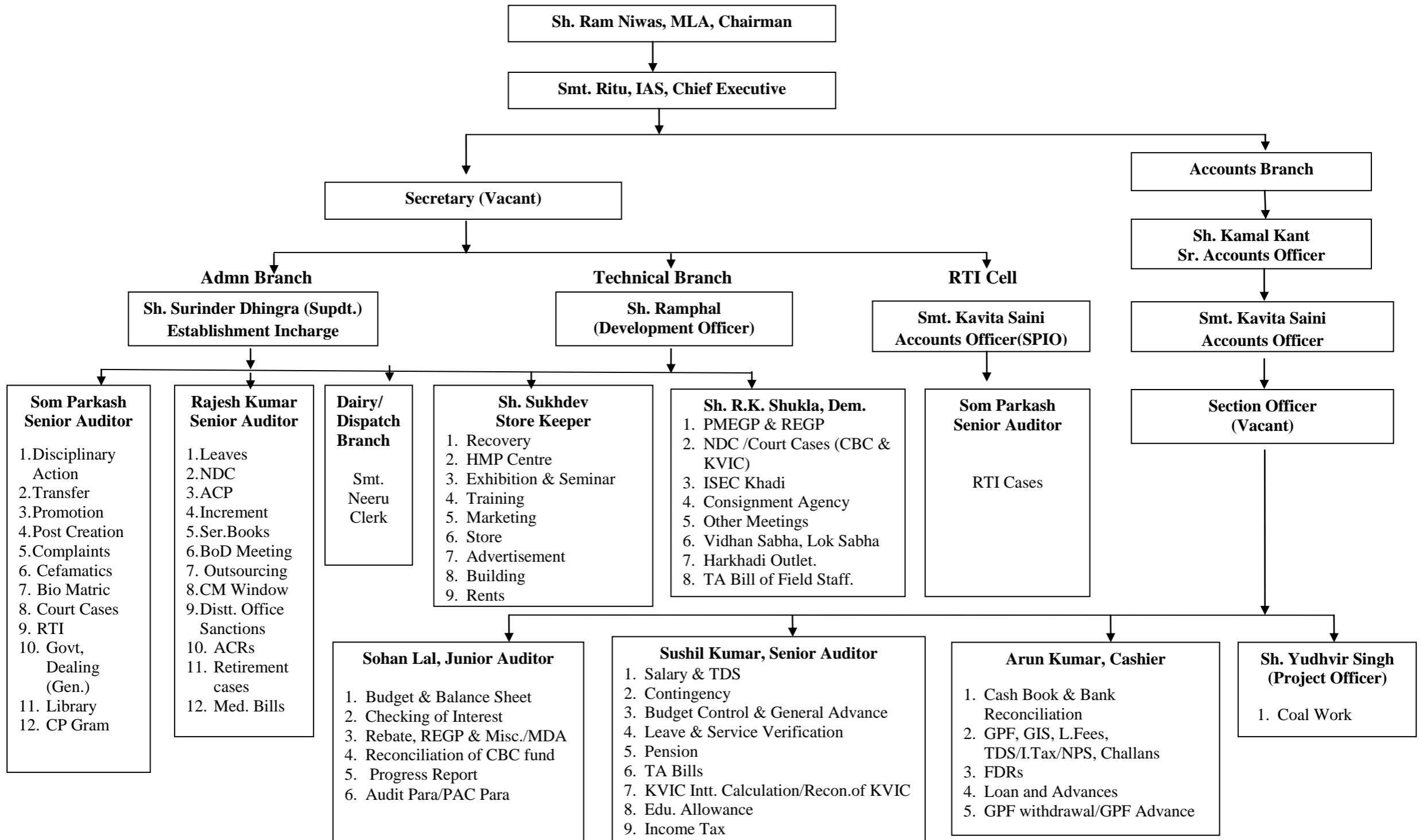
Functions and Powers of the Board	12	(1)	It shall be the duty of the Board to organise, develop and propagate village industries and perform such functions as the Government may prescribe from time to time and exercise such powers as may be necessary for carrying out the objects of this Act.
		(2)	Without prejudice to the generality of the provisions of sub section (1), the Board shall also in particular discharge and perform all or any of the following duties and functions, namely:-
		(a)	To start, encourage, assist and carry on Khadi and Village Industries and to carry on trade or business in such industries, and in the matters incidental to such trade or business;
		(b)	To help the people by providing them with work in their homes and to give them monetary help. The expression monetary help includes the giving of grants and loans for any of the purposes of this Act on such terms and conditions as may be prescribed. (Amended vide amendment Act, 1961).
		(c)	To encourage establishment of Co-operative Societies and Societies registered (under the Societies Registration Act 1860, or the Pepsu Societies Registration Act, 1954).
		(d)	To conduct training centres and to train people there at with a view to equip them with the necessary knowledge for starting or carrying on Khadi and Village Industries;
		(e)	(i) to manufacture tools and implements required for carrying on Khadi and village industries and to manufacture the products of such industries; (ii) to arrange for the supply of raw materials and tools and implements required for the said purpose; and (iii) to sell and arrange for the sale of the products of the said industries;
		(f)	To arrange for publicity and popularisation of finished products of Khadi and village industries by opening stores, shops, emporia or exhibitions and to take similar measure for the purpose;
		(g)	To endeavour to educate public opinion and to impress upon the public the advantages of patronising the products of Khadi and village industries;
		(h)	To seek and obtain advice and guidance of experts in Khadi and village industries;
		(i)	To undertake and encourage research work in connection with Khadi and village industries and to carry on such activities as are incidental and conducive to the objects of this Act; and
		(j)	To discharge such other duties and to perform such other functions as the Government may direct for the purpose of carrying out the objects of this Act.

STAFF STRUCTURE H.Q.

Sr. No.	Category	Name
1	Chairman	Sh. Ramniwas Surjakhera
2	Chief Executive	Smt. Ritu , IAS
3	Secretary	-
4	Sr. Accounts Officer (SAS) from FD	Sh. Kamal Kant Bajoria
5	Accounts Officer (SAS) from FD	Smt. Kavita Saini
6	Section Officer (SAS) from FD	-
7	Private Secretary	-
8	Stenographer	-
9	Senior Auditor	Sh. Sushil Kumar
		Sh. Rajesh Kumar
		Sh. Som Parkash
10	Distt. Khadi & Village Industries Officer	Sh. Sudesh Kumar
11	Junior Auditor	Sh. Arun Kumar Tyagi
12	Assistant	-
13	Clerk	Smt. Neeru
14	Peon	Sh. Krishan Chand
		Sh. Tara Chand
		Sh. Prem Singh
		Sh. Shish Pal
		Sh. Sushil Nanda
		Sh. Youb Raj

ADMINISTRATIVE SETUP

Annexure -'A'



Haryana Khadi & Village Industries Board
Khadi Bhawan
Bays 63-66, Sector-2, Panchkula
Chief Executive
Phone 0172-2560409

Secretary

Phone : 0172-2560425

PBX - 0172-2560431

FAX- 0172-2560413

**ADDRESSES & TELEPHONE NUMBERS OF DISTRICT OFFICES OF HARYANA KHADI &
VILLAGE INDUSTRIES BOARD**

Sr. No.	District	DKVIO's Name & Address S.Sh.Smt.	Phone	
			Office	Residence
1	AMBALA	Sudesh Singh, DKVIO (Addl. Charge) H. No. 1679, Court Road, Ambala City-134 003	0171-2530606 FAX-2532697	94162-75240
2	BHIWANI &	Ghanshyam Dass, Senior Auditor, Incharge Opp. Bhiwani Railway Station, Bhiwani-125 021	01664-242351	094163-97868
3	CHARKHI DADRI	Sh. Ghanshyam Dass, Senior Auditor (Addl. Charge) H.No. 505, Warehouse Road, MC Colony, Ward No. 19, Charkhi Dadri Charkhi Dadri- 127306	01250-222014	094163-97868
4	FARIDABAD	Sh. Anil Dalal, Junior Auditor, Incharge H.No.F13, DLF, Sector-10, Faridabad-121 001	0129-2264134 FAX-2433423	099105-27066
5	FATEHABAD	Sh. Sandeep Singh , Clerk (Addl. Charge) Satish Colony Near Vaisno Pindi Mandir, Fatehabad-125050	01667-221482 Sh Satyawar , Peon	08053580004 9306378933
6	GURUGRAM & MEWAT	Sh. Anil Dalal, Junior Auditor, (Addl. Charge) Hall No. 2, 1st Floor, Mini Secretriare , Gurugram-122001	0124-2306276 FAX-0124-2303358 Gautam Dutt, Clerk	099105-27066 9873767508
7	HISAR	Sh. Sandeep Singh , Clerk Incharge H.No. 806, Gali No. 12, Hudda Park ke Samne, Jawahar Nagar, Hisar - 125 001	01662-225304 Surender-Peon	08053580004 098128-58202
8	JHAJJAR	Sh. Ghanshyam Dass, Senior Auditor (Addl. Charge) , Deswal Complex, Near Malik Complex, Samne Bus Stand, Jhajjar. 124 104	01251-252615 Sh. Harbans Lal. Peon	094163-97868 096719-68460
9	JIND	Smt. Sonika Rani, Junior Auditor, (Addl. Charge) Mini Secretariat, New Building, 3rd Floor, Jind. 126102	01681-245169 FAX- 248241 Mahavir Singh- Peon	094660-72732 094663-18132

10	KAITHAL	Sh. Parmod Kumar, Clerk (Addl. Charge) Bhawan Zila Parishad, Jind By Pass, Kaithal - 132 027	01746-269970 FAX-01746-224615 Roshni Devi, Peon	094670-56162 9996388374
11	KARNAL	Smt. Sonika Rani, Junior Auditor, Incharge H.No. 491, Model Town, Near State Bank of India Training Centre, Karnal-132 001	0184-2266151 FAX-0184-2273146 Bhag Singh, Peon	094660-72732 093158-44790
12	KURUKSHETRA	Sh. Parmod Kumar, Clerk, Incharge Room No. 513, 4th Floor, Mini Secretariat, Part-2, Kurukshetra-132 118	01744-221101 FAX-221790 Satya Parkash, Record Keeper	094670-56162 9217637840
13	NARNAUL	Sh. Ghanshyam Dass, Senior Auditor (Addl. Charge) Flat No.-2017 FF, First Floor, Housing Board Colony Sector-1, Narnaul Distt. -Mohindergarh.	01282-250357	094163-97868
14	PANCHKULA	Sh. Sudesh Singh, DKVIO, Incharge Bays No. 63-66, Sector-2, Panchkula. 134112	0172-2590430	94162-75240
15	PALWAL	Anil Dalal, Junior Auditor (Addl. Charge) House No.2, Ward No. 10, Kuslipur Near New Court, Palwal		099105-27066
16	PANIPAT	Sh. Anil Kumar, Junior Auditor , Incharge Lilawati Chaturbuj Trust, Gita Mandir Road, Panipat - 132 103	0180-2633011 Santosh Kumar, Peon	094164-11916 8930721574
17	REWARI	Anil Dalal, Junior Auditor (Addl. Charge) Sector 3, Part-2, Shahid Smarak, front of mini Secretariate, Bawal Road, Rewari - 133 401	01274-261553	099105-27066
18	ROHTAK	Sh. Anil Kumar, Junior Auditor , (Addl. Charge) H. No. 850/9, Azadgarh, Bamal Hospital wali Gali, Near New Bus Stand, Rohtak-124 001	01262-277707 Rajesh Kumar, Peon	094164-11916 072062-05644
19	SIRSA	Sh. O.P. Bhatia, DKVIO, Incharge Malager Petrol Pump ke Samne Begu Road, Sirsa - 125 055	01666-221052 Sh. Richhpal, J.A. Fateh Singh, Clerk	9416413502 9466457470 9416846570
20	SONEPAT	Sh. Anil Kumar, Junior Auditor, (Addl. Charge) Old Mini Sectt., Ground Floor, Near Juvenile Justice Court, Gohana Road Sonapat- 131001	0130-2221610 Rajwati Devi, Peon	094164-11916
21	Y.NAGAR	Sh. Parmod Kumar, Clerk (Addl. Charge) H. No. 5, Tagore Garden, Near Bus Stand, Yamuna Nagar - 135 000	01732-220689	094670-56162

Coal Distribution Rates of HKVIB for the year, 2019-20

Sr. No.	Rake Detail as Demanded by End Users	Coal Allotted/Distributed (MT)	Rate PMT (Rs.)
1	1 st Rake for the month of January distributed on 02-03-2020	3746.950 MT	5735/-
2	2 nd Rake for the month of March distributed on 06-06-2020	3708.410 MT	5803/-

हर खादी आउटलेट

हरियाणा खादी व ग्रामोद्योग बोर्ड द्वारा "हर खादी" रिटेल आउटलेट 01.11.2018 से आरम्भ किया था।

"हर खादी" आउटलेट में बोर्ड/KVIC/DIC से वित्तीय सहायता प्राप्त इकाईयों से बोर्ड द्वारा डिस्काउंट पर माल खरीद करता है। यह कार्य वित्तपोषित इकाईयों के उत्थान के लिए किया जाता है ताकि लोगों को ज्यादा से ज्यादा रोजगार मिले। "हर खादी" आउटलेट में बोर्ड से वित्तपोषित 30 इकाईयों रजिस्टर्ड है। आउटलेट में सरकारी विभागों को खरीद रेट से बोर्ड अपना 15% लाभ जोड़कर सामान की बिक्री की जाती है तथा हैफेड को 10% लाभ जोड़कर माल की बिक्री करता है।

उपरोक्त के अलावा बोर्ड द्वारा 2 फ्रैंचाईजी स्टोर, जिला झज्जर तथा जिला महेन्द्रगढ़ में भी खोल रखा है।

फुटकर बिक्री के लिए प्रत्येक उत्पाद में अलग डिस्काउंट दिया जाता है तथा खादी के कपड़ों में गांधी जयन्ती पर 2 अक्टूबर से 31 जनवरी तक 20% डिस्काउंट में माल बेचता है तथा शेष समय में 15% डिस्काउंट पर कपडा बेचता है।

खादी व ग्रामोद्योग उत्पाद में इकाई के उत्पादों पर निम्नानुसार डिस्काउंट दिया जाता है:-

1. कैलाश खादी ग्रामोद्योग, गुरुग्राम	30%
2. सिंह ज्ञान फुड, जीन्द	28%
3. देवाल खादी ग्रामोद्योग संस्थाए कुरुक्षेत्र	17%
4. खादी के सभी प्रकार के कपड़ों पर	15%
5. सदानन्द धूप अगरबत्ती, सोनीपत	15%
6. श्री प्रेमपाल, गुरुग्राम (मसाले)	Sale on MRP
7. उदयवीर राणा, करनाल (शहद)	30%
8. एकता हनी, फतेहाबाद	15%
9. शंकर आयुर्वेदा, जीन्द	37%
10. हितकारी ग्रामोद्योग मंडल, रोहतक	30%

बोर्ड द्वारा खादी मित्र स्कीम के तहत हैफेड का सामान हैफेड द्वारा जारी रेट लिस्ट अनुसार बेचा जाता है।

"हर खादी" आउटलेट में अधिकारियों कर्मचारियों की स्थिति निम्न प्रकार है:-

1. "हर खादी" आउटलेट प्रभारी
2. स्टोर मैनेजर
3. सहायक
4. सेल्समैन
5. सेवादार

उपरोक्त आउटलेट के ओवर ऑल सुपर वीजन का कार्य अधीक्षक द्वारा किया जाता है तथा माल खरीद करने व माल सप्लाई करने के लिए मुख्य कार्यकारी महोदया जी अधिकृत है।

Powers And Duties Of Officers/Employees

The Board may, by resolution, direct that any power exercisable by it under this Act or the regulations made thereunder, except the power to make regulations, may also be exercised by the Chief Executive or Member Secretary, as the case may be, of the Board. (Substituted vide amendment No. 24-leg/80 dt. 28-07-80).

All powers, duties and functions, which under the provisions of this Act or any regulation made there-under, are to be exercised by the Board or any committee thereof or by the Chairman, Chief Executive, Secretary or Joint Secretary or any other officer of the Board, shall during the period of suspension, be exercised and performed by such person (to be called the administrator) as may be appointed by the Government in this behalf;

Provided that the Administrator may, subject to the approval of the Government, delegate any of his powers, duties or functions to such other person as he may think fit;

Duties performed by the officers of HKVIB

1. **Establishment Branch.**
2. **The Head of Office/Secretary (Admn) shall report to the Chief Executive. The tasks performed by the branch are listed below:**
 1. Creation/up gradation of posts of the Board.
 2. Recruitment/Appointment of the staff.
 3. Deputation cases of the employees i.e. deputation terms and conditions, extension, posting/transfer and repatriation etc. of the deputationists.
 4. Engagement of contractual staff.
 5. Appointment of Consultants.
 6. Grant of Annual increments, Pay fixation, crossing of Efficiency Bar and Grant of ACP scale etc of all the Board staff.
 7. Service verification of all the deputationists.
 8. Circulation / Implementation of all instructions received from the Government / Haryana Bureau.
 9. Posting/ transfer / Promotion/determining of seniority of all employees of the Board.
 10. Regarding assessment / recruitment of staff from the Haryana S.S.C/HPSC.
 11. Maintenance of service records of all the employees of the Board and deputationists i.e. Personal files and service books and grant of all kinds of leave.
 12. Condemnation / Replacement / Procurement of vehicles of the Board.
 13. Implementation of welfare schemes of employees
 14. Work of diary and dispatch
 15. Right to Information Act-2005
 16. Citizen Charter.
 17. Training Programmes/ Courses.
 18. All Court Cases in relation to service matters of the employees.
 19. Re-structuring of divisions or staff of the Board and declaring permanent posts etc.
 20. Telephone connection/disconnection and sanctions for payment of all telephone bills/mobile bills installed in the office as well as residences of the officers of the Board and Hired Vehicle Bills.

21. Maintenance of record of establishment branch
22. ACRs forms of the deputationists /Board employees and their property returns.
23. Disciplinary action cases against the employees, departmental enquiries proceedings thereof, Charge sheets and Suspension cases etc.
24. Grant of Advances to the employees i.e. Vehicle Advance, Wheat Advance, Festival advance, Marriage advance, Computer Advance, HBA etc.
25. Agenda Notes of BOD meeting in relation to Establishment Branch
26. All types of correspondence and others matter in relation to the service matters and other misc. matters.
27. All purchases of office items including stationery and maintenance of office equipments through Care Taker.

Supervision and accountability – Procedure there of

Minister of Micro, Small & Medium Enterprises (MSME) Govt. of India announced a new credit linked subsidy Programme Called Prime Minister's Employment Generation Programme (PMEGP) on 15th August, 2008 for generation of employment opportunities through establishment of Micro enterprises in rural as well as urban area. Khadi & Village Industries Commission is the nodal agency for implementation of the scheme at the national level. The Scheme will be implemented by KVIC/KVIB's in rural area and by District Industries Centers (DIC) in urban and rural areas.

Haryana Khadi & Village Industries Board is implementing PMEGP Scheme through its Districts Offices by receiving application on-line from beneficiary along with project report in his own district with required document as:- Certificate of education, caste Certificate, (wherever applicable), EDP Training Certificate (for beneficiary already undergone) Ration Card or Voter Card, NOC from Gram Panchayat/Sarpanch.

Project will lie Sanctioned by Financial branches of the Banks as per Techno economic viability.

Bank Sanction and release 90-95% loan of the Sanctioned Project Cost, for women 95% loan will be given by Bank.

10% of the Project Cost in case of general category and 5% in case of weaker Section beneficiary 5% own Contribution/equity of the project cost will be for women.

Govt. subsidy Level under the Scheme

Categories of beneficiaries under	Owner's share of Project Cost	Rate of Subsidy	
		Urban	Rural
General	10%	15%	25%
SC/ST/OBC/Minorities/Women, Ex-Servicemen, Physically handicapped, NER, Hill and Border Areas	05%	25%	35%

The supervision (execution) of the work and their accountability lies with level of officers related to Bank branches/KVIC and KVIB's District level to the level of Chief Executive in the Head office at Panchkula.

Norms for the discharge of its functions

To implement the PMEGP scheme Khadi and Village Industries Commission yearly fixed the targets in numbers of units, employment and Financial aid as margin money to nodal branches of concerned banks who provide loan to beneficiaries according to their project cost. The state office of KVIC also provide EDP training to beneficiaries.

After the allotment of target Haryana Khadi and Village Industries Board fixed target to all district Khadi and Village Industries officers to achieve target according instructions issued by KVIC time to time. The examination & Supervision of the work is scheduled by the development officer quarterly & yearly in the guidance of Chief Executive of Haryana Khadi & Village Industries Board, Panchkula.

Category of documents held/under control

- a) Record in related to beneficiaries is maintained by district office in print and electronic media and other relevant documents which is essential to the maintained by the Head Office.
- b) Payments of loans are recorded in the concern bank branch and TDR of Margin Money for three years also maintained by Bank branch.
- c) Physical verification of the unit for working or not working done by a nodal agency made by KVIC. After the physical verification of concern unit according working or not working, the TDR of Margin Money is deducted from the loanee's a/c or refunded to KVIC back.

Rules, Regulations, Instructions, **Manuals Records etc.**

To discharge the functions of this Board, the action are being taken by the employees of the Board in accordance with the “Regulations of the Haryana Khadi and Village Industries Board” which are placed on the web site of HKVIB www.harkhadi.in. In addition to this Rules, Regulations and Instructions issued by the Haryana Government from time to time are being followed meticulously by the Board.

Category of documents held/under control

- a) Record in relation to implement the PMEGP Scheme of KVIC, application receipts for financial assistance and Margin Money disbursed to the artisans.
- b) Payment record of bills/vouchers, balance sheet and salary record of the officers/officials etc.
- c) Personnel record of the officers/officials and other relevant documents which is essential to be maintained.

Formulation of policy or administration thereof in relation to the members of the public.

Policy is formulated by the Board of Directors of the Board and approved by the Government/HBPE. Representation in regard to policy or administration made by the public is dealt with in accordance with the rules and regulations of the Board/Government.

Statement of the Boards, Council, committee and other bodies for its advice and meetings thereof are accessible for public.

The Board shall consist of not more than 15 members appointed by the Government, from time to time, including Chairman, Chief Executive, Secretary, Joint Secretary and other official and non-official members.

The Board shall from time to time make such arrangements with respect to the date, time, place, notice, management and adjournments of its meetings as may as determined by regulations made, by the Board subject to the following provisions, viz:-

- (a) Ordinary meeting shall be held once atleast in every three months.
- (b) The Chairman may, whenever he thinks fit, call special meetings.
- (c) The proceedings of the meetings of the Board shall be forwarded to Government, in the department concerned.

DIRECTORY OF OFFICERS AT THE HEADQUARTERS PANCHKULA

Sr. No.	Name of Officers	Designation	Office Phone No.	Mobile No.
1	Sh. Ram Niwas Surjakhera, MLA	Chairman	0172-2560422	–
2	Smt. Ritu , IAS	Chief Executive	0172-2560409	–
3	-	Secretary	0172-2560425	–
4	Sh. Kamal Kant	Senior Accounts Officer	0172-2560434	94175-79458
5	Smt. Kavita	Accounts Officer	0172-2560431	9877642880
6	-	Section Officer		
7	PBX	–	0172-2560431	–
8	FAX	–	0172-2560413	–

Members of Board		
Sr. No.	Official Members	Phone No.
1	Director, Industries & Commerce Department Haryana, Chandigarh	0172-2701344
2	Registrar Co-operative Society Haryana, Panchkula	0172-2583438
3	Director, Institutional Finance Haryana, Chandigarh	0172-2702355
4	Joint Secretary Finance Finance Department Haryana, Chandigarh.	0172-2747748

Budget & Expenditure

The Finance Department has been sanctioned Rs. 10.00 Crore Budget as Grant-in-Aid for Administration Expenses etc. i.e. Salary, Pension & other office Expenses under the major head “2851-Village & Small Industries – 105- Khadi and Village Industries (99) Grant-in-Aid (non-plan) recurring for the year 2019-20.

The Expenditure incurred is reported quarterly to the Government as Utilization Certificate.



H.K.V.I.B



हरियाणा खादी व ग्रामोद्योग बोर्ड

Haryana Khadi & Village Industries Board

Khadi Bhawan, Bays No.63-66, Sector -2, Panchkula. Phone.0172-2560409 (Website: www.harkhadi.in)

Email ID : technical.hkvib@gmail.com / harkhadi@yahoo.in

BUDGET SUMMARY 2019-20

Annual approved Outlay (2019-20) only for Administrative Expenditure

(Rs. in Crore)

Sr. No.	Year	Budget Demanded	Budget Sanctioned	Budget Received	Administrative Expenditure	Additional Budget Demanded for 2020-21
1	2	3	4	5	6	7
1	2019-20	11.76	10.00	10.00	10.00	2.54



H.K.V.I.B



हरियाणा खादी व ग्रामोद्योग बोर्ड

Haryana Khadi & Village Industries Board

Khadi Bhawan, Bays No.63-66, Sector -2, Panchkula. Phone.0172-2560409 (Website: www.harkhadi.in)

Email ID : technical.hkvib@gmail.com / harkhadi@yahoo.in

BUDGET SUMMARY 2020-21

Annual approved Outlay (2020-21) only for Administrative Expenditure

(Rs. in Crore)

Sr. No.	Year	Budget Demanded	Budget Sanctioned	Budget Received upto 30-09-2020	Administrative Expected Expenditure upto 30-11-2020	Additional Budget Demanded for 2020-21
1	2	3	4	5	6	7
1	2020-21	22.45	14.00	5.64	7.10	2.54

Manner of execution of subsidy programmes

- a) Margin Money (Subsidy) will be “one time assistance” from Government. For any enhancement of credit limit or for expansion/modernization of the project, Margin Money (Subsidy) assistance is not available.
- b) Project financed jointly i.e. financial from two different sources (Bank/Financial institution), are not eligible for Margin Money (Subsidy) assistance.
- c) Once the Margin Money (Subsidy) is received in the bank in favour of the loanee, within 24 hours it should be kept in the Term Deposit Receipt (TDR) of three years at branch level in the name of the beneficiary (institution). No interest will be paid on the TDR and no interest will be charged on loan disbursed to the corresponding amount of TDR.
- d) In case the Bank’s advance goes “bad” before the three year period, due to reasons, beyond the control of the beneficiary, the margin money (subsidy) will be returned to the KVIC along with the interest. In case any recovery is effected subsequently by the Bank from any source what so ever, such recovery will be utilized by the bank for liquidating their outstanding dues.
- e) Bank has to obtain an undertaking from the beneficiary before the release of Bank financial that, in the event of objection (Recorded and Communication in writing) by KVIC/KVIB/State DIC, the beneficiary will refund the Margin Money (Subsidy) kept in the TDR or released to him after three year period.

Facilities available to citizens for obtaining information

Visiting Room and Library facility is being provided to staff. Any citizen can get information from the office of the Haryana Khadi and Village Industries Board at Head Office Level and in the Field offices during working hours.

Names, designations and other particulars of the Public Information Officers

H.Q.

Sr. No.	Name	Designation	Authority
1	Smt. Ritu, IAS	Chief Executive	First Appellate Authority
2	Smt. Kavita Saini	Accounts Officer	SPIO
3	Sh. Som Parkash	Senior Auditor	Dealing Assistant

Field Offices

Sr. No.	Name	Designation	Authority
1	22 Districts	District Incharges	All the Distt. Incharges of Distt. Offices are working as Distt. Public Information Officer of concerned District.