



**HANDLOOMS, HANDICRAFTS, TEXTILES AND
KHADI DEPARTMENT**

Tamil Nadu Khadi and Village Industries Board

**CITIZEN CHARTER
2021**

(c)
**Government of Tamil Nadu
2021**

TAMILNADU KHADI AND VILLAGE INDUSTRIES BOARD CITIZEN CHARTER

The TamilnaduKhadi and Village Industries Board has been established in April, 1960 under the TamilnaduKhadi and Village Industries Board Act, 1959 with the objectives to promote, organize and improve the Khadi and Village Industries in the rural areas in co-ordination with other agencies engaged in rural development.

OBJECTIVES:

- (i) The social objective of providing employment.
- (ii) The economic objective of producing saleable articles;
- (iii) The wider objective of creating self-reliance amongst the people building up of a strong rural communal spirit;
- (iv) The Tamil Nadu Khadi and Village Industries Board will offer to provide employment to the weaker sections of Spinners & Weavers in rural areas especially for women at their door steps through 31 Rural Textile Centres, 8 Silk Production Centres and 23Khadi Production Sub-Centres spread all over Tamil Nadu.
- (v) The Board will offer employment under Village Industries Schemes to alleviate rural poverty by utilising the locally available raw materials and manpower through Departmental Units and Industrial Co-operatives for Cobblers, Potters, Carpenters, Blacksmiths and Bee-keepers, etc;
- (vi) The Board will offer to promote the marketing of Khadi, Village Industries and products of Handicraft items and provide linkage with established marketing agencies wherever necessary and feasible;
- (vii) The Board will offer requisite technical as well as training facilities to needy artisans, wherever necessary;
- (viii) Under Prime Minister's Employment Generation Programme" the artisans in rural areas can start new business ventures and also can avail the margin money.

2. The Tamil Nadu Khadi and Village Industries Board is administered by the following Board Members:-

- (i) Hon'ble Minister for Handlooms and Textiles Department (Ex-officio / President)
- (ii) Principal Secretary to Government, Handlooms, Handicrafts, Textiles and Khadi Department
- (iii) Deputy Secretary to Government, Finance Department
- (iv) Chief Executive Officer, Tamil Nadu Khadi and Village Industries Board
- (v) Industries Commissioner and Director of Industries and Commerce
- (vi) Financial Advisor and Chief Accounts Officer, Tamil Nadu Khadi and Village Industries Board

Chief Executive Officer, Tamil Nadu Khadi and Village Industries Board is the Chief Executive authority responsible for day to day administration.

3. Tamil Nadu Khadi and Village Industries Board has the following four regions and a separate region for Silk Production:-

- i. Chennai
- ii. Trichy
- iii. Tirupur
- iv. Madurai
- v. Kumbakonam (Silk)

These four Regions and Silk Production Division are administered by Regional Deputy Directors/Assistant Director and Deputy Director, Kumbakonam respectively.

Region	Name of the Officer	Telephone No.
Chennai	Thiru. G.ArulSelvan	044 - 25341565
Trichy	Thiru.G. Balakumaran (i/c)	0431 - 2415035
Tirupur	Thiru N. Manivashaghan	0421 - 2471250
Madurai	Thiru G. Arunachalam	0452 - 2381750
Kumbakonam	Thiru G. Arunachalam (a/c)	0435 - 2430478

**List of Schemes implemented by TamilnaduKhadi and
Village Industries Board**

Sl. No	Name of the Scheme	Scheme Components		Assistance proposed per Beneficiary (in Rs.)	Eligible beneficiary to receive the assistance	Officer to contact	Time Schedule to apply	Period of Scrutinization of the applications (in days)	
		Categories of beneficiaries	Beneficiary's contribution (of project cost)					Rate of Subsidy (of project cost)	
1	Prime Minister's Employment Generation Programme	Area (location of project/unit)		Urban / Rural	Upto Rs.25,00,000	<p>(i) Any individual, above 18 years of age.</p> <p>(ii) There will be no income ceiling for assistance for setting up projects under PMEGP.</p> <p>(iii) For setting up of projects costing above Rs.10 lakh in the manufacturing sector and above Rs.5 lakh in the business/service sector, the beneficiaries should possess at least VIII standard pass educational qualification.</p> <p>(iv) Assistance under the Scheme is available only or new projects sanctioned specifically under the PMEGP.</p> <p>(v) Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme) are also eligible for assistance under PMEGP.</p> <p>(vi) Institutions registered under Societies Registration Act, 1983.</p> <p>(vii) Production Co-operative Societies, and</p> <p>(viii) Charitable Trusts.</p>	District Assistant Directors/ Regional Deputy Directors, (Khadi & Village Industries) Trichy, Madurai, Tirupur & Assistant Manager, Khadi Kraft, Chennai .	From 1 st April to 31 st March (Financial year)	60 days
		General Category	10%	15% 25%					
		Special Category (including SC/ST/OBC/Minorities/Women, Ex-servicemen, Physically handicapped, NER, Hill and Border areas etc.	5%	25% 35%					
		Note: (1) The maximum cost of the project/unit admissible under manufacturing sector is Rs.25 lakh. (2) The maximum cost of the project/unit admissible under business/service sector is Rs.10 lakh.							

2	Prime Minister's Employment Generation Programme for Second loan	Loan for manufacturing sector upto 1.00 Crore Service sector upto 25.00 lakhs			1.00 crore 25.00 lakhs				
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Name of the Scheme	Location and person to be contacted	Mode of Assistance	Period
(1)	(2)	(3)	(4)
<p><u>Khadi Spinning and Weaving</u></p> <p>There are 31 Rural Textile Centre and 23 Khadi Sub Centres exclusively for this Scheme spread all over Tamilnadu</p>	<p>All Interested Spinners and Weavers who need employment at their door steps can contact Assistant Directors, Khadi and Village Industries in the Districts concerned and Regional Deputy Director, Tirupur, Trichirapalli and Madurai</p>	<p>The Board is supplying Cotton and Charkha to the Spinners and gets back yarn by paying wages. Similarly, the Board is supplying yarn to the weavers and get back cloth by paying wages.</p>	<p>Throughout the year</p>
<p><u>Silk Weaving</u></p> <p>There are 8 Silk Sub-Centres spread all over Tamilnadu</p>	<p>All interested Weavers who need employment at their door steps can contact the Assistant Director (Silk), Salem and Deputy Director (Silk) Kumbakonam.</p>	<p>The Board is supplying Silk Yarn and Zari to the weavers and get back the finished silk varieties by paying wages.</p>	<p>Throughout the year</p>
<p><u>Marketing</u></p> <p>There are 48 Khadi Krafts, spread over Tamilnadu for Marketing the Khadi and Village Industries Products.</p>	<p>All the artisans engaged in Khadi Village Industries can contact the Assistant Director of Khadi and Village Industries in the Districts concerned.</p>	<p>The Honey collected from Bee-keepers, pottery, fancy articles, dolls, Handicrafts, Carpentry and Blacksmithy articles produced by Village Industries Artisans marketed through Khadi Krafts.</p>	<p>Throughout the year</p>

Name of the Scheme	Location and person to be contacted	Mode of Assistance	Period
(1)	(2)	(3)	(4)
<u>Special Area Development Programme</u>	Assistant Directors of Khadi and Village Industries, Tirupur, Erode, Tirunelveli, Nagercoil and Dindigul	Providing charkhars, looms and training to the spinners and weavers.	Specified period
<u>Rebate</u> Rebate for Khadi, Polyvastra and Silk	All KhadiKrafts in Tamilnadu	30% rebate for Cotton Khadi, Polyvastra and silk items is given to the consumers out of the financial assistance sanctioned by the State and Central Government on production of Khadi.	Throughout the year
<u>Shaila Wheel</u> Scheme for providing shaila wheel to the potters to improve their economic well being.	Potters who are now receiving the maintenance allowance and do not have powered shaila wheels as identified during the spot inspection are to be provided with power driven shaila wheels. In the initial phase 4000 shaila wheels has been distributed to Potters living in the Villages. The scheme will cover the Potters living in town panchayats, municipal areas and Corporations also. In that order of priority the potters receiving the maintenance allowance and not having power driven Shaila wheel can approach the Assistant Directors of Khadi and Village Industries in the respective District and the Regional Deputy Director of Tirupur, Trichy and Madurai in this regard.	The products produced out of Shaila wheels are being sold through the Cooperative Societies. In the event of increase in production, action will be taken to sell the products through the KhadiKrafts also.	Specified period

WELFARE BOARD FOR KHADI SPINNERS AND WEAVERS

As per the Government order, a Welfare Board for spinners & weavers has been set up for providing welfare assistance throughout the year to spinners and weavers working under Khadi Board and SarvodayaSangh.

The following welfare assistance are given under this scheme:

S.No.	Nature of Assistance	Amount (Rs.)
1	Accident Insurance Scheme	
a	Accidental Death	1,00,000/-
b	Accidental Disability Based on extend of Disability	10,000 to 1,00,000/-
2	Natural Death Assistance	15,000/-
3	Funeral expenses Assistance	2,000/-
4	Educational Assistance (Annually)	
a	Girl Children Studying 10 th	1,000/-
b	10th Passed	1,000/-
c	Girl Children Studying 11 th	1,000/-
d	Girl Children Studying 12 th	1,500/-
e	12th Passed	1,500/-
f	Regular Degree Course	1,500/-
	With Hostel Facility	1,750/-
g	Regular post Graduate Course	2,000/-
	With Hostel Facility	3,000/-
h	Professional Degree Course	2,000/-
	With Hostel Facility	4,000/-
i	Professional PG Course	4,000/-
	With Hostel Facility	6,000/-

j	I.T.I. or Polytechnic Course	1,000/-
	With Hostel Facility	1,200/-
5.	Marriage Assistance	2,000/-
6.	Maternity Assistance	
a	Rs.1000 p.m.for Delivery [3 months before and after delivery]	6,000/-
b	Abortion	3,000/-
7	Reimbursement of cost of Spectacles	Upto 500/-
8	Old Age Pension per month	1,000/-

List of Officers working as Information Officer and Appellate Officer under Right to Information Act 2005

Address of the office	Information Officer (Thiruvallur)	Appellate Officer (Thiruvallur)	Telephone No.
Tamil Nadu Khadi and Village Industries Board, Kuralagam, Chennai-108.	S.Suresh, Assistant Director (Head Quarters)	L.K. Tirupathy, Deputy Director (khadi)	044- 25341177
Assistant Director, K&VI, Chennai	M.Manikandan, Superintendent	G.Arulselvan Assistant Director	044- 25341565
Development Officer, (Leather) Ambattur	V. Pushpalatha, District Inspector of Cottage Industries Gr-II	G.Arulselvan Assistant Director (a/c)	044- 26254697
Assistant Director, Kancheepuram	T.Ranganathan, District Inspector of Cottage Industries Gr-II	V.Anuratha Assistant Director	044- 27277051
Regional Deputy Director, Trichy	P.Dhanalakshmi Superintendent	G.Balakumaran, Regional Deputy Director (i/c)	0431- 2415035
Assistant Director, Trichy	S. Sekar, Khadi Inspector	S. Murugesan, Assistant Director (i/c)	0431- 2460814
Assistant Director, Vellore	S.Sivaramakrishnan, Khadi Inspector	M.R.Gopalakrishnan, Assistant Director (a/c)	0416- 2220392

Assistant Director, Karur	V. Ponraj, Khadi Inspector	G. Balakumaran, Assistant Director	04324- 220784
Assistant Director, Pudukkottai	P. Murugan, Assistant	S.Chandrasekaran, Assistant Director (i/c)	04322- 222385
Assistant Director, Dindigal	K.Thiruselvam Khadi Inspector	S.Murugesan, Assistant Director (i/c)	0451- 2427880
Assistant Director, Thanjavur	M.Murugan, Bee field man Gr-1	V.FrancisThersa Mary, Assistant Director (i/c)	04362- 255486
Assistant Director, Cuddalore	S. Gomathi, Assistant	V. Devamanogari, Assistant Director (i/c)	04142- 292634
Assistant Director, Thiruvannamalai	S.Sivakumar, Khadi Assistant Gr-I	V. Devamanogari, Assistant Director (i/c)	04175- 227470
Regional Deputy Director, Madurai	R.Balamanickam, Superintendent	G. Arunachalam, Regional Deputy Director	0452- 2381750
Assistant Director, Madurai	V. Saraladevi, Superintendent	S. Bharathi, Assistant Director	0452- 2380381
Assistant Director, Virudhunagar	G.Umamaheswari Superintendent	R. Kumar, Assistant Director	04562- 252796
Assistant Director, Thirunelveli	M.Marimuthu, Superintendent	L. Sudhakar, Assistant Director (a/c)	0462- 2572084
Assistant Director, Nagarcoil	P.Ebinezer, Superintendent	L. Sudhakar, Assistant Director	04652- 244431
Regional Deputy Director, Tirupur	K.Senthilkumar Superintendent	N.Manivashaghan, Regional Deputy Director	0421- 2471250
Assistant Director, Tirupur	K. Jayanthi, Assistant	V.V. Ravikumar, Assistant Director	0421- 2471603
Assistant Director, Coimbatore	P.Rajeswari, Superintendent	P.N. GiriIyappan, Assistant Director	0422- 2300051
Assistant Director, Erode	P.R. Murthy, Khadi Assistant Gr-I	K.Vijayakumar, Assistant Director (a/c)	0424- 2254280
Assistant Director, Salem	V. Vijayalakshmi, Khadi Inspector	A.RubiAlimaBai, Assistant Director	0427- 2452713
Assistant Director, (Silk)Salem	K.Vasantha, Khadi Inspector	V.V. Ravikumar, Assistant Director (a/c)	0427- 2452006
Deputy Director, (Silk)Kumbakonam	G.Packirisamy Superintendent	G. Arunachalam, Regional Deputy Director(a/c)	0435- 2430478

TAMILNADU PALM PRODUCTS DEVELOPMENT BOARD **CITIZENS CHARTER**

Tamil Nadu Palm Products Development Board was established during the year 1994 under Tamil Nadu act No 15. and it is functioning from 06.01.1995. The main object of establishing this Board is to promote, organize and improve the Palm Products industry in the Rural Areas in co-ordination with other agencies engaged in Rural Development.

OBJECTIVES :

- i. To provide employment to rural artisans and increase their employment opportunities under Palm Industry.
- ii. To produce marketable articles using local resources.
- iii. To uplift the economic condition of rural artisans in providing Self Employment by utilizing the palmyrah materials.

MEMBERS OF THE BOARD

1.	The Hon'ble Minister for Handlooms and Textiles Department	President
2.	Principal Secretary to Government Handlooms, Handicrafts, Textiles and Khadi Department, Phone No. 044 25672261	Official Member
3.	The Deputy Director, Finance Department, (B.P.E) Chennai,	Official Member
4.	Additional Director General of Police (Prohibition)	Official Member
5.	Chief Executive Officer, Tamil Nadu Khadi and Village Industries Board, Phone No. 044 25340556	Official Member
6.	Chief Executive Officer (Ex-Officio), Tamil Nadu Palm Products Development Board, Phone No. 044 25351761	Official Member

720 Primary Palm Jaggery Manufacturing Co-operative Societies, eight District Palmgur Marketing Co-operative Federations, one Tamil Nadu State Palmgur and Fiber Marketing Co-operative Federation are functioning under the control of Tamil Nadu Palm Products Development Board.

ROLE OF THE BOARD:

- i. To earn income for the artisans living in rural areas under Palm Industry and to alleviate poverty by purchasing the products at reasonable price through State / District Federations and Primary Jaggery Manufacturing Co-operative Societies.
- ii. Acknowledge complaints, if any and act on the same in a fair and free manner immediately.

Details of Public Information Officers under Right to Information Act – 2005.

Appellate Authority	Thiru.L.K.Tirupathy, Deputy Director, Tamil Nadu Khadi and Village Industries Board, Chennai – 104.
Public Information Officer	Tmt. R.Suganthi, Chief Executive Officer (Ex- Officio), Tamil Nadu Palm Products Development Board, Chennai – 104.

A Comprehensive list of activities carried out by Tamil Nadu Palm Products Development Board is shown below :

Sl.No. (1)	Name of the Scheme (2)	Location and Officer to be contacted (3)	Mode of Assistance (4)
1.	Issue of License for Neera Tapping from Palmyrah trees.	All District Assistant Directors, Khadi and Village Industries.	License issued for one year from April 2021 to March 2022.
2.	For the purchase and selling of Palm Products	Managing Director of the State / District Federations for Palm Krafts and Assistant Directors, Khadi and Village Industries for KhadiKrafts.	Palm Products are purchased from the artisans and marketing.