

The Khadi Mark Regulations, 2013

UNION OF INDIA

India

The Khadi Mark Regulations, 2013

Rule THE-KHADI-MARK-REGULATIONS-2013 of 2013

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The Khadi Mark Regulations, 2013 Published vide Notification No. G.S.R. 498(E), dated 19th July, 2013 Ministry of Micro Small and Medium Enterprises (Khadi and Village Industries Commission) G.S.R. 498(E). - In exercise of the powers conferred by Section 27 read with clause (k) of sub-Section (2) of Section 15 of the Khadi and Village Industries Commission Act, 1956, (61 of 1956), the Khadi and Village Industries Commission, with the previous sanction of the Central Government, hereby makes the following regulations, namely:-

Chapter I Preliminary

1. Short title, application and commencement.

(1) These regulations may be called the Khadi Mark Regulations, 2013. (2) They shall come into force on the 2nd day of October, 2013. (3) These regulations shall apply to persons who are engaged in production, sale or trading of khadi and khadi products or who are desirous of producing, selling or trading in khadi and khadi products, and to certified khadi institutions, who hold a valid certificate issued by the Commission under clause (k) of sub-section (2) of the Khadi and Village Industries Commission Act, 1956 read with sub-regulation (2) of regulation 24 of Khadi and Village Industries Commission Regulations, 2007.

2. Definitions.

- In these regulations, unless the context otherwise requires, (a) "accredited agency" means an agency engaged by the Commission under Chapter V of these regulations; (b) "Act" means the Khadi and Village Industries Commission Act, 1956 (61 of 1956); (c) "certified khadi institution" means a khadi institution which is enlisted with the Commission or a Khadi and Village Industries Board for financial and technical support and is issued a valid khadi certificate under a Code for such

certification issued by the Commission under clause (k) of sub-section (2) of section 15 of the Act read with sub-regulation (1) of regulation 24 of Khadi and Village Industries Commission Regulations, 2007;(d)"Commission" means the Khadi and Village Industries Commission constituted under section 4 of the Khadi and Village Industries Commission Act, 1956 (61 of 1956);(e)"Committee" means the Central Khadi Mark Committee or the Zonal Khadi Mark Committee, as the case may be, constituted under sub-regulations (1) and (2) of regulation 9 respectively;(f)"Form", means a form specified in the Schedule to these regulations;(g)"khadi" shall have the meaning assigned to it in clause (d) of section 2 of the Act;(h)"Khadi Mark" means a mark as specified by the Central Khadi Mark Committee and registered under regulation 22 authenticating the genuineness of Khadi to be used by a person or certified khadi institution on every item of khadi and khadi products;(i)"khadi product" means any product made from or using khadi;(j)"Khadi and Village Industries Board" means a Khadi and Village Industries Board established under a law for the time being in force;(k)"marketing agency" includes an organization with which the Commission has forged links for marketing products of khadi and village industries as provided in clause (d) of sub section (2) of section 15 of the Act;(l)"person" means any person engaged in production or sale or trading or combination of these in khadi and khadi products and includes -(i)an individual;(ii)a Hindu undivided family;(iii)a company;(iv)a firm;(v)an association of persons or a body of individuals, whether incorporated or not;(vi)every artificial juridical person, not falling within any of the preceding sub-clauses; and(vii)any agency, office or branch owned or controlled by such person;(m)"rules" means the Khadi and Village Industries Commission Rules, 2006 made under section 26 of the Act;(n)"s-twist yarn" or "ulta bat yarn" means a yarn which when held in vertical position, the fibres inclined to the axis of the yarn conform in the direction by slope to the central portion of the letter "S", which is a characteristic feature of hand spun yarn.

Chapter II

Guidelines for using Khadi Mark

3. General prohibition in dealing in khadi without Khadi Mark.

- No textile shall be sold or otherwise traded by any person or certified khadi institution as khadi or khadi products in any form or manner without it bearing a Khadi Mark tag or label issued by the Committee under these regulations.

4. Obligation to use Khadi Mark.

- Every person or certified khadi institution engaged in the business of sale or trade as khadi or khadi products shall affix on such products a Khadi Mark tag or label issued under these regulations.

5. Obligations of disclosures of persons or certified khadi institutions to public.

- Every person or certified khadi institution engaged in the business of sale of products as khadi or khadi products shall display count of yarn, variety indicating whether it is cotton, wool, silk or a combination of them, name of the producing institution, year and place of production and such other information on the products as may be necessary to harness its unique selling proposition and also keep the record of the physical construction details of ends per inch, picks per inch and width and inform public on demand.

6. General obligation.

(1) Every person or certified khadi institution, having Khadi Mark registration, shall attach Khadi Mark tag or label or both as may be decided by the Committee from time to time on every piece of khadi and khadi product. (2) Every person or certified khadi institution producing khadi shall maintain a register of artisans which shall be made available for inspection by the Commission or the Committee or any other agency authorised by the Commission, as the case may be. (3) Every person or certified khadi institution producing khadi shall maintain raw materials procurement register indicating source and quantity of raw materials procured and issued to artisans, conversion register indicating raw materials consumed and finished goods produced and goods dispatch register. (4) Every person or certified khadi institution shall submit to the Commission location-wise quarterly returns indicating closing stock of raw material and finished goods in physical term through the officers of the concerned State or the Divisional offices of the Commission, as the case may be, who may record their observations on the same while countersigning such returns. (5) The person or certified khadi institution producing khadi which is found to be not properly maintaining the stock registers with the stock that is actually found in that person or certified khadi institution shall be responsible to provide explanation to the Commission for such discrepancy and be liable for suspension or cancellation of its right to use Khadi Mark. (6) The Commission may require the person or certified khadi institution producing khadi to maintain such other records as may be required for the purpose of implementation of these regulations and the person or certified khadi institution shall be liable to comply with such directions as may be given by the Commission from time to time.

Chapter III

General obligations of persons or certified khadi institutions dealing in khadi

7. Prohibition on the use of electricity unless expressly provided.

(1) Save as otherwise provided under these regulations, the use of electricity, directly or indirectly, shall be prohibited for the following purposes, mainly:-(a) plying a traditional charkha (single spindle) or a multi spindle charkha or a reeling basin to spin or reel cotton or wool or silk, either singly or in appropriate blends; (b) plying of a traditional loom or an improved loom for weaving cloth using hand spun or hand-reeled yarn (cotton or wool or silk, either singly or in appropriate blends) both in warp and weft. (2) S-twist or ultra bat yarn by hand spinning alone shall be used for

khadi production.

8. Pre-condition for user of Khadi Mark.

(1) Any person or certified khadi institution desirous of selling khadi shall produce khadi through hand spinning and hand weaving process by using natural fibre as defined under the Act or purchase khadi from a person or certified khadi institution having a valid Khadi Mark issued under these regulations. (2) Any person or certified khadi institution engaged in production and sale of khadi shall have the production and sales infrastructure and artisans for production of khadi, as may be determined by the Commission. (3) Any person or certified khadi institution engaged in trading of khadi or khadi products shall procure khadi and khadi products from a person or certified khadi institution having a valid Khadi Mark registration issued under these regulations and shall declare and display the source of procurement of such khadi or khadi products. (4) Any person or certified khadi institution desirous of obtaining Khadi Mark registration shall follow the procedure under Regulation 22. (5) Any person or certified khadi institution which applied for obtaining or renewal of Khadi Mark registration shall subject itself to tests as specified under these regulations.

Chapter IV

Constitution of Committees and its functions

9. Constitution of Central Khadi Mark Committee and Zonal Khadi Mark Committees.

(1) The Commission shall constitute a Central Khadi Mark Committee for the purpose of issuance of Khadi Mark registration ensuring genuineness of khadi and khadi products for the purposes of performing the functions specified in sub-regulation (1) of regulation 11. (2) The Commission shall constitute the Zonal Khadi Mark Committee for each zone, specified in the Act and rules made there-under, for the purposes of performing the functions specified in sub-regulation (2) of regulation 11.

10. Composition of Central Khadi Mark Committee and Zonal Khadi Mark Committees.

(1) The Central Khadi Mark Committee shall consist of a Chairperson and the following members, namely:-(a) a professional expert, having at least fifteen years of experience in the field of khadi to be appointed by the Commission - Chairperson; (b) Financial Advisor of the Commission or his nominee - member ex officio; (c) a representative of Chairman, State Bank of India - member ex officio; (d) Director in charge of legal affairs in the Commission - member ex officio; (e) Director in charge of the marketing - member ex officio; (f) Director, Mahatma Gandhi Institute for Rural Industrialization or his representative not below the rank of Deputy Director - member ex officio; (g) Director General, Bureau of Indian Standards or his representative not below the rank of Director - member ex officio; (h) Director General, Quality Assurance of Directorate General of

Supplies and Disposals or his representative not below the rank of Director - member ex officio;(i)Director, National Board for Quality Promotion or his representative not below the rank of Deputy Director - member ex officio;(j)one expert in textile technology or engineering from a reputed institute to be nominated by the Commission - member;(k)one representative from government user organizations - members ex officio;(l)Director in charge of the Central Certification Committee of the Commission - member-convener ex officio.(2)The Zonal Khadi Mark Committee shall consist of the following Chairperson and members, namely:-(a)Zonal Member of the Commission - Chairperson ex officio;(b)Director in charge of three States or Divisional offices of the Commission of the zone on rotation - members ex officio;(c)Chief Executive Officer or Managing Director or Secretary or Member-Secretary or Executive officer in charge of three States or Union Territory Khadi and Village Industries Boards of the zone on rotation - members ex officio;(d)one representative each from three institutions of the zone on rotation - members;(e)Deputy Chief Executive Officer or Director of the State Office of the Commission where the Zonal office is located - member-convener ex officio.

11. Functions of Committees.

(1)The Central Khadi Mark Committee shall perform the following functions, namely:-(a)to issue, suspend, cancel and restore Khadi Mark registration;(b)to lay down procedures and methods for testing of khadi and khadi products;(c)to supervise and guide the Zonal Khadi Mark Committees and suggest the Commission on matters related to Khadi Mark;(d)to conduct audit or spot audit, inspection and the like related to Khadi Mark;(e)to receive any complaint filed by Institutions or certified khadi institution aggrieved by any of the activities or actions of accredited agencies or marketing agencies and take decision therein.(2)The Zonal Khadi Mark Committees shall perform the following functions, namely:-(a)to renew Khadi Mark registration issued by the Central Khadi Mark Committee to a person or a certified khadi institution;(b)to conduct or manage the programme for Khadi Mark process verification and sample testing to be done by accredited agencies;(c)to issue Khadi Mark tag or label to State and Divisional offices of the Commission or to the authorised agency appointed by the Commission for distribution;(d)to conduct audit or spot audits and inspections in relation to the Khadi Mark registration;(e)to perform such other function as may be assigned to it by the Central Khadi Mark Committee.

12. Term of office of Chairperson and members of Committees.

(1)The Chairperson and every member not being ex officio member of the Central Khadi Mark Committee or the Zonal Khadi Mark Committees, as the case may be, shall hold office for a period of five years from the date of his appointment, or till the pleasure of the Commission, whichever is earlier.(2)No act or proceeding of the Committee shall be invalid merely by reason of existence of any vacancy therein or any defect in constitution thereof.

13. Disqualification of Chairperson and members of Committees.

- A person shall be disqualified from being a member of any Committee under these regulations, if he-(a)has been convicted of any offence which in the opinion of the Central Government involves

moral turpitude;(b)has been adjudged an insolvent;(c)has become a lunatic;(d)has any financial interest in any subsisting contract made with or in any work being done by the Commission or either of the Khadi Mark Committees except as a shareholder (other than a Director) in a company as defined in section 3 of the Companies Act, 1956 (1 of 1956):Provided that in case where he is a shareholder in such company, he shall disclose to the Commission the nature and extent of his shareholding;(e)has any interest in any business undertaking dealing with any activity related to khadi and khadi products or any other activity or industry specified or deemed to be specified in these Regulations;(f)in the opinion of the Commission, has failed or is unable or incompetent to carry out his duties or absents himself from three consecutive meetings of the Committee without the leave of the Committee.

14. Resignation of office by Chairperson and members of Committees.

- The Chairperson and every member not being ex-officio member of the Committee may resign from his office by giving a notice in writing to the Commission and on such resignation being accepted by the Commission, such members shall be deemed to have vacated his office.

15. Sitting fee payable to Chairperson and members.

(1)The Chairperson and other members of the Committees other than ex officio members shall be paid such sitting fee by the Commission as determined from time to time.(2)The Chairperson and the members of the Committee shall be entitled to travelling and daily allowances for journeys performed for attending the meeting of the Committee and for the purpose of discharging such duties as may be assigned to them by the Committee, in accordance with the orders and instructions issued by the Central Government or the Commission, as the case may be, from time to time in this behalf.

16. Office of Committee.

- The office of the Central Khadi Mark Committee shall be at the headquarters of the Commission and the office of the Zonal Khadi Mark Committee shall be at the headquarters of the concerned zone.

17. Meetings of Committee.

(1)The Central Khadi Mark Committee shall meet at such intervals as may be decided by the Commission.(2)The Zonal Khadi Mark Committee shall meet at such intervals as may be decided by the Commission.(3)The Chairperson of the Committee shall decide the agenda of the meeting in advance.(4)The Chairperson, and in his absence, a member chosen by the members present from among themselves shall preside over the meeting of the Committee.(5)One-third of the members or five of the members, whichever is more, of each Committee shall constitute the quorum for the meeting.(6)If at any meeting of the Committee there is no quorum, the Chairperson at such meeting shall adjourn the meeting to another date and the business at such an adjourned meeting may be

disposed of irrespective of the number of members attending the adjourned meeting: Provided that the adjourned meeting shall be fixed for a date not less than seven days later and that all members are informed of the date, time and place of such adjourned meeting.

Chapter V

Process for certification

18. Engagement of accredited agencies.

(1) The Commission, in consultation with the Bureau of Indian Standards, the National Accreditation Board for Certification Bodies and any other organisation approved by the Central Government for the purpose, may engage such accredited agencies, as the Commission may consider necessary to undertake the verification and testing of khadi and khadi products. (2) The Commission shall, while screening and recommending any accredited agency for engagement, encourage the representation of at least one person from each organisation referred to in sub-regulation (1). (3) The accredited agency shall be paid such remuneration for its engagement as the Commission may decide from time to time.

19. Eligibility of accredited agencies.

- Any person registered under the Societies Registration Act, 1860, the Indian Trusts Act, 1882, the Companies Act 1956, the Limited Liability Partnership Act, 2008, or under any State law for the time being in force, having at least five years' of experience in the khadi related activities including site verification, data collection and testing of samples, shall be eligible for engagement as accredited agencies under regulation 18.

20. Functions of accredited agencies.

- The functions of the accredited agencies shall be - (a) to conduct on site verification at the premises of the person's production centers for ensuring hand spinning and hand weaving process; (b) to conduct or arrange testing of samples of khadi and khadi products produced or sold by the persons, through laboratories registered by the Central or State Governments, to ensure genuineness of khadi; (c) issuance of a certificate in such form as provided for verification of khadi and khadi product; and (d) any other incidental or ancillary function assigned to them by the Commission in consultation with the Central Khadi Mark Committee.

21. Right of the Commission for certification.

- Notwithstanding anything contained above, the Commission shall have the right to perform the functions enumerated in regulation 20 above, if the accredited agencies fail to perform their functions in the event of any deficiency in the functions of accredited agencies.

Chapter VI

Registration of Khadi Mark

22. Procedure for registration of Khadi Mark.

(1) Any person or certified khadi institution desirous of registering for Khadi Mark shall make an application in the form and manner as specified in sub-regulation (2). (2) The application for Khadi Mark shall be made - (a) in Form I, in case of registration of certified khadi institution for Khadi Mark; (b) in Form II, in case of registration of persons for Khadi Mark, along with the fee fixed by the Commission from time to time; and (c) in Form III, in case of renewal of Khadi Mark for persons or certified khadi institutions. (3) The application received under this regulation shall be scrutinised by the Committee and thereafter shall undergo a verification process to ascertain hand spinning, hand weaving and use of natural fibre. (4) Every applicant shall undergo the process of screening, verification and testing of khadi samples by accredited agencies. (5) The applicant who complies with all the conditions laid down under these regulations shall be issued or renewed, as the case may be, Khadi Mark registration. (6) The person or certified khadi institution on registration of Khadi Mark shall be authorised to use Khadi Mark tag or label. (7) Registration of Khadi Mark shall be renewed every five years and application for renewal shall be submitted within a period of six months prior to its date of expiry in the Form specified in paragraph (c) of sub-regulation (2). (8) In case of breach or non compliance of any provisions of these regulations, the Central Khadi Mark Committee may, after giving a reasonable opportunity to the person or certified khadi institution to be heard, suspend or cancel the registration of the institution and thereby the right to use the Khadi Mark tag or label. (9) Certified khadi institutions shall make an application for Khadi Mark in the form and manner as specified in sub-regulation (2). However, the certified khadi institutions are exempted from the certification process under Chapter V of these regulations.

Chapter VII

Suspension and cancellation of Khadi Mark Registration of persons and certified khadi institutions

23. Suspension of Khadi Mark registration.

(1) In case of any violation of any provisions of these regulations by the person or certified khadi institutions, the Central Khadi Mark Committee after giving notice of not less than one month to the violator, shall suspend the right to use Khadi Mark granted to person or certified khadi institution in accordance with these regulations, for a period not exceeding six months: Provided that the Committee may extend the period of suspension for a further period of six months and failure to rectify the violations shall lead to cancellation of the Khadi Mark. (2) The person or certified khadi institution whose right to use Khadi Mark tag or label has been suspended may file an application before the Chief Executive Officer of the Commission for revocation of the order of suspension on payment of a fee prescribed by the Commission from time to time. (3) The Chief Executive Officer of the Commission on receipt of an application shall proceed to hear the aggrieved person or certified

khadi institution and pass such order as it may deem fit within a period of sixty days from the date of receipt of appeal.(4)In case of two consecutive instances of violations by any person or certified khadi institution, its authorisation to use Khadi Mark tag or label shall be deemed to have been cancelled and in such case the Commission shall take into its custody all Khadi Mark tag or label issued to the person or certified khadi institution without refund of cost of tag or label.(5)The Central Khadi Mark Committee may cancel the Khadi Mark registration of a person or certified khadi institution which in its opinion has ceased functioning for a period of one financial year or which is found to be defunct or has not applied for renewal of Khadi Mark.

24. Grievance redressal in case of cancellation of Khadi Mark.

(1)The person or certified khadi institution aggrieved by the decision of cancellation of a Khadi Mark by the Central Khadi Mark Committee, may, within a period of thirty days from the date of such order, prefer an appeal before the Chairman of the Commission for revocation of suspension or, cancellation of the Khadi Mark, as the case may be.(2)The Chairman Khadi and Village Industries Commission, after giving a reasonable opportunity of hearing to the aggrieved person or certified khadi institution, shall, within a period of sixty days from the date of receipt of this appeal, dispose of the appeal.

Chapter VIII

Miscellaneous

25. Procuring of Khadi Mark tag and label.

(1)On registration of Khadi Mark every person or certified khadi institution shall have the right to use Khadi Mark tag or label on all khadi and khadi products.(2)The person or certified khadi institution shall be supplied Khadi Mark tag or label from time to time by the Commission for the purpose of use of the tag or label at the price fixed by the Commission.(3)Every person or certified khadi institution shall request respective State or Divisional or Zonal offices of the Commission, as the case may be, at least ninety days prior to the procurement of Khadi Mark tag or label and the concerned office of the Commission on receipt of such request from any person or certified khadi institution shall arrange to supply within a period of sixty days.

26. Complaints related to Khadi Mark.

(1)Any complaint relating to khadi and khadi products or misuse of Khadi Mark tag or label may, within fifteen days of its purchase, be reported to the person or certified khadi institution from where khadi and khadi products have been purchased.(2)The person or certified khadi institution shall record such complaint and provide an acknowledgement to the complainant in Form IV.(3)The person or certified khadi institution shall, within a period not exceeding ten working days from the date of receipt of the complaint, resolve the complaint.(4)If the complainant is not satisfied with the redressal of the complaint, he may lodge a formal complaint with the State or, the Divisional Director of the Commission, as the case may be.(5)The State or, the Divisional Director of the

Commission, as the case may be, shall dispose off the complaint and take suitable action as early as possible but not more than thirty working days from the date of receipt of the complaint.

27. Complaints related to accredited agency and marketing agency.

(1) Any person or certified khadi institution aggrieved by any action or measure taken by the accredited agency and marketing agency may file a complaint within a period of thirty days, before the Central Khadi Mark Committee and the Central Khadi Mark Committee, after giving such person or certified khadi institution and the accredited agency and marketing agency a reasonable opportunity of hearing, shall dispose off the complaint within a period of ninety days thereafter. (2) Any person or certified khadi institution aggrieved by the order of the Central Khadi Mark Committee under sub-regulation (1), may, within a period of thirty days from the date of such order, prefer an appeal to the Chief Executive Officer of the Commission. (3) The Chief Executive Officer of the Commission shall, on receipt of an appeal under sub-regulation (2), after giving an opportunity of hearing to the parties pass such order within ninety days, as he may consider appropriate including discontinuation of the accredited agency or marketing agency for such period or periods or reduction of any amount payable to them, as he may deem fit.

28. Removal of ambiguity.

- Notwithstanding anything contained above, Central Government may issue such instructions as may be necessary to implement the above regulations. If any difficulty or ambiguity arises in giving effect to these provisions, Central Government may issue appropriate directions.

Form I -	(See clause (a) of sub-regulation (2) of regulation 22) -	'Khadi Mark' Registration Form for Certified Khadi Institutions -	Khadi and village Industries Commission, "Gramoday", 3 Irla Road, Vile Parle (West), Mumbai, PIN - 400056, Maharashtra, India. Website : www. kvic.org.in
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For Office Use Only

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Institution Name

Application Number

Date of receipt of Application

Name of the State/Division Office

|-| |-| |-| |-| |-| |-| |-|}

Work Flow

Document

Verified
(☐)

Name and Designation
of KVIC Official

Sign Date Remark

Received completed application form with all enclosures

Recommendation of the proposal to Central
Khadi Mark Committee(CKMC)

Approval of CKMC

Khadi Mark to be issued/rejected

Date of issue of Khadi Mark tags and labels

Copy of Certification by KVIC

Acknowledgement Slip

Application Number

Received application from _____ on

Sign of the KVIC official

'Khadi Mark' Registration Form for Certified Khadi Institutions

Khadi and Village Industries Commission, "Gramoday", 3, Irla Road, Vile Parle (West), Mumbai, Pin
– 400056. Maharashtra, India.

Website : www.Kvic.org.in

{|

1. Name {|

| - | 2. | Registered Address of the Institution / Organization | - | | Phone / Fax | - | 3. | Mailing Address (If
different from above) | - | | Phone / Fax | } | - | { | | - | Khadi Certificate number: | Khadi certificate valid
upto: | Assisted by | - | Date of issue of certificate | | KVIC | KVIB | } | - | { | | - | 5. | A Type of Institution /
Organization (Tick where applicable) | B. Registration Details | } | - | { | | - | Society (under SRA) | |
Trust | | Registration number _____ | - | Cooperative Society | | Panchayati Raj
Institution | | Place of Registration _____ | - | Educational Institute | | Registered Govt
Body | | Date of certificate | D | D | M | M | Y | Y | - | Others specify | | Name of the Authorized Person
with Designation _____ | } | - | | - | { | | - | 6. | Details of Khadi Activities (☐) | Number of Production
Centres | Number of Sales outlets | Number of Spinners | Number of Weavers | Number of other
artisans | Number of other staff | { | | - | | | | - | | | | - | | | | } | - | | Production | | Sales | | Export | |
Others _____ | - | | Annual Production (Rs. in lakh) | { | | - | | | | | } | - | | Annual Sales (Rs. in lakh) |
{ | | - | | | | | } | - | | { | | - | 7. | Annual Volume of Sales of Khadi and Khadi Products | } | - | { | | - |
Categories | Cotton | Silk | Wool | - | | Retail | Wholesale | Retail | Wholesale | Retail | Wholesale | - |
Yardege (meters) | | | | | - | Ready to use (Nos) | | | | | } | - | { | | - | 8. | Particulars of Payment for | DD
No. ----- Amount Rs. ----- Dated | | | | | - | Application of khadi Mark | Bank -----

Branch-----|}|}*Whenever the institution / organization / person updates any of these, it is liable on the institution / organization / person to immediately notify KVIC of the same. Checklist of documents to be submitted with Registration Form

Document to be annexed	Tick Documents to be annexed	Tick
Address and contact of all Production Centres and sales outlets (As per Annexure 1)	Attested Copy of Memorandum of Association / Bye-laws (Not Applicable for person)	
List of all khadi products manufactured and desirous of being labeled with Khadi Mark (As per format in Annexure 2)	Certified list of Managing Committee Members/ Trustees with Photos and ID proof (copy of PAN Card / Driving License/ Voters ID/ Passport)	
List of Artisans with details (As per format in Annexure 3)	Copy of Audited balance sheet and profit & Loss Account for last 3 years	
Copy of Khadi certificate (applicable to the existing Khadi institutions)	Copy of registration certificate	
Resolution of Managing Committee / Management approaching KVIC for Khadi Mark (As per format in Annexure 4)	Affidavit on Stamp paper of the value as per State Stamp Act) (as per Annexure 5)	

Terms and Conditions:

1. Issue and renewal of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013.
2. The applicants who comply with all the conditions prescribed under these regulations shall be authorised to use Khadi Mark as provided by the KVIC from time to time.

Note: Certified Khadi Institutions need not undergo the process of screening, verification and testing of Khadi.

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark' (Authorized Signatory) Seal with Designation Annexure 1

Address and contact of all Production Centres

Production Centre 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Production Centre 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:

"If More than four production centers kindly attached a separate Sheet.

Address of all Sales Outlets

Sales Outlet 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Sales Outlet 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Sales Outlet 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Sales Outlet 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:

"If More than four Sales outlets kindly attached a separate Sheet.

Annexure 2 List of all Khadi products manufactured and desirous of being labeled with Khadi Mark

Kindly mention the approximate quantity to be sold

per year

Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt Items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choll/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage (metres)		Than (metras)		Yarn Bundle (metres)	
Any other Items					

Note:-Items such as hand kerchief, duster cloth, pocha, nada and any such other small items will not be affixed either with hang tag or sew-in labels.

Annexure 3

List of Artisans with details

Name of the Production centre : _____

Address : _____

Name of Artisan	Artisan Pass Book Number	Address	Nature of Work (Tick)	Sex (M/F)	Age	Average earnings	Bank / Post office Account
-----------------	--------------------------	---------	-----------------------	-----------	-----	------------------	----------------------------

	wherever	per month no.
	applicable)	
Spinners Weavers		
Traditional NMC	Traditional Improved	

Attach separate sheet for each
production centre

Average earning per month = (Total earnings / Number of
monthsworked)

Annexure 4 Sample Resolution of Managing Committee / Management approaching KVIC for Khadi
Mark.(Not applicable for person)To be submitted on the Institution's Letter headManaging
Committee meeting no: _____ Dated: _____ Agenda Item No:

_____ Sub: Application for Khadi MarkResolutionResolved that, to
apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided
to authorize Shri _____, Secretary of _____ to comply with all
requisite formalities prescribed by the KVIC in this regard.Certified True Copy

Sd/-

Sd/-

Chairman/President Secretary

Seal

[Annexure 5] [Substituted by Notification No. G.S.R. 18 (E), dated 10.1.2007 (w.e.f.
19.7.2013).]Format for Self DeclarationAffidavit for using Khadi Mark Labels and tags on
hand-woven, hand-spun, Khadi vastra(Affidavit to be affixed on Stamp Paper of the value as per
State Stamp Act)Date:ToThe ChairmanCentral Khadi Mark CommitteeKhadi and Village Industries
CommissionMinistry of Micro, Small and Medium EnterprisesGramodaya, Irla Road, Vile Parle
(W)Mumbai-400056.Dear Sir,I/We hereby confirm/ undertake that _____ (Name of the
institution) registered under _____ (Name of Act/ legislation under which the
institution is registered) intends to produce/ trade/ sell/ (whichever is applicable) in Khadi and

Khadi products and we have been certified by the Khadi and Village Industries Commission under a Code and possess a valid Khadi Certificate issued by the Commission. I/We confirm that Our Institution produce/ trade/ sell (whichever is applicable) a genuine khadi vastra and products i.e. hand spun, hand woven and of natural fibre as defined in the KVIC Act. Our Institution intends to trade/ sell khadi products exclusively procured from Certified Khadi Institution or KVIC & the khadi institution should have obtained "khadi mark" issued under these regulations. Khadi Mark Regulation 2013 has come into force from 2nd October 2013 and under the act, no person or institution shall sell or otherwise trade in Khadi or Khadi products in any form or manner without obtaining a Khadi Mark Certificate. Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark. These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these khadi vastra i.e. hand-spun, hand-woven. I/We will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me. I/We declare that the information given above is true and will be adhered to strictly and I/We will be solely responsible for any violation of the same that may entail legal action against me/us.

Chairman/ President Secretary Treasurer
(with seal) (with seal) (with seal)

Form (See clause (b) of 'Khadi Mark'
II|- sub-regulation (2) of Registration
regulation 22)|- Form|-

Khadi and village Industries Commission,
"Gramoday", 3 Irla Road, Vile Parle (West),
Mumbai, PIN - 400056, Maharashtra,
India. Website : www. kvic.org.in

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Institution /Organization Person Name

Application Number

Date of receipt of Application

|-| {||-| Name of the State/Division Office| _____| -|
Name of the assigned Accredited Agency| _____| -|
(Not applicable in case of certified Khadi institutions)|}|}

Work Flow

Document	Verified (<input type="checkbox"/>)	Name and Designation of KVIC Official	Sign	Date	Remark
Received completed application form with all enclosures					
Accredited agency assigned for inspection					
Receipt of inspection report from accredited agency					

Recommendation of the proposal to Central
Khadi Mark Committee (CKMC)
Approval of CKMC
Khadi Mark to be issued/rejected
Date of issue of Khadi Mark tags and labels

Acknowledgement Slip

Application Number

Received application from _____ on
with an application fee by demand draft of Rs. _____ DD
No. _____ bank/branch _____ along with all enclosures.

Sign of the KVIC official

'Khadi Mark' Registration Form for Certified Khadi Institutions

Khadi and Village Industries Commission, "Gramoday", 3, Irla Road, Vile Parle (West), Mumbai, Pin
– 400056. Maharashtra, India.

Website : [www. Kvic.org.in](http://www.Kvic.org.in)

{|

1. Name {|

| - | 2. | Registered Address of the Institution / Organization Person | - | | Phone / Fax | - | 3. | Mailing
Address (If different from above) | - | | Phone / Fax | } | - | {| | - | 4. | A Type of Institution /
Organization person (Tick where applicable) | B. Registration Details | } | - | {| | - | Society (under SRA) | |
Trust | | Registration number _____ | - | Cooperative Society | | Panchayati Raj
Institution | | Place of Registration _____ | - | company | | Registered Govt Body | | Date of
certificate | | | | | - | SHG | | Educational Institute | | Name of the Authorized person with
Designation _____ | - | Entrepreneur | | Others Specify | } | - | {| | - | 5. | Details of Khadi
Activities (☐) | Number of Production Centres | Number of Sales outlets | Number of Spinners | Number of
Weavers | Number of other artisans | Number of other staff | {| | - | | | | - | | | | - | | | | - | | | | - | | | | } | - | |
Production | | Sales | | Export | | Others _____ | - | | Annual Production (Rs. in lakh) | {| | - | | | | } | - | | - | |
Annual Sales (Rs. in lakh) | {| | - | | | | } | - | | - | {| | - | 6. | Annual Volume of Sales of Khadi and Khadi
Products | } | - | {| | - | Categories | Cotton | Silk | Wool | - | | Retail | Wholesale | Retail | Wholesale | Retail |
Wholesale | - | Yardege (meters) | | | | | - | Ready to use (Nos) | | | | | } | - | {| | - | 7. | Particulars of Payment
for | DD No. _____ Amount Rs. _____ Dated | | | | | - | Application of khadi Mark |

Bank _____ Branch _____ |}}}

*Whenever the Institution/Organization/person updates any of these, it is liable on the institution/organization/person to immediately notify KVIC of the same.

Checklist of documents to be submitted with registration form

Document to be annexed	Tick	Documents to be annexed	Tick
Address and contact of all Production Centres and sales outlets (As per Annexure 1)		Attested copy of Memorandum of Association / Bye-laws	
List of all khadi products manufactured and desirous of being labeled with Mark (As per format in Annexure 2)		Certified list of Managing Committee Board Members/ Trustees with photos and ID Proof (Copy of PAN Card / Driving license/ Voters ID/ Passport)	
List of Artisans with details (As per format in Annexure 3)		Copy of Audited balance sheet and profit & Loss Account for last 3 years	
Resolution of Managing Committee / Management approaching KVIC for khadi Mark (As per format in Annexure 4)		Copy of registration certificate	
Affidavit on Stamp paper of the value as per state Stamp Act (as per Annexure 5)			

Terms and Conditions:

1. Issue of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013.
2. The applicants shall undergo the process of screening, verification and testing of Khadi samples by Accredited Agencies appointed by KVIC from time to time.
3. The applicants who comply with all the conditions prescribed under these regulations shall be authorised to use Khadi Mark as provided by the KVIC from time to time.

Note: Certified Khadi Institutions need not undergo the process of screening, verification and testing of Khadi.

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark'. I/We have carefully read and understood the terms and conditions regarding the "Khadi Mark" and I/we solemnly affirm that the information furnished in this form and the documents annexed by me/us are true and correct. I/We agree to abide by the rules and regulations formulated from time to time in accordance with the guidelines issued by Commission. I/We will never do anything that may infringe ethos of khadi. Further, I/We promise not to misuse the 'Khadi Mark'. Place _____ Dated _____ (Authorized Signatory) Seal with Designation Annexure 1

Address and contact of all Production Centres

Production Centre 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Production Centre 3 Ownership Status: Owned / leased / rented Existing / Proposed	Production Centre 4 Ownership Status: Owned / leased / rented Existing / Proposed

(Tick)Address:Phone:Fax:

(Tick)Address:Phone:Fax:

"If More than four production centers kindly attached a separate Sheet.

Address of all Sales Outlets

Sales Outlet 1Ownership Status: Owned / leased
/ rentedExisting / Proposed

Sales Outlet 2Ownership Status: Owned / leased
/ rentedExisting / Proposed

(Tick)Address:Phone:Fax:

(Tick)Address:Phone:Fax:

Sales Outlet 3Ownership Status: Owned / leased
/ rentedExisting / Proposed

Sales Outlet 4Ownership Status: Owned / leased
/ rentedExisting / Proposed

(Tick)Address:Phone:Fax:

(Tick)Address:Phone:Fax:

"If More than four Sales outlets kindly attached a separate Sheet.

Annexure 2List of all Khadi products manufactured and desirous of being labeled with Khadi Mark
Kindly mention the approximatequantity to be sold
per year

Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt Items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choll/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage (metres)		Than (metres)		Yarn Bundle (metres)	
Any other Items					

Note:-Items such as hand kerchief, duster cloth, pocha, nada and any such other small items will not be affixed either with hang tag or sew-in labels.

Annexure 3

List of Artisans with details

Name of the Production centre : _____

Address : _____

Name of Artisan	Artisan Pass Book Number	Address	Nature of Work (Tick wherever applicable)	Sex (M/F)	Age	Average earnings per month	Bank / Post office Account no.
Spinners	Weavers						
Traditional	NMC	Traditional	Improved				

Attach separate sheet for each production centre

Average earning per month = (Total earnings / Number of months worked)

Annexure 4 Sample Resolution of Institution / Organization / Person approaching KVIC for Khadi Mark To be submitted on the Institution's / Organization's / Person's Letter head Board/Managing Committee meeting no: _____ Dated: _____ Agenda Item No: _____

Sub: Application for Khadi Mark Resolution Resolved that, to apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided to authorize Shri _____, Secretary of _____ to comply with all requisite formalities prescribed by the KVIC in this regard. Certified True Copy Yours faithfully. For (Name of the Member)

1. Authorized Signatory _____

(Name of Designated Director / President / Proprietor / Chairman)

2. Authorized Signatory _____

(Name of Designated Secretary / Treasurer / Vice President / Vice Chairman) Rubber stamp Place:- Annexure 5 Format for Self Declaration Affidavit for using Khadi Mark labels and tags on hand-woven, hand-spun, Khadi vastra (Affidavit to be affixed on Stamp Paper of the value as per State Stamp Act) Date: _____ To, Central Khadi Mark Committee Khadi and Village Industries Commission Ministry of Micro, Small and Medium Enterprises Gramodaya, Irla Road, Vile Parle (W) Mumbai - 400 056 Dear Sir, "I/We hereby confirm / undertake that _____ (Name of the Institution) registered under _____ (Name of Act/legislation under which the institution is registered) has/have been selling/trading in Khadi and Khadi products and we have been certified by the Khadi and Village Industries Commission under a Code and possess a valid Khadi Certificate issued by the Commission. I/We confirm that Our institutions produces genuine khadi vastra and products i.e. hand spun, hand woven and of natural fibre as defined in the KVIC Act. Khadi Mark Regulations 2013 has come into force from _____ and under the act, no person or institution shall sell or otherwise trade in Khadi or Khadi products in any form or manner without obtaining a Khadi Mark Certificate. Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark. These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven. I/we will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me. I/We declare that the information given above is true and will be adhered to strictly and I/we will be solely responsible for any violation of the same that may entail legal action against me/us. Yours faithfully, For (Name of the Member)

1. Authorized Signatory _____

(Name of Designated Director / President / Proprietor / Chairman)

2. Authorized Signatory _____

(Name of Designated Secretary / Treasurer / Vice President / Vice Chairman) Rubber stamp Place:-

Form III -	(See clause (c) of sub-regulation (2) of regulation 22) -	'Khadi Mark' Renewal Form -	Khadi and village Industries Commission, "Gramodaya", 3 Irla Road, Vile Parle (West), Mumbai, PIN - 400056, Maharashtra, India. Website : www.kvic.org.in
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Institution /Organization Person Name

Application Number

Date of receipt of Application

{|

Name of the State/Division Office

Name of the assigned Accredited Agency (Not applicable for certified Khadi institutions)

|}}}

Work Flow

Document	Verified (<input type="checkbox"/>)	Name and Designation of KVIC Official	Sign	Date	Remark
Received completed application form with all enclosures					
Accredited agency assigned for inspection (not applicable for certified Khadi institutions)					
Receipt of inspection report from accredited agency (not applicable for certified Khadi institutions)					
Recommendation of the proposal to Zone Khadi Mark Committee (ZKMC)					
Approval of ZKMC					
Khadi Mark to be issued/ renewed/rejected					
Date of issue of Khadi Mark tags and labels					

Acknowledgement Slip

Application Number

Received application from _____ on

with an application fee by demand draft of Rs. _____ DD

No. _____ bank/branch _____ along with all enclosures.

(Fee not applicable for certified Khadi institutions)

Sign of the KVIC official

'Khadi Mark' Registration Form for Certified Khadi Institutions

Khadi and Village Industries Commission, "Gramoday", 3, Irla Road, Vile Parle (West), Mumbai, Pin – 400056. Maharashtra, India.

Website : [www. Kvic.org.in](http://www.Kvic.org.in)

{|

1. Name { |

2. Registered Address of the Institution / Organization Person | Phone / Fax | 3. Mailing Address (If different from above) | Phone / Fax | 4. Whether holds a valid Khadi Certificate: | Khadi Certificate number | | | | | Assisted by | Yes No | Date of issue of first certificate | | | | | KVICKVIB | Khadi Certificate valid up to | | | | | | | | | | 5A. A Type of Institution / Organization person (Tick where applicable) | B. Registration Details | | | | | Society (under SRA) | Trust | Registration number | Cooperative Society | Panchayati Raj Institution | Place of Registration | company | Registered Govt Body | Date of certificate | | | | | SHG | Educational Institute | Name of the Authorized person with Designation _____ | Entrepreneur | Others Specify | | | | | 6. Date of Expiry of Validity of Khadi Mark | | | | | | | | | | 7. Details of Khadi Activities () | Number of Production Centres | Number of Sales outlets | Number of Spinners | Number of Weavers | Number of other artisans | Number of other staff | | | | | | | | | | Production | Sales | Export | Others _____ | Annual Production (Rs. in lakh) | | | | | | | | | | Annual Sales (Rs. in lakh) | | | | | | | | | | 8. Annual Volume of Sales of Khadi and Khadi Products | | | | | Categories | Cotton | Silk | Wool | Retail | Wholesale | Retail | Wholesale | Retail | Wholesale | Yardage (meters) | | | | | Ready to use (Nos) | | | | | | | | | | 9. Particulars of Payment for application of Khadi mark | DD No. _____ Amount Rs. _____ Dated | D | D | M | M | Y | Y | | Bank _____ Branch _____ | (Not applicable for Certified Khadi Institutions) | | }

*Period between the date of application for renewal and the date of expiry should be less than six months**Whenever the institution/organization updates any of these, it is liable on the institution to immediately notify KVIC of the same.

Check List of documents to be enclosed along with the renewal form

Documents to be annexed for all Institutions	Tick	Additional documents to be annexed for Institutions that do not have a khadi certificate	Tick
Address and contact of all production Centres and sales outlets (As per Annexure 1)		Attested copy of Memorandum of Association / Bye-laws	
List of all khadi products manufactured and desirous of being labeled with Khadi Mark (As per format in Annexure 2)		Copy of Audited balance sheet and profit & Loss Account for last 3 years	

List of Artisans with details (As per format in Annexure 3)	Certified list of Managing Committee / Board Member / Trustees with Photos and ID proof (Copy of PAN Card / Driving License / Voters ID / Passport)
Copy of Khadi Certificate (applicable to the existing Khadi Institutions)	Resolution of Managing Committee / Board approaching KVIC for khadi Mark renewal (As per format in Annexure 4)
Copy of registration certificate	Demand Draft of required amount (Not applicable for certified khadi institutions)

Affidavit on Stamp paper of the value as per State stamp Act (as per Annexure 5)

Terms and Conditions:

1. Renewal of the Khadi mark shall be governed under the Khadi Mark Regulations, 2013.
2. The applicant shall undergo the process of screening, verification and testing of Khadi samples by Accredited Agencies appointed by KVIC from time to time.
3. The applicants who comply with all the conditions prescribed under these regulations shall be authorized to use Khadi Mark as provided by the KVIC from time to time.

Note: Certified Khadi Institutions are exempted from the process of screening, verification and testing of Khadi Samples.

Mere submission of application for 'Khadi Mark' does not entitle the applicant to use 'Khadi Mark'. I/we have carefully read and understood the terms and conditions regarding the "Khadi Mark" and I/we solemnly affirm that the information furnished in this form and the documents annexed by me/us are true and correct. I/we agree to abide by the rules and regulations formulated from time to time in accordance with the guidelines issued by Commission. It we will never do anything that may infringe ethos of Khadi. Further, I/we promise not to misuse the "Khadi Mark". Place: _____ Dated: _____ (Authorized Signatory) Seal with

Designation Annexure 1

Address and contact of all Production Centres

Production Centre 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
Production Centre 3 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Production Centre 4 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:

"If More than four production centers kindly attached a separate Sheet.

Address of all Sales Outlets

Sales Outlet 1 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:	Sales Outlet 2 Ownership Status: Owned / leased / rented Existing / Proposed (Tick) Address: Phone: Fax:
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Sales Outlet 3 Ownership Status: Owned / leased / rented Existing / Proposed
(Tick) Address: Phone: Fax:

Sales Outlet 4 Ownership Status: Owned / leased / rented Existing / Proposed
(Tick) Address: Phone: Fax:

"If More than four Sales outlets kindly attached a separate Sheet.

Annexure 2 List of all khadi products manufactured and desirous of being labeled with Khadi Mark

Kindly mention the approximate quantity to be sold

per year

Product	Qty	Product	Qty	Product	Qty
National Flag		Salwar		Khes	
Shirts		Ladies tops		Mattress	
Kurta		Maxi		Gallicha	
Pyjama		Skirt		Bed sheet	
Trouser		Night gown		Quilt Items	
Jacket		Petticoat		Gamcha	
Banian		Lehnga		Towel	
Jerkin		Choll/Koti		Musand	
Sherwani		Cushion cover		Blanket	
Achkan		Pillow cover		Aasan	
Under garments		Darri		Dhoti	
Lungi		Saree		Blouse piece	
Suit piece		Shirt piece		Chadder	
Shawl		Stole		Gloves	
Chunri		Angvastra		Apron	
Tie		Scarf		Muffler	
Blazer		Caps		Bags/purse	
Yardage (metres)		Than (metres)		Yarn Bundle (metres)	
Any other Items					

Note:-Items such as hand-kerchief, duster cloth, pacha, nada and any such other small items will not be affixed either with hang tag or sew-in labels.

Annexure 3

Name of the production centre : _____ List of Artisans with details

Address: _____

Name of Artisan	Artisan Pass BookNumber	Address	Sex (M/F)	Age	Average earnings per month	Bank /Post officeAccount
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Traditional NMC Traditional Improved

Attach separate sheet for each
production centre

Average earning per month = (Total earnings / Number of
monthsworked)

Annexure 4Sample Resolution of Institution / Organization / Person approaching KVIC for Khadi
Mark RenewalTo be submitted on the Institution's / Organization's / Person's Letter

headBoard/Managing Committee meeting no: _____ Dated: _____ Agenda
Item No: _____ Sub: Application for Khadi MarkResolutionResolved that, to
apply for the Khadi Mark as per the guidelines issued by KVIC and it has been unanimously decided
to authorize Shri _____, Secretary of _____ to comply with all
requisite formalities prescribed by the KVIC in this regard.Certified True Copy

Sd/-Chairman / President Sd/-Secretary Sd/-Director / President / Proprietor / Chairman

SealAnnexure 5Format for Self DeclarationAffidavit for using Khadi Mark labels and tags on
hand-woven, hand-spun, Khadi vastra(Affidavit to be affixed on stamp paper of the value as per
State Stamp Act)Date: _____ To,Central Khadi Mark CommitteeKhadi and

Village Industries CommissionMinistry of Micro, Small and Medium EnterprisesGramodaya, Irta
Road, Vile Parle (W)Mumbai - 400 056Dear Sir, "I/We hereby confirm/undertake that

_____ (Name of the Institution) registered under _____ (Name
of Act / legislation under which the Institution is registered) has/have been selling/trading in Khadi
and Khadi products and we have been certified by the Khadi and Village Industries Commission
under a Code and possess a valid Khadi Certificate issued by the Commission. I/We confirm thatOur
institutions produces genuine khadi vastra and products i.e. hand spun, hand woven and of natural
fibre as defined in the KVIC Act.Khadi Mark Regulations 2013 has come into force from
_____ and under the act, no person or Institution shall sell or otherwise trade in Khadi or

Khadi products in any form or manner without obtaining a Khadi Mark Certificate. Similarly, no textiles shall be sold or traded otherwise as Khadi in any form or manner without it bearing a Khadi Mark. These Khadi Mark labels and tags will only be used on genuine cotton, wool, silk or mixture of these Khadi vastra i.e. hand-spun, hand-woven. I/We will be solely responsible for the usage of Khadi Mark labels and tags only on genuine Khadi vastra as specified under the Regulations and any violation of the same can draw appropriate legal actions against us/me. I/We declare that the information given above is true and will be adhered to strictly and I/we will be solely responsible for any violation of the same that may entail legal action against me/us. Yours faithfully, For (Name of the Member)

1. Authorized Signatory _____

(Name of Designated Director / President / Proprietor / Chairman)

2. Authorized Signatory _____

(Name of Designated Secretary / Treasurer / Vice President / Vice Chairman) Rubber stamp Place:-

Form IV Acknowledgement of receipt (See sub-regulation (2) of regulation 26)

Sl. No. _____ Date : _____

Received a complaint from Shri /
Smt _____

Bill / cash memo No.: _____ Khadi Mark tag no.: _____

..... Authorised Signatory