



FOUNDER PRESIDENT : PANDIT JAWAHARLAL NEHRU

भारत सेवक BHARAT SEVAK SAMAJ

E-mail : bssagrithorti@gmail.com
gopakumar.bsstvpm@gmail.com

NATIONAL DEVELOPMENT AGENCY, PROMOTED BY GOVERNMENT OF INDIA.
FOUNDER CHAIRMAN : BHARAT RATNA GULZARILAL NANDA

B.S.S. AGRY-HORTIMISSION

BRAHMIN'S COLONY, KOWDIAR P.O, THIRUVANANTHAPURAM-695 003 KERALA, INDIA
Phone : 0471-2439322, Mobile : 9048001332, 9562944745

02/12/2019/KBSS/ AHM- 048

02.12.2019

To

Krishna leatha. B.S
R.K. Nivas,
Mele Plavila Kattackal
Ayanicaud, Karakulam. PO

Sub : Appointment letter as Cluster Development Executive (CDE) reg.

Ref : SOK/KVIC/SFURTI/ 2019-20/3272, Dated: 05.12.2020

As per the decision taken in the CDE selection Committee Meeting held on 06.11.2019. Mrs. Krishna Letha. B.S is appointed as Cluster Development Executive for 'Trivandrum Foot Mat Cluster from 05.12.2019 for three years. Her Salary will be 14,000/- per month. She will be entitled for a travelling allowance of Rs. 1250/- every month. She should join within 7 days from the receipt of this letter

The duties, responsibilities, terms and conditions of the Cluster Development Executive as given below:

Duties, Responsibilities and Terms of CDE

- i. He shall report the Cluster Development progress to the Nodal Agency (KVIC) from time to time and will be responsible for the development of the cluster under SFURTI programme. He shall follow the other conditions laid down in the agreement between IA & NA from time to time - for release of funds to implement various activities under SFURTI. The said agreement shall form part of these presents.
- ii. Develop proper linkages and co-ordination with all concerned agencies for promotion of KVI programme like Technical Agency and other agencies who are experts in the promotion of village industries

programme, particularly in the field of tool designing, process development etc.

- iii. Any other assignment given by the Nodal Agency (KVIC) from time to time for the development under SFURTI Scheme.
- iv. His headquarter shall be at the cluster itself. He shall be provided office by the IA with necessary infrastructure.
- v. The CDE shall not be allowed to take any other assignment from any person or agency during the tenure of this agreement.
- vi. He shall work in close co-ordination with Technical Agency and IA.
- vii. He shall upload details on the progress of the cluster in the Ministry's/KVICs website periodically or as instructed by KVIC.
- viii. CDE shall liaise with local Bank branches and other Districts officials of Govt. and non Govt. departments.
- ix. CDE shall arrange meeting involving all Artisans once in a month, preferably fortnightly.
- x. CDE shall ensure opening of Jan Dhan Bank A/c PM SurakhaBimaYojana, PM JeevanJyotiBhimaYojana, Atal Pension Yojana for the Artisans preferable prior to the submission of DPR.
- xi. CDE should educate the Artisans members on the concept of SPV and their role for the governance of the cluster after the project period as well as the role of IA.
- xii. CDE shall act as a liaison between IA and SPV.

- xiii. CDE shall plan out the strategy for training for Artisan members, stake holders, and staff of IA (wherever possible).
- xiv. CDE shall display the chart of training name of trainer organization, time line, subjects, practical demonstration, etc in the Notice Board of CFC.
- xv. CDE should carryout Data Entry in KVIC website/online relating to all financial/commercial data.
- xvi. CDE shall prepare the periodical progress report.
- xvii. CDE shall ensure that the plan design and coast meet the standard rate and procedure as per PWD/Panchayat/ ZillaParshad, etc..
- xviii. CDE shall appraise and ensure that all the Artisans are aware about the SFURTI cluster formation, process of procurement of machineries, prepare the tender documents and their role play.
- xix. CDE shall identify the organizations for finalizing cluster products vis-à-vis product development, product mix, product diversification in association with TA and IA.
- xx. CDE shall list out the good designer from the locality and good design house for their empanelment for cluster product.
- xxi. CDE shall develop appropriate packaging for the cluster products.
- xxii. CDE shall take advice and opinion from other stakeholders and from good organizations towards product development, packaging and for marketing strategy.
- xxiii. CDE shall develop SHGs for marketing from Artisan members and non-members.

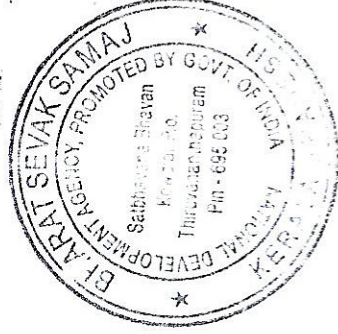
- xxiv. CDE shall ensure the timelines given by the Ministry are taken care of and being followed.
- xxv. CDE shall ensure fulfilling the target and achievement of the cluster.
- xxvi. CDE shall develop a regular interaction with all the Artisan members, non-members, Stake holders and seek their opinion on a fortnightly basis without fail.
- xxvii. CDE shall list out the areas where the cluster programme worked well and the areas where it requires further corrective measures for deriving benefits to the Artisans including enhancement of their wages.
- xxviii. CDE shall plan out phasing the cluster programme within 18 months.
- xxix. CDE shall plan out business plan for next three years after the project period. Interact with the Artisans members, non- members and others.
2. The CDE shall be paid TA & D.A for the journeys undertaken by him in connection with his assignment at the rates prescribed by the I.A. Telephone /Cell phone expenses incurred by him for official purpose up to a maximum of Rs. 1250 Shall also be reimbursed.
3. The CDE shall report to the NA, TA and IA and shall furnish monthly report of the work attended by him, under intimation to IA & TA.
4. The CDE shall not be entitled for a regular engagement in the IA or any other benefits which the regular employees of the IA are entitled to.
5. The appointment of CDE shall be initially for a period of one year, which shall extended for further periods depending upon the satisfactory performance of the CDE up to a maximum of three years or till the completion of the project, which ever happens earlier.

6. The CDE shall have to execute a bond for a sum of Rs. 2.00 lakhs (Rupees two lakhs only) in the prescribed format stating that he shall work for a minimum period of one year.
7. The services of the CDE shall be terminated at any time by giving one month notice or one month's honorarium in lieu of the notice by the IA, in case the services of the CDE is found to be unsatisfactory in the interest of SFURTI project.
8. In case the CDE desires to terminate this agreement at any time, after the minimum period stipulated in the bond, he may do so by giving one month notice in writing in advance to the IA.
9. While discharging the obligations, the CDE shall abide by the terms and conditions specified in the OM issued by the Govt. of India in respect of SFURTI as well as other conditions stipulated by the NA.
10. The State Director, Khadi and VI Commission shall be the sole arbitrator for resolving any dispute or difference between the parties to this agreement. The decision of the arbitrator shall be final and binding on the parties and the same shall not be challenged in any court of law.

Please and submit a copy of this letter as a token of your acceptance.

Thanking you,

Yours faithfully



General Secretary
Bharat Sevak Samaj