

PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME

KHADI AND VILLAGE INDUSTRIES COMMISSION
(MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, GOVT. OF INDIA)
3, IRLA ROAD, VILE PARLE (W), MUMBAI-56 (pmeqp.kvic@gov.in)

No. PMEGP/Policy/2023-24

Date: 09.06.2023

CIRCULAR

Sub: Receipt of applications in physical form under PMEGP

This has reference to the circular bearing No. PMEGP/Policy/2022-23 dated 01.06.2022 through which the guidelines for implementation of the PMEGP scheme was conveyed. As per clause 11 of the said guidelines, online applications will be mandatory, and no manual applications will be allowed as PMEGP Portal has been developed and put into operation by KVIC by all implementing agencies.

The implementation of the scheme was reviewed by Department Related Parliamentary Standing Committee (DRPSC) on Industries on various instances and recommended to accept the application in physical form by the implementing agencies keeping in view the lack of connectivity, IT literacy of backward and rural area. Further, most of the rural youth/ prospective entrepreneurs do not have the knowledge of filling the online application and uploading the requisite documents.

Honourable Minister (MSME) has also made an assurance in the Parliament for accepting the PMEGP applications in physical form.


In this connection, the following standard operating procedure have been defined to be followed by the implementing agencies for accepting the applications in physical form:

1. Applications in physical form received at the field offices of implementing agencies from the prospective beneficiaries shall be scrutinized in terms of the scheme guidelines by the implementing agencies.
2. If the application and the supporting documents are found in order, the IA shall issue the acknowledgement to the applicant visiting in person.
3. If the application is found incomplete or/and lack supporting documents, the IA shall request the applicant to provide the required documents & upload the same on the portal on behalf of the beneficiary.
4. The application received and found in order with the supporting documents as specified at serial number 2 above, the IA shall file the online application and upload the requisite documents on the PMEGP online portal on behalf of the beneficiary. The application form is made available under respective District co-ordinator (DCO) login on PMEGP portal.
5. As per the extant scheme guidelines Aadhaar Authentication is mandatory. The DCO while filing the application has to ensure that the Aadhaar Authentication is completed in the presence of the applicant.
6. Further status update on the application shall be provided by the IA to the applicant as per request, in case the applicant is unable to track the application online.
7. The applicants can submit their applications duly filled in the prescribed format along with the requisite documents as

specified in the scheme guidelines at the nearest KVIC/KVIB/DIC/Coir Board offices (proforma enclosed at Annexure- I).

8. The concerned DCO of respective IA shall be responsible for the data entry on PMEGP portal on behalf of the applicant.
9. This may please be brought to the notice of all the Implementing agencies and other stakeholders for compliance.
10. The acceptance of applications in physical form as detailed above shall be effected from the date of issuance of this circular.

This is issued with the approval of Competent Authority.


(M. Rajan Babu)
04/06/23
Dy. CEO (PMEGP)

To

1. All State/Divisional Directors, KVIC
2. All Chairman/CEO, State/UT, KVI Board
3. The Heads of All State/UT, DIC
4. All Chairman/CEO, State/UT, Coir Board
5. All Principal Secretary, DIC, all state/UT
6. All Zonal Dy. CEO's in and outside Mumbai

Copy for information to:

7. MD, GM, DGM of all Banks.
8. Chairman Cell, KVIC.
9. All Commission members, KVIC
10. OSD to CEO, KVIC
11. OSD to FA, KVIC

Khadi India

Ministry of Micro, Small and Medium Enterprises
Government of India

Prime Minister's Employment Generation Programme

(Ver. 2.0)

PMEGP OFFLINE APPLICATION FORM FOR INDIVIDUAL APPLICANT

Details should be filled in **BLOCK LETTERS** only

1. Applicant ID (To be filled by office only): _____

2. Aadhaar Card No : _____

(a) EID (Enrolment ID) 24 digits : _____

3. Name of the applicant (Name as per Aadhaar Card):

Shri/Smt/Kum/Ms. _____

4. Preference for sponsoring agency of the project (mark \checkmark)

KVIC		KVIB		DIC		COIR Board	
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5. State : _____

6. District : _____

7. Legal Type : INDIVIDUAL

8. GENDER (mark \checkmark)

MALE		FEMALE		Transgender	
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9. Date Of Birth : _____ (DDMMYYYY)

10. Social Category (mark \checkmark)

General	OBC	SC	ST	Minority

Special Category (if any):

Ex- Service man	Physically Challenged	Hill Border Region	North Eastern Region	Not Applicable

11. Qualification (mark \checkmark)

Under 8th	8 th Pass	10 th Pass	12 th Pass	Graduate	Post Graduate	PhD

12. Communication Address : _____

Taluk/Block : _____

District: _____

State: _____

Pincode: _____

Mobile No: _____

Email: _____

PAN No. _____

13. Unit Location (As per revenue record) (mark \checkmark)

Rural		Urban	
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14. Proposed unit address : _____

Taluk/Block : _____

District: _____

State: _____

Pincode: _____

15. Type of Activity (mark \checkmark)

Manufacturing		Service	
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16. Industry / Activity Name : _____

Product Description : _____

17. Whether EDP Training undergone (mark \checkmark) : Yes/No

18. If Yes, please fill EDP Training details:

EDP Training Institute Name: _____

19. Project Cost :

Capital Expenditure (CE)	Working Capital (WC)	Total Project Cost (CE + WC)	Employment

20. 1st Financing Bank & Address: _____

IFSC Code: _____

Branch Name: _____

Address: _____

District: _____

Pincode: _____

21. Alternative Financing Bank Name : _____

IFSC Code _____

22. Want to avail CGTMSE (mark \checkmark) : Yes/No

23. Where did you hear about PMEGP:

- (i) Word of Mouth
- (ii) Awareness camp
- (iii) Implementing agencies (KVIC/KVIB/DIC)
- (iv) Newspaper Advertisements
- (v) Radio Advertisements
- (vi) Television Advertisements
- (vii) Internet Advertisements
- (viii) Social Media (Twitter, Facebook etc.)
- (ix) Search Engine
- (x) Other

I hereby declare that the information given above is true to the best of my knowledge. Any information to be found incorrect/ false/ wrong, I shall be liable for suitable action.

I hereby consent to provide my Aadhaar Number, Biometric and/or OTP data for Aadhaar based authentication for the purpose of availing financial assistance under PMEGP scheme.

Date:

Signature of the Applicant

NOTE:

Please submit the below self-attested documents along with the application form:

- Two Passport size photos.
- Aadhar card.
- Caste Certificate (SC/ST/OBC/Minority/PHC).
- Highest educational qualification certificate.
- EDP training certificate (if completed).
- Rural area certificate.
- Project Report.

Signature, Name & Designation of
KVIC/KVIB/DIC/Coir Board

Acknowledgement Receipt

Acknowledgement No:

We acknowledge the receipt of application form along with all requisite self-attested documents from _____
_____(Applicant Name & Address) for filling application and uploading the documents on PMEGP portal towards availing financial assistance under PMEGP scheme.

For further assistance & application status, it is requested to contact this office.

Place:

Date:

Signature, Name & Designation of
KVIC/KVIB/DIC/Coir Board

Caution Note

KVIC/KVIB/DIC/COIR have not engaged any private Party/ Agency/ Middlemen/ Franchise etc. for promoting or sanctioning of PMEGP projects or any financial assistance under PMEGP Programme and any potential beneficiaries/ beneficiaries dealing with such agency shall be doing it at their risk & consequences.