



Sub: Conduct of 06 Days Entrepreneurship Development Programme (EDP) under J&K Rural Employment Generation Programme (JKREGP) at JKEDI District Centre, Jammu.

Order No: JKEDI/CNEC - 02 of 2025  
Dated: 03/01/2025

Sanction is hereby accorded to the:

1. Conduct of 06 Days Entrepreneurship Development Programme (EDP) for the candidates of KVIB under JKREGP scheme at JKEDI District Centre, Jammu as per given below arrangements:

S. No.	Venue/ District	Date	Course Coordinator	Trainer	Co-facilitator
1.	JKEDI District Centre, Jammu	07-01-2025	Mr. Rajesh Kotwal (DNO)	Ms. Monika Salaria (Office Associate)	Ms. Nauty Pandoh Gupta (Administrative Assistant)

2. The expenditure shall be made by the concerned DNO strictly as per the approved programme budget on account of the JKREGP scheme (*Annexure-A*) after observing all codal formalities as per provisions of *GFR-2017*. An advance of Rs. 10,000/- shall be released in the official account of the concerned District Centre before start of the training programme and the balance funds shall be released as per Annexure-A after receiving requisition from the concerned Course Coordinator/DNO after successful completion of the training programme. The KVIB approved work schedule of said EDP is attached as *Annexure-B*.
3. The concerned DNO's shall be held responsible for any omission or commission in dealing with the funds released to the District for conduct of EDP under JKREGP scheme.

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*Moreover,*

- a) Proper morning and evening attendance shall be maintained on regular basis by the Course Coordinator. Any candidate falling short of attendance more than one day shall not be considered for final certification.
- b) Banner, EDP certificates and other required support shall be arranged by the Course Coordinator himself at district level with proper bills. Further, the required Stationery (Pen & Notepad) for the said EDP shall be arranged by the Estates Section.
- c) After the conclusion of programme, the Course Coordinator shall prepare the detailed programme report along with the file of consolidated accounts which shall include adjustment account under all heads of expenditure. The complete adjustment of expenditure file in digital form should be prepared & shared with the Head office for record and reference.
- d) The adjustment of accounts complete in all respects received from the DNO shall be examined by the CNEC section and the Finance/Accounts Section to ascertain that no financial irregularities have taken place while incurring the expenditure.
- e) No liabilities whatsoever shall be created on account of conduct of 06 days training programme under JKREGP scheme & the expenditure should be made only on the approved items as per the budget already approved by the Competent Authority. Further, no diversion of funds whatsoever should take place under any circumstances without the approval of Competent Authority. Liability created if any shall be recovered from the salary of the concerned DNO.
- f) The certificates must be given to the candidates within one week from the date of conclusion of the programme by the concerned DNO/Course Coordinator. DNO concerned shall fill the details of the candidates on

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the prescribed certificates and shall submit the completed certificates to the Incharge CNEC section for counter signature of the Director.

- g) The course team shall conduct written examination of the trainees on last day of the training. Any trainee who fails to secure less than 70% marks shall not be awarded the training certificate. The Award Roll of the candidates must be kept in the accounts file of the programme.

Sd/-  
Director, JKEDI

No.: JKEDI/CNEC/05/2025/137-44  
Dated: 03/01/2025

**Copy to:**

- 1) Directors Secretariat, fkiio Director.
- 2) Accounts Officer for information and necessary action.
- 3) District Nodal Officer, JKEDI District Centre, Jammu for information & compliance.
- 4) Concerned Officials for information & compliance.
- 5) Manager HR for Information.
- 6) Manager Estates (for information and necessary action).
- 7) Manager IT (for information and necessary action).
- 8) Concerned/order file.

*Vinod Kumar*  
*03.01.2025*

Dr. Vinod Kumar  
In-charge CNEC



(Annexure-A)  
Programme Budget

S.No	Particulars	Amount (₹)
1	Refreshment (Tea & Lunch) for Trainees, Guest Faculty:01 Associated Staff: 03	₹120/- per participant per day
2	Honorarium for Successful Entrepreneur (one Session)	₹600/- per session, Transport Charges @ ₹200 /- if applicable.
3	Banner & EDP Certificates	₹ 1,000/-
4	Misc. Expenses	₹ 1,000/-

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(Annexure-B)

Work Schedule for 06 Days EDP under JKREGP Scheme

Day 1: (10 A.M. to 4 P.M.)

- Registration, Inauguration, Program objectives, House Rules & Ice Breaking,
- An Introduction to KVIB & JKREGP Scheme.
- Entrepreneurship: Meaning, charms, challenges etc.
- Innovation and Entrepreneurship: Process and factors dampening innovation, Entrepreneurship and Start-ups.
- Entrepreneurial Competencies: Attitude & Behaviour, Achievement Motivation Theory.
- Enterprise Growth & Expansion.

Day 2: (10 A.M. to 4 P.M.)

- Soft Skills: Personality Development, Communication Skills, Time Management. Eradicating Dependency Syndrome.
- Building self-confidence, Risk Taking.
- Business Opportunity identification- Criteria of selection & sources of information.
- Approaches to conducting market survey, Feasibility & Viability Test, Preparing Pre-Feasibility Report.

Day 3: (10 A.M. to 4 P.M.)

- Business Plan Formulation, Formulation of a DPR.
- Marketing Management- STP, Marketing Mix (4Ps), Promotion- Advertising, Branding & Packaging.
- CRM, Digital Marketing and e- tailing.

Day 4: (10 A.M. to 4 P.M.)

- Costing & Pricing (Work Card Based).
- Basics of Book Keeping.
- Financial Management- Break Even Analysis, Fixed Capital & Working Capital assessment.

Day 5: (10 A.M. to 4 P.M.)

- Intellectual Property Right (IPR) and its Management.
- Legislation & Regulation- Legal Formalities in setting an enterprise, labour laws etc.
- Goods & Services Tax (GST)

Day 6: (10 A.M. to 4 P.M.)

- Leadership and its importance in entrepreneurship.
- Interaction with successful Entrepreneur.
- Feedback & Assessment.
- Program Valediction.

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