

**Subject: Conduct of 10 days Entrepreneurship Development Programs
(EDPs) under Hausla 2.0**

Order No: JKEDI/CNEC - 07 of 2024

Dated: 19/10 /2024

Sanction is hereby accorded to the:

1. Conduct of Ten (10) Days Entrepreneurship Development Programs (EDPs) for the candidates of Hausla 2.0 Scheme across all the 20 Districts of UT of J&K as per the following arrangement:

<u>Jammu Division</u>					
S.No.	Date	District	Course Cordinator	Trainer	Facilitator
1	21-10-2024	Doda	Mr. Shabir Majeed	Mr. Mohammad Furqan Khan	Mr. Abid Hussain Khan
2	21-10-2024	Kathua	Mr. Dheeraj Handoo	Mr. Hari Bhushan	Mr. Raghubir Singh
3	21-10-2024	Kishtwar	Mr. Aejaaz Ahmad Bhat	Dr. Majid Manzoor Khan	Ms. Sofia Nasreen
4	21-10-2024	Poonch	Mr. Shabir Hussain Shah	Mr. Iftikhar Bashir	Mr. Rashid Mehmood
5	21-10-2024	Ramban	Mr. Tasneef Rasool	Mr. Irshad Ahmed Naqueshbandhi	Mr. Sajad Ahmad Lone
6	21-10-2024	Rajouri	Mr. Arshid Malik	Mr. Imtiyaz Ahad Malla	Mr. Vishal Sharma
7	21-10-2024	Reasi	Mr. Abhilash Kumar Braroo	Mr. Virpartap Singh	Mr. Mohd Hussain Ganie
8	21-10-2024	Samba	Mr. Vijender Singh Jamwal	Dr. Amit Sharma	Mr. Vikram Singh
9	21-10-2024	Udhampur	Mr. Yash Paul	Mr. Mohammad Yasir	Ms. Meenakshi Sharma

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10	21-10-2024	Jammu	Mr. Rajesh Kotwal	Ms. Monika Salaria	Ms. Nauty Pandoh Gupta
<u>Kashmir Division</u>					
S.No.	Date	District	Course Coordinator	Trainer	Facilitator
1	28-10-2024	Anantnag	Dr. Imtiyaz Ahmad Mantoo	Mr. Waseem Hussain Mir	Mr. Aaqib Mustafa
2	28-10-2024	Bandipora	Ms. Syed Nazneen	Mr. Syed Asrar Qadri	Mr. Bilal Ahmad Dar
3	28-10-2024	Baramulla	Mr. Aayat Ullah Bashir	Dr. Rouf Ahmad Rather	Ms. Irem Hussaini
4	28-10-2024	Budgam	Ms. Nazia Shafi	Mr. Ashraf Ahmad Sheikh	Ms. Raheela Nazir
5	28-10-2024	Ganderbal	Mr. Mohummad Rafiq Mir	Mr. Sheikh Nousheen	Ms. Umbreen Altaf
6	28-10-2024	Kulgam	Mr. Shaeab Mohd Khanday	Mr. Sarfaraz Nawab Bhat	Mr. Ravoof Ahmad Mir
7	28-10-2024	Kupwara	Mr. Arif Ahmad Khan	Mr. Azmat Hussain	Mr. Faheem Hamid Mir
8	28-10-2024	Pulwama	Mr. Raiyees Manzoor	Ms. Arbin Hassan	Mr. Manzoor Ul Hassan Wani
9	28-10-2024	Shopian	Mr. Sayeem Rafiq Wani	Mr. Mudasir Mohi-ud-Din	Mr. Syed Mohd Rizwan Andrabi
10	28-10-2024	Srinagar	Mr. Ashan Qadir	Ms. Syed Miftah Andrabi	Ms. Shabana Mir

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2. The expenditure shall be made by the concerned DNO's strictly as per the approved program budget on account of the Hausla 2.0 Scheme (**Annexure "A"**) after observing all codal formalities as per provisions of **GFR-2017**. An advance of **Rs. 20,000/-** shall be released in the official account of the District Centres before start

of the training program 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 program.

3. The concerned DNO's shall be held responsible for any omission or commission in dealing with the funds released to the Districts for conduct of EDP's under HAUSLA 2.0.
4. The work Schedule stands approved by the competent authority and the same should be followed strictly. (Annexure "B")

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) The concerned Course Coordinator shall circulate the list of two Guest Faculties (Successful woman entrepreneur and a C.A. well conversant with GST) to be engaged before the start of the EDP.
- c) Banners, stationary, and other required logistic support shall be arranged by the course coordinator itself at district level with proper bills. Incharge CNEC shall ensure that a uniform pattern in this regard is adopted in all the districts.
- d) After the conclusion of program, the Course Coordinator shall prepare the detailed program report along with the file of consolidated accounts which shall include honorarium forms of guest faculty, complete bills etc. The concerned coordinator/Office Associate shall authenticate the file by putting their signature on every bill/voucher/attendance etc. & concerned DNO shall also countersign every bill/voucher as per released funds. The complete file in digital form should be prepared & shared with the Head office for record and reference.
- e) The adjustment of accounts complete in all respects received from the DNO's 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.
- f) No liabilities whatsoever shall be created on account of conduct of 10 days training programme under HAUSLA 2.0 & the expenditure should be made only on the approved items as per the work schedule 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.
- g) The certificates must be given to the candidates within one week from the date of conclusion of the program by the concerned DNO. DNO concerned shall fill the details

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

- h) TA/DA including Boarding shall be paid as applicable to only those trainers, who are deputed from Head Office/Regional Office to the district offices.

Sd/-
Director, JKEDI

No.: JKEDI/CNEC/54-61

Dated: 19-10-2024

Copy to the:

- Accounts Officer for information.
- Assistant faculty, Directors Secretariat, fkie Director.
- Manager HR for Information.
- Manager Estates for information.
- Concerned District Nodal Officer, JKEDI.
- Manager IT (for information and necessary action)
- Concerned/order file.

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19.10.24

Dr. Vinod Kumar
In-charge CNEC

Annexure-A

Budget Approved for 10 Days EDP under Hausla 2.0 for 20 Participants in the District

S.No	Particulars	Rate	Max. Limit
1	Refreshment for Trainees, Guest Faculty & Associated Staff	₹150/ Participant/Day Total Trainees= 20 Training Team/ Faculty/ Guests =03 Total =23	₹ 34,500.00
2	Travel Expenses for Trainees	₹70/ Participant/Day Total Trainees= 20	₹ 14,000.00
3	Stationery & Printing Charges Course Material, EDP Certificates, Pamphlets, Information Broachers, Banners, Photography, Publicity	₹170/ Participant Total Trainees= 20	₹ 3,400.00
4	Honorarium Technical Experts, Guest Faculties	₹1000/ Session including Transport Charges /Day (Total 2 sessions)	₹ 2,000.00
5	Transport for Field Visits As per Approved Government Rates	Maximum ₹6,000/programme	₹ 6,000.00
	Total Budget: (Rs. Fifty Nine Thousand Nine Hundred Only)		₹ 59,900.00

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Annexure-B

Approved Work Schedule for 10 Days Entrepreneurship Development Programs (EDPs) under Hausla 2.0

Day/Topic	Session 1 10:00 a.m to 11:30 a.m		Session 2 11:45 a.m to 01:00 p.m		Session 3 02:00 p.m to 3:00 p.m	Session 4 3:00 p.m to 4:00 p.m
Day 1	Welcome and introduction to the program objectives.	Tea Break (11:30 a.m to 11:45 a.m)	Brief introduction JKEDI/JKTPO. Overview of the Hausla -2.0 scheme and its benefits for women entrepreneurs.	Lunch Break (1:00 p.m to 02:00 p.m)	Entrepreneurship: Charms & Challenges. Scope of Entrepreneurship/Start-ups in J&K	J&K economy a Snapshot. Identifying business opportunities in Jammu & Kashmir.
Day 2	Scope, Potential & Prospects for Women Entrepreneurship. Challenges faced by Women Entrepreneurs		Communication and Personality Development		Time Management	Case Studies of Successful women entrepreneurs. Identifying local Success Stories and role Models
Day 3	Basic Business Cycle		Buying		Adding Value	Selling For Profit
Day 4	Business Simulation		Business Simulation		Marketing Mix-Selling Technique & Negotiation	Cont..
Day 5	Essentials of Designing, Branding, Packaging, Marketing and Selling		Cont..		Introduction to digital marketing tools and social media for business promotion.	SWOT Analysis
Day 6	Business Plan Preparation and Detailed Project Report. (DPR)		Networking & CRM		Leadership, Motivation & empowerment Strategies for women entrepreneurs.	Cont..
Day 7	<ul style="list-style-type: none"> • Industrial /Plant Visit of Successful Entrepreneur. • Plan layout, capacity Utilization and safety measures. 					
Day 8	Basics of Bookkeeping, Working Capital Management and Break Even Analysis.	Tea Break (11:30 a.m to 11:45 a.m)	Cont..		Sources of finance for women entrepreneurs/startups and SHGs. (Loans, Grants, & Govt. sponsored schemes)	Work Life Balance- Mental, Physical, Special & Financial Wellbeing

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Day 9	Legal structures for businesses and SHGs (Sole Proprietorship, Partnership & Cooperative)	Registration procedures and compliance requirements. (FPO, Labour Laws & PCB)	Interaction with Successful Entrepreneur	Understanding tax regulations (GST).
Day 10	Risk cover through insurance of Business Ventures.	Review of key learning and achievements during the training programme.	Evaluation of the training Programme and Feedback session	Distribution of Certificates and Valedictory Ceremony

Post-Training Handholding and Support:

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1. **Mentorship Programme:** Pair participants with mentors for ongoing guidance and support in implementing their business plans.
2. **District Level Follow-Up:** Conduct periodic follow-up to address specific challenges and provide additional support if needed.
3. **Monitoring and Evaluation:** Regular monitoring visits to assess progress and provide feedback for continuous improvement if required.
4. **Assistance in Financial Linkage:** Recommendation to the line departments for financial linkage to the eligible women entrepreneurs trained under Hausla-2.0.