

**Khadi and Village Industries Commission
3, Irla Road, Vile Parle (West), Mumbai 56**

No: REGP/DIT/E-gov./REGP MIS/07-08

October 31, 2007

C I R C U L A R

**Sub:- E-Governance under REGP
Web based REGP INFORMATION SYSTEM**

KVIC is required to regularly submit the monthly progress report of REGP to Ministry of MSME and the same is being collected by the field offices by Directorate of REGP by fax, e-mail as well as by speed post. The information is required to be submitted to the Ministry by 5th of every month in respect of information of the preceding month. However, it is noticed that the information is not received in time from many of the field offices and the Directorate of REGP has to remind through number of telephone calls, fax, etc., to obtain the information. This involves cost, time and efforts in collecting the information. As a part of E-governance it has been decided to launch web based REGP INFORMATION SYSTEM. The same has been hosted on the KVIC website with immediate effect.

2. The field Directors of KVIC will be required to enter the monthly REGP progress report in the prescribed format by third of every month in respect of Progress of the previous month. Each field office has been given password to log-in to the web based application. The password for each field office will be distributed in the State/Divisional Directors' conference in confidence by DIT or would be sent by speed post.

3. The user manual for this purpose is enclosed with this circular. It may be noted that once the information is fed into the format **it cannot be revised or changed.** This has been done to ensure that there is no change made after the data has been sent to the Head Office for reporting to C.E.O./Chairperson, KVIC.

4. It may also be noted that the password has to be kept confidential to avoid misuse of the same.
5. The web based REGP INFORMATION SYSTEM will be used i.e. reporting for November,2007 will have to be done through web based application by 3rd December,2007. In case the third of any month is holiday the information will be entered on the next working day for December, 2007 reporting.
6. In case of any clarification the field Directors can contact Dy. Director I/c. (IT)/Director (REGP) for the same.
7. It is to be given TOP PRIORITY.

Encl: As above.

Chief Executive Officer

To

1. Zonal Dy. Chief Executive Officers
2. All State/Divisional Directors of KVIC
3. All C.E.Os. of State/UT KVI Boards

Copy to:

1. All Members of the Commission
2. Secretary to Chairperson, KVIC
3. O.S.D. to CEO
4. A.O., F.A Cell
5. Commission Cell
6. All Industry/Programme Directors in Central Office
7. Director (IT) for putting in website of KVIC
8. Director (Publicity) for putting in Jagriti