

SFURTI – COIR CLUSTER DEVELOPMENT PROGRAMME
ECO COIR CLUSTER INDIA PRIVATE LIMITED.

FIRST WORKING COMMITTEE MEETING

Implementing Agency & SPV:
Eco Coir Cluster India Pvt.Ltd.

Nodal Agency:
Coir Board

Technical Agency:
ITCOT

Date :06.09.16

Venue : IA Office, Pollachi.

AGENDA

01. Introduction of Working Committee members
02. Elucidation of DPR components to the Committee (by TA)
03. Present status of Pollachi Coir Cluster development program under SFURTI
04. Account status of IA account and HI account (**Account Signatories & Account balance for each account to be listed separately**)
05. Status of Building plan approval from DTCP.
06. Approval to undertake building construction by SPV under the supervision of Consulting Civil Engineer (**SPV resolution for undertaking construction on its own and agreement with Consulting civil engineer to be executed**)
07. Status of Tender process for the purchase of CFC machinery
08. Soft Interventions – Quarterly Action plan approval (**Action plan to be enclosed**).
Approval for program-wise release of funds to the Organizing agency.
09. Ratification of expenses incurred under Soft Interventions Cost (IICF Participation and Exposure tour component)
10. Ratification of expenses incurred under IA Cost (IA Office advance, Computer/Furniture purchase etc.)
11. Ratification of appointment of Cluster Development Executive (CDE)
Mr.S.S.Prabakaran, selected by adopting due selection process,
12. Ratification of appointment of Deputy Cluster Development Executive Mr.Vignesh,
13. Records/ Registers & Reports to be maintained by IA, CDE & SPV
14. Any other topic, with the permission of the Committee

Pollachi Coir Cluster (SFURTI)

Minutes of the First Working Committee Meeting

Venue:IA OFFICE, Pollachi Date:06.09.2016 at 04.30PM.

Participants:

1. Mr. G.Poopalan, Regional Officer, Coir Board, Pollachi. [NAFO]
2. Mr. P.Shanmugasiva, Asst. Director, / Project Manager, DIC, Coimbatore.
3. Mr. M. Akbar, Asst. Director, DIC, Coimbatore,
4. Mrs. S.Birundha Devi, Assistant Engineer (Ind.), DIC, Coimbatore
5. Mr. A.Kanagaraj, Lead Bank Manager, Canara Bank, Coimbatore
6. Mr. T.Sekar, ITCOT, Erode (Technical Agency)
7. Mr. R.Parthiban, ITCOT (TA representative)
8. Mr. A.Sivasalopathy, Director, Eco Coir Cluster India Pvt. Ltd. (Implementing Agency)
9. Mr. K.Nagarajan, Managing Director, Eco Coir Cluster India Pvt. Ltd. (SPV)
10. Mr. G.Venketupathy, SPV member, Eco Coir Cluster India Pvt. Ltd.
11. Mr. S.Gopu, SPV member, Eco Coir Cluster India Pvt. Ltd.
12. Mr. S.D.Prabakaran, Cluster Development Executive (CDE)
13. Mr. Vignesh, Deputy Cluster Development Executive (Dy.CDE)

The Meeting was convened by M/s.Eco Coir Cluster India Private Limited, the Implementing Agency of Pollachi Coir Cluster.

After formal Prayer, Mr. A.Sivasalopathy, Director, Eco Coir Cluster India Pvt. Ltd., the Implementing Agency Convenor welcomed the gathering.

1. Introduction of Working Committee members:

All the participants gave self introduction, about themselves and the organization/agency they represent, before the Committee.

2. Elucidation of DPR Components by Technical Agency:

Mr.G.Poopalan, Regional officer, Coir Board explained the scheme SFURTI (**Scheme of Fund for Regeneration of Traditional Industries**) components and pointed out the unique position of Pollachi Coir Cluster, as Heritage Cluster, among the Clusters under the SFURTI in All India level.

Mr.T.Sekar, Project Manager, ITCOT (TA) explained in detail about the DPR components viz. Soft Interventions, Hard Interventions, IA Cost and TA Cost highlighting the SPV Contribution part and SFURTI Grant part of the total project cost.

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3. Present status of Pollachi Coir Cluster:

Mr.K.Nagarajan, Managing Director, Eco Coir Cluster India Private Limited (SPV), informed that land to an extent of 1.96 acres have been purchased by the SPV at Suleeswaranpatti village, Pollachi for the establishment of Common Facility Center (CFC) of Pollachi Coir Cluster at SPV's own cost. He also informed that 40% of SPV Contribution (first installment) amounting to Rs.85.292 lakhs has been deposited in the Cluster HI Account and the SFURTI Grant, amounting to Rs.227.868 lakhs as first installment on pro-rata basis, has been received from Coir Board, Kochi, the Nodal agency.

He also informed that the application for statutory clearances for the CFC site has been submitted to District Industries Center, Coimbatore for processing through Single window scheme and the same has been forwarded by DIC to concerned departments.

He further informed that the tender for CFC machineries (Total 6 activities) has been floated and the Price bid has been opened on 19.08.16 for 4 activities and the price bid opening of remaining 2 activities has been scheduled on 07.09.16 at the Regional office, Coir Board, Pollachi.

4. Account status of IA account and HI account:

Mr. A.Sivasalopathy, Director, Eco Coir Cluster India Pvt. Ltd., (IA), informed that as per Coir Board stipulation, two dedicated current accounts have been opened with Canara Bank, Pollachi viz.

- i) HI ACCOUNT – ECO COIR CLUSTER INDIA PRIVATE LIMITED
- ii) IA ACCOUNT – ECO COIR CLUSTER INDIA PRIVATE LIMITED

He informed that the HI Account was deposited with first installment of SPV Contribution (40%) and SFURTI Grant (40%) on pro-rata basis, the total being Rs.313.868 lakhs (Rs.86.00 lakhs + 22.868 lakhs). The HI Account fund has been kept unutilized so far, awaiting statutory clearances, to be utilized for the establishment of Common Facility Center.

He also informed that the IA Account was credited with Rs.7.50 lakhs (Rs.3.50 lakhs towards Soft interventions component and Rs.4.00 lakhs towards IA Cost) and the details of the major expenses incurred is given below:

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HI Account and IA account status has been submitted as follows:

Account	Balance as on 06/09/16	Amount utilized
IA Account - Eco Coir Cluster India Private Limited(A/c.No. 1228201003411)	Rs.6.47 lakhs	Rs.0.60 lakhs has been paid to Coir Board for participation(stall charges) in IICF (India International Coir Fair) at CODISSIA, Coimbatore. Rs.0.18 lakhs has been paid to Coir Board for participation in Management Development Programme for 9 members Rs. 0.31 lakhs has been paid for Tender Advertisement for purchase of CFC machinery in English and Tamil Daily Newspaper.
HI Account - Eco Coir Cluster India Private Limited (A/c.No. 1228201003412)	Rs.313.96 lakhs	Nil

The Copy of Account statement of HI Account and IA Account has been submitted for Committee's perusal.


5. Status of Building Plan Approval from DTCP:

Mr. A.Sivasalopathy, Director, Eco Coir Cluster India Pvt. Ltd., (IA) informed that the building plan approval is being followed up with the Directorate of Town and Country Planning (DTCP) and the process of approval is expected to be completed before 30.09.16.

The decision on Building construction of Common Facility center has been deferred for the next working committee meeting.

6. Status of Tender process for the purchase of CFC machinery:

The Technical Agency has informed that the tender for Pollachi Coir Cluster has been floated on 29.06.16 and Tender opening has been carried out on 29.07.16. The Price bid of 4 activities has been opened on 19.08.16 and that of balance 2 activities is scheduled on 07.09.16. After due procedures, the order placement of all CFC machineries are expected to be completed before 30.09.16.

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7. Status of progress of Soft Interventions in the cluster:

The IA has informed that the following Soft Interventions have been carried out in the Cluster:

- a. Participation in Management Development Programme (MDP) conducted by Indian Institute of Foreign Trade (IIFT), organized by Coir Board from 10-06-2016 to 12-06-2016.
- b. Participation (Stall booking charges) in India International Coir Fair (IICF) conducted at CODISSIA, Coimbatore from 15-07-2016 to 18-07-2016.

The IA further informed that One Trust Building Programme for SPV members and One Awareness programme is proposed to be conducted by M/s. ITCOT Consultancy and Services Limited in the second and third week of September 2016 at the cost of Rs.50,000/- per programme. The committee has ratified the release of Rs.1,00,000/- for the above said programme from IA Account.

8. Ratification of expenses incurred under Soft Interventions Cost:

The Committee ratified the following expenses under Soft Interventions Cost:

- a. Participation in MDP conducted by IIFT, organized by Coir Board – Participation fee for 9 cluster members – Rs.18,000/-
- b. Participation in Trade fair (Stall booking Charges) in India International Coir Fair (IICF) conducted at CODISSIA, Coimbatore from 15-07-2016 to 18-07-2016. – Rs.60,000/-.

9. Ratification of expenses incurred under IA Cost:

The Regional Officer, Coir Board [NAFO] informed that the Visit carried out by the SPV/IA members for machinery study / performance study visit shall be carried out in the IA cost as per the TA bill norms for the Group B officers, as stipulated in the scheme guidelines.

The Regional Officer, Coir Board [NAFO] further informed that any purchase for IA office shall be made on Competitive quotations basis and certification of bills by IA & SPV members.

The Committee ratified the following expenditure incurred for IA Office:

- a. IA Office advance of Rs.50,000/ (supported by Rental agreement) and the rent of Rs.7000/ per month.
- b. Computer and accessories purchase for IA Office for Rs.46,607/- (supported by 3 quotations and purchase bill certified by IA & SPV members).
- c. Furniture purchase for IA Office for Rs.65,389/- (supported by 3 quotations and purchase bill certified by IA & SPV members).

The Committee approved release of funds from IA Account to SPV Corpus account for the above said expenditure incurred.

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10. Ratification of appointment of Cluster Development Executive (CDE):

The IA has informed that the Cluster Development Executive (CDE) for Pollachi Coir Cluster has been selected by adopting due process of Paper advertisement, Written test and Personal Interview by the panel comprising of IA, SPV & TA. He introduced the CDE selected Mr.S.D.Prabakaran to the Committee and requested to fix up the salary for the CDE. The Committee ratified the appointment of CDE and fixed the monthly salary of Rs.15,000/- for the CDE and advised the CDE to undertake cluster development activities with full dynamism, as the role of CDE is crucial in the overall development of the cluster.

11. Ratification of appointment of Deputy Cluster Development Executive (Dy.CDE):

The IA has informed that, as Pollachi Coir Cluster is of Heritage category, an additional person is required to carry out the tasks such as Artisan linkage with Social Security schemes, Data collection for MSME database in addition to Cluster blog update, Conduction of Soft interventions training programs etc. He informed that a Deputy CDE, Mr.Vignesh, who also attended CDE interview earlier, has been engaged to carry out the above said tasks.

The TA informed that Pollachi Coir Cluster covers more than 250 units in the Cluster area covering more than 2500 artisans and hence categorized as Heritage cluster. He further informed that the volume of work involved in Heritage cluster is huge compared to other Major/Mini clusters.

Considering the need for additional person to carry out Cluster development works along with CDE, the Committee ratified the appointment of Mr.Vignesh, in the capacity of Deputy CDE and fixed the monthly salary of Rs.12,000/-.

The Committee undertakes to review the performance of CDE & Dy.CDE in the next working committee meeting.

12. Records/Registers & Reports to be maintained by IA, CDE & SPV:

The NAFO instructed the IA to maintain records pertaining to accounts, stock, meeting minutes etc. He also instructed the CDE, IA & TA to submit the reporting tools periodically as mentioned in the SFURTI Executive instructions of Coir Board.

The meeting concluded with the vote of thanks by Mr.K.Nagarajan, Managing Director, Eco Coir Cluster India Private Limited (SPV), who thanked all participants for their presence and valuable contribution in the Working Committee meeting.

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