



**खादी और ग्रामोद्योग आयोग**  
KHADI & VILLAGE INDUSTRIES COMMISSION  
**सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार**  
*Ministry of MSME, Govt. of India*  
**राज्य कार्यालय / STATE OFFICE**  
**33, चित्तरंजन एवेन्यू, कोलकाता-700 012**  
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**Requirement of following Papers/Documents for Budget Discussion for the year 2014-15.**

- i) Resolution of the Institution.
- ii) Original Balance Sheet 2012-13 and copies of Balance Sheet 2010-11 & 2011-12.
- iii) Profile of the institution , Part-I, ( Annexure – 2)
- iv) Action Plan, Part-2, ( Annexure -2)
- v) Quarterly Progress Reporet ( Form No. I )
- vi) Details of immovable properties ( Form No.-II )
- vii) Confirmation KVIC fund as on 31.3.2013 ( Form No. III )
- viii) Confirmation KVIC fund as on 31.3.2013 ( Form No. IV)
- ix) Bank Finance ( Form No.VII )
- x) V.I. Budget on going on activities ( Annexure-3 )
- xi) Certificate ( In prescribed proforma Form No. V & VI).
- xii) Last year Budget Compliance ( 2013-14).
- xiii) Performance Report Production / Retail Sale/ Whole Sale/ Employment ( April'13 to September'2013, actual and October'13 to March'2014, Projected ).
- xiv) Data information of the institution in prescribed form.