

India Handloom Brand: Detailed Procedure for Surveillance

1.0 Preamble

Standard Operating Procedure for IHB were issued vide letter no. 4/76/2012/P&E/Guidelines dated 03.12.2015 Para 2.9 of the SOP provided for periodic Surveillance of India Handloom Brand registration holders.

2.0 Surveillance procedure:

- a) Surveillance shall be carried out by the concerned Weavers' Service Centre for conformity assessment. The team of two officials of WSC consisting of at least one officer and other member of at least Technical Superintendent level will conduct the surveillance. The team shall verify the quality parameters of the products and social compliance. The format of the Surveillance report is enclosed at **Annexure-I**.

- b) Surveillance is mandatory for all the India Handloom Brand registered entities. The WSCs shall conduct the Surveillance of each India Handloom Brand registered entities falling under its jurisdiction on quarterly basis with an element of surprise. In case of Complaints/suspicious, in-charge of Weavers' Service Centre may carry out additional Surveillance of any IHB registration holder. A scanned copy of the Surveillance report shall be sent to indiahandloombrand@gmail.com with the e-mail subject: "Surveillance Report of India Handloom Brand registered entities". Hard copy of the Surveillance report shall be sent to the IHB cell in an envelope clearly marked on top with the words "Surveillance Report of India Handloom Brand registered entities". Each Weavers' Service Centre should send a brief monthly report to IHB Cell by 5th of next month indicating the total surveillance to be carried out in the quarter and the surveillance done in that month and up to that month.

- c) If there is deviation with regard to quality parameters, a sample may be drawn in the presence of the registered entity or a responsible person belonging to the establishment of the registered entity and sent to the Textiles committee, Mumbai immediately for testing, clearly indicating in the label of the sample as “Surveillance sample” besides name of the registered entity, registration no., name of the product, signature of the entity and signature of the officials of surveillance team.

If the registered entity or the responsible person belonging to the establishment of the registered entity demands for counter sample, the inspection team shall take two samples and give one sample to the registered entity or the responsible person belonging to the establishment of the registered party under acknowledgement and the other sample shall be sent to the laboratory as said above.

- c) The Textiles committee will test the sample and arrange to place the testing reports and surveillance report before the evaluation committee. The evaluation committee will peruse the reports and shall recommend to the Development Commissioner for Handlooms for cancellation of registration. The Textiles committee shall cancel the registration and communicate to the concerned registered entity under copy to IHB cell, concerned Weavers’ Service Centre and Office of the Development Commissioner for Handlooms.
- d) If any other adverse fact is noticed during surveillance the same shall be brought to the notice of the Development Commissioner for Handlooms for further order.

4.0 Appeal Procedure

- a) In the event of cancellation of the registration and if the applicant is aggrieved by such cancellation, then the applicant may appeal to the Development Commissioner for Handlooms for revoking the cancellation of registration within 30 days from the receipt of the cancellation letter.
- b) On receipt of the appeal, the Development Commissioner for Handlooms shall constitute a sub-committee consisting of one Officer each from the offices of the Development Commissioner for Handlooms, Textiles Committee and Weavers’ Service Centre to review the grievance.

- c) The sub-committee shall look into the appeal and submit its recommendation within 15 days to the office of the Development Commissioner for handlooms.
- d) On receipt of the recommendation from the sub-committee, Development Commissioner for Handlooms shall issue appropriate order.

Annexure- I

INDIA HANDLOOM BRAND SURVEILLANCE REPORT

1.1	Name of Weavers' Service Centre	
1.2	Name and Designation of the officials of surveillance team	
1.3	Date of Surveillance visit	
1.4	Name of IHB Registered Entity	
1.5	IHB Registration No. (s) of the Entity	
1.6	Quarter of Surveillance visit	1 st Quarter/ 2 nd Quarter/ 3 rd Quarter/ 4 th Quarter

Particulars of Registered entity

2.1	Name & address of the Entity	
2.2	Tel. (with STD code)/Mobile/ Fax/ Email	
2.3	Registration No & Date.	
2.4	Registration Valid up to	
2.5	Name of the Products Registered	i) ii) iii) iv) v)

2.6	No. of members of Registered Entity (in case of co-op.society, SHG etc.)				
2.7	No. of handlooms under the Registered entity	Own		Members	
2.8	In case of Garment/Made up Registered Entity, Give the names and addresses of the IHB registered manufacturers from whom the fabrics are sourced.	Not Applied			

Details of Production Centre (s)

S.No.	Description	Unit-1	Unit -2	Unit-3
3.1	Address of the production centre			
3.2	Facilities Available:			
	Weaving (Details of handlooms)			
	Dyeing/Printing (Details of types of dyes used)			
	Stitching/garmenting (Details of stitching machines)			
	Testing facility			

Details of production for last quarter

4.1	Production details of IHB registered product(s) for last quarter (in Meters/ Pieces)	i) ii) iii)
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Details of IHB labels

5.1	Whether IHB labels purchased	Yes/ No
5.2	If No, reason for not purchasing labels	
5.3	Name of the Label Manufacturer with complete address and contact no. from whom labels were purchased	

Observations of the Surveillance team

- 6.1) Whether Child labour(s) found to be engaged :
- 6.2) If yes, give the name(s) of child labour and enclose photographs :
- 6.3) Whether all the quality parameters of the IHB products are maintained :
- 6.4) If No, give the details :
- 6.5) In case of the quality parameters of the IHB products are not maintained, the details of samples drawn for the purpose of sending to Textiles committee, Mumbai for testing: Not Applied

Sl. No.	Name of the IHB product	Size of the sample of the product attached	
		Length	Width
1			
2			
3			

Name, Designation of Signature of the Officials : 1)
of Surveillance team:

2)

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Reviewed the Surveillance Report for (Please Tick)	Accepted		Not Accepted
Recommendation of the Officer-in-Charge of the Weavers' Service Centre concerned:			
Date:	Signature with stamp of Officer-in-charge of WSC		