

**Office of Development Commissioner (MSME).
(Ministry of Micro, Small & Medium Enterprises)**

Right To Information Act, 2005

Introduction

Right To Information is an Act to provide for freedom to every citizen to secure access to Information under the control of public authorities, consistent with Public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto.

The Right to Information Bill was passed by the Parliament on 13th May 2005. The Bill got the Presidential assent on 15th June to become the Right to Information, Act, 2005. It is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Informed citizenry and transparency of information are vital to the functioning of democracy. The Act provides for a system of accountability of the Government towards those who are governed and would benefit in increasing transparency and containing corruption.

The actual practice of the Act is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information; but the need is to harmonize this conflicting interest while preserving the paramountcy of the democratic ideals.

In an effort to bring about transparency and accountability and to implement the provisions of the Right to Information Act, DC(MSME) has made an attempt to provide certain information to citizens to empower them to exercise their Right to Information. DC(MSME) has also designated CPIOs in all its field offices and autonomous bodies for dissemination of information. These organizations will have their separate set up for public to gain information on issues pertaining to the unit.

The DC(MSME), through a network of field offices and autonomous bodies plays an important role in the promotion and development of micro, small & medium enterprises.

For facilitating the supply of Information to the citizen the DC(MSME) and its field offices have already setup Information Facilitation Counters in their office.

In case the Information is not available in the manual as well as at the counter, the said information can be sought under the Right to Information Act by applying in the prescribed format. The format along with the prescribed fees may be deposited at the counters. The receipt will then be forwarded to the concerned Central Public Information officer / Assistant Public Information officer and a date for receiving the Information would be given to the applicant.

In case the Information cannot be made available, the cause for not making available such Information would be given to the applicant in the prescribed period. If unsatisfied with the reply the applicant can seek redressal of his grievance from the appellate authority designated for the purpose.

Fees:

For providing information, this office charges a fee at the rate of Rupees two per page for printed Information. Rupees fifty per floppy and Rupees hundred in case of Information sought on CD's. In case Information is sought in form of Videocassettes, the charges would be Rs. 500/-.

However, as under the RTI Act no fees will be charged for the persons below poverty line. The request for obtaining information under subsection (1) of section 6 shall be accompanied by the application fees of Rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the PAO (SSI), New Delhi (for the Hqrs. Office and field offices in the northern region)/Mumbai (for field offices in the central and western region)/Kolkata (for field offices in the eastern and north-eastern region)/Chennai (for field offices in the southern region), as the case may be. In respect of autonomous bodies, the payment may be made directly to the Accounts Officer concerned in the respective autonomous body.

Office of Development Commissioner (Micro, Small & Medium Enterprises)
– Functions and Duties
(Under section 4(1)(b)(i) of Right to Information Act, 2005)

General:

1. The DC(MSME), headed by the Additional Secretary & Development Commissioner (MSME), is one of the apex bodies of the Government of India, Ministry of Small Scale Industries, to assist the Government in formulation of policies and programmes, projects, schemes, etc., for the promotion and development of small scale industries in the country and also coordinating and monitoring the implementation of these policies and programmes, etc. Promotion and development of small-scale industries is primarily the responsibility of the States and Union Territories (UTs) and the role of the Central Government (including the DC(MSME)) in this field is to aid and assist the States/UTs in this endeavour.
2. DC(MSME) functions through a network of MSMEDIs (formerly SISIs), Branch MSMEDIs (formerly Branch SISIs), MSME Testing Centres (formerly RTCs), MSME Testing Stations (formerly FTSSs) and autonomous bodies. It renders services such as:-
 - Advising the Government in policy formulation for the promotion and development of small scale industries and small scale service and business entities (collectively referred to as small enterprises) and for their graduation to medium enterprises.
 - Providing techno-economic and managerial consultancy, common facilities and extension services to small enterprises.
 - Providing facilities for technology up gradation, modernization, quality improvement and infrastructure of/for small enterprises.
 - Developing human resources through training and skill up gradation of small entrepreneurs as well as its own manpower.
 - Providing economic information services to the Government and small enterprises.
 - Maintaining liaison with other Central Ministries, Planning Commission, State Governments and other organisations concerned with development of small enterprises.
3. Over the years, DC(MSME) has served a useful purpose as a catalyst of growth of small enterprises through its countrywide and varied network of specialized field organizations. A list of field organizations under DC(MSME) is given in Annexure II & I.

National Board for Micro, Small and Medium Enterprises (NBMSME)

1. To examine the factors affecting the promotion and development of Micro, Small & Medium Enterprises and review the policies and programmes of the Central Government in regard to facilitating the promotion and development and enhancing the competitiveness of such enterprises and the impact thereof on such enterprises.
2. The Minister in-charge of the Ministry of MSME, Government of India is the Ex Officio Chairman of the Board. The Board comprises Industry Ministers of State Governments, Secretaries of various Departments of Government of India, and heads/senior representatives of financial institutions, public sector undertakings, industry associations and eminent experts in the field and meets periodically.

MSME Development Institute (Formerly Small Industries Service Institutes (SISIs))

There are 30 MSME Development Institute (Formerly SISIs) and 28 Branch MSME Development Institute (Formerly SISIs) set up in State capitals and other industrial cities all over the country. The main activities of these institutions are as follows:

- Assistance/consultancy to prospective entrepreneurs.
- Assistance/consultancy rendered to existing units.
- Preparation of State Industrial Profiles.
- Preparation/updation of District Industrial Potential Surveys.
- Project profiles.
- Entrepreneurship development programmes.
- Motivational campaigns
- Production index
- Management development programmes
- Skill development programmes
- Energy conservation
- Pollution control
- Quality control & up gradation
- Export promotion
- Ancillary development
- Common facility workshop/lab.
- Preparation of directory of specific industry
- Intensive technical assistance
- Coordination with District Industries Centres
- Linkage with State Govt. functionaries
- Market surveys
- Other action plan activities assigned by Headquarters

2. MSME Development Institute (Formerly SISIs) and its Branches have common facility workshops in various trades. There is at present 42 such common facility workshops attached to MSME Development Institute (Formerly SISIs)/ MSME Development Institute (Formerly Branch SISIs.)

3. List of MSME Development Institute (Formerly SISIs), MSME Development Institute (Formerly Branch SISIs), MSME Testing Centres (Formerly RTCs) and autonomous bodies under DC(MSME) are given at Annexure I to III.

MSME Testing Centres (Formerly RTCs)

MSME Testing Centres at New Delhi, Mumbai, Kolkata and Chennai offer testing facilities to the small scale units engaged in the production of different products including the export worthy products. These Centres are equipped with modern sophisticated indigenous and imported machinery and equipment for testing in various disciplines of mechanicals, chemical, metallurgical and electrical industries. These Centres provides performance testing, type testing, acceptance testing, calibration services and development of processes for various products. These Centres are accredited to Bureau of Indian Standards, National Thermal Power Corporation, Pollution Control Board and National Board of Accreditation for Laboratories and Calibration.

Functions

These Testing Centres besides rendering testing facilities, assist in:-

- Quality up gradation aspects.
- Training testing and quality control
- Consultancy in testing and quality management.
- Process quality control system

MSME Testing Stations (Formerly Field Testing Stations (FTSs))

Field Testing Stations at Jaipur, Bhopal, Kolhapur, Bangalore, Hyderabad, Changanacherry and Pondicherry provide testing services & quality up gradation for testing of various products like chemicals, dye-stuffs, lamps, rubber products, electric motors & pumps, castings & forgings, paints & varnishes, domestic electrical appliances, etc.

List of addresses of field offices of The MSME Development Institute (Formerly Small Industries Development Organisation)

MSME-Development Institute/Br. (Formerly SISIs/Br.) (State-wise)

ANDHRA PRADESH

MSME-Development Institute (Formerly SISI)
Narsapur Cross Road, Bala Nagar, Hyderabad – 500 037

MSME-Development Institute/Br. (Formerly Br. SISI)
F-19 to 22 Block D, IDA, Autonagar, Vishakapatnam – 530 012

ANDAMAN & NICOBAR ISLANDS

MSME-Development Institute/Br. (Formerly Br. SISI)
Dollyjung Industrial Estate, P.O. Junglee Ghat, Post Box No. 547, Port Blair – 744 103

ASSAM

MSME-Development Institute (Formerly SISI)
Industrial Estate, P.O. Bamuni Maidan, Guwahati – 781 021

MSME-Development Institute/Br. (Formerly Br. SISI)
Netaji Subhash Avenue, Silchar – 788 006. Distt. Cachar

MSME-Development Institute/Br. (Formerly Br. SISI)
Amrit Bhawan, Darrang College Road, (Sonitpur) Tezpur – 784 001.

MSME-Development Institute/Br. (Formerly Br. SISI)
Hospital Rod, Diphu, Distt. Karbi Anglong – 782 460

ARUNACHAL PRADESH

MSME-Development Institute/Br. (Formerly Br. SISI) Itanagar
Itanagar, Arunachal Pradesh.

BIHAR

MSME-Development Institute (Formerly SISI)
Industrial Estate, Patna – 800 013

MSME-Development Institute (Formerly SISI)
Goshala Road, P.O. Ramana, Muzaffarpur – 842 002

CHHATTISGARH

MSME-Development Institute (Formerly SISI)
Opp. Chhattisgarh Club, Civil Lines, Raipur – 492 001

DELHI

MSME-Development Institute (Formerly SISI)
Shaheed Captain Gaur Marg, Okhla, New Delhi – 110 020

MSME Extension Centre (Formerly SISI Extension Centre)
Balsahyog, Connaught Circus, New Delhi – 110 001

DADRA & NAGAR HAVELI

MSME-Development Institute/Br. (Formerly Br. SISI)
Masat Industrial Estate, Silvassa – 396 230

GUJARAT

MSME-Development Institute (Formerly SISI)
Harsiddh Chambers, 4th Floor, Ashram Road, Ahmedabad – 380 014

MSME-Development Institute/Br. (Formerly Br. SISI)
1/5, Jagnath Plot, Rajkot – 360 001

GOA

MSME-Development Institute (Formerly SISI)
P.O. Box No. 334, Opp. Konkan Railway Station, Quepem Road, Margao – 403 601.

HARYANA

MSME-Development Institute (Formerly SISI)
SCF – 137-138, Sector – 13, Huda Urban Estate, Karnal – 132 001.

MSME-Development Institute/Br. (Formerly Br. SISI)
ITI Campus, Hansi Road, Bhiwani – 127 021.

HIMACHAL PRADESH

MSME-Development Institute (Formerly SISI)
Janak Kuti, Chambaghat, Solan – 173 213.

JAMMU & KASHMIR

MSME-Development Institute (Formerly SISI)
36 B/C, Gandhi Nagar, Jammu Tawi – 180 004.

JHRKHAND

MSME-Development Institute (Formerly SISI)
Industrial Estate, Kokar, Ranchi – 834 001

MSME-Development Institute/Br. (Formerly Br. SISI)

Katras Road, Matkuria, Dhanbad – 826 001

KARNATAKA

MSME-Development Institute (Formerly SISI)
Rajaji Nagar Industrial Estate, Bangalore – 560 044.

MSME-Development Institute (Formerly SISI)
Post Box No. 1016, Industrial Estate, Gokul Road, Hubli – 580 030.

MSME-Development Institute/Br. (Formerly Br. SISI)
Mahabaleshwar Building, Plot No. L-11, Industrial Estate, Yayyadi, Mangalore – 575003

MSME-Development Institute/Br. (Formerly Br. SISI)
C-1, Industrial Estate, M.S.K. Mill Road, Gulbarga – 585 102.

KERALA

MSME-Development Institute (Formerly SISI)
Kanjany Road, Ayyanthole, Thrissur – 680 003.

MSME-Development Institute/Br. (Formerly Br. SISI)
Nucleus Cell, Amini, Lakshadweep.

MADHYA PRADESH

MSME-Development Institute (Formerly SISI)
10, Industrial Estate, Polo Ground, Indore – 452 015.

MSME-Development Institute/Br. (Formerly Br. SISI),
7, Industrial Estate, Tansen Road, Gwalior.

MSME-Development Institute/Br. (Formerly Br. SISI),
Udyog Vihar, Chorhatta, Rewa – 486 006.

MAHARASHTRA

MSME-Development Institute (Formerly SISI)
Kurla Andheri Road, Saki-Naka, Mumbai – 400 072.

MSME-Development Institute/Br. (Formerly Br. SISI)
32-33, M.I.D.C., Industrial Area, Chikalthana, Aurangabad – 431 210.

MSME-Development Institute (Formerly SISI),
C.G.O. Complex, Seminary Hills, Nagpur – 440 006.

MANIPUR

MSME-Development Institute (Formerly SISI)
Takyelpat Industrial Estate, Imphal – 795 001.

MEGHALAYA

MSME-Development Institute/Br. (Formerly Br. SISI),
Lower Lachhumiere, Shillong – 793 001.

MSME-Development Institute/Br. (Formerly Br. SISI),
Hawakhana, P.O. Tura, West Garo Hills – 794 001.

MIZORAM

MSME-Development Institute/Br. (Formerly Br. SISI)
H. Thangamawizuala Building, Republic Road, Aizwal – 796 001.

NAGALAND

MSME-Development Institute/Br. (Formerly Br. SISI)
Industrial Estate, Dimapur – 797 112.

ORISSA

MSME-Development Institute (Formerly SISI)
Vikas Sadan, College Square, Cuttack – 753 003.

MSME-Development Institute/Br. (Formerly Br. SISI)
C-9, Industrial Estate, Rourkela – 769 004.

MSME-Development Institute/Br. (Formerly Br. SISI)
New Colony, P.O./Distt. Rayagada – 765 001.

PUNJAB

MSME-Development Institute (Formerly SISI)
Industrial Area – B, Ludhiana – 141 003.

RAJASTHAN

MSME-Development Institute (Formerly SISI)
22, Godown, Industrial Estate, Jaipur – 302 006.

SIKKIM

MSME-Development Institute (Formerly SISI)
P.O. Tadong, 31A, National Highway, Gangtok – 737 102.

TAMIL NADU

MSME-Development Institute (Formerly SISI)
65/1, G.S.T. Road, Guindy, Chennai – 600 032.

MSME-Development Institute/Br. (Formerly Br. SISI)

Plot No. 76, CGE Colony, Trichendur Road, Tuticorin – 628 003.

MSME-Development Institute/Br. (Formerly Br. SISI)
386, Patel Road, Ramnagar, Coimbatore – 641 009.

TRIPURA

MSME-Development Institute (Formerly SISI)
Hospital Road, Near Gandhi Ghat, Agartala – 799 001.

UTTAR PRADESH

MSME-Development Institute (Formerly SISI)
107, Industrial Estate, Fazalganj, Kanpur – 208 012.

MSME-Development Institute (Formerly SISI)
A-208, Kamla Nagar, Agra – 282 005.

MSME-Development Institute (Formerly SISI)
E-17/18, Industrial Estate, Naini, Allahabad – 211 009.

MSME-Development Institute/Br. (Formerly Br. SISI)
Chandpur Industrial Estate, Varanasi – 221 106.

UTTARANCHAL

MSME-Development Institute (Formerly SISI)
Kham Bangla Campus, Kaladungi Road, Haldwani – 263 139 (Nainital).

WEST BENGAL

MSME-Development Institute (Formerly SISI)
111-112, B.T. Road, Kolkata – 700 035.

MSME-Development Institute/Br. (Formerly Br. SISI)
R.N. Tagore Road, Police Line, Suri, Distt. Birbhum – 731 101.

MSME-Development Institute/Br. (Formerly Br. SISI)
Durgapur Industrial Estate, J.P. Avenue, Durgapur – 713 212.

MSME-Development Institute/Br. (Formerly Br. SISI)
3&4 Industrial Estate, Sevoke Road, Siliguri – 734 401(Darjeeling).

List of addresses of Field Offices (MSME Testing Centres/ MSME Field Testing Stations (Formerly MSME Testing Centres/Field Testing Stations))

MSME Testing Centres (Formerly RTCs)

1. MSME Testing Centres (Formerly Regional Testing Centre) (NR), Shaheed Captain Gaur Marg, Okhla, New Delhi – 110 020.
2. MSME Testing Centres (Formerly Regional Testing Centre) (ER), 111-112, B.T. Road, Kolkata – 700 035.
3. MSME Testing Centres (Formerly Regional Testing Centre) (SR), 65/1, G.S.T. Road, Guindy, Chennai – 600 032.
4. MSME Testing Centres (Formerly Regional Testing Centre) (WR), Kurla-Andheri Road, Saki Naka, Mumbai – 400 072.

MSME Testing Stations (Formerly Field Testing Stations (FTSs))

1. MSME Testing Stations (Formerly Field Testing Stations), Laboratory Building, Bais Godam, Jaipur (Rajasthan).
2. MSME Testing Stations (Formerly Field Testing Stations), 47-E, Industrial Area, Govindapura, Bhopal – 462 023 (M.P.)
3. MSME Testing Stations (Formerly Field Testing Stations), P-31, M.I.D.C., Shirol, Kolhapur – 416 122 (Maharashtra).
4. MSME Testing Stations (Formerly Field Testing Stations), SISI Complex, Rajaji Nagar, Bangalore – 560 044 (Karnataka).
5. MSME Testing Stations (Formerly Field Testing Stations), Industrial Estate, Sanatnagar, Hyderabad – 500 018.
6. MSME Testing Stations (Formerly Field Testing Stations), Industrial Estate, Changancherry – 686 106 (Kerala).
7. MSME Testing Stations (Formerly Field Testing Stations), Industrial Estate, Thattanchavadi, Pondicherry – 635 009.

List of addresses of Autonomous Bodies under MSME Development Institute

1. Indo-German Tool Room,
P-31, M.I.D.C., Industrial Area, Chikalthana, Aurangabad – 431 210.
2. Indo-German Tool Room,
Plot No. 5003, Phase IV, GIDC, Mehmedabad Road, Vatva, Ahmedabad – 382 445.
3. Indo-German Tool Room,
Plot No. 291/B O-302/A, Sector-E, Sanwer Road, Indore – 452 003 (M.P.).
4. Central Tool Room,
A-5, Focal Point, Ludhiana – 141 010.
5. Central Institute of Tool Design,
A-1 to A-8, A.P.I.E., Balanagar, Hyderabad – 500 037.
6. Central Tool Room & Training Centre,
B-35, Chandka Industrial Area, P.O. Patia, Bhubaneshwar – 751 031.
7. Indo-Danish Tool Room,
M-4 (Part), Phase VI, Tata Kandra Road, Gamharia, Jamshedpur – 832 108.
8. Central Tool Room & Training Centre,
Bon Hooghly Industrial area, Kolkata – 700 035.
9. Central Institute of Hand Tools,
G.T. Road, Bye-pass, Opp. Shaheed Bhagat Singh Colony, Jalandhar – 144 008.
10. Tool Room & Training Centre,
SISI Campus, 4th Floor, Bamuni Maidan, Guwahati – 781 021.
11. Process-cum-Product Development Centre,
Sports Goods Complex, Delhi Road, Meerut – 250 002.
12. Process-cum-Product Development Centre,
Foundry Nagar, Agra – 282 006.
13. Centre for the Development of Glass Industry,
A-1/1, Industrial Area, Jalesar Road, Firozabad – 282 203.
14. Fragrance and Flavour Development Centre,
P.O. Markand Nagar, Industrial Estate, Kannauj – 209 726.
15. Electronics Service & Training Centre (ESTC)
Kaniya, Ramnagar – 244 715, Distt. Nainital (Uttaranchal).
16. Institute for Design Electrical Measuring Instruments (IDEMI),
S.T.T. Marg, Chunabhatti, P.O. Sion, Mumbai – 400 022.

17. Central Footwear Training Institute,
Site 'C', 41-42, Sikandra Industrial Area, Agra – 282 007.
18. Central Footwear Training Institute,
65/1, G.S.T. Road, Guindy, Chennai – 600 032.

The powers and duties of MSME Development Institute officers and employees (Under section 4(1) (b) (ii) of Right to Information Act, 2005)

The Transaction of Business Rules seeks to define the authority, responsibility and obligations of each department in the matter of disposal of business allotted to it. While providing that the business allotted to a department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its committees for prior approval; and
- (b) The circumstances in which the department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

II. O/o DC(MSME) was set up in 1954 to serve as the apex and nodal agency for formulation and implementation of policies and programmes for the promotion and development of small scale industries sector and is an attached office under the Ministry of Small Scale Industries. The Development Commissioner (MSME) heads it. It carries out its functions through a network of field institutions such as MSME, MSMEs Testing Centres (formerly RTCs) etc. DC(MSME) is the Head of Department. He is the Principal Adviser to the Ministry of MSME on all matters of policy pertaining to MSME sector. Some of his powers have been delegated to Additional Development Commissioner (ADC) and Joint Development Commissioner (JDC)/Director (Administration.) in Hqrs. Office.

Each MSME/Dis/TCs is headed by an officer of the rank of Director (Deputy Secretary level in Government of India), declared as Head of Office for that particular office.

The Head of Department /Head of Office are responsible to carry out the main functions of office as per the directions of the Government.

III. O/o DC(MSME) carries out both technical and non-technical functions. Accordingly, it recruits both technical and non-technical officers. The structure of technical posts in DC(MSME) is as under:

1. ADC (Technical)
2. Industrial Adviser
3. Additional Industrial Adviser
4. Director
5. Deputy Director
6. Assistant Director (Grade.I)
7. Assistant Director (Grade.II)
8. Investigator
9. Skilled Worker (Grade.I)
10. Skilled Worker (Grade.II)

IV The financial powers of Head of Department and Head of Office are outlined in Delegation of Financial Power Rules (DFPR), 1978. The General Financial Rules lay down the procedure to be followed for exercising the powers available in DFPR. The administrative powers are contained in Financial Rules/Service Rules, Leave Rules, etc.

These rules are available at the websites of the Ministry of Finance and Department of Personnel and Training.

The administrative and financial powers in the day-to-day management of the office are vested with Head of Department /Head of Office. The technical officers in DC(MSME) enjoy neither financial powers nor administrative powers unless otherwise they are declared as Head of Department/Head of Office. The duties of the technical officers are as under:

(i) ADC (Technical) :

1. To provide effective management control at appropriate level over various technical cadres/Division and 58 field institutions of the Organization.
2. To frame and finalise the plan schemes concerning MSMEs, for obtaining approval of SFC/EFC/CCEA.
3. To monitor the implementation of plan scheme by various Technical Division of the Organization.
4. To act as a member of the Governing Council of the 18 autonomous bodies.
5. To scrutinize the plan proposals of the autonomous bodies, before putting up for Govt.'s approval.
6. To monitor the implementation of plan schemes by 18 autonomous bodies.
7. To review the performance of autonomous bodies periodically.
8. To process cases regarding appointments of Chief Executive Officers of the autonomous bodies for Govt.'s approval.
9. To scrutinize the management related proposals/technical proposals received from autonomous bodies, before putting up for approval of AS & DC (MSME) in his capacity as Chairman, Governing Council.
10. To represent Ministry of MSME on High Level Technical Committees constituted by other administrative ministries.
11. To render technical opinion to the administrative Ministries in the matter of foreign collaboration proposals, import of technology, Project import Certification, Evaluation of input output norms for exports.
12. To support and provide technical assistance to the administrative Ministries in the matter of Parliament Questions, rationalization of tariffs and fiscal incentives, inter-action with various Development councils, Apex Level Confederation like CII etc.
13. To carry out special studies on specific project or group of industries for the purpose of upgradation of technology, quality improvement, energy conservation, pollution control, utilization of waste material through recovery and the like.
14. To render advice and assistance as needed by the entrepreneurs, financial Institutions and trade promotional bodies etc.

(ii) Industrial Adviser/Additional Industrial Adviser:

1. To advise in formulation of policies for the promotion and development of small scale sector, viz. policy for reservation/de-reservation, technology upgradation, programmes, quality management systems, energy conservation, pollution control, Government purchase programmes, raw material assistance and marketing supports, etc.
2. Planning and executing work related to Entrepreneurs Development Programmes, Vendor Development Programmes, and Sub-contracting Exchanges etc. through DC(MSME)'s outfits.
3. Planning and creating technical documents and data base to small scale industries entrepreneurs, viz. Project Profiles, Industry Studies, Cluster Studies, source of supplies of various inputs for small scale industries sector etc.

4. Planning and implementation of Ozone Depleting Substance (ODS) phase out programme as per the Montreal Protocol for small scale industries sector in association with Ministry of Environment & Forest.
5. Coordinating with Bureau of Indian Standards in formations/amendment of standard. Also monitoring Quality Control Order on Electrical Appliances.
6. Assisting and coordinating with small-scale industries sector and its associations on rationalization of tariffs, be it excise duty or custom duty or other taxes.
7. Appraisal of Industrial License, Foreign Collaborations, Industrial Entrepreneurship Memorandum (IEM), Foreign Investment Promotion Board, 100% Export Oriented Unit (EOU) proposals from small scale industries angle.
8. Technical advice on Export Import policy, Input-Output norms, Import License & Advance License mainly concerning small-scale sector.
9. Entrepreneur's guidance on technology related issues.

(iii) Director/Deputy Director:

1. To maintain close contact with the Small Scale Industries and advise the industry in various areas of production, marketing, technology upgradation, credit facilities, energy conservation, pollution control, etc.
2. To conduct various entrepreneurship development programmes, skill development programmes, management development programmes, motivational campaigns, training programmes for the purpose of development of entrepreneurship.
3. To organize local meets towards promotion of MSME products and vender development.
4. To prepare input/output norms.
5. To prepare and evaluate quality standard.
6. To prepare Project Profiles.
7. To participate in expert committees.

(iv) Assistant Director (Grade I)/(Grade II):

1. To advise the Industry on various promotional aspects i.e. providing project profiles for setting up of small-scale units.
2. To conduct industrial trainings for Entrepreneurship Development & advising the industry regarding modern industrial management techniques and quality standards, Intellectual Property Rights etc.
3. Implementation of Policies and schemes in regard to development of small-scale sector.
4. To maintain close coordination with Industry i.e. Small Scale Sector at large and State Governments, District Industry Centres etc. and to suggest improved techniques of production, quality and proper handling of material and improved method of working to small scale units.

(v) Investigator/Skilled Workers etc.

To collect data from industries and operate various mechanical machines in the workshops/Labs attached to MSMEDIs/TCs/TSSs.

V Following are the non-technical posts in DC(MSME) and the duties attached thereto:-

- (a) **Additional Development Commissioner (ADC)** - is in charge of Economic Analysis/Statistics & Data Bank and Planning Wings of DC(MSME). ADC is entrusted with the maximum measure of independent functioning and responsibility in

respect of all business falling within his wings subject to the general responsibility of DC (SSI) for the administration of the wing as a whole.

(b) **Joint Development Commissioner (JDC)/Director** – He acts on behalf of DC(MSME). He holds charge of Divisions and is responsible for the disposal of the business being dealt within the Divisions under his charge. He should ordinarily be able to dispose of the majority of the cases coming upto him on his own. He will use his discretion in taking orders of the DC(MSME) on more important cases either orally or by submission of paper

(c) **Deputy Director** – Work comes to him from the Divisions under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Director/JDC or higher officers on important cases.

(c) **Section Officer** –

(d)

A. General Duties -

- (i) Distribution of work among the staff as evenly as possible.
- (ii) Training, helping and advising the staff.
- (iii) Management and co-ordination of the work.
- (iv) Maintenance of order and discipline in the section.
- (v) Maintenance of a list of residential addresses of the Staff.

B. Responsibilities relating to Dak –

- (i) To go through the receipts;
- (ii) To submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) To keep a watch on any hold up in the movement of dak; and
- (iv) To scrutinize the section diary once a week to know that it is being properly maintained.

C. Responsibilities relating to issue of drafts:

- (i) To see that the draft is letter-perfect, i.e., all corrections have been made before it is marked for issue;
- (ii) To indicate whether a clean copy of the draft is necessary;
- (iii) To indicate the number of spare copies required;
- (iv) To check whether all enclosures are attached;
- (v) To indicate priority marking;
- (vi) To indicate mode of dispatch.

D. Responsibilities for efficient and expeditious disposal of work and checks on delays :

- (i) To keep a note on important receipt with a view to watching the progress of action;
- (ii) To ensure timely submission of arrear and other returns;

- (iii) To undertake inspection of Assistants' tables to ensure that know paper or file has been over looked;
- (iv) To ensure that cases are not held up at any stage;
- (v) To go through the list of periodically returns every week and take suitable action on items requiring attention during next week.

E. Independent disposal on cases:

He should take independently action of the following types: -

- (i) Issuing reminders;
- (ii) Obtaining or supplying factual information of a non-classified nature;
- (iii) Any other action, which a Section Officer is authorized to take independently.

F. Duties in respect of recording and indexing:

- (i) to approve the recording of file and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) Ensuring proper maintenance of registers required to be maintained in the section.

G. Ensuring proper maintenance of reference books, office orders, etc. and keeping them up-to-date.

H. Ensuring neatness and tidiness in the section.

I. Dealing with important and complicated cases him.

J. Ensuring strict compliance with Departmental Security instructions.

(e) Assistant/Upper Division Clerk: -

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him.

Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases, he will put up a note keeping in view the following points:-

- (i) To see whether all facts as are open to check have been correctly stated;
- (ii) To point out any mistakes or mis-statements of the facts;
- (iii) To draw attention where necessary to precedents or rules and regulations on the subject;
- (iv) To put up the guard file, if necessary, and supply other relevant facts and figures;
- (v) To bring out clearly the question under consideration and suggest a course of action wherever possible.

(f) Private Secretary/Personal Assistant/Stenographer: -

He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his

Personal Assistant for routine jobs so as to have more time to devote himself to the work in which he has specialized. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an assistant to the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.

Some of the more specific functions are enumerated below –

- (i) Taking dictation in shorthand and its transcription in the best manner possible.
- (ii) Fixing up of appointments and if necessary canceling them.
- (iii) Screening the telephone calls and the visitors in a tactful manner.
- (iv) Keeping an accurate list of engagements, meetings, etc., and reminding the officer sufficiently in advance for keeping them up.
- (v) Maintaining in proper order the papers required to be retained by the officer.
- (vi) Keeping a note of the movement of files passed by his officer and other officers, if necessary.
- (vii) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- (viii) Carrying out the corrections to the officer's reference book.
- (ix) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.

- (g) **Lower Division Clerk** – Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of dak, maintenance of section diary, file register, file movement register, indexing and recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference book, and submission of routine and simple draft, etc.

**The procedure followed in the decision making process including channel of supervision and accountability
(Under section 4(1) (b) (iii) of Right to Information Act, 2005)**

The term decision has been defined as the act of deciding. The decision-making is thus a deliberate act. It may have short range or long-range ramifications.

In order to carry out the functions, an officer is to do a lot of decision-making in financial, administrative and policy matters including technical nature. For efficient management of the office, it is necessary that there exist a system to ensure speedy and correct decision making process. Some procedures have to be observed for this. These principles/procedures are: -

1. General Principles -

- 1) An officer will himself initiate action on as many receipts as possible, keeping in view the priority requirements.
- 2) Number of levels at which a case is examined will be reduced to the minimum.
- 3) Paper work will be kept at an essential minimum.
- 4) Least possible time will be taken for examination and disposal of cases.
- 5) While disposing of cases, an officer will aim at optimizing the quality as well as the quantity of work performed by him.

2. Action by dealing hand – The dealing hand will –

- 1) Go through the receipts and separate urgent receipts from the rest.
- 2) Enter the receipts in the assistant's diary.
- 3) Deal with the urgent receipts first.
- 4) Check enclosures and if any is found missing, initiate action to obtain it.
- 5) See whether any other section is concerned with any part or aspect of a receipt and, if so, send copies or relevant extracts to that section for necessary action.
- 6) Bring the receipts on to a current file if one already exists or open a new file.
- 7) File papers in chronological order from left to right.
- 8) Assign the receipt page number(s) and a serial number.
- 9) Docket the receipts and reproduce on the notes portion of the file remarks, if any, made by an officer on the receipt.
- 10) With the help of file registers, indexes, precedent book, standing guard files, reference folders, locate and collect other files or papers, if any, referred to in the receipt, or having a bearing on the issues raised therein.
- 11) Identify and examine the issues involved in the case and record a note.
- 12) Arrange and reference papers in the case properly.
- 13) Where necessary, attach a label indicating the urgency grading appropriate to the case.
- 14) Put up the case to the appropriate higher officer; and
- 15) Indicate the date of submission in the assistant's diary.

3. Action by Section In-charge – The Section in-charge will –

1. Scrutinize the note of the dealing hand.
2. Finally dispose of routine cases.
3. Take intermediate routine action.
4. Records, where necessary, a note setting out his own comments or suggestions; and
5. Submit the case to the appropriate higher officer.

4. Examination by section – When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put up without any elaborate note. In other cases, the section, while putting up a case, will

1. See whether all the statements, so far as they are open to check, are correct;
2. Point out mistakes, mis-statements, missing data or information, if any;
3. Draw attention, where necessary, to the statutory or customary procedure and point out the relevant law and rules;
4. Furnish other relevant data or information available in the department, if any;
5. State the questions for consideration and bring out clearly the points requiring decision;
6. Draw attention to precedents;
7. Evaluate relevant data and information; and
8. Suggest, where possible alternative courses of action for consideration.

5. Standard Process Sheets - For dealing with cases of repetitive nature, e.g., sanctioning of leave/GPF advances, forwarding of applications, etc., standard process sheets given in the Handbook of House Keeping Jobs issued by the Department of Administrative Reforms and Public Grievances are being used. No notes will be recorded in such cases. In respect of substantive matters, dealt with by the departments standard process sheets on similar lines are being used.

6. Level of disposal and channel of submission –

(1) An officer above the level of Section Officer will take action on a case in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases.

(2) As far as possible it will be ensured that the number of level is reduced to minimum.

(3) Wherever level jumping is done in accordance with the departmental instructions in respect of any category of cases, each such case will pass through on its return, all the levels in the prescribed channel of submission.

7. Direct submission of cases by senior assistants -

(1) An assistant in a conventional section who has more than five years service in the grade including at least six months in the concerned section can submit all his cases direct to the Branch Officer. In appropriate cases, assistants with less than five years service in the grade is also permitted to submit cases direct to Branch Officer.

(2) All the cases directly submitted by assistants to the Branch Officer will, as a rule, go back to the assistants through the Section Officer. The Section Officer is free to bring to the notice of the Branch Officer any omission or flaws in the submission of cases or the decisions taken and thus give an opportunity to the Branch Officer to reconsider the matter.

8. Examination by Officer -

(1) An officer will regularly discuss with his staff to decide the course of action to be taken on various cases. Normally, a single note will be put up to the decision making level after the line of action is decided.

(2) For dealing with important problem solving issues, the technique of paper rating may be used. This involves entrusting an officer or a Group of Officers with preparing a comprehensive paper which will be put up straight to the decision making level. The paper will contain the background to the problem, issues arising out of it, precedents if any, analysis of all relevant facts and recommendations.

9. Departure from normal procedures or rules – In every case where a major or minor infraction, other than trivial, of the existing procedures or rules is sought to be made, it shall be the responsibility of the decision making authority to ensure that reasons are set out in writing, warranting such a departure from the rules or procedures.

10. Running summary of facts – To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labeled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officer within a department. It should be kept up-to-date, whenever further developments take place.

11. Guidelines for noting –

- (1) All notes will be concise and to the point. Lengthy notes are to be avoided.
- (2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- (3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding notes, he will merely append his signature.
- (4) Any officer, who has note upon a file on which a running of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- (5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note.
- (6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister. Such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.
- (7) If apparent errors or mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticized, care should be taken to couch the observations in courteous and temperate language free from personal remarks.
- (8) When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in sectional notes; such notes will each begin with a list of the major points dealt with therein.
- (9) Notes and orders will normally be recorded on note sheets.
- (10) The dealing hand will append his full signatures with date on the left below his note. An officer will append his full signatures on right hand side of note with name, designation and date.

(11) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendation for action.

12. Modification of notes or orders

(1) Senior officers should not require any modification in, or replacement of, the notes recorded by their junior once they have been submitted to them. Instead the higher officers should record their own notes giving their views on the subject, where necessary, correcting or modifying the facts given in earlier notes. In any case the replacement or modification of the notes, which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.

(2) Pasting over a note or a portion of it to conceal what has been recorded is not desirable. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice a subsequent note may be recorded keeping the earlier note intact.

(3) Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or wrong facts or wrong interpretation of rules due to misunderstanding, such a withdrawal may have also legal implications. In all such cases, in addition to consulting the Ministry of Law, wherever necessary, such a withdrawal should be permitted only after the approval of an officer higher than the one who took the original decision, has been obtained and reasons for the reversal or modification of the earlier decision have been duly recorded on the file.

13. Noting on files received from other departments.

(1) If the reference seeks the opinion, ruling for concurrence of the receiving department and requires detailed examination, such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commenting upon the reference. The officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case he may direct that the note in question or a specified portion thereof may be reproduced on the main file for communication to the department concerned. In the latter case, he will record a suitable note on the main file itself. In either case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving department before the file is retained to the originating department.

(2) The department will open subject wise files each year in which such routine notes will be kept. The inter-departmental note recorded on the file of the originating department will bear the subject file number to facilitate filing of papers and their retrieval for future reference.

(3) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the file straight away.

(4) Where a note on a file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned.

14. Aids to processing

(1) To facilitate processing of cases, each section will develop and maintain the following records for important subjects dealt with by:-

- a) Standing guard files;
- b) Standing notes,
- c) Precedent book;
- d) Standard process sheets; and
- e) Reference folders containing copies of circulars etc.

(2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each section maintains, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature.

(3) The documentation-cum-reference system will include reference material peculiar to the needs of the functional sections and consciously developed information system to act as an aid to policy formulation, review and operational decisions.

15. Oral discussions

(1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant files by the officer authorizing action.

(2) All discussions/instructions/decisions, which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the Government is not clear or where some important departure from the prescribed policy is involved over where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned is an important one.

16. Oral instructions by higher officers

(1) Where an officer is giving direction for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions, he should follow it up by a return confirmation at his earliest.

(2) An officer shall, in the performance of his official duties, or in the exercise of the powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior. In the latter case, he shall obtain the direction in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain return confirmation of the directions as soon, thereafter as possible. If the officer giving the instructions is not his immediate superior but one higher to him in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

17. Oral orders on behalf of or from Minister

(1) Whenever a Member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.

(2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the Secretary (or head of the department where the officer concerned is working in or under a non-secretariat organization).

(3) If any officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Secretary (or the head of the department in case he is working in or under a non-secretariat organization). About the line of action to be taken, stating clearly that the oral instructions are not in accordance with the norms, rules, regulations or procedures.

18. Confirmation of oral instructions –

(1) If an officer seeks confirmation of an oral instruction given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(2) Receipt of communications from junior officers seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

19. Examination and progressing of cases in which two or more authorities are consulted –

Where two or more State Governments, Central Departments or other authorities are simultaneously consulted, the examination and, where necessary, tabulation of the replies will ordinarily be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date.

20. Filing of papers –

(1) Papers required to be filed will be punched on the left hand top corner and tagged on to the appropriate part of the file, viz., notes, correspondence, appendix to notes and appendix to correspondence in chronological order, from left to right, the latest being at the bottom.

(2) Normally, each part of the file will be placed in a separate file cover. Where, however, 'notes' and 'correspondence' are not bulky, both may be placed in a single file cover by tagging the correspondence portion onto the right side of the cover and the notes portion onto the left side of the same cover. Similarly, both the appendix to notes and appendix to correspondence may be filed in a single file cover, if they are not bulky.

(3) Routine receipts and issues (e.g., reminders, acknowledgements) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.

(4) When either the 'notes' or the 'correspondence' portion of a files becomes bulky (say, exceeds 100 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.

21. Arrangement of papers in a case. – The papers in a case will be arranged in the following order from top downwards: -

- (1) Reference book;
- (2) Notes portion of the current file ending with the note for consideration;
- (3) Running summary of facts;
- (4) Draft for approval, if any;

- (5) Correspondence portion of the current file ending with the latest receipt or issues, as the case may be;
- (6) Appendix to notes and correspondence;
- (7) Standing guard file, standing note or reference folder, if any;
- (8) Other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;
- (9) Recorded files, if any, arranged in chronological order, the latest being placed on the top; and
- (10) Routine notes and papers arranged in chronological order and placed in a separate cover.

22. Referencing –

- (1) Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.
- (2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the right top corner of its first page.
- (3) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'F.R.'. In no circumstances, will a slip, other than 'PUC' and 'FR', be attached to any paper in a current file. If there are more than one F.R. they should be flagged separately as F.R.I. F.R. II, so on and I.
- (4) In referring to the papers flagged 'PUC' or FR, the relevant page numbers will be quoted invariably in the margin. Their page numbers will refer to other papers in a current file only.
- (5) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilations are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip. E.g. A/23n, A/17c, and so on.
- (6) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page number, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief titles together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slip used, will be indicated in the margin.
- (7) Rules or other compilations, referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.
- (8) The reference slips will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

23. Linking of files –

- (1) if the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required

for reference in dealing with another current file unless a copy of the paper can be conveniently placed on that first file.

- (2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- (3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

24. Use of urgency grading –

- (1) The two urgency gradings authorized for use on cases are 'Immediate' and 'Priority'.
- (2) The label 'Immediate' will be used only in cases requiring prompt attention. Amongst the rest, the 'Priority' label will be used for cases which merit disposal in precedence to others of ordinary nature.
- (3) Where Lok/Rajya Sabha labels for questions, motions, bills are used, it will not be necessary to use, in addition, 'Immediate' or 'Priority' label.
- (4) The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and where necessary, revised. This is particularly important for cases proposed to be referred to other departments.

**The norms for the discharge of functions
(Under section 4(1) (b) (iv) of Right to Information Act, 2005)**

All the Officers and Staff members of this Office contain the norms for the discharge of the functions that have to be followed in the Rules and the decisions of the Government of India, which are to be scrupulously followed,. Among the norms on which emphasis generally is laid are the following:

- (i) The normal hours of attendance are 9.00 A.M. to 5.30 P.M. on all working days.
- (ii) Office will remain closed on all Saturdays, Sundays and other holidays declared by the Government.
- (iii) Every member of the staff is expected to be in his/her seat and to start work by 9.00 A.M. unless he/she has previously obtained special permission for late attendance.
- (iv) Attendance register as prescribed in the Manual of Office Procedure will be maintained in each Section.
- (v) Every member of the staff should, on arrival, enter in ink clearly his initial together with the time of arrival against his/her name.
- (vi) Every member of the staff should record his/her initial with time of departure while leaving office.
- (vii) The administrative authorities for the enforcement of punctuality should take strict measures.
- (viii) Surprise visit by the Head of Organisation and other senior officers to the various sections may be carried out to ensure that the attendance is regular and that there are no arrears of work and that efficiency, neatness and tidiness are generally maintained.
- (ix) The lunch hour must be scrupulously examined.
- (x) A list of the addresses of all officers and members of the staff should be maintained up-to-date in the administration section.
- (xi) Each member of the staff is responsible for the work assigned to him/her.
- (xii) Each member of the staff is responsible for all official papers and articles belonging to the office, which are entrusted to him/her for official use.
- (xiii) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence to exercise in respect of expenditure of his/her own money.
- (xiv) The expenditure should not be prima-facie more than the occasion demands.
- (xv) No authority would exercise its powers of sanctioning expenditure to pass an order, which will be directly, or indirectly to its own advantage.
- (xvi) Expenditure from public money should not be incurred for the benefit of a particular person or section of the people unless a claim for the amount could be enforced in a court of law or the expenditure is in pursuance of a recognized policy or custom.
- (xvii) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.
- (xviii) The authority concerned will have to keep the public interest uppermost in its mind while making a procurement decision.
- (xix) All orders conveying sanctions to expenditure of a definite amount or up to a specific limit should express the amount of expenditure sanctioned both in words and figures.
- (xx) Each staff member should maintain absolute integrity at all times.
- (xxi) Each staff member should maintain absolute devotion to duty at all times.
- (xxii) Each staff member should render prompt and courteous service to the public.
- (xxiii) Each staff member should maintain political neutrality.

- (xxiv) Each staff member should observe courtesy and consideration to Members of Parliament and State Legislatures.
- (xxv) Each staff member should act in accordance with Government rules, Regulations and Policies.
- (xxvi) The authority concerned should ensure that the benefit under the schemes being operated by the office is given only to those SSI units having permanent registration.

**The rules, regulations instructions etc. held by DC(MSME) or under its control or used by its employees for discharging its functions
(Under section 4(1)(b)(v) of Right to Information Act, 2005)**

The rules, regulations and other records held by Hqrs. Office of DC(MSME) are as under:

- (i) The Interest on Delayed Payments to Small Scale and Ancillary Industrial Undertakings (Amendment) Act, 1998.
- (ii) Recruitment Rules, as under:

Sl.No.	Short Title
1.	Small Scale Industries Organisation [Class I and II (gazetted) posts] Recruitment Rules, 1962
2.	Small Industries Development Organisation (Group A-Posts) Recruitment Rules, 1977
3.	Ministry of Industry, Small Industry Development Organisation Group 'A' and Group 'B' Posts Recruitment Rules, 2000
4.	Ministry of Industry, Small Industry Development Organisation Group 'A' and 'B' (Gazetted) Posts Recruitment Rules, 1996
5.	Ministry of Industry, Small Industry Development Organisation Group 'A' and 'B' Posts Recruitment Rules, 1996
6.	Ministry of Small Scale Industries, Small Industry Development Organisation the Deputy Director (Chemical) Recruitment Rules, 2002
7.	The Junior Officers and Investigators (Small Scale Industries Organisation) Recruitment Rules, 1962
8.	The Small Industries Development Organisation (Small Industry Promotion Officer)(Food Preservation) Recruitment Rules, 1980
9.	The Small Industries Development Organisation (Small Industry Promotion Officer (Electronics) Recruitment Rules, 1983
10.	The Small Industries Development Organisation (Assistant Programmer) Recruitment Rules, 1983
11.	Ministry of Industry, the Small Industries Development Organisation (Senior Hindi Translator) Recruitment Rules, 1983
12.	The Technical Officer (Machine Shop) and Technical Officer (Chemical Laboratory) Recruitment Rules, 1990
13.	Small Industry Promotion Officer (Hosiery) (Small Scale Industries Organisation) Recruitment Rules, 1996
14.	Small Industry Promotion Officer (Hosiery) (Small Scale Industries Organisation) Recruitment Rules, 1996
15.	The Small Industries Development Organisation (Group 'C' and 'D' posts) Recruitment Rules, 1980
16.	The Small Industries Development Organisation Investigator (Electronics) Recruitment Rules, 1980
17.	The Small Industries Development Organisation Investigator (Food) Recruitment Rules, 1980
18.	The Small Industries Development Organisation (Junior Hindi Translator) Recruitment Rules, 1982

19.	The Investigator (Small Industries Development Organisation) Recruitment Rules, 2000
20.	The Ministry of Small Scale Industries, the Small Industries Development Organisation Junior Hindi Translator, Group 'C' Posts, Recruitment Rules, 2002
21.	The Ministry of Small Scale Industries, the Small Industries Development Organisation Investigator (Economic Investigation), Group 'C' Posts, Recruitment Rules, 2002
22.	The Ministry of Small Scale Industries, the Small Industries Development Organisation Senior Hindi Translator, Recruitment Rules, 2003
23.	The Ministry of Small Scale Industries, Small Industries Development Organisation, Small Industry Promotion Officer (Economic Investigator), Group 'B' Posts, Recruitment Rules, 2004
24.	The Ministry of Small Scale Industries, the Small Industries Development Organisation, Group 'B' Posts Recruitment Rules, 2004

The above rules regulate recruitment to Group A, B, C & D posts in DC(MSME).

In addition, this office also follows rules, regulations, instructions, orders, etc. issued by various Ministries/Departments, in the day-to-day management of its affairs.

**A statement of the categories of documents that are held by DC(MSME) or under
its control
(Under section 4(1)(b)(vi) of Right to Information Act, 2005)**

The categories of documents that are held by this office is as under:

1. Constitution of India.
2. Government of India (Allocation of Business) Rules.
3. Government of India (Transaction of Business) Rules.
4. Authentication (Orders and Other Instruments) Rules.
5. 'Procedure in regard to submission of cases to the cabinet' issued by the Department of Cabinet Affairs.
6. Official Languages Act and Instructions issued thereunder.
7. Rules of procedure and conduct of business in Lok Sabha.
8. Directions by the Speaker under the rules of procedure and conduct of business in Lok Sabha.
9. Rules of procedure and conduct of business in Rajya Sabha.
10. 'Procedure to be followed by Ministries in connection with Parliamentary work' issued by Lok Sabha Secretariat.
11. Departmental security instructions issued by the Ministry of Home Affairs.
12. 'Channel of communication between the Government of India and State Governments on the one hand and Foreign and Commonwealth Governments or their Missions in India, Heads of Indian Diplomatic Missions and Posts abroad and United Nations and its specialized Agencies on the other' issued by the Ministry of External Affairs.
13. Standardised functional file index including its file numbering system relating to establishment, finance, budget and account, office supplies and services and other house keeping jobs common to all departments, issued by the Department of Administrative Reforms and Public Grievances.
14. Schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances.
15. Manual for Handling Parliamentary work in Ministries.
16. Manual of Office Procedure.
17. Annual Reports of the Ministries/Departments of the Government of India.

Apart from above, copies of Acts, Rules, Orders and instructions concerning the subjects being dealt with by this office are also maintained. This office also maintains a host of technical books required for its efficient functioning. Further, the following records relating to the important subjects dealt with in this office are also developed and maintained for facilitating processing of cases: -

- (a) Standing guard files;
- (b) Standing notes;
- (c) Precedent book;
- (d) Standard process sheets; and
- (e) Reference folders containing copies of circulars, etc.

**The particulars of any arrangement that exists for consultation with
orrepresentation by the members of the public in relation to theformulation of its
policy or implementation thereof
(Under section 4(1) (b) (vii) of Right to Information Act, 2005)**

There exists a non-statutory body in the form of NBMSME, under the Chairmanship of the Union Minister MSME, which apart from members from Central/State Government Ministries/Departments/Institutions has members from the national and state level industry associations. The main function of the Board is to advise the Government on all policy matters relating to the development of small-scale industries.

2. Even at State/Union Territory level there exists NBMSME like mechanism, which provides platform for state level associations and other related with the development and promotion of the MSME-sector within the State.

3. There also exists a Department related Parliamentary Standing Committee, who meets periodically to review the policies and programmes and action taken on its recommendations on different issues relating to the MSME Sector from time to time.

4. In addition this office coordinates and interacts with different industry associations/stakeholders while finalizing any policy issue pertaining to the development and promotion of the tiny and small enterprises. Moreover, during the annual convention of the MSME, the associations and the people of repute from MSME are invited to participate so as to benefit from their viewpoint on different issues concerning this Sector.

5. This Organisation conducts subject related sensitization programmes wherein the people belonging to the sector are apprised and informed about the existing policies and programmes at different level and other issues relating to the MSME. These include sensitization programmes like World Trade Organisation including implication of globalisation and Governments measures, patent related issues, etc. The views expressed at such fora and other fora are taken care of while framing/modifying policies and programmes.

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to public or the minutes of such meetings are accessible for public
(Under section 4(1)(b)(viii) of Right to Information Act, 2005)**

The various Boards/Committees constituted and functioning in this office are as follows:

- (i) National Board for MSME (NBMSME).
(The Board advises the Government on policy matters and promotional schemes relating to the development of Small Scale Industries.)
- (ii) State Level Advisory Boards for Micro, Small & Medium Enterprises (MSME).
(To advice on issues concerning small scale industries specially State related matters including functioning of District Industries Centres (DICs), SISIs and other promotional agencies under Development Commissioner Micro, Small & Medium Enterprises [(DC(MSME)].)
- (iii) High Powered Committee for Integrated Infrastructure Development Scheme
(The Committee considers projects appraised and recommended by Small Industries Development Bank of India (SIDBI) and accords approval and sanction for implementation of the scheme.)
- (iv) Steering Committee for Small Industry Cluster Development Programme.
(The Committee considers all project proposals for cluster development and accords approval/sanction.)
- (v) Implementation Committee for Small Industry Cluster Development Programme.
(This Committee supervises the implementation of the projects taken up under the Programme.)
- (vi) Steering Committee to implement the National Programme for Development of the Stone Industry.
(The Committee monitors, guides and supervises the programme.)
- (vii) Steering Committee to implement the National Programme for the Development of Indian Machine Tools Industries in collaboration with United Nation Industrial Development Organisation (UNIDO).
(The Committee monitors, guides and supervises the programme.)
- (viii) Steering Committee on National Programmes for Development of Indian Toy Industry.
(The Committee monitors, guides and supervises the programme.)
- (ix) Steering Committee on National Programmes for Development of Indian Lock Industry.
(The Committee monitors, guides and supervises the programme.)
- (x) Steering Committee for the National Projects on Promoting Energy Efficiency in Hand Tools SSI sector in India.
(The Committee monitors, guides and supervises the programme.)
- (xi) Steering Committee for approval of setting up Sub-Contracting Exchanges (SCX) by industries associations/Non Government Organisations.
(The committee scrutinizes the proposals and makes recommendations for the amount to be released to each SCX)
- (xii) SSI-Market Development Assistance Committee.

- (The Committee considers and accords approvals on proposals for reimbursement of expenditure incurred by individuals/industries associations for bar coding, market study, participation in overseas fairs, etc.)
- (xiii) Steering Committee for reimbursement of ISO-9000 certification expenses
(The Committee considers applications for reimbursement of expenditure incurred by SSI units for ISO-9000 certification and accords approval for release of funds to the applicants.)
 - (xiv) National Level Selection Committee for National Award for (i) small entrepreneurs, (ii) for Research & Development effort in SSI and (iii) quality products in small-scale sector.
 - (xv) Governing and Technology Approval Board (GTAB) – for Credit Linked Capital Subsidy Scheme for Technology Upgradation for Small Industries.
(The Committee monitors the scheme and also identifies new technologies to be covered under the scheme.)
 - (xvi) Official Language Implementation Committee
(This Committee monitors the progress of implementation of Official Language in the office.)
 - (xvii) Small Enterprise Network (SENET) Implementation Committee.
(This Committee monitors the progress of office automation and matters relating to e-governance.
 - (xviii) Steering Committee for Trade Related Entrepreneurship Assistance Development (TREAD) Scheme for Women.
(This Committee examines and approves the Government of India grants to be given to NGOs for capacity building in the TREAD Scheme for Women)

The meetings of the above Committees are neither open to public nor their minutes are accessible to them.

**Directory of DC(MSME) officers and employees
(Under section 4(1)(b)(ix) of Right to Information Act, 2005)**

R.No.	Name S/Shri	Designation	Telephone No. Official.	
			Direct	PABX
702 NB	Madhav Lal	AS & DC (MSME)	23061176 Fax: 23062315	2436
703 NB	A. Haridas	PS to AS & DC	- do -	2436
721 NB	K.S. Ludu	ADC	23061847 Fax: 23061017	2477
738 A	Ms. Kiran Jolly	PS to ADC	- do -	2456
717 NB	Sunita Chhibba	ADC & EA	23061069 Fax: 23061611	2422
706 NB	Ms. Kailash Gosain	PS to ADC & EA	- do -	2434
715	H. S .Meena	JS & ADC	23062694 Fax: 23061972	2424
708	Naveen Kumar Vashist	PS to JS & ADC	- do -	2466
710 B	Ms. Radha Venkatraman	PS to I.A. (IT/E & TR)	- do -	2462
706	J.C. Gupta	PA to IA (Modn.)	- do -	2434
708	O.P. Bhatia	PA to Industrial Adviser (ISO)	- do -	2466
718	Abhay Bakre	Joint Development Commissioner	23061091 Fax: 23061430	2421
708 A	I.S. Saini	PA to JDC	- do -	2463
712	Dharmendra Prakash	Joint Development Commissioner	23062119 Fax: 23062241	2427
709 A	Shyam Sunder	PS to JDC	- do -	2439
723	Niranjan Naik	Addl. Industrial Adviser	23061197	2480
723	Y.N. Dhamija	PS to Addl. Industrial Adviser	- do -	- do -
724	Praveen Mahto	Addl. Economic Adviser	23062230 Fax: 23061472	2479
706	C. Ghosh	PA to Director (BMC)	- do -	2434
730	D. Bandyopadhyay	Director (IC&CD)	23062237	2470
733	Izzatullah	Director (Chem.)	23061198	2482
AGCR dg.	Deepak Goyal	Director (S & D)	23702346 Fax: 23702347	---
IFC (F)	Harish Anand	Director (IFC/PUB)	23062219	2497
723 A	R.K. Rai	TR (II)	23062561	2489
723 A	Anil Kumar	IPR/CD	23062561	2489
AGCR	S. Muthusamy	Director (EP & M)	23702346	---

dg.				
AGCR Bldg.	Ms. Jayasree M.G.	S & D Division	23702346	---
701	J.P. Singh	Technical Director (NIC)	23062489	2488
732	Vijay Kumar	SISI	23061461	2472
701	S.K. Gupta	Scientist (NIC)	23062489	2488

DEPUTY DIRECTORS				
728	C.S. Kaushik	Planning	23061932	2483
734	D. Baidya	G & C	23062992	2485
722	K. Sahai	Electronics	23062396	2481
719	Mahinder Singh	Admn(G)/Parliament	23062148	2420
711	Ms. Sarita Puri	Vig./HE	23061284	2428
733	N.S. Bairwa	G.A. Division	23061198	2482
AGCR Bldg.	Nilanjana Roy	S & D Division	23702346	---
732	O.P.Mehta	BMC	23061461	2472
734	P. Lal	MA	23062992	2485
726	P.K. Mukherjee	E.A.	23062396	2475
727	P.K. Sinha	MSME Policy	23061544	2478
727	S. Asthana	ISO	23061544	2478
732	S.K. Basu	Leather	23061461	2472
731	S.K. Haldhar	E & T	23062215	2471
726	S.K. Sharma	Chemical	23062396	2475
726	S.K. Sharma	W.T.O.	23062396	2475
737	S.V. Sharma	Senet	23062680	2447
719	S.V.N. Pillai	Admn(NG)	23062148	2420
711	V.K. Viswanathan	B & A	23061284	2428
728	Vinay Adlakha	TR (I)	23061932	2483
722	Vinod Kumar	Cluster Development	23062396	2481

ASSISTANT DIRECTORS				
735	A. Datta	EP & M	---	2459
AGCR Bldg.	A.K. Lokhande	S & D Division	23702346	---
736 B	A.K. Malhotra	SISI	---	2446
735	A.K. Ojha	Food	---	2455
738 B	Amarnath	ME	23061322	2429
710	Anil Kumar	MSME Policy	23061163	2460
AGCR Bldg.	Anjali Rawat	S & D Division	23702346	---
738	Asha Kak	ISO	---	2437
738 B	Ashok Kumar	PMRY	23061322	2429
734 B	Ashok Kumar Jaishwal	CDD	---	2438

737	B.B. Sahoo	Senet	23062680	2447
704	Bhavesh Motiani	IC & CD	23062249	2486
736 A	Bijender Kumar	Anc.	---	2453
708	C.S.S. Rao	MSME Policy	23061473	---
736 B	D. K. Dixit	SISI	---	2446
710	D.K. Aggarwal	MSME Policy	23061163	2460
736	D.K. Katara	CLCSS	---	2452
710	D.S. Kandari	MSME Policy	23061163	2460
737 A	Daljeet Singh	Leather	---	2447
710 B	Darshan Singh	Tool Room	---	2462
735	Dheer Singh	G & C	---	2455
736 A	Dinesh Kumar	Met.	---	2454
738 B	Dinesh Kumar Sharma	PMRY	23061322	2429
704	Dipak Chanda	IC & CD	23062249	2486
736 A	Gyan Singh	RTC	---	2454
710 A	Harjeet Dutta	SO (SFURTI)	23061322	2429
708	Harpreet Singh	MSME Policy	23061473	---
738 B	Hema Suryanarayanan	PMRY	23061322	2429
736	Ishwar Singh Alhawat	E.A.	---	2452
738 B	Jagminder Singh	PMRY	23061322	2429
735	Jayanti Kala	EP & M	---	2459
IFC (GF)	K.C. Kaushik	IFC	23062219	2497
704	K.C. Prabhakar	IC & CD	23062249	2486
736	K.K. Chopra	Planning	---	2452
736 A	K.K. Funda	Mech.	---	2454
736 A	Karun Kumar	Anc.	---	2453
738	Khem Chand	Planning	---	2431
736 B	Kuldip Singh	Hosiery	---	2454
735 A	Mahavir Singh Teotia	W.T.O.	---	2459
710 B	Mahesh Chand	T.R.	---	2457
705	Manohar Lal	Admn. (NG)	23061312	2432
736 A	Mohd. Ali Rahman	ME	---	2454
738	Mohd. U. Farooq	Elect. & Electx.	---	2437
735 A	N.K. Verma	EP & M	---	2459
737	O.P. Singh	Senet	23062680	2447
AGCR Bldg.	P.R. Pardasani	S & D Division	23702346	---
704	Piyush Agrawal	CDD	23062249	2486
706	R.N. Aggarwal	Vig.	---	2493
737	Rakesh Kumar	ICT	23062680	2447
705	Ram Avtar	Admn.(NG)	23061312	2432
AGCR Bldg.	Ram Tirath	S & D Division	23702346	---
AGCR Bldg.	Ramakant Sharma	S & D Division	23702346	---
738	Rashmi Relan	ABC	---	2431
736	Rishi Pal Singh	E & T	---	2441
738	S. Krishna	EA	---	2437

736	S. Sakthi Rani	SISI	---	2446
704	S.K. Agarwal	WTO & EP	2302249	2486
738	Satinder Singh	Elect. & Electx.	---	2437
738	Satish Kumar	E.A.	---	2464
738	Shahood Alam	ISO	---	2437
710 A	Shakil Ahmed	PMRY	23061322	2429
738	Subhash Chand	Planning	---	2431
738	Utpal Nath	Planning	---	2431
737 A	Vinod Parkash Kureel	Leather	---	2447

The monthly remuneration received by each of its officers and employees,

including the system of compensation as provided in its regulations

(Under section 4(1)(b)(x) of Right to Information Act, 2005)

(Salary paid in September, 2007)

SL	NAME	DESIGNATION	MONTHLY REMUNERATION	COMPENSATION/COMPENSATORY ALLOWANCE	THE PROCEDURE TO DETERMINE THE REMUNERATION AS GIVEN IN THE REGULATION
					Pay & allowances of Government Servants are due for payment on the last working day of the month except for March for which payment is due on only on the 1st working day in April. Pay, allowances and leave salary bills are prepared in form GAR-13. Separate pay bill is prepared for (i) Establishment whose charges are debitable to different heads of accounts, (ii) persons for whom cheques payments are made and (iii) Group D employees. The responsibility for drawal of pay & allowances is vested with the drawing & disbursing officer.
1.	Shri. MADHAV LAL	Addl. Secretary & DC (MSME)	-	-	
2.	Shri. H. S .MEENA	Joint Secretary & ADC	-	-	
3.	Dr. SUNITA CHHIBBA	Addl. DC (MSME)	-	-	
4.	Shri. K S LUDU	Addl. DC (MSME)	47676	300	
5.	Shri. NIRANJAN NAIK	Addl. Industrial Adviser	35900	300	
6.	Shri. ABHAY BAKRE	JDC (GAdmn)	-	-	
7.	Shri. DEEPAK GOYAL	Director	38806	6915	
8.	Shri. IZZATULLAH	Director	-	-	
9.	Shri. DHARMENDRA PRAKASH	Director	-	-	
10.	Shri. D BANDYOPADHY	Director	35998	300	

11.					
12.	Shri. S MUTHUSAMY	Director	40863	7219	
13.	Shri. VIJAY KUMAR	Director	30499	300	
14.	Shri. H K HAJONG	Director	33804	6038	
15.	Shri. HARISH ANAND	Director	37588	6701	
16.	Shri. R K RAI	Director	27062	300	
17.	Smt. M G JAYASREE	Director	30085	5385	
18.	Shri. ANIL KUMAR	Director	33419	5970	
19.	Shri. S K SHARMA	Dy. Director	29124	300	
20.	Shri. S V N PILLAI	Dy. Director	28437	300	
21.	Shri. PUNNOO LAL	Dy. Director	35087	6263	
22.	Smt. SARITA PURI	Dy. Director	36336	6409	
23.	Shri. C S KAUSHIK	Dy. Director	34253	6116	
24.	Shri. KALENDRA SAHAI	Dy. Director	33694	5970	
25.	Shri. P K SINHA	Dy. Director	32586	5824	
26.	Shri. SHIRISH ASTHANA	Dy. Director	27749	300	
27.	Shri. S K HALDER	Dy. Director	27062	300	
28.	Shri. SARVESH KUMAR SHARMA	Dy. Director	32861	5824	
29.	Shri. P K MUKHERJEE	Dy. Director	42461	7556	
30.	Shri. VINOD KUMAR	Dy. Director	32586	5824	
31.	Shri. VINEY ADLKHA	Dy. Director	28418	5093	
32.	Shri. N S BAIRWA	Dy. Director	32586	5824	
33.	Shri. S K BASU	Dy. Director	31187	300	
34.	Shri. D BAIDYA	Dy. Director	29399	300	
35.	Shri. O P MEHTA	Dy. Director	34253	6116	
36.	Shri. MAHINDER SINGH	Dy. Director	28674	5138	
37.	Ms NILANJANA ROY	Dy. Director	26750	4800	
38.	Shri. A K JHA	Dy. Director	36754	6555	
39.	Shri. V K VISWANATHAN	Dy. Director	35087	6263	
40.	Shri. A. K VERMA	Dy. Director	26750	4800	
41.	Shri. SANJEEV CHAWLA	Dy. Director	32586	5824	
42.	Shri. SATYA VEER SHARMA	Dy. Director	26750	4800	
43.	Smt. ASHA KAK	Assistant Director	24567	4395	

44.	Shri. DIPAK CHANDA	Assistant Director	30791	5509	
45.	Shri. NARENDER KUMAR	Assistant Director	27969	5014	
46.	Shri. S K AGARWAL	Assistant Director	24419	300	
47.	Shri. RAM TIRTH	Assistant Director	26558	4766	
48.	Shri. A K LOKHANDE	Assistant Director	23016	4215	
49.	Shri. SATISH KUMAR	Assistant Director	27263	4890	
50.	Shri. PIYUSH AGARWAL	Assistant Director	21990	4035	
51.	Shri. RAMAKANT SHARMA	Assistant Director	26558	4766	
52.	Shri. P R PARDASANI	Assistant Director	26558	4766	
53.	Mrs. JAYANTI KALA	Assistant Director	23529	4305	
54.	Shri. UTPAL NATH	Assistant Director	22503	4125	
55.	Shri. MANOHAR LAL	Assistant Director	22242	300	
56.	Shri. D K SHARMA	Assistant Director	18678	300	
57.	Shri. A K JASWAL	Assistant Director	18678	300	
58.	Shri. ANIL KUMAR	Assistant Director	22092	300	
59.	Smt. HEMA SURYANARAYANAN	Assistant Director	22673	300	
60.	Shri. ASHOK KUMAR	Assistant Director	23529	4305	
61.	Shri. D K AGGARWAL	Assistant Director	22326	4024	
62.	Shri. K C PRABHAKAR	Assistant Director	25000	300	
63.	Shri. R N AGGARWAL	Assistant Director	24419	300	
64.	Shri. MOHD. ALI RAHMAN	Assistant Director	22326	4024	
65.	Shri. SAROJ KUMAR MALLICK	Assistant Director	17886	3315	
66.	Shri. BHAVESHJIT KUMAR MOTIANI	Assistant Director	14448	300	
67.	Shri. D K KATARA	Assistant Director	35023	6251	

68.					
69.	Shri. ANIRUDDHA DATTA	Assistant Director	30966	5509	
70.	Shri. ANJALI RAWAT	Assistant Director	23737	4271	
71.	Shri. H P SINGH	Assistant Director	21477	3945	
72.	Shri. K K CHOPRA	Assistant Director	32401	5756	
73.	Shri. DINESH KUMAR	Assistant Director	25323	4519	
74.	Smt. SANTOSH SILPOKAR	Assistant Director	25709	4688	
75.	Shri. K K MONDAL	Assistant Director	21510	300	
76.	Shri. SIVA SESHAGIRI RAO	Assistant Director	18777	300	
77.	Shri. MALIK AKARAMUDDIN	Assistant Director	25582	300	
78.	Shri. KHEM CHAND	Assistant Director	21510	300	
79.	Shri. VINOD PRAKASH KUREEL	Assistant Director	17409	300	
80.	Shri. BASUDEV DAS	Assistant Director	21990	4035	
81.	Shri. SHAKIL AHMED	Assistant Director	20964	3855	
82.	Shri. MOHD UMAR FAROOQ	Assistant Director	23737	4271	
83.	Shri. A K MUKHARJEE	Assistant Director	23031	4148	
84.	Shri. DHEER SINGH	Assistant Director	20964	3855	
85.	Shri. DALJEET SINGH	Assistant Director	23031	4148	
86.	Shri. B B SAHOO	Assistant Director	19938	3675	
87.	Shri. K K FUNDA	Assistant Director	24313	300	
88.	Shri. D K DIXIT	Assistant Director	25853	4643	
89.	Shri. K C KAUSHIK	Assistant Director	21216	300	
90.	Shri. M S TEOTIA	Assistant Director	21620	3900	
91.	Shri. ASHOK KUMAR MALHOTRA	Assistant Director	25148	4519	
92.	Shri. SHAHOOD ALAM	Assistant Director	23912	4271	
93.	Shri. JAGMINDER SINGH	Assistant Director	24442	4395	
94.	Shri. A K OJHA	Assistant Director	19766	300	
95.	Smt. S SAKTHI RANI	Assistant Director	18912	3495	
96.	Shri. KULDEEP SINGH	Assistant Director	19183	300	
97.	Shri. KARUN KUMAR	Assistant Director	23031	4148	
98.	Shri. RAKESH KUMAR	Assistant Director	21620	3900	

99.	Shri. BIJENDER KUMAR	Assistant Director	19938	3675	
100.	Shri. SATINDER SINGH	Assistant Director	22326	4024	
101.	Shri. RAM AVTAR	Assistant Director	17986	3315	
102.	Shri. I S AHLAWAT	Assistant Director	24617	4395	
103.	Shri. R P SINGH	Assistant Director	20347	300	
104.	Shri. SUBHASH CHAND	Assistant Director	19425	3585	
105.	Shri. I P SINGH	Assistant Director	23016	4215	
106.	Shri. GYAN SINGH	Assistant Director	19425	3585	
107.	Shri. MAHESH CHAND	Assistant Director	15717	300	
108.	Shri. D S KANDARI	Assistant Director	18912	3495	
109.	Dr. AMAR NATH	Assistant Director	23737	4271	
110.	Shri. O P SINGH	Assistant Director	15717	300	
111.	Shri. HARPREET SINGH	Assistant Director	18399	3405	
112.	Shri. C P SINGH	Assistant Director	30285	5385	
113.	Shri. D S TOMER	Assistant Director	19938	3675	
114.	Shri. RANJIT SINGH	Assistant	17886	3315	
115.	Smt. SUMAN LATA DHAR	Assistant	14448	300	
116.	Shri. RATAN CHAND	Assistant	17886	3315	
117.	Shri. RAKESH CHAND	Assistant	14448	300	
118.	Smt. SARBANI BHATTCHARYA	Assistant	14448	300	
119.	Shri. N M SHARMA	Assistant	17886	3315	
120.	Shri. RATNAKAR DASS	Assistant	15171	300	
121.	Shri. M C PANDEY	Assistant	14548	300	
122.	Shri. GAUTAM KUMAR	Assistant	19212	3495	
123.	Shri. S P GEHLAUT	Assistant	16986	300	
124.	Shri. JITENDER MISHRA	Assistant	18912	3495	
125.	Shri. OM PRAKASH	Assistant	20451	3765	
126.	Shri. JAI PRAKASH	Assistant	14871	300	
127.	Smt. USHA RANI SHARMA	Assistant	14871	300	
128.	Smt. K K SABBHARWAL	Assistant	20451	3765	
129.	Smt. C R JAISREE	Assistant	14971	300	
130.	Shri. SURENDRA SINGH	Assistant	16663	300	
131.	Shri. ARUN KUMAR	Upper Division Clerk	9706	300	
132.	Shri. TEJ PAL	Upper Division Clerk	11187	300	
133.	Shri. DEVINDER SINGH	Upper Division Clerk	14764	2820	

134.	Smt. SATISH MALIK	Upper Division Clerk	17373	3225	
135.	Smt. JYOTI MIRCHANDANI	Upper Division Clerk	13482	2595	
136.	Shri. LAXMI DATT	Upper Division Clerk	11187	300	
137.	Shri. C M JAIN	Upper Division Clerk	11398	300	
138.	Shri. GOVARDHAN SINGH	Upper Division Clerk	13482	2595	
139.	Shri. ASHOK KUMAR	Upper Division Clerk	11187	300	
140.	Shri. VINAY PRAKASH	Upper Division Clerk	13225	2550	
141.	Shri. R K GOEL	Upper Division Clerk	13225	2550	
142.	Shri. MAHENDER NARAIN	Upper Division Clerk	11485	2235	
143.	Shri. S K MALLAH	Upper Division Clerk	9993	300	
144.	Shri. G R RAHEJA	Upper Division Clerk	14764	2820	
145.	Ms SUSHMA	Upper Division Clerk	10660	2100	
146.	Shri. M S SINGHAL	Upper Division Clerk	13838	2640	
147.	Smt. MEENA BHATLI	Upper Division Clerk	14508	2775	
148.	Shri. A VANDANA	Upper Division Clerk	9706	300	
149.	Shri. RAJENDER KUMAR	Upper Division Clerk	9072	300	
150.	Smt. SANTOSH	Upper Division Clerk	9706	300	
151.	Shri. YOG RAJ	Upper Division Clerk	10129	300	
152.	Shri. BALVIR SINGH	Upper Division Clerk	9132	300	
153.	Shri. AMIT BHARDWAJ	Investigator	13610	2618	
154.	Shri. ANIL KUMAR	Investigator	16688	3158	
155.	Shri. RAJESH KUMAR	Investigator	19938	3675	
156.	Smt. ANUPAMA GUPTA	Investigator	17458	3293	
157.	Shri. N D SHARMA	Investigator	20792	3878	
158.	Shri. ANIL KUMAR	Investigator	7231	1368	
159.	Shri. DEEPAK PUNDIR	Stenographer Gr. C	17373	3225	
160.	Shri. N K BHATIA	Stenographer Gr. C	19425	3585	
161.	Smt. KAMLA TANEJA	Stenographer Gr. C	18912	3495	
162.	Shri. ASHWANI KUMAR SHARMA	Stenographer Gr. C	17886	3315	
163.	Smt. SANGEETA ZUTSHI	Stenographer Gr. C	17373	3225	
164.	Smt. MANJIT SAINI	Stenographer Gr. C	18912	3495	
165.	Smt. ALKA SHARMA	Stenographer Gr. C	16563	300	
166.	Smt. ANITA KUMARI	Stenographer Gr. C	20451	3765	

167.	Shri. N N DUDEJA	Stenographer Gr. C	24555	4485	
168.	Smt. SWARANJIT KAUR	Stenographer Gr. C	20551	3765	
169.	Shri. O P BHATIA	Stenographer Gr. C	23016	4215	
170.	Smt. SHASHI DHAWAN	Stenographer Gr. C	23016	4215	
171.	Smt. ALKA KAPOOR	Stenographer Gr. C	22603	4125	
172.	Smt. S VIDYUT PRABHA	Stenographer Gr. C	19938	3675	
173.	Smt. SUMAN GUPTA	Stenographer Gr. C	20451	3765	
174.	Smt. MADHU BALA	Stenographer Gr. C	21477	3945	
175.	Shri. J C GUPTA	Stenographer Gr. C	22503	4125	
176.	Shri. I S SAINI	Stenographer Gr. C	20964	3855	
177.	Shri. T A ABRAHAM	Stenographer Gr. C	19201	300	
178.	Smt. SWARAN GANDHI	Stenographer Gr. C	20964	3855	
179.	Smt. MANJU GROVER	Stenographer Gr. C	20964	3855	
180.	Smt. SITA ARORA	Stenographer Gr. C	17161	300	
181.	Smt. RAJ RANI	Stenographer Gr. C	21477	3945	
182.	Shri. R K MUDGIL	Stenographer Gr. C	18912	3495	
183.	Shri. Y N DHAMIJA	Stenographer Gr. C	23704	4305	
184.	Smt. DEEPA SETHI	Stenographer Gr D	17886	3315	
185.	Shri. RAJESH KUMAR BASSI	Stenographer Gr D	13738	2640	
186.	Smt. MANJU GOGIA	Stenographer Gr D	19425	3585	
187.	Shri. K SETHU RAMAN	Stenographer Gr D	14871	300	
188.	Shri. C I GEORGE	Stenographer Gr D	17986	3315	
189.	Smt. VEERAN KOCHHAR	Stenographer Gr D	17373	3225	
190.	Smt. MEENA KUMARI BAGGA	Stenographer Gr D	19425	3585	
191.	Smt. TARA YADAV	Stenographer Gr D	13225	2550	
192.	Shri. RAJBIR SINGH	Stenographer Gr D	18499	3405	
193.	Smt. SHASHIKALA SRINIVASAN	Stenographer Gr D	17373	3225	
194.	Smt. HARPAL SHAH	Stenographer Gr D	18912	3495	
195.	Shri. RAJESH KUMAR GABA	Stenographer Gr D	18912	3495	
196.	Shri. PRAVEEN MUDGIL	Lower Division Clerk	11173	2190	
197.	Shri. RAKESH KUMAR SHARMA	Lower Division Clerk	9855	1876	
198.	Smt. BEENA BHANDARI	Lower Division Clerk	9495	300	
199.	Shri. DURGA DUTT	Lower Division Clerk	10047	1910	

200.	Shri. NAVDEEP SINGH	Lower Division Clerk	10917	2145	
201.	Shri. SUBH RAM YADEV	Lower Division Clerk	9910	1876	
202.	Shri. PRADEEP KUMAR	Lower Division Clerk	8551	200	
203.	Shri. L S BHARDWAJ	Lower Division Clerk	10240	1944	
204.	Smt. MANILA KUMARI	Lower Division Clerk	9663	1843	
205.	Shri. RAJIV RANJAN	Lower Division Clerk	9663	1843	
206.	Shri. ARVIND KR SHARMA	Lower Division Clerk	8654	200	
207.	Shri. ASHOK KUMAR	Lower Division Clerk	8124	1573	
208.	Shri. MAN MOHAN	Lower Division Clerk	8179	200	
209.	Shri. KARAMBIR SINGH	Lower Division Clerk	10992	2145	
210.	Shri. D S CHAUDHARY	Lower Division Clerk	8124	1573	
211.	Shri. RAVI ARORA	Lower Division Clerk	6751	200	
212.	Shri. RAMESH KUMAR SHARMA	Lower Division Clerk	8179	200	
213.	Shri. D C MALASSI	Lower Division Clerk	8496	200	
214.	Shri. ARBIND KUMAR JHA	Lower Division Clerk	10492	1978	
215.	Shri. D K BABBER	Proof Reader	18712	3495	
216.	Smt. ANITA DEVI	Class IV	8076	1559	
217.	Shri. RAJENDER PRASAD	Class IV	8346	200	
218.	Shri. JOGINDER SINGH	Class IV	8593	1640	
219.	Shri. DINESH KUMAR	Class IV	8538	1640	
220.	Shri. RAKESH KUMAR	Class IV	8376	200	
221.	Shri. LAL SAHEB SINGH	Class IV	9568	1811	
222.	Shri. DINESH SINGH BIST	Class IV	7902	200	
223.	Shri. PRAKASH CHAND I	Class IV	9568	1811	
224.	Shri. YASH PAL SINGH	Class IV	6844	200	
225.	Shri. RANVIR SINGH	Class IV	9693	1843	
226.	Shri. BABU LAL	Class IV	10112	1906	
227.	Shri. SHAKUNTLA	Class IV	8346	200	
228.	Shri. RAM DASS	Class IV	8198	200	
229.	Shri. RAMESH CHAND	Class IV	7666	200	
230.	Shri. HUKUM SINGH	Class IV	9543	1811	
231.	Shri. LAKSHMI CHAND KATIARYA	Class IV	9193	1640	

232.	Ms KAMLA DEVI	Class IV	9244	1764	
233.	Shri. SHORAJ SINGH	Class IV	9932	1874	
234.	Shri. PANNA LAL	Class IV	10052	1906	
235.	Shri. HARI NATH RAI	Class IV	8714	200	
236.	Shri. AZAD KAUR	Class IV	7902	200	
237.	Shri. RAMA NAND	Class IV	7754	200	
238.	Shri. RAVINDER SINGH	Class IV	7694	1430	
239.	Shri. YAGYA DUTT	Class IV	7068	200	
240.	Shri. RAJ KUMARI	Class IV	8975	1717	
241.	Shri. KRISHNA PASWAN	Class IV	6971	200	
242.	Shri. JAG DEV	Class IV	6844	200	
243.	Shri. LALJI MAHATO	Class IV	8050	200	
244.	Shri. GURU DAS CHATTERJEE	Class IV	8050	200	
245.	Ms LEELA DEVI	Class IV	9154	1748	
246.	Shri. SUNIL KUMAR	Class IV	7661	200	
247.	Shri. NEPAL SINGH	Class IV	8538	1640	
248.	Shri. SANTE	Class IV	9410	1793	
249.	Shri. VIKRAM SINGH	Class IV	8198	200	
250.	Shri. RANJIT SINGH	Class IV	7957	200	
251.	Shri. RAMESH KUMAR	Class IV	8384	1613	
252.	Ms MAYA DEVI	Class IV	9419	300	
253.	Shri. PRAKASH CHAND II	Class IV	8384	1613	
254.	Ms KUSUM	Class IV	8230	1586	
255.	Shri. MUKESH KUMAR	Class IV	6135	125	
256.	Shri. SUNDER LAL	Class IV	7232	1349	
257.	Shri. RAJ KUMAR SINGH	Class IV	7902	200	
258.	Shri. AZAD SINGH	Class IV	9334	1780	
259.	Shri. RAM PRAKASH	Class IV	5648	125	
260.	Shri. GOPAL JHA	Section Officer	19183	300	
261.	Miss. PRITILATA P TUDU	Section Officer	19938	3675	
262.	Shri. ANIL K DADHICH	Section Officer	18020	300	
263.	Shri. RAJENDER KUMAR	Section Officer	21620	3900	

264.	Smt. HARJEET DUTTA	Section Officer	25148	4519	
265.	Shri. Y S YADAV	Section Officer	23031	4148	
266.	Shri. ASHOK K GUPTA	Section Officer	23031	4148	
267.	Shri. RAM BABU	Section Officer	20964	3855	
268.	Shri. N M GOEL	Section Officer	20964	3855	
269.	Shri. ANIL MALTHORA	Private Secretary	27969	5014	
270.	Shri. S P SETHI	Private Secretary	27969	5014	
271.	Smt. KAILASH GOSAIN	Private Secretary	28612	300	
272.	Shri. N K VASHIST	Private Secretary	22092	300	
273.	Smt. RADHA VENKATARAMAN	Private Secretary	27263	4890	
274.	Shri. SHYAM SUNDAR	Private Secretary	27969	5014	
275.	Shri. A HARIDAS	Private Secretary	24594	300	
276.	Shri. NAND KISHORE	Private Secretary	29380	5261	
277.	Smt. SHEELA CHOPRA	Private Secretary	33419	5970	
278.	Smt. KIRAN JOLLY	Private Secretary	27263	4890	
279.	Smt. SANTOSH K BHATIA	Private Secretary	30260	5385	
280.	Shri. MANJEET SINGH	Private Secretary	27969	5014	
281.	Shri. CHANCHAL GHOSH	Private Secretary	21990	4035	
282.	Smt. RAMA VENKATRAMAN	Private Secretary	21477	3945	
283.	Shri. R K SHARMA	Private Secretary	21990	4035	
284.	Shri. PRAVEEN MEHTO	Addl. Economic Adviser	37780	6735	
285.	Shri. HARPAL DESWAL	Accounts Officer	23447	4260	
286.	Shri. VIJAY KUMAR MEHTO	Lab. Assistant	6941	200	
287.	Shri. DALAL SINGH	Staff Car Driver	8422	200	
288.	Shri. BASUDEV PRASAD	Staff Car Driver	11829	300	
289.	Shri. LAXMAN SINGH	Staff Car Driver	11746	2280	
290.	Shri. NARENDER KUMAR	Staff Car Driver	7733	200	
291.	Shri. RADHEY SHYAM	Staff Car Driver	10270	1944	
292.	Shri. RAJESH KUMAR	Sr. Gest. Operator	9885	1876	
293.	Smt. SUKSHAM SEHGAL	Data Entry Operator	16728	3158	
294.	Smt. SHASHI SAWHNEY	Data Entry Operator	16728	3158	
295.	Shri. PREM NATH	Data Entry Operator	14869	2831	
296.	Smt. KULWANT JAJ	Data Entry Operator	16728	3158	
297.	Shri. VIJAY KUMAR DEWAN	Data Entry Operator	16343	3090	
298.	Shri. MOHAN MEHTO	Dispatch Rider	8367	200	

299.	Smt. SAVITA SINGH	Sr. Hindi Translator	23016	4215	
300.	Shri. KISHAN CHAND	Sr. Hindi Translator	25709	4688	
301.	Shri. K L PAPREJA	Sr. Hindi Translator	18255	300	
302.	Shri. S K JAIN	Jr. Hindi Translator	17458	3293	
303.	Ms DIPIKA RANI	Jr. Hindi Translator	15855	3011	
304.	Ms SANGEETA KULASHRI	Jr. Hindi Translator	15149	2888	
305.	Shri. DUNI CHAND CHAMDAIL	Parliament Assistant	14871	300	
306.	Shri. S N BARIK	Office Suprintendant	14333	300	
307.	Shri. RAM GOPAL	Peon	7606	200	
308.	Shri. OM PRAKASH	Stenographer Gr C	17373	3225	
309.	Shri. AMARJEET	Chowikidar	6937	1297	
310.	Shri. CHHOTAY LAL	Chowikidar	6937	1297	
311.	Shri. UDAY PASWAN	Chowikidar	6937	1297	
312.	Shri. JOGI RAM	Sr. Peon	8564	200	

SCHEME-WISE BUDGET OUTLAY 2010-11 - O/O DC(MSME), M/O MSME Demand No.64

Sr. No.	Name of Scheme/Programme	Outlay 2010-11 (Rs.Crore)									
		3	4	5	6	7	8	9	10	11	12
1	2	Total Budget	Nomenclature of Major Head & Object Head (OTNER)	Outlay Earmarked for other than NER	Nomenclature of Major Head & Object Head (NER)	Outlay Earmarked for NER	Outlay Earmarked for Women	Nomenclature of Major Head & Object Head (SCSP)	Outlay Earmarked for SCSP	Nomenclature of Major Head & Object Head (TSP)	Outlay Earmarked for TSP
A	Central Sector Schemes										
I	Quality of Technology Support Institutions & Programmes		2851.00.102.75		2552.00.236.22			2851.00.789.01		2851.00.796.01	
1	Tool Rooms & Tech. Institutions	57.00	75.00.31-Grants-in-aid- General	6.40	22.00.31-Grants-in-aid- General	0.25		01.00.31-Grants-in-aid-General	12.20	01.00.31-Grants-in-aid-General	2.72
a			75.00.35- Grants for creation of capital assets	32.68	22.00.35- Grants for creation of capital assets	2.75					
2	NMCP										
a.	Implementation of Lean Manufacturing competitiveness Programme	20.00	75.00.31- Grants-in-aid- General	18.00	22.00.31- Grants-in-aid- General	1.25					
			75.00.20 - OAE	0.25							
			75.00.50-Other Charges	0.50							
b	Promotion of ICT Tools in MSME Sector	12.00	75.00.31-Grants-in-aid- General	4.50							
			75.00.35- Grants for creation of capital assets	3.00							
			75.00.20-OAE	2.00							
			75.00.50-Other Charges	0.50							
			75.00.33-Subsidies	1.00	22.00.33-Subsidies	0.50	0.25	01.00.33-Subsidies	0.25	01.00.33-Subsidies	0.25
c	Setting up of Mini Tool Rooms under PPP mode	10.00	75.00.35-Grants for creation of capital assets	8.75		0.50					
			75.00.20-OAE	0.50							
			75.00.50-Other Charges	0.25							
d	Technology Upgradation and Quality Certification Support to MSMEs	9.50	75.00.31- Grants-in-aid- General	0.80							
			75.00.35- Grants for creation of capital assets	0.20							

			75.00.20-OAE	3.00							
			75.00.50-Other Charges	1.00							
			75.00.33-Subsidies	3.75	22.00.33-Subsidies	0.25	0.25	01.00.33-Subsidies	0.25	01.00.33-Subsidies	0.25
e	Support for Entrepreneurial and Managerial Development of SMEs through Incubators	10.00	75.00.31- Grants-in-aid- General	9.70	22.00.31- Grants-in-aid- General	0.20					
			75.00.20-OAE	0.06							
			75.00.50-Other Charges	0.04							
f	Design Clinics Scheme for MSME	8.00	75.00.31-Grants-in-aid- General	6.25	22.00.31-Grants-in-aid- General	0.30					
			75.00.35- Grants for creation of capital assets	1.00	22.00.35- Grants for creation of capital assets	0.20					
			75.00.50-Other Charges	0.25							
g	Enabling manufacturing Sector to be competitive through Quality Management Standards and Quality Technology Tools	5.00	75.00.31- Grants-in-aid- General	3.25	22.00.31- Grants-in-aid- General	0.25					
			75.00.20-OAE	1.00							
			75.00.50-Other Charges	0.50							
h	Marketing Assistance & Technology Upgradation for MSME	2.00	75.00.31-Grants-in-aid- General	0.25							
			75.00.20-OAE	0.50							
			75.00.50-Other Charges	0.25							
			75.00.33-Subsidies	0.60	22.00.33-Subsidies	0.20	0.10	01.00.33-Subsidies	0.10	01.00.33-Subsidies	0.10
3	VSBK	0.35	75.00.50-Other Charges	0.35							
4	ISO 9000/14001 Reimbursement	7.15	75.00.33 -Subsidies	6.65	22.00.33 -Subsidies	0.35		01.00.33-Subsidies	0.10	01.00.33-Subsidies	0.05
5	Credit Linked Capital Subsidies Scheme	195.00	75.00.33- Subsidies	190.90	22.00.33- Subsidies	0.50		01.00.33-Subsidies	2.10	01.00.33-Subsidies	1.40
			75.00.20-OAE	0.10							
Sub Total		336.00		308.73		7.50	0.60		15.00		4.77
II	Promotional Services Institutions & Programmes		2851.00.102.76		2552.00.236.23			2851.00.789.02		2851.00.796.02	
1	DC(MSME) Officers' Training Programme	1.00	76.01.50-Other Charges	0.95	23.01.50-Other Charges	0.05					
2	Provision for Workshops/ Trg.	1.50	76.01.50-Other Charges	1.38	23.01.50-Other Charges	0.12					
3	MSME DI										
		5.95	76.02.01-Salaries	4.50	23.01.01-Salaries	1.45					
		0.30	76.02.06-Medical Treatment	0.20	23.01.06-Medical Treatment	0.10					

		0.40	76.02.11-D.T.E	0.30	23.01.11-D.T.E	0.10					
		0.50	76.02.13-O.E.	0.35	23.01.13-O.E.	0.15					
		0.25	76.02.14-RRT	0.15	23.01.14-RRT	0.10					
4	MSME TCs/MSMETs	5.15	76.01.50-Other Charges	5.15							
5	MDP/EDP/Skill Development	23.75	76.01.50-Other Charges	15.90	23.01.50-Other Charges	2.50	5.45	02.01.50-Other Charges	3.65	02.01.50-Other Charges	1.70
6	WTO	0.05	76.01.50-Other Charges	0.05							
7	BIO-TECHNOLOGY	0.20	76.01.50-Other Charges	0.20							
8	National Award (Entrepreneur & Quality)	2.75	76.01.50-Other Charges	2.50	23.01.50-Other Charges	0.20	0.05	02.01.50-Other Charges	0.05		
9	Vendor Development Programme for Ancillarisation	1.40	76.01.50-Other Charges	1.30	23.01.50-Other Charges	0.10					
10	Scheme for Conduct of Tailor made courses for new entrepreneurs through select business Schools, Technical Institutes, etc.	1.45	76.01.50-Other Charges	1.00	23.01.50-Other Charges	0.15	0.30	02.01.50-Other Charges	0.20	02.01.50-Other Charges	0.10
11	Scheme to support 5 select universities/colleges to run 1200 entrepreneurs clubs.	1.50	76.01.50-Other Charges	1.20	23.01.50-Other Charges	0.30					
12	Scheme for capacity building, strengthening of data base and advocacy by industry/enterprises associations.	1.00	76.01.31-Grants-in-aid- General	0.90	23.01.31-Grants-in-aid- General	0.10					
13	Training-cum-product Development Centre,TPDCs.	2.00	76.01.50-Other Charges	1.50	23.01.50-Other Charges	0.50					
14	Advertising & Publicity	2.75	76.01.26-Adv.&Pub.	2.75							
15	SENET Project	1.60	76.01.50-Other Charges	1.60							
16	DC(MSME) Library	0.30	76.01.50-Other Charges	0.27	23.01.50-Other Charges	0.03					
17	Publicity & Exhibition	0.50	76.01.50-Other Charges	0.50							
18	Construction of Office Accommodation	8.00	4059.01.800.04 - 04.00.53 Major Works	7.50	4552.00.212.01 - 01.00.53-Major Works.	0.50					
Sub Total		62.30		50.15		6.45	5.80		3.90		1.80
III	MSME Cluster Development Programmes and MSME Growth Poles .		2851.00.102.77		2552.00.236.24			2851.00.789.03		2851.00.796.03	
1	MSE Cluster Development Programme	35.00	77.00.31-Grants-in-aid- General	8.50	24.00.31-Grants-in-aid- General	0.70	2.00	03.00.31-Grants-in-aid-General	0.50	03.00.31-Grants-in-aid-General	0.50
			77.00.35-Grants for creation of capital assets	20.50	24.00.35-Grants for creation of capital assets	0.30	1.00				
			77.00.50-Other	3.50	24.00.50-Other	0.50					

			Charges		Charges						
2	IID		77.00.31-Grants-in-aid- General	0.70	24.00.31-Grants-in-aid- General	0.10					
		20.00	77.00.35- Grants for creation of capital assets	15.25	24.00.35- Grants for creation of capital assets	3.90					
			77.00.13-OE	0.03							
			77.00.20-OAE	0.02							
3	MSME Growth Poles of NCEUS	1.00	77.00.31- Grants-in-aid- General	1.00							
	Sub Total:	56.00		49.50		5.50	3.00		0.50		0.50
IV	Credit Support Programme		2851.00.102.78		2552.00.236.25			2851.00.789.04		2851.00.796.04	
1	Credit Guarantee Scheme	200.00	78.00.32- Contribution	33.00	25.00.32- Contribution	45.00	50.00	04.00.32- Contribution	80.00	04.00.32- Contribution	42.00
2	Augmentation of Portfolio Risk Fund under MFP	20.00	78.00.32- Contribution	5.65	25.00.32- Contribution	4.85	12.00	04.00.32- Contribution	6.00	04.00.32- Contribution	3.50
3	TREAD	2.70	78.00.31- Grants-in-aid- General	2.60	25.00.31- Grants-in-aid- General	0.10	2.70				
	Sub Total:	222.70		41.25		49.95	64.70		86.00		45.50
V	MDA Programme		2851.00.102.79		2552.00.236.26			2851.00.789.05		2851.00.796.05	
1	Export Promotion & MDA Scheme										
a	Export Promotion	0.15	79.00.50-Other Charges	0.15							
b	MDA Scheme	1.40		1.40							
c	Empowerment of women owned enterprises, participation in 25 exhibitions and marketing facilitation	1.00	79.00.33-Subsidies	1.00			1.00				
2	Building Awareness on Intellectual Property Rights for MSMEs	7.15	79.00.50-Other Charges	5.90	26.00.50-Other Charges	0.50		05.00.50-Other Charges	0.50	05.00.50-Other Charges	0.25
3	Marketing Support/Assistance to MSMEs	0.30	79.00.33-Subsidies	0.30							
	Sub Total:	10.00		8.75		0.50	1.00		0.50		0.25
VI	Upgradation of Data Base		2851.00.102.80								
1	Collection of Statistics	8.06									
	(a) 2851 Central Government										
		0.08	80.00.31- Grants-in-aid- General	0.08							
		0.10	80.00.20-OAE	0.10							
		0.02	80.00.50- Other Charges	0.02							
	(b) 3601 State Government	7.56	3601.03.727.03.00.31- Grants-in-aid- General	7.16	2552.00.236.27.00.31- Grants-in-aid- General	0.40					

	(C) 3602 Union Territories	0.30	3602.03.727.03.00.31- Grants-in-aid- General	0.30						
2	Quinquennial Census (Surveys, Studies)	2.34								
	(a) 2851 Central Government		2851.00.102.80							
		0.05	80.00.31- Grants-in-aid(UTs)- General	0.05						
		0.50	80.00.20-OAE	0.50						
		0.04	80.00.50- Other Charges	0.04						
	(b) 3601 State Government	1.70	3601.03.727.03.00.31- Grants-in-aid- General	1.50	2552.00.236.27.00.31- Grants-in-aid- General	0.20				
	(C) 3602 Union Territories	0.05	3602.03.727.03.00.31 Grants-in-aid- General	0.05						
3	Computerisation of DICs	6.60	2851.00.102.80							
		5.10	80.00.20-OAE	5.10						
	3601 State Government	1.50	3601.03.727.03.00.31- Grants-in-aid- General	0.50						
			3601.03.727.03.00.35 Grants for creation of capital assets	1.00						
	Sub Total:	17.00		16.40		0.60	0.00		0.00	0.00
VII	Special Scheme For MSME(New Initiative)	1.00	2851.00.102.83.00.31- Grants-in-aid- General	1.00						
	Grand Total	705.00		475.78		70.50	75.10		105.90	52.82

BRIEF ON MAJOR PLAN SCHEMES

I Small Scale Industries

It includes the Small Industries Development Programme like Small Industries Service Institute, upgradation of workshops to Mini Tool Rooms, renovation of headquarters office and the Small Industries Development Organisation (DC(MSME)) libraries, Small Enterprise Information & Resource Centre Network (SENET) project and advertising & publicity. SENET project is aimed at creating & promoting database and information and facilitating networking amongst the information seekers which concerns the development of the small scale sector, including the central and state governments.

The Budget Estimates 2006-07 provide for Rs. 1004 lakh.

II Research Institutions

This scheme is meant to provide technical consultancy in design, product development and prototype development in selected products, conduct training courses in processing, quality control and related fields as per the requirement of the industries, development of library cum documentation center for providing necessary information to the entrepreneurs and industry, establish linkage with educational research and developmental institutions in India and abroad and to collaborate with them in training and research development.

The Budget Estimates 2006-07 provide for Rs. 1685 lakh.

III Training Institutions

This scheme is meant to create resources to accelerate the process of entrepreneurship development, to evolve standardized materials and process of selection, training and support to potential entrepreneurs, to identify, train and assist potential entrepreneurs for setting up enterprises, to organize seminars, workshops, clinics and to create skills among educated youth for self-employment.

The Budget Estimates 2006-07 provide for Rs. 900 lakh.

IV Ancillary Development

This scheme is meant to establish Sub-contracting Exchanges (SCX) to provide marketing support to SSI units and to conduct Vendor Development Programmes to provide a common platform for buyer organizations to interact with SSI manufactures. The scheme provides for a matching grant on tapering basis at 50%, 30% and 10% of the running expenses not exceeding Rs. 1.25, 0.75 and 0.25 lakh per year respectively, during the initial three years subject to a ceiling of Rs. 1.57 lakh per SCX. The Budget Estimates 2006-07 provide for Rs. 108 lakh.

V Tool Rooms

This scheme is meant to assist units in technological upgradation by providing facilities for quality tooling to increase efficiency of SSI units by providing consultancy and common service facilities in the area of design & production of tools, jigs & dies, fixtures, moulds etc., to design and manufacture precision tools such as press tools, moulds & dies for metal castings, jigs&fixtures and special purpose tools and to conduct long and short-term training courses in tool & die making, machining, fitting, etc for personnel working in the industries.

The Budget Estimates 2006-07 provide for Rs. 2484 lakh.

VI Marketing Assistance and Export Promotion Scheme

This scheme is designed to facilitate export from small scale industries sector by extending a number of incentives and facilities to small scale exporters viz. participation in the international trade fairs/exhibitions from time to time, imparting training on packaging for exports and market development assistance for individual participation in the fairs abroad and as a member of the sales-cum-study tour and overseas publicity materials.

The Budget Estimates 2006-07 provide for Rs. 260 lakh.

VII Testing Centres

This scheme is meant to test the products according to Indian/ international specifications, to provide testing facilities to Central/State Government purchase Departments and also under Quality Marketing Scheme of the State Government to provide testing facilities to exporting units before shipment and to help SSI units to set up in-house testing facilities and to provide consultancy in improving the quality of products of small scale units.

The Budget Estimates 2006-07 provide for Rs. 405 lakh.

VIII Technology Upgradation

The two main components handled under this scheme are as under:

(i) Small Industry Cluster Development Programme (SICDP)

This scheme takes a holistic approach for cluster development through conduct of a diagnostic study, trust building, exports, marketing, skill development, technology upgradation of the enterprises, setting up common facility center etc. The Budget Estimates 2006-07 provide for Rs. 3700 lakh.

(ii) ISO 9000 Reimbursement Scheme

This scheme assists SSI units in becoming competitive by providing one-time grant of upto Rs. 75,000/- for acquiring ISO 9000 Certification.

The Budget Estimates 2006-07 provide for Rs. 1800 lakh.

X Infrastructural Development of SSI in Rural Areas.

This scheme is aimed at creating and developing infrastructural facilities on a cluster basis, like power distribution network, water supply, telecommunications, drainage, pollution control facilities, roads, storage and marketing outlets, common service facilities and technological back-up services etc..

The Budget Estimates 2006-07 provide for Rs. 1700 lakh.

XI Collection of Statistics

This scheme is for collection, compiling, dissemination and updating of data pertaining to SSI Sector, computing indices of growth in number as well as production of SSI units. Under this scheme, funds are provided to States/Union Territories towards salary of the temporarily appointed personnel for collection of SSI related data.

The Budget Estimates 2006-07 provide for Rs. 825 lakh.

XII Credit Guarantee Scheme for Small Scale Industries (SSI) Sector

To provide guarantee in respect of credit facilities to the SSI units, particularly tiny units for loans upto 25 lakh without collateral/third party guarantee.

The budgetary provision for 2006-07 is Rs 10600 lakh to be utilized for Government contribution to the Trust Fund created for implementing the scheme.

XIII Micro Finance

The Scheme has been tied up with the existing programme of Small Industries Development Bank of India (SIDBI), which is under operation since January 1999, by way of contribution to security deposits required from the Micro Finance Institutes/Non Government Organisations to get loan from SIDBI.

The Budget Estimates 2006-07 provide for Rs. 2928 lakh.

XIV Credit Linked Capital Subsidy Scheme (CLCSS)

This scheme aims at facilitating technology upgradation by providing 15% upfront capital subsidy with effect from 29th September'2005 (12% prior to 29.09.2005) to SSI units on institutional finance availed of by them for induction of well established and improved technologies in the specified sub-sectors/ products approved under the scheme. The revised ceiling on loan amount for availing the benefit under this scheme is Rs.100 lacs (Rs. 40 lacs prior to 29.09.2005).

**The manner of execution of subsidy programmes, including the amounts allocated
and the details of beneficiaries of such programmes
(Under section 4(1) (b) (xii) of Right to Information Act, 2005)**

(A) ISO 9000/14001 Reimbursement Scheme

- Name of Programme/scheme : ISO 9000/14001 reimbursement scheme
- Duration of the programme/scheme : March 1994 - March 2007
 - Objective of the programme : To enhance the competitive strength of the SSI sector.
 - Physical and financial targets of the Programme (for the last year) : **3314 units** have been reimbursed for totaling an amount of Rs. **17.33 crores** in the year 2004-05.
 - Eligibility of Beneficiary : All Small Scale industries with Permanent Registration are eligible to avail the Incentive Scheme.
 - Pre-requisites for the benefit : The unit should have obtained ISO 9000/14001 Certificate.
 - Procedure to avail the benefits of the Programme :
 - 1) Applicants are to submit the applications in the prescribed format along with documents as per the details given in the website (www.smallindustryindia.gov.in.) The application form can be downloaded from the website.
 - 2) Applications are scrutinized in the ISO Division and if found eligible, they are put up for consideration of the *Screening Committee consisting of members from various Ministries/Departments for clearance which meets once in a quarter.
*Screening Committee:
 - AS&DC(SSl)- Chairman
 - Director of IF Wing- Member
 - Director General, QCI-Member
 - Director, STQC- Member
 - Director, BIS- Member
 - Director, CDC- Member
 - Industrial Adviser, O/o DC(SSl)-Member
 - 3) After clearance of Screening Committee, sanction from IF Wing is obtained.
 - 4) Reimbursement is issued through Demand Drafts obtained through PAO, Ministry of SSI and dispatched to the units.

- Criteria for deciding eligibility : 1) Permanently SSI registered units
2) Already acquired ISO 9000/14001 certification from a certification body which fulfils the criteria/guidelines fixed by O/o DC(SSSI) (The list of approved certification bodies is available on the website:([www. small industryindia.com](http://www.smallindustryindia.com)).
- Details of the benefits given in the programme(also mention the amount of subsidy or other help given) : Since the inception of the Scheme in March, 1994 till 31.3.2005, 7789 units have been reimbursed. The total amount of reimbursement is Rs. 43.54 Crores. This works out to Rs. 55,898/- per unit on an average.
- Procedure for the distribution of Subsidy : The disbursement amount is issued by Registered Post through Demand Drafts.
- Where to apply or whom to contact in the office for applying : Sh. V.S. Karunakaran
Industrial Adviser
Office of DC(SSSI)
7th Floor,A Wing, Nirman Bhavan,
New Delhi-110011
Tel: 23061726
E-mail:[vskarunakaran@DC\(MSME\)mail.net](mailto:vskarunakaran@DC(MSME)mail.net)
- Application Fees(where applicable) : Nil
- Other Fees(where applicable) : Nil
- Application Format: : Application to be submitted in the Prescribed format, which can be downloaded from the Website (www.smallindustryindia.gov.in)
- List of attachments (certificates/ documents) : List of documents to be enclosed by an applicant is at Annexure. The same can also be downloaded from website (www.smallindustryindia.gov.in)
- Format of attachment : As per Annexure.
- Where to contact in case of Process related complaints : 1) Sh. V.S.Karunakaran,Industrial Adviser, Office of DC(SSSI) Tel.No.: 23061726
2) Sh. Shirish Asthana,Dy.Director,Office of DC(SSSI)
Tel.No:23061544
- Details of available fund various levels like Districts Level, Block level etc.) : The scheme is operated by Office of (At DC(SSSI)on All India basis and disbursement of amount is released directly by the Office of DC(SSSI), Nirman Bhavan, New Delhi.
- List of beneficiaries: : The list of beneficiaries is available on Website (www.smallindustryindia.gov.in)

(B): Credit Linked Capital Subsidy Scheme for Technology Up gradation of Small Scale Industries (CLCSS).

*Name of the programme/scheme	Credit Linked Capital Subsidy Scheme for Technology Upgradation of Small Scale Industries (CLCSS).
*Duration of the programme/scheme	01.10.2000 to 31.03.2007
*Objective of the programme	The Scheme aims at facilitating technology upgradation of Small Scale Industries (SSI) in specified products/sub –sectors by providing 15% capital subsidy with effect from 29.09.2005 for induction of well established and improved technologies approved under the Scheme. The rate of capital subsidy has been raised from 12 per cent to 15 per cent with effect from September 29, 2005.
*Physical and Financial targets of the programme (for the last year)	Financial targets for the year 2004-05 are: i) Capital subsidy in areas other than NE Region –Rs. 539 lakh, ii) Capital subsidy in NE Region- Rs.61 lakh, iii) Other Administrative Expenses-Rs.10 lakh
*Eligibility of Beneficiary	i) Existing SSI units registered with the State Directorate of Industries, which upgrade with the State- of- the art technology, with or without expansion. ii) New SSI units which are registered with the State Directorate of Industries and which have set up their facilities only with the appropriate eligible and proven technology duly approved by the Governing and Technology Approval Board.
*Pre-requisites for the benefit	Beneficiary unit should be: i) Small Scale Industry registered with the respective State Directorate of Industries, ii) The subsidy would be available only for approved products/sub-sectors and their related well established and improved technologies, iii) Replacement of existing equipment /technology with the same equipment /technology will not qualify for this Scheme, nor would the Scheme be applicable to units upgrading with second hand machinery, iv) Units availing subsidy under CLCSS shall not avail any other subsidy for technology upgradation from the Central/State/UT Government, v) Units in North Eastern Region which are availing financial incentives/subsidy under any Scheme from the Government in the Region

	<p>would, however, be eligible for subsidy under CLCSS,</p> <p>vi) One of the main requirements for sanction of assistance under the technology upgradation Scheme will be availability of competent management to the unit concerned to carry out the upgradation programme and to manage the operation of the unit efficiently. Towards this end, the lending agencies may stipulate conditions as may be considered necessary.</p>
*Procedure to avail the benefits of the programme	SSI unit has to apply for getting subsidy to the eligible Primary Lending Institution (PLI) in the prescribed format as per Appendix IV of the guidelines of CLCSS for availing subsidy under the Scheme.
*Criteria for deciding eligibility	The units satisfying the eligibility criteria will be provided 15% capital subsidy for technology upgradation of their units on the cost of eligible plant and machinery if the date of approval of term loan is on or after 29.09.2005. The ceiling on loan is Rs.100 lakh. If the date of approval of loan is earlier to 29.09.2005, but after the Scheme came into force and date of approval of product/sub-sector and related well established and approved technologies by the Governing and Technology Approval Board, the rate of subsidy will be 12% of the term loan with a ceiling on term loan of Rs.40 lakh and categorization under para 10(i) of guidelines of CLCSS will also be applicable.
*Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	Subsidy amounting to Rs.23.45 crore (approximately) has been sanctioned between 2001-2002 and 2005-2006 (up to August, 2005) to 915 units. Sensitisation/ awareness programmes have also been conducted in different parts of the country to create/increase awareness about the scheme amongst the eligible beneficiaries and others concerned.
*Procedure for the distribution of the subsidy	The subsidy is disbursed by the eligible PLIs (financial institutions) from which the SSI units have taken term loan. PLIs in turn claim the subsidy from the nodal agencies i.e. the SIDBI and the NABARD. The nodal agencies i.e. the SIDBI and the NABARD have been provided interest free advance of Rs.5 crore and Rs.3 crore respectively for reimbursement of subsidy disbursed by the PLIs. The status of this advance is that of an imprest amount, which is recouped when, any expenditure is incurred out of this amount on payment of subsidy.

*Where to apply or whom to contact in the Office for applying	The beneficiary units may directly apply to the eligible PLI (financial institutions) of their choice from whom they want to avail term loan in the prescribe form. Head of the Branch Office of the PLI or the designated officer in this respect may be contacted.
*Application Fee (where applicable)	Nil
*Other Fees (where applicable)	Nil
*Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Prescribed format of Application form is given as Appendix IV of the Revised Guidelines of Credit Linked Capital Subsidy Scheme (CLCSS) for technology upgradation of Small Scale Industries Copy enclosed for ready reference.
List of attachments (certificates/documents)	As per requirements of the nodal agencies and/or PLIs.
Format of attachment	As per requirements of the nodal agencies and/or PLIs
Where to contact in case of process related complaints	Head of the concerned branch of PLI, SIDBI and NABARD, Office of DC (SSI)
Details of available funds	For financial year 2005-06 Budget allocation under CLCSS is Rs.18 crore (other than North East), Rs 2 crore for North East Region, and Rs.10 lakh for other administrative expenses.
List of beneficiaries	List of Beneficiary through SIDBI List of beneficiary through NABARD

**Application form for assistance under Credit Linked Capital Subsidy Scheme for
Technology Upgradation of the Small Scale Industries [CLCSS].**

[To be submitted in triplicate. Photocopies may be used].

1. Name of the firm / Company _____

2. Constitution [Proprietary concern, Partnership firm, Pvt Ltd Co., Public Ltd Co., Co-op
Societies] _____

3. Name (s) of Sole proprietor / partners / Director

4. Category of borrower [Women entrepreneur, SC/ST, Physically handicapped, Ex-servicemen,
etc] _____

5. Registered Office Address _____

Phone _____ Fax _____

E-Mail _____

6. Factory Address _____

Phone _____ Fax _____ E-Mail _____

7. Location of factory – Backward or Non-backward area

8. Date of incorporation / commencement of production

9. Product (s) / Sub-sector _____

10. Installed capacity _____

11. Past performance (for three years on the audited balance sheets) in respect of existing units. In respect of new units projections for three years may be given.

(a) Financial position

(Rs.in lakh)

		Financial year (Y-1)	Financial year (Y-2)	Financial year (Y-3)
I.	Net block			
II	Current assets			
III	Current liabilities			
IV	Term Loan			
V	Share Capital			
VI	Reserve and surplus (less accumulated losses)			
VII	Networth – (V+VI)			

(b) Working results

(Rs.in lakh)

		Financial year (Y-1)	Financial year (Y-2)	Financial year (Y-3)
I.	I.Total Sales			
II	II. Gross Profit (before interest and depreciation)			
III	III Depreciation			
IV	IV Interest			
V	V Operating Profit			
VI	VI Net Profit (after tax)			

12. Total cost of scheme (as approved by Bank / F1) _____

13. Total sources of funding (as approved by Bank / F1) _____

Term Loan _____

Add Share capital _____

Internal accruals _____

Capital subsidy _____

14. Time frame for completion of the Project _____

15. Incremental benefits from implementation of the project (Indicate in terms of capacity increased sales, exports, reduction in cost of productivity, quality upgradation, attainment of pollution standards – give quantitative results).

DECLARATION

We, hereby declare that the information given above and the statements and other enclosed are to the best of our knowledge and beliefs are true and correct.

Place:

Date:

**Signature
Name and Designation
Seal of the Company.**

**Particulars of recipients of concessions, permits or authorizations
(Under section 4(1)(b)(xiii) of Right to Information Act, 2005)**

Development Commissioner of Micro, Small & Medium Enterprises (DC(MSME)) does not issue any concession, permit or authorization.

**Information, available to or held by DC(MSME), reduced in an electronic
form
(Under section 4(1)(b)(xiv) of Right to Information Act, 2005)**

Details of information/data held on the website www.smallindustryindia.gov.in and www.laghu-udyog.gov.in of the DC(MSME) in electronic form are given in the brochure "DC(MSME) online", a copy of which enclosed. The brochure is already available for general use.

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use
(Under section 4(1)(b)(xv) of Right to Information Act, 2005)**

O/o Development Commissioner (MSME) maintains an Information Facilitation Centre (IFC) located at the Ground Floor near Gate No. 4, Nirman Bhawan, New Delhi-11. This Centre provides information on the services and activities of the organisation and subordinate/attached institutions. The Headquarters Office of the organisation maintains its web portal, which can be accessed at www.dcmsme.gov.in, www.smallindustryindia.gov.in, www.laghu-ud yog.gov.in. Extensive information relating to policies and programmes of Ministry of Small Scale Industries for development of MSME-Sector is available on the web portal. Similar facilities for obtaining information are also provided by Micro, Small & Medium Enterprises (MSME) and MSME Testing Centres (RTCs) located all over the country and functioning under the control of DC(MSME) Headquarters. The addresses of MSMEs and their websites are as under:

S.No.	Address of SISI	Website
1.	MSME-DI (formerly SISI) Narasapur Cross Road Bala Nagar Hyderabad-500037	http://msmehyd.ap.nic.in
2.	MSME-DI (formerly SISI) Indl. Estate, P.O. Bamuni Maidan, Guwahati-781021	www.sisiguwahati.nic.in
3	MSME-DI (formerly SISI) Patliputra Industrial Estate, Patna- 800013	www.msmedipatna.gov.in
4	MSME-DI (formerly SISI) Op. Chhattisgarh Club Civil Lines, Raipur-492001	www.msmeraipur.com
5	MSME-DI (formerly SISI) Shaheed Captain Gaur Marg Okhla Ind. Estate New Delhi 20	www.msmedinewdelhi.gov.in
6	MSME-DI (formerly SISI) P.O. Box No. 334 Opp. Konkan Railway Station Quepem Road, Margao-403601	
7	MSME-DI (formerly SISI) Harisddh Chambers 4 th Floor, Ashram Road Ahmedabad- 380014	www.msmediaahmedabad.gov.in
8	MSME-DI (formerly SISI) Near ITI Campus, Kunjpura Road Karnal-132001	www.msmedikarnal.gov.in
9	MSME-DI (formerly SISI) Janak Kuti, Chambaghat Solani-173213	www.msmedihimachal.nic.in
10	MSME-DI (formerly SISI) Industrial Estate, Kokar, Ranchi-1.	www.sisiranchi.nic.in
11	MSME-DI (formerly SISI) Rajaji Nagar Indl. Estate	www.msmedibangalore.gov.in

	Bangalore-560044	
12	MSME-DI (formerly SISI) Kanjany Road, Ayyabthole Thrissur-680003	www.msmedithrissur.gov.in
13	MSME-DI (formerly SISI) 10, Indl. Estate, Polo Ground Indore-452015	www.msmeindore.nic.in
14	MSME-DI (formerly SISI) Kurla Andheri Road, Saki Naka Mumbai-400072	www.msmedimumbai.gov.in
15	MSME-DI (formerly SISI) Takyepat Ind. Estate Imphal-795001	www.sisimanipur.nic.in
16	MSME-DI (formerly SISI) Vikas Sadan, College Square Cuttack-753003	www.sisiorissa.gov.in
17	MSME-DI (formerly SISI) Industrial Area B, Ludhiana- 141003	www.msmedildh.gov.in
18	MSME-DI (formerly SISI) 22, Godown, Industrial Estate Jaipur- 302006	www.msmedijaipur.gov.in
19	MSME-DI (formerly SISI) P.O. Tadong, Gangtok-737102	www.sikkim.nic.in/msme-di
20	MSME-DI (formerly SISI) 65/1, GST Road, Guindy Chennai-600032	www.msmedichennai.com
21	MSME-DI (formerly SISI) 107, Indl. Estate, Fazalganj Kanpur-208012	www.msmedikanpur.gov.in
22	MSME-DI (formerly SISI) 111-112, B.T. Road Kolkata-700035	www.msmedikolkata.gov.in
23	MSME-DI, AGARTALA (Formerly SIS, AGARTALA), 21,Harish Thakur road, (Tripura), AGARTALA -799001.	www.tripura.nic.in/msmediagartala
24	MSME-DI, AGRA (Formerly SISI, AGRA) 34,Industrial Estate, Nunhai, U.P. AGRA -282 006.	www.msmediagra.gov.in
25	MSME-DI, ALLAHABAD (Formerly SISI, ALLAHABAD), E-17/18, Industrial Estate, Naini, ALLAHABAD -211 009.	www.msmediallahabad.gov.in
26	MSME-DI,HALDWANI (Formerly SISI, HALDWANI) Kham Bungala Campis,Kaladungi Road,, HALDWANI -263139.	www.msmedihaldwani.com
27	MSME-DI, HUBLI (Formerly SISI, HUBLI),	www.sisihubli.com

	Industrial Estate, Gokul Road,, HUBLI -580 030.	
28	MSME-DI, JAMMU (Formerly SISI, JAMMU), 36, B/C,Gandhi Nagar,, JAMMU -180 004.	
29	MSME-DI, MUZAFFARPUR (Formerly SISI, MUZAFFARPUR), Institute, Goshala Road, P.O. Ramna, MUZAFFARPUR -842 002.	
30	MSME-DI, NAGPUR (Formerly SISI, NAGPUR), `C- Block, C.G.O. Complex, Seminary Hill,, NAGPUR -440 006	www.sisinagpur.nic.in
31	MSME Testing Centres,kolkata Formerly RTC,Calcutta) 111 & 112 B.T.Road,, KOLKATA -700108	www.rteer.nic.in
32	MSME Testing Centres,Chennai (Formerly,RTC chennai) 65/1,GST Road, Guindy,P.B. No.3146,, CHENNAI -600032.	http://business.vsnl.com/rtcchennai
33	MSME Testing Centres,Mumbai (Formerly RTC,Mumbai) Kurla Andheri Road, Saki-Naka, MUMBAI -400072.	
34	MSME Testing Centres,NewDelhi (Formerly RTC,NewDelhi) Capt. Shahid Gaur Marg, Okhala Indl. Estate,, NEW DELHI -110020	http://www.rtcnr.gov.in/

The MSMEs also maintain small libraries for reference, which are open to public during office hours.

**The names, designation and other particulars of Public Information Officers
(PIOs) in DC(MSME)
(Under section 4(1) (b) (xvi) of Right to Information Act, 2005)**

(A) Hqrs. Office:

Sl. No.	Name & Designation of Appellate Authority	Name & Designation of CPIO	Subject matter
1.	Shri Samarendra Sahu, ADC	Shri P.K.Sinha, Dy. Director	All matters pertaining to MSME Policy division.
	-Do-	Shri A K Gangopadhyay, Dy.Director	All matters pertaining to National Board and unorganized sector.
2.	Shri G Sanjeevan DDG	Shri Khem Chandi, Asstt Director	All matters pertaining to S&D Division.
3.	Sh H S Meena JDC	Smt Sarita Puri, Dy Director	All matters pertaining to Vigilance, Cash & HE Section.
	-Do-	Shri Sanjeev Chawla, Dy Director	All matters pertaining to MSE-CDP, UNIDO division.
	-Do-	Shri R.N. Aggarwal, Dy. Director	All matters pertaining to B&A division
4.	Shri Abhay Bakre, JDC	Shri Vijay Kumar, Director	All matters pertaining to NMCP.
5.	Shri Dharmendra Prakash, JDC	Shri Dipak Chanda, Dy Director	All matters pertaining to MA, IC division.
	-Do-	Smt Asha Kak, Asstt Director	All matters pertaining to ISO.
	-Do-	Shri S. K. Agarwal, Asstt Director	All matters pertaining to WTO & EP division.
6.	Shri M P Singh, EA	Dr Harish Anand, Director	All matters pertaining to Publicity, IFC division.
7.	Shri Niranjana Naik, IA	Shri S K Basu, Dy Director	All matters pertaining to Leather, CFTI, PPDC Meerut, TCs, FIPB, CDP-IID.
	-Do-	Shri Kalendra Sahai, Dy Director	All matters pertaining to Ancillary division.
	-Do-	Shri Kuldeep Singh, Asstt Director	All matters pertaining to Hosiery division
	-Do-	Shri A k Malhotra, Asstt Director	All matters pertaining to MSME -DI division.
8.	Shri Anupam Mishra, AEA	Shri P K Mukherjee, Dy Director	All matters pertaining to EA/Credit Division..
	-Do-	Shri D K Katara, Dy Director	All matters pertaining to CLCSS
9.	Shri A. Vanraj Chavda, Director	Shri Mahendra Singh, Dy Director	All matters pertaining to Admin(G) Excepting matters related to ADi, Dy Dir, Court cases, seniority lists, Parliyamnt

			Question.
	-Do-	Shri S V N Pillai, Dy Director	All matters pertaining to Admin(NG) division.
	-Do-	Shri N S Bairwa, Dy Director	All matters pertaining to GA Section.
	-Do-	Shri Lekhraj Singh, Dy Director	All matters pertaining to ADi, Dy Dir, Court cases, seniority lists, Parliyamnt Question in Admin(G).
10.	Shri D Bandyopadhyay Director	Shri S K Haldar, Dy Director	All matters pertaining to Skill Development, National Award, Tread division.
	-Do-	Shri R N Aggarwal, Dy Director	All matters pertaining to Library.
	-Do-	Shri Dinesh Kumar, Asstt Director	All matters pertaining to Metallurgy.
	-Do-	Shri K K Funda, Asstt Director	All matters pertaining to Mechanical division.
11.	Dr. Izzatullah, Director	Shri S K Sharma, Dy Director	All matters pertaining to Chemical and Food division.
	-Do-	Shri D Baidya, Dy Director	All matters pertaining to G&C division.
12.	Shri R K Rai, Director	Shri Vinay Adlakha, Dy Director	All matters pertaining to Tool Room I & PPDC Agra.
	-Do-	Shri Jaipal Singh, Dy Director	All matters pertaining to Tool Room II division.
	-Do-	Shri A K Verma, Dy Director	All matters pertaining to Elect & Electx, IDEMI/ESTC.
	-Do-	Shri S V Sharma, Dy Director	All matters pertaining to SENET division.
	-Do-	Shri Arvind Chaudhry, Dy Director	All matters pertaining to Planning division.

(B) Field Offices:

S.No.	Name and designation of CPIO	Administrative unit/office for which responsible	Tel. No. of the CPIO
1	Shri Ashok Singh, Asst. Director.	Micro, Small & Medium Enterprises, DI. Ludhiana	0161-2533225
2	Shri J.A. Khan, Assistant Director.	Micro, Small & Medium Enterprises, DI. Allahabad	2697468
3	Shri I.B. Singh, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Varanasi	0542-2370621
4	Shri Jharia Bhagat, Deputy Director.	Micro, Small & Medium Enterprises, DI. Ranchi	0651-2544743
5	Shri A. Bandopadhyay, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Dhanbad	0326-2303769
6	Shri Hara Kr. Hajong, Deputy Director.	Micro, Small & Medium Enterprises, DI. Kolkata	033-25775531
7	Shri Joydev Paul, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Suri	03462-255402

8	Shri Monojit Guha, Assistant Director.	Micro, Small & Medium Enterprises, DI. Durgapur	0343- 2557129
9	Shri K.D. Bhattacharya, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Siliguri	0353- 2542487
10	Shri Sathesh Kumar, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Port Blair	03192- 252308
11	Shri S. Dharmaselvam, Deputy Director.	Micro, Small & Medium Enterprises, DI. Imphal	0385- 2220584
12	Shri Rajiv S., Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Dimapur	0386- 231552
13	Shri K.K. Nath, Assistant Director.	Micro, Small & Medium Enterprises, DI. Guwahati	0361- 2550073
14	Shri T.K. Chakravarty, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Silchar	0384- 2247649
15	Ms Sherry Lathangzo, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Shillong	0364- 2223349
16	Shri M. Ashokan, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Itanagar	0361- 2653367
17	Shri Tarsem Lal, Deputy Director.	Micro, Small & Medium Enterprises, DI. Gangtok	231262
18	Shri G. Rajesekharan, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Aizwal	0389- 2323448
19	Ms. Lalwati Longcher, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Diphu	03671- 272549
20	Shri R.M. Malakar, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Tezpur	03712- 221084
21	Shri U.C. Khanduri, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Tura	03651- 222569
22	Dr. D.S. Mandloi, Deputy Director.	Micro, Small & Medium Enterprises, DI. Indore (including Br. SISI-Rewa)	0731- 2420723
23	Shri S.K. Gupta, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Gwalior	0751- 2422590
24	Shri Dindayal Gajbhiye, Assistant Director.	MSME Testing Station, Bhopal	0755- 2586075
25	Shri S. Vijay Kumar, Deputy Director.	Micro, Small & Medium Enterprises, DI. Mumbai	022- 28577166
26	Shri D.S. Kandhare, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Aurangabad	0240- 2485430
27	Shri M.P. Barapatre, Assistant Director.	MSME Testing Station, Kolhapur	0230- 2469366
28	Shri P.M. Parlewar, Deputy Director.	Micro, Small & Medium Enterprises, DI. Nagpur	0712- 2510352
29	Shri R.R. Deshpande, Deputy Director.	MSME Testing Centre, Mumbai	022- 28570588

30	Shri N.P. Dave, Deputy Director.	Micro, Small & Medium Enterprises, DI. Ahmedabad	079- 7540619
31	Shri P.N. Solanki, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Rajkot	0281- 2465585
32	Shri R.K. Parmar, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Silvasa	0260- 2640933
33	Shri Arvind Patwari, Deputy Director.	Micro, Small & Medium Enterprises, DI. Hyderabad	040- 23078857
34	Shri Bathu Vijayakumar, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Visakhapatnam	0891- 2517942
35	Shri D.B. Chakrabarty, Assistant Director.	MSME Testing Station, Hyderabad	040- 23704371
36	Shri B.N. Sudhakara Rao, Assistant Director.	Micro, Small & Medium Enterprises, DI. Bangalore	080- 3351540
37	Shri K. Socrates, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Mangalore	0824- 217696
38	Shri S.R. Deshpande, Deputy Director.	MSME Testing Station, Bangalore	080- 3202540
39	Shri P. Manickam, Deputy Director.	Micro, Small & Medium Enterprises, DI. Chennai	044- 22341785
40	Shri M. Arun Raisith, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Tuticorin	0461- 2375345
41	Shri. S. Panikkassery, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Coimbatore	0422- 2233956
42	Smt. Kathreenamma Sebastian, Assistant Director.	Micro, Small & Medium Enterprises, DI. Thrissur	0487- 2360216
43	Shri M. Pallanivel, Deputy Director.	Nucleus Cell, Lakshadweep	04897- 273345
44	Shri P.K. Das, Assistant Director (G/C).	Micro, Small & Medium Enterprises, DI. Cuttack	0671- 610208
45	Shri N.C. Maurya, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Rourkela	0661- 507492
46	Shri Bhawani P Behera, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Rayagada	0685- 222268
47	Shri R.S. Barapatre, Assistant Director.	Micro, Small & Medium Enterprises, DI. Raipur	2427719
48	Shri H.K. Sharma, Assistant Director.	Micro, Small & Medium Enterprises, DI. Haldwani	05946- 228353
49	Shri D.K. Singh, Deputy Director.	Micro, Small & Medium Enterprises, DI. Patna	0612- 2262719
50	Shri Zacharia George, Assistant Director.	Micro, Small & Medium Enterprises, DI. Tiruvalla	0469- 2701336
51	Shri P.K. Chatterjee, Deputy Director.	Micro, Small & Medium Enterprises, DI. Hubli	0836- 2330389
52	Shri S.M. Sarwade, Assistant Director.	Branch Micro, Small & Medium Enterprises, DI. Gulberga	0847- 2420944
53	Shri Manoj Kumar, Assistant Director.	Micro, Small & Medium Enterprises, DI. Agartala	0381- 2322460
54	Shri K. Sampathkumar, Deputy Director.	MSME Testing Centre, Chennai	044- 22343634

55	Shri M.R. Anantha Padmanabhan, Assistant Director.	MSME Testing Station, Pondicherry	0431- 2248110
56	Shri A.K. Gangopadhay, Deputy Director.	MSME Testing Centre, New Delhi	011- 26847973
57	Shri B.C.S. Bist, Assistant Director.	Micro, Small & Medium Enterprises, DI. Kanpur	0512- 295070
58	Shri V.P. Sharma, Assistant Director.	Micro, Small & Medium Enterprises, DI. Jaipur	0141- 2212098
59	Shri R.M. Haldia, Assistant Director.	MSME Testing Station, Jaipur	0141- 2212090
60	Shri B.B.S. Negi, Assistant Director.	Micro, Small & Medium Enterprises, DI. Solan	230265
61	Shri K. Yadav, Assistant Director.	Micro, Small & Medium Enterprises, DI. Muzzafarpur	2282486
62	Shri B.S. Srivastava, Deputy Director.	MSME Testing Centre, Kolkata	2577- 0686
63	Shri Shivanand F Bachagundi, Assistant Director.	Micro, Small & Medium Enterprises, DI. Goa	0832- 2705092
64	Shri Gian Chand Saini, Assistant Director.	Micro, Small & Medium Enterprises, DI. Karnal	0184- 2230910
65	Shri M.K. Sarawat, Deputy Director.	Branch Micro, Small & Medium Enterprises, DI. Bhiwani	0166- 2242236
66	Shri G.S. Nangia, Assistant Director.	Micro, Small & Medium Enterprises, DI. New Delhi	26838118
67	Shri Phool Singh, Assistant Director.	Hand Tool Design Development & Training Centre, Nagaur	0158- 240276
68	Dr. Ashwani Kumar, Assistant Director.	Micro, Small & Medium Enterprises, DI. Jammu	0191- 2431077
69	Shri R.P. Singhal, Assistant Director.	Micro, Small & Medium Enterprises, DI. Agra	0562- 2280879
70	Shri Suresh Babu, Assistant Director.	MSME Promotion and Training Institute, DI. Ettumanoor	0481- 2535563
71	Shri T.R. Satyakeerthy, Assistant Director.	MSME Testing Station, Changanacherry	0481- 2721018

Details of CPIOs in Autonomous Bodies under DC(MSME)			
S.No.	Name and designation of CPIO	Administrative unit/office for which responsible	Tel. No. of the CPIO
1	Shri Sunil M. Uniyal, Personnel Officer.	Indo German Tool Room, Ahmedabad	079- 25841960
2	Shri A.K. Chanda, Administrative Officer.	Centre Tool Room & Training Centre, Kolkata	033- 2577,1068
3	Shri Pankaj Kumar Medhi, Senior Training Officer.	Tool Room & Training Centre, Guwhati	036- 2655542
4	Shri J.P. Sharma, Office Superintendent.	Process-cum-Product Development Centre, Meerut	0121- 2511779
5	Shri V.K Gupta, Sr. Scientific Officer.	Electronics Service&Training Centre, Ramnagar	05947- 251530
6	(i) Shri V.Krishna Swami, Director – for CAD/CAM & LCA (ii) Shri K.V. Subrahmanyam, Secretary & Shri R. Jaihind Babu, Assistant Director (Accounts) – for Admn.&Accounts (iii) Shri R.K.P. Kumar, Deputy Director & Shri U. Bhaskara Reddy, Deputy Director – for Tool Room & CNC, (iv) Shri H. Vankatesh, Deputy Director & Shri U. Kshirasagar, Deputy Director – for Training (v) Shri S. Srinivasa Rao, Accountant – for Vijayawada Sub-Centre	Central Institute of Tool Design, Hyderabad	040- 23774536
7	Shri N.P. Singh, Assistant Director, Training.	Central Institute of Hand Tools, Jalandhar	0181- 2290196
8	Shri P.C. Singh, Assistant Director (Management).	Fragrance and Flavour Development Centre, Kannauj	0512- 2216731
9	Shri R.Jacob, Manager (Administration&Accounts).	Indo Danish Tool Room, Jamshedpur	0657- 2408061
10	Shri Devendra Saha, Senior Glass Technologist.	Centre for Development of Glass Industry, Ferozabad	05612- 232447
11	Shri J.Ghosh, Deputy Director.	Process-cum-Product Development Centre, Agra	05622344
12	Shri Rohit Puri, Assistant Director.	Central Footwear Training Institute, Chennai	044- 22336876

13	Shri B. Paty, Manager.	Central Tool Room & Training Centre Bhubanewar	0674- 3097116
14	Shri Rajesh Sharma, Senior Administrative Officer.	Indo-German Tool Room, Indore	0731- 2721394
15	Shri S.G. Khaladkar, Joint Director (ET).	Institute for Design of Electrical Measuring Instruments, Mumbai	24050303
16	(i) Shri D.Sivaiah, Sr. Manager (Training) and (ii) Shri Anil Daithankar Manager (Admn. & Finance).	Indo German Tool Room, Aurangabad	0240- 2486832
17	Shri Rahul Puri, Assistant Director (Management).	Central Footwear Training Institute, Agra	2642005
18	Shri A.K. Mittal, Sr. Manager	Central Tool Room Ludhiana	09815700 320

Other Information

(Under section 4(1)(b)(xvii) of Right to Information Act, 2005)

Some essential tips

When does RTI Act come into force?

It comes into force on the 12th October 2005 (120th day of its enactment on 15th June, 2005). Some provisions have come into force with immediate effect viz. obligations of public authorities [S.4 (1)], designation of Public Information Officers and Assistant Public Information Officers [S.5 (1) and 5(2)], constitution of Central Information Commission (S.12 and 13), constitution of State Information Commission (S.15 and 16), non-applicability of the Act to Intelligence and Security Organizations (S.24) and power to make rules to carry out the provisions of the Act (S.27 and 28).

Who is covered?

The Act extends to the whole of India except the State of Jammu and Kashmir.

What does information mean?

Information means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force but does not include "file notings"

What does Right to Information mean?

It includes the right to -

- i. Inspect works, documents, and records.
- ii. Take notes, extracts or certified copies of documents or records.
- iii. Take certified samples of material.
- iv. Obtain information in form of printouts, diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts.[S.2(j)]

Exemptions

The following is exempt from disclosure

- i. Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence
- ii. Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- iii. Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

- iv. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- v. Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
- vi. Information received in confidence from foreign Government;
- vii. Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- viii. Information which would impede the process of investigation or apprehension or prosecution of offenders;
- ix. Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- x. Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual;
- xi. Notwithstanding any of the exemptions listed above, a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

Partial disclosure.

Only that part of the record, which does not contain any information, which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

Public Authority: Definition

It means any authority or body or institution of self-government established or constituted: [S.2 (h)]

- by or under the Constitution;
- by any other law made by Parliament;
- by any other law made by State Legislature;
- by notification issued or order made by the appropriate Government. and includes any-
 - a. body owned, controlled or substantially financed
 - b. non-Government organization substantially financed directly or indirectly by the appropriate Government.

Who are Public Information Officers (PIOs)?

PIOs are officers designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act. Any officer, whose assistance has been sought by the PIO for the proper discharge of his or her duties, shall render all assistance and for the purpose of contraventions of the provisions of this Act, such other officer shall be treated as a PIO.

What are the duties of a PIO?

- PIO shall deal with requests from persons seeking information and where the request cannot be made in writing, to render reasonable assistance to the person to reduce the same in writing.
- If the information requested for is held by or its subject matter is closely connected with the function of another public authority, the PIO shall transfer, within 5 days, the request to that other public authority and inform the applicant immediately.
- PIO may seek the assistance of any other officer for the proper discharge of his/her duties.

- PIO, on receipt of a request, shall as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in S.8 or S.9.
- Where the information requested for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- If the PIO fails to give decision on the request within the period specified, he shall be deemed to have refused the request.
- Where a request has been rejected, the PIO shall communicate to the requester - (i) the reasons for such rejection, (ii) the period within which an appeal against such rejection may be preferred, and (iii) the particulars of the Appellate Authority.
- PIO shall provide information in the form in which it is sought unless it would disproportionately divert the resources of the Public Authority or would be detrimental to the safety or preservation of the record in question.
- If allowing partial access, the PIO shall give a notice to the applicant, informing:
 - a. that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
 - b. the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
 - c. the name and designation of the person giving the decision;
 - d. the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
 - e. his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided.
- If information sought has been supplied by third party or is treated as confidential by that third party, the PIO shall give a written notice to the third party within 5 days from the receipt of the request and take its representation into consideration.
- Third party must be given a chance to make a representation before the PIO within 10 days from the date of receipt of such notice.

What is the Application Procedure for requesting information?

1. Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, specifying the particulars of the information sought for.
2. Reason for seeking information are not required to be given;
3. Pay fees as may be prescribed (if not belonging to the below poverty line category).

What is the time limit to get the information?

1. 30 days from the date of application
2. 48 hours for information concerning the life and liberty of a person
3. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.
4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).
5. Failure to provide information within the specified period is a deemed refusal.

What is the fee?

1. Application fees to be prescribed which must be reasonable.
2. For Small Industry Development Organisation, the fee charged is Rs. 2/ per page for information requested in print /photocopy form. Rupees fifty for information on floppy form Rs. 100 for CD and Rs. 500/-- for information on Videocassette form.
3. If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;
4. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;
5. No fees will be charged from people living below the poverty line
6. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

What could be the ground for rejection?

1. If it is covered by exemption from disclosure. (S.8)
2. If it infringes copyright of any person other than the State. (S.9)

Appellate Authorities

1. In all cases pertaining to DC (MSME) Hqrs. Office list of Appellate Authority is given in chapter XVI of this handbook. In respect of field offices, Head of institutes is the Appellate Authority.
2. Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given or should have been made by the First Appellate Authority. (The Commission may condone Delay if sufficient cause is shown).
3. Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission, which is the second appellate authority.
4. Burden of proving that denial of Information was justified lies with the PIO.
5. First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable by 15 days if necessary. (S.19)

Penalty provisions

Every PIO will be liable for fine of Rs. 250 per day, up to a maximum of Rs. 25,000/-, for

- i. Not accepting an application;
- ii. Delaying information release without reasonable cause;
- iii. Malafidely denying information;
- iv. Knowingly giving incomplete, incorrect, misleading information;
- v. Destroying information that has been requested and
- vi. Obstructing furnishing of information in any manner.

The Information Commission (IC) at the Centre and the State levels will have the power to impose this penalty. The Information Commission can also recommend disciplinary action for violation of the law against an erring PIO.

Jurisdiction of courts

Lower Courts are barred from entertaining suits or applications against any order made under this Act. (S.23) However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 225 of the Constitution remains unaffected.

FORMS:

1. **Application for seeking Information: FORM –A** the application form should be simple and the Dealing hand at the facilitation counter should give reasonable assistance to the applicant to fill up the forms.
2. **Performa for acknowledgement.**
3. **Performa for transfer of application. – FORM -B**
4. **Performa for rejection order – FORM –C**
5. **Format of register to be maintained by the Public Information officer.**

The forms are as follows:

**Form ‘A’
Form of application for seeking information
(See rule 3)**

**I.D.No _____
(For official use)**

To

The Competent Authority,

.....
.....

1. Name of the Applicant:
2. Address:
3. Particulars of information.
 - (a) Concerned department:
 - (b) Particulars of information required:
 - i. Details of information required:
 - ii. Period for which information asked for :
 - iii. Other details:
4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.

5. A fee of Rs._____ has been deposited in the office of the Competent authority
Vide No_____ dated_____.

Place:

Date:

Signature of Applicant

E-mail address, if any

Tel. No. (Office)

(Residence)

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No_____

Dated: _____

1. Received an application in Form A from Shri/Ms._____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the Shri. _____ Between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. The applicant may also consult Web site of the department from time to time to ascertain the status of his application.

Signature and Stamp of the
Authority accepting the application

E-mail address:.....

Web site:

Tel.No

Dated

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

No. F. _____

Date :

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Competent Authority and, therefore, your application is being referred herewith to Shri _____
3. This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Competent Authority.

E-mail address:

Web site:

Tel. No.

Form 'C'
Rejection Order
[See rule 8&9]

From _____

No. F. _____

Dated :

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons: -

i).....

ii).....

3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority, within 30 days of the issue of this order.

You're faithfully,

Competent Authority.

E-mail address:

Web site:

Tel. No.....

