

Manual-1

Particulars of the Organisation, Function & Duties

[Section-4(1)(b)(ii)]

Name of the Organisation & address	:-	District Industries Centre, At/Po: Main Road , Malkangiri
Function & Duties	:-	1. To assist handicraft artisans. 2. To assist entrepreneurs for setting up of MSMES 3. To survey potential activities under industries sector.
Morning hour of the office	:-	10.00 A.M.
Closing hour of the office	:-	05.00 P.M.

Manual-2

Powers & Duties of the Officer & Employees

[Section-4(1)(b)(ii)]

Name & designation			<u>Duties</u>
Powers	Administrative	1. Sri K.C. Bag, OIS(I) General Manager, DIC	1. Overall administration & Appellate authority.
	Fianacial	1. Sri Trinath Sunani, Sr. Clerk-cum- Cashier	1. Accounts & establishment.
	Others	1. Sri Bimal Kr. Kandulana, Industries Promotion Officer 2. Sri Rabindranath Kundu, Industries Promotion Officer 3. Sri Anthony Lakra Industries Promotion Officer 4. Sri Naba Kishor Naik Peon 5. Sri R.N. Khemundu Messenger 6. Sri Benu Harijan Peon 7. Sri Dambaru Behera Peon	1. PMEGP, H & CI, Confidential, & RTI. 1. MSME Section 1. Malkangiri Block 1. Assist A/C Section. 1. Issue Despatch Section 1. Watch & Ward Duties. 1. File transaction.

Manual-3

Procedure followed in decision making process.

[Section-4(1)(b)(ii)]

- What is the procedure followed to take a decision for various matters:-
The procedure is being followed as per guidelines & Govt. Circulars.
- What are the documented procedure/laid down procedure:- As per guidelines & Govt. Circulars.
- What are the arrangements to communicate the decision to the public:- By post.
- Who are the officers , whose opinion are sought for the process of decision making:-
State Level Officers & District Level Administration.
- Who is the final authority that waits the decision :- Head of the Deptt. & Govt.
Foramt for he Important Matters on which the decision is taken by the Public Authority

Sl.No	Subject on which the decision is to be taken	Guidelines /Direction if any	Process of execution	Designation of the officers involved the decision making	Contact information of the above mentioned officers	If not satisfied by the decision , where and how to appeal
01	PMEGP	Guidelines of KVIC	As per decision of DTFC	Collector, Malkangiri & G.M.,DIC & other officer of DTFC	-	-
02	MSME	Guidelines of Director of Industries , Orissa	As per guidelines provided by Director of Industries	Director of Industries, Orissa & G.M., DIC, & Members of Single Window Committee	-	-
03	Handicraft & Cottage Industries	Guidelines of Director , H & C.I.,Bhubaneswar	As per guidelines	DLCC	-	-

Manual-4
Norms for Discharge of Functions
[Section-4(1)(b)(ii)]

Sl.No	Activity	Time Frame / Norms	Remarks
01	PMEGP	Within the cut-off date declared by Govt.	-
02	MSME Grant of Registration Certificate Provision of incentives, if any	Within 7 days To be applied within six months from the date of starting commercial production	Subject to fulfillment of required documents as per guidelines -do-
03	Handicraft & Cottage Industries Cluster Development Programme Rehabilitation of Handicraft Artisans	Six month Within financial Year	Subject to provision of allotment within due time. -do-

Manual-5
Rule , regulations, instructions, manuals & Records for discharging functions
[Section-4(1)(b)(ii)]

Sl.No	Name/ Title of the documents	Types of documents	Brief Write up of the documents	From where, one can get a copy of rule, regulations, instruction, manuals & records	Address , telephone No., Fax, E-Mail & others	Fees charged by the Deptt. For a copy of the rule, regulations , instruction, manuals if any
01	Guidelines, Circulars & other documents etc	-	-	From DIC, Malkangiri relating to Industries sector	06861-231075 dicmalkangiri@nic.in	Application fee-Rs10/- & Xerox charge-Rs2/- per page

Manual-6
Categories of Documents under Control
[Section-4(1)(b)(ii)]

Sl.No	Category of the documents	Name of the document and its introduction in one line	Procedure to obtain the the documents	Head by under control of
01	Guidelines, Circulars & other documents etc	-	-	General Manager D.I.C Malkangiri

Manual-7
Particular of Arrangement in formulation of Policy
[Section-4(1)(b)(ii)]

Sl.No	Subject/Topic	Is it mandatory to ensure public participation(Yes/no)	Arrangements for seeking public participation
01	Guidelines, Circulars & other documents etc	No	-

Manual-8
Board,councils,committees & others Bodies constituted
[Section-4(1)(b)(ii)]

1. . Name of the affiliated body :- NA
2. . Type of affillated Body :- NA
3. Role of the affillated body :- NA
4. Structure & member composition :- NA
5. Head of the body :- NA
6. Address & Main office and its Branchs :- NA
7. Frequency of meeting :- NA
8. Can public participate in the meeting :- NA
9. Are minutes of the meetings prepare :- NA
- 10.

11. Are minutes of the meetings available to the public ? If yes please provide information about the procedure to obtain them.:- NA

Manual-9
Directory of the Officer& Employees
[Section-4(1)(b)(ii)]

Sl.No	Name	Desigation	STD Code	Ph No. Fax E -mail	Address Office	Home
01	Sri K.C. Bag	General Manager	06861	231075	At: Main Road , Malkangiri PO/Dist: Malkangiri	At:/Po: Phatkamal Dist: Kalahandi
02	Sri Bimal Kr Kandulana	IPO	06861	231075	-do-	At/Po: Badagaon Dist: sundargarh
03	Sri R.N. Kundu	IPO	06861	231075	-do-	At: Birabar Pur Po: Abhiman Pur Dist: Cuttack
04	Sri Anthony Lakra	IPO	06861	231075	-do-	At/Po: Kusumdegi Dist: Sundargarh
05	Sri Trinath Sunani	Sr. Clerk-cum- cashier	06861	231075	-do-	At/Po: Thikadar Pada Dist: Balangir
06	Sri Naba Kishor Naik	Peon	06861	231075	-do-	At: Kumbhar Sahi, PO: jeypore Dist: Koraput
07	Sri Benu Harijan	Peon	06861	231075	-do-	At: Kumbhar Sahi, PO: jeypore Dist: Koraput
08	Sri Dambaru Behera	Peon	06861	231075	-do-	At: Kandara Sahi PO: jeypore Dist: Koraput
09	Sri R. N. Khemundu	Messenger	06861	231075	-do-	At/Po: Gobind palli Dist: Malkangiri

Manual-10**[Section-4(1)(b)(ii)]****Monthly Remuneration & Compensation of Officer & Employees**

Sl.No	Name	Designation	Monthly remuneration	Compensation/Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
01	Sri K.C. Bag	General Manager	Gross Pay:-Rs 34306/-	-	As per Govt. Rule
02	Sri Bimal Kr Kandulana	IPO	Gross Pay:-Rs 26356/-	-	As per Govt. Rule
03	Sri R.N. Kundu	IPO	Gross Pay:-Rs 26610/-	-	As per Govt. Rule
04	Sri Anthony Lakra	IPO	Gross Pay:-Rs 7296/-	-	As per Govt. Rule
05	Sri Trinath Sunani	Sr. Clerk-cum-cashier	Gross Pay:-Rs 11220/-	-	As per Govt. Rule
06	Sri Naba Kishor Naik	Peon	Gross Pay:-Rs 12226/-	-	As per Govt. Rule
07	Sri Benu Harijan	Peon	Gross Pay:-Rs 12660/-	-	As per Govt. Rule
08	Sri Dambaru Behera	Peon	Gross Pay:-Rs 12660/-	-	As per Govt. Rule
09	Sri R. N. Khemundu	Messenger	Gross Pay:-Rs 12660/-	-	As per Govt. Rule

Manual-11**[Section-4(1)(b)(ii)]****For Public Authorities responsible for developmental ,construction, technical works**

Sl.No	Name of scheme /Head	Activity	State date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released/disbursed (No of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

For Public Authority

Sl.No	Head	Proposed Budget	Sanctioned Budget	Amount Released /Disbursed(No of installments)	Total Expenditure
	Nil	Nil	Nil	Nil	Nil

Manual-12
Manner of Execution of Subsidy Programmes
[Section-4(1)(b)(ii)]

- . **Name of Programme/Scheme** :- **PMEGP**
Rehabilitation of handicraft Artisan
- . **Duration of the Programme/Scheme** :- **Whole financial year**
- . **Objective of the Programme** :- **To generate employment**

. **Physical and financial targets of the Programme**

Sl.No	Name of the Scheme	Target	
		Physical	Financial
01	PMEGP	13 Nos	Rs 18.18 lakh
02	Rehabilitation of Handicraft Artisan	04 Nos	Rs.0.20 Lakh

Sl.No	Particulars	PMEGP	RHA
01	Pre-requisite for the benefit	Applicants , whose applications have been received during scheduled date, as per notification.	Handicraft Artisans
02	Procedure to avail the benefit of the programme	As per the Govt. guidelines	As per the Govt. guidelines
03	Criteria for deciding eligibility	As per the Govt. guidelines	As per the Govt. guidelines
04	Details of the benefits given in he programe (Also mention the amount of subsidy or other help given)	Margin Money assistance as a grant.	Margin Money assistance as a grant.
05	Procedure for the distribution of the subsidy	As per the Govt. guidelines	As per the Govt. guidelines
06	Where to apply or whom to contact lthe office for applying	District Industries Centre, Malkangiri	District Industries Centre, Malkangiri
07	Application fee, whether applicable	NA	NA
08	Other Fees, where applicable	Na	Na
09	Application format	Available in office	Available in office
10	List of attachments	Certificates relating to age proof, qualification, residence, caste	Certificates relating to age proof, qualification, residence, caste
11	Format of attachments	As per the Govt. guidelines	As per the Govt. guidelines
12	Where to contact in case of process related complaints	DIC, Malkangiri	DIC, Malkangiri
13	Detail of available fund	Funds allotted by the KVIC	Funds allotted by the Director of H & CI
14	List of beneficiary in the format given below		

LIST OF BENEFICIARIES ASSISTED UNDER PMEGP

Sl.No	Name of the beneficiaries	Amount of subsidy	Parent/guardian	Criteria of selection	Address			
					District	City	Village	House No
1	Budra Madhi	70000/-	Shyam madhi	As per govt guideline	Malkangiri		Thandapali	
2	Kailash ch Nayak	114000/-	Jayram Nayak	-do-	Malkangiri		Kourkonda	
3	Rakesh Ch Haldar	50,000/-	Subash Haldar	-do-	Malkangiri		DNK Malkangiri	
4	Y Sanjib Rao	15,000/-	Y Rama Rao	-do-	Malkangiri		Vetnery colony	
5	Harihar Challan	25,000	Ghasiram Chyallan	-do-	Mlakngiri		Jaypuriguda	
6	Satyanjan Biswas	70000	Amal Biswas	-do-	Malkangiri		M.V-16	
7	Sumangal Ray	35000	Sidam Ray	do	Malkangiri		M.V-31	
8	Dhanurjaya Tikadar	70000	Narayan Tikadar	do	Malkangiri		M.V-36	
9	Dasarath Parida	50000	Upendra Parida	do	Malkangiri		Kumuluguma	
10	Ranjit Bepari	70000	Ramesh	do	Malkangiri		MPV-8	
11	Dibakar Dhali	175000	Nirmal Kanti	do	Malkangiri		MPV-11	
12	Iswar ch Padiami	35000	Ganga	do	Malkangiri		Erangada	
13	Ashim Bawali	94500	Haripada	do	Malkangiri		MV-73	
14	P Ashish Raju	250000	P.Bisweswar Rao	do	Malkangiri		Main Road Kalimela	
15	J Chenti Babu	87500	T.Bichem	do	Malkangiri		Podia	
16	Monoj Ray	49000	Harichand	do	Malkangiri		MV-96	
17	Raghunath Nayak	70000	Somnath	do	Malkangiri		Podaguda	
18	Harisen Advari	70000	Sanyasi	do	Malkangiri		Moteibeda	
19	Laxman Kope	70000	Arjun	do	Malkangiri		Khairapali	
20	Ram Ch kope	70000	Balaram	do	Malkangiri		Khairapali	
21	Ranjit Biswas	140000	Jitendra nath	do	Malkangiri		MV-76	
22	Babul Ch Das	140000	Rameswar	do	Malkangiri		MV-76	
23	Anand Biswas	122500	Haribhakta	do	Malkangiri		Mv-81	
24	Jamuna Bhoi	70000	Nanda Nayak	do	Malkangiri		Atalguda	
25	Hirabati Bhumia	70000	Sukumar Mondol	do	Malkangiri		Talpadar	

LIST OF BENEFICIARIES ASSISTED UNDER RHA

Sl.No	Name of the beneficiaries	Amount of subsidy	Parent/ guardian	Criteria of selection	Address			
					District	City	Village	House No
1	Pariskar Dhali	5000	Paresh	As per govt guideline	Malkangiri		MV-02	

Manual-13

Particulars of recipients of Concession , permits, authorization granted
[Section-4(1)(b)(ii)]

Nil

Manual-14

Information available in an Electronic Form
[Section-4(1)(b)(ii)]

Nil

Manual-15

Particulars of Facilities available to citizen for obtaining Information
[Section-4(1)(b)(ii)]

- Means , methods, or facilitation available to the public adopted by the Industries Deptt:-
 1. Road Show
 2. Exhibition
 3. Notice Board
 4. Printed Pamphlet

Manual-16**Names , designation and other particulars of Public Information Officer****[Section-4(1)(b)(ii)]**

- Name of the Public Authority :- Sri Bimal Kumar Kandulana,
- Asst. Public information officer :- Sri Rabindranath Kundu
Sri Trinath Sunani

Asst. Public Information Officers

Sl.No	Name	Desig-nation	STD Code	Phone No		Fax	E-Mail Address
				Office	Home		
01	Sri R. N. Kundu	IPO	06861	231075	-	-	dicmalkangiri@nic.in
02	Sri Trinath Sunani	Sr. Clerk	06861	231075	-	-	dicmalkangiri@nic.in

Public Information Officers

Sl.No	Name	Desigi-nation	STD Code	Phone No		Fax	E-Mail Address
				Office	Home		
01	Sri Bimal Kumar Kandulana	IPO	06861	231075	-	-	dicmalkangiri@nic.in

Appellate Authority

Sl.No	Name	Desigi-nation	STD Code	Phone No		Fax	E-Mail Address
				Office	Home		
01	Sri K.C. Bag	General manager	06861	231075	-	-	dicmalkangiri@nic.in

Manual-17**Other Useful Information****[Section-4(1)(b)(ii)]**

Nil

DISTRICT INDUSTRIES CENTRE: MALKANGIRI

Letter No. 361 dt16 /05 /2011

To

The District Informatics Officer,
N.I.C., Malkangiri.

Sub:- Submission of information in prescribed format as required (Manual 1 to 17)
under Right to Information Act-2005.

Ref:- Letter No.784 dt.03.05.2011 & letter No.790 dt.04.05.2011
of Collectorate, Malkangiri

Sir,

Inviting kind reference to the subject cited above, I am to submit herewith
the information in prescribed format (Manual 1 to 17) under RTI Act-2005 with respect
to District industries Centre, Malkangiri for favour of your kind information and
necessary action

Yours faithfully

Encl: Soft Copy of Manual 1 to 17.

Public Information Officer(RTI)
D.I.C., Malkangiri

Memo No 362 dt.16.05.2011

Copy submitted to the Collector, Malkangiri for favour of kind information
and necessary action.

Public Information Officer(RTI)
D.I.C., Malkangiri