

# MINISTRY OF SMALL SCALE INDUSTRIES (SSI)

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## HANDBOOK ON RIGHT TO INFORMATION ACT, 2005

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# **CHAPTER - I**

## **Introduction**

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the Ministry of Small Scale Industries (SSI), Government of India (GOI) has brought out this handbook for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this Handbook is to inform the general public about the Ministry’s organisational set-up, functions and duties of its officers and employees, records and documents available in the Ministry, etc.
- 1.3 This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the Ministry and its various organisations.
- 1.4 Under Section 7 of the Micro, Small and Medium Enterprises Development Act, 2006, the micro, small and medium enterprises are defined as under:-
  - a) In case of enterprises engaged in the manufacturing or production of goods, as –
    - i. a micro enterprises, where the investment in plant and machinery does not exceed twenty-five lakh rupees;
    - ii. a small enterprise, where the investment in plant and machinery is more than twenty-five lakh rupees but does not exceed five crore rupees; or
    - iii. a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees;
  - b) in the case of the enterprises engaged in providing or rendering of services, as—
    - i. a micro enterprise, where the investment in equipment does not exceed ten lakh rupees;

- ii. a small enterprise, where the investment in equipment is more than ten lakh rupees but does not exceed two crore rupees; or
- iii. a medium enterprise, where the investment in equipment is more than two crore rupees but does not exceed five crore rupees.

1.5 *Central Public Information Officers (CPIOs)* of this Ministry have been designated with reference to the work assigned to the Division concerned. Persons requiring any additional information may contact the CPIOs. Their particulars are available on Ministry's website (<http://ssi.gov.in/>).

1.6 The website of the Ministry of Small Scale Industries (<http://ssi.gov.in/>) *provides information about the policies and programmes of the Ministry to the general public.* In addition, information about the activities of the Ministry is made available through its Annual Reports. These documents are available to the general public on the website and in the library and Facilitation Centre of the Ministry.

1.7 In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt. (B) dated 16<sup>th</sup> September 2005 and subsequent Notification of even number dated 17<sup>th</sup> May, 2006, the procedure and fee structure for getting information not available in this handbook will be as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO mentioned in paragraph 1.5 above and accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Small Scale Industries, New Delhi. The application along with prescribed fee can also be submitted in person at the Information and Facilitation Counter, Gate No.4, Ground Floor, Nirman Bhavan, New Delhi – 110 011.

(b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Small Scale Industries, New Delhi at the following rates :-

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - ii) actual charge or cost price of a copy in larger size paper;
  - iii) actual cost or price for samples or models; and
  - iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing the information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Small Scale Industries, New Delhi at the following rates :-
- i) for information provided in diskette or floppy, at the rate Rs. 50/- (fifty) per diskette or floppy; and
  - ii) for information provided in printed form at the price fixed for such publication or Rs. 2 (two) per page of photocopy for extracts from the publication.

## **CHAPTER - 2**

### **(MANUAL - 1)**

#### **Particulars of Organisation, Functions and Duties**

- 2.1 Taking into account the high potential for growth in the micro, small and medium enterprises (MSMEs) in terms of output, employment and exports, the role of the Ministry of Small Scale Industries is to strengthen MSMEs, to enable them to remain competitive in market-led economy and generate additional employment opportunities.
- 2.2 The mission of the Ministry is to support MSMEs by way of advocacy with the various organizations of the Government, by providing services to support the and development of these enterprises and by management of programmes through Government and Non-Government organizations, for their benefit. The objective is to promote, aid and foster the growth of MSMEs by providing them institutional support in the areas of marketing, export, technology upgradation, training and common facilities

services. The mission aims at providing prompt services/training needs to citizens through our field agencies like Small Industry Development Organization and the National Small Industries Corporation, so that the growth of the MSMEs is enhanced, quality of production is improved and more employment opportunities are generated.

- 2.3 The Government created Ministry of Small Scale Industries and Agro and Rural Industries (SSI & ARI) in October, 1999 as the nodal Ministry for formulation of policy and co-ordination of Central assistance relating to promotion and development of the small scale industries in India. The Ministry of Small Scale Industries and Agro and Rural Industries (SSI & ARI) was bifurcated into two separate Ministries, namely, Ministry of Small Scale Industries and Ministry of Agro and Rural Industries in September, 2001.
- 2.4 The Ministry of SSI designs policies, programmes, projects and schemes in consultation with its organizations and various stakeholders and monitors their implementation with a view to assisting the promotion and growth of MSMEs. The Ministry also performs the function of policy advocacy on behalf of these enterprises with other Ministries/Departments of the Central Government and the State and Union Territories.
- 2.5 For achieving these objectives, the specific schemes / programmes undertaken by the organisations of this Ministry seek to facilitate / provide one or more of the following for the MSMEs:
  - Adequate credit from financial institutions/banks;
  - Funds for technology upgradation and modernization;
  - Adequate infrastructural facilities;
  - Modern testing facilities and quality certification laboratories;
  - Modern management practices and skill upgradation through advanced training facilities;
  - Marketing assistance; and
  - Level playing field at par with the large industries sector.

The Ministry of Small Scale Industries is implementing following Schemes/Programmes for promotion and development of MSMEs in the country:

- a. Surveys, Studies and Policy Research

- b. National Entrepreneurship Development Board Scheme (This scheme is being dropped from the next financial year i.e. 2007-08)
- c. International Cooperation
- d. Assistance for strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions

( for details click on the schemes )

2.6 The implementation of policies and various programmes/projects/schemes for providing infrastructure and support services to small enterprises is under taken through its attached office, namely the Small Industry Development Organization (SIDO) and the National Small Industries Corporation (NSIC) Ltd., a public sector undertaking under the Ministry.

### **SMALL INDUSTRY DEVELOPMENT ORGANISATION (SIDO)**

The Small Industry Development Organization (SIDO) also known as the Office of the Development Commissioner (SSI) is an apex body for assisting the Ministry in formulating, coordinating, implementing and monitoring policies and programmes for the promotion and development of small scale industries in the country and is headed by the Development Commissioner (SSI). SIDO provides a comprehensive range of common facilities, technology support services, marketing assistance, etc through its network of 30 Small Industries Service Institutes (SSIs), 28 Branch SISIs, & Field Testing Stations (FTS), 4 Regional Testing Centres, 2 Small Entrepreneur Promotion and Training Institutes (SEPTI) and 1 Hand Tool Design Development and Training Center. The SIDO also has a network of Tool Rooms, Processing-cum-Product Development Centres (PPDCs) and technology and training support institutes which are run as autonomous bodies registered as Societies under the Societies Registration Act, 1860.

For details the organisation may be contacted at the following address :

Additional Secretary and Development Commissioner (SSI),  
7<sup>th</sup> Floor, Nirman Bhavan,  
New Delhi – 110 011  
Website : [www.laghu-udyog.com](http://www.laghu-udyog.com) or  
[www.smallindustryindia.com](http://www.smallindustryindia.com)  
Phone : +91(11)23061176  
Fax: 91-11-23062315

### **NATIONAL SMALL INDUSTRIES CORPORATION (NSIC) LTD**

The National Small Industries Corporation Ltd. was set up with a view to promoting, aiding and fostering the growth of small scale industries in the country with focus on commercial aspects of these functions. NSIC continues to implement its various programmes and projects throughout the country to assist SSI Units. The Corporation has been assisting the sector through the schemes and activities such as Supply of both indigenous and imported machines on easy hire-purchase terms, Composite term loan scheme, Credit rating for small scale industries, Procurement, supply and distribution of indigenous and imported raw-materials, Marketing of small industries products, Export of small industries products and developing export-worthiness of small scale units, Enlisting competent units and facilitating their participation in government Stores Purchase Programme, Training in several technical trades, Sensitizing SSI units on technological upgradation through software Technology Parks and Technology Transfer Centres, Mentoring & advisory service, Technology business incubators, Setting up small scale industries in other developing countries on turnkey basis, Other areas of international co-operation.

For details the organisation may be contacted at the following address:

Chairman-cum-Managing Director,  
National Small Industries Corporation Ltd.,  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi – 110 020  
Website : [www.nsicindia.com](http://www.nsicindia.com)  
Tel : +91(11)26926067  
Fax : +91(11)26926820

**NATIONAL INSTITUTE OF SMALL INDUSTRY EXTENSION TRAINING (NISIET), HYDERABAD.**

The NISIET was setup as an apex institute in 1960 by the Government of India, with the Charter of assisting in the promotion, development, and modernization of small and medium enterprises (SMEs) to progress towards success and prosperity. With this vast expertise in the areas of entrepreneurship, policy, technology, management, and information services, the institute is consistently assisting the SMEs to face with confidence, the challenge brought about by globalization and the impact of IT on their businesses.

As a global organization, NISIET's stellar role in positioning the SMEs on the growth trajectory has benefited not only the Indian SME sector, but also developing countries around the world, in promoting self-employment and enterprise development. The institute is constantly evolving with time, modifying its focus with the emerging need of SMEs, providing them solutions in the form of consultancy, training research, and education to retain their competitive edge in ever-hanging makers

For details the organisation may be contacted at the following address :

Principal Director,  
National Institute of Small Industry Extension Training,  
Yousufguda,  
Hyderabad – 500 045  
Website : [www.nisiet.com](http://www.nisiet.com)

**NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD), NOIDA**

The National Institute for Entrepreneurship & Small Business Development (NIESBUD) is a registered society under the Ministry of Small Scale Industries. The major activities of the institute include, development of model syllabi for training of various target groups, providing effective training strategies, methodology, manuals and tools, facilitating and supporting Central/State Governments and other agencies in executing programmes of entrepreneurship and small business development, maximizing benefits and accelerating the process of entrepreneurship development, conducting programmes for motivators, trainers and entrepreneurs which are commonly not undertaken by other agencies and organizing activities which help in developing an entrepreneurial culture in the society.

For details the organisation may be contacted at the following address :

Executive Director,  
National Institute for Entrepreneurship and Small Business Development,  
A-23, Sector-62,  
Industrial Area, Phase- II,  
Noida - 201301,  
U.P, India  
Website : [www.niesbud.com](http://www.niesbud.com)



## **INDIAN INSTITUTE OF ENTREPRENEURSHIP (IIE), GUWAHATI**

With an aim to undertake training, research and consultancy activities in the small industry sector focusing on entrepreneurship development, the Indian Institute of Entrepreneurship (IIE) was established in the year 1993 at Guwahati by the erstwhile Ministry of Industry (now Ministry of Small Scale Industry), Government of India as an autonomous national institute.

Indian Institute of Entrepreneurship (IIE), Guwahati, an autonomous body under the administrative control of the Ministry is working towards strengthening the capacity in the field of entrepreneurship development, training, entrepreneurship education, research, consultancy, publication and sanitization of environment for promotion of entrepreneurship, enterprise creation and self-employment in the North Eastern Region. IIE, Guwahati has also taken initiatives for providing hand-holding and escort services to the entrepreneurs in the North Eastern regions for which a Business Facilitation & Development Centre (BFDC) has been set up with a financial assistance from the Ministry.

For details the organisation may be contacted at the following address :

Director,  
Indian Institute of Entrepreneurship,  
Basistha, Chariali, Lalmati,  
Guwahati  
Website : [iie.nic.in](http://iie.nic.in)

## **NATIONAL COMMISSION FOR ENTERPRISES IN THE UNORGANIZED SECTOR.**

The National Commission for Enterprises in the Unorganized Sector was constituted in September 2004. The Commission will recommend measures considered necessary for bring about improvement in the productivity of the informal sector enterprises, generation of large scale employment opportunities on a sustainable basis, particularly in the rural areas, enhancing the competitiveness of the sector in the emerging global environment, linkage of the sector with institutional framework in areas such as credit, raw material, infrastructure, technology upgradation, marketing and formulation of suitable arrangements for skill development.

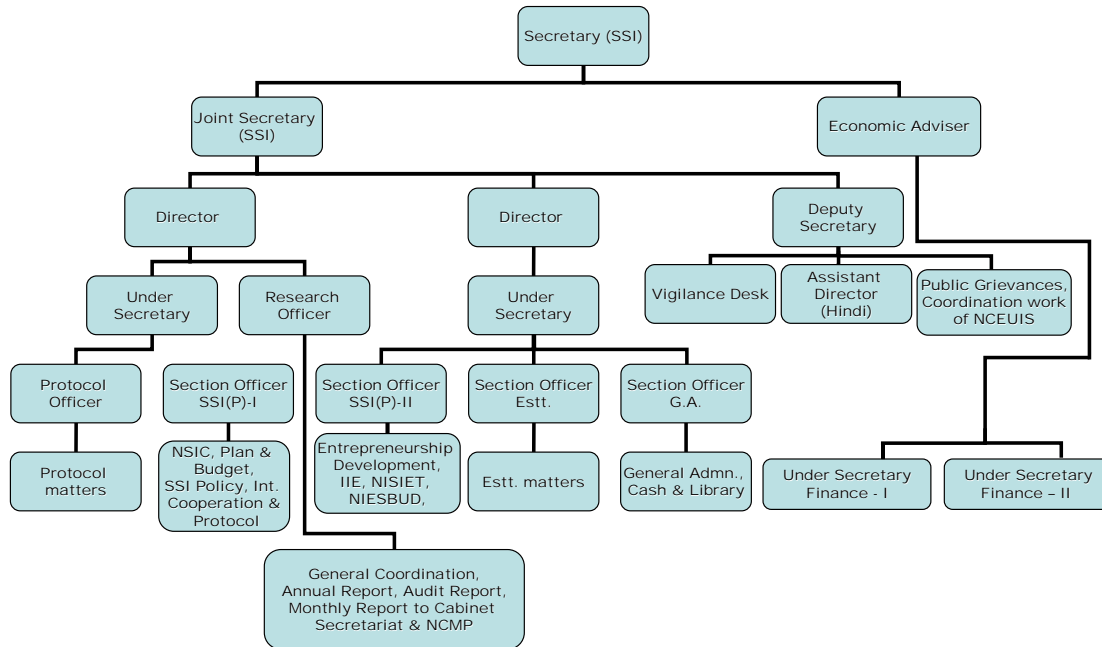
For details the organisation may be contacted at the following address :

Member Secretary,

National Commission for Enterprises in the Unorganized  
Sector,  
Jawahar Vyapar Bhavan,  
Janpath,  
New Delhi – 110 001  
Website : <http://nceuis.nic.in/>

2.7

### ORGANISATIONAL CHART OF MINISTRY OF SMALL SCALE INDUSTRIES



#### 2.8 Role

The Ministry expects pro-active role from the public particularly from SSI Industry Associations providing necessary feed-back on policy and the quality of services which would help it in taking corrective measures to deliver the services in a more effective manner.

2.9 The Ministry interacts with various Industry Associations and experts in the field of SSI in the SSI Board and other fora for formulation and implementation of various policies and programmes for promotion of small scale industries in the country

#### 2.10 Public Grievances

In case of any complaint, one may telephone or send a letter or fax or visit the Ministry at Udyog Bhavan, New Delhi. However, before lodging of a complaint, one may, first of all, use the information and facilitation counter of the Ministry. In case, one is not satisfied, the matter may be taken up with the Grievance Officer in this Ministry. The address, phone number and fax number of the Information and Facilitation Counter and the Grievance Cell are as follows:

1. Grievance Cell,  
Deputy Secretary,  
Ministry of Small Scale Industries,  
Room No. 123,  
Udyog Bhavan,  
New Delhi – 110 011.  
Tel. No. +91(11)23061431  
Fax No. +91(11)23062626  
[jagjit.singh@nic.in](mailto:jagjit.singh@nic.in)

2. Information and Facilitation Centre,  
Gate No. 4, Ground Floor,  
Nirman Bhavan,  
New Delhi – 110 011  
Tel. No. +91(11) 23062219

#### 2.11 Addresses of the Ministry and related Organisations

- (a) Ministry of Small Scale Industries,  
Udyog Bhavan,  
Rafi Marg,  
New Delhi – 110 011.  
Website : <http://ssi.gov.in>
- (b) Office of the Additional Secretary &  
Development Commissioner (SSI)  
7<sup>th</sup> Floor, Nirman Bhavan,  
New Delhi – 110 011  
Website : [www.laghu-udyog.com](http://www.laghu-udyog.com) or  
Website : [www.smallindustryindia.com](http://www.smallindustryindia.com)
- (c) National Small Industries Corporation Ltd.,  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi – 110 020  
Website : [www.nsicindia.com](http://www.nsicindia.com)
- (d) National Institute of Small Industry Extension  
Training,  
Yousufguda,  
Hyderabad – 500 045  
Website : [www.nisiet.com](http://www.nisiet.com)

- (e) National Institute for Entrepreneurship and Small Business Development,  
A-23, Sector-62,  
Industrial Area, Phase- II,  
Noida - 201301,  
U.P, India  
Website : [www.niesbud.com](http://www.niesbud.com), [niesbud.nic.in](http://niesbud.nic.in)
  
- (f) Indian Institute of Entrepreneurship,  
Basistha, Chariali, Lalmati,  
Guwahati  
Website : [iie.nic.in](http://iie.nic.in)
  
- (g) National Commission for Enterprises in the Unorganized Sector,  
Jawahar Vyapar Bhavan,  
Janpath,  
New Delhi – 110 001  
Website : <http://nceuis.nic.in/>

2.12 The working hours of the Ministry's office are 9.00 a.m. - 5.30 p.m. (Monday to Friday, subject to Gazetted Holidays as notified by the Department of Personnel and Training) with half an hour lunch break from 1.00 p.m. to 1.30 p.m.

## CHAPTER – 3

(MANUAL -2)

### Powers and Duties of Officers and Employees

3.1

Designation	Secretary	
<b>Powers</b>	<b>Administrative</b>	<p>1. To impose penalties on employees under the Administrative Control of Ministry of SSI: -</p> <p>a) Section Officer Grade of CSS and CS Stenographer Service Grade – I</p> <p style="text-align: right;">Censure CCS (CCA) Rule-11(i)</p> <p>b) Assistant &amp; CS Stenographer Service Grade- II</p> <p style="text-align: right;">All Minor Penalties under CCS (CCA) Rule-11</p> <p>c) Sr. Hindi Translator (CSOL Service Group 'B')</p> <p style="text-align: right;">Censure CCS (CCA) Rule-11(i)</p> <p>d) Accountant (General Central Service Group 'B')</p> <p style="text-align: right;">All Penalties under CCS (CCA) Rule-11</p> <p>e) Eco. Investigator Gr. II (General Central Service Group 'C')</p> <p style="text-align: right;">Appellate Authority for all penalties under CCS (CCA) Rule-11</p>

		<p>f) Jr. Hindi Translator (CSOL Service Group 'C')</p> <p>Appellate Authority for all minor penalties under CCS (CCA) Rule- 11</p>
		<p>2. Permission for employment of near relatives in private firms to all employees of the Ministry under CCS (Conduct) Rules 4 (2).</p> <p>3. Intimation of acceptance by a member of family of an employment in any firm in respect of all employees of the Ministry and Group 'A' officers serving in offices under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).</p> <p>4. Reporting Authority when a member of Government servant's family takes part in politics under CCS (Conduct) Rule 5 (2).</p> <p>5. Permission to participate in radio broadcasts, contribution of article in Newspapers and publication of any book under CCS (Conduct) Rule 8 (2).</p> <p>6. Permission to Government Servants on tendering evidence before an enquiry conducted by a person, Committee or Authority under CCS (Conduct) Rule 10.</p> <p>7. Permission for acceptance of gifts under CCS (Conduct) Rule 13.</p> <p>8. Permission for holding public demonstrations in honour of government servants under CCS (Conduct) Rule 14.</p>

	<b>Financial</b>	<p>1. All Financial powers subject to observations of General Financial Rules (GFR) in vogue.</p> <p>2. General Provident Fund (GPF) withdrawals upto 90% of the balance of accumulations at the credit of the subscriber subject to other conditions prescribed under the GPF Rules.</p> <p>3. Full powers to sanction recurring and non-recurring contingent expenditure in terms of MoF, Department of Expenditure Notification dated 23<sup>rd</sup> October, 2001.</p>
	<b>Others</b>	
<b>Duties</b>	Secretary is the Administrative head of the Ministry. He is the principal adviser to the Minister on all matters of policy and administration within the Ministry, and his responsibility is complete and undivided, except to the extent delegated.	



## 3.2

Designation	Joint Secretary	
<b>Powers</b>	<b>Administrative</b>	1. To impose penalties as under on employees under the administrative control of Ministry of Small Scale Industries : -
		<p>a) Jr. Hindi Translator (CSOL Service Group 'C') All minor penalties under CCS (CCA) Rule-11</p> <p>2. Powers relating to intimation of acceptance by a member of family of an employment in any firm in respect of other than Group 'A' officers serving in office under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).</p> <p>3. Powers relating to publication of any book in respect of other than Group 'A' officers serving in office under the control of the Ministry under CCS (Conduct) Rules 8 (2).</p> <p>4. Powers relating to acceptance of gifts in respect of Groups 'B', 'C' and 'D' employees of the Ministry under CCS (Conduct) Rules 13.</p> <p>5. Powers relating to lending and borrowing in respect of Groups 'B', 'C' and 'D' employees of the Ministry under CCS (Conduct) Rules 16 (4).</p> <p>6. Powers relating to immovable and movable property in respect of Group 'A' officers of the Ministry under CCS (Conduct) Rules 18 (2) &amp; (3).</p>

	<b>Financial</b>	To sanction recurring expenditure upto Rs. 25,000/- per annum in each case and non-recurring expenditure upto Rs. 60,000/- in each case.
	<b>Others</b>	
<b>Duties</b>	Joint Secretary is the overall in-charge of the (single) Wing of the Ministry. The Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business of the Wing, subject to his general responsibility to the Secretary for the administration as a whole.	

## 3.3

Designation	Economic Adviser	
<b>Powers</b>	<b>Administrative</b>	
	<b>Financial</b>	
	<b>Others</b>	
<b>Duties</b>	<p>1. To advise the Ministry of Small Scale Industries (SSI) on all policy matters having bearing on internal and external economic management;</p> <p>2. To monitor and evaluate the policy parameters from economic angle, as laid down in the Fiscal Responsibilities and Budget Management Act., 2003;</p> <p>3. To advise the Ministry in finalising Annual Plans and Budgets.</p> <p>4. To assist Additional Secretary &amp; Financial Adviser in the functioning of Integrated Finance Wing of the Ministries of SSI and ARI.</p>	

## 3.4

Designation	Director/Deputy Secretary	
<b>Powers</b>	<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. Appointing Authority in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS).</li> <li>2. To impose all penalties under CCS (CCA) Rule 11 in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS) employees under the Administrative Control of Ministry of Small Scale Industries.</li> <li>3. To impose all penalties under CCS (CCA) Rule 11 in respect of General Central Service, Group 'C' employees of the Ministry of Small Scale Industries.</li> </ol>
	<b>Financial</b>	To sanction recurring expenditure upto Rs. 20,000/- per annum in each case and non-recurring expenditure upto Rs. 40,000/- in each case.
	<b>Others</b>	
<b>Duties</b>	Director/Deputy Secretary acts on behalf of the Secretary (SSI). He holds charge of a Secretariat Division and is responsible for the disposal of Government Business dealt within the Division under his charge. The officer takes orders from the Joint Secretary/Secretary on important cases, either orally or by submission of papers.	

## 3.5

Designation	Under Secretary	
<b>Powers</b>	<b>Administrative</b>	1. Appointing Authority in respect of Group 'D' employees of the Ministry.
	<b>Financial</b>	To sanction recurring expenditure upto Rs. 2,000/- in each case and non-recurring expenditure upto Rs. 5,000/- in each case
	<b>Others</b>	
<b>Duties</b>	An Under Secretary is in charge of the Branch in the Ministry of Small Scale Industries each Branch consisting of one or more Sections and, in respect thereof, exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from Sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.	

## 3.6

Designation	Section Officer	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	The general duties of a Section Officer are distribution of work among the staff as evenly as possible; training, help and advising the staff; management and co-ordination of work; maintenance of order and discipline in the section maintenance of a list of residential address of the staff.	

## 3.7

Designation	Sr. Principal Private Secretary/Private Secretary/ Personal Assistant/Stenographer	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	The duties of a Sr. Principal Private Secretary/Private Secretary/Personal Assistant/Stenographer includes taking dictation in short-hand and its transcription; fixing up of appointments, attending the telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fairs copies of draft d.o. letters to be signed by the officer.	

## 3.8

Designation	Assistant/Upper Division Clerk (UDC)	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	The duties of an Assistant/UDC are to see whether all facts open to check have been correctly stated; point out any mistakes or incorrect statement of the facts; draw attention, where necessary to precedents or Rules and Regulations on the subject; put up the guard file and to bring out clearly the question under consideration and suggest a course of action, wherever possible.	

## 3.9

Designation	Lower Division Clerk	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-

	<b>Others</b>	
<b>Duties</b>	Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g., registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.	

## CHAPTER- 4

(MANUAL – 3)

### Rules, Regulation Instructions Manual and Records for Discharging Functions

<b>Name/title of the document</b> Scheme on Surveys, studies and Policy Research	
Brief Write-up on the Document	The objective of the scheme of 'Surveys, Studies and Policy Research' is to get the relevant data as also surveys, studies and investigations on the problems relating to small scale, village, Khadi and coir sectors. This is essential in the context of the liberalisation and globalisation of the economy which require feed back on the problems of the units in these sectors for taking suitable measures by which the units can be made more competitive and efficient. Such data collection, surveys, studies investigations etc. include action oriented research studies relating to problems and prospect of industrial units in the small scale , Khadi village and coir sectors, to assess the impact of existing policies, problem oriented studies, studies relating to technological problems faced by small scale, village and cottage industries, Industry related studies to find out the problems of a specific industry, studies on micro-enterprises and micro-financing institutions etc.
From where one can get a copy of document.	Shri Raj Pal, Director <b>(Central Public Information Officer (CPIO)</b> Ministry of Small Scale Industries, Room No-254, Udyog Bhawan, New Delhi – 110011. Tel: +91(11)23063198, 23061756(fax) E-Mail: raj.pal@nic.in



Fee charged by the Department for a copy of the rules, regulations, instructions, Manual and records (If any)	As per rates prescribed in Notifications dated <u>16<sup>th</sup> September, 2005</u> and <u>17th May, 2006</u> of the Department of Personnel & Training ( <i>Page 4 of the Chapter 1 – Introduction</i> )
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<p><b>Name/title of the document</b> Support to Institutions</p>	
<p>Brief Write-up on the Document</p>	<p>Entrepreneurship Development is one of the key elements for promotion of Small Scale Industries, particularly, the first generation entrepreneurs. To undertake this task on regular basis, the Ministry has set up 3 national level institutes . These are (i) National Institute of Small Industries Extension Training (NISIET), Hyderabad (ii) National Institute of Entrepreneurship and Small Business Development (NIESBUD), Noida (iii) Indian Institute of Entrepreneurship (IIE), Guwahati.</p> <p>In addition, the Ministry implements two important schemes, namely, Promotion and strengthening of Entrepreneurship Development Institutions (EDIs) and scheme of National Entrepreneurship Development Board (NEDB). The main objectives of these programmes are:-</p> <p>(i) Promoting entrepreneurship, for creating self-employment and employment opportunities;</p> <p>(ii) Assisting entrepreneurship development institutes to expand their capacities; and</p> <p>(iii) Undertaking research on entrepreneurship related issues.</p> <p><b>Salient Features</b></p> <p>(i) Under the EDI Scheme, grant is given for setting up of new Entrepreneurship Development Institutions and also for upgradation</p>

	<p>and modernisation of existing entrepreneurship development institutions in the Country. Under the Scheme a matching grant of 50% subject to a ceiling of Rs. 1 crore is provided for building, equipments, training aids etc. The balance 50% is contributed by the State Governments/financial institutions.</p> <p>(ii) The National Entrepreneurship Development Board (NEDB) scheme is for promotion of entrepreneurship development for encouraging self employment in the small scale industries and small business enterprises. Under the scheme, grant is provided to reputed organisations engaged in the entrepreneurship development, for organising workshops and conducting relevant research studies. (The scheme is being dropped from the next financial year, i.e. 2007-08).</p>
<p>From where one can get a copy of the document.</p>	<p>Shri Raj Pal, Director  <b>(Central Public Information Officer (CPIO))</b>  Ministry of Small Scale Industries,  Room No-254, Udyog Bhawan, New Delhi – 110011.  Tel: +91(11)23063198, 23061756(fax)  E-Mail: raj.pal@nic.in</p>
<p>Fee charged by the Department for a copy of the document.</p>	<p>As per rates prescribed in Notifications dated 16<sup>th</sup> September, 2005 and 17<sup>th</sup> May, 2006 of the Department of Personnel &amp; Training <i>(Page 4 of the Chapter 1 – Introduction)</i></p>

<p><b>Name/title of the document</b> Scheme for International Cooperation</p>	
<p>Brief Write-up on the Document</p>	<p>The important objectives behind the International Cooperation Scheme are technology upgradation, modernization of SSI sector and promotion of exports from SSI sector by providing financial assistance and support for exposure visits, participation in trade fairs, buyer-seller meets and exhibitions abroad and technology exchange.</p>
<p>From where one can get a copy of the document.</p>	<p>Shri Rajat Bansal, Director (Central Public Information Officer (CPIO) Ministry of Small Scale Industries, Room No-268, Udyog Bhawan, New Delhi – 110011. Tel. NO. +91(11)23063142 E-Mail: <a href="mailto:rajat.bansal@ub.nic.in">rajat.bansal@ub.nic.in</a></p>
<p>Fee charged by the Department for a copy of the document.</p>	<p>As per rates prescribed in Notifications dated 16<sup>th</sup> September, 2005 and 17<sup>th</sup> May, 2006 of the Department of Personnel &amp; Training (<i>Page 4 of the Chapter 1 – Introduction</i>)</p>

## CHAPTER – 5

(MANUAL – 4)

### **Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

#### 5.1 Formulation of Policy

S. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1.	Promotion and development of Small Scale Industries.	No	<p>Parliamentary Standing Committee comprising of people's representatives i.e. Members of Parliament advises the Ministry in policy formulation.</p> <p>Draft documents relating to important policy matters are put up on the Ministry's website (<a href="http://ssi.gov.in">http://ssi.gov.in</a>) for inviting suggestions and feed back from the public before giving them final shape.</p> <p>The Ministry of SSI mainly interacts with industry associations in formulation of policies through regular consultations in the meeting of SSI Board in the Office of DC-SSI which comprises of officials of the Ministry, Secretary of the concerned Department of the State Governments and representatives of industry associations.</p>

## 5.2 Implementation of Policy

S.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1.	Promotion and development of Small Scale Industries.	No	The Ministry of SSI mainly interacts with industry associations in implementation of policies through regular consultations in the meeting of SSI Board in the Office of DC-SSI which comprises of officials of the Ministry, Secretary of the concerned Department of the State Governments and representatives of industry associations.

## CHAPTER – 6

(MANUAL – 5)

### **A statement of the categories of documents that are held by it or under its control**

#### 6.1

Sl. No.	Category of document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Official	Annual Report of the Ministry of Small Scale Industries	By making a written request	Research Officer (Coordination), Ministry of Small Scale Industries, Room No. 429 – B, (Tel. No. 23061222/2250) Udyog Bhavan, New Delhi – 110011.
2.	Official	Performance Budget of the Ministry of Small Scale Industries	By making a written request	Accounts Officer, Budget & Accounts Section Department of Industrial Policy & Promotion, Room No 437 (Tel. No. 23061222 /2360) Udyog Bhavan, New Delhi – 110 011

## **CHAPTER -7**

**(MANUAL – 6)**

### **A statement of Boards, Council, Committees and other Bodies constituted as its part**

The Small Scale Industries (SSI) Board is under Small Industries Development Organisation (SIDO)



## CHAPTER -8

(MANUAL – 7)

### The names, designations and other particulars of the Public Information Officers

8.1 Name of the Public Authority : MINISTRY OF SMALL SCALE INDUSTRIES

Public Information Officers :

Sr No	Name	Designation	STD Code	Ph. No. Office	Fax	Email	Address	Subject
1.	Shri Raj Pal	Director	011	23063198	23061756	raj.pal@nic.in	Room No. 254, Udyog Bhavan, New Delhi-110011.	Matters relating to administration and establishment of the Ministry of SSI, plan schemes relating to Survey, Studies and Policy Research and EDI, matters relating to 3 national training institutes, namely, NISIET, NIESBUD & IIE and CDN.
2.	Shri Rajat Bansal	Director	011	23063142	23061258	<a href="mailto:rajat.bansal@nic.in">rajat.bansal@nic.in</a>	Room No. 268, Udyog Bhavan, New	Matters relating to NSIC and Plan schemes

							Delhi-11001.	implemented by it, International Cooperation including International Cooperation Scheme, Plan and Budget of the Ministry, overall coordination and protocol.
3.	Shri Jagjit Singh	Deputy Secretary	011	23061431	23062626	Jagjit.s@nic.in	Room No. 123, Udyog Bhavan, New Delhi-110011	Matters relating to implementation of Official Language policy, vigilance and National Commission for Enterprises in the Unorganised Sector.

Departmental Appellate Authority :

Sr. No.	Name	Designation	STD Code	Ph. No. Office	Fax	Email	Address
1.	Shri Pravir Kumar	Joint Secretary	011	23062336	23062336	<a href="mailto:pravir.kumar@nic.in">pravir.kumar@nic.in</a>	122-B, Udyog Bhavan, New Delhi-110011



## CHAPTER – 9

(MANUAL – 8)

### Procedure followed in Decision Making Process

#### 9.0 Decision Making

The Ministry of Small Scale Industries follows the procedure as prescribed in Central Secretariat of Office Procedure brought out by Department of Administrative Reforms & Public Grievances (<http://darpg.nic.in>) (a nodal agency of the Government of India in the field on 'Organisation and Methods') to take a decision for various matters.

#### 9.1 Mechanism for decision taking

S.No. 1	
Subject on which the decision is to be taken	<b>Policy matters relating to development of Small Scale Industries.</b>
Guideline/ Direction, if any	No Specific guidelines have been prescribed on the subject. However, the Ministry of Small Scale Industries is guided by its <b>vision statement</b> in formulating the policies on SSI.
Process of Execution	

Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 2	
Subject on which the decision is to be taken	<b>All administrative matters regarding appointment of CMD/official/Non-official/Part time Directors on the board of NSIC and matter relating to NSIC</b>
Guideline/ Direction, if any	As per guidelines issued by the Department of Personnel & Training and Department of Public Enterprises, from time to time.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 3	
Subject on which the decision is to be taken	<b>Appointment of Chief Executives of Training Institutes</b>
Guideline/ Direction, if any	As per prescribed Recruitment Rules for the post and Department of Personnel & Training's instructions.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 4	
Subject on which the decision is to be taken	<b>Scheme on National Entrepreneurship Development Board (NEDB).</b>
Guideline/ Direction, if any	Under the National Entrepreneurship Development Board (NEDB) Scheme financial assistance is provided for conducting studies on problems relating to entrepreneurship, setting up of incubators, hand holding and escort services to the entrepreneurs etc. The proposals received from entrepreneurship development institutions are considered by the Screening Committee under the chairmanship of Joint Secretary (SSI), and the recommendations of the Screening Committee are placed before the Apex Committee under the chairmanship of Secretary (SSI&ARI) for final decision. <u>(The scheme is being dropped from the next financial year, i.e. 2007-08).</u>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.



S.No.5	
Subject on which the decision is to be taken	<b>Assistance for Strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions.</b>
Guideline/ Direction, if any	The Government of India provides financial assistance to State level existing and proposed training institutions meant for supporting the entrepreneurship development efforts, as envisaged in the policy measures announced by the Government of India on 6.8.1991. The <i>scheme</i> is implemented by the Ministry of Small Scale Industries which has the responsibility of promoting and developing the SSI sector in the country through State Governments/Union Territories. The proposals received for financial assistance from State Governments/ Public Sector Financial Institutions are considered by an internal Screening Committee under the chairmanship of Joint Secretary (SSI). The recommendations of the Screening Committee are placed before Secretary (SSI&ARI) for final decision.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 6	
Subject on which the decision is to be taken	<b>Proposal under Surveys, Studies &amp; Policy Research Schemes</b>
Guideline/ Direction, if any	
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 7	
Subject on which the decision is to be taken	<b>Administrative matters related to Group 'A' officers.</b>
Guideline/ Direction, if any	As per guidelines issued by the Department of Personnel & Training ( <a href="http://persmin.nic.in">http://persmin.nic.in</a> ), from time to time.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 8	
Subject on which the decision is to be taken	<b>Administrative matters related to officers other than Group 'A'</b>
Guideline/ Direction, if any	As per guidelines issued by the Department of Personnel & Training ( <a href="http://persmin.nic.in">http://persmin.nic.in</a> ), from time to time.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 9	
Subject on which the decision is to be taken	<b>Purchase of stationery equipments, furnishing, providing telephones etc. (Non-Plan expenditures).</b>
Guideline/ Direction, if any	As per guidelines issued by the Ministry of Finance ( <a href="http://finmin.nic.in">http://finmin.nic.in</a> ), from time to time.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 10	
Subject on which the decision is to be taken	<b>All foreign travel proposals of the officers of the Ministry</b>
Guideline/ Direction, if any	As per the directions issued by the Ministry of Finance ( <a href="http://finmin.nic.in">http://finmin.nic.in</a> ) and Ministry of External Affairs ( <a href="http://meaindia.nic.in">http://meaindia.nic.in</a> ), from time to time.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 11	
Subject on which the decision is to be taken	<b>Entering into MOU with a foreign country for development of SME Sector</b>
Guideline/ Direction, if any	No specific guidelines have been prescribed on the subject. However, the MOU is prepared/commented on (if received from the foreign country) in consultation with NSIC and DC(SSl). Before entering into MOU the same is vetted by LOT Division of the Ministry of External Affairs ( <a href="http://meaindia.nic.in">http://meaindia.nic.in</a> ).
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSl)</li> <li>4. Secretary (SSl)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

S.No. 12	
Subject on which the decision is to be taken	<b>Consideration of proposal for grant under the Schemes for organizing exhibition in India and abroad, taking delegation of SME abroad for one to one action, export tie-up etc.</b>
Guideline/ Direction, if any	<p>Technology upgradation, modernization of SSI sector and promotion of exports from SSI sector are the important objectives behind the International Cooperation Scheme. The Scheme encompasses following activities:-</p> <ul style="list-style-type: none"> <li>(i) Participation in Exhibitions, Fairs and Buyer-Seller Meets with international component.</li> <li>(ii) Exchange of business delegations to explore new areas of technology upgradation, facilitating joint ventures, improving marketability of SSI products, foreign collaborations etc.</li> <li>(iii) Holding of seminars/buyer-seller meets both in India and abroad to promote enterprise-to-enterprise interaction through selected agencies both in India &amp; abroad.</li> <li>(iv) Deputation and reception of Government officials and representatives of associations of SSIs for making preparatory arrangements for seminars etc.</li> <li>(v) For conducting surveys and studies for identifying individual units and cluster of units for the purpose of intensive enterprise to enterprise interaction through NSIC and other national level organizations /institutions.</li> </ul> <p>Eligibility for support under the Scheme of International Cooperation</p> <ul style="list-style-type: none"> <li>a) Ministry of SSI's sponsored events.</li> <li>b) State/Central Government Organizations.</li> <li>c) Industry Associations.</li> <li>d) Registered Societies/Trusts associated with the SSI sector.</li> </ul> <p><b><u>Norms of Financial Assistance</u></b></p> <p>The norms for providing financial assistance under the above Scheme are :-</p> <ul style="list-style-type: none"> <li>a) The Organization should have been registered with the concerned authority (companies under the Companies Act, societies under the Societies Act etc.) with the primary objective of promotion and development of small enterprises.</li> </ul>



	<p>b) The Organization must have been engaged in such activities for the past 3 years with a good track record.</p> <p>c) The Organization should have regular audited accounts for the past 3 years.</p> <p>d) Wherever necessary, the Ministry may be represented in the delegation.</p> <p>All publicity material /banners will indicate the support of the Ministry.</p> <p><b><u>Quantum of Financial Assistance</u></b></p> <p>The quantum of financial assistance will be based on the estimate of budget for the proposed event which is to be submitted by the organization in the format given below in sub para (a).</p> <p>However the quantum of financial assistance will normally be limited to the following extent in respect of international and domestic events:</p> <p>i) International Events: Maximum upto Rs. 15 lakh</p> <p>ii) Domestic Events : Maximum upto Rs. 10 lakh</p> <p><b><u>Decision Making Procedure</u></b></p> <p>The proposals received for financial assistance are placed before the Screening Committee under the chairmanship of Joint Secretary (SSI). The recommendations of the Screening Committee are placed before Secretary (SSI&amp;ARI) for final decision.</p>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (SSI)</li> <li>4. Secretary (SSI)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Small Scale Industries, Udyog Bhavan, New Delhi – 110 011.

## CHAPTER – 10

(MANUAL – 9)

### Directory of Officers and Employees

The directory of the officers of the Ministry of Small Scale Industries is as follows :

Sl. No.	Name	Designation	S.T.D Code	Ph.No. Office	Home	Fax	Email	Address
1.	Shri Mahabir Prasad	Minister	011	23061566 23061739 23062778	23015924 23012745	23063141		Room No. 168, Udyog Bhawan, New Delhi.
2.	Dr. Chandrapal	Secretary	011	23062107 23061023	23387800	23063045		Room No. 169, Udyog Bhawan, New Delhi.
3.	Shri Pravir Kumar	Joint Secretary	011	23062336 23063283	26112204	23062336	pravir.kumar@nic.in	Room No. 122-B, Udyog Bhawan, New Delhi.
4.	Shri R.K. Manchanda	Economic Adviser	011	23063433	26253881	23062626	manchanda@nic.in	Room No. 124-C, Udyog Bhawan, New Delhi.
5.	Shri Raj Pal	Director	011	23063198	26265761	23061756	raj.pal@nic.in	Room No. 254, Udyog Bhawan, New Delhi.
6.	Shri Rajat Bansal	Director	011	23063142	26113073	23061258	rajat.bansal@nic.in	Room No. 268, Udyog Bhawan, New Delhi.
7.	Shri Jagjit Singh	Deputy Secretary	011	23061431	22415128	23062626		Room No. 123, Udyog Bhawan, New Delhi.
8.	Shri Partap Singh Verma	Under Secretary	011	23061636	23363046	23062626		Room No. 356-A, Udyog Bhawan, New Delhi.

## CHAPTER – 11

(MANUAL – 10)

### **Monthly Remuneration Received By Each Officer and Employee, Including the System of Compensation as Provided in the Regulations**

**The details of the monthly remuneration received by the officers and employees of the Ministry of Small Scale Industries are given below:**

Sl. No	NAME S/Sh.	DESIGNATION	Monthly Remuneration as on January, 2007	Compensation/ Compensatory Allowance (amount in Rupees)	The procedure to determine the remuneration as given in the regulation
1.	Dr. Chandrapal	Secretary (SSI&ARI)	51110	300	AIS Pay/DA Rules
2.	Pravir Kumar	Jt. Secretary (SSI)	43644	300	AIS Pay/DA Rules
3.	R.K. Manchanda	Adviser	35904	300	As above
4.	Raj Pal	Director	31093	300	CCS (Revised) Pay Rules, 1997
5.	Rajat Bansal	Director	34415	300	As above
6.	Jagjit Singh	Dy. Secretary	38664	300	As above
7.	Shiv Shanker	Sr. P.P.S.	33298	300	As above
8.	P.S. Verma	U.S.	24223	300	As above
9.	Baldev Raj	R.O.	21370	300	As above
10.	S.K. Choudhary	A.D.(O.L.)	20534	300	As above
11.	R.K. Srivastava	S.O.	21492	300	As above
12.	Jag Jiwan	S.O.	23550	300	As above
13.	Smt. Shakti Bhasin	S.O.	19542	300	As above
14.	G.K. Saluja	S.O.	16374	300	As above
15.	S.L. Suman	S.O.	20896	300	As above
16.	M.K. Jha	Addl. P.S.	20150	300	As above
17.	R. Narayanan	Addl. P. S.	12836	300	As above
18.	Madho Prasad	Asstt, P.S.	19099	300	As above
19.	Jaipal Singh	1st P.A.	15429	300	As Above
20.	Taresa Kujur	P.S.	17113	300	As above
21.	Ganesh Chandra Rao	P.S.	16549	300	As above
22.	Y. Thangaraj	P.S.	28051	300	As above
23.	K.P. Singh	SHT	21450	300	As above
24.	Raghunath Singh	Asstt	18663	300	As above
25.	A.K. Sinha	Asstt	17157	300	As above
26.	B.S. Mathur	Asstt	14868	300	As above

27.	H.R. Sharma	Asstt	13353	300	As above
28.	Daviet Ram	Asstt	16203	300	As above
29.	S. Vijaylakshmi	Asstt	16203	300	As above
30.	Ajay Kumar Gupta	PA	16615	300	As above
31.	Rakesh Pandey	JHT	15605	300	As above
32.	Prithvi Singh	UDC	10462	300	As above
33.	K.L. Ganapathy	UDC	10230	300	As above
34.	Arjun Singh	UDC	9535	300	As above
35.	M. Guite	UDC	8667	300	As above
36.	Vivek Sharma	UDC	9183	300	As above
37.	Bijender	UDC	10417	300	As above
38.	Hareram Shah	UDC	8721	300	As above
39.	Sudarshan Kumar	LDC	7799	200	As above
40.	Rajiv Kumar Jain	Eco. Inv.	10365	300	As above
41.	Hira Lal	IInd PA	14353	300	As above
42.	Brindavan	Steno	12325	300	As above
43.	Bajinath	LDC	7575	200	As above
44.	Nitya Prakash	Driver	7575	200	As above
45.	Jagan Singh	Daftry	8219	300	As above
46.	Rajender Singh	Daftry	9382	200	As above
47.	Jinab Singh	Daftry	9470	200	As above
48.	Brahm Pal	Daftry	7973	200	As above
49.	Madan Pal Singh	Daftry	7180	200	As above
50.	Awdhesh Kumar	Daftry	7528	200	As above
51.	Haricharan Prasad	Sr. Peon	7664	200	As above
52.	Kimti Lal	Peon	7999	200	As above
53.	Bharat Singh	Peon	7528	200	As above
54.	Govind Ram	Peon	7819	200	As above
55.	Arun Kumar Thakur	Peon	7315	200	As above
56.	Baiju Kennet	Peon	6986	200	As above
57.	Diwan Singh	Peon	6569	125	As above
58.	Bharat Lal	Peon	6569	125	As above
59.	Ram Nath	Peon	6569	125	As above
60.	Naval Kumar Jha	Peon	6307	125	As above
61.	Sanjay Kumar Prajapati	Jamadar	6737	125	As above

\* Remuneration includes basic pay, personal pay (where admissible), dearness pay, dearness allowance, house rent allowance (where admissible), etc.

## CHAPTER – 12

(MANUAL – 11)

### **Budget allocated under Ministry Schemes** **(Other than SIDO)**

#### **(Particulars of all plans, proposed expenditures and reports on disbursement made)**

The budget allocation under various plan schemes of the Ministry of Small Scale Industries (other than SIDO) and the expenditure is given below :

**YEAR 2006-07**

<b>(Rs. crore)</b>			
<b>Sl. No.</b>	<b>Name of the scheme</b>	<b>Budget Allocation (BE), 2006-07</b>	<b>Expenditure upto 31.12.2006</b>
1.	Surveys & Studies & Policy Research	2.00	0.08
2.	International Co-operation	1.75	0.77
3.	National Entrepreneurship Development Board (NEDB)	1.00	0.26
4.	National Institute of Small Industry Extension Training (NISJET), Hyderabad	1.35	0.95
5.	National Institute for entrepreneurship and Small Business Development ( NIESBUD), Noida	0.3000	0.19
6.	Entrepreneurs Development Institutes (EDIs)	2.50	0.85
7.	Indian Institute of Entrepreneurship (IIE), Guwahati (NE Region)	1.50	0.48
8.	National Commission for Enterprises in the Unorganised Sector (NCEUS)	32.87	2.89
	<b>SUB TOTAL</b>	<b>43.27</b>	<b>6.47</b>

## **CHAPTER – 13**

**(MANUAL – 12)**

### **The Manner of Execution of Subsidy Programmes**

- 13.1 No subsidy scheme is being implemented by the Ministry of Small Scale Industries.

## **CHAPTER – 14**

**(MANUAL – 13)**

### **Particulars of receipts of concessions, permits or authorizations granted**

- 14.1 The Ministry of Small Scale Industries does not provide any concessions, permits or authorizations in any activities or implementation of any plan scheme.

## **CHAPTER – 15**

**(MANUAL – 14)**

### **Norms set by the Ministry for the discharge of its functions**

The Ministry of Small Scale Industries discharges its functions as per the Government of India (Allocation of Business) Rules, 1961 on matters relating to promotion and development of small scale industries. The Ministry acts as a facilitator through policy advocacy on behalf of the stakeholders with various Central Ministries/Departments, State Governments and other organizations for promotion and development of small scale industries in the country. The Ministry formulates the policies and programmes in consultation with the stakeholders including industry associations.

The norms of disposal of daily business by the individual employees are as laid down in the Manual of Office Procedure and efforts are made by all concerned to adhere to these norms.



## **CHAPTER-16**

**(MANUAL -15)**

### **Information available in electronic form**

16.1 Details of information available in electronic form:

Information available on official website of the Ministry ([www.ssi.gov.in](http://www.ssi.gov.in)) includes:

- (i) Annual reports of the Ministry.
- (ii) Plan and Budget
- (iii) Organisational Chart of the Ministry and various offices under the Ministry.
- (iv) Parliament Questions.
- (v) Programmes and Schemes.
- (vi) Activities under International Cooperation.
- (vii) Training Institutions
- (viii) Status of Applications.
- (ix) Notifications.
- (x) Citizen's Charter
- (xi) Publications
- (xii) Entrepreneurs Gateway
- (xiii) Useful Links

## CHAPTER – 17

(MANUAL 16)

### **Particulars of the facilities available to citizens for obtaining information**

17.1 The information on functioning of the Ministry of Small Scale Industries, details of the guidelines of the plan schemes, notifications, circulars, etc. are available on the website of the Ministry ([www.ssi.gov.in](http://www.ssi.gov.in)) for public use.

17.2 For obtaining information relating to the Ministry of Small Scale Industries, one may contact the Information and Facilitation Centre of the Ministry. In case of any grievance, the Grievance Officer in the Ministry can also be contacted. The address, phone number and fax number of the Information and Facilitation Centre and the Grievance Cell are as follows :

1. Information and Facilitation Centre,  
Gate No. 4, Ground Floor,  
Nirman Bhavan,  
New Delhi – 110 011  
Tel. No. +91(11)23069219
2. Grievance Cell,  
Deputy Secretary,  
Ministry of Small Scale Industries,  
Room No. 123,  
Udyog Bhavan,  
New Delhi – 110 011.  
Tel. No. +91(11)23061431.  
Fax No. +91(11)23062626.  
[jagjit.singh@nic.in](mailto:jagjit.singh@nic.in)

## **CHAPTER -18**

**(MANUAL – 17)**

### **Other Useful Information**

#### **18.1 Frequently Asked Questions by Public and their Answers**

Q. (1) What is the procedure for SSI Registration ?

Ans.: The registration of the SSI units is done by the respective Directors of Industries and DICs and NSIC. SIDO's (Office of the DCSSI) Facilitation Counter or NSIC may be contacted for complete guidance in this respect.

Q. (2) What is the role of Ministry of SSI ?

Ans.: Ministry of SSI designs policies, programmes, projects and schemes in consultation with its organization and various stakeholder and monitors their implementation with a view to assisting the promotion and growth of small scale industries. The Ministry also performs the function of policy advocacy on behalf of the SSI sector with other Ministries/ Departments of the Central Government and the State and Union Territories.

Q. (3) What are the various avenues for financial assistance to the SSI sector ?

Ans.: The small enterprises may approach public sector banks and SIDBI for bankable and viable projects for necessary assistance. National Small Industries Corporation (NSIC), a PSU of the Ministry is also engaged in providing financial assistance for purchase of machinery, assistance in credit rating certification for the units in order to have faster assistance from Banks, etc.

Q. (4) Which are the promotional schemes being operated by the Ministry for the SSI Sector ?

Ans.: The Ministry is involved in providing assistance under the following schemes :

- a) Survey, Studies and Policy Research
- b) International Cooperation
- c) National Entrepreneurship Development Board (NEDB) Scheme (The scheme is being dropped from the next financial year, i.e. 2007-08)
- d) Entrepreneurship Development Institutions (EDI) Scheme

Details of the schemes are available on Ministry's website <http://ssi.gov.in>.

Q. (5) Whom should we approach for technical inputs and advice?

Ans.: The entrepreneurs are advised to avail the services of the various Institutions like Tool Rooms, Training Centres and SISIs which comes under the Small Industries Development Organization (SIDO), through its offices located all over India. The details of these offices/organisations are available at the website of the SIDO [www.laghu-udyog.com](http://www.laghu-udyog.com).

### **18.2 How to make an application, fee to be paid, right of citizen in case of denial of information and procedure for approval?**

There is no fixed application form prescribed by the Ministry for seeking information. Requests seeking information may be made on plain paper giving name and address of the queriest.

Fee would be charged in terms of the Notification dated 16<sup>th</sup> September, 2005 and subsequent Notification dated 17<sup>th</sup> May, 2006 of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), available on its website <http://persmin.nic.in>.

Rights of citizens in case of denial of information would be governed by the provisions under RTI Act, 2005 in this respect. Appeals can be filed in accordance with section 19 and other provisions of RTI Act, 2005.

### **18.3 Training imparted to the public by Ministry of Small Scale Industries?**

Entrepreneurship development and training is one of the key elements for the promotion of small scale industries. The Ministry has established three National Institutes, viz., the National Institute of Small

Industry Extension training (NISIET) at Hyderabad, the National Institute of Entrepreneurship and Small Business Development (NIESBUD) at Noida (U.P) and the Indian Institute of Entrepreneurship (IIE) at Guwahati as autonomous bodies. These Institutes conduct training schedules and also undertake research and training for entrepreneurship development in the SSI sector. Interested persons may contact the Institutes directly.

**18.4 Certificates, No objection certificates etc. issued by the Public Authority not included in Manual-13.**

Ministry is not dealing with any licensing work nor involved in grant of any kind of certificates. Hence not applicable.

**18.5 Registration process.**

Ministry of SSI is not involved in registration process. Hence not applicable.

**18.6 Collection of tax by the Ministry.**

Not applicable.

**18.7 Issuing new connections of electricity/water supply, temporary and permanent disconnection etc.**

Not applicable.

**18.8 Details of any other public services provided by the Ministry.**

Details are available on website of the Ministry ([www.ssi.gov.in](http://www.ssi.gov.in)) and related sites of SIDO ([www.laghu-udyog.com](http://www.laghu-udyog.com) or [www.smallindustryindia.com](http://www.smallindustryindia.com)), NSIC ([www.nsicindia.com](http://www.nsicindia.com)) etc.

*Suggestions for improvement in the Manual are welcome ([raj.pal@nic.in](mailto:raj.pal@nic.in)).*