

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)

MANDATORY DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005

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CHAPTER - 1

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(1)(b) of this Act, the Ministry of Micro, Small and Medium Enterprises (MSME), 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. Subsequent to enactment of the "Micro, Small and Medium Enterprises Development Act, 2006" by the Parliament, the Hon'ble President vide Notification dated 9th May, 2007 amended the Government of India (Allocation of Business) Rules, 1961. Pursuant thereto the then, Ministry of Agro and Rural Industries and Ministry of Small Scale Industries were merged into a single Ministry, namely, "Ministry of Micro, Small and Medium Enterprises." The Ministry of Micro, Small and Medium Enterprises has two Wings, namely, Micro, Small & Medium Enterprises (MSME) Wing, and Agro and Rural Industries (ARI) Wing.
- 1.5. The role of the Ministry of Micro, Small and Medium Enterprises is to supplement the efforts of the States/Union Territories aimed at promoting growth and development of MSMEs, for enhancing their competitiveness in the changed scenario.
- 1.6. In accordance with the provision of Micro, Small & Medium Enterprises Development (MSMED) Act, 2006 the Micro, Small and Medium Enterprises (MSME) are classified as below:
 - (i) a micro enterprise, where the investment in plant and machinery or equipment does not exceed one crore rupees and turnover does not exceed five crore rupees;
 - (ii) a small enterprise, where the investment in plant and machinery or equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees; and

- (iii) a medium enterprise, where the investment in plant and machinery or equipment does not exceed fifty crore rupees and turnover does not exceed two hundred and fifty crore rupees.
- 1.7. The Ministry of Micro, Small and Medium Enterprises has designated its officers as Central Public Information Officers/Appellate Authorities with reference to the work assigned to them. Their particulars are available in Chapter 8 as well as Ministry's website <http://msme.gov.in>. Persons requiring any additional information may contact them. Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of Right to Information Act, 2005, or is aggrieved by a decision of the Central Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to the concerned Appellate Authority.
- 1.8. The website of the Ministry of Micro, Small and Medium Enterprises <http://msme.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.
- 1.9. In accordance with the Department of Personnel & Training Notification No.34012/8(S)/2005-Estt. (B) dated 16th September 2005 and subsequent Notification of even number dated 17th 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 1.7 above and accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or banker's cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Micro, Small and Medium Enterprises, New Delhi. Information and Facilitation Centre, Gate No.4, Ground Floor, Nirman Bhawan, New Delhi – 110011 is functioning as a single window facility for receiving applications and fee under the Right to Information Act in respect of Ministry of Micro, Small and Medium Enterprises. Accordingly, the application, along with prescribed fee, can also be submitted in person at the above mentioned Information and Facilitation Counter.
- (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 banker's cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Micro, Small and Medium Enterprises, 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 Micro, Small and Medium Enterprises, New Delhi at the following rates:-
- i) for information provided in diskette or floppy, at the rate ₹ 50/- (Rupees Fifty Only) per diskette or floppy; and
 - ii) for information provided in printed form at the price fixed for such publication or ₹ 2 (Rupees Two Only) per page of photocopy for extracts from the publication.

CHAPTER - 2

Particulars of Organisation, Functions and Duties

- 2.1 The Micro, Small & Medium Enterprises (MSME) sector of the Ministry supports MSMEs by way of advocacy with the various organizations of the Government, by providing services to support the 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 the Micro, Small and Medium Enterprises – Development Institute (MSME-DI) (earlier known as SIDO) 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. The Agro and Rural Industries (ARI) sector of the Ministry has been implementing various schemes and programmes for creating off-farm employment for balanced economic development of the country. The importance of this sector lies in the fact that it seeks to establish village industries in the rural areas at low investment/cost, based on the local raw materials, skills and technology for providing employment opportunities to the local population and artisans who have been traditionally engaged in village level economic activities.
- 2.2 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 and objectives of the Ministry of Micro, Small and Medium Enterprises is to strengthen MSMEs, to enable them to remain competitive in market-led economy, integrating policy formulation and coordinating implementation of programmes/schemes, etc., for the development of MSMEs and expanding employment opportunities in the rural non-farm sector.
- 2.3 Pursuant to amendment of the Government of India (Allocation of Business) Rules, 1961 by the President under Notification dated 9th May, 2007, Ministry of Small Scale Industries (Laghu Udyog Mantralaya) and Ministry of Agro and Rural Industries (Krishi Evam Gramin Udyog Mantralaya) were merged into a single Ministry, namely, "Ministry of Micro, Small and Medium Enterprises (Sukshma Laghu Aur Madhyam Udyam Mantralaya)." The Ministry is the nodal agency for formulation of Policies and Programmes and Coordination of Central assistance relating to promotions and development of micro, small and medium enterprises, including, Khadi, Village and Coir Industries, in India.
- 2.4 The Ministry is headed by the Minister of Micro, Small and Medium Enterprises to exercise all powers and authority of the Government in

respect of matters allocated to this Ministry under the Government of India (Allocation of Business) Rules, 1961, as amended by the President under Notification dated 9th May, 2007, subject to the provisions of the Government of India (Transaction of Business), Rules 1961. The Ministry consists of mainly two Wings, namely, Micro, Small & Medium Enterprises (MSME) Wing and Agro & Rural Industries (ARI) Wing. The Secretariat of the Ministry of Micro, Small and Medium Enterprises is housed in Udyog Bhawan, Rafi Marg, New Delhi-110011 and Nirman Bhawan, Maulana Azad Road, New Delhi-110011.

2.5 The Ministry of Micro, Small and Medium Enterprises 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. Country-wise employment generation programme, namely, Prime Minister's Employment Generation Programme (PMEGP) with active cooperation and participation of the Reserve Bank of India, nationalised and scheduled banks and the State/Union Territory Governments. Worldwide, the micro and small enterprises (MSEs) have been accepted as the engine of economic growth and for promoting equitable development. The MSEs constitute over 90% of total enterprises in most of the economies and are credited with generating the highest rates of employment growth and account for a major share of industrial production and exports. In India too, the MSEs play a pivotal role in the overall industrial economy of the country. It is estimated that in terms of value, the sector accounts for about 39% of the manufacturing output and around 33% of the total export of the country. Further, in recent years the MSE sector has consistently registered higher growth rate compared to the overall industrial sector. The major advantage of the sector is its employment potential at low capital cost. As per available statistics, this sector employs an estimated 31 million persons spread over 12.8 million enterprises and the labour intensiveness in the MSE sector is estimated to be almost 4 times higher than the large enterprises.

2.6 To achieve the 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;
- Level playing field at par with the large industries sector;
- Handholding support and assistance to the potential first generation entrepreneurship, who successfully completed EDP/SDP/ESDP or

- vocational training from ITIs;
- Training of persons employed or desirous of seeking employment in khadi and village industries;
- Building reserves of raw materials and implements and supplying them at such rates as may be decided;
- Research and development (R&D) in khadi and village industries sector;
- Promotion of sale and marketing of khadi and village industries products; and
- Promotion and encouragement of cooperative efforts among the persons engaged in khadi and village industries.

2.7 The Ministry of Micro, Small and Medium Enterprises has been implementing *inter alia* the following Schemes/Programmes for promotion and development of MSMEs and creation of rural off-farm employment for balanced economic development in the country:

- a. Surveys, Studies and Policy Research
- b. International Cooperation
- c. Assistance for strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions
- d. SC/ST Hub Scheme
- e. Prime Minister 's Employment Generation Programme (PMEGP)
- f. Scheme of Fund for Regeneration of Traditional Industries (SFURTI & ASPIRE)
- g. Scheme for Enhancing Productivity and Competitiveness of Khadi Industry and Artisans
- h. Workshed Scheme for Khadi Artisans

2.8 The implementation of policies and various programmes/projects/schemes of the Ministry of Micro, Small and Medium Enterprises is undertaken through the Micro, Small and Medium Enterprises - Development Institute (MSME-DI), National Small Industries Corporation (NSIC) Ltd., Khadi and Village Industries Commission (KVIC), Coir Board and State & Union Territory Governments.

MICRO, SMALL AND MEDIUM ENTERPRISES - DEVELOPMENT INSTITUTE (MSME-DI)

The Micro, Small and Medium Enterprises - Development Institute (MSME-DI), also known as the Office of the Development Commissioner (MSME), 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 (MSME). MSME-DI provides a comprehensive range of common facilities, technology support services, marketing assistance, etc through its network of 32 Nos. of MSME-Development & Facilitation Offices (DFOs), 27 Nos. of Branch MSME-Development

and Facilitation Offices (Br. DFOs), 4 Nos. of MSME-Testing Centres (MSME-TCs), 7 Nos. of MSME-Testing Stations (MSME-TSs), 2 Nos. MSME-Training Institutes (MSME-TIs). The O/o DC-MSME also operates a network of 30 Technology Centres which are autonomous bodies registered as Societies under the Societies Act.

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

Additional Secretary and Development Commissioner (MSME),
7th Floor, Nirman Bhavan, New Delhi – 110 011
Website: <http://dcmsme.gov.in>
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 MSME 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 MSME 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 – 110020
Website: <http://www.nsic.co.in>
Tel: 91-11-26926067
Fax: 91-11-26926820

KHADI AND VILLAGE INDUSTRIES COMMISSION

The Khadi & Village Industries Commission (KVIC), established under the Khadi and Village Industries Commission Act, 1956 (61 of 1956), is the principal central statutory organisation engaged in promoting and developing khadi and village industries (KVI) and thus providing sustainable non-farm employment

opportunities in the rural areas, thereby strengthening the rural economy. The functions of the KVIC are to plan, promote, organise and assist in implementation of programmes/projects/schemes for generation of employment through the development of khadi and village industries. To achieve this, it undertakes (a) training of persons employed or desirous of seeking employment in khadi and village industries, (b) building reserves of raw materials and implements and supplying them at such rates as may be decided, (c) research and development (R&D) in khadi and village industries sector, (d) promotion of sale and marketing of khadi and village industries products, (e) promotion and encouragement of cooperative efforts among the persons engaged in khadi and village industries, etc. The Government of India provides grant funds, both under Plan and Non- Plan heads, for the activities of the KVIC. The KVIC, in turn, re-allocates them to the implementing agencies, namely, the State Khadi and Village Industries Boards, institutions registered under the Societies Registration Act, 1860 and banks implementing the various schemes of KVIC. The Commission's administrative expenditure, including pension payment, is also met out of Government budgetary support.

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

Chief Executive Officer,
Khadi and Village Industries Commission,
3, Irla Road, Vile Parle, (West),
Mumbai - 400 056, Maharashtra
Ph: 022-2671 1577
Fax: 022-2671 8289
Web: <http://www.kvic.org.in>

COIR BOARD

The Coir Board is a statutory body established under the Coir Industry Act, 1953 for promoting the overall development of the coir industry and up-liftment of the living conditions of the workers engaged in this traditional industry. The Coir Board consists of a Chairman and 39 members, as provided in section 4 of the Coir Industry Act, 1953. All sections interested in the welfare of the coir industry are represented on the Coir Board. The functions of the Coir Board for the development of coir industries include undertaking scientific, technological and economic research and development activities; collection of statistics relating to exports and internal consumption of coir and coir products; development of new products and designs; publicity for promotion of exports and internal sales; marketing of coir and coir products in India and abroad; preventing unfair competition among producers and exporters; assisting in the establishment of units for the manufacture of products; promoting co-operative organisations among producers of husks, coir fibre, coir yarn and manufacturers of coir products; ensuring remunerative returns to producers and manufacturers, etc. For implementing the schemes/programmes, the Government provides necessary

grant funds to the Coir Board under Plan and non-Plan heads.

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

The Chairman,
Coir Board
Coir House, M. G. Road, Kochi - 682 016, Kerala
Tel: 0484-2351807, 2351788, 2351954, 2354397
Fax: 0484-2370034
Web: <http://coirboard.gov.in>

NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (ni-msme), HYDERABAD

The National Institute for Micro, Small and Medium Enterprises (ni-msme) 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, ni-msme'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 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-changing makers.

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

Director General.
National Institute for Micro, Small and Medium Enterprises
(ni-msme), Yousufguda, Hyderabad – 500045
Ph: 91-40-23608544-218
Fax: 91-40-23608547
Website: <http://www.nimsme.org>

MAHATMA GANDHI INSTITUTE FOR RURAL INDUSTRIALISATION (MGIRI), WARDHA

Mahatma Gandhi Institute of Rural Industrialisation at Wardha has been developed during the past 6 years by the collaborative efforts of KVIC and IIT

Delhi*. It was decided to set up this National Institute at the historical premises of Maganwadi, Wardha.

VISION

To support, upgrade and accelerate the process of Rural Industrialization in the country so that we may move towards the Gandhian vision of sustainable village economy self sufficient in employment and amenities and to provide S&T inputs to make the rural products and services globally competitive.

The Ramakrishnaiah Committee (1987) recommended that any product could be considered as rural as long as the concerned industry has a per capita investment of Rs 50,000 (now raised to Rs 1,00,000 and Rs 1,50,000 for the tribal areas) and is located in a habitat with population less than 20,000 (now raised to 50,000).

The paradigm shift, as explained above, needed an institute capable of dealing with a large number of technologies and industrial contexts involving myriads of materials, manufacturing processes and consumer oriented designs.

A 'hub and spokes' model was considered essential and thus MGIRI was established (by revamping the JBCRI) as a hub linking the rural industries with a network of specialized S&T and management institutions. The entire project of establishment and trial-run took nearly 8 years (2001 to 2008) and was a collaborative effort of the KVIC with IIT Delhi.

Provide Training to Trainers of the Centres of KVIC and Khadi & Village Industries Boards of state governments.

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ROADMAP FOR MGIRI

- Set up a strong two-way linkage between itself and the rural industrialists and technical experts in professional Institutes so as to facilitate quick availability of modern science, technology and management inputs for rural industrialization.
- Create a science and technology hub for KVI sector by developing strong linkages and interface with other Institutions in the field of rural industrialization.
- Build a database of technologies available in KVI sector.
- Facilitate setting up of rural industrial estates and clusters with necessary infrastructural facilities like power, specialized tool rooms, testing and marketing facilities.
- Undertake and sponsor projects capable of giving substantial fillip to larger and increased market penetration to selected products of village industry.

- Promote innovation through pilot studies and field trials through research, extension, education and training.
- Conduct specialized human resource development programmes in generic areas such as Total Quality Management, creativity and innovation besides, rural entrepreneurship development.

FUNCTIONING OF THE HUB

MGIRI, Wardha consists of six major divisions catering to the generic areas of rural industrialization as given below:

- * Khadi & Textile Industries division
- * Bio-processing and Herbal based Industries division
- * Chemical Industries division
- * Rural Crafts and Engineering division
- * Rural Infrastructure and Energy division
- * Management and Systems division

The necessary infrastructural facilities to cater to current requirements of the above sections have been developed. However, the approach to be followed by MGIRI will be primarily to act as a facilitator and as nodal networking institute for promoting Rural Industrialization. Accordingly, only selective R&D work will be carried out at the MGIRI campus and all efforts will be made to direct the projects to respective interfacial working groups and expert organizations after appropriate need identification as well as competence matching. Presently, there are 14 interfaces and it is planned to setup another 20 to 25 interfaces during the next 5 years to create a wide network throughout the country.

2.9 ROLE

The Ministry expects pro-active role from the public 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. The Ministry also welcomes a pro-active role of the stakeholders, khadi institutions, village industries associations, coir industries associations, etc., in providing feedback on policies and the quality of implementation of the schemes/projects/programmes which would help it in taking corrective measures to deliver the outcomes effectively.

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

2.11 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,
Director,
Ministry of Micro, Small and Medium Enterprises,
Room No. 123, Udyog Bhavan,
New Delhi – 110 011.
Tel. No. 91(11)23061431
Fax No. 91(11)23062626
2. Information and Facilitation Centre,
Gate No. 4, Ground Floor,
Nirman Bhavan,
New Delhi – 110 011
Tel. No. 91(11) 23062219

2.12 Addresses of the Ministry and related Organisations

- a) Ministry of Micro, Small and Medium Enterprises,
Udyog Bhavan,
Rafi Marg,
New Delhi –110011.
Website: <http://msme.gov.in>
- b) Office of the Additional Secretary and Development Commissioner
(MSME),
7th Floor, Nirman Bhavan, New Delhi – 110011
Website: <http://dcmsme.gov.in>
- c) National Small Industries Corporation Ltd., NSIC Bhawan,
Okhla Industrial Estate, New Delhi – 110020
Website: <http://www.nsic.co.in>
- d) Khadi and Village Industries Commission,
3, Irla Road, Vile Parle (West), Mumbai - 400 056, Maharashtra
Web: <http://www.kvic.org.in>
- e) Coir Board
Coir House
M. G. Road, Kochi - 682 016, Kerala
Web: <http://coirboard.gov.in>
- f) National Institute for Micro, Small and Medium Enterprises (ni-msme),
Yousufguda, Hyderabad – 500045
Website: <http://www.nimsme.org>
- g) Mahatma Gandhi Institute for Rural Industrialisation (MGIRI),
Wardha, Maharashtra
Website: <http://www.mgiri.org>

- 2.13 The working hours of the Ministry's office are 9.00 a.m. to 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

Powers and Duties of Officers and Employees

3.1

Designation	Secretary		
Powers	Administrative	1. To impose penalties on employees under the Administrative Control of Ministry of MSME:-	
		a) Section Officer Grade of CSS and CS Stenographer Service Grade – I	Censure CCS (CCA) Rule-11(i)
		b) ASO & CS Stenographer Service Grade- II	All Minor Penalties under CCS (CCA) Rule-11
		c) Sr. Hindi Translator(CSOL Service Group 'B')	Censure CCS (CCA) Rule-11(i)
		d) Accountant (General Central Service Group 'B')	All Penalties under CCS (CCA) Rule-11
		e) Eco. Investigator Gr. II (General Central Service Group 'C')	Appellate Authority for all penalties under CCS(CCA) Rule-11
		f) Jr. Hindi Translator (CSOL Service Group 'C')	Appellate Authority for all minor penalties under CCS (CCA) Rule- 11

		<ol style="list-style-type: none"> 2. Permission for employment of near relatives in private firms to all employees of the Ministry under CCS (Conduct) Rules 4 (2). 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). 4. Reporting Authority when a member of Government servant's family takes part in politics under CCS (Conduct) Rule 5 (2). 5. Permission to participate in radio broadcasts, contribution of article in Newspapers and publication of any book under CCS (Conduct) Rule 8 (2). 6. Permission to Government Servants on tendering evidence before an enquiry conducted by a person, Committee or Authority under CCS (Conduct) Rule 10. 7. Permission for acceptance of gifts under CCS (Conduct) Rule 13. 8. Permission for holding public demonstrations in honour of government servants under CCS (Conduct) Rule 14.
	Financial	<ol style="list-style-type: none"> 1. All financial powers subject to observations of General Financial Rules (GFR) in vogue. 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. 3. Full powers to sanction recurring and non-recurring contingent expenditure in terms of Ministry of Finance, Department of Expenditure Notification dated 23rd October, 2001.

	Others	
Duties	Secretary (MSME) is the Administrative head of the Ministry. He is the principal adviser to the Minister of Micro, Small and Medium Enterprises 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	
Powers	Administrative	1 To impose penalties as under on employees under the administrative control of Ministry of Micro, Small & Medium Enterprises: -
		a) Jr. Hindi Translator (CSOL Service Group 'C') All minor penalties under CCS (CCA) Rule, 11
		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 offices under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).
		3 Powers relating to publication of any book in respect of other than Group 'A' officers serving in offices under the control of the Ministry under CCS (Conduct) Rules 8 (2).
		4 Powers relating to acceptance of gifts in respect of Groups 'B', and 'C' employees of the Ministry under CCS (Conduct) Rules 13.
		5 Powers relating to lending and borrowing in respect of Groups 'B', and 'C' employees of the Ministry under CCS (Conduct) Rules 16 (4).
		6 Powers relating to immovable and movable property in respect of Group

		'A' officers of the Ministry under CCS (Conduct) Rules 18 (2) & (3).
	Financial	Financial powers vested in Secretary (MSME)
Duties	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	
Powers	Administrative	
	Financial	
	Others	
Duties	<ol style="list-style-type: none"> 1.To advise the Ministry of Micro, Small & Medium Enterprises (MSME)on all policy matters having bearing on internal and external economic management; 2.To monitor and evaluate the policy parameters from economic angle, as laid down in the Fiscal Responsibilities and Budget Management Act., 2003; 3.To advise the Ministry in finalising Annual Plans and Budgets. 4.To assist Additional Secretary & Financial Adviser in the functioning of Integrated Finance Wing of the Ministry of Micro, Small & Medium Enterprises. 	

3.4

Designation	Director/Deputy Secretary	
Powers	Administrative	<ol style="list-style-type: none"> 1. Appointing Authority in respect of Senior Secretariat Assistant, Steno Grade 'D' and Junior Secretariat Assistant of Central Secretariat Clerical Services (CSCS). 2. To impose all penalties under CCS (CCA) Rule 11 in respect of Senior Secretariat Assistant and Junior Secretariat Assistant of Central Secretariat Clerical Services (CSCS) employees under the Administrative Control of Ministry of Micro, Small & Medium Enterprises. 3. To impose all penalties under CCS (CCA) Rule 11 in respect of General Central Service, Group 'C' employees of the Ministry of Micro, Small & Medium Enterprises.
	Financial	To sanction recurring expenditure upto Rs. 25,000/- per annum in each case and non-recurring expenditure upto Rs. 60,000/- in each case.
	Others	
Duties	<p>Director/Deputy Secretary acts on behalf of the Secretary (MSME). 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.</p>	

3.5

Designation	Under Secretary	
Powers	Administrative	
	Financial	To sanction recurring expenditure upto Rs. 2,000/- in each case and non-recurring expenditure upto Rs. 5,000/- in each case
	Others	
Duties	An Under Secretary is in charge of the Branch in the Ministry of Micro, Small and Medium Enterprises, 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	
Powers	Administrative	-
	Financial	-
	Others	
Duties	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, etc.	

3.7

Designation	PSO/Sr. Principal Private Secretary/Private Secretary/ Personal Assistant/Stenographer	
Powers	Administrative	-
	Financial	-
	Others	
Duties	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 to 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 fair copies of draft d.o. letters to be signed by the officer.	

3.8

Designation	Assistant Section Officer(ASO)/ Senior Secretariat Assistant(SSA)	
Powers	Administrative	-
	Financial	-
	Others	
Duties	The duties of an ASO/SSA 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	Junior Secretariat Assistant	
Powers	Administrative	-
	Financial	-
	Others	
Duties	Junior Secretariat Assistant 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	

CHAPTER – 4

Rules, Regulations Instructions, Manuals and Records for Discharging Functions

- 4.1 The Acts, rules, regulations, manuals, records, etc., used by the employees of this Ministry in the discharge of their functions consist of those relating, in particular, to the work of the Ministry as well as those issued by the Cabinet Secretariat, Department of Personnel and Training, Department of Administrative Reforms and Public Grievances, Ministry of Finance, Ministry of Urban Development, etc., from time to time.
- 4.2 A list (though not exhaustive) of important Acts, rules, regulations, instructions, manuals and records held by the Ministry of Micro, Small & Medium Enterprises and used by its employees for discharging their functions, is given below:
1. Constitution of India.
 2. Government of India (Allocation of Business) Rules.
 3. Government of India (Transaction of Business) Rules.
 4. Authentication (Orders & other Instruments) Rules
 5. Procedure in regard to submission of cases to the Cabinet, issued by the Department of Cabinet Affairs.
 6. Official Language Act, Rules 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. Directions by the Chairman, Rajya Sabha under the Rules of Procedure and Conduct of Business in Rajya Sabha.
 11. Procedure to be followed by Ministries in connection with Parliamentary Work, issued by the Lok Sabha Secretariat.
 12. Departmental Security Instructions issued by the Ministry of Home Affairs.
 13. General instructions regarding word-processing, typewriting, stencil cutting, carbon mani-folding, etc., issued by the Institute of Secretariat Training and Management.
 14. Channels 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 specialised Agencies, on the other, issued by the Ministry of External affairs.
 15. Standardised Functional File Index, including its file numbering system relating to establishment, finance, budget and accounts, office supplies and

- services and other house-keeping jobs common to all Departments, issued by the Department of Administrative Reforms and Public Grievances.
16. Schedule of periods of retention for records common to all Departments issued by the Department of Administrative Reforms and Public Grievances
 17. Manual for Handling Parliamentary Work in Ministries.
 18. Central Secretariat Manual of Office Procedure
 19. Central Civil Services (Leave) Rules.
 20. Central Civil Services (Pension) Rules.
 21. Central Civil Services (Conduct) Rules.
 22. Central Civil Services (Classification, Control and Application) Rules.
 23. Fundamental and Supplementary Rules
 24. Delegation of Financial Powers Rules.
 25. General Financial Rules.
 26. Leave Travel Concession (LTC) Rules
 27. General Provident Fund (GPF) Rules
 28. Khadi and Village Industries Commission Act, 1956 and Rules and Regulations made thereunder
 29. Coir Industries Act and Rules and Regulations made thereunder.
 30. Micro, Small and Medium Enterprises Development Act, 2006

CHAPTER – 5

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 and Medium Enterprises.	No	The Ministry of MSME interacts with industry associations in implementation of policies through regular consultations in the meeting of MSME Board in the Office of DC-MSME which comprises of officials of the Ministry, Secretary of the concerned Department of the State Governments and representatives of industry associations.
2.	Promotion and development of 'Micro Enterprises' including cottage, khadi, village and coir industries.	No	<p>In the formulation of policies relating to the areas of its allocated work, the Ministry of MSME interacts with various stakeholders in the sector, including members of the public, in the following forums:</p> <p>i. Department-related Parliamentary Standing Committee, which examines the annual demands for grants of the Ministry and its proposals for legislation – this Committee, consists of Members of Parliament and also invites members of the public, as and when deemed necessary by it, in discussing and making recommendations on specific policies and/or</p>

			<p>programmes of the Ministry.</p> <p>ii. Consultations with stakeholders are also held through the meetings Consultations of the National Khadi and Village Industries Board under the Chairmanship of Minister of State (IC) MSME – this Board also includes representatives of the khadi institutions and village industry associations who are non-officials representing the respective areas.</p> <p>iii. The KVIC as well as the Coir Board, established under Central statutes, has several non-official members, who represent various sections of the public with direct interest and expertise in the respective areas.</p> <p>Thus, while consultation with the public in general is not mandatory in the process of policy formulation of this Ministry, the Ministry has always had, both statutorily and otherwise, the benefit of consultation with/participation of those sections of the public which are directly concerned with the activities of the Ministry and its organisations.</p>
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5.2 Implementation of Policy

S.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation

3.	Promotion and development of Small and Medium Enterprises.	No	The Ministry of MSME mainly interacts with industry associations in implementation of policies through regular consultations in the meeting of MSME Board in the Office of DC-MSME which comprises of officials of the Ministry, Secretary of the concerned Department of the State Governments and representatives of industry associations.
4.	Promotion and development of 'Micro Enterprises' including cottage, khadi, village and coir industries.	No	What has been stated above in respect of formulation of policies of this Ministry applies also to implementation of the policies and of programmes/projects/schemes flowing therefrom.

CHAPTER- 6

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 Micro, Small and Medium Enterprises	By making a written request	Section Officer (Coordination), Ministry of Micro, Small and Medium Enterprises, Room No. 429 – B, (Tel. No. 23061222/2250) Udyog Bhavan, New Delhi – 110011.
2.	Official	Outcome Budget of the Ministry of Micro, Small and Medium Enterprises	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

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

The **Micro, Small & Medium Enterprises (MSME) Board** is under Micro, Small and Medium Enterprises - Development Institute (MSME-DI).

CHAPTER – 8

Names, Designations and Other Particulars of the Public Information Officers

No. 12(5)/2008-RTI/ PG
Government of India
Ministry of Micro, Small and Medium Enterprises
(RTI/ PG Cell)

Udyog Bhawan, New Delhi
Dated the 29th August, 2023

OFFICE ORDER

Subject: Appointment of CPIOs and Appellate Authorities – regarding

In pursuance of Section 5(1) and Section 19(1) of the Right to Information Act, 2005 and in supersession of all previous orders on the above mentioned subject, the following Officers are designated as Central Public Information Officers (CPIOs) & Appellate Authorities (AAs) with immediate effect :-

Sl. No.	Name, Designation and Telephone No. of CPIO (S/ Sh.)	Name, Designation and telephone No. of Appellate Authority (S/ Sh.)	Section
1.	Ms. Kimjalam Karthak, Under Secretary 011-23063313 kimjalam.k@gov.in	Sh. H.P. Singh Joint Director 011-23063288 harendrapratap@dcmsme.gov.in	RTI (Nodal)
		Sh. Deepak Narang Deputy Secretary 011-23062745 deepak.narang@nic.in	PG/R&I /CDN
2.	Sh. N. Raja Swamy Under Secretary 011-23063168 nrja.swamy@nic.in	Smt. Maya Pandey Deputy Secretary 011-23063290 mayapandey.dgca@gov.in	HR
		Sh. Deepak Narang Deputy Secretary 011-23062745 deepak.narang@nic.in	Cash

3.	Sh. Vinay Kumar Under Secretary 011-23063288 vinay.kr71@gov.in	Sh. Vinamra Mishra Director 011-23063198 vinamra.mishra@gov.in	G.A./ Protocol
4.	Sh. Pradeep Kumar Singh Under Secretary 011-23062573 pk.singh23@gov.in	Sh. Arun G. Joint Director 011-23062148 arun.g@gov.in	SFURTI & ASPIRE (KVI-I)
		Sh. Bharat Prakash, JDC Office of DC, MSME 011-23062465 bharat.prakash@gov.in	Coir
5.	Sh. Palravindran K. Under Secretary 011-23063168 palravi.k@nic.in	Sh. Supriyo Ghosh Director 011-23061636 supriyo.ghosh47@gov.in	KVI-II & III
6.	Sh. Sanjay Kumar Under Secretary 011-2303289 sanjay.68@dcpw.gov.in	Sh. Supriyo Ghosh Director 011-23061636 supriyo.ghosh47@gov.in	PMEGP
		Sh. Santosh Kumar Verma Deputy Secretary 011-23062736 santosh.verma@nic.in	EDI
7.	Sh. Harish Singh Rawat Assistant Director 011-23062672 rawat.harish@nic.in	Sh. Deepak Narang Deputy Secretary 011-23062745 deepak.narang@nic.in	Hindi
8.	Ms. K.R. Rajeshwari Deputy Director 011-23063293 rajeshwari.kr@gov.in	Sh. Vinamra Mishra Director 011-23063198 vinamra.mishra@gov.in	FI/ RAMP
		Sh. Santosh Kumar Verma Deputy Secretary 011-23062736 santosh.verma@nic.in	WEC

9.	Ms. Neelam Sharma Under Secretary 011-23061546 neelam.sharma25@nic.in	Sh. Santosh Kumar Verma Deputy Secretary 011-23062736 santosh.verma@nic.in	SME / IC
		Sh. Supriyo Ghosh Director 011-23061636 supriyo.ghosh47@gov.in	Media
10.	Ms. Santosh Dallyan Under Secretary 011-23062396 santosh.dallyan@nic.in	Sh. Ajay Kumar Deputy Secretary 011-23062496 ajay.kumar71@nic.in	Vigilance
11.	Sh. R.S. Verma Deputy Director 011-23061461 ramsahai.verma@nic.in	Sh. Ajay Kumar Deputy Secretary 011-23062496 ajay.kumar71@nic.in	DBT/DATC & IT

2. Link Officer will function as an alternate CPIO in the absence (long leave/training etc.) of any other CPIO of the Ministry

3. This issues with the approval of Deputy Director General (Stats.).

(Kimjalam Karthak)
Under Secretary to the Govt. of India
Tel: 011- 23063313
kimjalam.k@gov.in

To

1. All CPIOs
2. All Appellate Authorities

Copy for information:-

1. PS to Hon'ble Minister for MSME/ PS to Hon'ble Minister of State for MSME/ PPS to Secretary (MSME)/ AS&FA/ DC (MSME)/ JS (SME)/ JS (ARI)/ JS (AFI)/ EA (SS)
2. All Officers/ Sections of Ministry of MSME.
3. All Ministries/ Departments in the Government of India.
4. Central Information Commission, New Delhi.
5. Senior Technical Director, NIC, Ministry of MSME with the request to upload this order on the website of the Ministry.

6. Deputy Director (RTI), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi with a request to update the name of Nodal Officer on the Home page of RTI web portal of this Ministry.
7. HR Section, M/o MSME with the request to upload this order on e-Office.

CHAPTER – 9

Procedure followed in Decision Making Process

Decision Making

9.1 As per the procedure prescribed in the Central Secretariat Manual of Office Procedure brought out by Department of Administrative Reforms & Public Grievances (<http://darpq.nic.in>) (a nodal agency of the Government of India in the field on 'Organisation and Methods') to take a decision for various matters., a Section, which is the lowest organisational unit in the Ministry and consists of ASO, SSA and JSA supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference/communication by registering /diarising the receipt and initiating the note. As a general rule, no official is expected to keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases separately. In some cases, the file is initiated on oral instructions by recording the instructions /discussions given by the senior officers. The case/subject is placed before the Under Secretary for advice and orders. Cases of minor and routine nature are disposed of at the level of Under Secretary.

9.2 In case of matters, which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary, and decisions of certain nature are disposed of at the level of Deputy Secretary/Director as per the delegated financial and administrative powers.

9.3 More important matters are placed by the Deputy Secretary/Director before the Joint Secretary who takes a decision as per the delegated powers on issues relating to administrative, financial and policy matters.

9.4 However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretary before the Secretary of the Ministry for orders. Cases which require the approval of the Minister in-charge or the Cabinet/Cabinet Committees are placed before the Minister in-charge and/or Cabinet/Cabinet Committees for orders/approval.

9.5 The channel of submission as generally followed is as under:

Sr.No	Items of	The channel of submission
1	Establishment matters	Section Officer→ Under Secretary→ Director/Deputy Secretary→ Joint Secretary → Secretary → Minister
2	Financial and Administrative matters	Section Officer→ Under Secretary→ Director/Deputy Secretary→ Joint Secretary → Under Secretary (Integrated Finance Wing) → Economic Adviser → Additional Secretary and Financial Adviser→ Secretary (where necessary under delegation of powers) → Minister (do.)
3	Legal/Court matters	Section Officer→ Under Secretary→ Deputy Secretary/Director → Joint Counsel→ Secretary (when necessary) → Minister (do.) Secretary → Ministry of Law and Justice → Central Government Standing Council
4	VIP references, Parliament Questions	Section Officer→ Under Secretary→ Deputy Secretary/Director→ Joint Secretary→ Secretary/Minister→
5	Miscellaneous matters	Section Officer→ Under Secretary→ Deputy Secretary/Director→ Joint Secretary→

9.6 Mechanism for decision taking

S.No. 1	
Subject on which the decision is to be taken	Policy matters relating to development of M S M E
Guideline/ Direction, if any	No specific guidelines have been prescribed on the subject. However, the Ministry of Micro, Small and Medium Enterprises is guided by its <i>vision statement</i> in formulating the policies on MSME.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME) 5. Minister-in-Charge
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

S.No. 2	
Subject on which the decision is to be taken	All administrative matters regarding appointment of CMD/official/Non-official/Part time Directors on the board of NSIC and matter relating to NSIC
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"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME) 5. Minister-in-Charge
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

S.No. 3	
Subject on which the decision is to be taken	Appointment of Chief Executives of Training Institutes
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"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME) 5. Minister-in-Charge
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

S.No. 4	
Subject on which the decision is to be taken	Scheme on National Entrepreneurship Development Board (NEDB).

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 (MSME), and the recommendations of the Screening Committee are placed before the Apex Committee under the chairmanship of Secretary (MSME) for final decision. <u>(The scheme has since been dropped.)</u>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME)
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

S.No.5	
Subject on which the decision is to be taken	Assistance for Strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions.
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 Micro, Small and Medium Enterprises which has the responsibility of promoting and developing the MSME 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 (MSME). The recommendations of the Screening Committee are placed before Secretary (MSME) for final decision.
Process of Execution	

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

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

S.No. 7	
Subject on which the decision is to be taken	Administrative matters related to Group 'A' officers.
Guideline/ Direction, if any	As per guidelines issued by the Department of Personnel & Training (http://persmin.nic.in), from time to time.
Process of Execution	

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

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

S.No. 9	
Subject on which the decision is to be taken	Purchase of stationery equipments, furnishing, providing telephones etc. (Non-Plan expenditures).
Guideline/ Direction, if any	As per guidelines issued by the Ministry of Finance (http://finmin.nic.in), from time to time.
Process of Execution	

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

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

S.No. 11	
Subject on which the decision is to be taken	Entering into MOU with a foreign countries for development of SME Sector
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(MSME). Before entering into MOU the same is vetted by L&T Division of the Ministry of External Affairs (http://meaindia.nic.in).

Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME) 5. Minister-in-Charge
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.
S.No. 12	
Subject on which the decision is to be taken	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.

Guideline/ Direction, if any	<p>Technology upgradation, modernization of MSME sector and promotion of exports from MSME sector are the important objectives behind the International Cooperation Scheme. The Scheme encompasses following activities:-</p> <ul style="list-style-type: none"> (i) Participation in Exhibitions, Fairs and Buyer-Seller Meets with international component. (ii) Exchange of business delegations to explore new areas of technology upgradation, facilitating joint ventures, improving marketability of MSME products, foreign collaborations etc. (iii) Holding of seminars/buyer-seller meets both in India and abroad to promote enterprise-to- enterprise interaction through selected agencies both in India & abroad. (iv) Deputation and reception of Government officials and representatives of associations of SSIs for making preparatory arrangements for seminars etc. (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. <p>Eligibility for support under the Scheme of International Cooperation</p> <ul style="list-style-type: none"> a) Ministry of MSME's sponsored events. b) State/Central Government Organizations. c) Industry Associations. d) Registered Societies/Trusts associated with the MSME sector. <p><u>Norms of Financial Assistance</u></p> <p>The norms for providing financial assistance under the above Scheme are:-</p> <ul style="list-style-type: none"> 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.
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	<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><u>Quantum of Financial Assistance</u></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). 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 ₹ 15 lakh ii) Domestic Events: Maximum upto ₹ 10 lakh</p> <p><u>Decision Making Procedure</u></p> <p>The proposals received for financial assistance are placed before the Screening Committee under the chairmanship of Joint Secretary (MSME). The recommendations of the Screening Committee are placed before Secretary (MSME) for final decision.</p>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> 1. Under Secretary 2. Deputy Secretary/Director 3. Joint Secretary (MSME) 4. Secretary (MSME)
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

CHAPTER -10

Directory of Officers and Employees

The directory of the officers of the Ministry of Micro, Small and Medium Enterprises is as follows:

Telephone Directory

Minister

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Sh Narayan Tatu Rane</u> (Minister)	011 23061566, 011 23061739	011 23063141	3 256	min-msme@nic.in	51
<u>Sh. Swapnil S. Patil (PS)</u>	011 23061566, 011 23061739	011 23063141		pstomin-msme@nic.in	164
<u>Sh Sanap Bajirao Ramnath</u> (OSD)	011 23061566, 011 23061739	011 23063141		osd-msme@nic.in	49A
<u>Dr. Sachin Bhadane (Addl. PS)</u>	011 23061566, 011 23061739	011 23063141		apstomin-msme@nic.in	165
<u>Shri Lokesh Kumar (Asst. PS)</u>	011 23061566, 011 23061739	011 23063141		pstomin-msme@nic.in	
<u>Sh. Amol Sukhdev Gavali</u> (Asst. PS)	011 23061566, 011 23061739	011 23063141	3 256	pstomin-msme@nic.in	123
<u>Ms. Vandana Santosh</u> <u>Jadhav (2nd PA)</u>	011 23061566, 011 23061739	011 23063141		pstomin-msme@nic.in	166

Office of Minister

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Shri Harbhajan Singh (Sr. AO)</u>	011 23061566, 011 23061739	011 23063141	3 256	pstomin-msme@nic.in	166
<u>Sh. Prahlad Singh (PPS)</u>	011 23061566, 011 23061739, 011 23062778		3 256	prahladkadam@dcmsme.gov.in	166

Minister Of State

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Sh Bhanu Pratap Singh</u>	011 23061258,	23010324	2 455	mos-msme@gov.in	133

<u>Verma (Minister Of State)</u>	011 23063142				
<u>Sh Anuj Awasthi (1st PA to MoS)</u>	011 23061258, 011 23063142	23010324	2 455	awasthi.anuj@gov.in	227-B
<u>Sh. Abhinav Tripathi (2nd PA to MOS)</u>	011 23061258, 011 23063142	23010324	2 455	mos-msme@gov.in	227 B
<u>Sh Neeraj Kumar (2nd PA to MOS)</u>	011 23061258, 011 23063142	011 23061258	2 455	shrivastavneeraj05@gmail.com	227 B

Secretary

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Shri S. C. L Das (Secretary)</u>	011 23062107, 011 23061023	011 23063045		secretary-msme@nic.in	169
<u>Smt. R. Bhuvaneswari (PSO)</u>	011 23061023, 011 23062107	011 23063045	2 349	bhuvaneswari.65@nic.in	169A
<u>--- (PPS)</u>	011 23061023		2 349		169A
<u>Sh Rajiv Sharma (PPS)</u>	011 23062107, 011 23061023	011 23063045	2 349		169 A

Additional Secretary

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Dr. Rajneesh (AS & DC)</u>	011 23061176	011 23062315		dcmsme@nic.in	701
<u>P.B. Joshi (PPS)</u>	011 23061176			dcmsme@nic.in	701
<u>Smt. Surekha Mohan (PS)</u>	011 23061176			dcmsme@nic.in	701

SS & FA

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Smt Arti Bhatnagar (AS & FA)</u>	011 23062481	011 23062481		arti.bhatnagar@nic.in	121
<u>Smt Anupama P. (PPS)</u>	011 23062756	011 23062101		anupama.p@nic.in	244 A

Joint Secretary

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Sh. Vipul Goel (JS-ARI)</u>	011 23063283	011 23063283	2 230	js.ari@nic.in	122A
<u>-----PPS (PPS)</u>	011 23063283	011 23062336	2 230	js.ari@nic.in	122 A
<u>Sh. Gaurav Burman (PS)</u>	011 23063283		2 230	g.burman@nic.in	122 A
<u>Smt Mercy Epao (JS-SME)</u>	011 23061543	011 23062858	2 293	js.sme@nic.in	171
<u>Smt. Machiraju Sarada (Sr PPS)</u>	011 23061543	011 23062858	3 238		171

<u>Smt Vandana Monga (PS)</u>	011 23061543	011 23062858	3 238		171
<u>Sh. Ateesh Kumar Singh (JS-AFI)</u>	011 23062081			js.afi-msme@gov.in	49,Udyog Bhawan
<u>Sh. Manohar Lal (PPS)</u>	011 23062081		2 457		48

Economic Adviser

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Ms. Sameera Saurabh R.P. Singh (EA)</u>	011 23063433		2 222		124-C
<u>Smt K. Anuradha (PPS)</u>	011 23063433		2 282	avr.141166@gov.in	265-A

DDG (DATC & DBT)

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Sh. P. Palanivel (DDG)</u>	011 23062241	011 23062241	2 241	ppalanivel.iss@gov.in	723, Nirman Bhawan
<u>Sh N K Chowdhury (PS)</u>	011 23062241				738-B, Nirman Bhawan

NIC Unit

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Dr. Manoj Kumar Gupta (STD)</u>	011 23061158			mkg@nic.in	737, NB
<u>Smt. SM Rani (Scientist C)</u>	011 23062354			smrani@nic.in	737-NB
<u>Sh Akshansh Tyagi (Scientist B)</u>	011 23062354, 011 23061156			akshansh.tyagi96@nic.in	737-NB
<u>Smt. Renu (Scientist B)</u>	011 23061158			renu.1992@nic.in	737-NB

Administrative Unit

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
<u>Sh Supriyo Ghosh (Director-ARI)</u>	011 23061636		2 362	supriyo.ghosh47@gov.in	356-A
<u>Sh. Vivek Ashish (Dir. (IFW/Budget))</u>	011 23063281		2 320	vivek.ashish@nic.in	169 A
<u>Sh Vinamra Mishra</u>	011 23063198	011 23061756	2 241	vinamra.mishra@gov.in	254

<u>(Director (GA&TP))</u>					
<u>Shri Arun G. (Joint Director (ARI/Media))</u>	011 23062148			arun.g@gov.in	719
<u>Sh Ajay Kumar (DS (DBT/DATC/Vigilance))</u>	011 23062736		2 238	ajay.kumar71@nic.in	602, NB
<u>Sh Deepak Rai Narang (DS(ARI))</u>	011 23062745	011 23062886	3 271	deepak.narang@nic.in	275-D
<u>Smt. Maya Pandey (DS(HR))</u>	011 23063290		3 218	mayapandey.dgca@gov.in	468 C
<u>Sh Santosh Kumar Verma (DS(IC/SME/EDI/Coordination))</u>	011 23062736			santosh.verma@nic.in	321
<u>Smt. Neelam Sharma (US(SME/IC/Media))</u>	011 23063219		2 245	neelam.sharma25@nic.in	429B
<u>Sh Pradeep Kumar Singh (US-KVI)</u>	011 23062573		2 245	pk.singh23@gov.in	436
<u>Smt A. Vandana (SO (HR))</u>	011 23062210		3 261	Vandana70@dcmsme.gov.in	429-C
<u>Ram Sahai Verma (US (DBT/DATC/EDI))</u>	011 23061461		1 461	ramsahai.verma@nic.in	732, Nirman Bhawan
<u>Sh Vivek Mathur (US IFW-2)</u>	011 23063313		3 448	vivek.mathur@nic.in	268
<u>Smt. Santosh Dalyan (US(Vig, RAMP))</u>	011 23061284			santosh.dalyan@nic.in	728, NB
<u>Sh Palravindran k. (US (PMEGP))</u>	011 23062573		2 573	palravi.k@nic.in	436
<u>Sh Saurabh Kumar (SO-SME)</u>	011 23061500		3 283	saurabh.kumar88@nic.in	462
<u>Sh. Hemant Sharma (SO-IC)</u>	011 23063526		3 368		462
<u>Sh. Ajay Kumar (US IFW-1/Budget)</u>	011 23063293			ajay.kumar78@nic.in	429
<u>Sh. N. Raja Swamy (US (HR/GA))</u>	011 23063168		3 367	nrja.swamy@nic.in	430
<u>Sh Kamal Kumar (SO-</u>	011 23061574			kamal.koli@nic.in	462

<u>GA/Coord.)</u>					
<u>Smt. Rajeshwari Konduri Raja (DD(WEC))</u>	011 23061284		2 236		429-B
<u>Smt Ranju Sikdar (SO-COIR)</u>	011 23063641		3 336	ranju.sikdar14@nic.in	450
<u>Sh. Harish Rawat (AD-OL)</u>	011 23062672			rawat.harish@nic.in	433
<u>Sh. Rajeev Jain (SO-EDI)</u>	011 23063289		2 239	rajeevkumar.jain@nic.in	460
<u>Ms. Megha Jain (SO-RAMP)</u>	011 23062745			megha.jain@nic.in	261
<u>Sh. Vishnu S. Nair (SO-Vig.)</u>	011 23061473			vishnu.nair@gov.in	706

CHAPTER – 11
(MANUAL – 10)

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

Gazetted Officer/Officials as on August, 2023

S.No.	Name	Designation	Matrix Level as per 7 th CPC	Total Dues
1.	Subhas Chandra Lal Das	Secretary	Level 17 Rs. 225000/-	319500
2.	Vipul Goel	Joint Secretary	Level 14 (144200 – 218200)	377136
3.	Ateesh Kr. Singh	Joint Secretary	Level 14 (144200 – 218200)	318222
4.	P. Palanivel	D.D.G	Level 14 (144200 – 218200)	291018
5.	Mercy E Pao	Joint Secretary	Level 14 (144200 – 218200)	259789
6.	Sameera Saurabh	Economic Advisor	Level 14 (144200 – 218200)	230466
7.	Vinamra Mishra	Director	Level 13 (123100 – 215900)	252148
8.	Vivek Ashish	Director	Level 13 (123100 – 215900)	230938
9.	R. Bhuvaneshwari	Senior P.P.S	Level 13 (123100 – 215900)	224516
10.	Supriyo Ghosh	Director	Level 13 (123100 – 215900)	227964
11.	Ajay Kumar	Deputy Secretary	Level 12 (78800 – 209200)	205926
12.	Deepak Narang	Deputy Secretary	Level 12 (78800 – 209200)	205926
13.	Maya Pandey	Deputy Secretary	Level 12 (78800 – 209200)	200180
14.	Santosh Kr. Verma	Deputy Secretary	Level 12 (78800 – 209200)	169832
15.	Machiraju Sarada	Senior P.P.S	Level 12 (78800 – 209200)	160602
16.	Manohar Lal	PPS	Level 12 (78800 – 209200)	183956
17.	Sanap B Ramnath	OSD	Level 12 (78800 – 209200)	148346
18.	Swapnil S Patil	PS to Minister	Level 12 (78800 – 209200)	145048
19.	Arun G.	Joint Director	Level 12 (78800 – 209200)	132486
20.	Ajay Kumar	Under Secretary	Level 11 (67700 - 208700)	173478
21.	K. R. Rajeshwari	Deputy Secretary	Level 11 (67700 - 208700)	147396
22.	Neelam Sharma	Under Secretary	Level 11	173478
23.	Palravindran Krishnasamy	Under Secretary	Level 11 (67700 - 208700)	168746

24.	Pradeep K. Singh	Under Secretary	Level 11 (67700 - 208700)	168746
25.	Ram S. Verma	Deputy Director	Level 11 (67700 - 208700)	168746
26.	Santosh Dalyan	Under Secretary	Level 11 (67700 - 208700)	143420
27.	Beenu Singh	PPS	Level 11 (67700 - 208700)	168746
28.	Gurjeet Kaur	PPS	Level 11 (67700 - 208700)	168746
29.	K. Anuradha	PPS	Level 11 (67700 - 208700)	143420
30.	Kimjalam Karthak	Under Secretary	Level 11 (67700 - 208700)	143420
31.	Madhu	PS	Level 11 (67700 - 208700)	159620
32.	Narender Kr. Gupta	Under Secretary	Level 11 (67700 - 208700)	159620
33.	N. Raja Swamy	Under Secretary	Level 11 (67700 - 208700)	135752
34.	Ranju Sikdar	Under Secretary	Level 11 (67700 - 208700)	139002
35.	Vinay Kumar	Under Secretary	Level 11 (67700 - 208700)	136636
36.	Bhadane S Gulab	Additional PS	Level 11 (67700 - 208700)	115395
37.	Gaurav Burman	P.S.	Level 10 (56100 – 177500)	134332
38.	Vandana Monga	P.S.	Level 10 (56100 – 177500)	157930
39.	Naresh Kr. Chaowdhary	P.S.	Level 10 (56100 – 177500)	130782
40.	Sudheer Damodaran	P.S	Level 10 (56100 – 177500)	101250
41.	Harish S. Rawat	A.D(OL)	Level 10 (56100 – 177500)	145424
42.	Vandana A.	S.O.	Level 10 (56100 – 177500)	129580
43.	C. Naskar	Section Officer	Level 10 (56100 – 177500)	129580
44.	Hemant Sharma	Section Officer	Level 10 (56100 – 177500)	126834
45.	Mankhodim Guite	Section Officer	Level 8 (47600 - 151100)	120032
			(67700 - 208700)	
46.	Rajeev Kr. Jain	Section Officer	Level 8 (47600 - 151100)	120032
47.	Mukesh Chand	Section Officer	Level 8 (47600 - 151100)	104146
48.	Anuj Awasthi	1 st P.A.	Level 8 (47600 - 151100)	90457
49.	Amol S. Gavali	Assistant P.A.	Level 8 (47600 - 151100)	87922
50.	Lokesh Kumar	Assistant P.A.	Level 8 (47600 - 151100)	87922
51.	Saurabh Kumar	Section Officer	Level 8	116652

			(47600 - 151100)	
52.	Vishnu S Nair	Section Officer	Level 8 (47600 - 151100)	101246
53.	Ajay Kumar	Section Officer	Level 8 (47600 - 151100)	110230
54.	Deendayal	Section Officer	Level 8 (47600 - 151100)	110230
55.	Jyoti Kumari	Section Officer	Level 8 (47600 - 151100)	110230
56.	Kamal Kumar	Section Officer	Level 8 (47600 - 151100)	110230
57.	Megha Jain	Section Officer	Level 8 (47600 - 151100)	107188
58.	Kamal Tisawar	Sr. Hindi Translator	Level 7 (44900 - 142400)	123412
59.	Mukesh Kr. Sinha	ASO	Level 7 (44900 - 142400)	85910
60.	Rajeev Ranjan	ASO	Level 7 (44900 - 142400)	85910
61.	Shripal	ASO	Level 7 (44900 - 142400)	101273
62.	Saket Roshan	ASO	Level 7 (44900 - 142400)	85910
63.	Santosh Kumar	ASO	Level 7 (44900 - 142400)	101273
64.	Amit Kr. Mukherjee	ASO	Level 7 (44900 - 142400)	101273
65.	Bhagya Narayan Jha	ASO	Level 7 (44900 - 142400)	101273
66.	Bachan Singh Sajwan	ASO	Level 7 (44900 - 142400)	85910
67.	Usha Singh	ASO	Level 7 (44900 - 142400)	85910
68.	Surender Singh Negi	ASO	Level 7 (44900 - 142400)	95696
69.	Pavan Singh	ASO	Level 7 (44900 - 142400)	101273
70.	Ranjana Gautam	ASO	Level 7 (44900 - 142400)	98400
71.	Jyoti Yadav	ASO	Level 7 (44900 - 142400)	92992
72.	Siddharth Pawar	ASO	Level 7 (44900 - 142400)	92992
73.	Anshul Mohania	HTO	Level 7 (44900 - 142400)	92992
74.	Ajay Kumar Meena	ASO	Level 7 (44900 - 142400)	92992
75.	Ashwani Kumar Verma	ASO	Level 7 (44900 - 142400)	92992
76.	Garima Gambhir Lakhnarpal	Steno	Level 7 (44900 - 142400)	70716
77.	Udal Singh	Steno	Level 7 (44900 - 142400)	70716
78.	Manju	Steno	Level 7 (44900 - 142400)	83190
79.	Preeti Anand	Steno	Level 7	83190

			(44900 - 142400)	
80.	Pushpendra Kumar	Steno	Level 7 (44900 - 142400)	70716
81.	Pawan Kumar	Steno	Level 7 (44900 - 142400)	83190
82.	Kalpana Singh	HTO	Level 7 (44900 - 142400)	83190
83.	Ravinder Kumar	Steno	Level 7 (44900 - 142400)	83190
84.	Rajratan Yadav	ASO	Level 7 (44900 - 142400)	83190
85.	Ankit Sharma	ASO	Level 7 (44900 - 142400)	80993
86.	Abhinav Tripathi	2 nd PA	Level 7 (44900 - 142400)	72704
87.	Neeraj Kumar	2 nd PA	Level 7 (44900 - 142400)	85556
88.	Vandana S Jadhav	2 nd PA	Level 7 (44900 - 142400)	72704
89.	Kumari Rekha	HTO	Level 6 (35400 – 112400)	74571
90.	Urvashi	JTO	Level 6 (35400 – 112400)	68656
91.	Mamta	Steno	Level 6 (35400 – 112400)	51830
92.	Anjana Daimary	Steno	Level 6 (35400 – 112400)	56942
93.	Mahender Kumar	Staff Car Driver	Level 6 (35400 – 112400)	74692
94.	Anuj Kumar	Steno	Level 6 (35400 – 112400)	66797
95.	Sandeep Kumar	LPA	Level 6 (35400 – 112400)	68656
96.	Sandip M Bhosale	LPA	Level 6 (35400 – 112400)	64938
97.	Devender S Rawat	S.S.A	Level 5 (29200 – 92300)	65888
98.	Manoj Kumar	Steno	Level 4 (25500 - 81100)	56657
99.	Gaurav Verma	Steno	Level 4 (25500 - 81100)	55136
100.	Ankit Lakra	Steno	Level 4 (25500 - 81100)	50911
101.	Dipti	Steno	Level 4 (25500 - 81100)	49559
102.	Piyush Kumar	Steno	Level 4 (25500 - 81100)	49559
103.	Bharat Singh	JSA	Level 4 (25500 - 81100)	66882
104.	Madan Pal Singh	MTS	Level 4 (25500 - 81100)	65036
105.	Byju Kennet	MTS	Level 4 (25500 - 81100)	63332
106.	Arun Kumar Thakur	MTS	Level 3 (21700 – 69100)	69839
107.	Govind Ram	MTS	Level 3	59498

			(21700 – 69100)	
108.	Abhishek Tripathi	LDC	Level 2 (19900 – 63200)	37576
109.	VedParkash	Driver	Level 2 (19900 – 63200)	37576
110.	Amit kumar	Driver	Level 2 (19900 – 63200)	36562
111.	Vikas Kumar	MTS	Level 1 (18000 – 56900)	
112.	Amit Rana	MTS	Level 1 (18000 – 56900)	31595
113.	Shakti	MTS	Level 1 (18000 – 56900)	31595
114.	Sangeet	MTS	Level 1 (18000 – 56900)	31595
115.	Saroj Kumar	MTS	Level 1 (18000 – 56900)	29891
116.	Laxman M Sawant	Peon	Level 1 (18000 – 56900)	34439
117.	Mahendra Kumar	Attendent	Level 1 (18000 – 56900)	34439
118.	Ratandeep E Gaonkar	Peon	Level 1 (18000 – 56900)	34439
119.	Surendra K Adhikari	Peon	Level 1 (18000 – 56900)	34439
120.	Shyam S Verma	Peon	Level 1 (18000 – 56900)	34439
121.	Vikas K Gautam	Peon	Level 1 (18000 – 56900)	34439
122.	Ashok Kumar Verma	Peon	Level 1 (18000 – 56900)	33587

CHAPTER – 12

Plan Allocation and Expenditure During 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 (Upto 31.12.2022)

(Rs. in crore)

Items	2018-19	2019-20	2020-21	2021-22	2022-23
SME DIVISION					
BE	170.29	213.99	223.72	221.10	228.05
RE	143.03	174.93	171.54	208.65	154.88
Expenditure	135.61	136.08	169.68	177.88	114.00*
ARI DIVISION					
BE	3308.24	3641.75	4066.94	2927.54	3698.44
RE	3488.40	3714.43	2570.98	4202.73	3321.46
Expenditure	3577.98	3692.21	2872.76	4094.10	2549.29*
O/o DC(MSME)					
BE	3074.08	3155.55	3281.54	12551.01	16772.51
RE	2921.18	3121.93	2921.70	11288.27	16197.36
Expenditure	2799.54	2889.35	2605.07	10888.48	8173.21*
AFI Division					
BE	-	-	-	-	723.00
RE	-	-	-	-	455.01
Expenditure	-	-	-	-	125.00*
Total BE	6552.61	7011.29	7572.20	15699.65	21422.00
Total RE	6552.61	7011.29	5664.22	15699.65	20128.71
Total Expenditure	6513.13	6717.64	5647.50	15160.46	10961.50*

* Upto 31.12.2022

CHAPTER – 13

Manner of Execution of Subsidy Programmes

Scheme for providing financial assistance to set up new enterprises under
PMEGP

1. Prime Minister's Employment Generation Programme (PMEGP)

Related Scheme	Prime Minister Employment Generation Programme (PMEGP)
Description	The scheme is implemented by Khadi and Village Industries Commission (KVIC) functioning as the nodal agency at the national level. At the state level, the scheme is implemented through State KVIC Directorates, State Khadi and Village Industries Boards (KVIBs), District Industries Centres (DICs) and banks. In such cases KVIC routes government subsidy through designated banks for eventual disbursement to the beneficiaries / entrepreneurs directly into their bank accounts.
Nature of assistance	<p>The maximum cost of the project/unit admissible in manufacturing sector is ₹ 25 lakhs and in the business/service sector, it is ₹ 10 lakhs.</p> <p>Categories of Beneficiary's Rate of subsidy under PMEGP (of project cost)</p> <p>Area (location of project/unit) General category 15%(Urban), 25%(Rural), Special 25%(Urban), 35%(Rural)</p> <p>(including SC/ ST/ OBC/ Minorities/Women, Ex-servicemen, Physically handicapped, NER, Hill and Border areas, etc.)</p> <p>The balance amount of the total project cost will be provided by the banks in the form of term loan and working capital.</p>
Who can apply?	Any individual, above 18 years of age. At least VIII standard pass for projects costing above Rs.10 lakh in the manufacturing sector and above Rs. 5 lakh in the business / service sector. Only new projects are considered for sanction under PMEGP. Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme), Institutions registered under Societies Registration Act,1860; Production Co-operative Societies, and Charitable Trusts are also eligible.

	Existing Units (under PMRY, REGP or any other scheme of Government of India or State Government) and the units that have already availed Government Subsidy under any other scheme of Government of India or State Government are NOT eligible.
How to apply?	<p>The State/Divisional Directors of KVIC in consultation with KVIB and Director of Industries of respective states (for DICs) will give advertisements locally through print & electronic media inviting applications along with project proposals from prospective beneficiaries desirous of establishing the enterprise/ starting of service units under PMEGP.</p> <p>The beneficiaries can also submit their application online at https://www.kviconline.gov.in/pmegpeportal/pmegphome/index.jsp and take the printout of the application and submit the same to respective offices along with Detailed Project Report and other required documents.</p>
Whom to contact	<p>State Director, KVIC</p> <p>Address available at http://www.kviconline.gov.in</p> <p>Dy. CEO (PMEGP), KVIC, Mumbai</p> <p>Ph: 022-26711017</p> <p>Email: ykbaramatikar[dot]kvic@gov.in</p>

Revised guideline for Prime Minister's Employment Generation Programme (PMEGP) is available on :

<https://msme.gov.in/sites/default/files/Revised-Guidelines-PMEGP-2022.pdf>

2. Credit Guarantee Trust Fund for Micro & Small Enterprises (CGT SME)

Related Scheme	Credit Guarantee Trust Fund for Micro & Small Enterprises (CGT SME)
Description	Ministry of Micro, Small and Medium Enterprises and Small Industries Development Bank of India (SIDBI) jointly established a Trust named Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE) in order to implement Credit Guarantee Scheme for Micro and Small Enterprises. The corpus of CGTMSE is contributed by Government of India and SIDBI. 75% of the loan amount to the bank is guaranteed by the Trust Fund.

Nature of assistance	Collateral free loan up to a limit of ₹ 100 lakh is available for individual MSE on payment of guarantee fee to bank by the MSE.
Who can apply?	Both existing and new enterprises are eligible under the scheme.
How to apply?	Candidates meeting the eligibility criteria may approach banks / financial institutions, and select Regional Rural Banks which are eligible under the scheme. Web links are www.dcmsme.gov.in
Whom to contact	1) CEO, CGT SME Ph: 022-61437805 Email: pradeepm[at]cgtmse[dot]in 2) JDC, O/o DC, MSME Ph: 011-23061726 Email : Deepak.rao@nic.in

Guideline for Credit Guarantee Trust Fund for Micro & Small Enterprises (CGT SME) is available on :

https://www.cgtmse.in/Default/ViewFile/?id=1639653907010_CGTMSE%20-%20Scheme%20Document%20CGS%20I_updated%20as%20on%20December%202021.pdf&path=Page

3. Interest Subsidy Eligibility Certificate (ISEC)

Related Scheme	Interest Subsidy Eligibility Certificate (ISEC)
Description	The Interest Subsidy Eligibility Certificate (ISEC) Scheme is an important mechanism of funding khadi programme undertaken by khadi institutions. It was introduced to mobilise funds from banking institutions for filling the gap between the actual fund requirements and availability of funds from budgetary sources.
Nature of assistance	Under the ISEC Scheme, credit at a concessional rate of interest of 4% per annum for working capital, is made available as per the requirement of the institutions. The difference between the actual lending rate and 4% is paid by the Central Government through KVIC to the lending banks.

Who can apply?	The Khadi institutions, having valid Khadi certificate and sanctioned khadi programme. The Institutions registered with the KVIC/State Khadi and Village Industries Boards (KVIBs) can avail of financing under the ISEC Scheme, the Scheme supports only the khadi and the polyvastra sector.
How to apply?	The Khadi institutions will apply to the financing bank for working capital alongwith the ISEC certificate issued by KVIC. Based on the working capital sanctioned, financing bank will raise the reimbursement claim to the nodal branch for the differential interest rate over and above 4%.
Whom to contact	Dy. CEO, KVIC Ph: 022-26710021 Email: kvicecr@gmail.com

Guideline for Interest Subsidy Eligibility Certificate (ISEC) is available on:
<https://msme.gov.in/sites/default/files/ISEC-Guideline.pdf>

CHAPTER – 14

Particulars of receipts of concessions, permits or authorizations granted

14.1 The Ministry of Micro, Small & Medium Enterprises does not directly provide any concessions, permits or authorisations in any of its activities or implementation of any Plan schemes. However, the particulars of individual recipients of subsidy under the PMEGP, a scheme implemented under the overall supervision of this Ministry, are maintained by the respective implementing Banks and the District Industry Centres of the State/Union Territory concerned. Similarly, the two organisations of this Ministry, viz., Khadi and Village Industries Commission and the Coir Board also implement several schemes under which individual beneficiaries are granted permissible subsidy. These details are also maintained by the respective organisations.

CHAPTER – 15

Norms set by the Ministry for the discharge of its functions

The Ministry of Micro, Small and Medium Enterprises discharges its functions as per the Government of India (Allocation of Business) Rules, 1961 on matters relating to promotion and development of MSME. 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 MSME, khadi & village and coir industries in the country, with a view to creating more employment opportunities in the rural non-farm sector, based on optimal use of local raw materials and skills as well as interventions for improving the supply chain, enhancing skills, upgrading technology, expanding markets and capacity building of the entrepreneurs/artisans and their groups/collectives. 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

Information available in electronic form

16.1 Details of information available in electronic form: Information

available on official website of the Ministry
(**www.msme.nic.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.
- (i) Activities under International Cooperation.
- (ii) Training Institutions
- (viii) Notifications.
- (ix) Citizen's Charter
- (x) Publications
- (xi) Useful Links

CHAPTER – 17

Particulars of the facilities available to citizens for obtaining information

17.1 The information on functioning of the Ministry of Micro, Small and Medium Enterprises, details of the guidelines of the plan schemes, notifications, circulars, etc. are available on the website of the Ministry (www.msme.nic.in) for public use.

17.2 For obtaining information relating to the Ministry of Micro, Small and Medium Enterprises, 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,
Near Gate No. 4, Ground Floor,
Nirman Bhawan,
New Delhi – 110 011
Tel: 011-23069219

1. Grievance Cell, Deputy Secretary,
Ministry of Micro, Small and Medium Enterprises,
Room No. 275-D, Udyog Bhawan,
New Delhi – 110 011.
Tel: 011-23062745

Other Useful Information

18.1 Frequently Asked Questions by Public and their Answers

Q.1. what is the definition of MSME?

The Government of India has enacted the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 in terms of which the definition of micro, small and medium enterprises is as under:

Enterprises engaged in the manufacture or production, processing or preservation of goods as specified below:

A micro enterprise is an enterprise where investment in plant and machinery does not exceed Rs. 25 lakh; A small enterprise is an enterprise where the investment in plant and machinery is more than Rs. 25 lakh but does not exceed Rs. 5 crore; A medium enterprise is an enterprise where the investment in plant and machinery is more than Rs.5 crore but does not exceed Rs.10 crore. In case of the above enterprises, investment in plant and machinery is the original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 .

Enterprises engaged in providing or rendering of services and whose investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006 are specified below.

A micro enterprise is an enterprise where the investment in equipment does not exceed Rs. 10 lakh; A small enterprise is an enterprise where the investment in equipment is more than Rs.10 lakh but does not exceed Rs. 2 crore; A medium enterprise is an enterprise where the investment in equipment is more than Rs. 2 crore but does not exceed Rs. 5 crore.

Q.2. What is the support available for collateral free borrowing?

The Ministry of MSME, Government of India and SIDBI set up the Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE) with a view to facilitate flow of credit to the MSE sector without the need for collaterals/ third party guarantees. The main objective of the scheme is that the lender should give importance to project viability and secure the credit facility purely on the primary security of the assets financed.

The Credit Guarantee scheme (CGS) seeks to reassure the lender that, in the event of an MSE unit, which availed collateral- free credit facilities, fails to discharge its liabilities to the lender, the Guarantee Trust would make good the loss incurred by the lender up to 85 per cent of the outstanding amount in default.

The CGTMSE would provide cover for credit facility up to Rs. 100 lakh which have been extended by lending institutions without any collateral security and /or third party guarantees. A guarantee and annual service fee is charged by the CGTMSE to avail of the guarantee cover. Presently the guarantee fee and annual service charges are to be borne by the borrower. For further details please visit www.dcmsme.gov.in.

Q.3. What is the support available for technology upgradation?

Ministry implements a scheme called Credit Linked Capital Subsidy Scheme (CLCSS) for technology upgradation of Micro and Small enterprises in the country. Under the scheme, 15 per cent capital subsidy, limited to maximum of Rs 15 lakh (12 per cent prior to 29.09.2005 limited to maximum of Rs 4.8 lakh) is provided to the eligible MSEs for upgrading their technology with the well-established and improved technology as approved under the scheme. 48 products/sub-sectors have been approved under the CLCSS till date. If you are an MSE manufacturing a product and want to upgrade the technology of manufacturing the product with the well established and improved technology as approved under the Scheme, then you may have to approach to the nodal agencies/eligible financial institution for sanction of term loan for purchase of eligible machinery. For further details please visit www.dcsmse.gov.in.

Q.4. What is the support available for cluster development?

The Ministry is implementing the Micro and Small Enterprises – Cluster Development Programme (MSE-CDP) wherein support is provided for Diagnostic Study; Soft Interventions like general awareness, counseling, motivation and trust building, exposure visits, market development including exports, participation in seminars, workshops and training programmes on technology upgradation etc; Hard Interventions like setting up of Common Facility Centers (Common Production/Processing Centre, Design Centre, Testing Centre etc.) and creation/upgradation of infrastructural facilities in the new/existing industrial areas/clusters of MSEs. For further details please visit www.dcsmse.gov.in.

Q.5. What is the support available for Skill Development?

The Ministry conducts various types of training programme through its various organisations for self employment as well as wage employment. The training programmes are primarily focused to promote self employment in the country. Thus all type of programmes have input which provide necessary information and skills to a trainee to enable him to establish his own micro or a small enterprises. The programmes include two week Entrepreneurship Development Programme (EDP), Six Week Entrepreneurship Skill Development Programme (ESDP). One week Management Development Programme (MDP), One Day Industrial Motivation Campaign(IMC) etc. For Monitoring of the programme a web based system has been developed where coordinator of the programme is bound to feed all details of trainees including his photo and phone no. on the website. The same will be linked to the call centre of Ministry where real time feedback is obtained from trainees. For further details please visit www.dcsmse.gov.in.

Q.6. What benefits do the Tool Rooms of Ministry of MSME provide to MSMEs?

Tool Rooms are equipped with state-of-the-art machinery & equipment. They are engaged in designing and manufacturing of quality tools, which are necessary for producing quality products, and improve the competitiveness of MSMEs in national and international markets. They also conduct training programmes to provide skilled manpower to industries specially MSMEs. The placement of trainees trained in Tool Room is more than 90%. There are 18 Autonomous Bodies (10 MSME Tool

Rooms and 8 Technology Development Centres) under DC (MSME), a list of Tool Rooms and Technology Development Centres is available in the website www.dcmsme.gov.in.

Q.7. What support is provided by the Ministry for improving manufacturing competitiveness?

The National Manufacturing Competitiveness Programme (NMCP) is the nodal programme of the Government to develop global competitiveness among Indian MSMEs. The Programme was initiated in 2007-08. This programme targets at enhancing the entire value chain of the MSME sector through the following schemes:

- (a) Lean Manufacturing Competitiveness Scheme for MSMEs;
- (b) Promotion of Information & Communication Tools (ICT) in MSME sector;
- (c) Technology and Quality Up gradation Support to MSMEs;
- (d) Design Clinics scheme for MSMEs;
- (e) Enabling Manufacturing Sector to be Competitive through Quality Management Standards (QMS) and Quality Technology Tools (QTT);
- (f) Marketing Assistance and Technology Up gradation Scheme for MSMEs;
- (g) Setting up of Mini Tool Room under PPP Mode;
- (h) National campaign for building awareness on Intellectual Property Rights (IPR);
- (i) Support for Entrepreneurial and Managerial Development of SMEs through Incubators.
- (j) Bar Code under Market Development Assistance (MDA) scheme.

For further details please visit www.dcmsme.gov.in.

Q.8. What support is provided by the Ministry to promote energy conservation in the manufacturing process for SMEs?

The Ministry implements the "Technology and Quality Upgradation Support to Micro, Small and Medium Enterprises (TEQUP)" which focuses on two important aspects, namely, enhancing competitiveness of MSME sector through Energy Efficiency and Product Quality Certification. The basic objective of this scheme is to encourage MSMEs in adopting energy efficient technologies and to improve product quality of manufacturing in MSMEs. It is a well known fact that energy consumption is a significant component in the cost structure of almost any manufacturing/ production activity. Adopting energy efficient technologies curtails the cost of energy there by reducing production cost and increasing competitiveness. Under this scheme, a capital subsidy of 25% of the project cost subject to a maximum of Rs. 10.00 lakh shall be provided to the registered MSME units. While 25% of the project cost will be provided as subsidy by the Government of India, the balance amount is to be funded through loan from SIDBI/banks/financial institutions. The minimum contribution as required by the funding agency will have to be made by the MSME unit. For further details please visit www.dcmsme.gov.in.

Q.9. What support is provided by the Ministry to improve quality of products produced in MSME sector?

The TEQUP scheme envisages another activity, namely, Product Quality Certification. The main objective of this scheme is to encourage MSMEs to Acquire

Product Certification Licenses from National / International Bodies , thereby improving their competitiveness. The primary objective of this activity is to provide subsidy to MSME units towards the expenditure incurred by them for obtaining product certification licenses from National / International standardization Bodies. Under this Activity, MSME manufacturing units will be provided subsidy to the extent of 75% of the actual expenditure, towards licensing of product to National/International Standards. The maximum GOI assistance allowed per MSME is Rs.1.5 lakh for obtaining product licensing /Marking to National Standards and Rs. 2.0 lakh for obtaining product licensing /Marking to International standards. One MSME unit can apply only once under the scheme period. For further details please visit www.dcmsme.gov.in.

Q.10. What support is provided by the Ministry to improve design of products produced in MSME sector?

The Ministry implements the Design Clinic Scheme for Design Expertise to Micro, Small and Medium Enterprises (MSME) Sector is to improve the design of the product to meet global challenges and compete with similar products domestically and internationally. It is launched to benefit MSMEs by creating a dynamic platform to provide expert solutions to real time Design problems and add value to existing products. The goal of this scheme is to help MSME manufacturing industries move up the value chain by switching the production mode from original equipment manufacturing to original design manufacturing and hence original brand manufacturing. In the Design Clinic scheme, the value additions to an idea or a concept are imparted through interaction at a lesser cost to a specific industry/sector. The expected outcome of such interventions is new product development by design improvement and value addition for existing products. For further details please visit www.dcmsme.gov.in.

Q.11. What support is provided by the Ministry to adopt latest Quality Management Standards and Quality Technology Tools (QMS/QTT)?

Under the National Manufacturing Competitiveness Programme (NMCP) Scheme, one component is "Enabling MSME manufacturing sector to be competitive through Quality Management Standards/Quality Technology Tools (QMS/QTT)" was initiated in the XIth Five year plan. The main objective of the scheme is to sensitize and encourage MSEs to adopt latest Quality Management Standards/Quality Technology Tools (QMS/QTT) and to keep a watch on sectoral developments by undertaking the stated activities. The major activities under the Scheme are as:

- a) Introduction of appropriate course modules for technical institutions
- b) Organizing awareness campaigns for micro & small enterprises.
- c) Organising competition-watch (c-watch).
- d) Implementation of quality management standards and quality technology tools in selected micro & small enterprises.
- e) Monitoring international study missions.

Q.12. What support is provided by the Ministry for promotion of Information & Communication Tools (ICT) in MSME Sector?

The Ministry implements the Information and Communication Technology (ICT) scheme to encourage and assist Indian MSMEs to adopt ICT Tools and Applications

in their production and business processes , and thereby improve their productivity and competitiveness in National and International Market. For further details please visit www.dcmsme.gov.in.

Q.13. What support is provided by the Ministry for setting up Business Incubators ?

The Ministry implements the Support for Entrepreneurial and Managerial Development of SME's Through Incubators". The main purpose of the scheme is to nurture innovative business ideas (new/indigenous technology, processes, products, procedures, etc), which could be commercialized in a year. Under the Scheme, financial assistance between 75% to 85% of the project cost upto maximum of Rs. 8 lakh per idea/unit, provided to Business Incubators (BIs). The BIs are also eligible to avail Rs. 3.78 lakh for infrastructure and training expenses for incubating 10 ideas. Any individual or Micro and Small Industries (MSEs) that has innovative business idea at near commercialisation stage can approach the Business Incubators approved under the scheme. Under the scheme, various institutions like Engineering Colleges, Management Institutions, Research labs, etc. that have in-house incubation facilities and faculty for providing handholding support to new idea/entrepreneur can apply in the prescribed application form. For further details please visit www.dcmsme.gov.in.

Q.14. What support is provided by the Ministry for setting up Business Incubators?

The Ministry implements the Support for Entrepreneurial and Managerial Development of SME's Through Incubators". The main purpose of the scheme is to nurture innovative business ideas (new/indigenous technology, processes, products, procedures, etc), which could be commercialized in a year. Under the Scheme, financial assistance between 75% to 85% of the project cost upto maximum of Rs. 8 lakh per idea/unit, provided to Business Incubators (BIs). The BIs are also eligible to avail Rs. 3.78 lakh for infrastructure and training expenses for incubating 10 ideas. Any individual or Micro and Small Industries (MSEs) that has innovative business idea at near commercialisation stage can approach the Business Incubators approved under the scheme. Under the scheme, various institutions like Engineering Colleges, Management Institutions, Research labs, etc. that have in-house incubation facilities and faculty for providing handholding support to new idea/entrepreneur can apply in the prescribed application form. For further details please visit www.dcmsme.gov.in.

Q.15. Whether there is any scheme for assisting MSMEs for Intellectual Property Rights ?

Under the National Manufacturing Competitiveness Programme (NMCP) to enhance the competitiveness of the SMEs sector, O/o DC(MSME) is implementing a scheme "Building Awareness on Intellectual Property Rights (IPR)" for the MSME. The objective of the scheme is to enhance awareness of MSME about Intellectual Property Rights (IPRs) to take measure for the protecting their ideas and business strategies. Accordingly, to enable the MSME sector to face the present challenges of liberalisation, various activities on IPR are being implemented under this scheme. For further details please visit www.dcmsme.gov.in.

Q.16 . Is there support available for obtaining ISO certification?

The Ministry is implementing the ISO: 9001/14001/HACCP Certification Reimbursement Scheme for Micro & Small Enterprises (MSEs) for reimbursement of certification expenses, only to those MSEs which have acquired Quality Management Systems (QMS)/ISO 9001 and /or Environment Management Systems (EMS)/ ISO14001and / or Food Safety Systems (HACCP) Certification. Under the scheme provides reimbursement of 75% of the certification expenses up to a maximum of Rs.75,000/- (Rupees seventy five thousand only) to each unit as one-time reimbursement only to those MSEs which have acquired Quality Management Systems (QMS)/ISO 9001 and /or Environment Management Systems (EMS)/ ISO14001and / or Food Safety Systems (HACCP) Certification. For further details please visit www.dcmsme.gov.in.

Q.17. What support is provided by the Ministry for enabling MSMEs to get credit rating?

The Ministry is implementing the Performance & Credit Rating Scheme, the main objective of the which is to provide a trusted third party opinion on the capabilities and creditworthiness of the MSEs so as to create awareness amongst them about the strengths and weakness of their existing operations. This is to provide them an opportunity to improve and enhance their organizational strengths and credit worthiness, so that they can access credit at cheaper rates and on easy terms. NSIC was appointed as nodal agency to implement the scheme on behalf of the Government. Rating under the scheme is being carried out through empanelled rating agencies i.e. Credit Rating Information Services of India Limited (CRISIL), Credit Analysis & Research Limited (CARE), Small and Medium Enterprises Rating Agency of India Ltd. (SMERA), ICRA limited, Brickwork India Ratings. Under this Scheme, rating fee payable by the micro and small enterprises is subsidized for the first year only and that is subject to maximum of 75% of the fee or Rs. 40000/-, whichever is less.

Q.18. What support is provided by the Ministry for assisting training institutions?

The Ministry is implementing the Assisting to Training Institutions Scheme which envisages financial assistance for establishment of new institutions (EDIs), strengthening the infrastructure of the existing EDIs and for supporting entrepreneurship and skill development activities. The main objectives of the scheme are development of indigenous entrepreneurship from all walks of life for developing new micro and small enterprises, enlarging the entrepreneurial base and encouraging self-employment in rural as well as urban areas, by providing training to first generation entrepreneurs and assisting them in setting up of enterprises. The assistance shall be provided to these training institutions in the form of capital grant for creation/strengthening of infrastructure and programme support for conducting entrepreneurship development and skill development programmes.

Q.19. What support is provided by the Ministry for participation of MSMEs in international events?

Under the International Cooperation Scheme, financial assistance is provided on reimbursement basis to the State/Central Government organizations, industries/enterprises Associations and registered societies/trusts and organizations associated with MSME for deputation of MSME business delegation to other countries for exploring new areas of MSMEs, participation by Indian MSMEs in international exhibitions, trade fairs, buyer seller meet and for holding international conference and seminars which are in the interest of MSME sectors. Eligible beneficiary organizations can apply to the Ministry directly to avail the assistance under IC Scheme as per Scheme Guidelines. For further details please visit www.dcmsme.gov.in.

Q.20. What scheme does the Ministry have for providing marketing support to MSMEs?

The Ministry implements the Marketing Assistance scheme through National Small Industries Corporation (NSIC) Limited for providing marketing support to MSMEs. The main objectives of the scheme is to enhance the marketing competitiveness of MSMEs; to provide them a platform for interaction with the individual/institutional buyers; to update them with prevalent market scenario and to provide them a form for redressing their problems. MSMEs are supported under the Scheme for capturing the new market opportunities through organising/ participating in various domestic & international exhibitions/ trade fairs, Buyer-Seller meets intensive-campaigns and other marketing events.

Q.21. What is the status of lending by banks to this sector?

Bank's lending to the Micro and Small enterprises engaged in the manufacture or production of goods specified in the first schedule to the Industries (Development and regulation) Act, 1951 and notified by the Government from time to time is reckoned for priority sector advances. However, bank loans up to Rs.5 crore per borrower / unit to Micro and Small Enterprises engaged in providing or rendering of services and defined in terms of investment in equipment under MSMED Act, 2006 are eligible to be reckoned for priority sector advances. Lending to Medium enterprises is not eligible to be included for the purpose of computation of priority sector lending. Detailed guidelines on lending to the Micro, Small and Medium enterprises sector are available in our Master Circular no. RPCD.MSME & NFS.BC.No.5/06.02.31/2013-14 dated July 1, 2013 . The Master circulars are issued by RBI, to banks, on various matters are available on RBI website www.rbi.org.in and updated in July each year.

Q.22. What is meant by Priority Sector Lending?

Priority sector lending include only those sectors, as part of the priority sector that impact large sections of the population, the weaker sections and the sectors which are employment-intensive such as agriculture, and Micro and Small enterprises. Detailed guidelines on Priority sector lending are available in RBI Master Circular on Priority sector lending no. RPCD.CO.Plan.BC 9 /04.09.01/2013-14 dated July 1, 2013 . The Master circulars issued by RBI, to banks, on various matters are available on its website www.rbi.org.in and updated in July each year.

Q.23. Are there any targets prescribed for lending by banks to MSMEs?

As per extant policy, certain targets have been prescribed for banks for lending to the Micro and Small enterprise (MSE) sector. In terms of the recommendations of the Prime Minister's Task Force on MSMEs banks have been advised to achieve a 20 per cent year-on-year growth in credit to micro and small enterprises, a 10 per cent annual growth in the number of micro enterprise accounts and 60% of total lending to MSE sector as on preceding March 31st to Micro enterprises.

In order to ensure that sufficient credit is available to micro enterprises within the MSE sector, banks should ensure that:

40 per cent of the total advances to MSE sector should go to micro (manufacturing) enterprises having investment in plant and machinery up to Rs. 10 lakh and micro (service) enterprises having investment in equipment up to Rs. 4 lakh ; 20 per cent of the total advances to MSE sector should go to micro (manufacturing) enterprises with investment in plant and machinery above Rs. 10 lakh and up to Rs. 25 lakh, and micro (service) enterprises with investment in equipment above Rs. 4 lakh and up to Rs. 10 lakh. Thus, 60 per cent of MSE advances should go to the micro enterprises.

For details, the RBI Master Circular RPCD.MSME & FS.BC.No.5/06.02.31/2013-14 dated July 1, 2013 on 'Lending to Micro, Small and Medium Enterprises (MSME) Sector, may please be seen.

Q.24. Are there specialized bank branches for lending to the MSMEs?

Public sector banks have been advised to open at least one specialized branch in each district. The banks have been permitted to categorize their MSME general banking branches having 60% or more of their advances to MSME sector, as specialized MSME branches for providing better service to this sector as a whole.

As per the policy package announced by the Government of India for stepping up credit to MSME sector, the public sector banks will ensure specialized MSME branches in identified clusters/centres with preponderance of small enterprises to enable the entrepreneurs to have easy access to the bank credit and to equip bank personnel to develop requisite expertise.

Though their core competence will be utilized for extending finance and other services to MSME sector, they will have operational flexibility to extend finance/render other services to other sectors/borrowers.

Q.25. How do banks assess the working capital requirements of borrowers?

The banks have been advised by RBI to put in place loan policies governing extension of credit facilities for the MSE sector duly approved by their Board of Directors Vide RBI circular; RPCD.SME & FS.BC.No.102/06.04.01/2008-09 dated May 4, 2009).

Banks have, however, been advised to sanction limits after proper appraisal of the genuine working capital requirements of the borrowers keeping in mind their business cycle and short term credit requirement. As per Nayak Committee Report, working capital limits to SSI units is computed on the basis of minimum 20% of their estimated turnover up to credit limit of Rs.5crore. For more details paragraph 4.12.2 of the RBI Master Circular on lending to the MSME sector dated July 1, 2010 may please be seen.

Q.26. Is there any provision for grant of composite loans by banks?

A composite loan limit of Rs.1crore can be sanctioned by banks to enable the MSME entrepreneurs to avail of their working capital and term loan requirement through Single Window in terms of RBI Master Circular on lending to the MSME sector dated July 1, 2010. All scheduled commercial banks have been advised by our circular RPCD.SME&NFS. BC.No.102/06.04.01/2008-09 on May 4, 2009 that the banks which have sanctioned term loan singly or jointly must also sanction working capital (WC) limit singly (or jointly, in the ratio of term loan) to avoid delay in commencement of commercial production thereby ensuring that there are no cases where term loan has been sanctioned and working capital facilities are yet to be sanctioned. These instructions have been reiterated to schedule commercial banks on March 11, 2010.

Q.27. What is Cluster financing?

Cluster based approach to lending is intended to provide a full-service approach to cater to the diverse needs of the MSE sector which may be achieved through extending banking services to recognized MSE clusters. A cluster based approach may be more beneficial (a) in dealing with well-defined and recognized groups (b) availability of appropriate information for risk assessment (c) monitoring by the lending institutions and (d) reduction in costs.

The banks have, therefore, been advised to treat it as a thrust area and increasingly adopt the same for SME financing. United Nations Industrial Development Organisation (UNIDO) has identified 388 clusters spread over 21 states in various parts of the country. The Ministry of Micro, Small and Medium Enterprises has also approved a list of clusters under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI) and Micro and Small Enterprises Cluster Development Programme (MSE-CDP) located in 121 Minority Concentration Districts. Accordingly, banks have been advised to take appropriate measures to improve the credit flow to the identified clusters.

Banks have also been advised that they should open more MSE focused branch offices at different MSE clusters which can also act as counseling.

Centres for MSEs. Each lead bank of the district may adopt at least one cluster (Refer circular RPCD.SME & NFS.No.BC.90/06.02.31/2009-10 dated June 29, 2010)

Q.28. What are the RBI guidelines on interest rates for loans disbursed by the commercial banks?

As part of the financial sector liberalization, all credit related matters of banks including charging of interest have been deregulated by RBI and are governed by the banks' own lending policies.

With a view to enhancing transparency in lending rates of banks and enabling better assessment of transmission of monetary policy, all scheduled commercial banks had been advised in terms of RBI circular;

DBOD.No.Dir.BC.88/13.03.00/2009-10 on April 9, 2010 to introduce the Base Rate system w.e.f. July 1, 2010. Accordingly, the Base Rate System has replaced the BPLR (Bank's prime Lending Rate) system with effect from July 1, 2010. All categories of loans should henceforth be priced only with reference to the Base Rate.

Q.29. Why is credit rating of the micro small borrowers important?

With a view to facilitating credit flow to the MSME sector and enhancing the comfort-level of the lending institutions, the credit rating of MSME units done by reputed credit rating agencies and it should be encouraged. Banks are advised to consider these ratings as per availability and wherever appropriate structure their rates of interest depending on the ratings assigned to the borrowing SME units.

Q.30. Is credit rating mandatory for the MSE borrowers?

Credit rating is not mandatory but it is in the interest of the MSE borrowers to get their credit rating done as it would help in credit pricing that is cost of funds (interest and other charges etc.) of the loans taken by them from banks.

Q.31. What are the guidelines for delayed payment of dues to the MSE borrowers?

With the enactment of the Micro, Small and Medium Enterprises Development (MSMED), Act 2006, for the goods and services supplied by the MSEME units, payments have to be made by the buyers as under:

The buyer is to make payment on or before the date agreed on between him and the supplier in writing or, in case of no agreement, before the appointed day. The agreement between seller and buyer shall not exceed more than 45 days. If the buyer fails to make payment of the amount to the supplier, he shall be liable to pay compound interest with monthly rests to the supplier on the amount from the appointed day or, on the date agreed on, at three times of the Bank Rate notified by Reserve Bank. For any goods supplied or services rendered by the supplier, the buyer shall be liable to pay the interest as advised at above. In case of dispute with regard to any amount due, a reference shall be made to the Micro and Small Enterprises Facilitation Council, constituted by the respective State Government.

To take care of the payment obligations of large corporate borrowers to MSEs, banks have been advised that while sanctioning/renewing credit limits to their large corporate borrowers (i.e. borrowers enjoying working capital limits of Rs. 10 crore and above from the banking system), to fix separate sub-limits, within the overall limits, specifically for meeting payment obligations in respect of purchases from MSEs either on cash basis or on bill basis.

Banks are also advised by RBI to closely monitor the operations in the sub-limits, particularly with reference to their corporate borrowers' dues to MSE units by ascertaining periodically from their corporate borrowers, the extent of their dues to MSE suppliers and ensuring that the corporate pay off such dues before the 'appointed day' /agreed date by using the balance available in the sub-limit so created. In this regard the relevant RBI circular; IECD/5/08.12.01/2000-01 dated October 16, 2000 (reiterated on May 30, 2003, vide circular No. IECD.No.20/08.12.01/2002-03) available on RBI website.

Q.32. What is debt restructuring of advances?

A viable/potentially viable unit may apply for a debt restructuring if it shows early stage of stickiness. In such cases the banks may consider to reschedule the debt for repayment, consider additional funds etc. A debt restructuring mechanism for units in MSME sector has been formulated and advised to all commercial banks.

The detailed guidelines have been issued to ensure restructuring of debt of all eligible small and medium enterprises. Prudential guidelines on restructuring of advances have also been issued which harmony the prudential norms over all categories of debt restructuring mechanisms (other than those restructured on account of natural calamities). The relevant circulars in this regard are circular DBOD.BP.BC.No.34/21.04.132/2005-06 dated September 8, 2005 and circular DBOD.No.BP.BC.37/21.04.132/2008-09 dated August 27, 2008 which are available on our website www.rbi.org.in.

Q.33. What is the definition of a sick unit?

As per the extant guidelines, a Micro or Small Enterprise (as defined in the MSMED Act 2006) may be said to have become Sick, if

Any of the borrower account of the enterprise remains NPA for three months or more.

OR

There is erosion in the net worth due to accumulated losses to the extent of 50% of its net worth during the previous accounting year. This criterion enables banks to detect sickness at an early stage and facilitate corrective action for revival of the unit.

Q.34. Are all sick units put under rehabilitation by banks?

No. If a sick unit is found potentially viable it can be rehabilitated by the banks. The viability of the unit is decided by banks. A unit should be declared unviable only if such a status is evidenced by a viability study.

Q.35. Is there a time frame within which the banks are required to implement the rehabilitation package?

Viable / potentially viable MSE units/enterprises, which turn sick in spite of debt restructuring, would need to be rehabilitated and put under nursing. It will be for the banks/financial institutions to decide whether a sick MSE unit is potentially viable or not. The rehabilitation package should be fully implemented by banks within six months from the date the unit is declared as potentially viable/viable. During this six months period of identifying and implementing rehabilitation package banks/FIs are required to do "holding operation" which will allow the sick unit to draw funds from the cash credit account at least to the extent of deposit of sale proceeds. The relevant circular on rehabilitation of sick units is RPCD.CO.MSME & NFS.BC.40/06.02.31/2012-2013 dated November 1, 2012 is available on our website.

Q.36. What is the procedure and time frame for conducting the viability study?

The decision on viability of the unit should be taken at the earliest but not later than 3 months of the unit becoming sick under any circumstances. The following procedure should be adopted by the banks before declaring any unit as unviable:

A unit should be declared unviable only if the viability status is evidenced by a viability study. However, it may not be feasible to conduct viability study in very small units and will only increase paperwork. As such for micro (manufacturing) enterprises, having investment in plant and machinery up to Rs. 5 lakh and micro

(service) enterprises having investment in equipment up to Rs. 2 lakh, the Branch Manager may take a decision on viability and record the same, along with the justification. The declaration of the unit as unviable, as evidenced by the viability study, should have the approval of the next higher authority/ present sanctioning authority for both micro and small units. In case such a unit is declared unviable, an opportunity should be given to the unit to present the case before the next higher authority. The modalities for presenting the case to the next higher authority may be worked out by the banks in terms of their Board approved policies in this regard. The next higher authority should take such decision only after giving an opportunity to the promoters of the unit to present their case. For sick units declared unviable, with credit facilities of Rs. 1 crore and above, a Committee approach may be adopted. A Committee comprising of senior officials of the bank may examine such proposals. This is expected to improve the quality of decisions as collective wisdom of the members shall be utilized, especially while taking decision on rehabilitation proposals. The final decision should be communicated to the promoters in writing. The above process should be completed in a time bound manner and should not take more than 3 months.

Q.37. What are the RBI guidelines on One Time Settlement scheme (OTS) for MSEs for settlement of their NPAs?

Scheduled commercial banks have been advised in terms of our circular RPCD.SME&NFS. BC.No.102/06.04.01/2008-09 dated May 4, 2009 to put in place a non -discretionary One time Settlement scheme duly approved by their Boards. The banks have also been advised to give adequate publicity to their OTS policies. (Refer circular RPCD.SME&NFS. BC.No.102/06.04.01/2008-09 dated May 4, 2009)

Q.38. Apart from the loans and other banking facilities, do the banks provide any guidance to MSE entrepreneurs?

Banks provide following services to the MSE entrepreneurs:

Rural Self Employment Training Institutes (RSETIs)

At the initiative of the Ministry of Rural Development (MoRD), Rural Self Employment Training Institutes (RSETIs) have been set up by various banks all over the country. These RSETIs are managed by banks with active co-operation from the Government of India and State Governments. RSETIs conduct various short duration (ranging preferably from 1 to 6 weeks) skill upgradation programmes to help the existing entrepreneurs compete in this ever-changing global market. RSETIs ensure that a list of candidates trained by them is sent to all bank branches of the area and co-ordinate with them for grant of financial assistance under any Govt. sponsored scheme or direct lending.

Financial Literacy and consultancy support:

Banks have been advised to either separately set up special cells at their branches, or vertically integrate this function in the Financial Literacy Centres (FLCs) set up by them, as per their comparative advantage. Through these FLCs, banks provide assistance to the MSE entrepreneurs in regard to financial literacy, operational skills, including accounting and finance, business planning etc. (Refer circular RPCD.MSME & NFS.BC.No.20/06.02.31/2012-13 dated August 1, 2012)

Further, with a view to providing a guide for the new entrepreneurs in this sector, a booklet titled "Nurturing Dreams, Empowering Enterprises – Financing needs of

Micro and Small Enterprises – A guide” has been launched on August 6, 2013 by the Reserve Bank. The booklet has been placed on our website www.rbi.org.in under the following path & URL:

RBI main page – Financial Education – Downloads – For Entrepreneurs (<http://rbi.org.in/financialeducation/FinancialEntrepreneur.aspx>)

Q.39. Can the MSE borrowers get collateral free loans from banks?

In terms of RBI circular RPCD.SME&NFS.BC.No.79/06.02.31/2009-10 dated May 6, 2010 , banks are mandated not to accept collateral security in the case of loans upto Rs 10 lakh extended to units in the MSE sector. Further, in terms of RBI circular RPCD/PLNFS/BC.No.39/06.02.80/2002-04 dated November 3, 2003 , banks may, on the basis of good track record and financial position of MSE units, increase the limit of dispensation of collateral requirement for loans up to Rs.25 lakh with the approval of the appropriate authority.

All scheduled commercial banks that are public/private sector banks and RRbs/NSIC/SIDBI/NETFI are the member lending institutions. (MLI) List of banks offering loans is mentioned below;

List of Bank's MSME Care Centres

1. Allahabad Bank	2. Bank of Baroda
3. O.B.C.	4. Andhra Bank
5. State Bank of Bikaner & Jaipur	6. State Bank of Hyderabad
7. Bank of India	8. Bank of Maharashtra
9. State Bank of Travancore	10. Canara Bank
11. Dena Bank	12. Indian Bank
13. I.O.B.	14. Punjab & Sind Bank
15. P.N.B.	16. Syndicate Bank
17. UCO Bank	18. Union Bank of India
19. United Bank of India	20. Vijaya Bank
21. State Bank of Mysore	22. Corporation Bank
23. I.D.B.I.	24. State Bank of Patiala
25. State Bank of India	26. Central Bank of India
27. State Bank of Indore	

Links of State Level Bankers' Committees contact address

1. SLBC Rajasthan	2. SLBC Bihar
3. SLBC U.P.	4. SLBC Orissa
5. SLBC Andhra Pradesh	6. SLBC J&K
7. SLBC Gujarat	8. SLBC West Bengal
9. SLBC Kerala	10. SLBC Jharkhand
11. SLBC Himachal Pradesh	

Q.40. Does the Ministry have any data bank for micro, small and medium enterprises?

For facilitating the promotion and development and enhancing the competitiveness of MSMEs the Ministry of MSME, vide Gazette Notification No. 750€ dated

29.07.2016 had notified the MSME Development (Furnishing of information rules, 2016) under which all MSMEs are to furnish information relating to their enterprises online to the Central Government in the data bank maintained by www.msmedatabank.in. This data bank will enable Ministry of MSME to streamline and monitor the schemes and pass on the benefits directly to MSMEs. It will also provide the real-time information about the status of MSMEs under various parameters. Data Bank is helpful to MSME units, who can now update their enterprise information as and when required without visiting any government office and also update information about their products/services, which can be accessed by government departments to do procurement under Public Procurement Policy of Government of India.

Q.41. How does Micro, small and medium enterprises get register?

This Ministry has notified Udyog Aadhaar Memorandum (UAM), a one page online registration system for MSMEs based on self-certification since 18th September 2015. Revised notifications were issued on 10.01.2017 and 30.06.2017 for inclusion of new features including amendment provision. This is a path breaking step to promote ease-of-doing-business for MSMEs in India as the UAM replaces the filing of Entrepreneurs' Memorandum (EM part-I & II). The entrepreneurs in the MSME sector just need to file online, a simple one-page UAM on <http://udyogaadhaar.gov.in> to instantly get a unique Udyog Aadhaar Number (UAN). The information sought is on self-certification basis and no supporting documents are required at the time of online filing of UAM.

Q.42 Does the Ministry have any specific programme for the welfare of Scheduled Caste and Scheduled Tribe entrepreneurs?

Ministry of MSME is implementing a scheme titled 'National Schedule Caste and Schedule Tribes (SC/ST) Hub'. This Hub was launched by the Hon'ble Prime Minister on 18.10.2016 in Ludhiana. The scheme is being implemented through National Small Industries Corporation Ltd. (NSIC), a PSU under this Ministry. The Hub is set up to provide professional support to SC/ST entrepreneurs to fulfil the obligations under the Central Government Public Procurement Policy for Micro and Small Enterprises Order 2012, adopt applicable business practices and leverage the Stand up India initiatives. The functions of Hub include collection, collation and dissemination of information regarding SC/ST enterprises and entrepreneurs, capacity building among existing and prospective SC/ST entrepreneurs through skill training and EDPs, vendor development involving CPSEs, NSIC, MSME-DIs and industry associations including Dalit Indian Chamber of Commerce and Industry (DICC), promoting participation of SC/ST entrepreneurs in exhibitions and organising special exhibitions for this purpose, facilitating SC/ST entrepreneurs participating in public procurement and monitoring the progress, etc. Four Schemes have approved under National SC/ST Hub namely (a) subsidy for SC/ST enterprises to obtain Single Point Registration Scheme (b) Special Marketing Assistance Scheme (SMAS) to provide marketing support to SC/ST owned MSMEs and (c) Subsidy for Performance & Credit Rating Scheme (SPCRS) for SC/ST enterprises and (d) Special Credit Linked Capital Subsidy Scheme.
