MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)

HANDBOOK ON RIGHT TO INFORMATION ACT, 2005

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. Under Section 7 of the Micro, Small and Medium Enterprises Development Act, 2006, the micro, small and medium enterprises are defined as under:-

a) In case of enterprises engaged in the manufacturing or production of goods, as–
   i. a micro enterprises, where the investment in plant and machinery does not exceed twenty-five lakh rupees;
   ii. a small enterprise, where the investment in plant and machinery is more than twenty-five lakh rupees but does not exceed five crore rupees; or

iii. a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees;

b) in the case of the enterprises engaged in providing or rendering of services, as—

i. a micro enterprise, where the investment in equipment does not exceed ten lakh rupees;

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

iii. a medium enterprise, where the investment in equipment is more than two crore rupees but does not exceed five crore rupees.

1.7. 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

(MANUAL - 1)

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 Organisation (MSME-DO) (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. Rajiv Gandhi Udyami Mitra Yojana (RGUMY)
e. Prime Minister 's Employment Generation Programme (PMEGP)
f. Scheme of Fund for Regeneration of Traditional Industries (SFURTI)
g. Scheme for Enhancing Productivity and Competitiveness of Khadi Industry and Artisans
h. Workshed Scheme for Khadi Artisans

(for details click on the schemes)

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 Organization (MSME-DO), 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 ORGANIZATION (MSME-DO)

The Micro, Small and Medium Enterprises - Development Organization (MSME-DO), 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-DO provides a comprehensive range of common facilities, technology support services, marketing assistance, etc through its network of 30 MSME Development Institutes (MSME-DIs), 28 Branch MSME-DIs, 4 MSME Testing Centres (MSME-TCs), 7 Field Testing Stations (MSME-TSs), , 18 Autonomous Bodies - which include 10 MSME Tool Rooms (MSME-TRs), 6 MSME Technology Development Centres (MSME-TDCs) and 2 MSME Central Footwear Training Institutes (MSME-TDC-CFTIs). There are also 2 Departmental Training Institutes (MSME-TIs).

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

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

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

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

Director General,
National Institute for Entrepreneurship and Small Business Development (NISBUD),
A-23, Sector-62, Industrial Area, Phase- II,
Noida - 201301, U.P, India
Ph: 91-120-2403051
Fax: 91-120-2403062
Website: http://niesbud.nic.in

INDIAN INSTITUTE OF ENTREPRENEURSHIP (IIE), GUWAHATI

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

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

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

The Director,
Indian Institute of Entrepreneurship (IIE),
Basistha Chariali, lalmati, Guwahati-29
Ph: 91-361-2300840, 2302646
Fax: 91-361 2300325
Website: http://iie.nic.in

MAHATMA GANDHI INSTITUTTE 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,
   Deputy Secretary,
   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

h) National Institute for Entrepreneurship and Small Business Development (NIESBUD), A-23-24, Sector-62, Institutional Area, Phase-II, Noida-201301, Uttar Pradesh.
Website: http://www.niesbud.nic.in

i) Indian Institute of Entrepreneurship (IIE), 37, NH By Pass, Lalmati, Basistha Chariali, Guwahati-781029, Assam.
Website: http://www.iie.nic.in

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

(MANUAL –2)

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) Assistant & 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

		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	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	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	1. Appointing Authority in respect of Upper Division Clerk, Steno Grade 'D' and Lower Division Clerk of Central Secretariat Clerical Services (CSCS). 2. To impose all penalties under CCS (CCA) Rule 11 in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS) employees under the Administrative Control of Ministry of 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	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.	

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 fairs copies of draft d.o. letters to be signed by the officer.

3.8

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

3.9

Designation	Lower Division Clerk	
Powers	Administrative	-
	Financial	-
	Others	
Duties	Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g., registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, preparation of arrears and other statements, supervision of correction of reference books	

CHAPTER – 4

(MANUAL – 3)

Procedure followed in Decision Making Process

Decision Making

4.1 As per the procedure prescribed in the Central Secretariat Manual of Office Procedure brought out by Department of Administrative Reforms & Public Grievances (http://darpg.nic.in) (a nodal agency of the Government of India in the field on 'Organisation and Methods') to take a decision for various matters., a Section, which is the lowest organisational unit in the Ministry and consists of Assistants and Clerks 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.

4.2 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.

4.3 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.

4.4 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.

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

Sr.No	Items of work	The channel of submission
1	Establishment matters	Section Officer→ Under Secretary→ Director/Deputy Secretary→ Joint Secretary → Secretary → Minister
2	Financial and Administration 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→

4.6 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 *vision statement* in formulating the policies on MSME.
Process of Execution	
Designation of the officers involved in decision making.	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.	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.	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.	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 *scheme* 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.	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.	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.	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.	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.	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.	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.	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	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:- (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. Eligibility for support under the Scheme of International Cooperation a) Ministry of MSME's sponsored events. b) State/Central Government Organizations. c) Industry Associations. d) Registered Societies/Trusts associated with the MSME sector. <u>Norms of Financial Assistance</u> The norms for providing financial assistance under the above Scheme are:- 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.

	b) The Organization must have been engaged in such activities for the past 3 years with a good track record. c) The Organization should have regular audited accounts for the past 3 years. d) Wherever necessary, the Ministry may be represented in the delegation. All publicity material /banners will indicate the support of the Ministry. <u>Quantum of Financial Assistance</u> 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: i) International Events: Maximum upto 15 lakh ii) Domestic Events: Maximum upto 10 lakh <u>Decision Making Procedure</u> 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.
Process of Execution	
Designation of the officers involved in decision making.	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 – 5

(MANUAL – 4)

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- 6

(MANUAL – 5)

Rules, Regulations Instructions, Manuals and Records for Discharging Functions

6.1 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.

6.2 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.

<u>**CHAPTER – 7**</u>

(MANUAL – 6)

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

7.2

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 – 8

(MANUAL – 7)

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

8.2 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	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: 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 programmes of the Ministry. 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. 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. 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.

8.3 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 progrmmes/projects/schemes flowing therefrom.

CHAPTER -9

(MANUAL – 8)

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 Organisation (MSME-DO).

CHAPTER -10

(MANUAL -9)

Directory of Officers and Employees

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

Name & Designation	Office Phone	Office Fax	Extension	Email	Room No
Minister					
Sh Kalraj Mishra (Minister)	23061566, 23061739	23063141		min-msme[at]nic[dot]in	168
Sh Manoj Kumar Dwivedi (PS)	23061566, 23061739	23063141	2323	pstomin-msme[at]nic[dot]in	165
Sh Govind Ram Jaiswal (OSD)	23061566/23061739/23062778	23063141	2323	osd-msme@nic.in	165
Sh Gyan Chand Jain (Addl. PS)	23061566/23061739/23062778	23063141	2323	gcjain6@gmail.com	165
Minister of State					
Sh Giriraj Singh (Minister of State)	23063826/36			giriraj.singh@sansad.nic.in	133
Sh ---- (PS)	23063826/36				127 A
Secretary					
Sh Madhav Lal (Secretary)	23062107, 23061023	23063045	2253	secretary-msme[at]nic[dot]in	169
Sh C I George (PA)	23062107, 23061023	23063045	2349	geo@nb.nic.in	169
Additional Secretary					
Sh Amarendra Sinha (AS & DC)	23061176	23062315		dcmsme[at]nic[dot]in	
Sh V K Thakral (AS & FA)	23062630	23063105			294
Joint Secretary					
Sh Surendra Nath Tripathi (JS-SME)	23063283	23062336	2342	js.sme[at]nic[dot]in	122 B
Sh Gaurav Burman (PA)	23063283	23062336	2230	g.burman@nic.in	
Sh B H Anil Kumar (JS-ARI)	23061543	23062858	2342	js.ari[at]nic[dot]in	171

Sh D Sridharan (PA)	23061543	23062858	3238	d.sridharan14@nic.in	
Economic Adviser					
Dr. Sunita Chhibba	23063142	23061258		sunita.hub[at]nic[dot]in	268
Sh Sabu james (PS)	23063142	23061258	3398	s.james@nic.in	
Sh B N Nanda	23063433			bn.nanda@nic.in	
Smt. Rajni Sobti (PPS)	23063433		2282	rajni.sobti@nic.in	
NIC Unit					
Sh Shubhendu Kumar (TD)	23061158			shub@nic.in	
Sh S K Gupta (Scientist D)	23062489			skg@nic.in	
Sh Dhiraj Kumar Pandey (Project Manager)	23061546		3346	dkp1807@gmail.com	470
Administrative Unit					
Sh Samar Nanda (Director-ARI)	23062745	23062886	3271	ds.ari[at]nic[dot]in	
Sh Nagrajan (PA-ARI)	23062745	23062336	3277	ds.ari[at]nic[dot]in	
Sh A.K. Chaubey (DS-SME)	23061636		2236	dir.sme2[at]nic[dot]in	
Sh Jithesh John (Director-SME)	23063198	23061756	2241	dir.sme1[at]nic[dot]in	254
Smt. Seema Garg (PA)	23063198	23061756	2361	seema.garg14@nic.in	261
Sh L Haokip (Director-SME)	23061431		2428	l.haokip[at]nic[dot]in	123
Sh R R Meena (DS-Coir)	23062736			ds.ari[at]nic[dot]in	321
Sh Dusru Kudada (US-GA/SS)	23061636		2362	dusru.kudada@nic.in	
Sh M K Mishra (US-KVI)	23062573		2245	mrityunjaya.m@nic.in	436
Sh M L Sharma (US)	23063293		3244	madan.sharma@nic.in	
Sh Devki Nandan (US-I F Wing)	23062148		2420	dn.saraswat@nic.in	
Sh R.K. Sinha (US-I F Wing)	23061461		2479	rupesh.sinha@nic.in	

Sh Shrawan Kumar (JD-OL)	23062672		2312	shrawan.kumar14@nic.in	433
Sh Magan Lal (SO-General Section)	23061574		3329	magan.lal@nic.in	49
Smt. Renu Kapoor (SO-Human Resource Section)	23062210		3261	r.kapoor14@nic.in	
Sh ---- (SO - SME Section) (SO-SME)	23063526		3283		462
Sh ---- (SO-EDI Section)	23063289		2239		460
Sh Ashok Kumar (SO-IC)	23063526		3368	ashok.mehmi@nic.in	
Sh B.P. Pant (SO-Vigilance Section)	23063643		2236	bhagwatip.pant@nic.in	
(SO-KVI)	23063295		2377		343
Sh Anil Kumar (US-Coir)	23063641		3336	anil.kumar14@nic.in	450
Sh Umesh Dixit (Chief Manager-RGUMY Cell)	23061546		3346	rgumy-msme[at]nic[dot]in	470
Sh Vimal Kumar (DO-RGUMY Cell)	23061546		3346	rgumy-msme[at]nic[dot]in	470
Sh Devender Prasad (Protocol Asstt)	23063273		2400	devender.p@nic.in	170
Sh H R Sharma (SO Protocol)	23063273		2400		170

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, 2014

S.No.	Name	Designation	Scale of Pay + Grade pay	Total Dues
1	Shri Madhav Lal	Secretary	80000(fixed)	160000
2	Shri S. N. Tripathi	Joint Secretary	37400-67000+10000	154000
3	Shri B.H. Anil Kumar	Joint Secretary	37400-67000+10000	154000
4	Shri B. N. Nanda	Economic Adviser	37400-67000+10000	142860
5	Mrs. Sunta Chibba	Economic Adviser	37400-67000+10000	142860
6	Shri L. Haokip	Director	15600-39100+8700	98600
7	Shri Jithesh John	Director	37400-67000+8700	115627
8	Shri Sarwan Kumar	Joint Director	15600-39100+7600	92420
9	Shri Manoj Kumar Diwedi	PS to Minister	37400-67000+8700	120560
10	Shri Raja Ram Meena	Dy. Secretary	15600-39100+7600	92880
11	Shri Arun Kumar Chaube	Dy. Secretary	15600-39100+7600	87620
12	Shri Samar Nanda	Dy. Secretary	15600-39100+7600	69117
13	Shri M. L. Sharma	Under Secretary	15600+39100+6600	87281
14	Shri M. K. Mishra	Under Secretary	15600+39100+6600	83588
15	Shri Rupesh Kumar Sinha	Under Secretary	15600+39100+6600	72983
16	Shri Devki Nandan	Under Secretary	15600+39100+6600	68640
17	Shri Dusru Kudada	Under Secretary	15600+39100+6600	61820
18	Shri Sanjeev Kumar	Deputy Director	15600+39100+6600	57500
19	Shri S. K. Mishra	PPS	15600+39100+6600	76020
20	Smt Sunita Malhotra	PPS	15600+39100+6600	76780
21	Ms Rajni Sobti	PPS	15600+39100+6600	80207
22	Smt. Renu Kapoor	Section Officer	15600+39100+5400	67258
23	Shri Ashok Kumar	Section Officer	15600+39100+5400	67258
24	Shri Magan Lal Khatik	Section Officer	15600+39100+5400	57960
25	Shri B.P. Pant	Section Officer	15600+39100+5400	59720
26	Shri Vivek Mathur	Section Officer	15600+39100+5400	59490
27	Shri Sunita Attri	Section Officer	9300-34800+4800	53340
28	Shri K. Thomas Maring	Section Officer	15600+39100+5400	59280
29	Shri Het Ram Sharma	Section Officer	9300-34800+4800	51880
30	Shri K. P. Singh	Asstt. Director OL	15600+39100+5400	72939
31	Smt Shalini Sharma	Private Secretary	9300-34800+4800	65441
32	Shri Sabu James	Private Secretary	9300-34800+4800	67051
33	Smt Beenu Singh	Private Secretary	9300-34800+4800	59205
34	Smt Parminder Kaur	Private Secretary	9300-34800+5400	72235

Non Gazetted Officials As on 31.08.2014

S.NO.	Name	Designation	Scale of Pay + Grade Pay	Total dues
1.	Shri K.L. Ganpathy	Assistant	9300-34800+4600	39470
2.	Shri Rajeev Kumar Jain	Assistant	9300-34800+4600	44669
3.	SMT. Ranju Sikdar	Assistant	9300-34800+4600	44669
4.	Shri Hare Ram Sah	Assistant	9300-34800+4600	36400
5.	Smt. Mankhodim Guite	Assistant	9300-34800+4600	35370

6.	Shri Ajay Kumar	Assistant	9300-34800+4600	43818
7.	Ms. Jyoti Kumari	Assistant	9300-34800+4600	43818
8.	Shri Deendayal	Assistant	9300-34800+4600	43818
9.	Shri Ishan Deewan	Assistant	9300-34800+4600	43818
10.	Shri Kamal Kumar	Assistant	9300-34800+4600	43818
11.	Miss Megha jain	Assistant	9300-34800+4600	43818
12.	Shri Ashok kumar Prasad	SHT	9300-34800+4600	57112
13.	Shri Ashok Kumar	SHT	9300-34800+4600	55042
14.	Smt Seema Sood	Personal Assistant	9300-34800+4600	55502
15.	Smt Vandana Monga	Personal Assistant	9300-34800+4600	59182
16.	Shri N Nagarajan	Personal Assistant	9300-34800+4600	51880
17.	Mrs. R. Usha	Personal Assistant	9300-34800+4600	47340
18.	Smt Sagorika Dubey	Personal Assistant	9300-34800+4800	51900
19.	Smt Seema Garg	Personal Assistant	9300-34800+4800	59205
20.	Smt Saroj Kumar	Personal Assistant	9300-34800+5400	71306
21.	Shri N.K. Chaowdhury	Personal Assistant	9300-34800+4600	47340
22.	Shri D. Sridharan	Personal Assistant	9300-34800+4800	52330
23.	Shri Gaurav Burman	Personal Assistant	9300-34800+4800	51880
24.	Shri DharamBir	Personal Assistant	9300-34800+4600	38140
25.	Shri Kuldeep	JHT	9300-34800+4200	35193
26.	Shri Ravineder Kumar	Stenographer	5200-20200+2400	28132
27.	Shri Udal Singh	Stenographer	5200-20200+2400	28132
28.	Smt Garima G. LakhanPal	Stenographer	5200-20200+2400	24880
29.	Shri Pawan Kumar	Stenographer	5200-20200+2400	27396
30.	Miss Manju	Stenographer	5200-20200+2400	27396
31.	Shri Pushpendra Kumar	Stenographer	5200-20200+2400	27396
32.	Shri Pratap Singh Dangi	Stenographer	5200-20200+2400	27396
33.	SHRI Arjun Singh	Upper Division Clerk	5200-20200+2400	32840
34.	Shri Deepak Kumar	Upper Division Clerk	5200-20200+2400	30317
35.	Shri Surender Singh Negi	Upper Division Clerk	5200-20200+2400	32870
36.	Shri Sanjay Kumar	Upper Division Clerk	5200-20200+2400	30317
37.	Smt Usha Singh	Upper Division Clerk	5200-20200+2400	29000
38.	Shri Santosh Kumar	Upper Division Clerk	5200-20200+2400	31145
39.	Shri Amit Kumar Mukharjee	Upper Division Clerk	5200-20200+2400	32088
40.	Shri Saket Roshan	Upper Division Clerk	5200-20200+2400	32870
41.	Shri Bachan Singh Sajwan	Upper Division Clerk	5200-20200+2400	29210
42.	Shri Jagat Singh	Upper Division Clerk	5200-20200+2400	33080
43.	Shri Muniram Meena	Upper Division Clerk	5200-20200+2400	30593
44.	SHri Babu Ram	Upper Division Clerk	5200-20200+2400	34572
45.	Shri Manoj Kumar Jha	Upper Division Clerk	5200-20200+2400	26660
46.	SHRI Devender Prasad	Upper Division Clerk	5200-20200+2400	29000
47.	Shri Jogi Ram	Lower Division Clerk	5200-20200+2400	29670
48.	Shri Panna Lal	Lower Division Clerk	5200-20200+2400	34024
49.	Shri Devender Singh Rawat	Lower Division Clerk	5200-20200+2000	26460
50.	Shri Mahinder Kumar	Staff Car Driver	5200-20200+2800	35375
51.	Shri Jinab Singh	MTS	5200-20200+2000	34872
52.	Shri Awadesh Kumar	MTS	5200-20200+2000	27690
53.	Shri Sureshanand	MTS	5200-20200+2400	30950
54.	Shri T. Jagannathan	MTS	5200-20200+2000	26550
55.	Shri Haricharan Prasad	MTS	5200-20200+2000	27970
56.	Shri Rajinder Singh	MTS	5200-20200+2000	34550
57.	Shri Madan Pal	MTS	5200-20200+2000	26950
58.	Shri Braham Pal	MTS	5200-20200+2400	28214
59.	Shri Bharat Singh	MTS	5200-20200+2000	27690
60.	SMT Meena Kumari	MTS	5200-20200+1900	28199

61.	Shri Arun kumar Thakur	MTS	5200-20200+1900	27969
62.	Shri Govind Ram	MTS	5200-20200+1900	24750
63.	Shri Byju Kennet	MTS	5200-20200+2000	26530
64.	Shri Kimti Lal	MTS	5200-20200+2000	28897

CHAPTER – 12

(MANUAL – 11)

SME DIVISION

STATEMENT SHOWING FUNDS ALLOCATION AND ACTUAL UNDER VARIOUS PLAN SCHEMES DURING XI PLAN (As on 31.03.2014)

(Rs. crores)

Scheme	BE 2013-14	RE 2013-14	Actual 2013-14	Physical Progress 2013-14
Performance & Credit Rating Scheme	70.00	62.00	55.98	24,886 units rated
Marketing Assistance scheme	14.00	14.00	10.88	Participated in Int. Exhbts - 14 Organised Int. level Exhbt. including Techmart - 09 Participated in domestic Exhbt. – 153 Exhbt. Co-sponsored - 18 Buyer Seller Meets organized - 84 Intensive Campaigns & Marketing Promotion events – 743
International Cooperation Scheme	5.00	5.00	4.44	56 events were approved for providing assistance under the scheme and it is expected 700 entrepreneurs would take part.
Assistance to Training Institution	102.00	142.00	117.48	280196* persons trained under various programmes conducted by the three national level EDIs, i.e., NIMSME, NIEBUD, IIE and NSIC.
Survey, Studies and Policy Research	1.00	1.00	0.54	10 studies have been awarded.
Rajiv Gandhi Udyami Mitra Yojana	3.00	2.83	2.31	9088 New Udyamis registered for handholding support

* The number of trainees trained also includes the trainees trained by the respective organisations in their self-sponsored programme.

ARI DIVISION
Khadi & Village Industries Commission (KVIC)

I. KVIC

Sl. No	Head	BE 2012-13	RE 2012-13	Exp. 2012-13	Physical Progress/ Achievement	BE 2013-14	RE 2013-14	Quantifiable/ Deliverable/Physical Output
1	2	3.	4.	5	6	7.	8.	10.
1.	Khadi Grant (including MDA)	118.90	168.90	153.88	(i) Khadi Prod.: Rs.761.93 crore Sales: Rs 1021.56 crore Employment (cumulative): 10.71 lakh persons (ii) MDA Scheme □ --- 77.61 crore provided towards MDA by KVIC. (iii) ISEC: Rs 20.49 crore provided towards subsidy	118.90	150.60	Khadi Prod.: □ 809.70 crore Sales: □ 1029.24 crore Employment (cumulative): 10.28 lakh persons
2	S&T(Khadi)	1.25	1.25	0.24	26 units assisted for establishment of in-house test laboratories	1.25	0.81	22 projects sanctioned
3	Khadi loan	0.00	0.00	0.00	Loan is provided to the institutions located in NER for gainful employment to the spinners and weavers	0.00	0.00	Loan will be provided to the institutions located in NER for gainful employment to the spinners and weavers
4	Interest Subsidy (khadi)	0.10	0.10	0.015	This is book adjustment only towards subsidy on interest on loans provided in the past.	0.10	0.10	This is book adjustment only towards subsidy on interest on loans provided in the past.
5	V.I Grant	89.84	73.25	44.88	(i) Village Industry Prod.: Rs. 23262.31 crore Sales: Rs. 26818.13 crore Employment (cumulative): 114.05 lakh persons (iv) Training: 97505 persons (v)Exhibitions- 36 exhibitions/ events organised	74.84	56.01	Village Industry Prod.: □ 25298 crore Sales: □ 30073.16 crore Employment (cumulative): 129.40 lakh persons Training: 85683 persons
6	S&T (V.I)	1.25	1.25	0.59	22 projects assisted	1.25	1.24	16 projects to be sanctioned.
7	V.I Loan	0.00	0.00	0.00	Loan will be provided to the institutions located in NER.	0.00	0.00	-
8	Interest Subsidy (V.I)	0.10	0.10	0.015	This is only book adjustment towards subsidy on interest on loans provided in the past.	0.10	0.10	This is only book adjustment towards subsidy on interest on loans provided in the past.
9	PMEGP	1276.28	1276.2	1252.93	No of projects assisted: 57884 Margin money utilised: Rs. 1080.66 crore Estimated employment opportunities generated: 4.28 lakh.	1418.28	1176.12	No. of projects: - 23419 Margin money subsidy: Rs. 988.36 crore Creation of employment opportunities: 1.79 lakh persons

10	Workshed Scheme for Khadi Artisans:	20.00	16.52	11.36	Assistance has been provided to 4585 artisans during the year.	20.00	8.23	-.
11	Scheme for enhancing productivity & compete-tiveness of Khadi Industry and artisans	15.00	0.04	0.00	-	15.00	0.10	-
12	Scheme for Strengthening of Infrastru-cture of existing Weak Khadi Institutions and Assistance for Marketing Infrastructure	7.50	6.00	2.31	-	7.50	1.72	-
13.	Khadi Reform Programme	50.00	0.00	0.00	-	50.00	0.00	The proposed Khadi Reform Programme will be initiated in 300 selected Khadi Institutions willing to undertake the identified reforms.
	New/ Modified Schemes*							
14.	Interest Subsidy Eligibility Certificate for khadi and polyvastra	0.04	0.01	0.00	-	0.04	0.02	-
15.	Janashree Bima Yojana for khadi artisans (inclusive of new component of health insurance)	0.04	0.03	0.00	-	0.04	0.02	-
16.	SFURTI (inclusive of 5 existing schemes subsumed therein)(KVI)	0.04	0.01	0.00	-	0.04	0.02	-
17.	Khadi/VI S&T and Scheme for Promotion of Khadi as an Exclusive Heritage and Green product (SPOKE) (new component)	0.04	0.01	0.00	-	0.04	0.02	-
18.	Market Promotion (including Export Promotion) & Publicity (inclusive of new component of marketing complexes/ plazas) and Modified MDA	0.04	0.01	0.00	-	0.04	0.02	-
19.	Development of Infrastructure and Skill set in KVI Sector (DISK)	0.04	0.01	0.00	-	0.04	0.02	-
20.	Promotion of VI and Development of Existing Weak VI Institutions (PROVIDE) (inclusive of new component for revival of weak VI institutions)	0.04	0.01	0.00	-	0.04	0.02	-
21.	Schemes for write off of old loans by a one-time waiver/settlement	0.04	0.01	0.00		0.00	0.00	-
	Sub-Total(KVIC)	**1565. 54**	**1543.79**	**1466.22**		**1707.50**	**1395.17**	
II	**Mahatma Gandhi Institute for Rural Industria-lisation**	**11.00**	**4.00**	**2.31**	Improved the mechanical design of the 8 spindle amber –type-charkha, Added 125 garment designs and 50 woven designs, standardization of 5 products etc.	11.00	11.00	Pay and allowances of MGIRI Staff, execution of 10 interface projects, support to 50 incubators, development of 12 innovative products/processes and expansion of infrastructure to strengthen MGIRI.

III. COIR BOARD

Sl. No.	Heads	BE 2012-13	RE 2012-13	Exp. 2012-13	Physical performance under main schemes	BE 2013-14	RE 2013-14	Quantifiable/Deliverable/Physical Output
1	2	3.	4.	5	6	7.	8.	10.
1	Plan – S&T	7.00	7.00	2.31	Modernization of Traditional Looms- 1 No. Technology transfer to Industry: - 28 Nos. Versatile spinning units developed-5 Nos. Production of Natural Dyes-13.5 kg.	7.00	7.00	New machines devreloped-05 nos . Technology transfer to Industry: -10 Nos. Versatile spinning units developed- 5 nos. Field demonstration of technology - 729 Nos.
2	Plan (General), Training Extension, quality Improvement, Mahila Coir Yojana & Welfare Measures	45.00	23.50	17.76	Coir Prod.: - 536185 M.T. Export: Rs. 1116.02 crore Empl.: 7.09 lakh	45.00	40.91	Coir Prod.: 539674 M.T. Export: Rs. 1425.77 crore Empl.: 7.13 lakh
					Skill Upgradation & Quality Improvement: --- 10335 persons trained for manufacturing value added products.			Skill Upgradation & Quality Improvement: Training of 11991 persons for manufacturing value added products.
					Mahila Coir Yojana: 8386 beneficiaries trained and 466 ratts distributed.			Mahila Coir Yojana:- Spinning equipments provided-206
					Development of Production Infrastructure: 291 coir units assisted.			
					Domestic Market Promotion: participated in 153 domestic exhibitions			Domestic Market Promotion: Participation in domestic exhibition: 138 nos.
					Export Market Promotion (EMP) : Participated in 11 international exhibitions.			Export Market Promotion (EMP): Participation in 21 international exhibitions.
3	Rejuvenation, Modernization and Technology Upgradation of the Coir Sector.	16.00	5.00	0.00	976 units assisted. (spinning units 719 and tiny household 257)	16.00	9.14	472 units to be assisted.
New/ Modified Schemes*								
4.	SFURTI(Coir)	0.04	0.01	0.00	-	0.04	0.02	
	Sub-Total (Coir Board)	**68.04**	**35.51**	**20.07**		**68.04**	**57.07**	
IV	**SFURTI**	**55.42**	**5.00**	**0.00**	96 Khadi, Village Industries and Coir clusters have become functional. There is an improvement in the earnings of artisans/workers.	55.46	0.50	-
	Sub-Total for ARI Division	**1700.00**	**1588.30**	**1488.60**		**1842.00**	**1463.74**	

* Token provision have been made for the New/ Modified Schemes.

CHAPTER – 13

(MANUAL – 12)

Manner of Execution of Subsidy Programmes, Including the Amounts Allocated and the Details of Beneficiaries of Such Programmes;

PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME (PMEGP)

1. The Scheme

Government of India has approved the introduction of a new credit linked subsidy programme called Prime Minister's Employment Generation Programme (PMEGP) by merging the two schemes that were in operation till 31.03.2008 namely Prime Minister's Rojgar Yojana (PMRY) and Rural Employment Generation Programme (REGP) for generation of employment opportunities through establishment of micro enterprises in rural as well as urban areas. PMEGP will be a central sector scheme to be administered by the Ministry of Micro, Small and Medium Enterprises (MoMSME). The Scheme will be implemented by Khadi and Village Industries Commission (KVIC), a statutory organization under the administrative control of the Ministry of MSME as the single nodal agency at the National level. At the State level, the Scheme will be implemented through State KVIC Directorates, State Khadi and Village Industries Boards (KVIBs) and District Industries Centres (DICs) and banks. The Government subsidy under the scheme will be routed by KVIC through the identified Banks for eventual distribution to the beneficiaries/entrepreneurs in their Bank accounts. The Implementing Agencies, namely KVIC, KVIBs and DICs will associate reputed Non-Government Organization (NGOs)/reputed autonomous institutions/Self Help Groups (SHGs)/ National Small Industries Corporation (NSIC)/Udyami Mitras empanelled under Rajiv Gandhi Udyami Mitra Yojana (RGUMY), Panchayati Raj institutions and other relevant bodies in the implementation of the Scheme, especially in the area of identification of beneficiaries, of area specific viable projects, and providing training in entrepreneurship development.

2. Objectives

(i) To generate employment opportunities in rural as well as urban areas of the country through setting up of new self-employment ventures/projects/micro enterprises.

(ii) To bring together widely dispersed traditional artisans/ rural and urban unemployed youth and give them self-employment opportunities to the extent possible, at their place.

(iii) To provide continuous and sustainable employment to a large segment of traditional and prospective artisans and rural and urban unemployed youth in the country, so as to help arrest migration of rural youth to urban areas.

(iv) To increase the wage earning capacity of artisans and contribute to increase in the growth rate of rural and urban employment.

3. Quantum and Nature of Financial Assistance

Levels of funding under PMEGP

Categories of beneficiaries under PMEGP	Beneficiary's contribution (of project cost)	Rate of Subsidy (of project cost)	
Area (location of project/unit)		Urban	Rural
General Category	10%	15%	25%
Special (including SC / ST / OBC /Minorities/Women, Ex-servicemen, Physically handicapped, NER, Hill and Border areas etc.	05%	25%	35%

Note: (1) The maximum cost of the project/unit admissible under manufacturing sector is Rs. 25 lakh.
(2) The maximum cost of the project/unit admissible under business/service sector is Rs. 10 lakh.
(3) The balance amount of the total project cost will be provided by Banks as term loan

4. Eligibility Conditions of Beneficiaries

(i) Any individual, above 18 years of age
(ii) There will be no income ceiling for assistance for setting up projects under PMEGP.
(iii) For setting up of project costing above Rs.10 lakh in the manufacturing sector and above Rs. 5 lakh in the business /service sector, the beneficiaries should

possess at least VIII standard pass educational qualification.

(iv) Assistance under the Scheme is available only for new projects sanctioned specifically under the PMEGP.

(v) Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme) are also eligible for assistance under PMEGP.

(vi) Institutions registered under Societies Registration Act,1860;

(vii) Production Co-operative Societies, and

(viii) Charitable Trusts.

(ix) 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.

4.1 Other eligibility conditions

(i) A certified copy of the caste/community certificate or relevant document issued by the competent authority in the case of other special categories, is required to be produced by the beneficiary to the concerned branch of the Banks along with the Margin Money (subsidy) Claim.

. (ii) A certified copy of the bye-laws of the institutions is required to be appended to the Margin Money (subsidy) Claim, wherever necessary.

(iii) Project cost will include Capital Expenditure and one cycle of Working Capital. Projects without Capital Expenditure are not eligible for financing under the Scheme. Projects costing more than Rs.5 lakh, which do not require working capital, need clearance from the Regional Office or Controller of the Bank's Branch and the claims are required to be submitted with such certified copy of approval from Regional Office or Controller, as the case may be.

(iv) Cost of the land should not be included in the Project cost. Cost of the ready built as well as long lease or rental Work-shed/Workshop can be included in the project cost subject to restricting such cost of ready built as well as long lease or rental workshed/workshop to be included in the project cost calculated for a maximum period of 3 years only.

(v) PMEGP is applicable to all new viable micro enterprises, including Village Industries projects except activities indicated in the negative list of Village Industries. Existing/old units are not eligible (Para 29 of the guidelines refers).

Note:

(1) The Institutions/Production Co-operative Societies/Trusts specifically registered as such and SC/ ST/ OBC/ Women/ Physically Handicapped / Ex-Servicemen and Minority Institutions with necessary provisions in the bye-laws to that effect are eligible for Margin Money (subsidy) for the special categories. However, for Institutions /Production Cooperative Societies/Trusts not registered as belonging to special categories, will be eligible for Margin Money (Subsidy) for general category.

(2) Only one person from one family is eligible for obtaining financial assistance for setting up of projects under PMEGP. The 'family' includes self and spouse.

5. Implementing Agencies

5.1 The Scheme will be implemented by Khadi and Village Industries Commission (KVIC), Mumbai, a statutory body created by the Khadi and Village Industries Commission Act, 1956, which will be the single nodal agency at the national level. At the State level, the scheme will be implemented through State Directorates of KVIC, State Khadi and Village Industries Boards (KVIBs) and District Industries Centres in rural areas. In urban areas, the Scheme will be implemented by the State District Industries Centres (DICs) only. KVIC will coordinate with State KVIBs/State DICs and monitor performance in rural and urban areas. KVIC and DICs will also involve NSIC, Udyami Mitras empanelled under Rajiv Gandhi Udyami Mitra Yojana (RGUMY), Panchayati Raj Institutions and other NGOs of repute in identification of beneficiaries under PMEGP.

5.2 Other Agencies

The details of other agencies to be associated by nodal agencies in the implementation of PMEGP are as under:

i) Field Offices of KVIC and its State offices

ii) State KVI Boards

iii) District Industries Centre (DIC) of all State Governments/Union Territories Administrations reporting to respective Commissioners /Secretaries (Industries).

iv) Banks/Financial Institutions.

v) KVI Federation

vi) Department of Women and Child Development (DWCD), Nehru Yuva Kendra Sangathan (NYKS), The Army Wives Welfare Association of India (AWWA) and Panchayati Raj Institutions

vii) NGOs having at least five years experience and expertise in Project Consultancy in Small Agro & Rural Industrial Promotion and Technical Consultancy Services, Rural Development, Social Welfare having requisite infrastructure and manpower and capable of reaching Village and Taluk level in the State or Districts. NGOs should have been funded by State or National Level Government Agency for any of its programmes in the preceding 3 years period.

viii) Professional Institutions/Technical Colleges recognized by Government/University and University Grants Commission (UGC)/ All India Council for Technical Education (AICTE) having department for vocational guidance or technical courses providing skill based training like ITI, Rural Polytechnic, Food Processing Training Institute, etc.

ix) Certified KVI institutions aided by KVIC / KVIB provided these are in category A+, A or B and are having required infrastructure, manpower and expertise for the role.

x) Departmental and Non-Departmental Training Centres of KVIC / KVIBs.

xi) Micro, Small and Medium Enterprises Development Institutes (MSME-DIs), MSME Tool Rooms and Technical Development Centres, under the administrative control of Office of Development Commissioner, MSME.

xii) National Small Industries Corporation's (NSIC) offices, Technical Centres, Training Centres, Incubators and Training cum Incubation Centres (TICs) set up in PPP Mode.

xiii) National level Entrepreneurship Development Institutes like National Institute for Entrepreneurship and Small Business Development (NIESBUD), National Institute for Micro, Small and Medium Enterprises (NIMSME) and Indian Institute of Entrepreneurship (IIE), Guwahati under the administrative control of Ministry of MSME, their branches and the

Entrepreneurship Development Centres (EDCs) set up by their Partner Institutions (PIs).

xiv) Udyami Mitras empanelled under Rajiv Gandhi Udhyami Mitra Yojana of Ministry of MSME.

xv) PMEGP Federation, whenever formed.

6. Financial Institutions

(i) 27 Public Sector Banks.
(ii) All Regional Rural Banks.
(iii) Co-operative Banks approved by State Level Task Force Committee headed by Principal Secretary (Industries)/Commissioner (Industries)
(iv) Private Sector Scheduled Commercial Banks approved by State Level Task Force Committee headed by Principal Secretary (Industries)/Commissioner (Industries).
(v) Small Industries Development Bank of India (SIDBI).

7. Identification of beneficiaries:

The identification of beneficiaries will be done at the district level by a Task Force consisting of representatives from KVIC/State KVIB and State DICs and Banks. The Task force would be headed by the District Magistrate / Deputy Commissioner / Collector concerned. The Bankers should be involved right from the beginning to ensure that bunching of applications is avoided. However, the applicants, who have already undergone training of at least 2 weeks under Entrepreneurship Development Programme (EDP) / Skill Development Programme (SDP) / Entrepreneurship cum Skill Development Programme (ESDP) or Vocational Training (VT) will be allowed to submit applications directly to Banks. However, the Banks will refer the application to the Task Force for its consideration. Exaggeration in the cost of the project with a view only to availing higher amount of subsidy should not be allowed. KVIC will devise a score card in consultation with SBI and RBI, and forward it to the District Level Task Force and other State/District functionaries. This score board will form the basis for the selection of beneficiaries. This score card will also be displayed on the websites of KVIC and Ministry. The selection process should be through a transparent, objective and fair process and Panchayati Raj Institutions should be involved in the process of selection (Para 11 (i)(b) of the guidelines refers).

8. Bank Finance

8.1 The Bank will sanction 90% of the project cost in case of General Category of beneficiary/institution and 95% in case of special category of the beneficiary/institution, and disburse full amount suitably for setting up of the project.

8.2 Bank will finance Capital Expenditure in the form of Term Loan and Working Capital in the form of cash credit. Project can also be financed by the Bank in the form of Composite Loan consisting of Capital Expenditure and Working Capital. The amount of Bank Credit will be ranging between 60-75% of the total project cost after deducting 15-35% of margin money (subsidy) and owner's contribution of 10% from beneficiaries belonging to general category and 5% from beneficiaries belonging to special categories. This scheme will thus require enhanced allocations and sanction of loans from participating banks. This is expected to be achieved as Reserve Bank of India (RBI) has already issued guidelines to the Public Sector Banks to ensure 20 % year to year growth in credit to MSME Sector. SIDBI is also strengthening its credit operations to micro enterprises so as to cover 50 lakh additional beneficiaries over five years beginning 2006-07, and is recognized as a participating financial institution under PMEGP besides other scheduled/ Commercial Banks.

8.3 Though Banks will claim Margin Money (subsidy) on the basis of projections of Capital Expenditure in the project report and sanction thereof, Margin Money (subsidy) on the actual availment of Capital Expenditure only will be retained and excess, if any, will be refunded to KVIC, immediately after the project is ready for commencement of production.

8.4 Working Capital component should be utilized in such a way that at one point of stage it touches 100% limit of Cash Credit within three years of lock in period of Margin Money and not less than 75% utilization of the sanctioned limit. If it does not touch aforesaid limit, proportionate amount of the Margin Money (subsidy) is to be recovered by the Bank/Financial Institution and refunded to the KVIC at the end of the third year.

8.5 Rate of interest and repayment schedule

Normal rate of interest shall be charged. Repayment schedule may range between 3 to 7 years after an initial moratorium as may be prescribed by the concerned bank/financial institution. It has been observed that banks have been routinely insisting on credit guarantee coverage irrespective of the merits of the proposal. This approach needs to be discouraged.

RBI will issue necessary guidelines to the Banks to accord priority in sanctioning projects under PMEGP. RBI will also issue suitable guidelines as to which RRBs and other banks will be excluded from implementing the Scheme.

9. Village Industry

Any Village Industry including Coir based projects (except those mentioned in the negative list) located in the rural area which produces any goods or renders any service with or without the use of power and in which the fixed capital investment per head of a full time artisan or worker i.e. Capital Expenditure on workshop/ workshed, machinery and furniture divided by full time employment created by the project does not exceed Rs. 1 lakh in plain areas and Rs.1.50 lakh in hilly areas.

10. Rural Area

(i) Any area classified as Village as per the revenue record of the State/Union Territory, irrespective of population.

(ii) It will also include any area even if classified as town, provided its population does not exceed 20,000 persons.

11. Modalities of the operation of the Scheme

(i) Project proposals will be invited from potential beneficiaries at district level through press, advertisement, radio and other multi-media by KVIC,KVIBs and DICs at periodical intervals depending on the target allotted to that particular district. The scheme will also be advertised /publicized through the Panchayati Raj Institutions which will also assist in identification of beneficiaries.

(a) Sponsoring of project by any agency is not mandatory. The beneficiary can directly approach Bank/Financial Institution along with his/her project proposal or it can be sponsored by KVIC/ KVIBs / DIC/Panchayat Karyalayas etc. However, the applications received directly by the Banks will be referred to the Task Force for its consideration.

(b) A Task Force, consisting of the following members, will be set up to scrutinize the applications received by it.

Dist Magistrate/Deputy Commissioner/Collector - Chairman

Lead Bank Manager	- Member
Representative of KVIC/KVIB/DIC	- Member
Representative of NYKS/SC/ST Corporation	- Special Invitee
Representative of MSME-DI, ITI/Polytechnic	- Special Invitee
Representatives from Panchayats (To be nominated by Chairman/District Magistrate/Deputy Commissioner/ Collector by rotation)	- 3 members
General Manager, DIC or Rep.of KVIC or Rep.of KVIB Convenor	-Member

(c) The Task Force will scrutinize the applications and based on the experience, technical qualification, skill, viability of the project etc., the task force will shortlist the applications and call for an interview of the applicants separately for rural and urban areas to assess their knowledge about the proposed project, aptitude, interest, skill and entrepreneurship abilities, market available, sincerity to repay and make the proposed project success. The selected candidates will be provided project formulation guidance and orientation by KVIC, KVIBs and DICs who will also assist and guide them in project formulation and submission to the concerned Bank in the area. The applicants may also approach any of the other agencies listed in para 5.2 of these guidelines for assistance in this regard.

(d) KVIC will identify the Nodal Banks at State level in consultation with State Governments and will forward the list to all the implementing agencies.

(ii) The release of funds to the implementing agencies will be in the following manner:-

(a) Government will provide funds under PMEGP to the nodal implementing agency, i.e. KVIC which will in turn, (within a period of 15 days of receipt of the money from the Government), place the margin money (subsidy)funds with the implementing Banks at the State level in their respective accounts in accordance with the targets allocated to each implementing agency. CEO, KVIC will convey the margin money (subsidy) targets allotted to each State to the Principal Secretaries/Secretaries (Industries)/ Commissioners (Industries) simultaneously. The target among the Districts in the State will be assigned by the State Level Bankers Coordination Committee. SLBCC will ensure that targets are evenly distributed within each district. The State-wise targets in respect of KVIC/KVIBs will be made available by KVIC to SLBCC where overall allocation of district-wise targets will be decided. Any modification of the targets for which KVIC is directly responsible will be permitted only with the concurrence of the Ministry.

(b) KVIC will place the margin money (subsidy) amount with the Banks involved in the implementation of the scheme in accordance with the targets allocated to the implementing Banks in the State/ District. DICs, in close coordination with Banks, will ensure that at least 50 % of the total margin money (subsidy) allocated to them will be utilized in setting up of projects in rural areas.

(c) KVIC being the single Nodal Agency at the National level, will coordinate with the identified implementing agencies, i.e., KVIBs, DICs and others. KVIC will carry out most of the important tasks envisaged in the forward and backward linkages, including e-tracking, web management, publicity, physical verification of units, organizing EDP training programmes, awareness camps, workshops and exhibitions and therefore will require to utilize major share of the allocation under forward and backward linkages. However, KVIC will ensure that it will reserve and allocate at least 25 % of the total allocation under Forward and Backward linkages, under the Scheme to DICs of different participating States appropriately taking into account the demand and extent of implementation. This money will be released to DICs, only after obtaining an undertaking from the State Government that the funds already provided under the erstwhile PMRY Scheme's Training and Pre motivational campaigns have been fully utilized by the DICs. Any unspent balance available under the training and contingencies of erstwhile PMRY Scheme will be utilized for training and relevant expenditure under PMEGP. DICs will submit monthly utilization report to KVIC in this regard.

(d) The Task Force, under the chairmanship of District Magistrate/Deputy Commissioner / Collector will hold **quarterly** meeting with the Banks at district level to review the status of the project proposals. Wherever the projects are rejected, shortcomings/reasons will be furnished by the concerned Banks to the implementing agencies concerned and the applicants concerned will be requested by KVIC/KVIBs / DICs to provide additional information/documents if required and concerned representatives of KVIC, KVIBs and DICs, will provide assistance to the applicants in this process. Since the Bank's representative will also be a member of the Task Force, it needs to be ensured that maximum number of projects, cleared by the Task Force, is sanctioned by the Banks. Chairman of the District Task Force will review the performance of Banks and the loan repayment / recovery status in the quarterly review meetings.

(e) Banks will take their own credit decision on the basis of viability of each project. No collateral security will be insisted upon by Banks in line with the guidelines of RBI for projects involving loan upto Rs. 5 lakh in respect of the projects cleared by the Task Force. However, they will appraise projects both technically and economically after ensuring that each project fulfills *inter alia* the criteria of

(i) Industry
(ii) Per Capita Investment
(iii) Own Contribution
(iv) Rural Areas (projects sponsored by KVIC/ KVIBs/DICs) and
(v) Negative List (Para 29 of the guidelines refers)

It is essential that the applications cleared by the District Task Force also fulfill these requirements at that stage itself so as to avoid delays in approval of loans in Banks.

(f) Once the project proposals are received by KVIC, KVIBs, DICs or Banks, the details of such proposals are to be fed in the web based application tracking system with a unique registration number for each beneficiary at the District level by the State Offices of KVIC/State KVIBs/State DICs to enable the entrepreneurs to track their application status at any point of time. Till such time the e-tracking system becomes fully operational (for which detailed guidelines will be issued by KVIC separately to all concerned) disaggregated data in respect of progress of each application, assistance availed by beneficiaries belonging to special categories (category wise), employment details, etc., will be maintained by KVIC/KVIBs/DICs and the data will be reconciled every month with Director (PMEGP) in KVIC. The status of such reconciliation will be reviewed by the District Magistrate / Deputy Commissioner / Collector, in the Task Force meetings and by CEO, KVIC in the review meetings at KVIC. Separate colour code will be given to application form as well as applications/claim forms of Margin Money (subsidy) through KVIC/KVIBs/DICs, so as to help the beneficiaries and the processing/sanctioning functionaries to identify and monitor the progress of implementation.

(g) Once the project is sanctioned and **before the first installment of the Bank Finance is released to the beneficiary, Bank will inform the State/Regional Office of the KVIC/KVIBs/State DICs, as the case may be, for arranging EDP training (Para 12(i) of the guidelines refers) to the beneficiary, if he/she has not already undergone such training.** If he/she has already undergone such training of at least 2 weeks duration, either with the training centre of KVIC/KVIB /State DICs or the institutions recognized by or under the administrative control of Ministry of MSME or at any other training centre of repute, such beneficiary need not undergo further EDP training.

(h) First installment of the loan will be released to the beneficiary only after completion of EDP training of at least 2 weeks (Para 12 of the guidelines refers) specially designed for the purpose, which will be organized by KVIC / KVIBs / DICs or the institutions recognized by or under the administrative control of Ministry of MSME or at any other training centre of repute. Those who have already undergone training from the recognized institutions need not undergo further EDP training.

(i) After the successful completion of EDP training arranged by the KVIC/KVIBs/State DICs, **the beneficiary will deposit with the bank, the owner's contribution.** Thereafter, the bank will release first installment of the Bank Finance to the beneficiary.

(j) Projects sanctioned will be declared ineligible for Margin Money (subsidy) assistance if the EDP training is not completed.

(k) After the release of Bank finance either partly or fully, Bank will submit Margin Money (subsidy) claim in the prescribed format to the designated Nodal Branch of the State/Region where KVIC has placed lump sum deposit of Margin Money (subsidy) in advance in the Savings Bank Account in the name of KVIC, for release of Margin Money (subsidy). In the case of projects financed by the branches of the Regional Rural Banks, the financing branches of the RRBs will have to submit the Margin Money (subsidy) Claim to their Head Office, which, in turn, will submit the consolidated claims to the designated Nodal Branch of their sponsoring Bank. In the case of projects financed by SIDBI, the guidelines issued by SIDBI for release of loan/margin money (subsidy) will be followed. **Though the margin money (subsidy) will be released by the designated Nodal Branch of the Bank, KVIC/State DIC is the final authority to either accept the project/claim or reject, based on the parameters of the Scheme.** Detailed grounds for rejections shall be maintained by KVIC/KVIBs/DICs. A separate system of acknowledging grievances or complaints will be instituted by KVIC/KVIBs and DICs and a monthly report with the details of grievances / complaints received and the status / action taken for their redressal shall be furnished to CEO, KVIC by KVIBs and DICs. A consolidated report will be forwarded to the Ministry of MSME every quarter by CEO, KVIC.

(l) Once the Margin Money (subsidy) is released in favour of the loanee, it should be kept in the Term Deposit Receipt of **three years** at branch level in the name of the beneficiary/Institution. **No interest will be paid on the TDR and no interest will be charged on loan to the corresponding amount of TDR.**

(m) Since "Margin Money" (subsidy) is to be provided in the form of subsidy (Grant), it will be credited to the Borrowers loan account after **three years** from the date of first disbursement to the borrower/institution, by the Bank.

(n) In case the Bank's advance goes "bad" before the **three year** period, due to reasons, beyond the control of the beneficiary, the Margin Money (subsidy) will be adjusted by the Bank to liquidate the loan liability of the borrower either in part or full.

(o) In case any recovery is effected subsequently by the Bank from any source whatsoever, such recovery will be utilized by the Bank for liquidating their outstanding dues first. Any surplus will be remitted to KVIC.

(p) **Margin Money (subsidy) will be 'one time assistance'**, from Government. For any enhancement of credit limit or for expansion/modernization of the project, margin money (subsidy) assistance is **not** available.

(q) Margin Money (subsidy) assistance is available only for **new** projects sanctioned specifically under the PMEGP. Existing units are **not** eligible under the Scheme.

(r) Projects financed jointly i.e. financed from two different sources (Banks / Financial institutions), are **not** eligible for Margin Money (subsidy) assistance.

(s) Bank has to obtain an undertaking from the beneficiary before the release of Bank Finance that, in the event of objection (recorded and communicated in writing) by KVIC /KVIB/State DIC, the beneficiary will refund the Margin Money (subsidy) kept in the TDR or released to him after **three years** period.

(t) Banks / KVIC / KVIBs / DICs have to ensure that each beneficiary prominently displays the following sign-board at the main entrance of his project site:-

………………………………..(Unit Name)
Financed By ……………… (Bank), District Name
Under
Prime Minister's Employment Generation Programme (PMEGP)
Ministry of Micro, Small and Medium Enterprises

(u) Margin Money (subsidy) Claim will be submitted by the Financing Branch of the Bank to the designated Nodal Branch at the earliest possible time.

12. Entrepreneurship Development Programme (EDP)

12.1 The objective of EDP is to provide orientation and awareness pertaining to various managerial and operational functions like finance, production, marketing, enterprise management, banking formalities, bookkeeping, etc. The duration for EDP under REGP was only 3 days, whereas, under PMRY it was 10 days. During various meetings, discussions and recommendations of Department Related Parliamentary Standing Committee for Industry (DRPSCI) it was felt that 3 days were not adequate for providing this inputs effectively and, hence **two to three weeks** period has been provided under PMEGP which will include interaction with successful rural entrepreneur, banks as well as orientation through field visits. The EDP will be conducted through KVIC, KVIB Training Centers as well as Accredited Training Centers run by Central Government, NSIC, the three national level Entrepreneurship Development Institutes (EDIs), i.e., NIESBUD, NIMSME and IIE, and their partner institutions under the administrative control of Ministry of MSME, State Governments, Banks, Rural Development and Self Employment Training Institutes (RUDSETI) reputed NGOs, and other organizations / institutions, identified by the Government from time to time. EDP will be mandatory for all the PMEGP beneficiaries. However, the beneficiaries who have undergone EDP earlier of duration not less than two weeks through KVIC/KVIB or reputed training centers will be exempted from undergoing fresh EDP. The training centres / institutes will be identified by KVIC and extensive publicity will be provided about the training centres / institutes, content of courses available, duration, etc. by circulating the same to all the Implementing Agencies.

12.2. Budget for EDP Charges to the Training Centers

An amount of Rs. 2500/- to Rs.4000/- per trainee for a period of two to three weeks towards course material, honorarium to guest speakers, lodging, boarding expenses, etc. is admissible under the Scheme. KVIC will reimburse the expenditure to the training centres / institutes chosen for the purpose, in accordance with the procedures to be separately devised by it and circulated to KVIBs and DICs.

13. Physical verification of PMEGP Units

100% physical verification of the actual establishment and working status of each of the units, set up under PMEGP, including those set up through KVIBs and DICs, will be done by KVIC, through the agencies of State Government and/or, if necessary by outsourcing the work to professional institutes having expertise in this area, following the prescribed procedures as per General Financial Rules (GFR) of Government of India. Banks, DICs and KVIBs will coordinate and assist KVIC in ensuring 100 % physical verification. A suitable proforma will be designed by KVIC for such physical verification of units. Quarterly reports, in the prescribed format will be submitted by KVIC to the Ministry of MSME.

14. Awareness Camps

14.1 KVIC and State DICs will organize awareness camps, in close coordination with each other and KVIBs, throughout the country to popularize PMEGP and to educate potential beneficiaries in rural, semi rural and urban areas about the Scheme. The awareness camps will involve participation from the unemployed men and women with special focus on special category, i.e., SC, ST, OBC, Physically challenged, Ex-servicemen, Minorities, Women, etc. The requisite information/details in this regard will be obtained by KVIC/KVIBs/DICs from State level organizations like SC/ST Corporations, AWWA, NYKS, reputed NGOs and Employment exchanges. There will be two camps permissible for a district, one by KVIC in coordination with concerned KVIB and another by DIC. KVIC and DIC should preferably consider organizing these camps jointly for a specific district. A Committee consisting of Lead Bank, KVIC/KVIB/DIC and Principal, Multi Disciplinary Training Centres (MDTC) of KVIC will shortlist the beneficiaries and send them for training as well as RICS for project formulation and to Bank for project sanction. The amount specified can be spent on publicity, arrangement and other necessary expenses for organizing such camps, which will be communicated by KVIC in their guidelines separately.

14.2 Mandatory activities to be undertaken in the awareness camps:

(i) Publicity through banners, posters, hoardings and press advertisements in local newspapers.

(ii) Presentation on the scheme by KVIC/KVIB/DIC officials.

(iii) Presentation by Lead Bank of the area.

(iv) Presentation by successful PMEGP/REGP Entrepreneurs.

(v) Distribution of sanction letters to PMEGP entrepreneurs who have been sanctioned the project by Bank.

(vi) Press conference

(vii) Collection of data (in the prescribed format) from the potential beneficiaries, which will include information like profile of beneficiaries, skills possessed, background and qualifications, experience, project interested in, etc. For ascertaining the training (as described in para 12 of the guidelines) a committee consisting of representatives of Lead Bank, KVIC, KVIB, DIC and Principal, MDTC will shortlist the beneficiaries and send them for orientation and training. They will also be sent to RICS and Banks for project formulation and project sanction, respectively.

viii) A **Shelf of Projects** for consideration under PMEGP, prepared by KVIC has already been circulated by KVIC/Ministry to some of the prominent State Industries Secretaries and Banks including State Bank of India, Central Bank of India, Canara Bank, Allahabad Bank and Union Bank of India. For any further inclusion of projects in the shelf already prepared, KVIBs and DICs shall forward the details of such projects to KVIC. KVIC will in turn, expand the Shelf of Projects, in due course, in consultation with Banks, KVIBs and DICs, by utilizing the provisions in 'Training and Orientation' under forward and backward linkages.

(ix) Marketing Support

(a) Marketing support for the products, produced by the units under PMEGP may be provided through KVIC's Marketing Sales outlets, as far as possible. KVIC will reserve the right to provide such a support based on quality, pricing and other parameters to be separately circulated by KVIC to KVIBs/DICs.

(b) Besides the above, Exhibitions, Workshops at District/State Zonal/National and International levels, Buyer-Seller Meets, etc., will be arranged for the benefit of PMEGP beneficiaries by KVIC.

15. Workshops

a) Objectives

(i) To brief potential beneficiaries about benefits under the PMEGP Scheme and other KVIC Schemes like PRODIP, SFURTI, etc.

(ii) To create a Data Bank of PMEGP units regarding products produced, services /business activity details, production, supply capacity, present marketing set up employment and project cost, etc.

(iii) To interact with PMEGP entrepreneurs to obtain feed back about the units, their problems, support required, success stories etc.

(iv) To involve experts in marketing and export to support PMEGP units in these areas.

Note: (i). It should be ensured that a minimum number of 200 prospective entrepreneurs participate in the Workshop.

(ii) One State level Workshop for KVIC and one for DIC are permissible.

(iii) KVIC and DIC may consider organizing these Workshops jointly in a specific State

(iv) One representative of KVIC and DIC will participate in each Workshop.

b) The State Level Workshop will include the following activities:

(i) Presentation of PMEGP Scenario of the State.

(ii) Presentation of views of Banks on PMEGP by senior officials of lead Bank in the State.

(iii) Sharing of experience and success stories by PMEGP/REGP entrepreneurs, providing special emphasis to entrepreneurs belonging to special categories.

(iv) Briefing about support Schemes of KVIC like Product Development, Design Intervention and Packaging (PRODIP), Rural Industrial Service Centres (RISC), Scheme of Fund for Regeneration of Traditional Industries (SFURTI), Micro and Small Enterprises Cluster Development Programme (MSECDP), Credit Linked Capital Subsidy Scheme for Technology Upgradation (CLCSS), Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTSME), etc.

(v) Briefing about support schemes related to cluster and marketing by NABARD and SIDBI.

(vi) Utilizing the services of NYKS, MWCD, AWWA for involving the rural youth, weaker sections, women, minorities, ex-servicemen, physically challenged, war widows in PMEGP.

(vii) Presentation on Domestic and Export Market Potential available, by Marketing experts.

(viii) Open house discussion with PMEGP entrepreneurs on implementation issues, constraints encountered, further supports required, etc., and arriving at possible solutions.

(ix) Data collection of PMEGP entrepreneurs in the prescribed format.

(x) Arranging the exhibition cum sale of PMEGP products.

(xi) Formation of PMEGP Federation.

(xii) Press conference.

(c) KVIC will be co ordinating these workshops and will get the annual calendar of workshops approved by the Ministry, in advance.

16. Exhibitions

PMEGP Exhibitions will be organized by KVIC at National, Zonal, State and District Levels and special exhibitions for North Eastern Zone in co ordination with KVIBs and DICs, to promote products produced by PMEGP units. KVIC will get the annual calendar of exhibitions to be conducted at various parts of the country, approved by the Ministry in advance. Separate pavilions will be provided for display of products produced by units set up through KVIBs/DICs. Separate logos and nomenclature for rural entrepreneurs and urban entrepreneurs will be worked out by KVIC/KVIBs/DICs. For example, for rural PMEGP exhibitions nomenclatures like GRAMEXPO, GRAMUSTAV, GRAM MELA, etc., may be used. KVIC, in coordination with KVIBs and DICs will be organizing one district level exhibition (per district), one State level exhibition and one Zonal level exhibition, annually.

17. Participation in International Exhibitions

Participation by PMEGP units is envisaged in International Exhibitions like India International Trade Fair (IITF), etc., for developing their export market. KVIC will organize participation in the international exhibitions in coordination with KVIBs and DICs and will seek the list of willing units from KVIBs and DICs. KVIC will ensure that the units desirous of participating in the fair, set up through KVIBs and DICs are considered judiciously on the basis of merit, variety and quality of the products. A maximum amount of Rs. 20 lakh will be provided to meet expenditure on rental charges for pavilion, fabrication of stalls and towards display, demonstration etc.

KVIC may meet the rest of the expenditure out of its regular marketing budget provisions.

18. Bankers Review Meetings

PMEGP is a bank driven scheme and the final sanction of project and release of loan is done at the level of concerned Bank. It is therefore imperative that KVIC, KVIBs and DICs interact regularly with the higher officials of Bankers at District/ State/National level to ensure that the bottle necks, if any, in implementation, are resolved, outcomes are effectively achieved and targets are met. Bankers Review Meeting at following levels shall be organized as below:

(i) **Lead District Managers Meet (LDM)**: This will be organized by State Office and Divisional Office of KVIC jointly with KVIB and DIC. The focus of the meeting will be to inform and educate the bank officials at LDM level about PMEGP and regularly monitor and review the implementation of the scheme. The meeting will be held on quarterly basis.

(ii) **Zonal review meeting**: To review and monitor the PMEGP scheme, zonal review will be conducted quarterly by KVIC in 6 zones where representatives of KVIC, KVIB and DIC will participate in the review. Concerned Bank officers will also be invited.

(iii) **Top level Bankers Meeting**: KVIC will organize the Top Level Bankers meeting half yearly (in June and December) so that proper monitoring can be done at the beginning and towards the end of the financial year. CMDs/Senior Executives of nationalized Banks, representatives from Ministry of MSME, State DICs and KVIBs will participate in the National level Bankers meeting which will be chaired by CEO, KVIC. All the States/UTs will be invited in two groups and KVIC will ensure that around half of the States/UTs' representatives (of KVIBs and DICs) participate in each of these half yearly review meetings. The meeting will focus on reviewing the targets and will examine the issues related to policy decisions relating to banks for the implementation of PMEGP.

19. Orientation and Training under PMEGP

The staff and officers of KVIC, KVIB, DIC and concerned agencies have to be sensitized on the operational modalities of PMEGP which can be imparted in the 'one day training workshops' to be conducted throughout the country at State / District levels by KVIC (in coordination with KVIBs) and DICs. 40 such programmes per year will be organized by KVIC and DICs (each). KVIC and DICs may organize such training workshops jointly, wherever feasible, on the basis of guidelines to be issued by KVIC separately, for this purpose.

20. TA/DA of Staff and Officers

The officers of KVIC, KVIBs and DICs will carry out relevant field visits and monitoring activities of PMEGP. A provision of Rs. 1 crore per year is proposed towards TA/DA of staff and officers for monitoring and reviewing PMEGP, which includes administrative expenses like stationery, documentation, contingencies, etc., and around 40% of this amount can be earmarked for DICs. KVIC will issue separate guidelines incorporating the detailed modalities of certification of the expenditure, laying down the norms for such field visits so as to optimally utilize the assistance and ensure economy in expenditure.

21. Publicity and promotional activities

21.1 PMEGP should be popularized through aggressive publicity campaigns including posters, banners, hoardings, radio jingles, television messages, advertisements in local papers, press conferences, also involving VVIPs and distinguished guests in major events of PMEGP.

21.2 Release of advertisement/publicity for PMEGP.

Advertisement will be issued /published in English, Hindi and local language newspapers. For District level events, quarter page advertisement will be released and for State level events, half a page advertisement will be released.

Keeping in view the significance of publicity and promotional activities required to be undertaken for PMEGP, an amount of Rs.16 Crore will be allocated during the four years period. 25 % of funds will be earmarked by KVIC to DICs for release of advertisement/ publicity of the Scheme, in accordance with the guidelines framed by KVIC while ensuring maximum coordination and synergy of efforts with KVIBs and DICs.

22. MIS Package, Application Tracking System, E-Portal and other supporting packages

22.1 E-governance is a vital requirement for effective monitoring and reviewing of the scheme. In addition, data base of existing REGP beneficiaries as well as PMRY have also to be documented. A separate PMEGP website will be constructed by KVIC, including all the relevant linkages with Ministry of MSME, State KVIBs, DICs, NIC and Banks, providing all the necessary information. Application tracking system will also be introduced by KVIC in coordination with KVIBs / DICs for PMEGP beneficiaries. In addition Rural Industrial Consultancy Services (RICS)'s software package for project preparation of KVIC will be extended to all training centers in the country for assisting potential beneficiaries to prepare project under PMEGP. A separate provision is available under forward-backward linkages for the purposes for use by KVIC.

22.2. KVIC will issue further guidelines in regard to utilization of funds for the purposes outlined in the backward and forward linkages by ensuring proper documentation etc., from KVIBs and DICs. Proper account of the expenditure in this regard will be maintained by State/KVIBs/DICs and monitored by KVIC regularly.

23. Proposed Estimated Targets under PMEGP

23.1 The following estimated targets have been proposed under PMEGP during the four years, i.e., from 2008-09 to 2011-12.

Year	Employment (in Nos)	Margin Money (subsidy)(Rs.crore)
2008-09	616667	740.00
2009-10	740000	888.00
2010-11	962000	1154.40
2011-12	1418833	1702.60
Total	3737500	4485.00

Note:
1. An additional amount of Rs.250 crore has been earmarked for backward and forward linkages.
2. To begin with, the targets would be distributed between KVIC (including State KVIBs) and State DICs in the ratio of 60:40 to ensure comparatively greater emphasis to micro enterprises in rural areas. The margin money subsidy would also be allocated in the same ratio. DICs will ensure that at least 50% of the amount allocated to them will be utilized in the rural areas.
3. The annual allocation of targets would be issued State-wise to the implementing agencies.

23.2 Criteria for distribution of targets under PMEGP

The following are the broad suggested criteria for distribution of state-wise targets:

(i) Extent of backwardness of State;
(ii) Extent of unemployment;
(iii) Extent of fulfillment of targets under PMRY and REGP in 2007-08;
(iv) Extent of recovery of loans under PMRY and REGP in 2007-08;
(v) Population of State/Union Territory; and
(vi) Availability of traditional skills and raw material.

23.3 KVIC will assign targets to State KVIC Directorates/ KVIBs and State Governments. Target at District levels will be decided by State Level Bankers Coordination Committee. SLBCC will ensure that targets are evenly distributed within each district. The State-wise targets in respect of KVIC/KVIBs will be made available by KVIC to SLBCC where overall allocation of district-wise targets will be decided. Any modification of the targets for which KVIC is directly responsible will be permitted only with the concurrence of the Ministry. KVIC will identify the Nodal Bank Branches in consultation with State Governments and place the Margin Money (subsidy) with these branches both for rural and urban areas. For assigning the targets of subsidy and other parameters (number of units, employment opportunities, etc.) to KVIC Directorates / KVIBs, KVIC will adopt the criteria of rural population of the State, backwardness of the State (based on 250 backward districts identified by Planning Commission) and past performance of the State under REGP Scheme for deciding the targets as per weightages given below. Similarly, for assigning the targets to DICs, KVIC will adopt the criteria of backwardness of the State (based on 250 backward districts identified by Planning Commission), urban unemployment level (as reflected in the Planning Commission's report (2002) on 'Special Group on targeting ten million employment opportunities per year' and rural population of the State. From the second year (i.e., 2009-10) onwards, the performance of PMEGP during the previous year(s) will also be given appropriate weightage, for deciding the targets. The approximate weightages to be assigned for determining the targets to the implementing agencies are given below.

Criteria	Weightage for determining targets	
	KVIC/KVIBs	DICs
1. Rural Population of the State	40 %	30 %
2. Backwardness of the State	30 %	40 %
3. Urban Unemployment level	-	30 %
4. Past performance of REGP	30 %	-

24. Rehabilitation of Sick Units

Sick units under PMEGP for their rehabilitation will be linked with RBI's Guidelines for rehabilitation of sick small scale industrial units issued to all Scheduled Commercial Banks vide their letter RPCD.No.PLNFS.BC.57/06.04.01/2001-2002 dated 16th January, 2002.

25. Registration

Registration with the KVIC/KVIBs/State DICs under the Scheme is voluntary. No registration fee will be charged from the beneficiaries and the funds available under Forward and Backward linkage will be utilized to meet expenses on documentation cost, etc.

Beneficiary will submit quarterly report about production, sales, employment, wages paid etc. to the State/Regional Director of the KVIC/KVIB/State DIC, and KVIC will in turn analyze and submit a consolidated report to the Ministry of MSME, every six months.

26. Role of Private Sector (Scheduled, Commercial / Co-operative) Banks in the implementation of PMEGP

The Scheme will also be implemented through the Private Sector Scheduled Commercial Banks/Co-operative Banks on selective basis, after verification of intending Banks' last 3 years' Balance Sheet and ascertaining quantum of lending portfolio. Margin Money (subsidy) portion will be paid on actual reimbursement basis to the Banks by KVIC.

27. Monitoring and evaluation of PMEGP

27.1 Role of Ministry of MSME

Ministry of MSME will be the controlling and monitoring agency for implementation of the scheme. It will allocate target, sanction and release required funds to KVIC. Quarterly review meeting will be held in the Ministry on the performance of PMEGP. CEO, KVIC, Principal Secretaries / Commissioners (Industries) responsible for implementation of the Scheme in States through DICs, Representatives of State KVIBs and Senior officials of Banks will attend the meeting.

27.2 Role of KVIC

KVIC will be the single Nodal Implementing Agency of the Scheme at the National level. CEO, KVIC will review the performance with State KVIBs, DICs and Banks every month and submit a monthly performance report to the Ministry. The report will include the component wise details of beneficiaries indicating the amount of the Margin Money (subsidy) allotted, employment generated and the projects set up. KVIC will ensure that the margin money (subsidy) is utilized as per the sub component plans approved for SC, ST, Women, etc. The targets and achievement will also be monitored at the Zonal, State and District levels by the Dy.CEOs, Directors of KVIC and the Commissioner /Secretary of Industries (DIC), of the States concerned. The existing REGP units will continue to be monitored by the KVIC as hitherto fore, and separate monthly report submitted directly to Ministry of MSME.

27.3 Role of State Governments / Union Territories

The Scheme will be reviewed half yearly by Chief Secretary of the State. Representatives KVIC, Ministry of MSME, State Director (KVIC) CEO, KVIB, Secretary / Commissioner (Industries) of the State, Senior Officials of the Banks and other officials concerned will attend the meeting. State Governments {Commissioners / Secretaries (Industries)} will forward their monthly reports to KVIC, specifying the component wise details of beneficiaries indicating the amount of the Margin Money (subsidy) allotted, employment generated and the projects set up, which will be analyzed, compiled and consolidated by KVIC and a comprehensive report forwarded to Ministry every month. The existing PMRY units will continue to be monitored by the State DICs, as hitherto fore, and report submitted directly to Ministry of MSME.

28. Evaluation of the Scheme

A comprehensive, independent and rigorous evaluation of the scheme will be got done after two years of its implementation. Based on the findings of the evaluation study the scheme would be reviewed.

29. Negative List of Activities

The following list of activities will not be permitted under PMEGP for setting up of micro enterprises/ projects /units.

a) Any industry/business connected with Meat(slaughtered),i.e. processing, canning and/or serving items made of it as food, production/manufacturing or sale of intoxicant items like Beedi/Pan/ Cigar/Cigarette etc., any Hotel or Dhaba or sales outlet serving liquor, preparation/producing tobacco as raw materials, tapping of toddy for sale.

b) Any industry/business connected with cultivation of crops/ plantation like Tea, Coffee, Rubber etc. sericulture (Cocoon rearing), Horticulture, Floriculture, Animal Husbandry like Pisciculture, Piggery, Poultry, Harvester machines etc.

c) Manufacturing of Polythene carry bags of less than 20 microns thickness and manufacture of carry bags or containers made of recycled plastic for storing, carrying, dispensing or packaging of food stuff and any other item which causes environmental problems.

d) Industries such as processing of Pashmina Wool and such other products like hand spinning and hand weaving, taking advantage of Khadi Programme under the purview of Certification Rules and availing sales rebate.

e) Rural Transport (Except Auto Rickshaw in Andaman & Nicobar Islands, House Boat, Shikara & Tourist Boats in J&K and Cycle Rickshaw).

CHAPTER – 14

(MANUAL – 13)

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 Pradhan Mantri Rozgar Yojana, 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

(MANUAL –14)

Information available in electronic form

15.1 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.

(vi) Activities under International Cooperation. (vii) Training Institutions

(viii) Status of Applications.

(ix) Notifications.

(x) Citizen's Charter

(xi) Publications

(xii) Entrepreneurs Gateway

(xiii) Useful Links

CHAPTER – 16

(MANUAL 15)

Particulars of the facilities available to citizens for obtaining information

16.1 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.

16.2 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,
   Gate No. 4, Ground Floor,
   Nirman Bhavan,
   New Delhi – 110 011
   Tel. No. 91(11)23069219

2. **Grievance Cell, Deputy Secretary,**
   Ministry of Micro, Small and Medium Enterprises,
   Room No. 123, Udyog Bhavan,
   New Delhi – 110 011.

CHAPTER -17

(MANUAL – 16)

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

No. 12(5)/2008-CDN
Government of India
Ministry of Micro, Small and Medium Enterprises
(Coordination Section)

Udyog Bhavan, New Delhi-110011.
Dated the 25th August, 2014.

OFFICE ORDER

Subject:- Appointment of CPIO and Appellate Authority – regarding.

In pursuance of Section 5(1) & (2) and 19 (1) of the Right to Information Act, 2005 and in super session of all previous orders on the above mentioned subject, with immediate effect the following officers with the approval of Competent Authority are designated as Central Public Information Officers (CPIOs)/Appellate Authority for the subject mentioned against them in respect of Ministry of Micro, Small and Medium Enterprises:

Sl. No.	Name, Designation and Telephone No. of CPIO (S/Shri)	Name, Designation and Telephone No. of Appellate Authority (S/Shri)	Subject Matter
1.	M.L. Sharma Under Secretary 23063293	Jithesh John Director 23063198	Matters relating to the Public Sector Undertaking, the National Small Industries Corporation Limited (NSIC), Coordination of Plan Budget of SME Division, International Cooperation Scheme.
2.	M.L. Sharma Under Secretary 23063293	A.K. Chaube Deputy Secretary 23061636	Protocol and General Administration.
3.	Dusru Kudada Under Secretary 23063289	A.K. Chaube Deputy Secretary 23061636	Plan Schemes relating to Surveys, Studies and Policy Research and Policy relating to Entrepreneurship Development Institutes (EDIs).
4.	M.K. Mishra Under Secretary 23062573	Samar Nanda Deputy Secretary 23062745	All the matters relating to Agro and Rural Industries like Khadi & Village Industries & Scheme of Fund for Regeneration of Traditional Industries (SFURTI) and Coordination of Plan Budget of ARI Division.
5.	Anil Kumar Under Secretary 23063641	Samar Nanda Deputy Secretary 23062745	Prime Minister's Employment Generation Programme (PMEGP)
6.	Magan Lal	Jithesh John	Nodal Officer for Coordination of all

	Section Officer 23061574 Magan.lal@nic.in	Director 23063198	RTI applications and filing of various reports with Central Information Commission.
7.	K.P. Singh Assistant Director (OL) 23062672	Shrawan Kumar Joint Director (OL) 23062672	Matters relating to Official Language Act.
8.	Smt. Sunita Attri Section Officer 23063641	R.R. Meena Deputy Secretary 23062736	Matters relating to Coir Industry.
9.	B.P. Pant Section Officer 23063643	L. Haokip Director 23061431	Matters relating to Vigilance Section and Cash Section
10.	Sanjeev Kumar Deputy Director	Dr. Sunita Chhibba Economic Advisor 23063142	Matters relating to Rajiv Gandhi Udyami Mitra Yojana (RGUMY) and Economic Division
11.	Smt. Renu Kapoor Section Officer 23062210	L. Haokip Director 23061431	Matters relating to administration and establishment of the Ministry of MSME

2. Shri Anil Kumar, Under Secretary will function as an alternate CPIO for the ARI Division in the absence (long leave/training etc.) of any other CPIO of ARI Division and Shri Dusru Kudada, Under Secretary will function as an alternate CPIO for the SME and Economic Division in the absence (long leave/training etc.) of any other CPIO of SME Division and Economic Division.

CHAPTER -18

(MANUAL – 17)

Other Useful Information

18.1 Frequently Asked Questions by Public and their Answers

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

Ans.: The registration of the MSME units is done by the respective Directors of

Industries and DICs and NSIC. SIDO's (Office of the DC(MSME) Facilitation Counter or NSIC may be contacted for complete guidance in this respect.

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

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

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

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

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

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

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

Details of the schemes are available on Ministry's website **www.msme.nic.in**

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

Ans.: The entrepreneurs are advised to avail the services of the various

Institutions like Tool Rooms, Training Centres and SISIs which comes under the Small Industries Development Organization (SIDO), through its offices located all over India. The details of these offices/ organisations are available at the website of the SIDO www.laghu-udyog.com.

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

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

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

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

18.3 Training imparted to the public by Ministry of Micro, Small & Medium Enterprises?

Entrepreneurship development and training is one of the key elements for the promotion of small scale industries. The Ministry has established three National Institutes, viz., the National Institute for Micro, Small and Medium Enterprise (NIMSME) at Hyderabad, the National Institute of Entrepreneurship and Small Business Development (NIESBUD) at Noida (U.P) and the Indian Institute of Entrepreneurship (IIE) at Guwahati as autonomous bodies. These Institutes conduct training schedules and also undertake research and training for entrepreneurship development in the MSME sector. Interested persons may contact the Institutes directly.

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

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

18.5 Registration process.

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

18.6 Collection of tax by the Ministry.

Not applicable.

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

Not applicable.

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

Details are available on website of the Ministry (**www.msme.nic.in**) and related sites of SIDO (www.laghu-udyog.com or www.smallindustryindia.com), NSIC (www.nsicindia.com) etc.

Suggestions for improvement in the Manual are welcome