



अंडमान तथा निकोबार प्रशासन / ANDAMAN & NICOBAR ADMINISTRATION
जिला उद्योग केन्द्र / DISTRICT INDUSTRIES CENTRE
पोर्ट ब्लेयर / PORT BLAIR

Phone: 03192-232601

Email: dicandaman@gmail.com

Right to Information 2005, 17 Point Manual

Sl.No	Particulars
i.	The particulars of its organization, functions and duties.
ii.	The powers and duties of its officers and employees.
iii.	The procedure followed in the decision making process, including channels of supervision and accountability.
iv.	The norms set by it for the discharge of its functions.
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
vi.	A statement of the categories of documents that are held by it or under its control.
vii.	The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof.
viii.	A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.
ix.	A directory of its officers and employees.
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.
xi.	The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and report on disbursements made.
xii.	The manner of execution of subsidy programmes, including the amount allocated and details of beneficiaries of such programmes.
xiii.	Particulars of recipients of concessions, permits or authorization granted by it.
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form.
xv.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
xvi.	The names and designations and other particulars of the Public Information Officers.
xvii.	Such other information as may be prescribed and thereafter update these publication every year.



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Right to Information 2005, 17 Point Manual

i. The particulars of its organization, functions and duties.

About DIC

The District Industries Centre was setup in the year 1978 with objective of promotion and development of the Micro, Small and Medium Enterprises. Only one DIC was established to cater to the needs of the entire UT of Andaman and Nicobar Islands. The DIC initially was under the Central Sector, from 1993 onwards it was brought under the State Sector. The DIC has been functioning as a separate entity since 2004 under the Administrative Control Secretary (Industries), A & N Administration.

Mandate

The DIC is a Field Agency engaged in promotion and development of Micro, Small and Medium Enterprises in the Islands. The DIC is the implementing agency (IA) for the newly launched employment generation scheme i.e. Prime Ministers Employment Generation Scheme. The DIC has also been notified for registration of Micro, Small and Medium Enterprises and is the issuing authority for Entrepreneurs Memorandum, Part – I (Provisional Registration) to the industrial units of the Union Territory under Micro, Small and Medium Enterprises Development Act 2006.

Core Works

- Registration of Micro & Small Enterprises(MSMED act 2006)
- Preparation of project profiles/reports.
- Organization of Entrepreneurs Development Programme.
- Conducting Industrial Potential Survey.
- Survey/Census of Registered MSME units in the Islands.
- Conduction of awareness-cum-motivation programme on Self-Employment.
- Implementation of Centrally sponsored Scheme PMEGP.
- Guidance and counseling to Entrepreneurs for promotion of MSMEs.



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Right to Information 2005, 17 Point Manual

ii. The powers and duties of its officers and employees.

OFFICE ORDER NO: 65

Dated: 08/06/2018

In Supersession of all the earlier orders, the following rearrangement and redistribution of work with link arrangement amongst the officers are made w.e.f 01st May, 2018 which are as under :-

1. Smti. Rosie Dass, Functional Manager (Economic Investigation)

1. Implementation of Udyog Aadhar Memorandum.
2. Implementation of PMEGP Scheme.
3. Single Window and Ease of Doing Business.
4. Look after establishment & Administrative work of the organization.
5. Annual Plan and Five Year Plan of the Department.
6. Drawing and disbursing officer for the Establishment.
7. Budget.
8. Census Work.
9. Industrial Potential Surveys.
10. Public Information Officer under RTI Act, 2005.
11. Vigilance Officer of the department.
12. Act as Chairpersons Complaints Committee for dealing with Sexual harassment of women employees at workplace.
13. Act as Public Grievance Officer.
14. Correspondence on complaints received on LG Portal Help Desk.
15. Correspondence on Parliament Question in the subject dealt.
16. Coordination with State Level Inter Institutional Committee of RBI.
17. Implementation of Cluster development and SFURTI Scheme.
18. Loan Appraisal for Bank finance with monitoring of Project Preparation.
19. Any other works assigned to her from time to time.

2. Shri. Arup Majumder, Industries Promotion Officer (Chemical)

1. Implementing officer for Organizing Industrial Motivation Campaign and Awareness Programme/EDP/SDP in various parts of the Islands in collaboration with Departments/PRIs & NGOs.
2. Correspondence on Marketing, Raw Material Industrial Power Tariff, Octroi exemption to MSME Sector.
3. Assist in the work/Industrial Potential Surveys.



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Right to Information 2005, 17 Point Manual

4. Regular Field visit to the Islands for Promotion and Development of MSME units.
5. Act as Campus Officer.
6. Act as Nodal Officer(Legal).
7. Coordination of Audit Query/Paras.
8. Implementation & Correspondence with State Pollution Control Board/DRDA.
9. Correspondence with VVIP, Association, NGO/Social activist etc.
10. Participate in the Gram Sabha Meeting.
11. Preparation of the Machinery cataloguer and Price List and update thereof from time to time.
12. Any other works assigned to him from time to time.

3. Shri. Abubacker, Industries Promotion Officer (Handicrafts)

1. Processing of Udyog Adhaar Memorandum.
2. Policy and guidelines related to MSME sector.
3. Implementing officer for conduct of Census work/Industrial Potential Surveys.
4. Act as APIO under RTI Act 2005 apart from Maintaining Registers, preparation of Monthly/Quarterly/Annual Reports to be sent to the A & N Administration.
5. Visit to North & middle Andaman of duty-cum-tour for promotion and development of Industrial Activities and implementation of other schemes of the Department.
6. Compilation of Statistical data/information and furnishing, Monthly/Quarterly/Annual Reports to Administration/other Agencies and Ministries.
7. Correspondence on Parliament Question on the subject dealt by him.
8. Any other work assigned to him from time to time.

4. Shri. K.Jai Kumar, Industries Promotion Officer (Economic Investigator)

1. Nodal Officer/PMEGP Scheme/Margin Money Scheme/Backward Forward Linkages.
2. Inspection of PMEGP Units and Prepare the updated records of the Units.
3. Conduct of Recovery Drive of PMEGP Loanees.
4. Correspondence on Annual Plan and Five Year Plan programme of the department.
5. Purchase officer for procurement of stores and stationeries of Department through GeM.
6. Nodal Officer for Official Language (Hindi).
7. Act as vehicle in-charge.
8. Advertisement through Print/Electronic Media for wide publicity of the various schemes. Census works & Industrial Potential Survey Work.
9. Parliament Question on the subject dealt by him.
10. Act as Nodal Officer records.
11. Implementation of Stand up Scheme.
12. Any other work assigned to him from time to time.



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Right to Information 2005, 17 Point Manual

6 . Shri. P.G. Abhilash, Industries Promotion Officer(Credit)

1. Implementation of Single Window clearance and Ease of Doing Business.
2. Implementing officer for Start-Up India.
3. Act as Nodal Officer (IT).
4. Preparation of Technical report/E-PRAGATI, E-SAMIKSHA/ Annual General Administrative Report/Republic & Independence Report/ Speech of the Department for submission to Administration.
5. Assist in Census Work & Industrial Potential survey.
6. Correspondence on SLIIC/NABARD, DRDA and RBI and other Banks and financial institutions.
7. Identification of incipient of Sickness and rehabilitation of industrial units.
8. Any other work assigned to him from time to time.

7. Shri. Jwaharlal Das, Economic Investigator

1. Assist in the Implementing of PMEGP Scheme.
2. Preparation of Monthly/Quarterly & Annual Report of PMEGP/DIC.
3. Maintenance of records/register under PMEGP/Margin Money/Backward & Forward/ Success shows.
4. Conduct of recovery drive of PMEGP loanees.
5. Preparation of the Project Profile of the viable activities and project report of PMEGP beneficiaries.
6. Assist in organizing Industrial Motivation Campaigns and Awareness Programmes/EDP/SDPs in various parts of the Islands in association with PRI, NGO/ Line Department etc.
7. Assist in Census work/ Industrial Potential Survey.
8. Collection/ Compilation and analysis of economic/financial statistical data from unit bank/ financial institution and preparation of report.
9. Correspondence related to UTLBC/UTLCC/DLRC/BLBC meetings.
10. Visit of PMEGP units, collection of data, completion and preparation of success shows.
11. Any other work assigned to him from time to time.



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Right to Information 2005, 17 Point Manual

The Link Arrangements Shall be as follows:

SL. NO	Name of Officer	Link Officer
1	Smti. Rosie Dass ,Functional Manager(Economic Investigator)	Shri. Arup Majumder, Industries Promotion Officer(Ch.)
2	Shri. Arup Majumder, Industries Promotion Officer(Ch.)	Shri. Abubaker, Industries Promotion Officer(H)
3	Shri. Abubaker, Industries Promotion Officer(H)	Shri. Arup Majumder, Industries Promotion Officer(Ch.)
4	Shri. K. Jai Kumar, Industries Promotion Officer(EI)	Shri. P.G. Abhilash, Industries Promotion Officer(Cr.)
5	Shri. P.G. Abhilash, Industries Promotion Officer(Cr.)	Shri. K. Jai Kumar, Industries Promotion Officer(EI)
6	Shri. Jwaharlal Das, Economic Investigator	Shri. P.G. Abhilash, Industries Promotion Officer(Cr.)

All the officers should be well versed with the website for online filling of Udyog Aadhar and PMEGP application.

This has the approval of Competent Authority.

-sd-
(Rosie Dass)
Functional Manager (EI)
(F.No.2-28/DIC/2007)



Right to Information 2005, 17 Point Manual

- iii. The procedure followed in the decision making process, including channels of supervision and accountability.

Receipt of proposal

Proposal seen and marked
to concerned DA by
Administrative Officer or
HOD

Proposal placed on file by
Dealing Assistant (DA)

Proposal is dealt and put
up by EI's and or IPOs to
Functional Manager

Functional Managers examine the
proposal scrutinized by EI or IPO and
record observation for approval or
rejection by General Manager

General Manager approves or rejects the
proposal. In case the proposal is beyond the
administrative capacity of HOD then it is
sent to Secretary (Industries)



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Right to Information 2005, 17 Point Manual

iv. The norms set by it for the discharge of its functions.

CITIZENS CHARTER

Sl. No.	Services / Works being provided	Documents required	Officer(s) responsible for disposal of the services	Time frame for disposal	Punitive Action	Appellate Officer
1	Online Udyog Aadhaar Memorandum under MSMED Act-2016	www.udyogaadhaar.gov.in	Functional Manager	Real Time Application	NA	General Manager DIC, Port Blair
2	Implementation of Prime Ministers Employment Generation Programme (PMEGP). (South Andaman Urban area, Swaraj dweep, Shaheed Dweep and Nancowry group of Islands under Nicobar District Processing of online loan applications received through www.kviconline.gov.in after issue of pressrelease, inviting	1. Online application through the website www.kviconline.gov.in in prescribed format along with recent photograph. 2. Consent letter from concerned Bank. 3. Proof of residency / Population certificate (if applicable) 4. Proof of ownership of location of activity. 5. Copy of Educational Certificate / Work experience. 6. Copy of Caste / Category Certificate. 7. Copy of licenses/registration (if applicable)	Functional Manager	21 days	Failure to deliver the services within stipulated time shall pay cost at the rate of Rs.10.00 per day for the period of delay subject to maximum Rs.200.00 per application	General Manager DIC, Port Blair



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Right to Information 2005, 17 Point Manual

<p>application through local Prints/Electronic Media, Awareness Campaign etc and sponsoring of loan proposals to the financing bank.</p>	<p>8. In-case of Society/Trust/Cooperative Society, the copy of Registration Certificate, Bye-Laws, Resolution passed for obtaining loan under PMEGP.</p> <p>9. Price list/Quotation of Plant & Machinery/Equipments including Raw materials proposed to be used in the project.</p> <p>10. Project Report of the concerned activity.</p> <p>11. Copy of EDP Certificate, in case the Entrepreneur had already undergone EDP Training for a period not less than 10 days.</p> <p>12. Income Tax Return for last one year in-case of second loan for up-gradation.</p> <p>13. Annual Account certificate by Chartered Accountant for last 03 years in-case of second loan for up-gradation.</p> <p>14. Udyog Aadhaar Registration Certificate in-case of second loan for up-gradation.</p> <p>15. Previous sanction letter issued by Bank in-case of Second Loan for up-gradation.</p>				
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Right to Information 2005, 17 Point Manual

		16. Bank certificate/ No dues certificate showing full loan repayment in-case of second loan for up-gradation.				
		17. GST Registration Certificate in-case of second loan for up-gradation.				

***Days means working days, the time frame is stipulated for those applications submitted in full and complete form with all documents. In case of any complaint or re-addressal in matters related to the implementation of Time Frame, you are requested to kindly contact Jt. Secretary & General Manager, District Industries Center, Port Blair, Ph – 232601.**



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Right to Information 2005, 17 Point Manual

v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The rules, regulations, instructions and manuals pertaining to Micro, Small & Medium Enterprises Development Act 2006 and Centrally Sponsored Scheme Prime Ministers Employment Generation Scheme (PMEGP) are governed by instructions issued by the concerned ministry from time to time; the department has no control over it.

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

The following records are held by this department:

1. Register of Entrepreneurs Memorandum issued under MSMED Act 2006.
2. Register of SSI Units Registered under IDR Act 1951.
3. Register of Court Cases.
4. Stock Registers.
5. Service Book of all staff.
6. Personal File of all staff.
7. File Index Register.
8. Office Order Book.
9. Establishment Register
10. Dairy Register
11. Dispatch Register
12. Other General Files
13. Confidential Files
14. TA Advance Register
15. LTC Register
16. Disbursement Register
17. Contingency Bill Register
18. Cash Books
19. Bill Register
20. Public Grievances Related Correspondence.
21. Pension Register
22. Increment Register
23. Roster of Reservation of OBC and ST Posts in DIC, Port Blair.



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Right to Information 2005, 17 Point Manual

24. Incumbency Register
 25. Correspondence on communication received from Member of Parliament.
 26. Correspondence on pending Audit Queries.
 27. Correspondence of disposal of complaints of ST employees.
 28. Register showing details of Adhoc Appointment/Promotions.
 29. Stamp Register
 30. Correspondence on harassment in workplace and disposal of complaints of women employees.
 31. Parliamentary Question File.
 32. Correspondence showing details of pending Disciplinary Cases.
 33. Correspondence on appointment made on compassionate ground.
 34. Correspondence on vigilance cases.
 35. Service Book Movement Register.
- vii. **The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof.**

The policies of the District Industries Center, Port Blair are normally shaped by the decision of the Directorate of Industries, Andaman & Nicobar Administration and by the Ministry of Micro, Small and Medium Enterprises, GOI. In certain situations other competent authorities also prescribe guidelines for action. District Industries Center is the Implementing Agency.



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Right to Information 2005, 17 Point Manual

- viii. **A statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

District Industries Center has one committee under Centrally Sponsored Scheme, Prime Ministers Employment Generation Programme (PMEGP) to monitor the performance on PMEGP scheme on the quarterly basis. The Committee is headed by:

Deputy Commissioner (South Andaman) to monitor the performance on PMEGP scheme on quarterly basis for Port Blair (Urban Area), Swaraj Dweep & Shaheed Dweep.



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Right to Information 2005, 17 Point Manual

ix. A directory of its officers and employees.

Name& Designation	Phone
Rosie Dass Functional Manager(Economic Investigation)	232061/232819
Arup Majumder, Industries Promotion Officer (Chemical)	232601
Abubaker Industries Promotion Officer (Handicraft)	232601
K. Jai Kumar Industries Promotion Officer(EI)	232601
P.G. Abhilash Industries Promotion Officer(Credit)	232601
Jwahaar Lal Das Economic Investigator	232601



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Right to Information 2005, 17 Point Manual

- x. The monthly remuneration received by each of tis officers and employees, including the system of compensation as provided in its regulation.

Name& Designation	Grade pay	Phone
Rosie Dass Functional Manager(Economic Investigation)	5400	69324.00
Arup Majumder, Industries Promotion Officer (Chemical)	5400	59018.00
Abubaker Industries Promotion Officer (Handicraft)	4600	49245.00
K. Jai Kumar Industries Promotion Officer(EI)	4200	41454.00
P.G. Abhilash Industries Promotion Officer(Cr.)	4200	40595.00
Jwahaar Lal Das Economic Investigator	2800	30370.00



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Right to Information 2005, 17 Point Manual

xi. The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and report on disbursements made.

(Rupees in thousands)

HOA	Department	Non Plan	Expenditure	Balance
16	District Industries Center			
16.01	Establishment			
16.01.01	Salaries	17700	3745	13955
16.01.03	Overtime Allowance	0	0	0
16.01.06	Medical Treatment	500	08	492
13.01.11	Domestic Travel Expenses	250	22	228
16.01.13	Office Expenses	1300	21	1279
16.99	Information Technology	50	0	50
16.99.50	Other Charges	19800	3796	16004
48	Motivational Programme	0	0	0
48.00.50	Other Charges	300	0	300
	Total	39900	7592	32308

Updated as on 31.05.2020



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Right to Information 2005, 17 Point Manual

- xii. **The manner of execution of subsidy programmes, including the amount allocated and details of beneficiaries of such programmes.**

The District Industries Center does not provide any subsidy to beneficiaries under PMEGP.

- xiii. **Particulars of recipients of concessions, permits or authorization granted by it.**

District Industries Centre does not grant any concessions, permits or authorization.

- xiv. **Details in respect of the information, available to or held by it, reduced in an electronic form.**

District Industries Center, Port Blair has not reduced information available with it in electronic form.

- xv. **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

- Working Hours of District Industries Center is from 8.30 a.m. to 01.00 pm, 01.30 pm to 05.00 pm.
- There is no facility of reading room or library in the premises for public use.

- xvi. **The names and designations and other particulars of the Public Information Offices.**

Sl. No	Name & Designation of the Official	Designated As	T.No – FAX No	Jurisdiction	Appellate Authority	T.No/FAX No
1.	Smti. Rosie Dass, Functional Manager (E.I.)	Public Information Officer	232601	All matters related to DIC	General Manager, DIC	9434280291 /232601 (o)/ 232819 (o)
2.	Shri. Abubaker, Industries Promotion Officer	Assistant Public Information Officer	232601	All matters related to DIC		



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Right to Information 2005, 17 Point Manual

xvii. Such other information as may be prescribed and thereafter update these publication every year.

All information related to Chapter-II, Section 4(1) (b) of the Right to Information Act 2005 will be updated regularly and the department also undertakes to ensure that all information relevant for citizens will be made available.
