



भारत सरकार

GOVERNMENT OF INDIA

सूक्ष्म , लघु और मध्यम उद्यम मंत्रालय

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

विकास आयुक्त का कार्यालय

OFFICE OF DEVELOPMENT COMMISSIONER

सूचना पुस्तिका

(सूचना का अधिकार अधिनियम, 2005 में निहित प्रावधानों के
अनुसार प्रकटन)

INFORMATION HANDBOOK

(Disclosure as per provisions contained in the Right to Information
Act, 2005) ([https://cic.gov.in/sites/default/files/RTI-
Act_English.pdf](https://cic.gov.in/sites/default/files/RTI-Act_English.pdf))

2020-21

विकास आयुक्त का कार्यालय (एमएसएमई)

"ए" विंग सातवां तल, निर्माण भवन,

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OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)

"A" Wing 7th Floor, Nirman Bhawan,

New Delhi-110108, PABX No-011-23063800

www.dcmsme.gov.in

**Contact details of Transparency Officer (RTI) and Nodal Officer
(RTI) in respect of
Office of the Development Commissioner (MSME)**

| Authority under RTI Act | Name (S/Sh)/w.ef | Designation | Contact details |
|--------------------------------|--|-------------------------|---|
| Transparency Officer | D. P. Srivastava (w.e.f 12 July 2019) | Deputy Director General | Tel (O): 011-23061277 Mob: 8586926336 e-mail: dprasad.s@nic.in |
| Nodal Officer | Dr. O. P. Mehta (w.e.f 29 June 2018) | Director | Tel (O):011-23063363 Mob: 9717044552 e-mail: opmehta@dcmsme.gov.in |

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CHAPTER-1

INTRODUCTION

Office of the Development Commissioner (Micro, Small & Medium Enterprises) [O/o DCMSME], Ministry of MSME, Government of India is located at A-Wing 7th Floor, Nirman Bhawan, New Delhi-110108. It is headed by the Additional Secretary & Development Commissioner (MSME). The Office of the Development Commissioner (Micro, Small & Medium Enterprises) assists the Ministry in formulating, co-coordinating, implementing and monitoring different policies and programmes for the promotion and development of MSMEs in the country.

In addition, it provides a comprehensive range of common facilities, technology support services, marketing assistance, etc. through its network of 32 Micro, Small and Medium Enterprises -Development Institutes (MSME-DIs); 27 Branch MSME-DIs; 4 MSME Testing Centres (MSME-TCs) and 7 MSME-Testing Stations (MSME-TSs). The Office of DC (MSME) also operates a network of existing 18 Tool Rooms and Technology Development Centres (Technology Centres) (including 2 Footwear Training Institutes) which are autonomous bodies registered as Societies under the Societies Act. There are 37 Extension Centres of existing Technology Centres as well spread across the country. The Office implements a number of schemes for the MSME sector, the details of which are available on the website of the office at www.dcmsme.gov.in.

Vision

To unlock the potential of India's MSMEs sector in the endeavour for becoming the growth engine for the economy with the vision of reaching \$5 tn and generating mass employment and becoming dominant player of Atmanirbhar Bharat

Mission

Office of the Development Commissioner (MSME) supports the MSME sector in the endeavours of formalization, access to knowledge services, improving competitiveness, reducing imports, availability of skilled manpower, access to latest technology and marketing.

Key Objectives and Functions

The main services rendered by DC (MSME) office are:

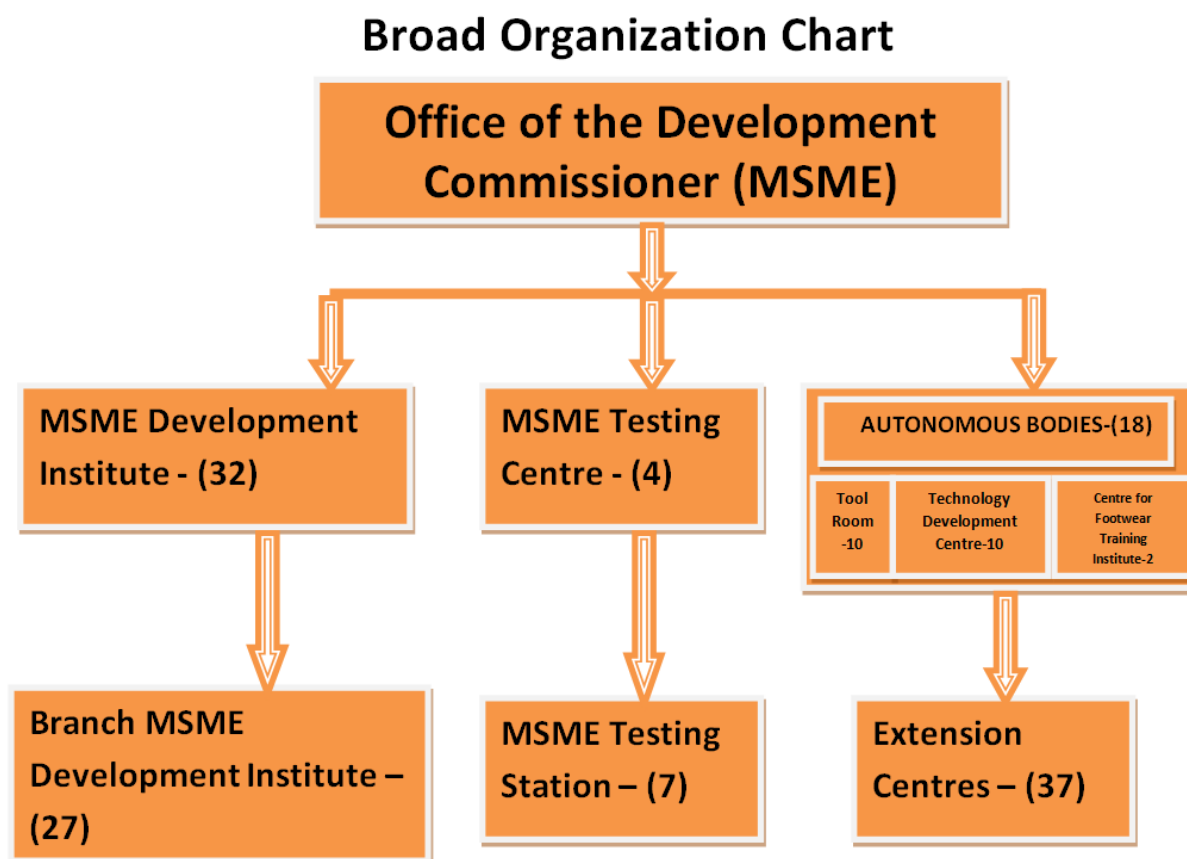
1. Advising in policy formulation for the promotion and development of MSMEs.
2. Providing techno-economic and managerial consultancy, common facilities and extension services to MSMEs.
3. Providing facilities for technology upgradation, modernisation, quality improvement and infrastructure.
4. Developing Human Resources through training and skill upgradation.
5. Facilitating cluster development as a vehicle for MSME Ecosystem development.
6. Providing economic information services.

7. Maintaining a close liaison with the Central Ministries, NITI Aayog, State Governments, Financial Institutions and other Organisations concerned with development of MSMEs.
8. Evolving and coordinating Policies and Programmes for development of MSMEs as ancillaries to large industries including CPSUs.
9. Enhancing trade competitiveness to ensure increase in share of export basket.
10. Increasing access to credit.

CHAPTER-2

PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

Office of Development Commissioner (MSME) has a vast existing network of field organisations and institutes across the country which operates according to the aims, objectives and guidelines laid down by Development Commissioner (MSME). Broad Organization Chart of existing network of organisations is shown as under:



Apart from above, a number of other Centres are in establishment stage which includes the 15 new Technology Centres under TCSP Scheme, 20 new Technology Centres under TCEC/Hub & Spokes Scheme and 100 new Extension Centres under TCEC/Hub & Spokes Scheme spread across the country.

Particulars of Powers and Duties

The Ministry of Micro, Small and Medium Enterprises (M/o MSME) is the administrative Ministry in the Government of India for all matters relating to Micro, Small and Medium Enterprises (MSMEs). It designs and implements policies and programmes through its field organisations and attached offices for promotion and growth of MSME sector.

The Office of the Development Commissioner (MSME) is an attached office of the Ministry of MSME, and is the apex body to advise, coordinate and formulate policies and programmes for the development and promotion of the MSME Sector. The office also maintains liaison

with Central Ministries and other Central/State Government agencies/organisations financial institutions.

1) General

1) The O/o DCMSME, headed by the Additional Secretary & Development Commissioner (MSME), is one of the apex bodies of the Government of India, Ministry of Micro, Small and Medium Enterprises (MSME), to assist the Government in formulation of policies and programmes, projects, schemes, etc., for the promotion and development of MSMEs in the country and also coordinating and monitoring the implementation of these policies and programmes, etc. Promotion and development of MSMEs is primarily the responsibility of the States and Union Territories (UTs) and the role of the Central Government (including the DC(MSME) in this field is to aid and assist the States/UTs in this Endeavour.

2) DC (MSME) functions through a network of MSME-DIs (formerly SISIs), Branch MSME-DIs (formerly Branch SISIs), MSME Testing Centres (formerly RTCs), MSME Testing Stations (formerly FTSs) and autonomous bodies. It renders services such as: -

- Advising the Government in policy formulation for the promotion and development of MSMEs and business entities.
- Providing techno-economic and managerial consultancy, common facilities and extension services to MSMEs.
- Providing facilities for technology up gradation, modernization, quality improvement and infrastructure of/for MSMEs.
- Developing human resources through training and skill up gradation of MSMEs as well as its own manpower.
- Providing economic information services to the Government and MSMEs.
- Maintaining liaison with other Central Ministries, NITI Aayog, State Governments and other organisations concerned with development of MSMEs.

3) Over the years, DCMSME has served a useful purpose as a catalyst of growth of MSMEs through its countrywide and varied network of specialized field organizations.

B) National Board for Micro, Small and Medium Enterprises (NBMSME)

1) National Board for Micro, Small and Medium Enterprises (NBMSME) has been established as per provisions contained in the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006. The functions of the NBMSME include examining the factors affecting the promotion and development of Micro, Small & Medium Enterprises and reviewing the policies and programmes of the Central Government in regard to facilitating the promotion and development and enhancing the competitiveness of such enterprises and the impact thereof on such enterprises.

2) Hon'ble Union Minister of the Ministry of MSME, Government of India is the ex-officio Chairman of the Board. Hon'ble Union Minister of State is the ex-officio Vice -

Chairperson of the Board. The Board comprises Ministers In-charge of MSME of State Governments, Members of Lok Sabha/Rajya Sabha, Secretaries of various Departments of Government of India, and heads/senior representatives of financial institutions, industry associations and eminent experts in the field and meets periodically.

C) MSME- Development Institute (MSME-DI) [Formerly Small Industries Service Institutes (SISIs)]

➤ There are 32 MSME- Development Institutes (MSME-DI) (Formerly SISIs) and 27 Branch MSME Development Institute (Formerly SISIs) set up in States all over the country. The main activities of these institutions are as follows:

- Assistance/consultancy to prospective entrepreneurs.
- Assistance/consultancy rendered to existing units.
- Preparation of State Industrial Profiles.
- Preparation/updation of District Industrial Potential Surveys.
- Project profiles.
- Entrepreneurship development programmes.
- Motivational campaigns
- Management development programmes
- Skill development programmes
- Export promotion
- Common facility workshop/lab.
- Intensive technical assistance
- Linkage with State Govt. functionaries
- Market surveys
- Other action plan activities assigned by Headquarters

D) MSME Testing Centres [Formerly Regional Testing Centres (RTCs)]

MSME Testing Centres at New Delhi, Mumbai, Kolkata and Chennai offer testing facilities to the MSMEs engaged in the production of different products including the export worthy products. These Centres are equipped with modern sophisticated indigenous and imported machinery and equipment for testing in various disciplines of mechanicals, chemical, metallurgical and electrical industries. These Centres provides performance testing, type testing, acceptance testing, calibration services and development of processes for various products. These Centres are accredited to Bureau of Indian Standards and National Board of Accreditation for Laboratories and Calibration.

Functions

These Testing Centres besides rendering testing facilities assist in:-

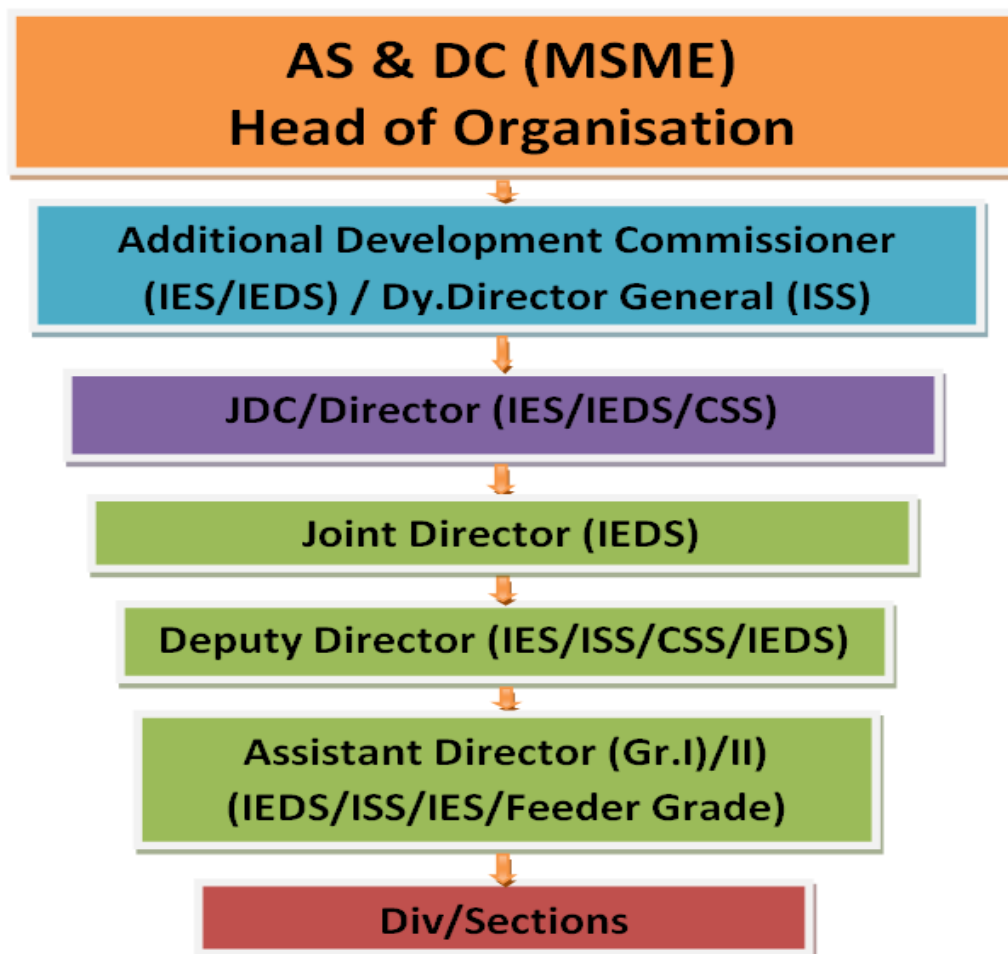
- Quality up gradation aspects.
- Training testing and quality control
- Consultancy in testing and quality management.
- Process quality control system

E) MSME Testing Stations [Formerly Field Testing Stations (FTSs)]

MSME Testing Stations at Jaipur, Bhopal, Kolhapur, Bangalore, Hyderabad, Ettamanur and Pondicherry provide testing services & quality up gradation for testing of various products like chemicals, dye-stuffs, lamps, rubber products, electric motors & pumps, castings & forgings, paints & varnishes, domestic electrical appliances, etc.

F) Allocation of duties

The hierarchy of O/o DC MSME is shown as under:



AS&DC (MSME) being the Head of organization is supported by controlling officers (Additional Development Commissioner/Deputy Director General from various cadres like Indian Economic Service/Indian Statistical Service/Indian Enterprise Development Service) who are the Division Heads administering various schemes, programmes, projects and activities undertaken by this office.

AS&DC (MSME) allocates the duties to the officers from time to time and the latest duties allocated as on 10 June 2021 are mentioned as under which are available at the website of DCMSME www.dcmsme.gov.in.

Work Allocation

| S. No | Name & Address of Offices/ Officers | Work Allocation | Telephone/ Fax No. | E-mail |
|-------|---|---|--|--|
| 1 | Sh. Devendra Kumar Singh IAS Additional Secretary & Development Commissioner (MSME) | Head of Organisation | Tel.: 23061176, Fax: 23062315 Room no:-702 | dcmsme@nic.in |
| 2 | Sh. Piyush Srivastava Additional Development Commissioner | Cluster, CLCSS, IPFS, AB Div. TDB, TCSP, Infrastructure & Energy Services, Micro Enterprises | Tel:23062694 Fax:23061972 Room no:-715 | adc1@dcmsme.gov.in |
| 3 | Dr. Ishita Ganguli Tripathy Additional Development Commissioner | MSME Policy & its governance including Public Procurement Policy , National MSME Board, Skill , Vigilance, Natural Infrastructure, SME Services | Tel:23061847 Room no:-721 | ishita.tripathy@nic.in |
| 4 | Sh. D.P.Srivastava, Dy. Director General | Coordination, GA, SENET,Hindi, Office Operation(MSME DIs & Testing Centre) ,Social Enterprise, EA & Stats, Media/ Publicity, Awards, Parliament Coordination, RTI, Lib, CRU,State Coordination,Public Grievance | Tel: 011-23061277 Room no:716 | dprasad.s@nic.in |
| 5 | Sh. Deepak Rao, Joint Development Commissioner | Budget, Investment Finance(CLCSS , Interest Subvention Scheme,Credit Guarantee Scheme,Credit | Tel:23061726 Extn: 2425 Room no:-718 | deepak.rao@nic.in |

| S. No | Name & Address of Offices/ Officers | Work Allocation | Telephone/ Fax No. | E-mail |
|-------|-------------------------------------|--|--------------------------------------|--|
| | | Monitoring Cell), National Awards, Vigilance, National Board MSME | | |
| 6 | Ms. Ashwini Lal, Director | Field Office Operation(MSME DIs & Testing Centre),Economic Analysis(EA) , S & D Division | Tel:23060536 Room no:-730 | ashwini.lal@nic.in |
| 7 | Dr. O.P Mehta, Director | Coordination, RTI, Lib, CRU, Hindi,State Coordination, Public Grievance | Tel/Fax: 23063363 Room no:-713 | opmehta@dcmsme.gov.in |
| 8 | Sh. Virinder Sharma, Director | Tool Rooms | Tel: 23062992 Room no:-734 | virindersharma@dcmsme.gov.in |
| 9 | Sh. S.Chawla, Director | Technical Services, Hubs & Spokes | Tel:23061178 Room no:-720 | schawla@dcmsme.gov.in |
| 10 | Sh. U.C.Shukla, Director | Cluster Development Programme, NER Scheme, IC , Export Promotion | Tel: 23062148 Room no:-719 | umeshshukla.msme@gmail.com |
| 11 | Sh. Anil Tripathi, Director | Parliament, GA | Tel:23062221 Room no:-729 | anil.tripathi@gov.in |

CHAPTER-3

POWERS AND DUTIES ALLOCATION OF OFFICERS AND EMPLOYEES

The Transaction of Business Rules seeks to define the authority, responsibility and obligations of each department in the matter of disposal of business allotted to it. While providing that the business allotted to a Department will be disposed of by, or under the direction of, the Minister-in-charge, these rules also specify:

- (a) Cases or classes of cases to be submitted to the President, the Prime Minister, the Cabinet or its committees for prior approval; and
- (b) The circumstances in which the department primarily concerned with the business under disposal will have to consult other departments concerned and secure their concurrence before taking final decisions.

II. Genesis and inception

Office of the DC (MSME) was set up in 1954 to serve as the apex and nodal agency for formulation and implementation of policies and programmes for the promotion and development of MSMEs (formerly small scale industries) sector and is an attached office under the Ministry of Micro, Small and Medium Enterprises. The Development Commissioner (MSME) heads it. It carries out its functions through a network of field institutions such as MSME-DIs, MSMEs-Testing Centres (formerly RTCs) etc. He is the principal adviser to the Ministry of MSME on all matters of policy pertaining to MSME sector. Some of his powers have been delegated to Additional Development Commissioner (ADC) and Joint Development Commissioner (JDC)/Director (Administration.) in Hqrs. Office.

Each MSME-DIs/TCs is headed by an officer of the rank of Director (JAG level in Government of India), declared as Head of Office for that particular office. The Head of Department /Head of Office are responsible to carry out the main functions of office as per the directions of the Government.

III. Office of the DC (MSME) carries out both technical and non-technical functions. Accordingly, it recruits both technical and non-technical officers. The Indian Enterprise Development Service (IEDS) constituted for technical officers of Office of Development Commissioner (MSME) Ministry of MSME, under rule 3 and consists of the posts or grades or timescales as mentioned below:

| S. No. | Grade | Name of the duty Posts included in the Grade | Pay Level in Pay Matrix (As per 7th CPC) |
|---------------|-----------------------------|--|--|
| 1 | Senior Administrative Grade | Additional Development Commissioner/ Dy Director General | Level-14 (Rs.1,44,200-2,18,200) |
| 2 | Junior Administrative | Director | Level-13 (Rs.1,23,100 -2,15,900) |

| | | | |
|---|------------------------|----------------------|-------------------------------------|
| | Grade | | |
| 3 | Senior Time Scale | Jt. Director | Level-12 (Rs.78,800 - 2,09,200) |
| 4 | Senior Time Scale | Deputy Director | Level-11 (Rs.67,700 - 2,08,700) |
| 5 | Junior Time Scale | Asstt. Director Gr-I | Level-10 (Rs. 56,100 - 1,77,500) |
| 6 | Feeder Grade (Group B) | Asstt Director Gr-II | Level-7 (Rs. 44,900 - 1,42,400) |
| 7 | Feeder Grade (Group B) | Investigator | Level-6 (Rs. 35,400 - 1,12,400) |

IV. The financial powers of Head of Department and Head of Office are outlined in Delegation of Financial Power Rules (DFPR), 1978. The General Financial Rules lay down the procedure to be followed for exercising the powers available in DFPR. The administrative powers are contained in Financial Rules/Service Rules, Leave Rules, etc. These rules are available at the websites of the Ministry of Finance and Department of Personnel and Training.

The administrative and financial powers in the day-to-day management of the office are vested with Head of Department /Head of Office. The duties of the IEDS officers are as under:

(i) ADC (IEDS)

1. To provide effective management control at appropriate level over various technical cadres/Division and 59 field institutions of the Organization.
2. To frame and finalize the plan schemes concerning MSMEs, for obtaining approval of SFC/EFC/CCEA.
3. To monitor the implementation of plan scheme by various Technical Divisions of the Organization.
4. To act as a member of the Governing Council of the 18 autonomous bodies.
5. To scrutinize the plan proposals of the autonomous bodies, before putting up for Govt.'s approval.
6. To monitor the implementation of plan schemes by 18 autonomous bodies.
7. To review the performance of autonomous bodies periodically.
8. To process cases regarding appointments of Chief Executive Officers of the autonomous bodies for Govt.'s approval.
9. To scrutinize the management related proposals/technical proposals received from autonomous bodies, before putting up for approval of AS & DC (MSME) in his capacity as Chairman, Governing Council.
10. To represent Ministry of MSME on High Level Technical Committees constituted by other administrative ministries.
11. To render technical opinion to the administrative Ministries in the matter of foreign collaboration proposals, import of technology, Project import Certification, Evaluation of input output norms for exports.

12. To support and provide technical assistance to the administrative Ministries in the matter of Parliament Questions, rationalization of tariffs and fiscal incentives, inter-action with various Development councils, Apex Level Confederation like CII etc.
13. To carry out special studies on specific project or group of industries for the purpose of up-gradation of technology, quality improvement, energy conservation, pollution control, utilization of waste material through recovery and the like.
14. To render advice and assistance as needed by the entrepreneurs, financial Institutions and trade promotional bodies etc.

(ii) Director / Joint Director (IEDS)

1. To advise in formulation of policies for the promotion and development of MSMEs, viz. policy for reservation/de-reservation, technology upgradation, programmes, quality management systems, energy conservation, Government purchase programmes, raw material assistance and marketing supports, etc.
2. Planning and executing work related to Entrepreneurs Development Programmes and Vendor Development Programmes, etc. through DC(MSME)'s outfits.
3. Planning and creating technical documents and data base to MSMEs, viz. Project Profiles, Industry Studies, Cluster Studies, source of supplies of various inputs for MSMEs etc.
4. Planning and implementation of Ozone Depleting Substance (ODS) phase out programme as per the Montreal Protocol for MSMEs in association with Ministry of Environment & Forest.
5. Coordinating with Bureau of Indian Standards in formations/amendment of standard. Also monitoring Quality Control Order on Electrical Appliances.
6. Assisting and coordinating with MSMEs and its associations on rationalization of tariffs, be it excise duty or custom duty or other taxes.
7. Appraisal of Industrial License, Foreign Collaborations, Industrial Entrepreneurship Memorandum (IEM), Foreign Investment Promotion Board, 100% Export Oriented Unit (EOU) proposals from MSMEs' angle.
8. Technical advice on Export Import policy, Input-Output norms, Import License & Advance License mainly concerning MSMEs.
9. Entrepreneur's guidance on technology related issues.

(iii) Deputy Director (IEDS)

1. To maintain close contact with the MSMEs and advise the industry in various areas of production, marketing, technology upgradation, credit facilities, energy conservation, pollution control, etc.
2. To conduct various entrepreneurship development programmes, skill development programmes, management development programmes, motivational campaigns, training programmes for the purpose of development of entrepreneurship.
3. To organize local meets towards promotion of MSME products and vender development.

4. To prepare input/output norms.
5. To prepare and evaluate quality standard.
6. To prepare Project Profiles.
7. To participate in expert committees.

(iv) Assistant Director Grade-I/Grade-II (IEDS)

1. To visit and promote Micro, Small and Medium Enterprises and to advise supervisory staff and workers in different technical problems which confront them in the manufacture Mechanical/Chemical/Electrical/Electronics/Food based specific laws/standards/Glass & Ceramics/Hosiery/Leather & Footwear based/Metal Finishing/Metallurgy Engineering Industries products and also to suggest improved and economic techniques of production in engineering industry. To manage production / extension centres technically as well as administratively. To prepare and improve model scheme for the manufacturing of different products. To represent the organisation in the various Committees and bodies where the interest of MSMEs vis-a-vis other sector have to be watched. To advise the Industry on various promotional aspects i.e. providing project profiles for setting up of MSMEs.
2. To conduct industrial trainings for Entrepreneurship Development & advising the industry regarding modern industrial management techniques and quality standards, Intellectual Property Rights etc.
3. Implementation of Policies and schemes in regard to development of MSMEs.
4. To maintain close coordination with Industry i.e. MSMEs at large and State Governments, District Industry Centres etc. and to suggest improved techniques of production, quality and proper handling of material and improved method of working to MSMEs.

(v) Investigator/Skilled Workers etc.

To collect data from industries and operate various mechanical machines in the workshops/Labs attached to MSME-DIs/TCs/TSs.

V. Following are the non-technical posts in the Office of DC(MSME) and the duties attached thereto:-

- i. **Additional Development Commissioner-IES (ADC-IES)/Dy Director General-ISS (DDG/ISS)** – ADC-IES/DDG-ISS is in-charge of Economic Analysis/Statistics & Data Bank and Planning Wings of DC (MSME). ADC is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wings subject to the general responsibility of DC (MSME) for the administration of the wing as a whole.
- ii. **Joint Development Commissioner (JDC)/Director** – He acts on behalf of DC (MSME). He holds charge of Divisions and is responsible for the disposal of the business being dealt within the Divisions under his charge. He should ordinarily be able to dispose of the majority of the cases coming upto him on his own. He will use his discretion in taking orders of the DC (MSME) on more important cases either orally or by submission of paper.

- iii. **Deputy Director** – Work comes to him from the Divisions under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Director/JDC or higher officers on important cases.
- iv. **Asstt. Director Grade (I)/ (II)** – Collection of Industry data / information required for Evaluation Study from programme beneficiary / Stake holders. Scrutiny and compilation / tabulation of data collected in the field investigation. Preparation of textual tables and appendices for evaluation report. Analysis of primary data. Handling of technical correspondence and drafting of technical reports / notes etc. supervision of the hand tabulation of the junior staff. Assisting seniors in monitoring and evaluation of Government Policies / Schemes.
- v. **Investigator (Economic Investigation)** – Assisting seniors in collection of industry data / information required for Evaluation Study from programme beneficiary / Stake holders. Scrutiny and compilation / tabulation of data collected in the field investigation. Preparation of textual tables and appendices for evaluation report. Analysis of primary data. Handling of technical correspondence and drafting of technical reports / notes etc. supervision of the hand tabulation of the junior staff.
- vi. **Section Officer** –
 - a) **General Duties**
 - (i) Distribution of work among the staff as evenly as possible.
 - (ii) Training, helping and advising the staff.
 - (iii) Management and co-ordination of the work.
 - (iv) Maintenance of order and discipline in the section.
 - (v) Maintenance of a list of residential addresses of the Staff.
 - b) **Responsibilities relating to CRU**
 - (i) To go through the receipts;
 - (ii) To submit receipts which should be seen by the Branch Officer or higher officers at the dak stage.
 - (iii) To keep a watch on any hold up in the movement of dak; and
 - (iv) To scrutinize the section diary once a week to know that it is being properly maintained.
 - c) **Responsibilities relating to issue of drafts**
 - (i) To see that the draft is letter-perfect, i.e., all corrections have been made before it is marked for issue;
 - (ii) To indicate whether a clean copy of the draft is necessary;
 - (iii) To indicate the number of spare copies required;
 - (iv) To check whether all enclosures are attached;
 - (v) To indicate priority marking;
 - (vi) To indicate mode of dispatch.
 - d) **Responsibilities for efficient and expeditious disposal of work and checks on delays**
 - (i) To keep a note on important receipt with a view to watching the progress of action;
 - (ii) To ensure timely submission of arrear and other returns;

- (iii) To undertake inspection of Assistants' tables to ensure that know paper or file has been over looked;
- (iv) To ensure that cases are not held up at any stage;
- (v) To go through the list of periodically returns every week and take suitable action on items requiring attention during next week.

e) Independent disposal of cases

He should take independently action on the following matters: -

- (i) Issuing reminders;
- (ii) Obtaining or supplying factual information of a non-classified nature;
- (iii) Any other action, which a Section Officer is authorized to take independently.

f) Duties in respect of recording and indexing:

- (i) To approve the recording of file and their classification;
- (ii) To review the recorded file before destruction;
- (iii) To order and supervise periodic weeding of unwanted spare copies;
- (iv) Ensuring proper maintenance of registers required to be maintained in the section.

g) Ensuring proper maintenance of reference books, office orders, etc. and keeping them up-to-date.

h) Ensuring neatness and tidiness in the section.

i) Dealing with important and complicated cases him.

j) Ensuring strict compliance with Departmental Security instructions.

vii. **Assistant/Upper Division Clerk (UDC)**

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted.

Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he/she should put up a draft without much noting. In other cases, he/she will put up a note keeping in view the following points:-

- a. To see whether all facts are open to check have been correctly stated;
- b. To point out any mistakes or mis-statements of the facts;
- c. To draw attention where necessary to precedents or rules and regulations on the subject;
- d. To put up the guard file, if necessary, and supply other relevant facts and figures;
- e. To bring out clearly the question under consideration and suggest a course of action wherever possible.

viii. **Private Secretary/Personal Assistant/Stenographer**

He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on his Personal Assistant for routine jobs so as to have more time to devote himself to the work in which he has specialized. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an assistant to the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.

Some of the more specific functions are enumerated below –

- a) Taking dictation in shorthand and its transcription in the best manner possible.
- b) Fixing up of appointments and if necessary canceling them.
- c) Screening the telephone calls and the visitors in a tactful manner.
- d) Keeping an accurate list of engagements, meetings, etc., and reminding the officer sufficiently in advance for keeping them up.
- e) Maintaining in proper order the papers required to be retained by the officer.
- f) Keeping a note of the movement of files passed by his officer and other officers, if necessary.
- g) Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
- h) Carrying out the corrections to the officer's reference book.
- i) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.

ix. **Lower Division Clerk (LDC)**

Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of dak, maintenance of section diary, file register, file movement register, indexing and recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference book, and submission of routine and simple draft, etc.

CHAPTER-4

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The term decision has been defined as the act of deciding. The decision-making is thus a deliberate act. It may have short- range or long-range ramifications.

In order to carry out the functions, an officer is to do a lot of decision-making acts in financial, administrative and policy matters including technical nature.

- ADCs/DDG are the controlling officers and administer various schemes/programmes/projects assigned to various Divisions and report to the AS&DC (MSME) on day to day basis for efficient and effective disposal of the works.
- Further, AS&DC (MSME) and the Secretary (MSME) take regular meetings with the senior officers to discuss issues, review and monitor the progress and movement of files relating to the issues for disposal at appropriate level as per the established norms of Government of India depending upon types of issues viz., Budget, continuation of schemes and review of progress and evaluation, expenditure sanctioning authority, execution of schemes/ programmes, committees/sub-committees set up under various schemes, liaison with various Departments and authorities and miscellaneous works.
- Decisions, approvals and directions on various issues are accordingly taken on the files routed through the controlling officers from appropriate level of decision making authority that varies from Division level, controlling officer, AS&DC (MSME), Secretary (MSME), MoS/Union Minister or higher level in the Government of India and from other Departments.
- Decisions are taken by the prescribed authority as per norms set for the purpose within stipulated time and in an efficient and effective manner.
- Concerned divisions maintain related records in all such aspects with them.

For efficient management of the office, it is necessary that there exists a system to ensure speedy and correct decision making process. Some procedures have to be observed for this. These principles/procedures are: -

1) General Principles -

- I. An officer will himself initiate action on as many receipts as possible, keeping in view the priority requirements.
- II. Number of levels at which a case is examined will be reduced to the minimum.
- III. Paper work will be kept at an essential minimum.
- IV. Least possible time will be taken for examination and disposal of cases.
- V. While disposing of cases, an officer will aim at optimizing the quality as well as the quantity of work performed by him.

2) Action by dealing hand – The dealing hand will –

- I. Go through the receipts and separate urgent receipts from the rest.
- II. Enter the receipts in the assistant's diary.

- III. Deal with the urgent receipts first.
- IV. Check enclosures and if any is found missing, initiate action to obtain it.
- V. See whether any other section is concerned with any part or aspect of a receipt and, if so, send copies or relevant extracts to that section for necessary action.
- VI. Bring the receipts on to a current file if one already exists or open a new file.
- VII. File papers in chronological order from left to right.
- VIII. Assign the receipt page number(s) and a serial number.
- IX. Docket the receipts and reproduce on the notes portion of the file remarks, if any, made by an officer on the receipt.
- X. With the help of file registers, indexes, precedent book, standing guard files, reference folders, locate and collect other files or papers, if any, referred to in the receipt, or having a bearing on the issues raised therein.
- XI. Identify and examine the issues involved in the case and record a note.
- XII. Arrange and reference papers in the case properly.
- XIII. Where necessary, attach a label indicating the urgency grading appropriate to the case.
- XIV. Put up the case to the appropriate higher officer; and
- XV. Indicate the date of submission in the assistant's diary.

3) Action by Section In-charge – The Section in-charge will –

- I. Scrutinize the note of the dealing hand.
- II. Finally dispose of routine cases.
- III. Take intermediate routine action.
- IV. Records, where necessary, a note setting out his own comments or suggestions; and
- V. Submit the case to the appropriate higher officer.

4) Examination by section – When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put up without any elaborate note. In other cases, the section, while putting up a case, will -

- I. See whether all the statements, so far as they are open to check, are correct;
- II. Point out mistakes, mis-statements, missing data or information, if any;
- III. Draw attention, where necessary, to the statutory or customary procedure and point out the relevant law and rules;
- IV. Furnish other relevant data or information available in the department, if any;
- V. State the questions for consideration and bring out clearly the points requiring decision;
- VI. Draw attention to precedents;
- VII. Evaluate relevant data and information; and
- VIII. Suggest, where possible alternative courses of action for consideration.

5) Standard Process Sheets - For dealing with cases of repetitive nature, e.g., sanctioning of leave/GPF advances, forwarding of applications, etc., standard process sheets given in the Handbook of House Keeping Jobs issued by the Department of Administrative Reforms and Public Grievances are being used. No notes will be recorded in such cases. In respect of

substantive matters, dealt with by the departments standard process sheets on similar lines are being used.

6) Level of disposal and channel of submission –

- I. An officer above the level of Section Officer will take action on a case in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases.
- II. As far as possible it will be ensured that the number of level is reduced to minimum.
- III. Wherever level jumping is done in accordance with the departmental instructions in respect of any category of cases, each such case will pass through on its return, all the levels in the prescribed channel of submission.

7) Direct submission of cases by senior assistants -

- I. An assistant in a conventional section who has more than five years service in the grade including at least six months in the concerned section can submit all his cases direct to the Branch Officer. In appropriate cases, assistants with less than five years service in the grade is also permitted to submit cases direct to Branch Officer.
- II. All the cases directly submitted by assistants to the Branch Officer will, as a rule, go back to the assistants through the Section Officer. The Section Officer is free to bring to the notice of the Branch Officer any omission or flaws in the submission of cases or the decisions taken and thus give an opportunity to the Branch Officer to reconsider the matter.

8) Examination by Officer -

- I. An officer will regularly discuss with his staff to decide the course of action to be taken on various cases. Normally, a single note will be put up to the decision making level after the line of action is decided.
- II. For dealing with important problem solving issues, the technique of paper rating may be used. This involves entrusting an officer or a Group of Officers with preparing a comprehensive paper which will be put up straight to the decision making level. The paper will contain the background to the problem, issues arising out of it, precedents if any, analysis of all relevant facts and recommendations.

9) Departure from normal procedures or rules – In every case where a major or minor infraction, other than trivial, of the existing procedures or rules is sought to be made, it shall be the responsibility of the decision making authority to ensure that reasons are set out in writing, warranting such a departure from the rules or procedures.

10) Running summary of facts – To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labeled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officer within a department. It should be kept up-to-date, whenever further developments take place.

11) Guidelines for noting –

- I. All notes will be concise and to the point. Lengthy notes are to be avoided.
- II. The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- III. When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding notes, he will merely append his signature.
- IV. Any officer, who has note upon a file on which a running of facts is available, will in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- V. Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note.
- VI. Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister. Such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.
- VII. If apparent errors or mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticized, care should be taken to couch the observations in courteous and temperate language free from personal remarks.
- VIII. When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in sectional notes; such notes will each begin with a list of the major points dealt with therein.
- IX. Notes and orders will normally be recorded on note sheets.
- X. The dealing hand will append his full signatures with date on the left below his note. An officer will append his full signatures on right hand side of note with name, designation and date.
- XI. A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendation for action.

12) Modification of notes or orders

- I. Senior officers should not require any modification in, or replacement of, the notes recorded by their junior once they have been submitted to them. Instead the higher officers should record their own notes giving their views on the subject, where necessary, correcting or modifying the facts given in earlier notes. In any case the replacement or modification of the notes, which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.
- II. Pasting over a note or a portion of it to conceal what has been recorded is not desirable. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice a subsequent note may be recorded keeping the earlier note intact.
- III. Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or wrong facts or wrong interpretation of rules due to misunderstanding, such a withdrawal may have also legal implications. In all such cases, in addition to consulting the Ministry of Law, wherever necessary, such a withdrawal should be permitted only after the approval of an officer higher than the one, who took the original decision, has been obtained and reasons for the reversal or modification of the earlier decision have been duly recorded on the file.

13) Noting on files received from other departments.

(1) If the reference seeks the opinion, ruling for concurrence of the receiving department and requires detailed examination, such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commenting upon the reference. The officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case he may direct that the note in question or a specified portion thereof may be reproduced on the main file for communication to the department concerned. In the latter case, he will record a suitable note on the main file itself. In either case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving department before the file is retained to the originating department.

(2) The department will open subject wise files each year in which such routine notes will be kept. The inter-departmental note recorded on the file of the originating department will bear the subject file number to facilitate filing of papers and their retrieval for future reference.

(3) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the file straight away.

(4) Where a note on a file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned.

14) Aids to processing

(1) To facilitate processing of cases, each section will develop and maintain the following records for important subjects dealt with by:-

- a) Standing guard files;
- b) Standing notes,
- c) Precedent book;
- d) Standard process sheets; and
- e) Reference folders containing copies of circulars etc.

(2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each section maintains, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature.

(3) The documentation-cum-reference system will include reference material peculiar to the needs of the functional sections and consciously developed information system to act as an aid to policy formulation, review and operational decisions.

15) Oral discussions

(1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant files by the officer authorizing action.

(2) All discussions/instructions/decisions, which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the Government is not clear or where some important departure from the prescribed policy is involved over where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned is an important one.

16) Oral instructions by higher officers

(1) Where an officer is giving direction for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions, he should follow it up by a return confirmation at his earliest.

(2) An officer shall, in the performance of his official duties, or in the exercise of the powers conferred on him, act in his best judgment except when he is acting under instructions of an official superior. In the latter case, he shall obtain the direction in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain return confirmation of the directions as soon, thereafter as possible. If the officer giving the instructions is not his immediate superior but one higher to him in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

17) Oral orders on behalf of or from Minister

(1) Whenever a Member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by him in writing immediately thereafter.

(2) If any officer receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the Secretary (or head of the department where the officer concerned is working in or under a non-secretariat organization).

(3) If any officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, he should seek further clear orders from the Secretary (or the head of the department in case he is working in or under a non-secretariat organization). About the line of action to be taken, stating clearly that the oral instructions are not in accordance with the norms, rules, regulations or procedures.

18) Confirmation of oral instructions –

(1) If an officer seeks confirmation of an oral instruction given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(2) Receipt of communications from junior officers seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

19) Examination and progressing of cases in which two or more authorities are consulted – Where two or more State Governments, Central Departments or other authorities are simultaneously consulted, the examination and, where necessary, tabulation of the replies will ordinarily be started as soon as replies begin to arrive and not held over till the receipt of all the replies or the expiry of the target date.

20) Filing of papers –

(1) Papers required to be filed will be punched on the left hand top corner and tagged on to the appropriate part of the file, viz., notes, correspondence, appendix to notes and appendix to correspondence in chronological order, from left to right, the latest being at the bottom.

(2) Normally, each part of the file will be placed in a separate file cover. Where, however, 'notes' and 'correspondence' are not bulky, both may be placed in a single file cover by tagging the correspondence portion onto the right side of the cover and the notes portion onto the left side of the same cover. Similarly, both the appendix to notes and appendix to correspondence may be filed in a single file cover, if they are not bulky.

(3) Routine receipts and issues (e.g., reminders, acknowledgements) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.

(4) When either the 'notes' or the 'correspondence' portion of a file becomes bulky (say, exceeds 100 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.

21) Arrangement of papers in a case. – The papers in a case will be arranged in the following order from top downwards: -

- I. Reference book;
- II. Notes portion of the current file ending with the note for consideration;
- III. Running summary of facts;
- IV. Draft for approval, if any;
- V. Correspondence portion of the current file ending with the latest receipt or issues, as the case may be;
- VI. Appendix to notes and correspondence;
- VII. Standing guard file, standing note or reference folder, if any;
- VIII. Other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;
- IX. Recorded files, if any, arranged in chronological order, the latest being placed on the top; and
- X. Routine notes and papers arranged in chronological order and placed in a separate cover.

22) Referencing –

- I. Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series, in pencil. Blank intervening pages, if any, will not be numbered.
- II. Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink on the right top corner of its first page.
- III. The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'F.R.'. In no circumstances, will a slip, other than 'PUC' and 'FR', be attached to any paper in a current file. If there are more than one F.R. they should be flagged separately as F.R. I, F.R. II, so on and I.
- IV. In referring to the papers flagged 'PUC' or FR, the relevant page numbers will be quoted invariably in the margin. Their page numbers will refer to other papers in a current file only.
- V. Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilations are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip. E.g. A/23n, A/17c, and so on.

- VI. To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page number, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and resolutions, and, in the case of acts, rules and regulations, their brief titles together with the number of the relevant section, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slip used, will be indicated in the margin.
- VII. Rules or other compilations, referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.
- VIII. The reference slips will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

23) Linking of files –

- (1) if the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on that first file.
- (2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied round the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- (3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.

24) Use of urgency grading –

- (1) The two urgency grading authorized for use on cases are 'Immediate' and 'Priority'.
- (2) The label 'Immediate' will be used only in cases requiring prompt attention. Amongst the rest, the 'Priority' label will be used for cases which merit disposal in precedence to others of ordinary nature.
- (3) Where Lok / Rajya Sabha labels for questions, motions, and bills are used, it will not be necessary to use, in addition, 'Immediate' or 'Priority' label.
- (4) The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and where necessary, revised. This is particularly important for cases proposed to be referred to other departments.

25) Transfer Policy/Transfer orders and other administrative issues

AS&DC (MSME) being the Head of Organisation exercises various administrative powers which include Administrative (Promotion, Transfer/Posting, Service matters, etc.), Financial Powers and executing court/ CAT/legal cases as per the norms. The transfer policy recruitment rules implementation committee for the Transfer/Policy and various orders approved on these issues are made digitally available on the website of the office of DC MSME (www.dcmsme.gov.in) under the 'Employee corner'.

CHAPTER-5
NORMS FOR DISCHARGE OF FUNCTION OF DC MSME

All the Officers and Staff members of this Office maintain the norms for the discharge of the functions that have to be followed in the Rules and the decisions of the Government of India, which are to be scrupulously followed. Among the norms on which emphasis generally is laid are the following:

- (i) The normal hours of attendance are 9.00 A.M. to 5.30 P.M. on all working days and other guidelines issued by relevant Ministry/Department from time to time.
- (ii) Office will remain closed on all Saturdays, Sundays and other holidays declared by the Government.
- (iii) Every member of the staff is expected to be in his/her seat and to start work by 9.00 A.M. unless he/she has previously obtained special permission for late attendance.
- (iv) Attendance register as prescribed in the Manual of Office Procedure will be maintained in each Section.
- (v) Every member of the staff should, on arrival, enter in ink clearly his initial together with the time of arrival against his/her name.
- (vi) Every member of the staff should record his/her initial with time of departure while leaving office.
- (vii) The administrative authorities for the enforcement of punctuality should take strict measures.
- (viii) Surprise visit by the Head of Organisation and other senior officers to the various sections may be carried out to ensure that the attendance is regular and that there are no arrears of work and that efficiency, neatness and tidiness are generally maintained.
- (ix) The lunch hour must be scrupulously examined.
- (x) A list of the addresses of all officers and members of the staff should be maintained up-to-date in the administration section.
- (xi) Each member of the staff is responsible for the work assigned to him/her.
- (xii) Each member of the staff is responsible for all official papers and articles belonging to the office, which are entrusted to him/her for official use.
- (xiii) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence to exercise in respect of expenditure of his/her own money.
- (xiv) The expenditure should not be prima-facie more than the occasion demands.
- (xv) No authority would exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.
- (xvi) Expenditure from public money should not be incurred for the benefit of a particular person or section of the people unless a claim for the amount could be enforced in a court of law or the expenditure is in pursuance of a recognized policy or custom.
- (xvii) The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

- (xviii) The authority concerned will have to keep the public interest uppermost in its mind while making a procurement decision.
- (xix) All orders conveying sanctions to expenditure of a definite amount or up to a specific limit should express the amount of expenditure sanctioned both in words and figures.
- (xx) Each staff member should maintain absolute integrity at all times.
- (xxi) Each staff member should maintain absolute devotion to duty at all times.
- (xxii) Each staff member should render prompt and courteous service to the public.
- (xxiii) Each staff member should maintain political neutrality.
- (xxiv) Each staff member should observe courtesy and consideration to Members of Parliament and State Legislatures.
- (xxv) Each staff member should act in accordance with Government rules, Regulations and Policies.
- (xxvi) The authority concerned should ensure that the benefits under the schemes being operated by the office are given only to those MSMEs having registration.
- (xxvii) Covid-19 pandemic norms of working, maintaining social distancing, proper sanitization of work place and emphasis of having virtual meetings/conferencing among others are strictly followed during Covid-19 pandemic time.



Citizen's/Client's Charter

**Office of the Development Commissioner (MSME)
Ministry of Micro, Small & Medium Enterprises
Nirman Bhawan, New Delhi**

Our Commitment to you

| Sl. No. | Our Services and Transactions | | Responsible Officer | Our Services (Days) |
|---------|--|--|--|---|
| 1. | Udyam Registration | | Shri. A. K. Tamaria (Deputy Director) Tel.: Extension 2433 | Online |
| 2. | Release of funds to Credit Guarantee Fund Trust for Micro, Small Enterprises (CGTMSE) | | Shri. Deepak Rao (Joint Development Commissioner) Tel.: 011-23061726 | 30 |
| 3. | Release of funds under MSE-CDP | | Shri. U.C. Shukla (Director) Tel.: 011-23062148 | 30 |
| 4. | Credit Linked Capital Subsidy for technology upgradation of micro and small enterprises in select sub-sectors / products approved under the Credit Linked Capital Subsidy Scheme (CLCSS) | | Shri. Deepak Rao (Joint Development Commissioner) Tel.: 011-23061726 | 90 (subject to availability of budgetary provision) |
| 5. | Release of funds (Grant-in-Aid) by O/o DC(MSME) to MSME-Tool Rooms / Technology Development Centres | | Shri. Sanjeev Chawla (Director) Tel.:011-23061178 | 30 |
| 6. | Approval of proposals under Credit Linked Capital Subsidy - Technology Upgradation Scheme (CLCS-TUS) schemes (IPR, ZED, Lean Manufacturing Design) | Building Awareness on intellectual Property Rights (IPR) For Micro, Small and Medium Enterprises | Shri. Vinamra Mishra Director (Tech & Projects) Tel:011-23063198 | 90 (subject to complete application submitted by MSMEs) |
| | | Reimbursement of Patent/GI/ Trademark (after approval) | | |
| | | Financial Support to MSMEs in ZED Certification | | Within 90 days subject to submission of |

| | | | | |
|----|----------------------------|--|---|--|
| | | <p>Scheme: New ZED Portal under Consultation Stage</p> | | all relevant documents by MSMEs |
| | | <p>Lean Manufacturing: 1. In principle approval of Mini Clusters.</p> | | 60 |
| | | <p>2. Approval of SPVs</p> | | 90 |
| | | <p>Design Expertise for manufacturing to MSME Sector : 1. In principle approval of design / Student Projects at Project Appraisal Panel level by Implementing Agencies</p> | | 60 |
| | | <p>2. Approval of Design Projects at Project Monitoring and Advisory Committee.</p> | | 90 |
| 7. | Prompt Grievance Redressal | | Dr. O.P. Mehta Director (Coord.) Tel No. 011-23063363 | 60 (In case of delay, an interim reply with reasons for delay is required to be given) |

CHAPTER-6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The rules, regulations and other records held by Hqrs. Office of DC (MSME) are as under:

- (i) Micro, Small and Medium Enterprises Development Act, 2006
(The Act is available at the website link at https://www.indiacode.nic.in/handle/123456789/2013?view_type=search&sam_handle=123456789/1362)
- (ii) Recruitment Rules, as under:

| Sl. No. | Short Title |
|---------|--|
| 1. | Ministry of Industry, the Small Industries Development Organization (Senior Hindi Translator) Recruitment Rules, 1983 |
| 2. | The Small Industries Development Organization (Junior Hindi Translator) Recruitment Rules, 1982 |
| 3. | The Ministry of Small Scale Industries, the Small Industries Development Organisation Junior Hindi Translator, Group 'C' Posts, Recruitment Rules, 2002 |
| 4. | The Ministry of Small Scale Industries, the Small Industries Development Organisation Investigator (Economic Investigation), Group 'C' Posts, Recruitment Rules, 2002 |
| 5. | The Ministry of Small Scale Industries, the Small Industries Development Organisation Senior Hindi Translator, Recruitment Rules, 2003 |
| 6. | The Ministry of Small Scale Industries, Small Industries Development Organisation, Small Industry Promotion Officer (Economic Investigation), Group 'B' Posts, Recruitment Rules, 2004 |
| 7. | The Ministry of Small Scale Industries, the Small Industries Development Organisation, Group 'B' Posts Recruitment Rules, 2004 |
| 8. | MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, The Indian Enterprise Development Service Rules, 2019 |

The above rules regulate recruitment to Group A, B, C & D posts in Office of the DC (MSME).

In addition, this office also follows rules, regulations, instructions, orders, etc. issued by various Ministries/Departments, in the day-to-day management of its affairs.

CHAPTER-7

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The categories of documents that are held by this office are as under:

- I. Constitution of India.
- II. Government of India (Allocation of Business) Rules.
- III. Government of India (Transaction of Business) Rules.
- IV. Authentication (Orders and Other Instruments) Rules.
- V. 'Procedure in regard to submission of cases to the cabinet' issued by the Department of Cabinet Affairs.
- VI. Official Languages Act and Instructions issued thereunder.
- VII. Rules of procedure and conduct of business in Lok Sabha.
- VIII. Directions by the Speaker under the rules of procedure and conduct of business in Lok Sabha.
- IX. Rules of procedure and conduct of business in Rajya Sabha.
- X. 'Procedure to be followed by Ministries in connection with Parliamentary work' issued by Lok Sabha Secretariat.
- XI. Departmental security instructions issued by the Ministry of Home Affairs.
- XII. 'Channel 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 specialized Agencies on the other' issued by the Ministry of External Affairs.
- XIII. Standardized functional file index including its file numbering system relating to establishment, finance, budget and account, office supplies and services and other housekeeping jobs common to all departments, issued by the Department of Administrative Reforms and Public Grievances.
- XIV. Schedule of periods of retention for records common to all departments issued by the Department of Administrative Reforms and Public Grievances.
- XV. Manual for Handling Parliamentary work in Ministries.
- XVI. Manual of Office Procedure.
- XVII. Annual Reports of the Ministries/Departments of the Government of India.
- XVIII. Micro, Small and Medium Enterprises Development Act, 2006 (MSMED Act, 2006) (https://www.indiacode.nic.in/handle/123456789/2013?view_type=search&sam_handle=123456789/1362):

The Micro, Small and Medium Enterprises Development (MSMED) Act was notified in 2006 to address different issues affecting MSMEs, inter alia, the coverage and investment ceiling of the sector. The MSMED Act seeks to facilitate the development of these enterprises as also enhance their competitiveness. The MSMED Act has the following key provisions: -

- a) Establishment of a National Board for Micro, Small and Medium Enterprises headed by the Minister for MSME. The role of the Board is to examine the factors affecting the promotion and development of MSMEs, review the policies and programmes of the Central Government and make recommendations in regard to facilitating the promotion and development and enhancing their competitiveness.

- b) It provides the legal framework for recognition of the concept of “enterprise” which comprises both manufacturing and service entities. It defines medium enterprises for the first time and seeks to integrate the three tiers of these enterprises, namely, Micro, Small and Medium.
- c) It empowers the Central Government to undertake programmes and issue guidelines and instructions to develop and enhance the competitiveness of MSMEs.

Apart from above, copies of Acts, Rules, Orders and instructions concerning the subjects being dealt with by this office are also maintained. This office also maintains a host of technical books required for its efficient functioning. Further, the following records relating to the important subjects dealt with in this office are also developed and maintained for facilitating processing of cases: -

- (a) Standing guard files;
- (b) Standing notes;
- (c) Precedent book;
- (d) Standard process sheets; and
- (e) Reference folders containing copies of circulars, etc.

Various Divisions and Central Records Room in office maintain different documents. Various documents are also available on the website of Office of DC MSME.

CHAPTER-8

ARRANGEMENTS THAT EXISTS FOR CONSULTATION

There exists a non-statutory body in the form of NBMSME, under the Chairmanship of the Union Minister MSME, which apart from members from Central/State Government Ministries/Departments/Institutions has members from the national and state level industry associations. The main function of the Board is to advise the Government on all policy matters relating to the development of MSMEs.

2. In State/Union Territory level apart from State/UT Government field institutes of this office have regular interaction with various stakeholders like associations of MSMEs, Banks, Common Facility Centres etc.

3. There also exists a Department related Parliamentary Standing Committee, who meets periodically to review the policies and programmes and action taken on its recommendations on different issues relating to the MSMEs from time to time.

4. This Organisation conducts subject related sensitization programmes wherein the people belonging to the sector are apprised and informed about the existing policies and programmes at different level and other issues relating to the MSMEs. These include sensitization programmes like globalization and Governments measures, patent related issues, etc. The views expressed at such fora are taken care of while framing/modifying policies and programmes.

CHAPTER-9

A STATEMENTS OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

The Boards, Councils and Committees mentioned as under have been constituted:

1. National Board for Micro, Small and Medium Enterprise constituted under section 3 of the Micro, Small and Medium Enterprises Development Act, 2006 (MSMED Act, 2006) (The Act is available at the website link at https://www.indiacode.nic.in/handle/123456789/2013?view_type=search&sam_handle=123456789/1362)

Functions, objectives and brief of the National Board for MSME:-

1. Examine the factors affecting the promotion and development of MSME and make recommendations on the matters.
2. Review the policies and programmes of the Central Government in regard to facilitating the promotion and development and enhancing the competitiveness of such enterprises and the impact thereof on such enterprises.
3. Advice the Central Government on the use of the Fund or Funds constituted under section 12 of MSMED Act 2006 dated 16th June, 2016.
4. The last meeting of the National Board for MSME was held on 26.2.2018.
5. The term of the NBMSME had expired on 23rd April, 2019 on completion of its tenure of two years. The sixth National Board for MSMEs has been re-constituted vide a Notification No. S.O. 498(E) dated 2nd February, 2021 which is available at the website link of the web site of this office at <http://www.dcmsme.gov.in/Gazette-Notification-National-Board.pdf>
6. The detailed information is available on the website of DC(MSME) at http://dcmsme.gov.in/National_Board.aspx

2. Advisory Committee: ‘Advisory Committee has been constituted under sub-section (2) of section 7’ of the MSMED Act, 2006 (The Act is available at the website link at https://www.indiacode.nic.in/handle/123456789/2013?view_type=search&sam_handle=123456789/1362) . The details of functions and constitution of the Advisory Committee have been given at the link at http://dcmsme.gov.in/Advisory_Committee.aspx

3. Delayed Payment to Micro and Small Enterprises (MSEs) and Micro and Small Enterprises Facilitation Council (MSEFC): Section 15-24 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 deal with the issues relating to the Delayed Payments to Micro and Small Enterprises (MSEs) by the buyers to the MSE supplier. In the case of delay in payment beyond 45 days, MSEs suppliers may approach the **Micro and Small Enterprises Facilitation Council (MSEFC) constituted under the Act in all State/UTs. Under Section 16 of the MSMED Act, delayed payment to supplier units**, attracts compound interest with monthly interests at three times of the bank rate notified by the Reserve Bank. To further the objective of MSMED Act, 2006 Ministry of MSME launched a portal

(<http://samadhaan.msme.gov.in/>) on 30.10.2017. The portal gives information about individual CPSEs/Central Ministries, State Governments etc. and other buyers regarding the payments pending with them in respect of the MSEs. The Central Ministries/State Governments have been provided with user- ID and password to login and monitor the delayed payment cases in respect of organizations under their jurisdiction. The said portal also facilitates MSEs to file their delayed payments related complaints online. After 15 days of online filing of the case, it is registered by the MSEFC concerned. The States like Tamilnadu, Karnataka, Maharashtra, Odissa, Telangana, Punjab, Delhi, Rajasthan and U.P. have more than one MSEFC. From the date of launch of MSME SAMADHAAN portal (i.e. 30.10.2017), 78,676 MSEs have filed the applications related to delayed payments. This portal has also helped in getting the delayed payments settled mutually between seller and the buyer. In 7086 cases mutual settlements have been done, 32,180 applications have been converted to cases and 10,627 cases have been disposed by MSEFCs by 09.06.2021. The Portal has empowered the MSEs to file their delayed payments cases directly. This is being monitored by respective Ministries/ CPSEs and State governments.

4. The various schemes have committees and sub-committees as per the approved schemes from time to time and all the schemes are digitally available on the website of this office at www.dcmsme.gov.in.

CHAPTER-10

DIRECTORY OF OFFICERS AND EMPLOYEES

| S. No | Name & Address of Offices/ Officers | Telephone/ Fax No. | E-mail |
|-------|---|--|--|
| 1 | Sh. Devendra Kumar Singh, IAS Additional Secretary & Development Commissioner (MSME) | Tel.: 23061176, Fax: 23062315 Room no:-702 | dcmsme@nic.in |
| 2 | Staff Details of Development Commissioner (MSME): 1. S.R.Sivakumar,PPS 2. Surekha Mohan,PS Satvinder Kumar,SSA | Tel.: 23061176, Extn: 2436 Room no:-701 | dcmsme@nic.in |
| 3 | Sh. Piyush Srivastava Additional Development Commissioner | Tel:23062694 Fax:23061972 Room no:-715 | adc1@dcmsme.gov.in |
| 4 | Staff details of Sh. Piyush Srivastava (ADC): PS(Vacant) Sh. Sarvesh Giri, Stenographer Gr-II | Tel:23062694 Ext:2466 Room no:-708 | |
| 5 | Dr. Ishita Ganguli Tripathy Additional Development Commissioner | Tel:23061847 Room no:-721 | ishita.tripathy@nic.in |
| 6 | Staff details of Dr. Ishita Ganguli Tripathy (ADC) Ms Poonam Bajaj (PPS) Sh. Abhishek Kr. Pushpakar, Stenographer Gr.II | Tel:23061847 Ext:2419 Room no:-738 B | |
| 7 | Sh. D.P.Srivastava, Dy.Director General | Tel: 011- 23061277 Room no:716 | dprasad.s@nic.in |
| 8 | Staff Details of Sh. D.P.Srivastava (DDG) Sh.Rajesh Choudhary,PS | Tel: 011- 23061277 Room no:716 | rajeshchoudhary@dcmsme.gov.in |
| 9 | Sh.Deepak Rao, Joint Development Commissioner | Tel:23061726 Extn: 2425 Room no:-718 | deepak.rao@nic.in |
| 10 | Ms. Ashwini Lal, Director | Tel:23060536 Room no:-730 | ashwini.lal@nic.in |
| 11 | Dr. O.P Mehta, | Tel/Fax: | opmehta@dcmsme.g |

| S. No | Name & Address of Offices/ Officers | Telephone/ Fax No. | E-mail |
|-------|---|-------------------------------|---|
| | Director | 23063363 Room no:-713 | ov.in |
| 12 | Sh. Virinder Sharma, Director | Tel: 23062992 Room no:-734 | virindersharma@dcmsme.gov.in |
| 13 | Sh. S.Chawla, Director | Tel:23061178 Room no:-720 | schawla@dcmsme.gov.in |
| 14 | Sh. U.C.Shukla, Director | Tel: 23062148 Room no:-719 | umeshshukla.msme@gmail.com |
| 15 | Sh. Anil Tripathi, Director | Tel:23062221 Room no:-729 | anil.tripathi@gov.in |
| 16 | Sh. Vinay Adlakha, Joint Director | Tel: 23062185 Room no:-725 | vadlakha@dcmsme.gov.in |
| 17 | Sh. A K Verma, Joint Director | Extn: 2478 Room no:-727 | akverma@dcmsme.gov.in |
| 18 | Sh. Rakesh Kumar Choudhary, Joint Director | Tel: 23062215 Room no:-731 | rk.choudhary@dcmsme.gov.in |
| 19 | Sh. Sunil Kumar Newar , Joint Director | Room no:-712 | sunilnewar@dcmsme.gov.in sunilnewar@rediffmail.com |
| 20 | Sh. S.P. Singh , Joint Director | Room no:-714 | sp.singh@nic.in |
| 21 | Sh. Mohamad Ali Rahman Joint Director | Tel: 23061198 Room no:-733 | rahmanmali@dcmsme.gov.in |
| 22 | Sh. Rakesh kumar Joint Director | Tel: 23063407 Room no:-729 | nrks96@yahoo.com |
| 23 | Sh. Sunil Verma Joint Director | Room no:- 723(A) | skverma@dcmsme.gov.in |
| 24 | Sh. Taliwati Longchar Joint Director | Room no:-704 | tali.msme@gov.in |
| 25 | Sh. D. N. Sah, Deputy Director | Tel: 23062396 Room no:-726 | sahdinanath62@gmail.com |

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|-------|--|----------------------------------|------------------------------|
| 26 | Sh. H. P. Singh, Deputy Director | Tel: 23062219 Room no:-IFC | harendrapratap@dcmsme.gov.in |
| 27 | Sh. Amit Kumar Tamaria, Deputy Director | Tel: 23063802 Room no:-706 | aktamaria@dcmsme.gov.in |
| 28 | Ms. Vineetha O.K. Deputy Director | Tel: Room no:737 | vineetha.ok@gov.in |
| 29 | Sh.Sathesh Kumar, Deputy Director | Tel: 23062354 Room no:-737 | ssathesh.kumar@gov.in |
| 30 | Sh. Pankaj Kumar Jha, Deputy Director | Tel: 23061430 Room no:-705 | Pankajk.jha83@gov.in |
| 31 | Sh. O P Singh, Deputy Director | Tel: 23063407 | opsingh@dcmsme.gov.in |
| 32 | Sh. Ajay Kumar, Deputy Director | Tel : 23062249 Room no:-704 | ajay.kumar78@dcmsme.gov.in |
| 33 | Ms. Sanyogita Karana, Deputy Director | Ext: 2459 Room no:- 735(A) | sanyogita@dcmsme.gov.in |
| 34 | Sh. Yogesh kumar Sharma, Deputy Director | Tel: 23062680 Room no:-737 | Yogesh@dcmsme.gov.in |
| 35 | Sh. Neeraj Arora, Deputy Director | Extn: 2446 Room no:-736(B) | neeraj.arora@gov.in |
| 36 | Sh.Kuldip Singh, Assistant Director Gr.I | Tel:23062454 Room No:736-(A) | ksingh@dcmsme.gov.in |
| 37 | Sh. Pawan Kumar Singh Assistant Director Gr.I | Tel: 23063342 Room No:736 | pksingh@dcmsme.gov.in |
| 38 | Sh.Chandra Sekhar Mund, Assistant Director Gr.I | Tel:23062465 Room No:734 (B) | csmund@nic.in |
| 39 | Sh. Baidyanath Guru, Assistant Director Gr.I | Tel:23062465 Room No:734(B) | asstdir1.msmedi@nic.in |
| 40 | Sh.Santosh Kumar, Assistant Director | Extn:2992 Room No: 735 | santosh.kumar@dcmsme.gov.in |
| 41 | Sh.Pramod Bharti, | Tel:23063806 | tc- |

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| 42 | Sh.Kamal Bansal, Assistant Director | Tel:23063806 Room No:736(B) | division@dcmsme.gov.in |
| 43 | Sh.R.Anbu Kumaran, Assistant Director | Ext:2459 Room No:735(A) | anbu.kumaran85@gov.in |
| 44 | Sh.Anil Kumar, Assistant Director | Tel:23061473 Room No: 706 | anil.kardam73@gov.in |
| 45 | Sh.Ankur Pathak, Assistant Director | Tel:23062536 Room No:738 | ankur.pathak@dcmsme.gov.in |
| 46 | Sh.D.K. Agarwal, Assistant Director | Tel:23062536 Room No:738 | dkaggarawal@dcmsme.gov.in |
| 47 | Sh. Vijay Kumar, Assistant Director | Tel:23062536 Room No:738 | vijayk@dcmsme.gov.in |
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| 49 | Anupma Gupta, Assistant Director | | anupma.gupta@nic.in |
| 50 | Sh. Satinder Singh, Assistant Director | Ext.: 2440 Room No:738 | satinder@dcmsme.gov.in |
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| 53 | Sh. Joydev Pal, Assistant Director | Ext: 2457 | palj@dcmsme.gov.in |
| 54 | Sh. Kanwalinder Sodhi, Assistant Director | Tel: 23062536 Room No:738(B) | kanwalinder.sodhi@nic.in |
| 55 | Sh. B B Sahoo, Assistant Director | Tel: 23062354 Room No:737 | bbsahoo@dcmsme.gov.in |
| 56 | Sh. Charanjeet Singh, Assistant Director | Tel: 23062561 Room No:738 | charan@dcmsme.gov.in |

| S. No | Name & Address of Offices/ Officers | Telephone/ Fax No. | E-mail |
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| 57 | Sh. Vidyadhar Vijay Khare, Assistant Director | Tel: 23062354 Room No:737 | vidyadhar.khare@nic.in |
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| 59 | Sh. Gyan Singh, Assistant Director | Ext.: 2446 Room No:736(B) | gyansingh@dcmsme.gov.in |
| 60 | Sh. D S Tomar, Assistant Director | Tel: 23061322 | dstomer@dcmsme.gov.in |
| 61 | Sh. Harish Yadav, Assistant Director | Tel: 23062219 Room No:736(B) | harish.yadav@nic.in |
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| 64 | Sh. D S kandhari, Assistant Director | Tel: 23061163 Room No:710 | dskandari@dcmsme.gov.in |
| 65 | Sh. R. S. Verma, Assistant Director | Ext: 2416 Room No:738(C) | rsv@dcmsme.gov.in |
| 66 | Sh. Satish Kumar, Assistant Director | Tel: 23061163 Ext.: 2434 Room no:-706 | Satish.k85@gov.in |
| 67 | Sh. Sameer Malhotra, Assistant Director | Ext.: 2183 Room no:-734A | sameer.malhotra@nic.in |
| 68 | Sh. Meghnath Singh, Assistant Director | Ph.: 23060535,2455 Room no:-735 | meghnath.singh@gov.in |
| 69 | Sh. Manoj Sharma, Assistant Director | Ph.: 23060535 Room no:-735A | manoj.sharma@dcmsme.gov.in |
| 70 | Sh. Vipin Kumar, Assistant Director | Ph.: 23060535 Room no:-735A | vipin.k39@gov.in |
| 71 | Sh. B.M Saxena, Assistant Director | Ph.:23062536 Room no:-738B | bmsaxena@dcmsme.gov.in |
| 72 | Sh. Sanjay Nigam, Assistant Director | Room no:-738 | sanjay.nigam@gov.in |

| S. No | Name & Address of Offices/ Officers | Telephone/ Fax No. | E-mail |
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| 73 | Sh. Dheer Singh, Assistant Director | Ex. :2461 Room no:-710A | dheersingh@dcmsme.gov.in |
| 74 | Ms. Tulika Sondhi Mehta, Assistant Director | Extn. :2111 Room no:-737 | tulika.sondhimehta@nic.in |
| 75 | Sh. Subhash Chand, Assistant Director | Ext.: 2454 Room no:-736A | schand@dcmsme.gov.in |
| 76 | Sh. Gaurav Arya, Assistant Director | Tel: 23062465 Room no:-734(B) | aryagaurav@dcmsme.gov.in |
| 77 | Sh. Hement Tyagi, Assistant Director | Tel: 23062465 Room no:-734(B) | hemant.tyagi@nic.in |
| 78 | Sh. Vinay Kumar, Assistant Director | Tel: 23060535 Room no:-735 | vinaykumar@dcmsme.gov.in |
| 79 | Sh. Saurabh Arora, Assistant Director | Tel: 23063342 Room no:-736 | saurabharora.edu@nic.in |
| 80 | Sh. Rajesh Sapra, Assistant Director | Tel: 23062561 Room no:-738 (A) | rajesh.sapra@gov.in |
| 81 | Ms. Renu Mishra, Assistant Director | Tel: 23062249 Room no:-737 | renu.mishra@nic.in |
| 82 | Sh. Rajesh Kumar, Assistant Director | Tel: 23061312 Room no:-705 | rajesh.kumar@dcmsme.gov.in |
| 83 | Sh. Shivcharan Meena, Assistant Director | Tel: 23061472 Room no:-707 | shivam.meena@dcmsme.gov.in |
| 84 | Sh. Nitin Kr.Sharama, Assistant Director | Tel: 23061472 Room no:-707 | nitinkr.sharma20@gov.in |
| 85 | Sh. Paras Ram OS | Tel: 23062183 Room no:-705 | ram.paras@gov.in |
| 86 | Sh. Manoj Kumar Sharma OS | Extn: 2491 Room no:-709 | manojsharma.1965@gov.in |
| 87 | Sh. Khem Singh OS | Extn: 2496 Tel: 23061044 Room no:-709 | |

| S. No | Name & Address of Offices/ Officers | Telephone/ Fax No. | E-mail |
|-------|---|--|--|
| 88 | Sh. Manoj Kumar OS | Extn: 2430 Tel: 23061044 Room no:-723 (A) | |
| 89 | Sh. Dinesh Mohan Investigator | Tel: 23061472 Room no:-707 | dmohan@dcmsme.gov.in |
| 90 | Ms. Beena Bhandari, Incharge Library | Tel:23062452 Room No : 602 | beenabhandri@dcmsme.gov.in |

CHAPTER-11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION

The salary and allowances to the employees are paid as per rules, regulations and orders applicable to the Central Government employees and related other orders.

DETAILS OF MONTHLY SALARY OF EMPLOYEES/OFFICIALS -2020-21

| Sl. No. | Employee reference number provided by employer, if available | Name of the Employee | Amount Paid or Credited (in Rupees) |
|---------|--|--------------------------|-------------------------------------|
| 1 | A**019M77002 | Amarjeet | 48908 |
| 2 | A*A019M96001 | Akeel Ahmad | 48121 |
| 3 | A*B019F86001 | Arpita Bhattacharjee | 50526 |
| 4 | A*K019M66002 | Anil Kumar | 140682 |
| 5 | A*K019M75001 | Anil Kumar | 39546 |
| 6 | A*K019M78001 | Ajay Kumar | 139522 |
| 7 | A*K019M82002 | Anoop Kumar | 91086 |
| 8 | A*M019M74001 | Anshuman Mohanty | 209631 |
| 9 | A*P019M85001 | Ankur Pathak | 91086 |
| 10 | A*S019M95001 | Akash Saroha | 35123 |
| 11 | A*T034M61001 | Anil Tripathi | 132327 |
| 12 | AB*019M67001 | Anil Behal | 82044 |
| 13 | AD*019F67001 | Anita Devi | 49332 |
| 14 | ADS117M67001 | Anand D Sherkhane | 195624 |
| 15 | AG*019F68001 | Anupma Gupta | 66149 |
| 16 | AK*019M73001 | Ashok Kumar | 40950 |
| 17 | AK*019M73002 | Anil Kumar | 100092 |
| 18 | AK*019M76001 | Ajay Kumar | 59484 |
| 19 | AKG020M82001 | Ashish Kumar Gupta | 76922 |
| 20 | AKJ019M63001 | Arbind Kumar Jha | 63297 |
| 21 | AKP019M95001 | Abhishek Kumar Pushpakar | 48121 |
| 22 | AKS019M71001 | Anil Kumar Singh | 102912 |
| 23 | AKT019M65002 | Anant Kumar Tiwari | 82044 |
| 24 | AKT019M81001 | Amit Kumar Tamaria | 110060 |
| 25 | AKV019M64001 | A K Verma | 125190 |
| 26 | ASK019F82001 | Arti Singh Katiyar | 80105 |
| 27 | B*G019M73001 | Baidyanath Guru | 94593 |
| 28 | B*L019M61001 | Banwari Lal | 45162 |
| 29 | B*P019M61003 | Brahm Prakash | 108957 |
| 30 | B*S019M63003 | Balvir Singh | 63297 |
| 31 | BB*019F67001 | Beena Bhandari | 63297 |

| | | | |
|----|--------------|-----------------------------|--------|
| 32 | BBS019M67001 | B B Sahoo | 118263 |
| 33 | BK*019M63002 | Bijender Kumar | 118263 |
| 34 | BMS019M71001 | B M Saxena | 115020 |
| 35 | C*P019M67001 | Chander Prakash | 67521 |
| 36 | C*S019M82001 | Charanjeet Singh | 91086 |
| 37 | CL*019M72001 | Chaman Lal | 55228 |
| 38 | CL*019M75001 | Chhotey Lal | 48908 |
| 39 | CSM019M78001 | Chandra Sekhar Mund | 132005 |
| 40 | DKS019M63001 | Devendra Kumar Singh | 263250 |
| 41 | D*B019M94001 | Deepak Bhardwaj | 35123 |
| 42 | D*K019M67001 | Dhirendra Kumar | 89376 |
| 43 | D*M019M82001 | Dinesh Mohan | 93761 |
| 44 | D*P019M60002 | Dhanendra Prasad | 93730 |
| 45 | D*P019M68002 | Dharam Pal | 53562 |
| 46 | D*S019M65001 | Daljeet Singh | 133068 |
| 47 | DAP019M69001 | Dattatraya Ashok Potdukhe | 105873 |
| 48 | DCM019M65001 | D C Malassi | 63297 |
| 49 | DK*019M65001 | Dinesh Kumar | 52152 |
| 50 | DK*019M71001 | Dhananjay Kumar | 63297 |
| 51 | DKA019M61001 | Dinesh Kumar Aggarwal | 133068 |
| 52 | DKK019M60001 | D K Katara | 192288 |
| 53 | DNS019M62001 | Dina Nath Sah | 108810 |
| 54 | DPS005M70001 | Dhananjay Prasad Srivastava | 189891 |
| 55 | DR*019M77001 | Deepak Rao | 148354 |
| 56 | DS*019M61002 | Dheer Singh | 121506 |
| 57 | DSB019M65001 | Dinesh Singh Bist | 48087 |
| 58 | DSC019M64001 | D S Chaudhary | 52182 |
| 59 | DSK019M69001 | D S Kandari | 111918 |
| 60 | DST019M70001 | D S Tomer | 118263 |
| 61 | E*S019M83001 | Elango S | 40664 |
| 62 | F*A019F88001 | Farha Anis | 83689 |
| 63 | G*A019M86001 | Gaurav Arya | 83689 |
| 64 | G*J019M79001 | Gaurav Joshi | 116328 |
| 65 | G*S019M78001 | Gaurav Saini | 93761 |
| 66 | GA*019M95001 | Gulfam Ahmad | 46862 |
| 67 | GDC019M65001 | Guru Das Chatterjee | 48087 |
| 68 | GK*019M70001 | Girish Kumar | 105873 |
| 69 | GS*019M65001 | Gyan Singh | 105873 |
| 70 | GSP019M67001 | G S Prakash | 151248 |
| 71 | H**019M94001 | Hariom | 48121 |
| 72 | H*C019M62001 | Harekrishna Choudhury | 121506 |
| 73 | H*T019M87001 | Hement Tyagi | 81328 |
| 74 | H*Y019M80001 | Harish Yadav | 88568 |
| 75 | HPS019M65001 | Harendra Pratap Singh | 136875 |
| 76 | HS*019M60001 | Harpreet Singh | 102912 |
| 77 | HS*019M67001 | Hukum Singh | 46449 |
| 78 | HSR019M65001 | H S Rana | 100092 |

| | | | |
|-----|--------------|--------------------------|--------|
| 79 | J*P019M64001 | Joydev Pal | 133068 |
| 80 | J*S019M63001 | Jagat Singh | 75417 |
| 81 | JD*019M73001 | Jag Dev | 43992 |
| 82 | JM*019F62001 | Jyoti Mirchandani | 89376 |
| 83 | JS*019M69001 | Joginder Singh | 52152 |
| 84 | JS*019M73001 | Jagjit Singh | 43992 |
| 85 | JSM019M93001 | Jay Singh Meena | 50796 |
| 86 | K**019F78001 | Kamlesh | 30988 |
| 87 | K**019F82001 | Kavita | 83689 |
| 88 | K*P019M68001 | Krishan Pal | 67521 |
| 89 | K*S019M62001 | Kuldeep Singh | 81432 |
| 90 | K*S019M68001 | Kuldip Singh | 111852 |
| 91 | K*S019M72001 | Khem Singh | 67521 |
| 92 | K*W019F60001 | Kusumlata Wali | 70785 |
| 93 | KB*019M86001 | Kamal Bansal | 81328 |
| 94 | KD*019F61001 | Kamla Devi | 55536 |
| 95 | KGM019M76001 | Krishan Gopal Mendiratta | 101652 |
| 96 | KLN019M62001 | Krishan Lal Narang | 97272 |
| 97 | KP*019M67001 | Krishna Paswan | 43992 |
| 98 | KRM019M70001 | Khushee Ram Meena | 86112 |
| 99 | KS*019M65003 | Karambir Singh | 75417 |
| 100 | KSS019M84001 | Kanwalinder Singh Sodhi | 88568 |
| 101 | LSB019M62001 | L S Bhardwaj | 75417 |
| 102 | LSS019M63001 | Lal Sahab Singh | 46449 |
| 103 | M**019M98001 | Mukesh | 31655 |
| 104 | M*J019F87001 | Megha Jain | 92345 |
| 105 | M*K016F78001 | Mandeep Kaur | 190333 |
| 106 | M*S019M61001 | Manjit Singh | 149142 |
| 107 | M*S019M65002 | Meghnath Singh | 105873 |
| 108 | M*S019M81001 | Manoj Sharma | 91086 |
| 109 | M*T019F87001 | Manorama Toppo | 53629 |
| 110 | MAR019M70001 | Mohd Ali Rahman | 143456 |
| 111 | MC*019M72001 | Mahesh Chand | 86112 |
| 112 | MC*019M73001 | Mukesh Chand | 63297 |
| 113 | MK*019M73001 | Mukesh Kumar | 41652 |
| 114 | MKB019M62001 | Manoj Kumar Bhatnagar | 91143 |
| 115 | MKS019M63002 | Manoj Kumar Saraswat | 176637 |
| 116 | MKS019M65001 | Manoj Kumar Sharma | 77532 |
| 117 | MM*019M68002 | Mohan Mehto | 48087 |
| 118 | MUF019M62001 | Mohd Umar Farooq | 133068 |
| 119 | N*A019M82001 | Neeraj Arora | 116655 |
| 120 | N*B019F79001 | Nisha Batra | 83689 |
| 121 | N*K019M94001 | Narendra Kumar | 48121 |
| 122 | N*N019F63001 | Neera Nagpal | 91914 |
| 123 | N*R019F61001 | Neelam Rani | 91914 |
| 124 | N*S019M82001 | Narayan Saw | 82773 |
| 125 | NAR019M68001 | Najmi Ahmed Raza | 112077 |

| | | | |
|-----|--------------|-----------------------------|--------|
| 126 | NK*019M72001 | Narender Kumar | 47502 |
| 127 | NKS019M84001 | Nitin Kumar Sharma | 83689 |
| 128 | NMK019M69001 | Nagalinga Murthy Karuparthi | 102912 |
| 129 | NS*019M65001 | Nepal Singh | 46089 |
| 130 | NS*019M74001 | Navdeep Singh | 75417 |
| 131 | OPM019M62001 | O P Mehta | 187212 |
| 132 | OPS019M62001 | Om Prakash Solanki | 127992 |
| 133 | OPS019M70001 | O P Singh | 100269 |
| 134 | P**019F93001 | Priya | 41425 |
| 135 | P*B019M73002 | Pramod Bharti | 97272 |
| 136 | P*K019M71002 | Pankaj Kumar | 100092 |
| 137 | P*K019M75002 | Pramod Kumar | 89376 |
| 138 | P*K019M92003 | Prakash Kumar | 31655 |
| 139 | P*R019M64001 | Paras Ram | 84441 |
| 140 | P*S019M68002 | Piyush Srivastava | 213759 |
| 141 | P*S019M90002 | Puneet Sorot | 35657 |
| 142 | P*S019M94001 | Pushparaj Singh | 48121 |
| 143 | PA*019M64001 | Piyush Agarwal | 129402 |
| 144 | PB*019F75001 | Poonam Bajaj | 101652 |
| 145 | PBJ019M68001 | Prem Ballabh Joshi | 119505 |
| 146 | PC*019M61001 | Prakash Chand | 55113 |
| 147 | PC*019M71001 | Prakash Chand ii | 52152 |
| 148 | PCU006M69001 | Praful Chandrabhan Umare | 102912 |
| 149 | PKC019M78001 | Pallav Kumar Chittej | 94593 |
| 150 | PKJ019M83001 | Pankaj Kumar Jha | 115407 |
| 151 | PKS019M73001 | Pawan Kumar Singh | 97272 |
| 152 | PN*019M61001 | Prem Nath | 89416 |
| 153 | PS*019M64001 | Panchu Singh | 46800 |
| 154 | PS*019M68001 | Prahlad Singh | 116157 |
| 155 | PSB019M68001 | P v Suresh Babu | 99567 |
| 156 | PVV019M61001 | P V Velayudhan | 196194 |
| 157 | R**019M85001 | R Anbu Kumaran | 83689 |
| 158 | R*J019F94001 | Reena Jat | 31655 |
| 159 | R*K019F92001 | Ranu Kanojia | 48121 |
| 160 | R*K019M65002 | Rajesh Kumar | 108975 |
| 161 | R*K019M95001 | Rajesh Kumar | 31655 |
| 162 | R*K019M97001 | Rahul Kumar Ii | 31655 |
| 163 | R*M019F86001 | Renu Mishra | 69568 |
| 164 | R*P019M61001 | Rajendra Pathak | 140682 |
| 165 | R*S019F71001 | Renu Singh | 56620 |
| 166 | R*S019M69001 | Rajiv Sharma | 141492 |
| 167 | R*S019M75001 | Ramawatar Singh | 97272 |
| 168 | R*S019M78001 | Rajesh Sapra | 83689 |
| 169 | RA*019M63001 | Ravi Arora | 63297 |
| 170 | RBK019M94001 | Rahul Bhushan Kumar | 48121 |
| 171 | RC*019M67001 | Ramesh Chand | 43992 |
| 172 | RC*019M74001 | Rajesh Choudhary | 111012 |

| | | | |
|-----|--------------|--------------------|--------|
| 173 | RG*019M68001 | Ram Gopal | 43992 |
| 174 | RK*019F63001 | Raj Kumari | 43992 |
| 175 | RK*019M65002 | Rakesh Kumar | 49374 |
| 176 | RK*019M67002 | Rakesh Kumar | 125877 |
| 177 | RK*019M68001 | Rajesh Kumar | 55536 |
| 178 | RK*019M73001 | Ramesh Kumar | 52152 |
| 179 | RK*019M88001 | Raju Kumar | 55830 |
| 180 | RKB019M69001 | R K Bharti | 133068 |
| 181 | RKD019M69001 | Ramesh Kumar Dubey | 75417 |
| 182 | RKS019M62001 | Raj Kumar Singh | 46449 |
| 183 | RKY019M76001 | Rajesh Kumar Yadav | 97272 |
| 184 | RN*019M65001 | Rama Nand | 45162 |
| 185 | RNM019M90001 | Ram Niwas Meena | 107731 |
| 186 | RP*019M60001 | Rajender Prasad | 50778 |
| 187 | RP*019M63001 | Ram Parkash | 61176 |
| 188 | RPS019M62001 | Ram Pal Singh | 99567 |
| 189 | RS*019M61003 | Rajender Singh | 64542 |
| 190 | RS*019M62001 | Ranjit Singh | 55087 |
| 191 | RS*019M62002 | Ranvir Singh | 63297 |
| 192 | RS*019M66001 | Radhey Shyam | 63855 |
| 193 | RS*019M74001 | Ravinder Singh | 50742 |
| 194 | RSV019M62001 | R S Verma | 128700 |
| 195 | S**019F77001 | Saloni | 139716 |
| 196 | S**019F83001 | Shimla | 88568 |
| 197 | S**019M62001 | Sante | 49374 |
| 198 | S**019M72001 | S Satheshkumar | 140682 |
| 199 | S*A019M60001 | Shahood Alam | 133068 |
| 200 | S*A019M61001 | Satinder | 118263 |
| 201 | S*A019M87001 | Saurabh Arora | 83689 |
| 202 | S*C019M67001 | Sanjeev Chawla | 148005 |
| 203 | S*D019M60001 | Santosh Das | 53294 |
| 204 | S*K019F81001 | Sanyogita Karana | 117016 |
| 205 | S*K019M65003 | Satvinder Kumar | 44343 |
| 206 | S*K019M66001 | Satish Kumar | 57933 |
| 207 | S*K019M78002 | Sanjeev Kumar | 53157 |
| 208 | S*K019M85001 | Saurabh Kumar | 65118 |
| 209 | S*K019M85002 | Satish Kumar | 83689 |
| 210 | S*L014M73001 | Satyen Lama | 220100 |
| 211 | S*M019M68001 | Santanu Mitra | 213759 |
| 212 | S*M019M84001 | Shivcharan Meena | 81328 |
| 213 | S*M019M84002 | Sameer Malhotra | 83689 |
| 214 | S*N019M67001 | Sanjay Nigam | 86112 |
| 215 | S*S034F76002 | Sharmila Saxena | 91914 |
| 216 | SC*019M66001 | Subhash Chand | 118263 |
| 217 | SG*019M61001 | G Shanmuganathan | 209631 |
| 218 | SG*019M93001 | Sarvesh Giri | 46862 |
| 219 | SK*019F94001 | Sugandha Kumari | 46862 |

| | | | |
|-----|--------------|-----------------------|--------|
| 220 | SK*019M64001 | Sudhir Kumar | 121224 |
| 221 | SK*019M68001 | Sudershan Kumar | 63297 |
| 222 | SK*019M69002 | Sunil Kumar | 45162 |
| 223 | SK*019M77001 | Sanjeev Kumar | 86050 |
| 224 | SK*019M83001 | Sanju Kumar | 61656 |
| 225 | SK*019M87001 | Santosh Kumar | 79125 |
| 226 | SKA019M69001 | Sandeep Kumar Agarwal | 102912 |
| 227 | SKM019M62002 | S K Mallah | 75417 |
| 228 | SKN019M70001 | Sunil Kumar Newar | 143456 |
| 229 | SKR019M64001 | Saroj Kumar Rath | 140682 |
| 230 | SKS019M92001 | Sunil Kumar Saini | 81432 |
| 231 | SKT019M86001 | Santosh Kumar Tiwari | 128348 |
| 232 | SKV019M68001 | Sunil Kumar Verma | 144630 |
| 233 | SL*019M66001 | Sunder Lal | 45525 |
| 234 | SM*019F66001 | Surekha Mohan | 91143 |
| 235 | SR*019F60001 | Sunita Relhan | 131658 |
| 236 | SRS019M74001 | S R Sivakumar | 101652 |
| 237 | SS*019M61001 | Surgyan Singh | 44343 |
| 238 | SS*019M64001 | Satinder Singh | 129402 |
| 239 | SSR019F67001 | Sushil Sakthi Rani | 102912 |
| 240 | SSR019M68001 | Siva Seshagiri Rao | 108810 |
| 241 | TSM019F87001 | Tulika Sondhi Mehta | 81328 |
| 242 | U*R019F86001 | Usha Rani | 50796 |
| 243 | UCS019M64001 | Umesh Chandra Shukla | 148005 |
| 244 | UP*019M76001 | Uday Paswan | 48908 |
| 245 | V*K019M68002 | Vijay Kumar | 82044 |
| 246 | V*K019M79001 | Vipin Kumar | 71569 |
| 247 | V*R019M67001 | V Ramakrishnan | 122493 |
| 248 | V*S019M64002 | Virinder Sharma | 156780 |
| 249 | VA*019M64001 | Vinay Adlakha | 157743 |
| 250 | VK*019M70001 | Vinay Kumar | 118263 |
| 251 | VKG019M63001 | Vikas Kumar Gupta | 143910 |
| 252 | VKM019M70001 | Vijay Kumar Mahto | 42822 |
| 253 | VOK017F85001 | Vineetha O K | 98722 |
| 254 | VPK019M60001 | Vinod Prakash Kureel | 105066 |
| 255 | VS*019M61001 | Vikram Singh | 50778 |
| 256 | VVK019M70001 | Vidyadhar V Khare | 86112 |
| 257 | W*N019M88001 | Wajid Naushad | 61656 |
| 258 | Y*K019M93001 | Yeshmendra Kumar | 48121 |
| 259 | YB*019M69001 | Yogesh Bhardwaj | 75417 |
| 260 | YD*019M67001 | Yagya Dutt | 43992 |
| 261 | YKS019M66001 | Yogesh Kumar Sharma | 119109 |

CHAPTER-12

BUDGET ALLOCATION/EXPENDITURE IN RESPECT OF OFFICE OF DC MSME

Office of the Development Commissioner (MSME) has been allocated a budget of Rupees 3281.54 crore (BE) for its various schemes and programmes for the financial year 2020-21. The scheme wise details are tabulated as under:

| O/o DC MSME: BE, RE and Tentative Expenditure as on 31.03.2021 | | | | |
|---|--|----------------------------|----------------------------|---|
| (Rupees in crore) | | | | |
| S.N | Name of Schemes | BE 2020- 21 | RE 2020- 21 | Exp as on 31.03.21 (Tentative) |
| 1 | 2 | 3 | 4 | 5 |
| | O/o DC(MSME) | | | |
| 1 | Establishment O/o DC (MSME) (H.Qtr) | 34.43 | 35.43 | 34.28 |
| A | Technology Upgradation and Quality Certification | | | |
| | Credit Linked Capital Subsidy and Technology Up-gradation Scheme (CLCS-TUS) | | | |
| | Technology Up-gradation Scheme | | | |
| | Technology Up-gradation Scheme - TUS | | | |
| 1 | Lean Manufacturing Scheme | 50.00 | 13.04 | 22.89 |
| 2 | Design Clinics Scheme for MSME Sector | 50.71 | 9.31 | 0.00 |
| 3 | Zero Defect Zero Effect (ZED) | 51.75 | 12.00 | 0.00 |
| 4 | Support for Entrepreneurial and Managerial Development of MSMEs through Incubators | 50.09 | 21.16 | 0.09 |
| 5 | Intellectual Property Facilitation Centre (IPFC) | 39.35 | 18.67 | 0.79 |
| 6 | Digital MSME Scheme | 59.29 | 6.49 | 0.19 |
| | Total TUS | 301.19 | 80.67 | 23.95 |
| | Credit Linked Capital Subsidy - CLCS | | | |
| 7 | Credit Linked Capital Subsidy | 503.28 | 999.12 | 1096.25 |
| 8 | Credit Linked Capital Subsidy (Technology Upgradation and Quality Certification (TEQUP)) | 0.56 | 0.56 | 0.00 |
| 9 | Credit Linked Capital Subsidies (Technology Acquisition and Development Fund (TADF)) | 0.32 | 0.32 | 0.00 |
| | Guaranteed Emergency Credit Line (GECL) | | | |
| | Total CLCS | 504.16 | 1000.00 | 1096.25 |
| | Total A | 805.35 | 1080.67 | 1120.20 |
| B | PMEGP and other Credit Support Programme | | | |
| 1 | Credit Support Programme | 100.00 | 0.04 | 0.00 |

| | | | | |
|----------|--|----------------|---------------|---------------|
| 2 | Interest Subvention Scheme for Incremental Credit to MSMEs | 200.00 | 350.00 | 350.00 |
| 3 | Distressed Asset Fund - Subordinated Debt for Stressed MSMEs (New Schsme) | 0.00 | 227.41 | 157.41 |
| | Total B | 300.00 | 577.45 | 507.41 |
| C | Marketing Promotion Scheme | | | |
| 1 | Procurement and Marketing Support (PMS) (formerly MDA) | 83.59 | 25.00 | 12.69 |
| | Total C | 83.59 | 25.00 | 12.69 |
| D | Promotional Services Institutions and Programme | | | |
| 1 | Training/ Capacity Building Programme Scheme for DC(MSME) Officers/Officials (Formerly "DC (MSME) Officers' Training Programme") | 9.40 | 0.25 | 0.00 |
| 2 | SENET Project | 3.15 | 1.15 | 0.00 |
| 3 | DC(MSME) Library | 0.35 | 0.20 | 0.00 |
| 4 | Entrepreneurship and Skill Development Programme (ESDP) | 136.96 | 10.00 | 5.06 |
| 5 | Tread (Women MSEs) | 0.00 | 0.00 | 0.00 |
| 6 | MSME-DIs (Establishment) + TC/TS | 163.92 | 136.64 | 125.35 |
| 7 | Development of Enterprises Eco System | 0.35 | | |
| 8 | Viability Gap Funding | 0.00 | 0.00 | 0.00 |
| 9 | Mega Events for National, State and District Level for MSMEs Awareness | 0.04 | 0.00 | 0.00 |
| 10 | Information, Education and Communication | 6.55 | 4.35 | 3.79 |
| 11 | MSME Fund | 50.00 | 0.01 | 0.00 |
| 12 | Fund of Funds | 200.00 | 0.00 | 0.00 |
| | Total D | 570.92 | 152.70 | 134.20 |
| E | INFRASTRUCTURE DEVELOPMENT PROGRAMME (INFRASTRUCTURE DEVELOPMENT) | | | |
| | Infrastructure Development and Capacity Building | | | |
| 1 | Cluster Development Programme | 390.69 | 156.50 | 99.86 |
| 2 | Tool Rooms & Tech. Institutions | 310.00 | 254.00 | 280.37 |
| 3 | Establishment of New Technology Centres/ Extensions Centres Hub & Spoke | 200.00 | 85.96 | 48.58 |
| 4 | Infrastructure Support to MSME- TCs/TSs/ DIs /Workshops | 26.01 | 25.00 | 15.53 |
| 6 | Infrastructure Development and Capacity Building - Promotion of MSME in NER & Sikkim | 75.00 | 20.00 | 0.00 |
| 7 | Technology Centre Systems Programme (TCSP) EAP | 400.00 | 315.10 | 327.10 |
| | Total E | 1401.70 | 856.56 | 771.46 |
| F | CAPITAL OUTLAY ON PUBLIC | | | |

| | WORKS | | | |
|----------|--|----------------|----------------|----------------|
| 1 | Construction of Office Accomodation, Capital Outlay on Village and Small Industries. | 58.30 | 40.00 | 23.63 |
| G | Fund of Funds (New Scheme) | 0.00 | 150.00 | 0.00 |
| H | Research and Evaluation Studies | | | |
| | Database, Research, Evaluation and Other Office Support Services | | | |
| 1 | MSME Data Base and other Support Service | 6.05 | 0.05 | 0.00 |
| 2 | National Award and National Board for MSME | 9.14 | 2.34 | 0.80 |
| 3 | Advertising & Publicity | 12.06 | 1.50 | 0.41 |
| | Total H | 27.25 | 3.89 | 1.21 |
| | Total O/o DC (MSME) (A to H) | 3281.54 | 2921.70 | 2605.07 |

2. **Disbursements made:** The funds are allocated under various schemes by the concerned divisions as per the terms and conditions mentioned in the sanctions. These sanctions are digitally uploaded on the official website (www.dcmsme.gov.in) under the icons 'SCHEMES' and 'ABOUT US' (then click BUDGET) by concerned divisions administering the schemes. All funds are subsequently released through Public Financial Management System (PFMS).

3. **Physical and Financial Targets of the Programme:** The expenditure released under various schemes has been indicated in the above table. The details of physical and financial achievement under various schemes are mentioned in the Annual Report of the Ministry which is available under the icon 'ABOUT US' on the official website of this office (www.dcmsme.gov.in). The achievements of major schemes are also digitally available under the icon 'MyMSME' on the official website of this office (www.dcmsme.gov.in).

4. **Discretionary and Non-discretionary grant/allocation to various agencies:** The funds including grants are released by the concerned schemes divisions by issuing the sanctions which are available under official website (www.dcmsme.gov.in) under the icon 'SCHEMES'. The budget provision under the grants and other objects in various schemes is available under the icon "ABOUT US" (then click BUDGET) on the official website of this office (www.dcmsme.gov.in).

5. **Annual accounts of all legal entities who are provided grants:** This office has 18 existing Tool Rooms/ Technology Centers. The annual accounts of these autonomous bodies are available in their annual reports which are digitally available under the icon 'MyMSME' on the official website of this office (www.dcmsme.gov.in). Further by clicking the icon 'TOOL ROOM' the details of these autonomous can be seen separately.

6. **Concessions, permits or authorizations granted and criteria/procedure/details thereof:** Not applicable. The funds are allocated by concerned divisions as per terms and conditions mentioned in the sanctions.

CHAPTER-13

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

Various schemes, programmes, other documents and information are up-loaded on the website from time to time and are available in electronic form in the website of this office at www.dcmsme.in.

Some of the major schemes and other documents available on the website are mentioned as under:

- RTI Act, 2005 and RTI Orders
- Budget Allocation to DC (MSME)
- National Board for MSME
- Advisory Committee
- Presentation on Aatmanirbhar Bharat
- Detailed Project Reports on Import Substitution for various products
- PROJECT PROFILES FOR SMALL ENTERPRISES
- Report of Expert Committee on MSMEs - The U K Sinha Committee constituted by RBI
- Credit Linked Capital Subsidy Scheme for Technology Upgradation
- Credit Guarantee Scheme
- Interest Subvention Scheme
- Distressed Assets Fund - subordinate debt for stressed MSMEs :
- Micro & Small Enterprises - Cluster Development Programme (MSE-CDP)
- Promotion of MSMEs in North Eastern Region and Sikkim'
- New Technology Centers
- Technology Centres (Earlier Known as Tool Rooms & Technology Development Centres)
- Technology Centre Systems Programme (TCSP)
- Procurement and Marketing Support(PMS)
- Entrepreneurship and Skill Development Programme (ESDP) Scheme
- National Award
- Employee Corner
 - CVO & Vigilance
 - Various Forms
 - Indian Enterprises Development Service (IEDS)
 - Office Orders (Orders relating to allocation of works, Financial Up-gradation under MACP, Annual Increments, Appointment of Liaison officers etc.)
 - Other Important orders (Orders relating to Transfer Policy & Committee, Link Officers etc.)
 - O&M Parliament
 - Recruitment Rules
 - Seniority List
 - Transfer Order
 - Training Order

CHAPTER-14

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The Office has a Grievance Cell/RTI Cell which initiates action for prompt disposal of all the grievances through concerned divisions. The grievances are received from the Ministry of MSME through a dedicated Champion portal under one of icons titled CPGRAMs which are further transferred to this office online. The grievances are also received directly under the Champion portal having other titles/icons and concerned officers take appropriate action for suitable reply.

In RTI Cell, the RTI applications and appeals received online and in physical form from the applicants as well as from other Ministries are transferred to the concerned divisions in the office for their reply and taking appropriate action.

CHAMPIONS (Creation and Harmonious Application of Modern Processes for Increasing the Output and National Strength) is the single window digital system of the Ministry for the MSMEs. It has been felt necessary to put up and promote a unified, empowered, robust, bundled and technology driven platform for helping and promoting the Micro, Small and Medium Enterprises (MSMEs) of the country. As the name suggests it will aim at Creation and Harmonious Application of Modern Processes for Increasing the Output and National Strength. Accordingly, the name of the system is CHAMPIONS. This is basically for making the smaller units big by helping and handholding, in particular, by solving their problems and grievances. Three basic objectives of the CHAMPIONS:

1. To help the MSMEs in this difficult situation in terms of finance, raw materials, labour, permissions, etc.
2. To help the MSMEs capture new opportunities in manufacturing and services sectors.
3. To identify the sparks, i.e., the bright MSMEs who can withstand at present and become national and international champions.

CHAPTER-15
INFORMATION RELATED TO PROCUREMENT MADE BY
DCMSME DURING 2020-21

(Amount in Rupees)

| Procurement made by General Administration Section during 202-21 | |
|---|----------------------|
| Procurement of goods | 55,27,941/- |
| Procurement made for rendering services | 74,25,387/- |
| Total | 1,29,53,328/- |

CHAPTER-16

PROACTIVE DISCLOSURE OF RTI APPLICATIONS, APPEALS AND THEIR RESPONSES ON THE WEBSITE

For seeking information including the information under the RTI Act, 2005, citizens may also approach the MSME Facilitation Centre located between Gate No. 4 & 5, Nirman Bhawan, [O/o DC (MSME)], New Delhi on any working day. They may send their applications online and in physical form as per provisions laid under the RTI Act, 2005. Information regarding RTI requests and appeals is provided below.

Details of RTI applications received online and their status

| Financial Year | Requests received | Initial action to be taken | Rejected | Information provided | Transferred to other PA | Returned to applicant | Pending Requests |
|----------------------|-------------------|----------------------------|----------|----------------------|-------------------------|-----------------------|------------------|
| 01-04-20 to 31-03-21 | 1207 | 11 | 36 | 777 | 300 | 11 | 72 |

Details of Appeals received online and their status

| Financial Year | Opening Balance | Appeal Received | Initial action to be taken | Information Provided | Returned to applicant | Pending appeals |
|----------------------|-----------------|-----------------|----------------------------|----------------------|-----------------------|-----------------|
| 01-04-20 to 31-03-21 | 0 | 65 | 0 | 61 | 0 | 4 |

Details of RTI applications received physically and their status.

| Financial Year | Requests received | Rejected | Information provided | Transferred to other PA | Returned | Pending Requests |
|----------------------|-------------------|----------|----------------------|-------------------------|----------|------------------|
| 01-04-20 to 31-03-21 | 204 | - | 176 | 25 | 3 | NIL |

Details of Appeals received physically and their status

| Financial Year | Opening Balance | Appeal Received | Initial action to be taken | Information Provided | Returned to applicant | Pending appeals |
|----------------------|-----------------|-----------------|----------------------------|----------------------|-----------------------|-----------------|
| 01-04-20 to 31-03-21 | NIL | 8 | - | 8 | - | NIL |

The information in respect of RTI pertaining to this office is regularly uploaded on the website of this office. The details of the CPIOs/Appellate Authority are also updated at the office website regularly.

CHAPTER-17

**FOREIGN TOURS OF OFFICIALS OF THE RANK OF JOINT
SECRETARY TO THE GOI AND ABOVE AND HEADS OF
DEPARTMENTS**

The information in this regard for the FY 2020-21 is Nil.

CHAPTER-18

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS & APPELLATE AUTHORITY

| S. N. | Name of Division | FAA S/Sh. (Designation) | CPIO S/Sh. (Designation) | ACPIO S/Sh. (Designation) |
|-------|---|-----------------------------|-----------------------------|---|
| 1 | Micro Enterprises Development Division (D01) | Anand Sherkhane, ADC | A.K.Tamaria, DD | Shimla Meena, AD |
| 2 | SME Services Division (D02) | Anand Sherkhane, ADC | Manoj Sharma, AD | -- |
| 3 | ZED (D03) | Vinamra Mishra, Director | Rakesh Kumar, DD | Dhanendra Prasad, AD |
| 4 | IPR | Vinamra Mishra, Director | Rakesh Kumar, DD | Gaurav Saini, AD |
| 5 | Design Scheme | Vinamra Mishra, Director | Rakesh Kumar, DD | Manjeet Singh, AD |
| 6 | Incubation | Vinamra Mishra, Director | Ramakrishnan, DD | B. B. Sahoo, AD |
| 7 | Lean | Vinamra Mishra, Director | Ramakrishnan, DD | Satish Kumar, AD |
| 8 | Digital MSME | Vinamra Mishra, Director | Ramakrishnan, DD | Subhash Chandra, AD |
| 9 | SENET (D03) | S. Sathesh Kumar, DD | V. V. Khare, AD | -- |
| 10 | Glass & Ceramics | Vinamra Mishra, Director | Santosh Kumar, AD | -- |
| 11 | Chemical | Vinamra Mishra, Director | Santosh Kumar, AD | -- |
| 12 | Food | Vinamra Mishra, Director | Santosh Kumar, AD | -- |
| 13 | Electrical | Vinamra Mishra, Director | B. B. Sahoo, (AD) | -- |
| 14 | Electronic | Vinamra Mishra, Director | B. B. Sahoo, (AD) | -- |
| 15 | Social Enterprise Development (D04) | Ashwini Lal, Director | Anoop Kesarwani, AD | -- |
| 16 | Policy | A. K. Tamaria, DD | Pawan Kumar Singh, AD | R. P. Singh, AD Ms. Kavita, AD D. S. Kandhari, AD |
| 17 | Technology Services Division (D06)(a) | Sanjeev Chawla, Director | Md. Ali Rahman, DD | -- |
| 18 | DI & TC Operation | Ashwini Lal, Director | S. Sathesh Kumar, DD | Pramod Bharti, AD (TC) Kamal Bansal, AD (DI) |
| 19 | Transport/ Logistics Service (D07)(a) | D.K.Katara, Director | Dheer Singh, AD | -- |
| 20 | Natural Infrastructure (Land Resources, Water etc.) Services (D07)(b) | D.K.Katara, Director | Dheer Singh, AD | -- |

| | | | | |
|----|--|-----------------------------|-----------------------|-----------------------|
| 21 | Energy (D07)(c) | U. C. Shukla, Director | Kuldeep Singh, AD | -- |
| 22 | Common Infrastructure(Cluster Development Programme) (D07)(d) | U. C. Shukla, Director | Dheer Singh, AD | -- |
| 23 | Investment Promotion & Financial Services (CGTMSE) (D08) | Deepak Rao, JDC | O. P. Singh, DD | C.S.Mund,AD |
| 24 | Investment Promotion & Financial Service, I & F (Interest Subvention scheme and others Loan related issues) & Sickness & Rehabilitation. | Deepak Rao, JDC | O. P. Singh, DD | B N Guru, A D |
| 25 | Investment Promotion & Financial Services(CLCSS) (D08) | Deepak Rao, JDC | O. P. Singh, DD | D.S.Tomar,AD |
| 26 | IPFS (Credit Monitoring Cell) (D08) | Deepak Rao, JDC | O. P. Singh, DD | -- |
| 27 | ESDP/EDC (D09)(a) | R. K. Choudhary, Jt. Dir. | Narayan Saw, AD | Renu Mishra, AD (EDC) |
| 28 | SIDO Officer Training & Capacity Building Division (Domestic) (D09)(b) | Ashwini Lal, Director | S. Sathesh Kumar, DD | -- |
| 29 | International Training (D09)(b)(ii) | U.C. Shukla, Dir. | Satish Kumar, AD | -- |
| 30 | Skill India (D09)(b)(iii) | Anand Sherkhane, ADC | Dr. R K Choudhary, JD | Smt. Shimla Meena, AD |
| 31 | EA (Economic Analysis) (D09)(c) | Ashwini Lal, Director | Yogindra Pandey, AD | Gaurav Arya, AD |
| 32 | Statistics & Data (D09)(c) | Ashwini Lal, Director | Ms. Tulika Mehta, AD | Khushee Ram Meena, AD |
| 33 | Media Communications (Centre for Communication, Outreach, Dialogue) & Publicity (D09)(d) | Ashwini Lal Director | Dr. H P Singh, DD | Dr. Harish Yadav, AD |
| 34 | Public Procurement Policy | A. K. Verma, Joint Director | Vipin Kumar, AD | Chandan, AD |
| 35 | Procurement and Marketing Support (PMS) | A. K. Verma, Joint Director | Harish Yadav, AD | Miss. Megha Jain, ASO |
| 36 | Export Promotion (D11) | U. C. Shukla, Director | Ajay Kumar, DD | Dubey, ASO |
| 37 | International Cooperation (D11) | U. C. Shukla, Director | Ajay Kumar, DD | Dubey, ASO |
| 38 | Tool Room/AB Div.2(Admn./HR) (D12)(A) | Sanjeev Chawla, Director | Neeraj Arora, DD | Joydev Paul, AD |
| 39 | Tool Room/AB Div.1 (Tech) (D12)(B) | Sanjeev Chawla, Director | Mahesh Chand, AD | -- |
| 40 | Agriculture and Rural Technology | Piyush Srivastva, ADC | Santosh Das, AD | -- |

| | | | | |
|----|--|----------------------------|----------------------------|-------------------------|
| | (D12)(C) | | | |
| 41 | Consultancy Services (D12)(D) | Deepak Rao, JDC | Sandeep Agrawal, AD | -- |
| 42 | Administration (D13)(a) | S. K. Tiwari, Dy. Director | Shiv Charan Meena, AD | S. C. Meena, AD |
| 43 | General Administration (D13)(b) | Anil Tripathi, Dir. | D. N. Shah, DD | S. Malhotra, AD |
| 44 | Coordination (D13)(c) | Dr. O.P. Mehta, Director | Ms. S. Karana, DD | Anbu Kumar, AD |
| 45 | Coordination(State Govt. Liasoning) (D13)(c) | Dr. O.P. Mehta, Director | N. Raja, AD | |
| 46 | Parliament (D13)(c) | Anil Tripathi, Director | Brahm Prakash, AD | Manoj Sharma, OS |
| 47 | National Award (D13)(d) | Deepak Rao, JDC | Pawan Kumar Singh, AD | |
| 48 | Library (D13)(f) | Dr. O P Mehta, Director | Brahm Prakash, AD | Ms. Beena Bhandari, ASO |
| 49 | Enterprise Eco-system Development (D13)(g) | Deepak Rao, JDC | S.Sathesh Kumar, DD | Sanjeev Kumar, AD |
| 50 | National Board for MSME (D13)(g) | Deepak Rao, JDC | Vijay Kumar, AD | -- |
| 51 | Budget (D14) | Deepak Rao, JDC | S K Verma, DD | Pankaj Kumar, AD |
| 52 | Cash Section (D14) | D. N. Sah, DD | O. P. Solanki, AD | |
| 53 | C&A Section | D. N. Sah, DD | H. K. Chaudhary, AD | |
| 54 | Vigilance (D15) | R K Choudhary, Jt. Dir. | Anil Kumar, AD | -- |
| 55 | DI Admn and Operation (D16) | Ashwini Lal, Director | S. Sathesh Kumar, DD | Gyan Singh, AD |
| 56 | TEQUP | -- | Girish Kumar, AD | -- |
| 57 | Leather & Footwear | Sanjeev Chawla (Director) | Santosh Das (AD) | |
| 58 | Hosiery | Sanjeev Chawla (Director) | Santosh Das (AD) | |
| 59 | Mechanical & Metallurgy | Sanjeev Chawla (Director) | K Sodhi, AD | -- |
| 60 | TCSP | Virinder Sharma, Director | S K Newar, DD | R. N. Meena, AD |
| 61 | NER Cell | U. C. Shukla, Director | Sh. Kuldeep Singh, AD Gr.I | Ms. Arti Singh, AD |
| 62 | Hub & Spoke | Sanjeev Chawla, Director | Vinay Adlakha, DD | |

CHAPTER-19

DETAILS OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PENDING OR FINALIZED FOR MINOR PENALTY AND MAJOR PENALTY PROCEEDINGS

(A) Disciplinary proceedings in respect of IEDS Officers for which Vigilance Division Ministry of MSME is the controlling authority

Disciplinary proceedings for major/minor penalty against four officers of IEDS cadre are pending.

(B) Disciplinary proceedings in respect officials for which Vigilance Division Office of the Development Commissioner (MSME) is the controlling authority

Disciplinary action is pending against three officials. One officer is superannuated while two officials are serving. Names of the officials are not disclosed due to the confidentiality in the matter.

CHAPTER-20

PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI

During COVID – 19 pandemic period, no such programme could be conducted during the period. The information in this regard for the FY 2020-21 is Nil. However, regular interactions of CPIOs/FAAs, other officers and Nodal officer were held from time to time for prompt disposal of RTI applications and for taking appropriate actions for the appeals received in this office.

CHAPTER-21

CAG AND PAC PARAS AND THE ACTION TAKEN REPORTS (ATRs) AFTER THESE HAVE BEEN LAID ON THE TABLE OF BOTH HOUSES OF PARLIAMENT

The status of pending Action Taken Note (ATN)/ Action Taken Replies (ATRs) on C&AG paras, PAC Paras in respect of O/o DCMSME (taken from details of Ministry of MSME as on 10-06-2021) is mentioned as under:

| Nature of para | ATNs/ATRs/ENs | Status of pendency | Para No. and Report Number | Subject | Remarks |
|-----------------------|----------------------|---------------------------|-----------------------------------|--|---|
| C&AG Para | Pending ATNs Status | 0 | Para 4.1 Report No. 10 of 2020 | Functioning of Credit Guarantee Fund Trust for Micro and Small Enterprise. | The ATN has been uploaded on APMS Portal on 01-06-2021. No action pending on part of the Ministry. |

CHAPTER-22

DETAILS OF THIRD-PARTY AUDIT OF VOLUNTARY DISCLOSURE

It is being first Audit undertaken, so no information of previous audit is available.

CHAPTER-23

DETAILS OF QUESTIONS ASKED IN THE PARLIAMENT

The list of Starred & Unstarred questions for the 4th & 5th Session of 17th Lok Sabha and 252nd & 253rd Session of Rajya Sabha during the year 2020-21 is as under:

| Commencement of 4th Session of Seventeenth Lok Sabha & 252nd Session of Rajya Sabha (From 14.09.2020 To 01.10.2020) | | | | | | |
|---|-------------|-------------------------|--------------|---------------------------|--------------|--------------------|
| 4th Session of Lok Sabha | Days | Starred Question | Total | Unstarred Question | Total | Grand Total |
| 17.09.2020 | Thursday | 0 | 0 | 28 | 76 | 76 |
| 22.09.2020 | Tuesday | 0 | | 25 | | |
| 27.09.2020 | Sunday | 0 | | 23 | | |
| 252nd Session of Rajya Sabha | Days | Starred Question | Total | Unstarred Question | Total | |
| 14.09.2020 | Monday | 0 | 0 | 14 | 43 | 43 |
| 19.09.2020 | Saturday | 0 | | 19 | | |
| 24.09.2020 | Thursday | 0 | | 20 | | |
| 29.09.2020 | Tuesday | 0 | | 0 | | |

| Commencement of 5th Session Of Seventeenth Lok Sabha & 253rd Session of Rajya Sabha (From 29-01-2021 to 08-04-2021) | | | | | | |
|---|-------------|-------------------------|--------------|---------------------------|--------------|--------------------|
| 5th Session of Lok Sabha | Days | Starred Question | Total | Unstarred Question | Total | Grand Total |
| 04-02-2021 | Thursday | 2 | 5 | 22 | 80 | 85 |
| 11-02-2021 | Thursday | 1 | | 24 | | |
| 18-03-2021 | Thursday | 0 | | 16 | | |
| 25-03-2021 | Thursday | 2 | | 18 | | |
| 01-04-2021 | Thursday | 0 | | 0 | | |
| 08-04-2021 | Thursday | 0 | | 0 | | |
| 253rd Session of Rajya | | Starred | | Unstarred | Total | |

| Sabha | Days | Question | Total | Question | | |
|------------|--------|----------|-------|----------|----|----|
| 08-02-2021 | Monday | 2 | 5 | 15 | 55 | 60 |
| 15.02.2021 | Monday | 0 | | 0 | | |
| 08-03-2021 | Monday | 3 | | 15 | | |
| 15-03-2021 | Monday | 0 | | 12 | | |
| 22-03-2021 | Monday | 0 | | 13 | | |
| 05-04-2021 | Monday | 0 | | 0 | | |

The details of the questions are available on the respective websites of

Rajya Sabha Sabha Starred Question at

<https://rajyasabha.nic.in/rsnew/Questions/eshowallquestion.aspx>

Rajya Sabha Sabha Unstarred Question at <https://rajyasabha.nic.in/rsnew/Questions/uns.aspx>

and

Lok sabha at <http://loksabhaph.nic.in/Questions/questionlist.aspx>

CHAPTER-24

DETAILS OF SCHEMES/ PROJECTS/ PROGRAMMES

This Office administers a number of schemes and programmes for promotion and development of MSMEs. All the schemes are digitally available on the website of the office at www.dcmsme.gov.in.

The list of important schemes, programs and activities which are available in an e-book titled Schemes for Micro, Small and Medium Enterprises (MSMEs) is available at the link of the website of this office at

<http://www.dcmsme.gov.in/ebook/eBook%20of%20Schemes%20for%20MSMEs.pdf>

1. New MSME Definition & Udyam Registration

2. Credit and Financial Assistance

- i. Credit Linked Capital Subsidy for Technology Upgradation (CLCSS)
- ii. Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE)
- iii. 2% Interest Subvention Scheme
- iv. Rs 20,000 crore Subordinate debt for stressed MSMEs

3. Skill Development and Training

- i. Entrepreneurship and Skill Development Programme (ESDP)
- ii. Technology Centres (Tool Rooms & Technology Development Centres)

4. Infrastructure Support

- I. Micro & Small Enterprises Cluster Development (MSE-CDP)
- II. Technology Centres (Tool Rooms & Technology Development Centres)
- III. Promotion of MSMEs in NER and Sikkim

5. Technology Up-gradation

- i. Design Expertise to Manufacturing MSME sector
- ii. Lean Manufacturing Competitiveness Scheme (LMCS)
- iii. Digital MSME Scheme
- iv. Financial Support to MSMEs in ZED Certification Scheme
- v. Support for Entrepreneurial and Managerial Development of MSMEs through Incubators
- vi. Building awareness on Intellectual Property Rights (IPR)
- vii. Credit Linked Subsidy for Technology upgradation

6. Procurement and Marketing Support

- I. Procurement and Marketing Support (PMS) Scheme
- II. Public Procurement Policy (PPP) for MSEs Order, 2012
- III. Government e-Marketplace

7. Web Services

- I. Udyam Registration
- II. Creation and Harmonious Application of Modern Processes for Increasing the Output and National Strength (CHAMPIONS) Portal
- III. MSME Samadhaan Portal
- IV. MSME Sampark Portal

8. Atmanirbhar Bharat related announcements in May-June 2020

- i. Rs 20,000 crore Subordinate Debt for Stressed MSMEs
- ii. Rs 50,000 crore Equity infusion for MSMEs through Fund of Funds
- iii. Global tenders to be disallowed up to Rs 200 Crore
- iv. New Definition of MSMEs
- v. Rs 3 lakh crores Collateral-free Automatic Loans for Businesses, including MSMEs

9. Annexures (Addresses/Contact Details) of-

- i. MSME Development Institutes (DI)
- ii. Existing Technology Centres
- iii. Extension Centres of Technology Centres
- iv. New Technology Centres
- v. Regional Testing Centres
- vi. Regional Testing Stations

CHAPTER-25

LIST OF MATERIALS AVAILABLE: (I) FREE OF COST AND

(II) AT A REASONABLE COST OF MEDIUM

This office publishes various publications in the form of schemes, guidelines, e-Books and Journal etc which are available at the website of this office at www.dcmsme.gov.in

Some of the major publications include the following:

(A) Free of cost

- Handbook of Important Central Sector Schemes for Micro, Small & Medium Enterprises (MSMEs) (in Hindi).
- Handbook of Important Central Sector Schemes for Micro, Small & Medium Enterprises (MSMEs) (in English).
- Pamphlets of Important Central Sector Schemes for Micro, Small & Medium Enterprises (MSMEs) (in English).
- Udyam Registration Report Bulletin (I, II & III)
- Publication on 'Registration of Micro, Small and Medium Enterprises (MSMEs) in India (Udyog Aadhaar Memorandum) up to December 2019'
- Publication on 'Registration of Micro, Small and Medium Enterprises (MSMEs) in India (Udyog Aadhaar Memorandum) up to June 2020'
- E-Book on the Major Schemes/Programmes of Government of India for Development of Food & Agro Based Enterprises.
- E-Book of Schemes for Micro, Small and Medium Enterprises (MSMEs)
- E-Book on Breaking the SILOS, (List of facilities & projects, State/UT wise)

(B) At a reasonable cost

A Journal Laghu Udyog Samachar (Bi-lingual : Hindi & English)