



भारत सरकार

GOVERNMENT OF INDIA

सूक्ष्म, लघु और माध्यम उद्यम मंत्रालय

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

विकास आयुक्त 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))

**2022-23**

विकास आयुक्त कार्यालय (एमएसएमई)

"ए" विंग सातवां तल, निर्माण भवन,

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OFFICE OF THE DEVELOPMENT COMMISSIONER (MSME)

"A" Wing 7<sup>th</sup> Floor, Nirman Bhawan,

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[www.dcmsme.gov.in](http://www.dcmsme.gov.in)

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

<b>Authority under RTI Act</b>	<b>Name (S/Sh)/w.e.f</b>	<b>Designation</b>	<b>Contact details</b>
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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 7<sup>th</sup> Floor, Nirman Bhawan, New Delhi-110108. It is headed by the Additional Secretary & Development Commissioner (MSME). The Office of 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.dcsmme.gov.in](http://www.dcsmme.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.

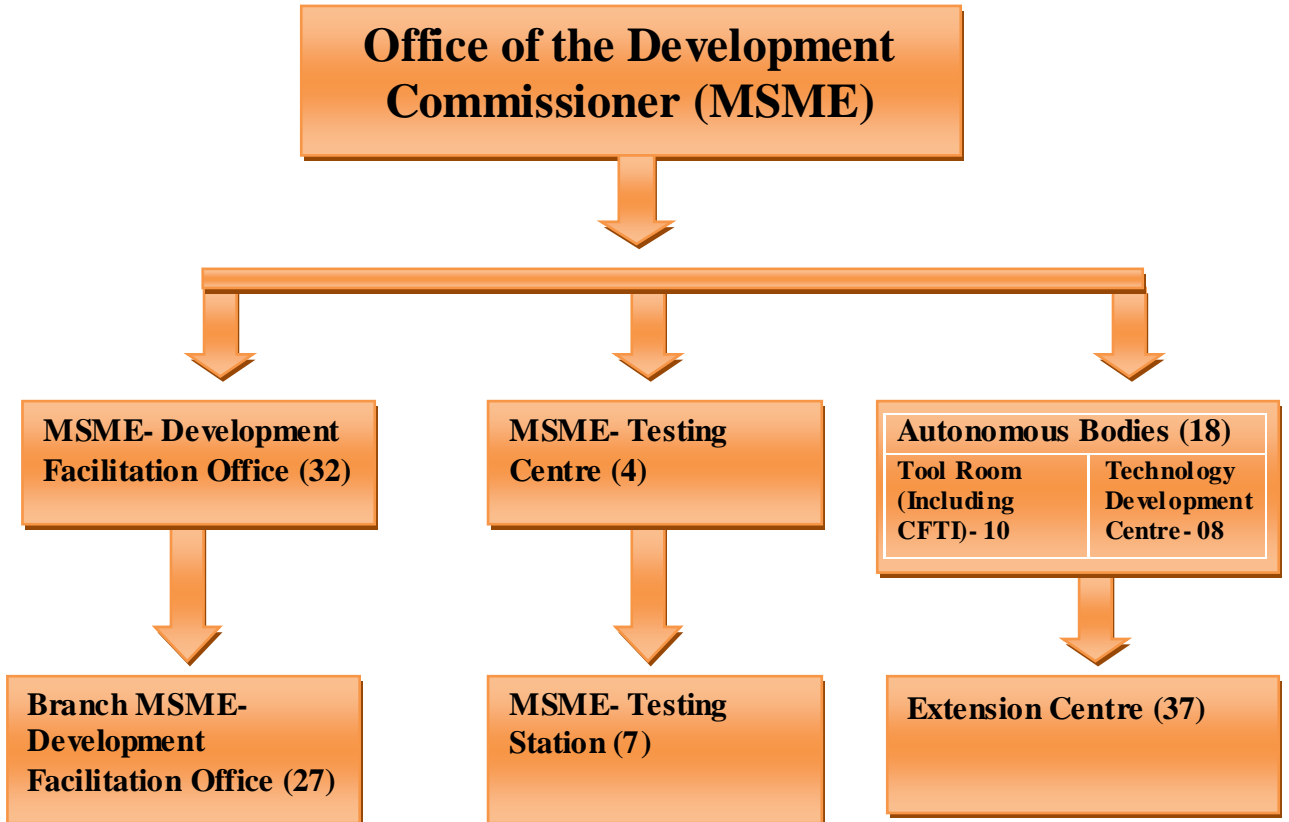
7. Maintaining a close liaison with the Central Ministries, NITI Aayog, State Governments, Financial Institutions and other Organisations concerned with development of MSMEs.
8. Evolving and coordinating Policies and Programmes for development of MSMEs as ancillaries to large industries including CPSUs.
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:

#### **Broad Organization Chart**



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.

➤ **MSME- Development Institute (MSME-DI)**

➤ **There are 32 MSME- Development Institutes (MSME-DI) and 27 Branch MSME Development Institute 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

**C) MSME Testing Centres**

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:-

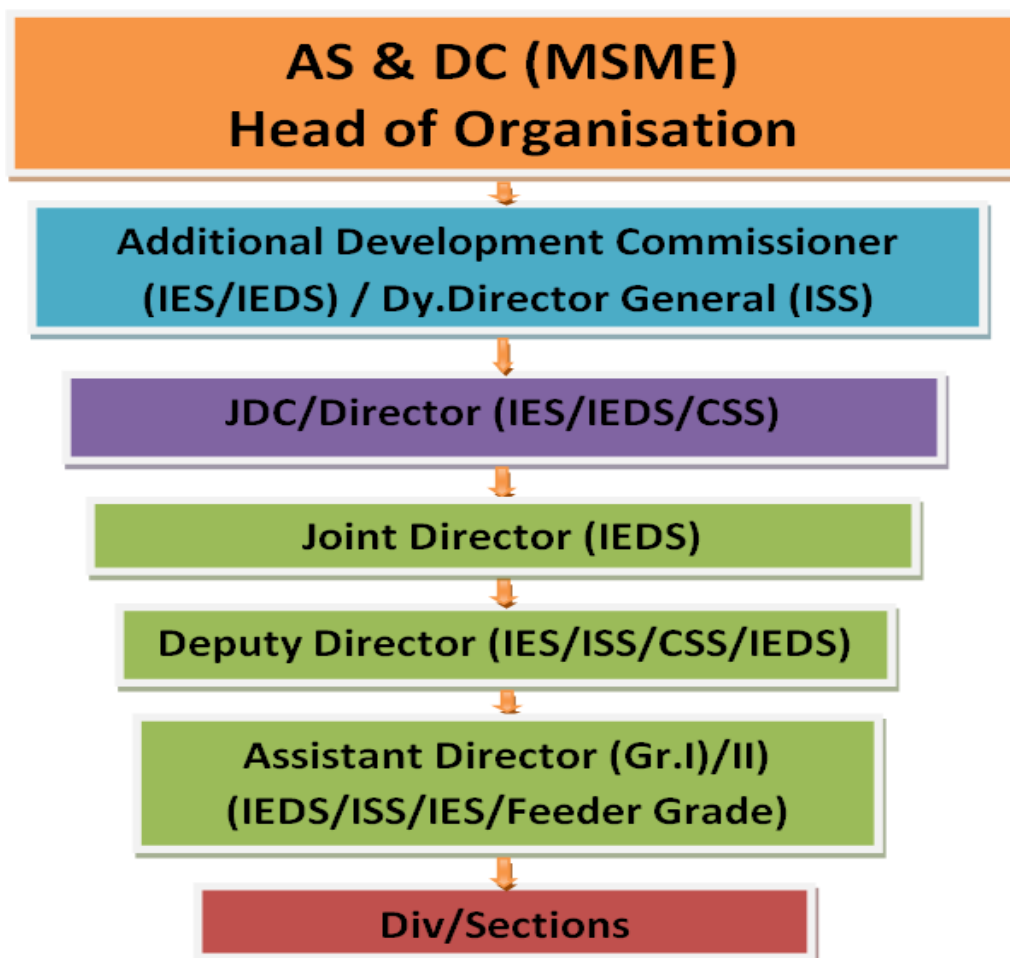
- Quality up gradation aspects.
- Training testing and quality control
- Consultancy in testing and quality management.
- Process quality control system

**D) MSME Testing Stations**

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.

**E) 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 27<sup>th</sup> April, 2022 & 27<sup>th</sup> July, 2022 are mentioned as under which are available at the website of DCMSME [www.dcmsme.gov.in](http://www.dcmsme.gov.in).

## Work Allocation

S. No	Name & Address of Offices/ Officers	Work Allocation	Telephone/Fax No.	E-mail
1	<b>Dr.Rajneesh</b> Additional Secretary and Development Commissioner (MSME)	Head of Organisation	Tel.: 011-23061176, Fax: 23062315 Room No: 702	<a href="mailto:dcmsme@nic.in">dcmsme@nic.in</a>
2	Sh. Anuja Bapat, Dy. Director General	Coordination, Hindi, Office Operation(MSME DIs & Testing Centre) ,Social Enterprise, EA & Stats, National Awards, Parliament Coordination, Lib, CRU,State Coordination,	Tel: 011-23061277 Mob: 8447619098 Room No: 716	ddg- dc@dcmsme.gov .in
3	Dr. Ishita Ganguli Tripathy Additional Development Commissioner	Adminstration Establishment, Policy, Public Procurement Policy, Investment Promotoion and Financial Services, National Board.	Tel: 011-23061847 Room No: 715	<a href="mailto:ishita.tripathy@nic.in">ishita.tripathy@ nic.in</a>
4	Ms. Sudha Keshari Additional Development Commissioner	Autonomous Bodies (HR & Establishment),Autonomou s Bodies (TC & Tool Rooms),Technology Centre System Programme (TCSP), Common Infrastructure (Cluster Development Programme), Technology Coordination, Skill India over all Coordination, TCEC.	Tel: 011-23062694 Room No: 717	<a href="mailto:adc1@dcmsme.gov.in">adc1@dcmsme.go v.in</a>
5	Ms. Ashwini Lal, Additional Development Commissioner	Procurement and Marketing Support (PMS), RTI, Public Grievance, General Administration, Export Promotion Division ,Senet, Lib, CRU,MSME Services Division, Budget & Accounts (Establishment),Promotio n of MSMEs in Northern Eastern Region and Sikkim Scheme.	Tel: 011-23060536 Room No: 721	<a href="mailto:ashwini.lal@nic.in">ashwini.lal@nic .in</a>
6	Shri Bharat Prakash, Joint Development Commissioner	TCSP,ESDP	Tel: 011-23062465 Room No: 713	<a href="mailto:bharat.prakash@gov.in">bharat.prakash@g v.in</a>

7	Ms. Rukmani Attri, Joint Development Commissioner	MSME Policy Division, Admin (P&T) Division , PPP Division , I&F Division , National Board Division	Tel: 011-23061804 Room No: 711	<a href="mailto:rukmani.attri@gov.in">rukmani.attri@gov.in</a>
8	Shri Harish Kumar Wadhwa , Dy.Secretary (CSS)	TCEC, IEDS Cell	Tel: 011-23062769 Room No: 731	<a href="mailto:h.kwadhwa@nic.in">h.kwadhwa@nic.in</a>
9	Sh. Manoj Kumar Saraswat, Director	Coordination, RTI,Lib, CRU, Hindi, State Coordination, Public Grievance	Tel: 011-23063363 Room No: 713	<a href="mailto:m.saraswat@dc.msme.gov.in">m.saraswat@dc.msme.gov.in</a>
10	Sh. U.C. Shukla,Director	Cluster Development Programme, NERScheme, IC , Export Promotion	Tel: 011-23062148 Room No: 719	<a href="mailto:umeshshukla.msme@gmail.com">umeshshukla.msme@gmail.com</a>
11	Sh. R.K. Rai, Director	MSME Services Division, Procurement and Marketing Support (PMS), General Administration, Budget & Accounts, Senet, National Award.	Tel: 011-23062561 Room No: 723-A	<a href="mailto:r.k.raai@nic.in">r.k.raai@nic.in</a>

## 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 7 <sup>th</sup> CPC)
1	Senior Administrative Grade	Additional Development Commissioner/ Dy. Director General	Level-14 (Rs.1,44,200-2,18,200)
2	Junior Administrative Grade	Director	Level-13 (Rs.1,23,100 -2,15,900)

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 being 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](http://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 Certificate.	Shri. Pawan Kumar Singh, Deputy Director Tel.:011- 23061163	Online
2.	Release of funds to Credit Guarantee Fund Trust for Micro, Small Enterprises (CGTMSE)	Ms. Rukmani Attri, Joint Development Commissioner Tel.: 011- 23062561	30
3.	Release of funds under MSE-CDP	Shri. U.C. Shukla, Director Tel.: 011- 23062230	30
4.	Credit Linked Capital Subsidy for technology up gradation of micro and small enterprises in select Sub-sectors / products approved under the Credit Linked Capital Subsidy Scheme (CLCSS)	Ms. Rukmani Attri, Joint Development Commissioner Tel.: 011- 23062561	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/ (TCSP)	1. Sh. Mohamad Ali Rahman, Joint Director Tel: 011-23061198 Room no:-733 2. Sh. Vinay Adlakha, Joint Director Tel: 011-23062185 Room no:-725 3. Sh. Sunil Kumar Newar, Joint Director Room no:-712	30
6.	Prompt Grievance Redressal	Ms. Ashwini Lal, ADC/nodal Officer, Tel No. 011- 23060536	30 (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](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 there under.
- 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](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](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 thereon on such enterprises.
3. Advise 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 2<sup>nd</sup> 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](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](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](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 Tamil Nadu, 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](http://www.dcmsme.gov.in).

## CHAPTER-10

### DIRECTORY OF OFFICERS AND EMPLOYEES

S. No	Name & Address of Offices/ Officers	Telephon e/Fax No.	E-mail
1	Dr.Rajneesh Additional Secretary and Development Commissioner (MSME)	Tel.: 23061176, Fax: 23062315 Room no:-702	<a href="mailto:dcmsme@nic.in">dcmsme@nic.in</a>
2	Staff Details of Development Commissioner (MSME): 1. P.B.Joshi, PP 2. Surekha Mohan, PS 3. Satvinder Kumar,SSA	Tel.: 23061176, Extn: 2436 Room no:-701	
3	Ms. Anuja Bapat, Dy.Director General	Tel: 23061277 Fax:23061972 Room no:716	<a href="mailto:ddg-dc@dcmsme.gov.in">ddg-dc@dcmsme.gov.in</a>
4	Staff Details of Ms. Anuja Bapat (DDG) PS : Vacant Sh. Rahul Bhushan Kumar, Stenographer Gr.II	Tel:23062694 Ext:2466 Room no:-708	
5	Dr. Ishita Ganguli Tripathy Additional Development Commissioner	Tel:23061847 Room no:-715	<a href="mailto:ishita.tripathy@nic.in">ishita.tripathy@nic.in</a>
6	Staff details of Dr. Ishita Ganguli Tripathy (ADC) Sh. Saurabh Kumar (PA)	Tel:23061847 Ext:2419 Room no:-707 A	
7	Ms. Sudha Keshari, Additional Development Commissioner	Tel:23062694 Room no:-717	<a href="mailto:adc1@dcmsme.gov.in">adc1@dcmsme.gov.in</a>
8	Staff Details of Ms. Sudha Keshari (ADC) Sh. Sarvesh Giri, Stenographer	Tel:23062694 Room no:-708	
9	Ms. Ashwini Lal, Additional Development Commissioner	Tel: 23060536 Room no:-721	<a href="mailto:ashwini.lal@nic.in">ashwini.lal@nic.in</a>
10	Shri Bharat Prakash, Joint Development Commissioner	Tel:23062465 Room no:-713	<a href="mailto:bharat.prakash@gov.in">bharat.prakash@gov.in</a>
11	Ms. Rukmani Attri, Joint Development Commissioner	Tel:23061804 Room no:-711	<a href="mailto:rukmani.attri@gov.in">rukmani.attri@gov.in</a>
12	Shri Harish Kumar Wadhwa , Dy.Secretary (CSS)	Tel:23062769 Room no:-731	<a href="mailto:h.kwadhwa@nic.in">h.kwadhwa@nic.in</a>
13	Sh. U.C.Shukla, Director	Tel: 23062148 Room no:-719	<a href="mailto:umeshshukla.msme@gmail.com">umeshshukla.msme@gmail.com</a>
14	Sh. Manoj Kumar Saraswat, Director	Tel/Fax: 23063363 Room no:- 713	<a href="mailto:m.saraswat@dcmsme.gov.in">m.saraswat@dcmsme.gov.in</a>
15	Sh. R.K.Rai Director	Tel:23062561 Room no:-723-A	<a href="mailto:rk.rai@gov.in">rk.rai@gov.in</a>
16	Sh. Vinay Adlakha, Joint Director	Tel: 23062185 Room No: 725	<a href="mailto:vadlakha@dcmsme.gov.in">vadlakha@dcmsme.gov.in</a>



17	Sh. A.K. Verma, Joint Director	Extn: 2478 Room No: 727	<a href="mailto:akverma@dcmsme.gov.in">akverma@dcmsme.gov.in</a>
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72	Sh. Khem Singh OS	Extn: 2496 Tel: 23061044 Room no:-709	
74	Sh. Dinesh Mohan Investigator	Tel: 23061472 Room no:-705	dmohan@dcmsme.gov.in
75	Sh. Anil Kumar Investigator	Room no:-707	
76	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 -2022-23

Sl. No.	Employee Code	Employee Name	Designation	Pay Level	Paid Basic Total	Gross Total
1	JKS019M65001	J K Sahu	Deputy Secretary	12	115800	201006
2	AKV019M64001	A K Verma	Joint Director	12	112400	165048
3	A*B019M73001	Ajay Bajpai	Joint Director ( Technical )	12	80900	136140
4	AK*019M76001	Ajay Kumar	Office Superintendent	6	43600	76908
5	A*A019M96001	Akeel Ahmad	Stenographer Grade D	4	30500	55293
6	A**019M77002	Amarjeet	Multi Tasking Staff	2	31100	56283
7	AKT019M65002	Anant Kumar Tiwari	Assistant Director 2	7	62200	107598
8	A*K019M66002	Anil Kumar	Deputy Director	11	102500	179061
9	A*K019M68001	Anil Kumar	Investigator Group -b	8	74300	127563
10	A*K019M75001	Anil Kumar	Senior Secretariat Assistant	4	35300	53682
11	AKS019M71001	Anil Kumar Singh	Assistant Director Gr - I (technical )	10	82400	157255
12	AD*019F67001	Anita Devi	Multi Tasking Staff	3	36100	64533
13	A*P019M85001	Ankur Pathak	Assistant Director Gr - II ( Technical )	8	64100	110733
14	A*B021F74001	Anuja Bapat	Deputy Director General	14	177400	266547
15	A*B019F86001	Arpita Bhattacharjee	Senior Translation Officer	7	49000	72588
16	ASK019F82001	Arti Singh Katiyar	Assistant Director Gr - II ( Technical )	8	66000	96048
17	AKG020M82001	Ashish Kumar Gupta	Senior Translator	7	52000	90768
18	AL*014F74001	Ashwini Lal	Additional Development Commisioner	14	148500	214770
19	BBS019M67001	B B Sahoo	Assistant Director	10	90000	158436
20	BMS019M71001	B M Saxena	Assistant Director Gr - I (technical )	10	87400	170146
21	B*S019M63003	Balvir Singh	Asstt. Section Officer	7	55200	81144
22	BB*019F67001	Beena Bhandari	Asstt. Section Officer	7	55200	81144
23	BP*035M77001	Bharat Prakash	Joint Development Commissioner	13	138500	200130
24	B*P019M86001	Bidyapati Patra	Assistant Director Gr - II ( Technical )	7	55200	96048
25	C**019M84001	Chandan	Assistant Director 2	7	55200	96048
26	C*S019M82001	Charanjeet Singh	Assistant Director 2	8	64100	110733
27	CL*019M75001	Chhotey Lal	Multi Tasking Staff	2	31100	56283
28	DCM019M65001	D C Malassi	Asstt. Section Officer	7	55200	81144
29	DSC019M64001	D S Chaudhary	Senior Secretariat Assistant	5	48200	71484
30	DSK019M69001	D S Kandari	Assistant Director Gr - I (technical )	10	84900	165505
31	D*B019M94001	Deepak Bhardwaj	Lower Division Clerk	2	23100	39978

32	D*K019M83002	Dhayalan Karuppannan	Deputy Director ( Technical )	11	78500	139461
33	D*C019M83001	Dinesh Chand	Assistant Director Gr - II ( Technical )	7	53600	93408
34	D*M019M82001	Dinesh Mohan	Investigator Group -b	7	62200	107598
35	DK*019M86001	Dinesh Kumar	Investigator Group -b	7	50500	88293
36	DK*019M65001	Dinesh Kumar	Multi Tasking Staff	3	37200	66348
37	DSB019M65001	Dinesh Singh Bist	Junior Secretariat Assistant	4	41000	61548
38	GCD019M69001	Ganesh Chandra Das	Assistant Director 2	8	78800	134988
39	G*A019M86001	Gaurav Arya	Assistant Director 2	7	55200	96048
40	G*S019M78001	Gaurav Saini	Assistant Director 2	8	66000	113868
41	G*M002F67001	Geeta Midha	Section Officer	10	71100	127251
42	GA*019M95001	Gulfam Ahmad	Stenographer Grade D	4	29600	53808
43	GDC019M65001	Guru Das Chatterjee	Multi Tasking Staff	4	41000	61548
44	GS*019M65001	Gyan Singh	Assistant Director	10	87400	154146
45	HPS019M65001	Harendra Pratap Singh	Joint Director	12	105900	184671
46	H**019M94001	Hariom	Stenographer Grade D	4	30500	55293
47	H*Y019M80001	Harish Yadav	Assistant Director 2	7	58600	101658
48	HS*019M60001	Harpreet Singh	Assistant Director	10	84900	150021
49	HS*019M67001	Hukum Singh	Multi Tasking Staff	4	41000	61548
50	IGT006F75001	Ishita G Tripathy	Additional Development Commiosioner	14	167200	230736
51	JD*019M73001	Jag Dev	Multi Tasking Staff	3	37200	56304
52	J*S019M63001	Jagat Singh	Asstt. Section Officer	7	55200	96048
53	JSM019M93001	Jay Singh Meena	Stenographer Grade D	6	36500	81006
54	JS*019M69001	Joginder Singh	Multi Tasking Staff	3	37200	66348
55	J*P019M64001	Joydev Pal	Assistant Director	11	96600	169326
56	K*T019M85001	K Thirupathi	Assistant Director Gr - II ( Technical )	7	55200	96048
57	KB*019M86001	Kamal Bansal	Assistant Director 2	7	53600	93408
58	K**019F78001	Kamlesh	Multi Tasking Staff	1	20300	35358
59	KS*019M65003	Karambir Singh	Asstt. Section Officer	7	55200	96048
60	K**019F82001	Kavita	Assistant Director 2	7	55200	96048
61	K*S019M72001	Khem Singh	Office Superintendent	6	49000	85818
62	KRM019M70001	Khushee Ram Meena	Assistant Director 2	8	76500	110538
63	KP*019M67001	Krishna Paswan	Multi Tasking Staff	3	37200	56304
64	K*S019M68001	Kuldip Singh	Assistant Director	11	96600	143244
65	LSS019M63001	Lal Sahab Singh	Multi Tasking Staff	4	41000	61548
66	MC*019M72001	Mahesh Chand	Assistant Director	10	84900	150021
67	M**019F91001	Mala	Stenographer Grade II	4	26300	48363
68	MKS019M63002	Manoj Kumar Saraswat	Director	13	142700	337161
69	MKS019M65001	Manoj Kumar Sharma	Superintendent Group B N Gz	6	56900	98853
70	M*T019F87001	Manorama Toppo	Stenographer Grade D	6	36500	76083
71	M*S019M65002	Meghnath Singh	Assistant Director 2	9	82600	146226
72	MM*019M68002	Mohan Mehto	Driver	4	41000	61548
73	MAR019M70001	Mohd Ali Rahman	Joint Director	12	96900	169821
74	M**019M98001	Mukesh	Multi Tasking Staff	1	20300	35358
75	MC*019M73001	Mukesh Chand	Asstt. Section Officer	7	55200	96048

76	MK*019M73001	Mukesh Kumar	Multi Tasking Staff	2	35000	53268
77	NAR019M68001	Najmi Ahmed Raza	Assistant Director Gr - I (technical )	10	92700	162891
78	N*S019M82001	Narayan Saw	Assistant Director Gr - II ( Technical )	7	55200	96048
79	NK*019M72001	Narender Kumar	Driver	5	40400	60720
80	N*K019M94001	Narendra Kumar	Stenographer Grade D	4	30500	55293
81	NS*019M74001	Navdeep Singh	Asstt. Section Officer	7	55200	96048
82	N*K019M70001	Naveen Kumar	Assistant Director Grade - I ( Technical )	10	82400	150362
83	N*A019M82001	Neeraj Arora	Deputy Director	11	76200	115092
84	NS*019M65001	Nepal Singh	Multi Tasking Staff	1	32400	58428
85	NKS019M84001	Nitin Kumar Sharma	Assistant Director Grade II ( Non Technical	7)	55200	96048
86	OPS019M70001	O P Singh	Deputy Director	11	85800	128340
87	OPP019M91001	Om Prakash Patel	Assistant Director Grade II ( Non Technical	7)	55200	81144
88	PSB019M68001	P V Suresh Babu	Assistant Director	10	90000	134136
89	PS*019M64001	Panchu Singh	Senior Secretariat Assistant	5	42800	64032
90	PKJ019M83001	Pankaj Kumar Jha	Deputy Director	11	78500	139461
91	P*R019M64001	Paras Ram	Assistant Director 2	7	62200	107598
92	PKS019M73001	Pawan Kumar Singh	Deputy Director	11	78500	139461
93	PA*019M64001	Piyush Agarwal	Deputy Director	11	93800	164706
94	PS*019M68001	Prahlad Singh	Principal Private Secretary	11	88400	155796
95	P*K019M92003	Prakash Kumar	Multi Tasking Staff	1	20300	29877
96	PC*019M71001	Prakash Chand ii	Multi Tasking Staff	3	37200	66348
97	P*B019M73002	Pramod Bharti	Assistant Director 2	8	76500	131193
98	P*K019M75002	Pramod Kumar	Junior Hindi Translator	7	66000	113868
99	PBJ019M68001	Prem Ballabh Joshi	Principal Private Secretary	11	91100	135654
100	P**019F93001	Priya	Stenographer Grade D	4	30500	47058
101	P*S019M90002	Puneet Sorot	Multi Tasking Staff	1	23500	40638
102	R**019M85001	R Anbu Kumaran	Assistant Director 2	7	55200	96048
103	RS*019M66001	Radhey Shyam	Driver	6	46200	81198
104	RBK019M94001	Rahul Bhushan Kumar	Stenographer Grade D	4	30500	47058
105	R*K019M97001	Rahul Kumar Ii	Multi Tasking Staff	1	20300	35358
106	R*K019M69003	Rajesh Kumar	Assistant Director Gr - I (technical )	10	82400	123648
107	R*S019M78001	Rajesh Sapra	Assistant Director Group -b	7	55200	96048
108	RK*019M68001	Rajesh Kumar	Senior Gestetner Operator	4	39800	70638
109	RS*019M65001	Rajesh Sukuwaran	Superintendent Group B N Gz	6	53600	78936
110	R*S019M69001	Rajiv Sharma	Principal Private Secretary	11	96600	179262
111	R**006M73001	Rajneesh	Addl. Secretary And Development Commi	stioner	217600	300288
112	RK*019M88001	Raju Kumar	Personal Assistant	7	46200	68724
113	RK*019M67002	Rakesh Kumar	Joint Director	12	94100	165201
114	RK*019M65002	Rakesh Kumar	Multi Tasking Staff	4	42200	63204
115	RG*019M68001	Ram Gopal	Multi Tasking Staff	3	37200	56304
116	RN*019M65001	Rama Nand	Junior Secretariat Assistant	4	39800	59892
117	R*S019M75001	Ramawatar Singh	Assistant Director Gr - II ( Technical )	8	72100	123933
118	RC*019M67001	Ramesh Chand	Multi Tasking Staff	3	37200	56304
119	RKP019M66001	Ramesh Kamleshkumar Parmar	Deputy Director ( Technical )	12	115800	196038

120	RK*019M73001	Ramesh Kumar	Multi Tasking Staff	3	37200	66348
121	RKD019M69001	Ramesh Kumar Dubey	Asstt. Section Officer	7	55200	96048
122	R*B019M83001	Ran Bahadur	Assistant Director Grade II ( Non Technical	7)	56900	98853
123	RKS019M86001	Ranjan Kumar Sethy	Assistant Director Gr - I I ( Technical )	7	55200	96048
124	RA*019M63001	Ravi Arora	Asstt. Section Officer	8	58600	85836
125	R*J019F94001	Reena Jat	Multi Tasking Staff	1	20300	29877
126	R*M019F86001	Renu Mishra	Assistant Director 2	7	53600	78936
127	R*S019F71001	Renu Singh	Senior Secretariat Assistant	6	39900	70803
128	S*M019M84002	Sameer Malhotra	Assistant Director 2	7	55200	96048
129	SKA019M69001	Sandeep Kumar Agarwal	Assistant Director Gr - I I ( Technical )	9	82600	146226
130	S*N019M67001	Sanjay Nigam	Assistant Director	10	84900	127098
131	SK*019M77001	Sanjeev Kumar	Assistant Director 2	7	56900	98853
132	SKS019M78001	Sanjeev Kumar Saini	Assistant Director Gr - I I ( Technical )	7	53600	76452
133	SK*019M83001	Sanju Kumar	Junior Hindi Translator	6	39900	70803
134	SK*019M87001	Santosh Kumar	Assistant Director 2	7	52000	90768
135	S*K019F81001	Sanyogita Karana	Deputy Director	11	80900	147381
136	SG*019M93001	Sarvesh Giri	Stenographer Grade D	4	29600	45816
137	SS*019M64001	Satinder Singh	Assistant Director	11	93800	164706
138	S*K019M85002	Satish Kumar	Assistant Director 2	7	55200	96048
139	S*K019M66001	Satish Kumar	Driver	5	41600	73608
140	S*K019M65003	Satvinder Kumar	Senior Secretariat Assistant	4	37500	56718
141	S*A019M87001	Saurabh Arora	Assistant Director Gr B	7	55200	96048
142	S*K019M85001	Saurabh Kumar	Personal Assistant	7	46200	81198
143	S*S019M79001	Shailendra Singh	Assistant Director Gr B	8	64100	93426
144	S*S034F76002	Sharmila Saxena	Senior Hindi Translator	7	68000	117168
145	S**019F83001	Shimla Meena	Assistant Director	10	63100	114051
146	SKM019M94001	Sonu Kumar Meena	Multi Tasking Staff	1	18500	32793
147	SC*019M66001	Subhash Chand	Assistant Director	10	90000	158436
148	SK*019M68001	Sudershan Kumar	Asstt. Section Officer	7	55200	81144
149	S*K004F66001	Sudha Keshari	Additional Development Commiosioner	15	188200	281451
150	SK*019F94001	Sugandha Kumari	Stenographer Grade D	4	29600	45816
151	SKS019M70001	Sukanta Kumar Sahoo	Joint Director ( Technical )	12	99800	174606
152	SL*019M66001	Sunder Lal	Multi Tasking Staff	2	32000	57768
153	SK*019M69002	Sunil Kumar	Multi Tasking Staff	3	38300	57822
154	SKN019M70001	Sunil Kumar Newar	Joint Director	12	96900	169821
155	SKS019M92001	Sunil Kumar Saini	Assistant Director 2	7	72100	104466
156	SM*019F66001	Surekha Mohan	Private Secretary	10	90000	134136
157	SCK034M68001	Suresh Chandra Kashyap	Under Secretary	11	93800	164706
158	S*S019F00001	Sweety Suman	Stenographer Grade II	4	26300	48363
159	TSM019F87001	Tulika Sondhi Mehta	Assistant Director 2	7	53600	93408
160	UP*019M76001	Uday Paswan	Multi Tasking Staff	2	31100	56283
161	UCS019M64001	Umesh Chandra Shuk la	Director	13	138500	201066
162	U*R019F86001	Usha Rani	Stenographer Grade D	6	31400	51810
163	V*R019M67001	V Ramakrishnan	Deputy Director	11	88400	155796

164	VUS019F85001	Vanshi Uniyal Sharma	Assistant Director 2	7	53600	93408
165	V*K019M68002	Vijay Kumar	Assistant Director 2	7	60400	104628
166	VKM019M70001	Vijay Kumar Mahto	Multi Tasking Staff	3	36100	54786
167	VA*019M64001	Vinay Adlakha	Joint Director	12	115800	201006
168	VK*019M70001	Vinay Kumar	Assistant Director 2	9	87700	154641
169	VOK017F85001	Vineetha O K	Deputy Director	11	76200	115092
170	V*K019M79001	Vipin Kumar	Assistant Director 2	7	55200	81144
171	YD*019M67001	Yagya Dutt	Multi Tasking Staff	3	37200	56304
172	Y*K019M93001	Yeshmendra Kumar	Stenographer Grade D	4	30500	55293
173	YB*019M69001	Yogesh Bhardwaj	Asstt. Section Officer	7	55200	96048
174	YKS019M66001	Yogesh Kumar Sharma	Deputy Director	11	88400	155796
175	J*S019M78002	Jagadish Sahu	Assistant Director	10	56900	81006
176	AK*019M73002	Anil Kumar	Assistant Director 2	8	74300	127563
177	A*S019M95001	Akash Saroha	Lower Division Clerk	2	23100	39978
178	I*T014F96001	Ishita Thaman	Assistant Director ( I E S )	10	59500	92046



## 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 16772.51 crore (BE) for its various schemes and programmes for the financial year 2022-23. The scheme wise details are tabulated as under:

<b>O/o DC MSME: BE, RE and Expenditure as on 31.03.2023</b>				
<b>(Rupees in crore)</b>				
<b>S. N</b>	<b>Name of Schemes</b>	<b>BE 2022-23</b>	<b>RE 2022-23</b>	<b>Exp as on 31.03.23</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>O/o DC(MSME)</b>			
1	Establishment O/o DC (MSME) (H.Qtr)	36.10	31.86	29.56
<b>A</b>	<b>Technology Upgradation and Quality Certification</b>			
1	MSME Champions Schemes	50.72	45.42	44.05
2	Credit Linked Capital Subsidy and Technology Upgradation Scheme (CLCS-TUS)	10.00	0.09	0.08
	Credit Linked Capital Subsidy			
	<b>Total A</b>	<b>60.72</b>	<b>45.51</b>	<b>44.13</b>
<b>B</b>	<b>PMEGP and other Credit Support Programme</b>			
1	Credit Support Programme (Credit Guarantee Scheme for Micro and Small Enterprises (CGS-MSE))	0.08	8000.00	8000.00
2	Interest Subvention Scheme for Incremental Credit to MSMEs	0.04	0.00	0.00
3	Distressed Asset Fund - Subordinated Debt for Stressed MSMEs	100.00	1.47	0.00
4	Guaranteed Emergency Credit Line (GECL)	15000.00	10500.00	10500.00
	<b>Total B</b>	<b>15100.12</b>	<b>18501.47</b>	<b>18500.00</b>
<b>C</b>	<b>Marketing Promotion Scheme</b>			
1	Procurement and Marketing Support (PMS)	24.96	28.68	27.49
	<b>Total C</b>	<b>24.96</b>	<b>28.68</b>	<b>27.49</b>
<b>D</b>	<b>Promotional Services Institutions and Programme</b>			
1	Training/ Capacity Building Programme Scheme for DC(MSME) Officers/Officials	1.25	1.31	1.31
2	SENET Project	1.37	2.79	2.58
3	DC(MSME) Library	0.20	0.15	0.14
4	Entrepreneurship and Skill Development Programme (ESDP)	40.00	38.91	38.71
5	Development and Facilitation Office (DFOs) (Establishment) + Testing Centre (TC)/ Testing Station (TS)	140.00	137.86	134.72
6	Information, Education and Communication	6.76	3.94	3.89
	<b>Total D</b>	<b>189.58</b>	<b>184.96</b>	<b>181.35</b>
<b>E</b>	<b>INFRASTRUCTURE DEVELOPMENT PROGRAMME</b>			
	<b>Infrastructure Development and Capacity Building</b>			

1	Cluster Development Programme	262.00	119.69	119.55
2	Tool Rooms & Tech. Institutions	235.00	101.00	101.00
3	Establishment of New Technology Centres/ Extensions Centres Hub & Spoke	80.00	10.00	10.00
4	Infrastructure Support to MSME-TCs/TSs/ DFOs /Workshops	21.03	16.37	15.08
6	Infrastructure Development and Capacity Building - Promotion of MSME in NER & Sikkim	50.00	49.46	49.40
7	Technology Centre Systems Programme (TCSP) EAP	205.00	123.60	123.60
	<b>Total E</b>	<b>853.03</b>	<b>420.12</b>	<b>418.62</b>
<b>F</b>	<b>CAPITAL OUTLAY ON PUBLIC WORKS</b>			
1	Construction of Office Accommodation, Capital Outlay on Village and Small Industries.	20.00	13.72	13.55
<b>G</b>	<b>Fund of Funds</b>	486.00	392.79	392.79
<b>H</b>	<b>Research and Evaluation Studies</b>			
	<b>Database, Research, Evaluation and Other Office Support Services</b>			
1	National Award and National Board for MSME	2.00	1.51	1.51
	<b>Total H</b>	<b>2.00</b>	<b>1.51</b>	<b>1.51</b>
	<b>Sub Total O/o DC (MSME) (A to H)</b>	<b>16772.51</b>	<b>19620.62</b>	<b>19609.00</b>

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](http://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](http://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](http://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](http://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](http://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](http://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](http://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 2022-23**

(Amount in Rupees)

<b>Procurement made by General Administration Section during 2022-23</b>	
Procurement of goods	53,55,277/-
Payment made for rendering services	2,74,23,010/-
<b>Total</b>	<b>3,27,78,287/-</b>

## 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
01-04-22 to 31-03-23	958	0	41	753	122	7	35

#### 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
01-04-22 to 31-03-23	1	122	0	119	0	3

#### Details of RTI applications received physically and their status.

Financial Year	Requests received	Rejected	Information provided	Transferred to other PA	Returned	Pending Requests
01-04-22 to 31-03-23	169	1	137	18	3	10

#### 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
01-04-22 to 31-03-23	22	-	-	22	-	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 JOINTSECRETARY TO THE GOI AND ABOVE AND HEADS OF DEPARTMENTS

S.N	Name & Designation of the officer	Place of Visit	Purpose of the visit	Period of Visit	No. of People included in the official delegation.	Total cost of the Visit.
1	Sh. D. Chandra Sekhar, ADC	Dusseldorf Germany	K. Fair	19-10-23 to 23-10-23	1	8,20,331/-

## 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)
1	ZED	Vinamra Mishra, Director	Rakesh Kumar, Dy. Director
2	IPR	Vinamra Mishra, Director	Rakesh Kumar, Dy. Director
3	Design Scheme	Vinamra Mishra, Director	Rakesh Kumar, Dy. Director
4	Incubation	Vinamra Mishra, Director	Ramakrishnan, Dy. Director
5	Lean	Vinamra Mishra, Director	Ramakrishnan, Dy. Director
6	Digital MSME	Vinamra Mishra, Director	Ramakrishnan, Dy. Director
7	ABD Project	Vinamra Mishra, Director	Sunil Kumar Saini, AD Gr.II
8	SIDO Officer Training (Domestic)	Pankaj Kumar Jha, Dy. Director	Anant Kumar Tiwari, AD Gr.II (GAD)
9	IEDS Officer Training (Domestic)	Pankaj Kumar Jha, Dy. Director	Shimla Meena, AD Gr.I
10	IEDS Cell	Pankaj Kumar Jha, Dy. Director	K. Thiruppathi, AD, Gr.II
11	Administration	Pankaj Kumar Jha, Dy. Director	Anant Kumar Tiwari, AD Gr.II (GAD)
12	DFO & TC Operation	Ajay Bajpai, Joint Director	Gyan Singh, AD Gr.I
13	EA (Economic Analysis)	Vineetha O.K. Dy. Director	Gaurav Arya, AD, Gr.II
14	S&D (Statistics & Data)	Vineetha O.K. , Dy. Director	Tulika Sondhi Mehta, AD, Gr.II
15	Publicity and Advertisement.	<b>No Appellate Authority</b>	<b>No CPIO</b>
16	Parliament	Ajay Bajpai, Joint Director	Bidtyapati Patra, AD Gr.II
17	General Admin	Dhayalan K., Dy. Director	Gaurav Arya, AD Gr.II
18	Senet	Dhayalan K., Dy. Director	Vijay Kumar, AD Gr.II
19	Energy	U. C. Shukla, Director	Kuldeep Singh, AD, Gr.I
20	Common Infrastructure (Cluster Development Programme)	U. C. Shukla, Director	N.A. Raza, AD Gr.I
21	Export Promotion	U. C. Shukla, Director	Kuldeep Singh, AD, Gr.I
22	International Cooperation	U. C. Shukla, Director	Kuldeep Singh, AD, Gr.I
23	NER Cell	U. C. Shukla, Director	Sh. Kuldeep Singh, AD, Gr.I
24	CLCSS, TEQUP, TADF and Fund of Funds.	O. P. Singh, Dy. Director	Sh. Sandeep Kumar (IES), AD.Gr.I <b>MSME-DFO Cuttack</b>
25	CGTMSE, Credit Guarantee for Subordinate Debt.	O. P. Singh, Dy. Director	Ms. Ishita Thaman, AD Gr.I, <b>MSME-DFO, Ludhiana</b>
26	Interest Subvention Scheme and Emergency Credit Line Scheme and FINTECH issues.	O. P. Singh, Dy. Director	Ms. Ishita Thaman, AD Gr.I <b>MSME-DFO, Ludhiana</b>
27	Credit Monitoring Cell	O. P. Singh, Dy. Director	Sanjeev Kumar, AD Gr.II,
28	National Award	Ajay Bajpai, Joint Director	Rajesh Kumar, AD Gr.II
29	National Board for MSME	Pawan Kumar Singh, Dy. Director	Sandeep Kumar, AD Gr.I <b>MSME-DFO Cuttack</b>
30	Public Procurement Policy (PPP)	Nitisha Mann, Dy. Director <b>MSME-DFO. Cuttack</b>	Vipin Kumar, AD, Gr.II
31	Procurement and Marketing Support (PMS)	Dr. R. K. Bharti, Joint Director <b>MSME-DFO, New Delhi.</b>	Sanjeev Kumar Saini, AD Gr.I
32	Budget (Estt.)	Dhayalan K., Dy. Director	B. B. Sahoo, AD Gr.I
33	Skill India (Over all Coordination)	Yogesh Kumar Sharma, Dy. Director	Ganesh Chandra Das, AD Gr.II



34	All Policy Matters, i.e UAM Registration and Association Matters (Policy) MSME Act, & Delayed Payment	A. K. Tamaria, Joint Director	Pawan Kumar Singh, Dy. Director
35	ESDP	Ajay Bajpai, Joint Director	Anuj Kansal, AD Gr.II
36	Tool Room/AB Div.2(Admn./HR)	Neeraj Arora, Dy. Director	Joydev Paul, A.D.Gr-I
37	Tool Room/AB Div.1 (Tech)	Md. Ali Rahman, Joint Director	Mahesh Chand, A.D. Gr.I
38	Coordination	M. K. Saraswat, Director	R. K. Parmar, Deputy Director.
39	Coordination(State Govt. Liasoning)	M. K. Saraswat, Director	Gyan Singh, A.D. Gr.I
40	Library	R. K. Rai, Director <b>(w.e.f. 01-07-23)</b>	Sameer Malhotra, AD Gr.II
41	Cash Section	Vineetha O.K., Dy. Director	P.V. Suresh Babu, AD, Gr.I
42	Vigilance	A. K. Verma, Joint Director	Vanshi Uniyal Sharma, AD, Gr.II
43	TCEC (Hub Spoke)	Yogesh Sharma, Dy. Director	G. C. Dass, AD Gr.II
44	Mechanical	Sh. V. Ramakrishnan, Dy. Dir.	Sh. B. B. Sahoo, A.D. Gr.I
45	Metallurgy	Sh. V. Ramakrishnan, Dy. Dir.	Sh. B. B. Sahoo, A.D. Gr.I
46	Leather Footwear	Sh. V. Ramakrishnan, Dy. Dir.	Sh. Subhash Chand, A.D. Gr.I
47	Hosiery	Sh. V. Ramakrishnan, Dy. Dir.	Sh. Subhash Chand, A.D. Gr.I
48	Glass & Ceramic	Sh. Rakesh Kumar, Joint Dir.	Sh. Santosh Kumar, A.D. Gr.II
49	Chemical	Sh. Rakesh Kumar, Joint Dir.	Sh. Santosh Kumar, A.D. Gr.II
50	Food	Sh. Rakesh Kumar, Joint Dir.	Sh. Gaurav Saini, A.D. Gr.II
51	Electrical	Sh. Rakesh Kumar, Joint Dir.	Sh. Sunil Kumar Saini, A.D. Gr.II
52	Electronics	Sh. Rakesh Kumar, Joint Dir.	Sh. Sunil Kumar Saini, A.D. Gr.II
53	CRU	R. K. Rai, Director <b>(w.e.f. 01-07-23)</b>	Sameer Malhotra, AD Gr.II
54	Hindi Section	M. K. Saraswat, Director	Harbir Rana, Hindi Officer
55	Budget (Schemes)	Rita Yadav, Dy. Director	Narayan Saw, AD Gr.II

## **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 **Five** officers of IEDS cadre are pending. Two officers are superannuated, while three officers are serving.

**(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 **Two** officials. Names of the officials are not disclosed due to the confidentiality in the matter.

## **CHAPTER-20**

### **PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI**

During FY 2022-23 total six officers/officials nominated for training programme on “Advance Course on RTI Act, 2005 rom (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern Management Practices” from 18-07-22 to 22-07-22. 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 31-03-2023) is mentioned as under:

<b>Nature of para</b>	<b>ATNs/ATRs/ENs</b>	<b>Status of pendency</b>	<b>Para No. and Report Number</b>	<b>Subject</b>	<b>Remarks</b>
<b>C&amp;AG Para</b>	Pending ATNs Status	NIL	--	--	No action pending on part of the Ministry in respect of Parliament Section.

## **CHAPTER-22**

### **DETAILS OF THIRD-PARTY AUDIT OF VOLUNTARY DISCLOSURE**

The office has successful completed the Third Party Audit of Voluntary Disclosure for the FY 2021-22 and as per the CIC annual report published for the year 2021-22 and Annexure-4 (Sl.No.1). The Office of the Development Commissioner (Micro Small and Medium Enterprises) awarded total percentage 100% and Grade A.

## CHAPTER-23

### DETAILS OF QUESTIONS ASKED IN THE PARLIAMENT

The following are the list of Starred & Unstarred questions for the 9<sup>th</sup> Session of 17<sup>th</sup> Lok Sabha and 257<sup>th</sup> Session of Rajya Sabha during the year 2022-23 is as under:

<b>Commencement of 9<sup>th</sup> Session of Seventeenth Lok Sabha &amp; 257<sup>th</sup> Session of Rajya Sabha (From 18-07-2022 to 12-08-2022) (Monsoon Session-2022)</b>							
<b>257<sup>th</sup> Session of Rajya Sabha</b>	<b>Days</b>	<b>Number of Notices</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>
18.07.2022	Monday	22	0	04	14	64	68
25.07.2022	Monday	24	01		12		
01.08.2022	Monday	41	02		21		
08.08.2022	Monday	34	01		17		
<b>9<sup>th</sup> Session of Lok Sabha</b>	<b>Days</b>	<b>Number of Notices</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>
21.07.2022	Thursday	33	0	02	16	50	52
28.07.2022	Thursday	24	0		15		
04.08.2022	Thursday	32	02		19		

<b>Commencement of 10<sup>th</sup> Session of Seventeenth Lok Sabha &amp; 258<sup>th</sup> Session of Rajya Sabha (From 07-12-2022 to 29-12-2022) (Winter Session-2022)</b>							
<b>258<sup>th</sup> Session of Rajya Sabha</b>	<b>Days</b>	<b>Number of Notices</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>
12.12.2022	Monday	31	03	05	12	24	29
19.12.2022	Monday	35	02		12		
26.12.2022	Monday	0	02		12 (Adjourned)		
<b>10<sup>th</sup> Session of Lok Sabha</b>	<b>Days</b>	<b>Number of Notices</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>
08.12.2022	Thursday	36	04	09	19	56	65
15.12.2022	Thursday	25	01		20		
22.12.2022	Thursday	31	04		17		
29.12.2022	Thursday	0	0		0 (Adjourned)		

<b>Commencement of 11<sup>th</sup> Session of Seventeenth Lok Sabha &amp; 259<sup>th</sup> Session of Rajya Sabha (From 31-01-2023 to 06-04-2023) (Budget Session-2023)</b>							
<b>259<sup>th</sup> Session of Rajya Sabha</b>	<b>Days</b>	<b>Number of Notices</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>
06.02.2023	Monday	40	02	15	19	99	114
13.02.2023	Monday	41	02		16		
13.03.2023	Monday	41	04		17		
20.03.2023	Monday	47	02		22		
27.03.2023	Monday	50	04		15		
03.04.2023	Monday	21	01		10		
<b>11<sup>th</sup> Session of Lok Sabha</b>	<b>Days</b>	<b>Number of</b>	<b>Starred Question</b>	<b>Total</b>	<b>Unstarred Question</b>	<b>Total</b>	<b>Grand Total</b>

		<b>Notices</b>					
02.02.2023	Thursday	29	0	09	23	109	118
09.02.2023	Thursday	40	03		25		
16.03.2023	Thursday	33	01		21		
23.03.2023	Thursday	38	01		25		
06.04.2023	Thursday	27	04		15		

The details of the questions are available on the respective websites of  
Rajya Sabha Starred Question at (<https://rajyasabha.nic.in/rsnew/Questions/eshowallquestion.aspx>)

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

Lok Sabha at (<http://loksabha.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](http://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 Guarantee Scheme for Micro and Small Enterprises (CGTMSE)

#### **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. MSME CHAMPION SCHEME (erst while CLCS-TUS)**

- i MSME – Sustainable (ZED)
- ii MSME – Competitive (Lean)
- iii MSME – Innovative scheme (Incubation, Design & IPR)
- iv. Digital MSME will be interlinked with all the other components of MSME Champions scheme

During 2022-23, the “MSME Champions Scheme” (after merging the six components of earlier scheme named Technology Up gradation (TUS) was approved through SFC meeting held on 10-09-21 under the Chairmanship of Secretary (MSME) for a period of five (2021 to 2025/26). It is a holistic approach to unify, synergize and converge various scheme and interventions with a singled purpose. The end objective is to pick up clusters and enterprises and modernize their processes, reduce wastages, sharpen business competitiveness and facilitate their National and Global reach and excellence. There are 3 components under the new MSME Champion scheme, the details of which are as below:-

#### **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 50,000 crore Equity infusion for MSMEs through Fund of Funds(Self Reliant India (SRI)-Fund.
- ii. Global tenders to be disallowed up to Rs 200 Crore
- iii. New Definition of MSMEs
- iv. Rs 5 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 Journals etc which are available at the website of this office at [www.dcmsme.gov.in](http://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, IV, V, VI and VII)
- 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 (Bilingual : Hindi & English)