

## **MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)**

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### **HANDBOOK ON RIGHT TO INFORMATION ACT, 2005**

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## **CHAPTER - 1**

### **Introduction**

- 1.1. In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(I)(b) of this Act, the Ministry of Micro, Small and Medium Enterprises (MSME), Government of India (GOI) has brought out this handbook for information and guidance of the stakeholders and the general public.
- 1.2. The purpose of this handbook is to inform the general public about the Ministry's organisational set-up, functions and duties of its officers and employees, records and documents available in the Ministry, etc.
- 1.3. This handbook is aimed at the public in general and users of the services provided and the schemes, projects and programmes being implemented by the Ministry and its various organisations.
- 1.4. Subsequent to enactment of the "Micro, Small and Medium Enterprises Development Act, 2006" by the Parliament, the Hon'ble President vide Notification dated 9<sup>th</sup> May, 2007 amended the Government of India (Allocation of Business) Rules, 1961. Pursuant thereto the then, Ministry of Agro and Rural Industries and Ministry of Small Scale Industries were merged into a single Ministry, namely, "Ministry of Micro, Small and Medium Enterprises." The Ministry of Micro, Small and Medium Enterprises has two Wings, namely, Micro, Small & Medium Enterprises (MSME)Wing, and Agro and Rural Industries (ARI) Wing.
- 1.5. The role of the Ministry of Micro, Small and Medium Enterprises is to supplement the efforts of the States/Union Territories aimed at promoting growth and development of MSMEs, for enhancing their competitiveness in the changed scenario.
- 1.6. Under Section 7 of the Micro, Small and Medium Enterprises Development Act, 2006, the micro, small and medium enterprises are defined as under:-
  - a) In case of enterprises engaged in the manufacturing or production of goods, as-
    - i. a micro enterprises, where the investment in plant and machinery does not exceed twenty-five lakh rupees;
    - ii. a small enterprise, where the investment in plant and machinery is more than twenty-five lakh rupees but does not exceed five crore rupees; or

- iii. a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees;
  - b) in the case of the enterprises engaged in providing or rendering of services, as—
    - i. a micro enterprise, where the investment in equipment does not exceed ten lakh rupees;
    - ii. a small enterprise, where the investment in equipment is more than ten lakh rupees but does not exceed two crore rupees; or
    - iii. a medium enterprise, where the investment in equipment is more than two crore rupees but does not exceed five crore rupees.
- 1.7. The Ministry of Micro, Small and Medium Enterprises has designated its officers as Central Public Information Officers/Appellate Authorities with reference to the work assigned to them. Their particulars are available in Chapter 8 as well as Ministry's website <http://msme.gov.in>. Persons requiring any additional information may contact them. Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of Right to Information Act, 2005, or is aggrieved by a decision of the Central Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to the concerned Appellate Authority.
- 1.8. The website of the Ministry of Micro, Small and Medium Enterprises <http://msme.gov.in> provides information about the policies and programmes of the Ministry to the general public. In addition, information about the activities of the Ministry is made available through its Annual Reports. These documents are available to the general public on the website and in the library and Facilitation Centre of the Ministry.
- 1.9. In accordance with the Department of Personnel & Training Notification No.34012/8(S)/2005-Estt. (B) dated 16th September 2005 and subsequent Notification of even number dated 17th May, 2006, the procedure and fee structure for getting information not available in this handbook will be as under:-
- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made, either in person or by post, to the CPIO mentioned in paragraph 1.7 above and accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or banker's cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Micro, Small and Medium Enterprises, New Delhi. Information and Facilitation Centre, Gate No.4, Ground Floor, Nirman Bhawan, New Delhi – 110011 is functioning as a single window facility for receiving applications and fee under the Right to Information Act in respect of Ministry of Micro, Small and Medium Enterprises. Accordingly, the application, along with prescribed fee, can also be submitted in person at the above mentioned Information and Facilitation Counter.

(b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Micro, Small and Medium Enterprises, New Delhi at the following rates:-

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- ii) actual charge or cost price of a copy in larger size paper;
- iii) actual cost or price for samples or models; and
- iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7, of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Pay and Accounts Officer, Ministry of Micro, Small and Medium Enterprises, New Delhi at the following rates:-

- i) for information provided in diskette or floppy, at the rate ₹ 50/- (Rupees Fifty Only) per diskette or floppy; and
- ii) for information provided in printed form at the price fixed for such publication or ₹ 2 (Rupees Two Only) per page of photocopy for extracts from the publication.

## **CHAPTER - 2**

### **(MANUAL - 1)**

#### **Particulars of Organisation, Functions and Duties**

- 2.1 The Micro, Small & Medium Enterprises (MSME) sector of the Ministry supports MSMEs by way of advocacy with the various organizations of the Government, by providing services to support the development of these enterprises and by management of programmes through Government and Non-Government organizations, for their benefit. The objective is to promote, aid and foster the growth of MSMEs by providing them institutional support in the areas of marketing, export, technology upgradation, training and common facilities services. The mission aims at providing prompt services/training needs to citizens through our field agencies like Small Industry Development Organization and the National Small Industries Corporation, so that the growth of the MSMEs is enhanced, quality of production is improved and more employment opportunities are generated. The Agro and Rural Industries (ARI) sector of the Ministry has been implementing various schemes and programmes for creating off-farm employment for balanced economic development of the country. The importance of this sector lies in the fact that it seeks to establish village industries in the rural areas at low investment/cost, based on the local raw materials, skills and technology for providing employment opportunities to the local population and artisans who have been traditionally engaged in village level economic activities.
- 2.2 Taking into account the high potential for growth in the micro, small and medium enterprises (MSMEs) in terms of output, employment and exports, the role and objectives of the Ministry of Micro, Small and Medium Enterprises is to strengthen MSMEs, to enable them to remain competitive in market-led economy, integrating policy formulation and coordinating implementation of programmes/schemes, etc., for the development of MSMEs and expanding employment opportunities in the rural non-farm sector.
- 2.3 Pursuant to amendment of the Government of India (Allocation of Business) Rules, 1961 by the President under Notification dated 9<sup>th</sup> May, 2007, Ministry of Small Scale Industries (Laghu Udyog Mantralaya) and Ministry of Agro and Rural Industries (Krishi Evam Gramin Udyog Mantralaya) were merged into a single Ministry, namely, "Ministry of Micro, Small and Medium Enterprises (Sukshma Laghu Aur Madhyam Udyam Mantralaya)." The Ministry is the nodal agency for formulation of Policies and Programmes and Coordination of Central assistance relating to promotions and development of micro, small and medium enterprises, including, Khadi, Village and Coir Industries, in India.

- 2.4 The Ministry is headed by the Minister of Micro, Small and Medium Enterprises to exercise all powers and authority of the Government in respect of matters allocated to this Ministry under the Government of India (Allocation of Business) Rules, 1961, as amended by the President under Notification dated 9<sup>th</sup> May, 2007, subject to the provisions of the Government of India (Transaction of Business), Rules 1961. The Ministry consists of mainly two Wings, namely, Micro, Small & Medium Enterprises (MSME)Wing and Agro & Rural Industries (ARI) Wing. The Secretariat of the Ministry of Micro, Small and Medium Enterprises is housed in Udyog Bhawan, Rafi Marg, New Delhi-110011 and Nirman Bhawan, Maulana Azad Road, New Delhi-110011.
- 2.5 The Ministry of Micro, Small and Medium Enterprises designs policies, programmes, projects and schemes in consultation with its organizations and various stakeholders and monitors their implementation with a view to assisting the promotion and growth of MSMEs. The Ministry also performs the function of policy advocacy on behalf of these enterprises with other Ministries/Departments of the Central Government and the State and Union Territories. Country-wise employment generation programme, namely, Prime Minister's Employment Generation Programme (PMEGP) with active cooperation and participation of the Reserve Bank of India, nationalised and scheduled banks and the State/Union Territory Governments. Worldwide, the micro and small enterprises (MSEs) have been accepted as the engine of economic growth and for promoting equitable development. The MSEs constitute over 90% of total enterprises in most of the economies and are credited with generating the highest rates of employment growth and account for a major share of industrial production and exports. In India too, the MSEs play a pivotal role in the overall industrial economy of the country. It is estimated that in terms of value, the sector accounts for about 39% of the manufacturing output and around 33% of the total export of the country. Further, in recent years the MSE sector has consistently registered higher growth rate compared to the overall industrial sector. The major advantage of the sector is its employment potential at low capital cost. As per available statistics, this sector employs an estimated 31 million persons spread over 12.8 million enterprises and the labour intensiveness in the MSE sector is estimated to be almost 4 times higher than the large enterprises.
- 2.6 To achieve the objectives, the specific schemes/programmes undertaken by the organisations of this Ministry seek to facilitate/provide one or more of the following for the MSMEs:
- Adequate credit from financial institutions/banks;
  - Funds for technology upgradation and modernization;
  - Adequate infrastructural facilities;
  - Modern testing facilities and quality certification laboratories;
  - Modern management practices and skill upgradation through advanced training facilities;
  - Marketing assistance;
  - Level playing field at par with the large industries sector;

- Handholding support and assistance to the potential first generation entrepreneurship, who successfully completed EDP/SDP/ESDP or vocational training from ITIs;
- Training of persons employed or desirous of seeking employment in khadi and village industries;
- Building reserves of raw materials and implements and supplying them at such rates as may be decided;
- Research and development (R&D) in khadi and village industries sector;
- Promotion of sale and marketing of khadi and village industries products; and
- Promotion and encouragement of cooperative efforts among the persons engaged in khadi and village industries.

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

- a. Surveys, Studies and Policy Research
- b. International Cooperation
- c. Assistance for strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions
- d. Rajiv Gandhi Udyami Mitra Yojana (RGUMY)
- e. Prime Minister `s Employment Generation Programme (PMEGP)
- f. Scheme of Fund for Regeneration of Traditional Industries (SFURTI)
- g. Scheme for Enhancing Productivity and Competitiveness of Khadi Industry and Artisans
- h. Workshed Scheme for Khadi Artisans

( for details click on the schemes )

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

### **SMALL INDUSTRY DEVELOPMENT ORGANISATION (SIDO)**

The Small Industry Development Organization (SIDO), also known as the Office of the Development Commissioner (MSME), is an apex body for assisting the Ministry in formulating, coordinating, implementing and monitoring policies and programmes for the promotion and development of small scale industries in the country and is headed by the Development Commissioner (MSME). SIDO provides a comprehensive range of common facilities, technology support services, marketing assistance, etc through its network of 30 Small

Industries Service Institutes (SSIs), 28 Branch SISIs, & Field Testing Stations (FTS), 4 Regional Testing Centres, 2 Small Entrepreneur Promotion and Training Institutes (SEPTI) and 1 Hand Tool Design Development and Training Center. The SIDO also has a network of Tool Rooms, Processing-cum-Product Development Centres (PPDCs) and technology and training support institutes which are run as autonomous bodies registered as Societies under the Societies Registration Act, 1860.

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

Additional Secretary and Development Commissioner (MSME),  
7th Floor, Nirman Bhavan, New Delhi – 110 011  
Website: <http://dcmsme.gov.in>  
Phone: 91-11-23061176 Fax: 91-11-23062315.

### **NATIONAL SMALL INDUSTRIES CORPORATION (NSIC) LTD**

The National Small Industries Corporation Ltd. was set up with a view to promoting, aiding and fostering the growth of small scale industries in the country with focus on commercial aspects of these functions. NSIC continues to implement its various programmes and projects throughout the country to assist MSME Units. The Corporation has been assisting the sector through the schemes and activities such as supply of both indigenous and imported machines on easy hire-purchase terms, Composite term loan scheme, Credit rating for small scale industries, Procurement, supply and distribution of indigenous and imported raw-materials, Marketing of small industries products, Export of small industries products and developing export-worthiness of small scale units, Enlisting competent units and facilitating their participation in government Stores Purchase Programme, Training in several technical trades, sensitizing MSME units on technological upgradation through Software Technology Parks and Technology Transfer Centres, Mentoring & advisory service, Technology business incubators, Setting up small scale industries in other developing countries on turnkey basis, Other areas of international co-operation.

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

Chairman-cum-Managing Director,  
National Small Industries Corporation Ltd., NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020  
Website: <http://www.nsic.co.in>  
Tel: 91-11-26926067  
Fax: 91-11-26926820



## **KHADI AND VILLAGE INDUSTRIES COMMISSION**

The Khadi & Village Industries Commission (KVIC), established under the Khadi and Village Industries Commission Act, 1956 (61 of 1956), is the principal central statutory organisation engaged in promoting and developing khadi and village industries (KVI) and thus providing sustainable non-farm employment opportunities in the rural areas, thereby strengthening the rural economy. The functions of the KVIC are to plan, promote, organise and assist in implementation of programmes/projects/schemes for generation of employment through the development of khadi and village industries. To achieve this, it undertakes (a) training of persons employed or desirous of seeking employment in khadi and village industries, (b) building reserves of raw materials and implements and supplying them at such rates as may be decided, (c) research and development (R&D) in khadi and village industries sector, (d) promotion of sale and marketing of khadi and village industries products, (e) promotion and encouragement of cooperative efforts among the persons engaged in khadi and village industries, etc. The Government of India provides grant funds, both under Plan and Non- Plan heads, for the activities of the KVIC. The KVIC, in turn, re-allocates them to the implementing agencies, namely, the State Khadi and Village Industries Boards, institutions registered under the Societies Registration Act, 1860 and banks implementing the various schemes of KVIC. The Commission's administrative expenditure, including pension payment, is also met out of Government budgetary support.

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

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

## **COIR BOARD**

The Coir Board is a statutory body established under the Coir Industry Act, 1953 for promoting the overall development of the coir industry and upliftment of the living conditions of the workers engaged in this traditional industry. The Coir Board consists of a full-time Chairman and 39 part-time members, as provided in section 4 of the Coir Industry Act, 1953. All sections interested in the welfare of

the coir industry are represented on the Coir Board. The functions of the Coir Board for the development of coir industries include undertaking scientific, technological and economic research and development activities; collection of statistics relating to exports and internal consumption of coir and coir products; development of new products and designs; publicity for promotion of exports and internal sales; marketing of coir and coir products in India and abroad; preventing unfair competition among producers and exporters; assisting in the establishment of units for the manufacture of products; promoting co-operative organisations among producers of husks, coir fibre, coir yarn and manufacturers of coir products; ensuring remunerative returns to producers and manufacturers, etc. For implementing the schemes/programmes, the Government provides necessary grant funds to the Coir Board under Plan and non-Plan heads.

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

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

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

The National Institute for Micro, Small and Medium Enterprises (ni-msme) was setup as an apex institute in 1960 by the Government of India, with the Charter of assisting in the promotion, development, and modernization of small and medium enterprises (SMEs) to progress towards success and prosperity. With this vast expertise in the areas of entrepreneurship, policy, technology, management, and information services, the institute is consistently assisting the SMEs to face with confidence, the challenge brought about by globalization and the impact of IT on their businesses.

As a global organization, ni-msme's stellar role in positioning the SMEs on the growth trajectory has benefited not only the Indian SME sector, but also developing countries around the world, in promoting self-employment and enterprise development. The Institute is constantly evolving with time, modifying focus with the emerging need of SMEs, providing them solutions in the form of

consultancy, training research, and education to retain their competitive edge in ever-changing markets.

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

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

### **NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD), NOIDA**

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

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

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

### **INDIAN INSTITUTE OF ENTREPRENEURSHIP (IIE), GUWAHATI**

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

Enterprises), Government of India as an autonomous national institute.

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

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

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

## **MAHATMA GANDHI INSTITUTE FOR RURAL INDUSTRIALISATION (MGIRI), WARDHA**

Mahatma Gandhi Institute of Rural Industrialisation at Wardha has been developed during the past 6 years by the collaborative efforts of KVIC and IIT Delhi\*. It was decided to set up this National Institute at the historical premises of Maganwadi, Wardha.

### **VISION**

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

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

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

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

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

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

## **ROADMAP FOR MGIRI**

- Set up a strong two-way linkage between itself and the rural industrialists and technical experts in professional Institutes so as to facilitate quick availability of modern science, technology and management inputs for rural industrialization.
- Create a science and technology hub for KVI sector by developing strong linkages and interface with other Institutions in the field of rural industrialization.
- Build a database of technologies available in KVI sector.
- Facilitate setting up of rural industrial estates and clusters with necessary infrastructural facilities like power, specialized tool rooms, testing and marketing facilities.
- Undertake and sponsor projects capable of giving substantial fillip to larger and increased market penetration to selected products of village industry.
- Promote innovation through pilot studies and field trials through research, extension, education and training.
- Conduct specialized human resource development programmes in generic areas such as Total Quality Management, creativity and innovation besides, rural entrepreneurship development.

## **FUNCTIONING OF THE HUB**

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

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

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

## 2.9 ROLE

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

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

## 2.11 Public Grievances

In case of any complaint, one may telephone or send a letter or fax or visit the Ministry at Udyog Bhavan, New Delhi. However, before lodging of a complaint, one may, first of all, use the information and facilitation counter of the Ministry. In case one is not satisfied, the matter may be taken up with the Grievance Officer in this Ministry. The address, phone number and fax number of the Information and Facilitation Counter and the Grievance Cell are as follows:

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

## 2.12 Addresses of the Ministry and related Organisations

- a) Ministry of Micro, Small and Medium Enterprises,  
Udyog Bhavan,  
Rafi Marg,  
New Delhi –110011.  
Website: <http://msme.gov.in>

- b) Office of the Additional Secretary and Development Commissioner



- (MSME),  
7<sup>th</sup> Floor, Nirman Bhavan, New Delhi – 110011  
Website: <http://dcmsme.gov.in>
- c) National Small Industries Corporation Ltd., NSIC Bhawan,  
Okhla Industrial Estate, New Delhi – 110020  
Website: <http://www.nsic.co.in>
- d) Khadi and Village Industries Commission,  
3, Irla Road, Vile Parle (West), Mumbai - 400 056, Maharashtra  
Web: <http://www.kvic.org.in>
- e) Coir Board  
Coir House  
M. G. Road, Kochi - 682 016, Kerala  
Web: <http://coirboard.gov.in>
- f) National Institute for Micro, Small and Medium Enterprises (ni-msme),  
Yousufguda, Hyderabad – 500045  
Website: <http://www.nimsme.org>
- g) Mahatma Gandhi Institute for Rural Industrialisation (MGIRI),  
Wardha, Maharashtra
- h) National Institute for Entrepreneurship and Small Business Development  
(NIESBUD), A-23-24, Sector-62, Institutional Area, Phase-II, Noida-  
201301, Uttar Pradesh.
- i) Indian Institute of Entrepreneurship (IIE), 37, NH By Pass, Lalmati,  
Basistha Chariali, Guwahati-781029, Assam.

2.13 2.12 The working hours of the Ministry's office are 9.00 a.m. to 5.30 p.m. (Monday to Friday, subject to Gazetted Holidays as notified by the Department of Personnel and Training) with half an hour lunch break from 1.00 p.m. to 1.30 p.m.

## **CHAPTER – 3**

### **(MANUAL –2)**

#### **Powers and Duties of Officers and Employees**

#### 3.1

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

		<ol style="list-style-type: none"> <li>2. Permission for employment of near relatives in private firms to all employees of the Ministry under CCS (Conduct) Rules 4 (2).</li> <li>3. Intimation of acceptance by a member of family of an employment in any firm in respect of all employees of the Ministry and Group 'A' officers serving in offices under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).</li> <li>4. Reporting Authority when a member of Government servant's family takes part in politics under CCS (Conduct) Rule 5 (2).</li> <li>5. Permission to participate in radio broadcasts, contribution of article in Newspapers and publication of any book under CCS (Conduct) Rule 8 (2).</li> <li>6. Permission to Government Servants on tendering evidence before an enquiry conducted by a person, Committee or Authority under CCS (Conduct) Rule 10.</li> <li>7. Permission for acceptance of gifts under CCS (Conduct) Rule 13.</li> <li>8. Permission for holding public demonstrations in honour of government servants under CCS (Conduct) Rule 14.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. All financial powers subject to observations of General Financial Rules (GFR) in vogue.</li> <li>2. General Provident Fund (GPF) withdrawals upto 90% of the balance of accumulations at the credit of the subscriber subject to other conditions prescribed under the GPF Rules.</li> <li>3. Full powers to sanction recurring and non-recurring contingent expenditure in terms of MoF, Department of Expenditure Notification dated 23rd October, 2001.</li> </ol>
	Others	

Duties	Secretary (MSME) is the Administrative head of the Ministry. He is the principal adviser to the Minister of Micro, Small and Medium Enterprises on all matters of policy and administration within the Ministry, and his responsibility is complete and undivided, except to the extent delegated.
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### 3.2

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

		(Conduct) Rules 18 (2) & (3).
	Financial	Financial powers vested in Secretary (MSME)
Duties	Joint Secretary is the overall in-charge of the (single) Wing of the Ministry. The Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business of the Wing, subject to his general responsibility to the Secretary for the administration as a whole.	

### 3.3

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

## 3.4

Designation	Director/Deputy Secretary	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Appointing Authority in respect of Upper Division Clerk, Steno Grade 'D' and Lower Division Clerk of Central Secretariat Clerical Services (CSCS).</li> <li>2. To impose all penalties under CCS (CCA) Rule 11 in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS) employees under the Administrative Control of Ministry of Micro, Small &amp; Medium Enterprises.</li> <li>3. To impose all penalties under CCS (CCA) Rule 11 in respect of General Central Service, Group 'C' employees of the Ministry of Micro, Small &amp; Medium Enterprises.</li> </ol>
	Financial	To sanction recurring expenditure upto Rs. 25,000/- per annum in each case and non-recurring expenditure upto Rs. 60,000/- in each case.
	Others	
Duties	Director/Deputy Secretary acts on behalf of the Secretary (MSME). He holds charge of a Secretariat Division and is responsible for the disposal of Government Business dealt within the Division under his charge. The officer takes orders from the Joint Secretary/Secretary on important cases, either orally or by submission of papers.	

## 3.5

Designation	Under Secretary	
Powers	Administrative	

	Financial	To sanction recurring expenditure upto Rs. 2,000/- in each case and non-recurring expenditure upto Rs. 5,000/- in each case
	Others	
Duties	An Under Secretary is in charge of the Branch in the Ministry of Micro, Small and Medium Enterprises, each Branch consisting of one or more Sections and, in respect thereof, exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from Sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.	

### 3.6

Designation	Section Officer	
Powers	Administrative	-
	Financial	-
	Others	
Duties	The general duties of a Section Officer are distribution of work among the staff as evenly as possible; training, help and advising the staff; management and co-ordination of work; maintenance of order and discipline in the section, maintenance of a list of residential address of the staff, etc.	

### 3.7

Designation	PSO/Sr. Principal Private Secretary/Private Secretary/Personal Assistant/Stenographer	
Powers	Administrative	-
	Financial	-
	Others	

Duties	The duties of a Sr. Principal Private Secretary/Private Secretary/Personal Assistant/Stenographer includes taking dictation in short-hand and its transcription; fixing up of appointments, attending to the telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fairs copies of draft d.o. letters to be signed by the officer.
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### 3.8

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

### 3.9

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



## **CHAPTER – 4**

### **(MANUAL – 3)**

#### **Procedure followed in Decision Making Process**

##### Decision Making

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

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

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

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

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

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

#### 4.6 Mechanism for decision taking

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

S.No. 2	
Subject on which the decision is to be taken	All administrative matters regarding appointment of CMD/official/Non-official/Part time Directors on the board of NSIC and matter relating to NSIC
Guideline/ Direction, if any	As per guidelines issued by the Department of Personnel & Training and Department of Public Enterprises, from time to time.
Process of Execution	

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

S.No. 3	
Subject on which the decision is to be taken	Appointment of Chief Executives of Training Institutes
Guideline/ Direction, if any	As per prescribed Recruitment Rules for the post and Department of Personnel & Training's instructions.
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (MSME)</li> <li>4. Secretary (MSME)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

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

Guideline/ Direction, if any	Under the National Entrepreneurship Development Board (NEDB) Scheme financial assistance is provided for conducting studies on problems relating to entrepreneurship, setting up of incubators, hand holding and escort services to the entrepreneurs etc. The proposals received from entrepreneurship development institutions are considered by the Screening Committee under the chairmanship of Joint Secretary (MSME), and the recommendations of the Screening Committee are placed before the Apex Committee under the chairmanship of Secretary (MSME) for final decision. <u>(The scheme has since been dropped.</u>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (MSME)</li> <li>4. Secretary (MSME)</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.

S.No.5	
Subject on which the decision is to be taken	Assistance for Strengthening of Training Infrastructure of Existing and New Entrepreneurship Development Institutions.
Guideline/ Direction, if any	The Government of India provides financial assistance to State level existing and proposed training institutions meant for supporting the entrepreneurship development efforts, as envisaged in the policy measures announced by the Government of India on 6.8.1991. The <i>scheme</i> is implemented by the Ministry of Micro, Small and Medium Enterprises which has the responsibility of promoting and developing the MSME sector in the country through State Governments/Union Territories. The proposals received for financial assistance from State Governments/ Public Sector Financial Institutions are considered by an internal Screening Committee under the chairmanship of Joint Secretary (MSME). The recommendations of the Screening Committee are placed before Secretary (MSME) for final decision.

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

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

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

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

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

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

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

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

S.No. 11	
Subject on which the decision is to be taken	Entering into MOU with a foreign countries for development of SME Sector



Guideline/ Direction, if any	No specific guidelines have been prescribed on the subject. However, the MOU is prepared/commented on (if received from the foreign country) in consultation with NSIC and DC(MSME). Before entering into MOU the same is vetted by L&T Division of the Ministry of External Affairs ( <a href="http://meaindia.nic.in">http://meaindia.nic.in</a> ).
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (MSME)</li> <li>4. Secretary (MSME)</li> <li>5. Minister-in-Charge</li> </ol>
If not satisfied by the decision, where and how to appeal.	To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.
S.No. 12	
Subject on which the decision is to be taken	Consideration of proposal for grant under the Schemes for organizing exhibition in India and abroad, taking delegation of SME abroad for one to one action, export tie-up etc.

<p>Guideline/ Direction, if any</p>	<p>Technology upgradation, modernization of MSME sector and promotion of exports from MSME sector are the important objectives behind the International Cooperation Scheme. The Scheme encompasses following activities:-</p> <ul style="list-style-type: none"> <li>(i) Participation in Exhibitions, Fairs and Buyer-Seller Meets with international component.</li> <li>(ii) Exchange of business delegations to explore new areas of technology upgradation, facilitating joint ventures, improving marketability of MSME products, foreign collaborations etc.</li> <li>(iii) Holding of seminars/buyer-seller meets both in India and abroad to promote enterprise-to- enterprise interaction through selected agencies both in India &amp; abroad.</li> <li>(iv) Deputation and reception of Government officials and representatives of associations of SSIs for making preparatory arrangements for seminars etc.</li> <li>(v) For conducting surveys and studies for identifying individual units and cluster of units for the purpose of intensive enterprise to enterprise interaction through NSIC and other national level organizations /institutions.</li> </ul> <p>Eligibility for support under the Scheme of International Cooperation</p> <ul style="list-style-type: none"> <li>a) Ministry of MSME's sponsored events.</li> <li>b) State/Central Government Organizations.</li> <li>c) Industry Associations.</li> <li>d) Registered Societies/Trusts associated with the MSME sector.</li> </ul> <p><u>Norms of Financial Assistance</u></p> <p>The norms for providing financial assistance under the above Scheme are:-</p> <ul style="list-style-type: none"> <li>a) The Organization should have been registered with the concerned authority (companies under the Companies Act, societies under the Societies Act etc.) with the primary objective of promotion and development of small enterprises.</li> </ul>
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	<p>b) The Organization must have been engaged in such activities for the past 3 years with a good track record.</p> <p>c) The Organization should have regular audited accounts for the past 3 years.</p> <p>d) Wherever necessary, the Ministry may be represented in the delegation.</p> <p>All publicity material /banners will indicate the support of the Ministry.</p> <p><u>Quantum of Financial Assistance</u></p> <p>The quantum of financial assistance will be based on the estimate of budget for the proposed event which is to be submitted by the organization in the format given below in sub para (a). However the quantum of financial assistance will normally be limited to the following extent in respect of international and domestic events:</p> <p>i) International Events: Maximum upto ₹ 15 lakh ii) Domestic Events: Maximum upto ₹ 10 lakh</p> <p><u>Decision Making Procedure</u></p> <p>The proposals received for financial assistance are placed before the Screening Committee under the chairmanship of Joint Secretary (MSME). The recommendations of the Screening Committee are placed before Secretary (MSME) for final decision.</p>
Process of Execution	
Designation of the officers involved in decision making.	<ol style="list-style-type: none"> <li>1. Under Secretary</li> <li>2. Deputy Secretary/Director</li> <li>3. Joint Secretary (MSME)</li> <li>4. Secretary (MSME)</li> </ol>
If not satisfied by the decision, where and how to appeal.	<p>To write to Secretary, Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi – 110 011.</p>

## **CHAPTER – 5**

### **(MANUAL – 4)**

#### **Norms set by the Ministry for the discharge of its functions**

The Ministry of Micro, Small and Medium Enterprises discharges its functions as per the Government of India (Allocation of Business) Rules, 1961 on matters relating to promotion and development of MSME. The Ministry acts as a facilitator through policy advocacy on behalf of the stakeholders with various Central Ministries/Departments, State Governments and other organizations for promotion and development of MSME, khadi & village and coir industries in the country, with a view to creating more employment opportunities in the rural non-farm sector, based on optimal use of local raw materials and skills as well as interventions for improving the supply chain, enhancing skills, upgrading technology, expanding markets and capacity building of the entrepreneurs/artisans and their groups/collectives. The Ministry formulates the policies and programmes in consultation with the stakeholders including industry associations.

The norms of disposal of daily business by the individual employees are as laid down in the Manual of Office Procedure and efforts are made by all concerned to adhere to these norms.

## **CHAPTER- 6**

### **(MANUAL – 5)**

#### **Rules, Regulations Instructions, Manuals and Records for Discharging Functions**

- 6.1 The Acts, rules, regulations, manuals, records, etc., used by the employees of this Ministry in the discharge of their functions consist of those relating, in particular, to the work of the Ministry as well as those issued by the Cabinet Secretariat, Department of Personnel and Training, Department of Administrative Reforms and Public Grievances, Ministry of Finance, Ministry of Urban Development, etc., from time to time.
- 6.2 A list (though not exhaustive) of important Acts, rules, regulations, instructions, manuals and records held by the Ministry of Micro, Small & Medium Enterprises and used by its employees for discharging their functions, is given below:
1. Constitution of India.
  2. Government of India (Allocation of Business) Rules.
  3. Government of India (Transaction of Business) Rules.
  4. Authentication (Orders & other Instruments) Rules
  5. Procedure in regard to submission of cases to the Cabinet, issued by the Department of Cabinet Affairs.
  6. Official Language Act, Rules and instructions issued thereunder.
  7. Rules of Procedure and Conduct of Business in Lok Sabha.
  8. Directions by the Speaker under the Rules of Procedure and Conduct of Business in Lok Sabha.
  9. Rules of Procedure and Conduct of Business in Rajya Sabha.
  10. Directions by the Chairman, Rajya Sabha under the Rules of Procedure and Conduct of Business in Rajya Sabha.
  11. Procedure to be followed by Ministries in connection with Parliamentary Work, issued by the Lok Sabha Secretariat.
  12. Departmental Security Instructions issued by the Ministry of Home Affairs.
  13. General instructions regarding word-processing, typewriting, stencil cutting, carbon mani-folding, etc., issued by the Institute of Secretariat Training and Management.
  14. Channels of communication between the Government of India and State Governments, on the one hand, and Foreign and Commonwealth Governments or their Missions in India, Heads of Indian Diplomatic Missions and Posts abroad and United Nations and its specialised Agencies, on the other, issued by the Ministry of External affairs.

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

## **CHAPTER – 7**

### **(MANUAL – 6)**

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

7.2

Sl. No.	Category of document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Official	Annual Report of the Ministry of Micro, Small and Medium Enterprises	By making a written request	Research Officer (Coordination), Ministry of Micro, Small and Medium Enterprises, Room No. 429 – B, (Tel. No. 23061222/2250) Udyog Bhavan, New Delhi – 110011.
2.	Official	Outcome Budget of the Ministry of Micro, Small and Medium Enterprises	By making a written request	Accounts Officer, Budget & Accounts Section, Department of Industrial Policy & Promotion, Room No 437 (Tel. No. 23061222 /2360) Udyog Bhavan, New Delhi – 110 011

## **CHAPTER – 8**

### **(MANUAL – 7)**

#### **Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

#### 8.2 Formulation of Policy

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



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

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

## **CHAPTER -9**

### **(MANUAL – 8)**

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

The **Micro, Small & Medium Enterprises (MSME) Board** is under Small  
Industries  
Development Organisation (SIDO)

## **CHAPTER -10**

### **(MANUAL -9)**

#### **Directory of Officers and Employees**

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

Name	Designation	Office Telephone No	Extn. No
Sh. Virbhadra Singh	Minister	23061566 23061739 23062778 23063141 (Fax)	
Sh. Anand Pratap Singh	PS to Minister	-do-	2323
Sh. Amit Pal Singh	OSD to Minister	-do-	2292
Sh. S R Singh	Addl PS to Minister	-do-	2211
Sh. P S Reghuvanshi	APS to Minister	-do-	3400
Personal Section			3256
Sh. R K Mathur	Secretary	23062107 23061023 23063045 (Fax)	2253
Sh. Shiv Shankar	PSO to Secy	-do-	2349
Sh. A K Gupta	PA to Secy	-do-	2349
Sh. C I George	PA to Secy	-do-	2349
Sh. Saurabh Chandra	AS & FA	23062756 23062101	2326
Sh. L D Sharma	PS to AS	-do-	2324
Sh. Amarendra Sinha	AS/DC	23063283 23062336	
Sh. S K Mishra	PPS to JS(SME)	-do-	2230
Sh. Dinesh Singh	JS(ARI)	23061543 23062858	2293
Sh Chander Lekh	PS to JS	-do-	3238
Sh. B. N. Nanda	Economic Adviser	23063433	2222
Smt. Rajni Sobti	PPS to EA	-do-	2282
Sh U Viswanadham	Deputy Secy	23063142 23061258 (Fax)	3448
Sh. Sabu james	PS to DS	-do-	3398
Sh. Jitesh John	Joint Director	23063198 23061756 (Fax)	2241
Smt. Seema Garg	PA to Dir	-do-	2361
Sh. V K Wadhwa	Deputy Secy	23062736	2238

Sh. Angshuman Dey	Director	23062745	3271
Sh P P Murlidharan	Deputy Secy	23061431	2428
Sh. J P Singh	Technical Dir	23062489	
Sh. Partap Singh Verma	Under Secy (GA/SSI-P-II)	23061636	2362
Sh. M K Mishra	Under Secy KVIC	23062573	2245
Sh. M L Sharma	Under Secy SSI-P-I	23063293	3244
Sh. T S Rautela	Under Secy (I F Wing)	23063816	3340
Sh. Baldev Raj	Research Officer	23063288	2250
Sh. K P Singh	AD(OL)	23062672	2312
Sh. Magan Lal Khatik	SO (GA)	23061574	3329
Shri S.K.Meena	SO (Estt)	23062210	3261
Sh. Raghunath Singh	SO (SSI-P-I)	23063526	3283
Sh. Ashok Kumar	SO (IC Section)	23063526	3368
Smt. Renu Kapoor	SO (SSI-P-II)	23063290	2239 2440
Smt. Rita Sharma	SO (Vigilance)/Cash		2236
Shri B.P.Pant	SO (KVI)	23063295	2377
Sh. Amit Ranjan	SO(KVI-II)	23063295	3409
	SO (KVI)	23063290	3218
Sh. Landup Sherpa	SO (Coir)		3336
Sh. Umesh Dixit	RGUMY Cell(GM), NSIC	23061546	3346
Sh. H R Sharma	Protocol Officer	23063273	2400

## **CHAPTER – 11**

### **(MANUAL-10)**

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

##### **Gazetted Officer/Officials as on 31.12.2011**

S.No	Name	Designation	Scale of Pay + Grade Pay	Total Dues
1	Shri RADHA KRISHNA MATHUR	SECRETARY	80000	126400
2	SHRI AMARENDRA SINHA	JOINT SECRETARY	37400 – 67000 + 10000	143068
3	SHRI DINESH SINGH	JOINT SECRETARY	37400 – 67000 + 10000	147298
4	SHRI ANGSHUMAN DEY	DIRECTOR	37400 – 67000 + 8700	86350
5	VINOD KUMAR WADHWA	DY. SECRETARY	15600 – 39100 + 7600	78545
6	U VISHWANADHAM	DY. SECRETARY	15600 – 39100 + 7600	67468
7	SHRI JITESH JOHN	JOINT DIRECTOR	15600 – 39100 + 7600	48672
8	SHRI P. S. VERMA	UNDER SECRETARY	15600 – 39100 + 6600	59503
9	SHRI M.L SHARMA	UNDER SECRETARY	15600 – 39100 + 6600	65666
10	SHRI MRITYUNJAY KUMAR MISHRA	UNDER SECRETARY	15600 – 39100 + 6600	62772
11	SHRI BALDEV RAJ	RESEARCH OFFICER	15600 – 39100 + 5400	51097
12	SHRI K.P.SINGH	ASST. DIRECTOR (OL)	15600 – 39100 + 5400	54801
13	SHRI RAGHU NATH SINGH	SECTION OFFICER	9300 – 34800 + 4800	45865
14	SHRI BHOLA RAM	SECTION OFFICER	9300 – 34800 + 4800	45524
15	SMT RENU SURI	SECTION OFFICER	9300 – 34800 + 5400	49894
16	SHRI AMIT RANJAN	SECTION OFFICER	9300 – 34800 + 5400	50684
17	SHRI D.K.THAKUR	SECTION OFFICER	9300 – 34800 + 5400	1799
18	RITA SHARMA	SECTION OFFICER	9300 – 34800 + 5400	50778
19	SHRI BHAGAT RAM	SECTION OFFICER	9300 – 34800 + 4800	37399
20	SHRI ASHOK KUMAR	SECTION OFFICER	9300 – 34800 + 4800	45665
21	SMT RENU KAPOOR	SECTION OFFICER	9300 – 34800 + 4800	45665
22	SHRI MAGAN LAL KHATIK	SECTION OFFICER	9300 – 34800 + 4800	37730
23	SHRI SANTOSH KUMAR MEENA	SECTION OFFICER	9300 – 34800 + 4800	38773
24	SHRI LENDUP SHERPA	SECTION OFFICER	9300 – 34800 + 4800	22940
25	SHRI S.R.SINGH	ADDL. PRIVATE SECRETARY	15600 – 39100 + 6600	75556
26	SHRI PREM SINGH RAGHUVANSHI	ASST. PRIVATE SECRETARY	9300 – 34800 + 4600	27950

27	SHRI TAIYAB ALI	FIRST PERSONAL ASSISTANT	9300 – 34800 + 4200	39376
28	SHRI SATISH KUMAR MISHRA	PRINCIPAL PRIVATE SECRETARY	15600 – 39100 + 6600	53941
29	MS RAJNI SOBTI	PRINCIPAL PRIVATE SECRETARY	15600 – 39100 + 6600	60253
30	SHRI SABU JAMES	PRIVATE SECRETARY	9300 – 34800 + 4800	44828
31	SHRI CHANDER LEKH	PRIVATE SECRETARY	9300 – 34800 + 5400	51436
32	SMT PARMINDER KAUR	PRIVATE SECRETARY	9300 – 34800 + 5400	54392
33	SHRI ANAND PRATAP SINGH	PS TO MINISTER	37400 – 67000 + 8900	86666
34	SHRI SHIV SHANKAR	PRINCIPAL STAFF OFFICER	37400 – 67000 + 8700	94337
35	AMIT PAL SINGH	O.S.D.TO MINISTER	37400 – 67000 + 8700	77894

**Non Gazetted Officials as on 31.12.2011**

S.No	Name	Designation	Scale of Pay + Grade Pay	Total Dues
1	Shri H.R.SHARMA	Assistant	9300 - 34800 +4600	37609
2	Smt. S. VIJAYALAKSMI	Assistant	9300 - 34800 +4600	42798
3	MR. GOVERDHAN SINGH	Assistant	9300 - 34800 +4600	40466
4	SMT. KARPAGA LAKSHMI GANAPATHY	Assistant	9300 - 34800 +4600	28792
5	SMT. RANJU SIKDAR	Assistant	9300 - 34800 +4600	33529
6	SHRI RAJEEV KUMAR JAIN	Assistant	9300 - 34800 +4600	33116
7	SHRI HARE RAM SAHA	Assistant	9300 - 34800 +4600	26196
8	SMT. MANKHODIM GUITE	Assistant	9300 - 34800 +4600	25822
9	SHRI ARJUN SINGH	UPPER DIVISION CLERK	5200 - 20200 +2400	23605
10	SHRI DEEPAK KUMAR	UPPER DIVISION CLERK	5200 - 20200 +2400	22776
11	MS SARITA KAPOOR	UPPER DIVISION CLERK	5200 - 20200 +2400	22776
12	SHRI SURENDER SINGH NEGI	UPPER DIVISION CLERK	5200 - 20200 +2400	24693
13	SHRI SANJAY KUMAR	ECONOMIC INVESTIGATOR Gr.II	9300 - 34800 + 4200	28679
14	SMT USHA SINGH	UPPER DIVISION CLERK	5200 - 20200 +2400	20082
15	MR SANTOSH KUMAR	UPPER DIVISION CLERK	5200 - 20200 +2400	23396
16	SHRI AMIT KUMAR MUKHERJEE	ECONOMIC INVESTIGATOR Gr.II	9300 - 34800 + 4200	28679
17	SHRI SAKET ROSHAN	UPPER DIVISION CLERK	5200 - 20200 +2400	24693

18	SHRI BACHAN SINGH SAJWAN	UPPER DIVISION CLERK	5200 - 20200 +2400	21366
19	SHRI JAGAT SINGH	UPPER DIVISION CLERK	5200 - 20200 +2400	24903
20	SHRI MUNIRAM MEENA	UPPER DIVISION CLERK	5200 - 20200 +2400	23001
21	MR JOGI RAM	LOWER DIVISION CLERK	5200 - 20200 +2000	20576
22	SHRI BABU RAM	UPPER DIVISION CLERK	5200 - 20200 +2400	25972
23	MR PANNA LAL	LOWER DIVISION CLERK	5200 - 20200 +2000	24129
24	SHRI DEVENDER SINGH RAWAT	LOWER DIVISION CLERK	5200 - 20200 +2000	19339
25	SHRI AJAY KUMAR GUPTA	PERSONAL ASSISTANT	9300 - 34800 + 4800	44864
26	SMT SHALINI SHARMA	PERSONAL ASSISTANT	9300 - 34800 + 4600	42798
27	MRS SEEMA SOOD	PERSONAL ASSISTANT	9300 - 34800 + 4600	41613
28	MRS VANDANA MONGA	PERSONAL ASSISTANT	9300 - 34800 + 4800	43174
29	SHRI N NAGARAJAN	PERSONAL ASSISTANT	9300 - 34800 + 4800	35692
30	MR P VENKATARAMANI	PERSONAL ASSISTANT	9300 - 34800 + 4600	32570
31	MRS SAROJ KUMAR	PERSONAL ASSISTANT	9300 - 34800 + 4800	47855
32	SMT SAGORIKA DUBE	PERSONAL ASSISTANT	9300 - 34800 + 4800	37730
33	MRS R USHA	PERSONAL ASSISTANT	9300 - 34800 + 4600	34412
34	SMT SEEMA GARG	PERSONAL ASSISTANT	9300 - 34800 + 4800	35428
35	SHRI NARESH KUMAR CHOWDHARY	PERSONAL ASSISTANT	9300 - 34800 + 4600	34412
36	SHRI PANDEY RAKESH	JUNIOR HINDI TRANSLATOR	9300 - 34800 + 4200	32279
37	SHRI JINAB SINGH	MALTI TASKING STAFF	5200 - 20200 + 2400	26356
38	SHRI AVDESH KUMAR	MALTI TASKING STAFF	5200 - 20200 + 2000	20220
39	SHRI SURESHANAND	MALTI TASKING STAFF	5200 - 20200 + 2400	22290
40	SHRI T JAGANNATHAN	MALTI TASKING STAFF	5200 - 20200 + 2000	19414
41	SHRI RAJINDER SINGH	MALTI TASKING STAFF	5200 - 20200 + 2000	26093
42	SHRI MADAN PAL	MALTI TASKING STAFF	5200 - 20200 + 2000	19683
43	SHRI BRAHAM PAL	MALTI TASKING STAFF	5200 - 20200 + 2400	22258
44	SHRI HARI CHARAN PRASAD	MALTI TASKING STAFF	5200 - 20200 + 2000	20441



45	SHRI BHARAT SINGH	MALTI TASKING STAFF	5200 – 20200 + 2000	20220
46	SMT MEENA KUMARI	MALTI TASKING STAFF	5200 – 20200 + 1900	21215
47	SHRI ARUN KUMAR THAKUR	MALTI TASKING STAFF	5200 – 20200 + 1900	21027
48	SHRI GOVIND RAM	MALTI TASKING STAFF	5200 – 20200 + 1900	18087
49	SHRI BYJU KENNET	MALTI TASKING STAFF	5200 – 20200 + 2000	19161

**CHAPTER – 12**

**(MANUAL – 11)**

**SME DIVISION**

**STATEMENT SHOWING FUNDS ALLOCATION AND ACTUAL  
UNDER VARIOUS PLAN SCHEMES  
DURING XI PLAN (As on 31.12.2011)**

(Rs. in crore)

Name of the Scheme	2009-10			2010-11			2011-12		
	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.
Marketing Assistance Scheme	10.00	10.00	10.00	10.00	11.00	10.00	10.00	10.00	7.42
Performance & Credit Rating Scheme	20.90	40.00	36.80	35.00	44.00	44.80	75.00	75.00	69.25
Survey, Studies & Policy Research	1.00	0.09	0.06	1.00	0.50	0	1.00	1.00	0
Assistance to Training Institutions	10.00	6.30	6.58	54.25	51.80	51.53	70.82	70.82	58.28
Rajiv Gandhi Udyami Mitra Yojana	5.00	0.50	0.21	7.75	2.66	1.67	13.18	4.20	0.95*
International Cooperation Scheme	2.00	2.00	2.00	2.00	4.00	4.00	10.00	10.00	1.26
NCEUS	1.10	1.11	1.11	0	0	0	0	0	0
Share capital to NSIC	0	0	0	0	0	0	155.00	155.00	0
	50.00	60.00	56.76	110.00	113.96	112.00	335.00	326.02	137.16

\*Including LoA issued for Rs. 17.75 lakh to NIC under RGUMY.

## Ministry of MSME (ARI Sector)

<u>Budget Estimate 2011-12,</u>													
Sr. No.	Name of the Scheme  Centre Sector Schemes (CSS)	BE 2011-12						RE 2011-12					
		Plan					Non- Plan	Plan					Non- Plan
		Non- NER	NER	SCSP	TSP	Total		Non- NER	NER	SCSP	TSP	Total	
1		3						4					
1	Khadi Grant including MDA for Khadi	204.78	22.70	-	-	<b>227.48</b>	-	166.67	16.85	0.00	0.00	<b>183.52</b>	0.00
2	Administrative Expenses (Non-Plan)	-	-	-	-	<b>0.00</b>	154.91	0.00	0.00	0.00	0.00	<b>0.00</b>	171.60
3	Khadi (S&T)	1.80	0.20	-	-	<b>2.00</b>	-	1.80	0.20	0.00	0.00	<b>2.00</b>	0.00
4	Interest Subsidy (Khadi)	0.01	-	-	-	<b>0.01</b>	22.00	0.01	0.00	0.00	0.00	<b>0.01</b>	22.00
5	Loan for KVIC	-	-	-	-	<b>0.00</b>	0.50	0.50	0.00	0.00	0.00	<b>0.00</b>	0.50
6	Khadi Loan	-	2.00	-	-	<b>2.00</b>	-	0.00	2.00	0.00	0.00	<b>2.00</b>	0.00
Village Industries													
1	V.I. Grant including MDA for Polyvastra	49.50	5.50	-	-	<b>55.00</b>	-	53.11	5.50	0.00	0.00	<b>58.61</b>	0.00
2	V.I. Grant (S&T)	1.80	0.20	-	-	<b>2.00</b>	-	1.80	0.20	0.00	0.00	<b>2.00</b>	0.00
3	V.I. Loan	-	1.00	-	-	<b>1.00</b>	-	0.00	1.00	0.00	0.00	<b>1.00</b>	0.00
4	Interest Subsidy (V.I.)	0.01	-	-	-	<b>0.01</b>	5.36	0.01	0.00	0.00	0.00	<b>0.01</b>	5.36
5	Prime Minister's Employment Generation Programme (PMEGP)	665.31	103.70	155.77	112.22	<b>1037.00</b>	-	718.98	119.77	182.64	131.56	<b>1215.95</b>	0.00
6	Workshed Scheme for Khadi Artisans	13.35	2.00	3.00	1.65	<b>20.00</b>	-	13.35	2.00	3.00	1.65	<b>20.00</b>	0.00
7	Scheme for Enhancing Productivity & Competitiveness of Khadi	14.05	2.10	3.15	1.70	<b>21.00</b>	-	4.35	1.65	0.00	0.00	<b>6.00</b>	0.00

	Industries and Artisans.													
8	Strengthening of Infrastructure of Existing Weak Khadi Institutions and Assistance for Marketing Infrastructure	5.65	0.10	1.13	0.62	<b>7.50</b>	-	2.30	0.10	0.45	0.25	<b>3.10</b>	0.00	
9	Khadi Reform and Development Programme (ADB Assistance)	128.25	19.20	28.80	15.75	<b>192.00</b>	-	0.01	0.00	0.00	0.00	<b>0.01</b>	0.00	
<b>Total A</b>		<b>1084.51</b>	<b>158.70</b>	<b>191.85</b>	<b>131.94</b>	<b>1567.00</b>	<b>182.77</b>	<b>1025.89</b>	<b>149.27</b>	<b>186.09</b>	<b>133.46</b>	<b>1494.21</b>	<b>199.46</b>	
Sr. No.	Name of the Scheme	BE 2011-12						RE 2011-12						
		Plan					Non-Plan	Plan					Non-Plan	
	Non-NER	NER	SCSP	TSP	Total	Non-NER		NER	SCSP	TSP	Total			
1		3					4							
	i) KVIC	9.77	1.40	1.68	1.15	<b>14.00</b>	-	0.01	0.00	0.00	0.00	<b>0.01</b>	0.00	
	ii) Coir Board	3.59	0.60	1.32	0.49	<b>6.00</b>	-	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00	
<b>Total B (i+ii)</b>		<b>13.36</b>	<b>2.00</b>	<b>3.00</b>	<b>1.64</b>	<b>20.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.01</b>	<b>0.00</b>	
<b>C- MGIRI (Autonomous Body)</b>		10.00	-	-	-	<b>10.00</b>	0.50	7.00	0.00	0.00	0.00	<b>7.00</b>	0.50	
<b>Total C</b>		<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>0.50</b>	<b>7.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>0.50</b>	
1	Plan (S&T)	7.00	-	-	-	<b>7.00</b>	-	7.00	0.00	0.00	0.00	<b>7.00</b>	0.00	
2	Plan (General) Training Extension, Quality Improvement, Mahila Coir Yojana* & Welfare Measures	22.80	2.20	-	-	<b>25.00</b>	14.98	15.00	2.20	0.00	0.00	<b>17.20</b>	19.70	

3	Rejuvenation, Modernisation and Technology Upgradation of Coir Industry (New Scheme)	14.03	2.10	3.15	1.72	21.00	-	10.03	1.73	0.00	0.50	12.26	0.00
4	Loans to Coir Board	-	-	-	-	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.30
<b>Total C (Coir Board)</b>		<b>43.83</b>	<b>4.30</b>	<b>3.15</b>	<b>1.72</b>	<b>53.00</b>	<b>15.28</b>	<b>32.03</b>	<b>3.93</b>	<b>0.00</b>	<b>0.50</b>	<b>36.46</b>	<b>20.00</b>
<b>Grand Total ((A+B)+C)</b>		<b>1151.70</b>	<b>165.00</b>	<b>198.00</b>	<b>135.30</b>	<b>1650.00</b>	<b>198.55</b>	<b>1097.02</b>	<b>153.20</b>	<b>185.85</b>	<b>102.10</b>	<b>1537.68</b>	<b>219.96</b>

**SOURCE : B.E.**  
**2011-12**

- 1) Budget Estimates for 2011-12 of Dir. of Budget KVIC. Letter dated
- 2) 10.05.2011 of controller of Accounts.
- 3) Monthly Expenditure Plan of ARI Wing 2011-12 (in Rs. Crore)

Sr. No.	Name of the Scheme Centre Sector Schemes (CSS)	Funds Released During 2011-12 (Upto 31st Dec. 2011)						Proposal Under Submission	
		Plan					Non-Plan	Plan	Non-Plan
		Non-NER	NER	SCSP	TSP	Total			
1		5					6		
1	Khadi Grant including MDA for Khadi	104.23	2.00	-	-	106.23	-	-	-
2	Administrative Expenses (Non-Plan)	-	-	-	-	0.00	112.24	-	-
3	Khadi (S&T)	0.81	-	-	-	0.81	-	-	-
4	Interest Subsidy (Khadi)	-	-	-	-	0.00	-	-	-
5	Loan for KVIC	-	-	-	-	0.00	-	-	-
6	Khadi Loan	-	1.00	-	-	1.00	-	-	-
1	V.I. Grant including MDA for Polyvastra	25.50	2.385	-	-	27.885	-	-	-
2	V.I. Grant (S&T)	-	-	-	-	0.00	-	-	-
3	V.I. Loan	-	-	-	-	0.00	-	-	-
4	Interest Subsidy (V.I.)	-	-	-	-	0.00	-	-	-
5	Prime Minister's Employment Generation Programme (PMEGP)	634.91	75.39	123.37	64.95	898.62	-	-	-
6	Workshed Scheme for Khadi Artisans	6.75	0.62	1.32	0.72	9.41	-	-	-
7	Scheme for Enhancing Productivity & Competitiveness of Khadi Industries and Artisans.	-	-	-	-	0.00	-	-	-
8	Strengthening of Infrastructure of Existing Weak Khadi Institutions and Assistance for Marketing Infrastrure	1.85	0.10	0.36	0.20	2.51	-	-	-
9	Khadi Reform and Development Programme (ADB Assistance)	-	-	-	-	0.00	-	-	-
<b>Total A</b>		<b>774.05</b>	<b>81.495</b>	<b>125.05</b>	<b>65.87</b>	<b>1046.464</b>	<b>112.24</b>		

Sr. No.	Name of the Scheme Centre Sector Schemes (CSS)	Funds Released During 2011-12 (Upto 31st Dec. 2011)						Proposal Under Submission	
		Plan					Non-Plan	Plan	Non-Plan
		Non-NER	NER	SCSP	TSP	Total			
<b>1</b>		<b>5</b>					<b>6</b>		
	i) KVIC	-	-	-	-	-	-	-	
	ii) Coir Board	-	-	-	-	-	-	-	
	<b>Total B (i+ii)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>C- MGIRI (Autonomous Body)</b>	1.01	-	-	-	<b>1.01</b>	0.23	-	
	<b>Total C</b>	<b>1.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.01</b>	<b>0.23</b>	<b>0.00</b>	
1	Plan (S&T)								
2	Plan (General) Training Extension, Quality Improvement, Mahila Coir Yojana* & Welfare Measures	8.13	1.18	-	-	<b>9.31</b>	11.24		
3	Rejuvenation, Modernisation and Technology Upgradation of Coir Industry (New Scheme)	10.00	-	-	-	<b>10.00</b>	-		
4	Loans to Coir Board	-	-	-	-	<b>0.00</b>	<b>0.15</b>		
	<b>Total C (Coir Board)</b>	<b>18.13</b>	<b>1.18</b>	<b>0.00</b>	<b>0.00</b>	<b>19.31</b>	<b>11.39</b>	<b>0.00</b>	
	<b>Grand Total ((A+B)+C)</b>	<b>793.19</b>	<b>82.675</b>	<b>125.05</b>	<b>65.87</b>	<b>1066.784</b>	<b>123.86</b>	<b>0.00</b>	

## **CHAPTER – 13**

### **(MANUAL – 12)**

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

##### **PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME (PMEGP)**

###### **1. The Scheme**

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

###### **2. Objectives**

- (i) To generate employment opportunities in rural as well as urban areas of the country through setting up of new self employment ventures/projects/micro enterprises.
- (ii) To bring together widely dispersed traditional artisans/ rural and urban unemployed youth and give them self-employment opportunities to the extent possible, at their place.
- (iii) To provide continuous and sustainable employment to a large segment of traditional and prospective artisans and rural and urban unemployed youth in the country, so as to help arrest migration of rural youth to urban areas.
- (iv) To increase the wage earning capacity of artisans and contribute to increase in the growth rate of rural and urban employment.



### 3. Quantum and Nature of Financial Assistance

#### Levels of funding under PMEGP

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

Note: (1) The maximum cost of the project/unit admissible under manufacturing sector is Rs. 25 lakh.

(2) The maximum cost of the project/unit admissible under business/service sector is Rs. 10 lakh.

(3) The balance amount of the total project cost will be provided by Banks as term Loan.

#### 4. Eligibility Conditions of Beneficiaries

- (i) Any individual, above 18 years of age
- (ii) There will be no income ceiling for assistance for setting up projects under PMEGP.
- (iii) For setting up of project costing above Rs.10 lakh in the manufacturing sector and above Rs. 5 lakh in the business /service sector, the beneficiaries should possess at least VIII standard pass educational qualification.
- (iv) Assistance under the Scheme is available only for new projects sanctioned specifically under the PMEGP.
- (v) Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme) are also eligible for assistance under PMEGP.
- (vi) (vi) Institutions registered under Societies Registration Act,1860;
- (vii) Production Co-operative Societies, and
- (viii) Charitable Trusts.
- (ix) Existing Units (under PMRY, REGP or any other scheme of Government of India or State Government) and the units that have already availed Government Subsidy under any other scheme of Government of India or State Government are not eligible.

#### 4.1 Other eligibility conditions

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

- (iii) Project cost will include Capital Expenditure and one cycle of Working Capital. Projects without Capital Expenditure are not eligible for financing under the Scheme. Projects costing more than Rs.5 lakh, which do not require working capital, need clearance from the Regional Office or Controller of the Bank's Branch and the claims are required to be submitted with such certified copy of approval from Regional Office or Controller, as the case may be.
- (iv) Cost of the land should not be included in the Project cost. Cost of the ready built as well as long lease or rental Workshed/Workshop can be included in the project cost subject to restricting such cost of ready built as well as long lease or rental workshed/workshop to be included in the project cost calculated for a maximum period of 3 years only.
- (v) PMEGP is applicable to all new viable micro enterprises, including Village Industries projects except activities indicated in the negative list of Village Industries. Existing/old units are not eligible (Para 29 of the guidelines refers).

**Note:**

- (1) The Institutions/Production Co-operative Societies/Trusts specifically registered as such and SC/ ST/ OBC/ Women/ Physically Handicapped / Ex-Servicemen and Minority Institutions with necessary provisions in the bye-laws to that effect are eligible for Margin Money (subsidy) for the special categories. However, for Institutions/Production Cooperative Societies/Trusts not registered as belonging to special categories, will be eligible for Margin Money (Subsidy) for general category.
- (2) Only one person from one family is eligible for obtaining financial assistance for setting up of projects under PMEGP. The 'family' includes self and spouse.

## **5. Implementing Agencies**

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

## **5.2 Other Agencies**

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

- i) Field Offices of KVIC and its State offices
- ii) State KVI Boards
- iii) District Industries Centre (DIC) of all State Governments/Union Territories Administrations reporting to respective Commissioners/Secretaries (Industries).
- iv) Banks/Financial Institutions.
- v) KVI Federation
- vi) Department of Women and Child Development (DWCD), Nehru Yuva Kendra Sangathan (NYKS), The Army Wives Welfare Association of India (AWWA) and Panchayati Raj Institutions
- vii) NGOs having at least five years experience and expertise in Project Consultancy in Small Agro & Rural Industrial Promotion and Technical Consultancy Services, Rural Development, Social Welfare having requisite infrastructure and manpower and capable of reaching Village and Taluk level in the State or Districts. NGOs should

- have been funded by State or National Level Government Agency for any of its programmes in the preceding 3 years period.
- viii) Professional Institutions/Technical Colleges recognized by Government/University and University Grants Commission (UGC)/ All India Council for Technical Education (AICTE) having department for vocational guidance or technical courses providing skill based training like ITI, Rural Polytechnic, Food Processing Training Institute, etc.
  - ix) Certified KVI institutions aided by KVIC / KVIB provided these are in category A+, A or B and are having required infrastructure, manpower and expertise for the role.
  - x) Departmental and Non-Departmental Training Centres of KVIC /KVIBs.
  - xi) Micro, Small and Medium Enterprises Development Institutes (MSME-DIs), MSME Tool Rooms and Technical Development Centres, under the administrative control of Office of Development Commissioner, MSME.
  - xii) National Small Industries Corporation's (NSIC) offices, Technical Centres, Training Centres, Incubators and Training cum Incubation Centres (TICs) set up in PPP Mode.
  - xiii) National level Entrepreneurship Development Institutes like National Institute for Entrepreneurship and Small Business Development (NIESBUD), National Institute for Micro, Small and Medium Enterprises (NIMSME) and Indian Institute of Entrepreneurship (IIE), Guwahati under the administrative control of Ministry of MSME, their branches and the Entrepreneurship Development Centres (EDCs) set up by their Partner Institutions (PIs).
  - xiv) Udyami Mitras empanelled under Rajiv Gandhi Udhyaami Mitra Yojana of Ministry of MSME.
  - xv) PMEGP Federation, whenever formed.

## **6. Financial Institutions**

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

## **7. Identification of beneficiaries:**

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

and fair process and Panchayati Raj Institutions should be involved in the process of selection (Para 11 (i)(b) of the guidelines refers).

## **CHAPTER – 14**

### **(MANUAL – 13)**

#### **Particulars of receipts of concessions, permits or authorizations granted**

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

## **CHAPTER-15**

### **(MANUAL –14)**

#### **Information available in electronic form**

##### 15.1 Details of information available in electronic form: Information

available on official website of the Ministry  
([www.msme.nic.in](http://www.msme.nic.in)) includes:

- (i) Annual reports of the Ministry.
- (ii) Plan and Budget
- (iii) Organisational Chart of the Ministry and various offices  
under the Ministry.
- (iv) Parliament Questions.
- (v) Programmes and Schemes.
- (vi) Activities under International Cooperation. (vii)  
Training Institutions
- (viii) Status of Applications.
- (ix) Notifications.
- (x) Citizen's Charter
- (xi) Publications
- (xii) Entrepreneurs Gateway
- (xiii) Useful Links

## **CHAPTER – 16**

### **(MANUAL 15)**

#### **Particulars of the facilities available to citizens for obtaining information**

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

16.2 For obtaining information relating to the Ministry of Micro, Small and Medium Enterprises, one may contact the Information and Facilitation Centre of the Ministry. In case of any grievance, the Grievance Officer in the Ministry can also be contacted. The address, phone number and fax number of the Information and Facilitation Centre and the Grievance Cell are as follows:

1. Information and Facilitation Centre,  
Gate No. 4, Ground Floor,  
Nirman Bhavan,  
New Delhi – 110 011  
Tel. No. 91(11)23069219

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

## **CHAPTER -17**

### **(MANUAL – 16)**

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

<b>Sl. No.</b>	<b>Name, Designation and Telephone No. of CPIO (S/Shri)</b>	<b>Name, Designation and Telephone No. of Appellate Authority (S/Shri)</b>	<b>Subject Matter</b>
1.	M.L. Sharma, Under Secretary 23063293	Jithesh John, Joint Director 23063198	Matters relating to the Public Sector Undertaking, the National Small Industries Corporation Limited (NSIC), Coordination of Plan Budget of SME Division, International Cooperation Scheme.
2.	P.S. Verma, Under Secretary 23061636	U. Viswanadham, Deputy Secretary 23063142	Plan Schemes relating to Surveys, Studies and Policy Research and Policy relating to Entrepreneurship Development Institutes (EDIs) and Rajiv Gandhi Udyami Mitra Yojana (RGUMY), Protocol and General Administration.
3.	M.K. Mishra, Under Secretary- ARI Division 23062573	Angshuman Dey Director 23062745	All the matters relating to Agro and Rural Industries like Khadi & Village Industries and Prime Minister's Employment Generation Programme (PMEGP) & Scheme of Fund for Regeneration of Traditional Industries (SFURTI) and Coordination of Plan Budget of ARI Division.
4.	Baldev Raj, Research Officer 23063288	P.P. Muralidharan Deputy Secretary 23061431	Overall Coordination and matters which are not specifically pertaining to any other PIO. Filing of various reports with Central Information Commission etc.
5.	K.P. Singh, Assistant Director 23062672	P.P. Muralidharan Deputy Secretary 23061431	Matters relating to Official Language Act.

6.	Lendup Sherpa, Section Officer- ARI Division	V.K. Wadhwa, Deputy Secretary 23062736	Matters relating to Coir Industry.
7.	B.P. Pant, Section Officer	P.P. Muralidharan Deputy Secretary 23061431	Matters relating to Vigilance and Cash Section
8.	S.K. Meena, Section Officer 23062210	P.P. Muralidharan Deputy Secretary 23061431	Matters relating to administration and establishment of the Ministry of MSME

2. Smt. Renu Suri, Section Officer will function as an alternate CPIO for the ARI Division in the absence (long leave/training etc.) of any other CPIO of ARI Division.



## **CHAPTER -18**

### **(MANUAL – 17)**

#### Other Useful Information

##### 18.1 Frequently Asked Questions by Public and their Answers

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

Ans.: The registration of the MSME units is done by the respective Directors of Industries and DICs and NSIC. SIDO's (Office of the DC(MSME) Facilitation Counter or NSIC may be contacted for complete guidance in this respect.

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

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

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

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

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

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

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

Details of the schemes are available on Ministry's website

**[www.msme.nic.in](http://www.msme.nic.in)**

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

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

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

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

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

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

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

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

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

contact the Institutes directly.

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

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

18.5 Registration process.

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

18.6 Collection of tax by the Ministry.

Not applicable.

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

Not applicable.

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

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

*Suggestions for improvement in the Manual are welcome*