



GOVERNMENT OF PUDUCHERRY

HAND BOOK OF INFORMATION
(Compiled as per the Right to Information Act, 2005)

2019

**DISTRICT INDUSTRIES CENTRE
PUDUCHERRY**

CONTENTS

Chapter – 1.

Introduction.

Chapter - 2.

Particulars of District Industries Centre- Duties & Functions.

Chapter - 3.

Powers and duties of officers and Employees.

Chapter -4.

Rules, Regulation followed by the Dept.

Chapter – 5.

Public participation in formulation of policy/implementation of policy.

Chapter – 6.

Statement of the categories of documents held by the Dept.

Chapter – 7.

Statement of Boards, Council, Committees constituted by Dept.

Chapter – 8.

Names, Designations and other particulars of the Public Information.

Chapter – 9.

Procedure followed in issue of provisions/permanent registration/grant of subsidy.

Chapter - 10.

Directory of officer and employees.

Chapter – 11.

Monthly remuneration of the officers & employees.

Chapter – 12.

Budget allocated for plan schemes.

Chapter – 13.

Manner of execution of subsidy programme.

Chapter – 14.

Particulars of recipients of concessions, permits of authorization.

Chapter – 15.

Norms set by the department for registration & grant of subsidies.

Chapter – 16.

Information available in an electronic form.

Chapter – 17.

Particulars of the facilities available to citizens for obtaining information.

Chapter – 18.

Other useful information.

Chapter – 1

Introduction:

The Right to information Act, 2005, was formulated & approved by the Government of India on 21st June 2005. The Act provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

2. The Department of District Industries Centre has brought out this Handbook for entrepreneurs, artisans, self-employment youths, public, who seek information about the activities like training in Handicrafts/In-Plant/Coir/Silk, PMEGP/MUPSES scheme implemented by the Department from time to time. The procedure followed for each activity, powers of the officers and the decisions making process for that activity has been elaborated in this Handbook. Further, budget allocation for plan schemes is given in this book. In order to keep transparency, the beneficiaries of each subsidy scheme are also listed in the book reference.

3. The Functional Manager (Public Information Officer), Puducherry may be contacted in the below given address for further current information and changes in this Handbook:

**Office of the District Industries Centre,
Industrial Estate, Thattanchady, Puducherry-
605 009.**

Phone Nos. 0413/2248391 & 2249392.

Fax. No : 0413/2248987.

CHAPTER – 2.

(Manual-1)

The particulars of District Industries Centre Organization, Function and Duties.

The Aim of District Industries Centre.

- To develop the Micro, Small & Medium Scale Industries and Cottage Industries in the UT of Puducherry.
- To develop the human skill needed for the above industries by sending the youth to industries to gain experience by working in the plant itself.
- To bring the modern techniques developed to the knowledge of Industrialist, entrepreneurs and to their representatives.

DEVELOPMENT OF HANDICRAFTS

- To revive vanishing crafts and to restore the traditional handicrafts
- To increase the number of artisans by giving training and to boost their livelihood
- To develop new techniques in Handicrafts in the Territory
- To promote the sale of handicrafts articles

DEVELOPMENT OF COIR

- To develop coir and coir based industries.

TRAINING

- To create more employment opportunities for the educated unemployed youth of U.T. of Puducherry by providing training.
- To motivate entrepreneurship among youth.

DEVELOPMENT OF SILK INDUSTRIES

- To develop Silk Industries.

DEVELOPMENT OF KHADI AND VILLAGE INDUSTRIES

- To arrange for grant-in-aid for the development of Khadi and Village Industries through Pondicherry Khadi and Village Industries Board

MARKETING AND PUBLICITY

- To arrange for exhibition/publicity for sale of products manufactured in the Union Territory of Puducherry

FINANCIAL ASSISTANCE TO START SELF EMPLOYED ENTERPRISES (MUPSES) (State).

- To arrange loans through Banks to start self-employed enterprises by the unemployed persons under the State Government scheme “Motivation for Unemployed Persons to Start Self-Employed Enterprises.

PRIME MINISTER’S EMPLOYMENT GENERATION PROGRAMME (PMEGP) (CSS).

- Loan is provided for manufacturing sector /service sector to set-up enterprises in urban areas.

INDUSTRIAL GUIDANCE BUREAU

- Industrial Guidance Bureau(IGB) is a single point contact system to facilitate the entrepreneurs in getting speedy clearance from various departments and local bodies within the stipulated time for implementing their projects.

APTER-3.
(Manual-2).

**THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF
DISTRICT INDUSTRIES CENTRE**

Puducherry Region:

Sl. No.	Designation	Powers
1.	Secretary to Govt (Ind. & Com)	The Secretary is the administrative head of the District Centre, Puducherry.
2.	General Manager.	The General Manager, District Industries Centre is the Head of the Department as far as District Industries Centre is concerned. He is the incharge and overall control of District Industries Centre for the outlying regions of this U.T.
3.	Functional Manager.	<p>The Functional Manager is the Head of Office as far as District Centre is concerned. He is also the section Head for Credit Section which implements the PMEGP & MUPSES schemes. Under the scheme , loans are arranged though nationalized banks to start micro enterprise by the educated unemployed persons.</p> <p>Conducting of motivation camps/interviews and selection of suitable persons for recommending for sanction of loan, collecting arrears by conducting recovery comps etc. are some of the main functions.</p>

4.	Project Manager.	<p>The Project Manager is incharge of the schemes pertaining to Development of Handicrafts/Coir/Silk Industries/Puducherry Khadi & Village and Industries Board. He is also incharge of Cottage Industries Section.</p> <p>(i). Development of Handicrafts and related activities, conduct of training and exhibitions.</p> <p>(ii). Development of Coir /Silk industries and related activities, conduct of training release of administrative grant to PKVIB, Puducherry.</p>
5	Deputy. Functional Manager(Raw material section).	<p>The Deputy Functional Manager is incharge of publishing advisement materials, conducting exhibitions like India International Trade Fair, sales rebate in Pudumai</p>
6	Deputy. Functional Manager (Economic Investigation)	<p>The Deputy Functional Manager is incharge of Economic investigation section, imparting of various trainings programmes under Training scheme, conducting Entrepreneur Development Programme and PMPC Training programmes. Maintenance of all statistical information of DIC.</p>
7.	Deputy. Functional Manager (Credit section)	<p>Section incharge, implements the PMEGP & MUPSES schemes. Under the scheme , loans are arranged though nationalized banks to start micro enterprise by the educated unemployed persons. Conducting of motivation camps/interviews and selection of suitable persons for recommending for sanction of loan, collecting arrears by conducting recovery camps etc. are some of the main functions.</p>

ADMISTRATIVE WING

1.	Junior Accounts Officer.	The Junior Accounts Officer is incharge for both the Establishment and Accounts section.
2.	Superintendents	<p>Two superintendents are working in the District Industries Centre under the supervision of Junior Accounts Officer for Establishment/Accounts Sections.</p> <p>1.Establishment Section: Superintendent is in charge of Establishment Section and dealt the following subjects: Maintenance and upkeep of all office equipments, office building , vehicles, receipt and maintenance all circulars form Governments, Renewal of annual maintenance contracts to office equipments, supply of Liveries and maintenance of concerned register, deputation of staff, transfer & posting, granting of increment, granting of various kind of leave, maintenance of service books, creation and filling up of posts, staff welfare, Assembly/ Parliament questions, sending of various periodicals ,store and stationeries.</p> <p>2.Accounts Section: Superintendent is incharge of Accounts Section and dealt the following subjects: Maintenance of Cash and connected registers, BCR andreconciliationofdepartmentsfigures, preparation of Advance/Adjustments bills, OTA, T.A. and M.R. bills, POL bills, pay bills GPF sanction bills, contingent bills, annual budget, expenditure statement, PMEGP bills, stipend bills, honorarium & wastage bills, issue of LPC , certificates relating to Income Tax .</p>

Karaikal Region:

1.	Functional Manager	The Functional Manager is the Head of office of sub-office, Karaikal. He is in-charge for implementation of various schemes as exists in Puducherry region.
2.	Deputy Functional Manager	The Dy. Functional Manager is assisted to the Functional Manager for implementation of various schemes as exists in Puducherry region.

Mahe Region:

1.	Technical Officer	The Regional Administrator, Mahe is Head of Department for DIC, Sub-office, Mahe . The Technical Officer sub-office is in-charge for all the works related to the sub-office.
----	-------------------	---

Yanam Region:

1.	Technical Officer	The Regional Administrator, Yanam is Head of Department for DIC, Sub-office, Yanam . The Technical Officer sub-office is in-charge for all the works related to the sub-office.
----	-------------------	---

CHAPTER—4 (Manual-3)

Rules, Regulations, Instruction, Manual and Records for Discharging Functions.

(Name of the schemes)

1. Development of Handicrafts
2. Puducherry Khadi & Village Industries Board
3. Development of Coir Industries
4. Training.
5. Marketing & Publicity.
6. Development of Silk Industries
7. Industrial Guidance Bureau (IGB)
8. Prime Minister's Employment Generation Programme (PMEGP)(CSS)
9. Motivation of Unemployed Persons to Start Self-Employed Enterprises 2006 (MUPSES)

Brief write-up on the Document.

(copy of write-ups are enclosed at Page Nos.)

From where one can get the instruction,
Manual and records copy of rules,
Regulations.

: Functional Manager,
District Industries Centre,
Puducherry-9
Tele Phone Nos. 2248391,
2249392 & 2248987.
Fax No.0413-2248987,

Web site: dic.puducherry.gov.in

E mail : dic.pon@nic.in

Fee charged by the department for a copy of
Rules, regulation, instructions, manual and records (if any) -NIL-

I. Name of the Scheme: DEVELOPMENT OF HANDICRAFTS.**A. TRAINING :****1. Objects:**

- i. To revive the vanishing crafts and to restore the traditional Handicrafts.
- ii. Under the scheme, training is given to unemployed youth with stipend to develop the skill in order to create better employment opportunities and to boost the livelihood of rural people who have contributed a significant share to exports by the U.T. of Puducherry.

2. Period:- 6 months.**3. Eligibility criteria for Trainees:**

- i. Age limit 18-35 Years.
- ii. No specific qualification- any literate youth
- iii. Native of Union Territory of Puducherry or continuous residence of minimum 3 years in this U.T.

4. Eligibility criteria for Trainers:

The training institutions/trainers should have sufficient infrastructure facilities in their field.

5. Pattern of Assistance:

- i. **Stipend to the trainees:** Rs.1500/- per month/per trainee.
- ii. **To the training institution:**

- a).Honorarium Rs.300/- per trainee/ per month(maximum Rs.3000/- per month).
- b).Compensation for wastage of raw materials Rs. 150/- per trainee /per month (maximum Rs.1500/- per month).

B. ADVANCED TRAINING:

1. Object:

Advanced training will also be given to the candidates who are desirous of acquiring requisite skill in the craft in other states, for which traveling allowance, stipend and accommodation charges will be given to the candidates.

2. Period:- As prescribed by the training institution.

Eligibility :

- i. Qualification of trainees:** As prescribed by the training institution.
- ii. Age of Trainees** : Age limit is 18-35 years.
- iii. Residence of Trainees:** Native of Union Territory of Puducherry or continuance residence of maximum 3 years in this U.T.

3. Pattern of Assistance

- i. Course fee :** As prescribed by the training institution.
- ii. Accommodation charges for trainees:** Rs.500/- per month/per trainee.
- iii. Stipend** : Rs.2500/- per month/per trainee.
- iv. Traveling Allowance:** To & Fro 2nd class (berth) train fare.

C. DESIGN DEVELOPMENT TRAINING FOR MASTER CRAFTSPERSON (New component)

1. Objects of the Training : This training is to coin the crafts persons of this UT of Puducherry to acquire modern skill on moulding and designing of their vanishing crafts to create more marketability. This kind of training certainly make artisans create significant effect on the development of the modern art and techniques in their craft. Further, this training will also pave way for transplanting some new crafts in this U.T. from other states

2. Period of Training: As prescribed by the Training Institution.

3. Eligibility: i. No age limit and education qualification. Any literate craftsman
ii. Craft person / artisans of this U.T. having units in their respective craft satisfactorily for more than 3 years.

4. Pattern of Assistance:

For Craftsman

- i. Accommodation charge Rs.1000/- p.m./ per craftsman
- ii. Remuneration Rs.3000/- p.m./per craftsman.
- iii. Traveling allowance To & Fro 2nd class (berth) train fare.

For Training units/Institutions.

Course fees paid as prescribed by the training institution.

D. INSURANCE SCHEME FOR ARTISANS

(As mentioned in the G.O.Ms.No.139/2004/F3, dt.26.10.04, issued by the Finance Dept., Puducherry)

1. Objects of the scheme: An important welfare measure for the welfare of craft persons is to cover the artisans under the JANASHREE BIMA YOJANA, LIC/ any other suitable insurance scheme.

- 2. Eligibility:** i. All handicraft artisans who are the resident of this U.T. of Puducherry.
ii. The other conditions are as fixed by the Life insurance company of India.

3. Patter of Assistance: The premium amount as stipulated in the insurance policy.

4. Premium: Initially Rs. 200/- per member to be shared as 50 percent of the premium from the Social Security fund and other 50 percent is shared by Govt. i.e. DIC.

5. Age Limit: 18 to 60 years.

E. EXHIBITION:

1. Objects: In order to boost the marketability and improve the sales of handicrafts products various exhibitions are to be conducted/attended in locally and also in other states of country.

2. Eligibility: All the crafts persons having their handicrafts units in this U.T. of Puducherry.

3. Pattern of Assistance:

- i. Traveling allowance To & Fro 2nd class (berth) train fare.
- ii. For participating in the exhibition being conducted at A1 cities in India, the participants are entitled to avail daily allowance @ Rs.300/- per day per craftsperson.
- iii. For participating in the exhibition being conducted at other than A1 cities in India, the participants are entitled to avail daily allowance @ Rs.200/- per day per craftsperson.
- iv. For participating in the exhibition being conducted locally i.e. within the own region the

participants are entitled to avail daily allowance @ Rs.150/- per day per craftsperson.

- V.** Actual expenditure met by the artisans for transporting the handicrafts goods from unit to exhibition spot is entitled to pay.

F. ADMINISTRATIVE GRANT AND GRANT TO HANDICRAFT SOCIETIES LIKE PUDUMAI, PUDUCHERRY, TOY MAKERS SOCIETY, PUDUCHERRY, PUGHAZH KARAİKAL, KARAİKAL HANDICRAFTS SOCIETY FEDERATION, KARAİKAL MAHALIR SOCIETY, YANAM WOMEN'S CO-OPERATIVE SOCIETY, YANAM FOR PARTICIPATING OR CONDUCTING EXHIBITION IN INDIA.

1. Objects: To develop marketing of handicrafts products of the artisans in U.T. of Puducherry and to enable them to organize or to participate in exhibition in the important places of India, for which grant is provided to the Handicrafts societies. .

2. Eligibility: i. The Handicraft society should be registered either as a Co-operative Society or under Society act.

ii. The members of the society should be an artisan approved either by State Government or Development Commissioner (Handicrafts).

iii. The society should deal only the handicraft products produced by the artisans of this U.T. of Puducherry.

3. Pattern of Assistance: i. For conducting of exhibition by Pududmai Handicrafts artisan society, Puducherry grant of Rs. 10.00 lakhs per annum is provided.

ii. For other societies which deals with handicrafts promotion, grant of Rs.2.00 lakhs per annum is provided for conducting/participating of various exhibitions in and around India for 5 years.

G. GRANT OF FINANCIAL ASSISTANCE TO OLD CRAFT PERSONS (AS PENSION):

1. Objects: To product craft persons in their old age.

2. Eligibility: i. The artisans should have completed 60 years of age on the date of application.

ii. The income of the applicant from all sources must not be Rs.40,000/- per year.

iii. The applicant should not be recipient of similar financial assistance from any other source.

iv. The craftsperson should be native of this U.T. of Puducherry or have resided for not less than 5 years and a certificate from the competent authority to be produced to this effect.

3. Nature of Assistance: i. Financial Assistance in the form of monthly sustenance allowance of Rs. 2000/-

ii. In the event of death of the artisan his/her spouse will be entitled to avail 50% of the sustenance allowance i.e. Rs.1000/- till his/her life time.

4. Period of Assistance: i. The assistance will be extended till the life time of the beneficiary from his 60th year (on completion of 60). But, it should be got renewed by the beneficiary every year.

ii. This assistance will further be continued to the spouse after the death of the beneficiary till the life time of the spouse subject to fulfilling in the income criteria. The pension amount will be restricted Rs.1000/- only i.e. 50 %.

5. Mode of Implementation: i. Applicant should apply in the prescribed form to this office directly addressed to the General Manager, District Industries Centre, Puducherry-9.

ii. Any application received through any organization of association will not be accepted.

6. Application and its enclosure:

Applications should be duly supported by the following documents.

- i. A certificate from the Revenue Department certifying the financial position of the applicant including a certificate that the applicant is not in receipt of financial assistance from any other source.
- ii. Age certificate from the appropriate authority. Or required certificates in respect of income and age should be furnished by the craftsperson himself/herself in the form of an affidavit declared before a First Class Magistrate.

7. Disbursement of Assistance:

- i. The Assistance would be disbursed by the General Manager, District Industries Centre, Puducherry.
- ii. The income certificate furnished by the craftsperson will be hold good for a period of 3 years for which the financial assistance is sanctioned. However, the renewal of financial assistance for a subsequent term of 3 years, the craftsperson will furnish a fresh certificate/affidavit.
- iii. Government may also at their discretion terminate the financial assistance without assigning any reasons at any time when the beneficiary is found to have furnished false certificate or statement or is found ineligible at a later date.

II. NAME OF THE SCHEME: DEVELOPMENT OF KHADI & VILLAGE INDUSTRIES BOARD.

1. Objects: To promote and to develop the Kahdi and Village Industries. To plan programme/activities with a view to create rural employment. Under the scheme financial assistance is given in the form of Grant-in-aid as administrative grant to

meet recurring and non recurring administrative and developmental expenditure of the Board. The main activities of the Board are:

- i). To promote and run Khadi & Village Industries.
- ii). To encourage and assist in setting up of Khadi & Village Industries, by providing training and grant of loan/subsidy to the Village people.
- iii). Marketing of Khadi & Village Industrial products through show rooms/Bandhars/Exhibitions.
- iv). To provide sales rebate for Khadi products at the rates prescribed by the Government or the KVIC, as the case may be from time to time.

III. SCHEME : DEVELOPMENT OF COIR INDUSTRIES

A. TRAINING:

1.Objective : To develop coir and coir based industry, to train rural poor in producing coir products and to generate employment thereby. Imparting training in coir rope, coir-mat making and other coir products.

2. Eligibility: Should be a native of Puducherry Union Territory (or) should be a continuous resident for the past Three years.

i. **Age** : 18 to 35years

ii. **Education qualification** : Literate person.

3. Period of Training : 6 months.

4. Pattern of assistance : To the trainee-

Stipend- Rs. 1500/- per month/per trainee.

To the trainer -

i) . Honorarium Rs. 300/- per month per trainee. ((maximum Rs.3000/- p.m.)

- ii). Compensation for wastage of raw materials Rs.200/-per month/ per trainee. (maximum Rs. 2000/- p.m.)

B. ADVANCED/ HIGH SKILLED TRAINING.

1. Objects : To develop the existing skill of the Coir artisans and the interested persons to acquire the latest skill & modern technologies by undergoing Advanced/High skilled training available in various places of India.

2. Eligibility : Should be a native of U.T. of Puducherry.
(or)
Should be a continuous resident for the past 3 years.

i. Age limit : 18 to 35 years.

ii. Education: As prescribed by the Training units/Institutions.

3. Period of Training :As prescribed by the Training units/Institutions

4. Pattern of Assistance : For Trainees.

- i. Stipend Rs. 2500/- per month/per trainee.
- ii. Accommodation charge Rs. 500/-per month/per trainee.
- iii. Traveling Allowances: To and Fro traveling expenses restricted to 2nd class sleeper train fare.

For Training unit/ Institution

Full course fee will be paid to the training units/institutions as prescribed by them.

C. EXPOSURE TOUR FOR THE COIR ARTISANS.

1. Objects: For acquiring the latest techniques and innovative methods being adopted in various coir units located in other states.

2. Pattern of assistance: The expenses relating to conveyance, accommodation, fees if any to be paid to visiting institution, others etc. will be paid and the participant will be provided Rs.150/- per day/per person as Daily Allowance.

D. CONDUCTING OF EXHIBITION.

1. Objects : i. To create awareness among the public on the usage of variety of coir products and to find ways and means for market promotion.

ii. To create more awareness among the public about its bio-degradability and to encourage them to buy coir products.

2. Pattern of Assistance:

- i. The participants both local and outsider will be paid Rs.150/- per head/per day during the exhibition period.
- ii. The participants are given to and fro traveling expenses in 2nd sleeper class in Express trains. (production unit to exhibition place and back)
- iii. Actual transportation charges paid by the participants for taking their coir products from its industrial units to exhibition place.
- iv. Stall in the exhibition will be provided for the participants free of cost.

E. GRANT TO COIR CLUSTER/SOCIETY/AGENCY ETC.

1. Objects: To develop the coir industries and to encourage unemployed rural youth/artisan to involve in the manufacturing of coir products and its sales. Grant for administrative and developmental activities will be given to the cluster/society/agency etc. with a view to develop the coir industries in this U.T.

2. Eligibility:

i). The cluster/society/agency should be engaged in the coir products. The members of the organization should be coir artisans.

ii). The cluster/society/agency should be registered under Co-operative Act or any other societies Act.

3. Pattern of Assistance: Grant of Rs.2.00 lakhs per year for five years to meet out the Administrative expenses and expenses towards developmental activities of the society/cluster /agency etc.

F. GRANT OF MARGIN MONEY FOR AVAILING CAPITAL LOAN

1. Objects: To encourage the entrepreneurs to set up new coir industries / renewal of existing coir industries.

2. Eligibility/Condition:

- i. The unit should be set up in the U.T. of Puducherry.
- ii. The promoter should produce the sanction letter in respect of loan sanctioned by the financial institution.
- iii. The unit should start its commercial production within six months from the date of release of Margin Money Grant.
- vi. The promoter should submit an under taking letter assuring that he will run the unit successfully for 5 years after establishment of the unit.

3. Pattern of Assistance: On receipt of sanction order of the financial institution, 25% margin money restricted to Rs.25.00 lakhs i.e. for the project of Rs. 1.00 crore on the loan amount will be released to the bank on behalf of the entrepreneurs.

G. GRANT OF SUBSIDY FOR RAW MATERIALS PROCUREMENT.

Objects : The neighboring states namely Kerala, Karnataka and south Tamil Nadu are attributing major scopes for coir Industries because of stock of enough raw materials (i.e. fibre/curling fiber) available with the states. In order to

promote Coir Industries in this U.T. of Puducherry, it is very essential to consider subsidy on Raw Material procurement so that new units can survive with competitive situation of the units in neighboring states. Considering this aspect it is proposed to provide 15% as subsidy on the annual procurement of Raw Materials subject to a maximum of Rs. 5.00 lakhs per annum per unit.

H. ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP).

Objective: To provide entrepreneurship training, to encourage prospective entrepreneurs to start coir industry. Awareness programme will also be arranged to the existing coir industries about the modern technology and schemes and incentives available under State Govt.

IV. Name of the scheme : **TRAINING**

A). IN-PLANT TRAINING:(Industries & Service oriented).

1. Objects : Under the scheme, training is given with stipend in various trades to the educated unemployed youths to create more employment opportunities or to start own ventures or to motivate entrepreneurship among the youth of U.T. of Puducherry.

2. Period : One year.

3. Eligibility criteria for Trainees:

- i. Age limit : 18-35 Years.
- ii. Educational qualifications minimum SSLC & above fixed for the various trade concerned.
- iii. Native of Union Territory of Puducherry or having continuance residence of at least 3 years in this U.T.
- iv. Should not have undergone similar training under Central/State Govt. and their agencies.

4. Eligibility criteria for Trainers :

The training institutions should have sufficient infrastructure and experience on its field.

5. Pattern of Assistance:

i. Stipend to the trainees:

- a. SSLC/ITI/H.SC.Rs.1500/- per month.
- b. Graduate / Dip. In Engg. or equivalent Rs. 2500/- per month.
- c. Degree in Engg./Post graduate in Science or equivalent Rs. 3000/- per month.

Stipend payable to the trainees based on their minimum educational qualifications fixed for the trade concerned. (i.e.) Stipend for any notified trade will be the same irrespective of the higher qualification possessed by the trainee. However the graduates having post graduate qualification in any discipline will be paid stipend at the rate of Rs.3000/-

ii . To the training institution:

During the training period the trainees may waste some of the raw materials for which an amount up to Rs.300/- per trainee/per month to be paid to the industry which imparts the training as compensation for wastage of raw materials.

B. VOCATIONAL TRAINING: (Institution oriented)

1.Objects:- Under the scheme, training is given with stipend to the educated unemployed youth mainly for women candidates hailing from rural areas and other downtrodden people in the trades like Tailoring & Embroidery, Beauty Parlour, Arts & Design works and other potential trade identified in the demand area. This is institution based in general.

2. Period:- Period of training is 6 months.

3. Eligibility criteria for Trainees:

- i. Age limit 18-35 Years.
- ii . Qualification Minimum S.S.L.C passed.
- iii. Native of Union Territory of Puducherry or at least continuance 3 years residence in this U.T.
- iv. Should not undergone any similar training under Central/State Govt. and their agencies.

4. Eligibility criteria for Trainers :

The trainers should have qualification of S.S.L.C and concerned trade certificate and should have sufficient infrastructure and experience on the field.

Pattern of Assistance:

i. To the trainees:

Stipend Rs.1500/- p.m.

ii. To the training institution/Master:

- i. Honorarium Rs.300/- per trainee/ per month.
- ii. Compensation for wastage of raw materials Rs. 150/- per trainee /per month

C. ADVANCED/HIGH SKILLED TRAINING:

1. Objects:

Under the scheme, training is given for the educated unemployed youths, who have completed the basic training and interested in under going advance training in their trade or the candidates who are willing to under go some special Advanced/High skilled training through the relevant reputed units or institutions situated in neighboring states in India, so as to develop their skill for making them to start own venture or to get suitable employment.

2. ELIGIBILITY TO THE TRAINEES:-

i. Qualification: As prescribed by the Training units/ Institutions.

ii. Residence : Candidates should reside in this U.T. of Puducherry.
(Minimum 3 years continuous residence required).

3. Pattern of Assistance:

I. For Training units/Institutions:

Course fees/Honorarium and accommodation charges as proposed to the trainee will be granted to the trainer as per their norms and conditions

II. For Trainees.:

(i). STIPEND:

- a). Up to HSC/ITI etc. : Rs.2500/- per month.
- b). For degree / Diploma holders(3 yrs)/
Post graduate Rs.3000.- per month.

(ii). Traveling allowances:

One time to and fro traveling expenses will be restricted to 2nd class train fare.

(iii). Accommodation charge fixed by the institute will be borne by the Government.

D. TRAINING TO ENTREPRENEURES(MANAGEMENT TRAINING).

1. Objects . Under the scheme, Management training is given to develop industrial growth to the entrepreneurs and industrialist or their representatives in the various disciplines namely, Financial management, Marketing management, Personnel managements, Quality control and Productivity etc. to improve productivity.

2. Assistance: 90% of the participation fee is given as subsidy by the Government to the Micro and Small Scale entrepreneur/industrialists or their representative.

3. Method of Payment: The subsidy amount will be paid through Puducherry Management and Productivity Council, Puducherry.

4. Training Co-ordinator: Puducherry Management and Productivity Council, Puducherry.

E. ENTREPRENEURSHIP DEVELOPMENT PROGRAMME(EDP):

1. Objects : To develop entrepreneurship skill training is provided for setting up of the projects. The programmes contains motivating the entrepreneurs, highlight respective projects, the course of steps taken by them for setting of and for successful running their unit.

2. Eligibility: Native of Union Territory of Puducherry or continuous 3 years residence in this U.T.

3. Period of Training: Depends on the training content.

4. Assistance: The entire expenditure borne by the Govt. under the scheme.

F. GRANT-IN-AID TO THE PUDUCHERRY MANAGEMENT PRODUCTIVITY COUNCIL.

Objects: Main objectives of the Council is to develop industrial growth by giving training in Personal Management, Financial Management, Marketing Management, Quality Control Productivity, Technical skill development etc., to Industrialist/their representative with subsidy by the Govt. at 90% of the training course fee. In this regard, grant-in-aid is provided in the form of administrative and training grant to the Council every year as requested & approved by the Puducherry Management & Productivity Council's governing Board. The management programmes being conducted where in representative of various lectures delivered by the faculty members from reputed organization both Government and private.

V. SCHEME: MARKETING AND PUBLICITY.

Objects: To promote sale of products of Micro/Small/Medium Enterprises (MSME) and Cottage Sector.

Pattern of Assistance:

1.Sales Rebate:

The existing or newly established Sales Emporia / Showrooms recognized by the Government of Puducherry for sale of Handicrafts, Micro and Small enterprises products manufactured by the units in the Union Territory of Puducherry are eligible for a Sales Rebate of 15% on their sales. Each Emporia will be entitled to avail 15% as rebate on their sales.

2. Organizing/ Participation in Exhibition/Trade Fair/Expo/Seminars/Investors' Meets, etc.

- In order to attract industries to invest in Puducherry, etc are arranged both within India and abroad. Promotional Campaigns, Investors Meets, Seminars
- To enable the market promotion for (MSME) products, exhibitions in important cities/towns are arranged. Participation in the exhibitions organized by other agencies is encouraged by way of display of industrial products, display-cum-sales of handicraft products, cottage industrial products. This will help them in increasing the marketability of these products.
- Participation in the Trade Fairs/exhibitions conducted by other agencies by way of setting up a separate pavilion to display the industrial products, display cum sale of handicraft/ tiny/cottage industrial products. The participating artisans/ will be paid traveling expenses restricted to second-class railway fare and DA at the rate of Rs.400 per day per person.
- Payment of honorarium and winter clothing for the officials of this department on duty in India Fair/Exhibitions held in other major cities. and other
 - a) Honorarium at the rate of RS. 400/- per day in addition to the normal DA International Trade Fair, New Delhi

- b) Winter clothing allowance not exceeding Rs.3500/- during such trade fair.

3. Conduct of Buyer –Seller Meets/Trade show..

To create market promotion, Buyer-Seller meets will be organized, with an aim to interaction among Buyer and Seller to improve business prospects. This will be arranged directly by DIC or in association with other Governmental organization both Central & State or through Industrial Association, CII, NGO's of Industries etc. The expenses will be met-out under the scheme.

4. Financial Assistance for setting up of sales emporia by Industrial Association, Handicrafts societies and recognized Institutions.

For promotion of Handicrafts, Coir, Jute, Micro and Small industries products it is proposed to provide financial support thorough their societies in acquiring suitable building/premises and providing infrastructure facilities for setting up of sales emporia locally and in important cities in India. The entire expenditure will be borne under the scheme.

5. Rent Subsidy for sales emporia established by Handicrafts Societies.

In order to encourage marketability it is proposed to provide rent subsidy at the rate of 90% subject to maximum of Rs. 10,000/- per month for 3 years . Also financial assistance is proposed to be extended for providing infrastructure facilities to such building/premises. 75% of the expenses of infrastructure facilities/interior decoration works in the Sales Emporia Building/ premises are proposed to be borne under this scheme subject to a maximum of Rs.1,50 lakhs or the actuals whichever is less for running the emporium for a minimum period of 3 years.

6. Grant in Aid to Industrial Association, CII, Indl. NGO's for Promotion of SME Clusters.

Financial Assistance to Industrial Association, CII, Industrial NGO's for promotion of SME Cluster would be 75% of the actual cost, subject to a maximum of Rs.3.00 lakhs per unit in a cluster.

7. Scheme on Advertisement and Publicity.

To have a wider reach of the schemes/subsidies / assistance / extended by the Government for Industrial development and sustainability, among the entrepreneurs /public /investors. Advertisement and Publicity is proposed through electronic media such as Television channels, Official /Websites, News papers, Magazines, distribution of pamphlets during Fairs /Exhibitions/Expos/Investors' meets etc. are proposed.

8. Project Guidance Cell –cum-Technical Library.

In order to guide the entrepreneurs in preparation of project profiles/project reports, it is necessary to set up a Project Guidance Cell-cum-Technical library fully equipped with all required data in the District Industries Centre, Puducherry.

XV. Scheme - DEVELOPMENT OF SILK INDUSTRIES.

A. TRAINING :

1. Objects: Training programme is to make the unemployed youth to acquire sufficient skill and knowledge in Silk Weaving trade and also to improve the skill of existing artisans of silk weaving society. Under this scheme, training is imparted to the unemployed youth by the reputed silk weaving master/silk weaving society so as to equip themselves to start their own ventures or to get suitable employment in silk weaving activity.

2. Period :One year

3. Eligibility criteria for Trainees

- i. Age : 18 to 35 years
- ii. Literate youth (no specific qualification/any literate youth)
- iii. Should be a native of Puducherry Union Territory
(or)
Should be a continuous resident for the past three years.

4. Eligibility criteria for Trainers.

- i. All reputed silk weaving Master/ silk weaving society.
- ii. Silk weaving Master/silk weaving society should run silk weaving unit.

5. Pattern of Assistance:

To the trainee

Stipend -- Rs. 1500 /- per month /per trainee.

To the trainer –

- i. Honorarium Rs. 500/-per month/ per trainee(maximum Rs.5000/- p.m.)
- ii. Compensation for wastage of raw materials Rs.500/- per month/ per trainee (maximum Rs.5000/- p.m.)

B. ADMINISTRATIVE GRANT TO SOCIETY/AGENCY:

1.Objective: This programme is to encourage the silk weaving artisans to form the registered societies / agencies so as develop cluster approach among the artisans which is effective and advisable at present for the successful development of their business.

2. Eligibility

- All societies which are registered under either Co-operative Societies Act or Societies Act.
- All the members of the society should be silk weaving artisans.
- The society should deal with only silk products.

3. Pattern of Assistance: One time grant of Rs. 2.00 lakhs per annum per society for five years of all new society to meet the Administrative expenses and developmental activities of the society /agency.

C. GRANT OF MARGIN MONEY FOR AVAILING CAPITAL LOAN:

1. Objects: To encourage the entrepreneur to set up Silk weaving units in this UT. This margin money grant will certainly reduce the initial financial burden on the entrepreneurs while availing term loan/ working capital loan from the financial institutions for setting up of silk weaving units.

2. Eligibility criteria:

- i. The promoter should belong to the U.T. of Puducherry by virtue of birth or by residing continuously for 5 years in this U.T.
- ii. The unit must be set up in this UT of Puducherry.
- iii. The promoter should ascertain the availability of loan and produce the loan sanction order of the financial institution.
- iv. The unit should commence its commercial production within six months from the date of release of margin money grant and the promoter should run the unit successfully for five years. Necessary undertaking letter in the stamped paper of Rs.10/- in this regard must be given by the beneficiary.
- v. The annual income of the promoter and family members should not be more than Rs.1,00,000/- and above from all sources. Necessary certificate from the competent authority should be submitted by the beneficiary.

3. Pattern of Assistance: On receipt of sanction order from the financial institution 25% as margin money on the loan amount will be released to the bank on behalf of the entrepreneurs.

8. SCHEME: MOTIVATION OF UNEMPLOYED PERSONS TO START SELF-EMPLOYED ENTERPRISES 2006 (MUPSES) (State Government Scheme).

Object: To encourage un-employed persons in the U.T. of Puducherry to venture their own projects by manufacturing or service sector enterprises.

Eligibility : Should be a resident of the Union Territory of Puducherry

Age : As per existing Bank norms.

Educational qualification : Should be able to read and write.

Income : No limit.

Activities :

- All Service and Industrial activities
- Self-employed manufacturing and service units such as mechanized laundry, Beauty Parlour (saloon), Tailoring units and setting up of Hygienic tea/coffee stalls etc.

Loan Amount : Project cost up to 2,00,000/-

Subsidy :i).50 % of the project cost excluding pre operative and preliminary expenses for projects not exceeding Rs.10,000/-.

2). 25% of the project cost excluding pr-operative and preliminary expenses to a maximum of 25,000/- for project cost exceeding Rs.10,000/- and less than Rs.2,00 lakhs.

**9. PRIME MINISTER'S EMPLOYMENT
GENERATION PROGRAMME (CSS) – (PMEGP).**

Age : No age limit

Project Cost : Manufacturing Sector Rs.25.00 lakhs

Business Sector Rs.10.00 lakhs

Income : No ceiling limit for Annual Income

Educational: Minimum qualification of 8th Standard pass is required for beneficiaries in respect of projects costing more than Rs.10.00 lakhs for Manufacturing Sector and more than Rs.5.00 lakhs in business/service sector.

Training : Mandatory Entrepreneur Development Programme(EDP) training of duration of two or three weeks.

		<u>Urban</u>	<u>Rural</u>
i.	General Category	15%	25%
ii.	SC/ST/OBC/MC/Women/25%35% Ex-Servicemen/PH		

Margin Money: Own Contribution of the project cost.

i.General Category 10%

ii. SC/ST/OBC/MC/Women/
Ex-Servicemen/PH 5%

INDUSTRIAL GUIDANCE BUREAU(IGB)

Objective: Industrial Guidance Bureau(IGB) is a single point contact system to facilitate the entrepreneurs in getting speedy clearance from various departments and local bodies within the stipulated time for implementing their projects

	Department form which clearance is awaited	Time limit for clearance from the date of receipt application
1.	Department of Science Technology and Environment	1 month
2.	Town and Country Planning	1 month
3.	Office of the Inspector of Factories	1 month
4.	Agriculture Department(for land conversion)	1 month
5.	Electricity Department	1 month
6.	Revenue Department	1 month
7.	Government Press	15 days
8.	Food and Drugs Administrative	1 month
9.	Civil Supplies Department	1 month

**Period allotted or processing the application at
DIC/Local Bodies:**

Sl.No.	Name of the Office	Time limit after receiving the application
1.	DIC – To forward application to the departments concerned for clearance with a copy market to the concerned Municipality/Commune Panchayat.	3 days
2.	Local Bodies – To issue licence for establishment of the Unit	1 month
3.	For examining the problems faced in giving the clearance and permission in respect of Red & Orange category units. Green category units in respect of Puducherry region.	Industrial Promotion Committee, Puducherry
4.	Convening of Industrial Promotion Committee	Once in 3 weeks
5.	For examining the problems faces in giving the clearance and permission in respect of green category units.	Single Window Committee (outlying regions only)
6.	Convening of Single Window Committee	The first working day of every month (outlying regions only)
7.	Officer to be approached	Functional Manager District Industries Centre Puducherry.

USEFUL ADDRESSES

Name and Address Phone No. Designation			
(1)	(2)	(3)	(4)
1.	Secretary to Govt. (Ind & Com)	Chief Secretariat Pondicherry-1	2233448
2.	Director Dept. of Ind & Com	Thattanchavady Pondicherry-9	2248476, 2248320 2248168 Fax : 0413 – 2248476
3.	General Manager District Industries Center	Thattanchavady Pondicherry -9	2248987 2248391, 2249392 Fax : 0413 – 2248987
4.	Functional Manager Sub-office DIC	Kottucherry Karaikal	04368 – 266467
5.	Technical officer Sub-office DIC	Mahe	0490 – 2332560
6.	Asst. Director , Ind. & Com. Sub-office DIC	Yanam	0884 – 2321257

Working hours of the office : 8.45 A.M. to 1.00 P.M.
2.00 P.M. to 5.45 P.M.

Closing hours of the office : 1.00 P.M. to 2.00 P.M. & 5.45 onwards.

NOTE:- Functions/Schemes details of DIC and Common application form for industrial clearance are also available in our Web-Site

dic.puducherry.gov.in

CHAPTER-5 (Mnannual-4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation.

Formulation of Policy:

5.1 Whether there is any provision to seek consultation, participation of public or its representatives for formulation of polices? If there is, please provide details of such policy in the following format.

Sl. No.	Subject/Topic	It is mandatory to ensure public Participation (Yes/No)	Arrangement for seeking public participation.
a)	Prime Minister's Employment Generation Programme (PMEGP)	Yes	In order to select applicants under the PMEGP loan scheme

Implementation of Policy:

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of polices? If there is, please provide details of provisions in the following format.

Sl. No.	Subject/Topic	It is mandatory to ensure public Participation (Yes/No)	Arrangement for seeking public participation.
a)	Prime Minister's Employment Generation Programme (PMEGP)	Yes	In order to select applicants under the PMEGP loan scheme and to review the progress of the scheme.

CHAPTER-6 (Manual-5)

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

Sl. No.	Category of the Document	Name of the document and its introduction in one line.	Procedure to obtain the document.	Held by/under control of
1	Licences	Common application for Single Window Clearances	Application available in DIC office	Functional Manager.
2	PMEGP	-----	-do-	-do-
3	MUPSES	-----	-do-	-do-
4. 5. 6. 7.	Training. Dev. Handicrafts Dev. of Coir Dev. of Silk	a. In-Plant b. Vocational c. Advance/High Skilled d. Handicrafts Trg. e. Coir Trg. f. Silk Trg	Will be advertised in the local news papers calling for application	Dy. Functional Manager(EI) Project Manager.

CHAPTER-7 (Manual-6)

A Statement of Boards, Council, Committees and other Bodies constituted as its parts.



Name and Address of the

Affiliated Body: Puducherry Management & Productivity Council (PMPC),
II Main Road, Industrial Estate,
Thattanchavady, Puducherry-9.



Type of Affiliated Body :Council,



Brief Introduction of the

Affiliated Body: The Council was established
on 8th July 1988.

The main objectives of for which the Puducherry Management and Productivity Council is established are as follows:-

- a. To impart ways and means for utilization and management of all resources both natural and man made for optimum productivity in all endeavors.
- b. To impart techniques to acquire and develop skills to improve productivity,
- c. To encourage activity in new frontiers of knowledge, inventions and innovations by instituting Annual Productivity Award for original beneficial contribution.
- d. To conduct “brainstorming sessions” for various industries to improve internal and external procedures to be followed by them in their harmonious operations.
- e. To sensitize various Industries about the emerging trends in Productivity among the advanced countries.
- f. To facilitate financial support in areas of energy/environment/ quality.
- g. To act as platform between the institutions and the industrial units in areas of research and development.

- ❖ Role of the Affiliated Body : Executive
- ❖ Structure and Member composition:
- ❖ Head of the Body : President-cum-Secretary to Govt.
(Ind & Com.)

Address of Main office and its

Branches : Puducherry Management &
Productivity Council(PMPC),
II Main Road, Industrial Estate,
Thattanchavady, Puducherry-9.

- ❖ Frequency of meetings : Once in 3 months –
Governing Body once in a year.
- ❖ Can public participate in the meeting : No.
- ❖ Are minutes of the meetings prepared : Yes.
- ❖ Are minutes of the meetings available to the public ? : No

Member of the Council (10)

1. President : Secretary to Govt. (Ind. Com).
2. Vice President : Director of Industries & Commerce.
3. Advisor from National Productivity Council
4. Advisor from Govt. of Puducherry: Principal, Pondicherry Engg. College
5. Advisor from Financial Institution: Regional Manager-Indian Bank,
Regional Manager- IOB.
6. Executive Directors : Industrialist – Three.
7. Secretary General : General Manager, DIC.

Members of the Government Body (22)

1. Chairman : Secretary to Govt (labour).
2. Vice Charman : Labour Commissioner.
3. Member : M.D., PIPDIC.
4. Member : G.M., DIC.
5. Member : Principal, M.N.G.P.
- 6 Member : Director of Education.
7. Member : Director of Health & Family Welfare Services
8. Member : Director of Agriculture.
9. Member : Principal Engineer, PWD
10. Member : Supdt. Engineer, PWD.
11. Member : Director, PPCC.
12. Member President : Chamber of Commerce
13. Member : All office bearers of the Council (10)

CHAPTER-8.

(MANUAL-7)

The names, designation and other particulars of the Public Information Officer.

Name of the Public Authority: District Industries Centre, Puducherry.

Assistant Public Information Officers:

Sl. No.	Name	Designation	Phone Nos. with Code		Address
			Office	Home	
1.	B. Krishna Moorthy	Functional Manager	04368/266467		Sub-Office, District Industries Centre, Rural Industrial Estate, Kottucherry, Karaikal.
2.	S. Senthil Kumar	Technical Officer	0490/2332560 2334172		Sub-Office, District Industries Centre, Mahe
3	K. Sadhasivam	Technical Officer	0884/231257		Sub-Office, District Industries Centre, Yanam.

Public Information Officer:

Sl. No.	Name	Designation	Phone Nos. with Code		Address
			Office	Home	
1.	S. Kumar	Functional Manager	0413/2248391 2249392		District Industries Centre, Industrial Estate, Thattanchavady, Puducherry..

First Appellate Authority of the Department:

Sl. No.	Name	Designation	Phone Nos. with Code		Address
			Office	Home	
1.	K.T. ALAGIRI	General Manager	0413/2248391 2249392		District Industries Centre, Industrial Estate, Thattanchavady, Puducherry..

CHAPTER-9

MANUAL-8.

Procedure followed in decision making process.

As far as District Industries Centre is concerned, all the works/functions such as implementation of various schemes etc. are being carried out in accordance with the provisions of manual of office procedure issued by the Government of Puducherry.

Preparation of Budget, distribution of sanctioned grants, obtaining additional funds, re-appropriation and allied matters are being carried out in accordance with the General Financial Rules 1968.

All the files /correspondences are routed through the Section Heads concerned and submitted to the Functional Manager as Head of Office and General Manager as Head of Department.

With regards to obtaining of sanctions, the proposals are sent to Government for their accordence.

The final decision will be taken by the General Manager / Secretary to Government (Ind. & Com), Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	Budget preparation / re-appropriation and maintenance of accounts.
Guideline/Direction, if any	As per GFR 1968.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	No. of persons to be selected under MUPSES & PMEGP schemes for sanction of loan.
Guideline/Direction, if any	As per the relevant schemes.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.

Sl. No.	1
Subject on which the decision is to be taken	No. of persons to be selected under Training, Development of Handicrafts, Development of Coir and Development of Silk trainings.
Guideline/Direction, if any	As per Common G.O.
Process of Execution.	-do-
Designation of the officers involved in decision making	Functional Manager, General Manager.
Contact information of above mentioned officer.	District Industries Centre, Industrial Estate, Thattanchavady, Puducherry.
If not satisfied by the decision , where and how to appeal.	Approval will be obtained from the Secretary to Government (Ind. & Com)., Puducherry.

CHAPTER -10
(Manual-9)

Directory of Officers and Employees of District Industries Centre. Puducherry

Sl. No.	Name of the Officer /Staff Tvl./Tmt./Thiru./Selvi.	Designation
1	K.T. Alagiri	General Manager
2	S. Kumar	Functional Manager
3	V. Amudhakumar	Project Manager
4	A. Couppousamy	Dy.Functional Manager
5	P. Aranganadine @ Carounanidy	Dy.Functional Manager
6	Vacant	Dy.Functional Manager
7	K. Ramadevi	Junior Accounts Officer
8	Vacant	Revenue Officer
9	S. Tamilselvi	Superintendent
10	M. Mohanasoundary	Superintendent
11	G. Jayaraman	Technical Officer
12	G. Hemalatha	Technical Officer
13	K. Sadhasivam	Technical Officer
14	S. SenthilKumar	Technical Officer
15	J.Thamizhanban	Technical Officer
16	Vacant	Technical Officer
17	Vacant	Technical Officer
18	Vacant	Technical Officer
19	Vacant	Technical Officer
20	A.Sakthy Narayanane	Assistant
21	P. Mourougaradja	Assistant
22	T. Coumarane@ Pragache	Assistant
23	Vacant	Assistant
24	Vacant	Assistant
25	R.Rajapriya	Steno.Gr.I
26	M. Subhalakshmi	Steno.Gr.II
27	Vacant	Steno.Gr.II

28	Vacant	Supervisor
29	V. Ganesan	Economic Investigator
30	P.Jayaprakash	U.D.C
31	M. Selvam	U.D.C.
32	M. Chithra	U.D.C.
33	S. Sandhya	U.D.C.
34	Vacant	Revenue Inspector
35	G. Sithu Reddy	Driver Spl. Gr.
36	S. Angappan	Driver Gr.I
37	Vacant	Driver Gr.II
38	M.M. Vincent Miranda	L.D.C.
39	Vacant	L.D.C.
40	Vacant	L.D.C.
41	S. Usha	Store Keeper Gr.III
42	Vacant	Telephone Operator
43	Vacant	Record Clerk/Keeper
44	P. Aroumugam	M.T.S.(General)
45	K.Kuppulakshmi	M.T.S.(General)
46	Vacant	M.T.S.(General)
47	M. Thaiyalnayagi	M.T.S.(General)
48	J. Vajyanthi	M.T.S.(General)
49	N. Usharani	M.T.S.(General)
50	Vacant	M.T.S.(General)
51	A. Baskaran	M.T.S.(General)
52	P. Manjini	M.T.S.(General)
53	M. Prakash	M.T.S.(General)
54	Vacant	M.T.S.(General)
55	P.Jayamurthy	M.T.S.(Security)
56	S.G. Muthaiyan	M.T.S.(Security)
57	Vacant	Cleaner
58	N. Ramany	M.T.S.(House Keeping)

CHAPTER -11
(Manual-10)

Monthly remuneration received by District Industries Centre, Puducherry.

Sl. No.	Name of the Officer / Staff Tvl./Tmt./Thiru./Selvi.	Designation	Monthly Salary	Compensatory Allowance	Procedure to determine the Salary
1	K.T. Alagiri	General Manager	1,15,719		As fixed by the Govt.
2	S. Kumar	Functional Manager	89,252		
3	V.Amudhakumar	Project Manager	1,03,850		
4	A. Couppousamy	Dy.Functional Manager			
5	P. Aranganadine @ Carounanidy	Dy.Functional Manager	1,03,850		
6	Vacant	Dy.Functional Manager	1,03,850		vacant
7	K.Ramadevi	Junior Accounts Officer	84,300		
8	Vacant	Revenue Officer			Vacant
9	S.Tamil Selvi	Superintendent	72,925		
10	M. Mohanasoundary	Superintendent	70,800		
11	G. Jayaraman	Technical Officer	89,300		
12	G. Hemalatha	Technical Officer	68,800		
13	K. Sadhasivam	Technical Officer	68,800		
14	S. SenthilKumar	Technical Officer	68,800		
15	J.Thamizhanban	Technical Officer	68,800		
16	Vacant	Technical Officer			Vacant
17	Vacant	Technical Officer			Vacant
18	Vacant	Technical Officer			Vacant
19	Vacant	Technical Officer			Vacant
20	A.Sakthy Narayanane	Assistant	57,925		
21	P. Mourougaradija	Assistant	61,300		
22	T. Coumarane@Pragache	Assistant	59,550		
23	Vacant	Assistant			Vacant
24	Vacant	Assistant			Vacant
25	R.Rajapriya	Steno.Gr.I	59,550		
26	B. Subhalakshmi	Steno.Gr.II	48,050		
27	Vacant	Steno.Gr.II			Vacant

28	Vacant	Supervisor			Vacant
29	V. Ganesan	Economic Investigator	77,300		
30	P.Jayaprakash	U.D.C	43,425		
31	M. Selvam	U.D.C.	47,300		
32	M.Chithra	U.D.C.	38,800		
33	S. Sandhya	U.D.C.	33,875		
34	Vacant	Revenue Inspector			Vacant
35	G. Sithu Reddy	Driver Spl. Gr.	70,890		
36	S. Angappan	Driver Gr.I	70,690		
37	Vacant	Driver Gr.II			Vacant
38	M.M. Vincentniranda	L.D.C.	44,300		
39	Vacant	L.D.C.			Vacant
40	Vacant	L.D.C.			Vacant
41	S. Usha	Store Keeper Gr.III	43,050		
42	Vacant	Telephone Operator			Vacant
43	Vacant	Record Clerk/Keeper			Vacant
44	P. Aroumugam	M.T.S.(General)	44,390		
45	K.Kuppulakshmi	M.T.S.(General)	29,490		
46	Vacant	M.T.S.(General)			Vacant
47	M. Thaiyalnayagi	M.T.S.(General)	46,190		
48	J. Vaijyanthi	M.T.S.(General)	39,640		
49	N. Usharani	M.T.S.(General)	29,490		
50	Vacant	M.T.S.(General)			Vacant
51	A. Baskaran	M.T.S.(General)	41,890		
52	P. Manjini	M.T.S.(General)	47,390		
53	M. Prakash	M.T.S.(General)	37,390		
54	Vacant	M.T.S.(General)			Vacant
55	P.Jayamuthy	M.T.S.(Security)	26,544		
56	S.G. Muthaiyan	M.T.S.(Security)	27,852		
57	Vacant	Cleaner			Vacant
58	N. Ramany	M.T.S.(House Keeping)	27,371		

CHAPTER -12
(Manual-11)

Expenditure incurred on various schemes for the year 2018-19

ABSTRACT									
DISTRICT INDUSTRIES CENTRE									
Expenditure as on 31.01.2019									
PLAN									(Rs.in Lakhs)
Sl. No	Name of Scheme	Category	BE 2018-19	Modified BE 2018-19	Expenditure incurred upto previous month	Expenditure for the month of January 2019	Total Expenditure incurred	Balance	Percentage
1	Development of Handicraft Industries	Gen	46.67	43.92	15.90	2.02	17.92	26.00	38.40
		SCP	10.11	10.11	0.23	0.00	0.23	9.88	2.27
		Gen+ SCP	56.78	54.03	16.13	2.02	18.15	35.88	31.97
2	Development of Khadi & Village Industries	Gen	603.00	603.00	337.50	0.00	337.50	265.50	55.97
3	Training	Gen	97.18	104.53	70.06	5.23	75.29	29.24	77.47
		SCP	18.40	18.40	10.20	0.26	10.46	7.94	56.85
		Gen+ SCP	115.58	122.93	80.26	5.49	85.75	37.18	74.19
4	Development of Coir Industries	Gen	21.06	18.29	3.60	0.96	4.56	13.73	21.65
		SCP	4.13	4.13	0.03	0.00	0.03	4.10	0.73
		Gen+ SCP	25.19	22.42	3.63	0.96	4.59	17.83	18.22
5	Marketing & Publicity/Exhibition/ Sales rebate	Gen	58.83	59.98	55.15	1.85	57.00	2.98	96.89
		SCP	0.01	0.01	0.00	0.00	0.00	0.01	0.00
		Gen+ SCP	58.84	59.99	55.15	1.85	57.00	2.99	96.87
6	Sericulture (Silk)	Gen	0.50	0.50	0.00	0.00	0.00	0.50	0.00
7	MUPSES	Gen	45.75	50.27	35.85	3.59	39.44	10.83	86.21
		SCP	17.00	17.00	11.93	0.00	11.93	5.07	70.18
		Gen+ SCP	62.75	67.27	47.78	3.59	51.37	15.90	81.86
8	Direction and Administration	Gen	215.06	217.71	176.73	20.18	196.91	20.80	91.56
9	Direction and Administration - Current/Water Consumption, Telephone Charges	Gen	2.65	2.65	0.23	0.00	0.23	2.42	8.68
		Gen	217.71	220.36	176.96	20.18	197.14	23.22	90.55
Total		Gen	1090.70	1100.85	695.02	33.83	728.85	372.00	66.82
		SCP	49.65	49.65	22.39	0.26	22.65	27.00	45.62
		Gen+ SCP	1140.35	1150.50	717.41	34.09	751.50	399.00	65.90

CHAPTER -13
(Manual-12)

The manner of Execution of Subsidy programme.

CHAPTER -14
(Manual-13)

Particulars of Recipients of concessions, permits or authorization granted by it

This Department is not offering any concessions or authorization.

CHAPTER -15

(Manual-14)

Norms for the discharge of functions

1. a. Training (i. In-Plant, ii. Vocational, iii. Advanced /High Skilled and iv. Entrepreneur Development programme (EDP)

b. Development of Handicrafts.

c. Developments of Coir Industries and

d. Development of Silk Industries.

Under the above scheme, trainings are given to the unemployed youths with stipend.

2. Industrial Guidance Bureau (IGB)

IGB is to facilitate the entrepreneurs in obtaining clearance from various departments/agencies in a time bound manner for setting up of a unit.

3. Marketing and Publicity.

Conducting of exhibitions and participation in Trade Fair/Expos/other Melas.

CHAPTER -16
(Manual-15)

INFORMATION AVAILALE IN AN ELECTRONIC FORM.

All information relegating to public, may seen in Department's

Web Site : dic.puducherry.gov.in

CHAPTER -17
(Manual-16)

Particulars of the facilities available to citizens for obtaining information.

17. Means, methods or facilitation available to the public which are adopted by the District Industries Centre for dissemination of information.

1. **Advertisement through News paper:** Advertisements are given local new papers in respect of implementation of various schemes, exhibitions, achievements of the department etc. on and often.

2. **Exhibition:** Under the Marketing & Publicity scheme, this department is giving opportunity for various industrial units and handcrafts sectors in order to participate various metropolitan cities to improve the sales and also to show / display their quality of produces. Especially this department has participated in India International Trade Fair in every year and displayed the industrial products for which the industrialists will get marketing opportunity from various places /country also.

3. **Printed Booklets are available:** Citizen Charters are also available for reference to the public.

4.. **Office Library:** The Technical Library now functioning in the District Industries Centre was formally inaugurated by the Hon'ble Minister for Industries and Commerce on 30.12.2003.

- i. To motivate the young educated youth to go far self venture.
- ii. To provide project profiles to the needy entrepreneurs/industrialists.
- iii. To provide magazines in various industrial sectors to enable the entrepreneurs/industrialists to know about the latest technological developments and trends.
- iv. To nature the Technical Library as unique reference centre especially in respect of industrial fields.

The library House Books/Project Profiles related to Information Technology/Information Technology Enabled services /Engineering Products/Electrical & Electronic products/Leather Products / Herbal Products / Rubber Products / Plastic Products/ Food Processing Industries / Service Industries / Packing Industries / Exports / Management/ Industrial directories etc.

Periodicals are available on various industrial field viz: Food Processing, Engineering, Polymers, Packaging, Computers, Intellectual

Property Rights, Electrical & Electronics, Leather, Coconut (coir), Exports & Imports etc.

The website contains elaborate details of the department , applications formats, details of the schemes implemented by the department etc.

Working Hours:- 8.45 A.M. to 1.00 P.M. and 2.00 P.M. to 5.45 P.M. on all working days.

CHAPTER -18
(Manual-17)

Other Useful Information

18.3 with relations to training imparted to public by Public Authority.

- Name of the training programme with brief description.: Copy enclosed in Chapter- 4.
Time period for training programme/scheme : 1 year/6 months.
- Objective of Training : Copy enclosed in Chapter-4.
Physical and Financial Targets (Last Year): List enclosed.
- Eligibility for training : Copy enclosed in Chapter- 4.
- Perquisite for training (if any): Stipend.
- Financial and other form of help (if any): From Govt. of Puducherry.
Description of help (mention the amount of financial help, if any):-as stated in Chapter- 4.(Training scheme wise).
- Procedure of giving help: -
- Contact Information for applying : News paper advertisement.
- Application fee (whenever applicable). -Nil-
- Other fees (wherever applicable) -Nil-
- Application form (in case the application is made on plain paper, lease mention the details which the applicant has to provide) - Printed application forms are available in DIC (copy enclosed).
- List of enclosures/documents: Mentioned in the application form.
- Format of enclosures/document: --
- Procedure of application: ---
- Selection procedure of : Selection Committee.
- Time table of training programme (in case available): Not available.
- Process to inform the trainee about the training schedule. ----
- Arrangement made by the Public Authority for creating public awareness about the training programme: -----
- List of beneficiary of the training programme at various levels like district level, block level etc..