

CHAPTER-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.	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 & PM VISHWAKARAMA schemes. Under the scheme, loans are arranged through 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.

4.	Project Manager.	The Project Manager is incharge of the schemes pertaining to Development of Handicrafts/Coir Industries He is also incharge of Cottage Industries Section. (i). Development of Handicrafts and related activities, conduct of training and exhibitions. (ii). Development of Coir /Silk industries and related activities, conduct of training release of administrative grant to PKVIB, Puducherry.
5	Deputy. Functional Manager(Raw material section).	The Deputy Functional Manager is incharge of publishing advisement materials, conducting exhibitions like India International Trade Fair, sales rebate in Pudumai
6	Deputy. Functional Manager (Economic Investigation)	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.
7.	Deputy. Functional Manager (Credit section)	Section incharge, implements the PMEGP, MUPSES & PM VISHWAKARMA 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.

ADMISTRATIVE WING

1.	Junior Accounts Officer.	The Junior Accounts Officer is incharge for both the Establishment and Accounts section.
2.	Superintendents	Two superintendents are working in the District Industries Centre under the supervision of Junior Accounts Officer for Establishment/Accounts Sections. 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. 2.Accounts Section: Superintendent is incharge of Accounts Section and dealt the following subjects: Maintenance of Cash and connected registers, BCR and reconciliation of departments figures, 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 .

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.
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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.
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