

CHAPTER-2

1.2 THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF DISTRICT INDUSTRIES CENTRE [Section 4(1) (b) (ii)]

1.2.1 Powers and duties of officers(administrative, financial and judicial)

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 comps etc. are some of the main functions. recovery comps 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.

ADMINISTRATIVE WING

	Junior Accounts Officer.	The Junior Accounts Officer is incharge for both the Establishment and Accounts section.
	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 incharge 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 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 .

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 Office 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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1.2.2 Power and duties of other employees

Sl. No.	Designation	Powers
1.	UDC (Credit section)	Section Clerk to assist in implementation of the PMEGP, MUPSES & PM VISHWAKARAMA schemes. To maintain the relevant scheme files, applications and register. Further to assist in conducting of motivation camps/interviews etc. are some of the main functions.

		exhibitions. (ii). Development of Coir /Silk industries and related activities, conduct of training release of administrative grant to PKVIB, Puducherry. To maintain the relevant scheme files, applications and register. Further to assist in conducting of motivation camps/interviews etc. are some of the main functions.
3.	Assistant (Economic Investigation section)	Section Clerk to assist in imparting of various trainings programmes under Training scheme, conducting Entrepreneur Development Programme and PMPC Training programmes. To maintain the relevant scheme files, applications and register. Further to assist in conducting of motivation camps/interviews etc. are some of the main functions.
4.	Economic Investigator (Economic Investigation section)	Maintenance of all statistical information of DIC.
5.	Assistant (Raw Material section)	Section Clerk to assist in publishing advisement materials, conducting exhibitions like India International Trade Fair, sales rebate in Pudumai. To maintain the relevant scheme files, applications and register.
6.	Personal Assistant	To assist General Manager/Functional Manager/Project Manager.
7.	Assistant/UDC(Establishment section)	Section Clerk to assist in 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

		filling up of posts, staff welfare, Assembly/ Parliament questions, sending of various periodicals ,store and stationeries.
8.	Assistant/UDC(Accounts Section)	Section clerk to assist in 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 .

1.2.3 Rules/ orders under which powers and duty are derived and

Sr.No	Subject	Orders
1	PMEGP	Circular Vide No.PMEGP/Policy/2022- 23 dated 01.06.2022
2	MUPSES	Notification vide NO.17/2006-Ind.-C., dated 24 th January 2007 of Department of Industrial Development (Industries and Commerce)
3	Development of Handicraft	Notification vide NO.21/2007-Ind.-C., dated 24 th March 2008 of Department of Industrial Development (Industries and Commerce) & Notification vide NO.1/2009-Ind.-C., dated 15 th April 2009 of

		24 th March 2008 of Department of Industrial Development (Industries and Commerce)
5	Training	Notification vide NO.21/2007-Ind.-C., dated 24 th March 2008 of Department of Industrial Development (Industries and Commerce) & Notification vide NO.1/2009-Ind.-C., dated 15 th April 2009 of Department of Industrial Development (Industries and Commerce)

1.2.4 Exercised

Sr.No	Subject	Orders	Exercised
1	PMEGP	Circular Vide No.PMEGP/Policy/2022-23 dated 01.06.2022	Yes
2	MUPSES	Notification vide NO.17/2006-Ind.-C., dated 24 th January 2007 of Department of Industrial Development (Industries and Commerce)	Yes
3	Development of Handicraft	Notification vide NO.21/2007-Ind.-C., dated 24 th March 2008 of Department of Industrial Development (Industries and Commerce) & Notification vide	Yes

4	Development of Coir	Notification vide NO.21/2007-Ind.-C., dated 24 th March 2008 of Department of Industrial Development (Industries and Commerce)	Yes
5	Training	Notification vide NO.21/2007-Ind.-C., dated 24 th March 2008 of Department of Industrial Development (Industries and Commerce) & Notification vide NO.1/2009-Ind.-C., dated 15 th April 2009 of Department of Industrial Development (Industries and Commerce)	Yes

1.2.5 Work allocation

**GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE**

No.B.14012/2/2006/E1/DIC

Puducherry, dt. 5 FEB 2024

OFFICE ORDER

Sub: DIC – Estt. – Work allocation – Orders – Issued.

The Staff of the Estt. / Accounts section are allocated with the following subjects.

Establishment Section:

Section Head : Tmt. E. Nirmala, Superintendent (Estt.)

Tmt. K.P. Saranya, Assistant (E1)

1. Correspondence relating to RTI Act and filing quarterly returns.
2. Reply to audit paras pertaining to Estt. Section.
3. Processing and sending of application to Govt. quarters.
4. Correspondence relating to Election.
5. Subjects relates to PK&VIB and related Court cases.
6. Matters relating to Legislative Assembly and all the Secretariat works related to the above subjects.
7. Subjects relating to creation / continuation of temporary posts and Full-time casual Labourers / conversion of temporary posts into permanent ones / filling up of posts / Framing and Amendment of Recruitment Rules/ Deputation in respect of both Technical / Ministerial Officers / Staff and maintenance of relevant registers.
8. Processing of disciplinary cases and court cases relating to establishment and service matters.
9. Maintenance of all orders / circulars received from DP&AR / Finance Department etc. and all the Secretariat works related to the above subjects.
10. Outsourcing of Drivers/MTS (HK)/ Security Personnel.
11. Correspondence relating to Security Audit.
12. Issue of Work Allocation Order.
13. Preparation of Telephone/ Electricity / Water consumption bills/ POL Bills and Other Contingent Bills related to Accounts Section.
14. Any other official work assigned from time to time.

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2. Tmt. M. Chithra, U.D.C. (E2)

1. Maintenance of Service Books including leave entries and Personal files / posting and transfers/ maintenance of incumbent register.
2. Declaration of Probation and Confirmation of Ministerial staff and Technical Staff.
3. Grant of increment / MACP
4. NOC for obtaining Passport/ verification of qualifying service
5. Compassionate appointment/ R.R.C. for Medical reimbursement
6. Processing of Pension proposals and other retirement benefits
7. Grant of HBA / PCA and maintenance of relevant register.
8. Furnishing of statistical report of staff to the Directorate of Economics & Statistics.
9. Obtaining of clearances in respect of HBA / PCA / MCA.
10. Correspondence related to Pre-pensioners work.
11. Preparation of Pay Bill work related to Accounts Section.
12. Furnishing of replies to Parliament questions and all the Secretariat works related to the above subjects.
13. Any other official work assigned from time to time.

3. Thiru R. Kowshik, Store Keeper, Gr.III.

1. Purchase of Store Items,
2. Physical verification of stores,
3. Disposal of newspaper,
4. Supply of liveries to eligible staff,
5. Annual Maintenance Contract in respect of A/C units, Computer, EPABX Systems, Generator and all other Office equipments.
6. Building maintenance including Conference Hall.
7. Purchase / Maintenance repairs / Sparing of vehicles to other Departments and condemnation.
8. All correspondence relating to stores and Secretariat works related to the above subjects.
9. Any other official work assigned from time to time.

Accounts Section:

Section Head : Tmt. E. Nirmala, Superintendent (Accts.)

Tmt. R. Uma Maheswari, Assistant, Cashier (A1)

1. Preparation of bills relating to advance / adjustment in respect of all Exhibition / MUPSES and matters relating to OBA items..
2. Subjects relating to preparation of budget proposals / preparation of Annual Plan & Action Plan, Action Schedule / Correspondence relating to Budget and allied matters / Furnishing of monthly progress report of schemes.
3. Matters relating to Income Tax
4. Reconciliation of receipt / expenditure.
5. Issue of GPF sanction and GPF Bills / NPS
6. Any other official work assigned from time to time.

Thiru M. Adithiravidaramjee, L.D.C.(A2)

1. Subjects relating to cash handling including Imprest of this Centre including cheques & Drafts / Maintenance of Cash Book, cash relating to non- Government receipts / Recoveries, maintenance of Challan Register, Receipt Book and collection relating to Flag Day.
2. Scheme Bills/ Stipend Bills
3. All Grants – in- aid Bills/ Old Age Pension.
4. Preparation of Advertisement bills.
5. Preparation of T.A / M.R. / Tuition Fees Reimbursement / LIC/ LTC/ Encashment of E.L./ UTGEGIS bills.
6. Any other official work assigned from time to time.

Thiru R. Anandan, U.D.C.

Attached to CI Section and any other official work assigned from time to time.

Thiru G. Parthiban, U.D.C.

Attached to EI & RM Sections and any other official work assigned from time to time.

(K.GOVINDARAJAN)
GENERAL MANAGER

To
The Individuals concerned.

Copy to:

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Deputy Functional Manager, District Industries Centre, Puducherry.
3. The Junior Accounts Officer, District Industries Centre, Puducherry.
4. The Superintendent, Estt. / Accts. Section, District Industries Centre, Puducherry.
5. The PA to GM, District Industries Centre, Puducherry.

DESPATCHED
5 FEB 2024

**GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE**

No.B.14012/2/2006/E1/DIC

Puducherry, dt. **19 OCT 2023**

OFFICE ORDER

Sub: DIC – Estt. – Allocation of subjects to
Selvi G. Hemalatha, Deputy Functional Manager,
DIC, Puducherry - Orders – Issued.

Ref: 1. Office Order No.A-2/2/Ind/Estt/A2/2022, dated
13.10.2023 of the Directorate of Industries &
Commerce, Puducherry.
2. Joining report dated 16.10.2023 of
Selvi G. Hemalatha, Assistant Director of Industries &
Commerce, Puducherry.

Selvi G. Hemalatha, Assistant Director of Industries & Commerce, posted as Deputy Functional Manager in District Industries Centre, Puducherry on additional charge basis vide reference first cited will be incharge of CI section and EI section. In addition to this, she will look after the subjects assigned by the undersigned as and when required.


(K. GOVINDARAJAN)
GENERAL MANAGER

To

Selvi G. Hemalatha, Deputy Functional Manager,
District Industries Centre, Puducherry.

Copy to :

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Superintendent (Estt. & Accts.), District Industries Centre, Puducherry.
3. The PA to General Manager, District Industries Centre, Puducherry.
4. Spare.

Copy submitted to:

The Director of Industries & Commerce, Puducherry.


DESPATCHED

Dated **19 OCT 2023**

**GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE**

No.B.14012/2/2006/E1/DIC

Puducherry, dt.

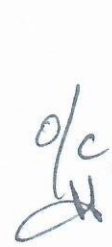
OFFICE ORDER

27 OCT 2023

Sub: DIC – Estt. – Allocation of subjects to
Thiru J. Thamizhanban, Technical Officer, DIC,
Puducherry - Orders – Issued.

Thiru J. Thamizhanban, Technical Officer of this Office shall be incharge of RM Section, which is headed by Functional Manager, District Industries Centre, Puducherry and e-Office, CPGRAMS & UDH. In addition to this, he will look after the subjects assigned by the undersigned as and when required.

2. Thiru. M.M. Vincent Miranda, Lower Division Clerk of this Office is hereby directed to assist Thiru J. Thamizhanban, Technical Officer in connection with implementation of e-Office and UDH in addition to his normal duties.


(K. GOVINDARAJAN)
GENERAL MANAGER

To

1. Thiru J. Thamizhanban, Technical Officer, District Industries Centre, Puducherry.
2. Thiru. M.M. Vincent Miranda, Lower Division Clerk, District Industries Centre, Puducherry.

Copy to :

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Superintendent (Estt. & Accts.), District Industries Centre, Puducherry.
3. The PA to General Manager, District Industries Centre, Puducherry.

Copy submitted to:

The Director of Industries & Commerce, Puducherry.


DESPATCHED

Dated **27 OCT 2023**

GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE

No.B.14012/2/2006/E1/DIC

Puducherry, dt.

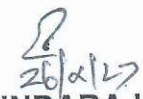
27 OCT 2023

OFFICE ORDER

Sub: DIC – Estt. – Allocation of subjects in Credit Section
- Orders – Issued.

Thiru S. Senthil Kumar, Technical Officer of this Office shall be incharge of all subjects viz MUPSES, PMEGP and PM Viswakarma in Credit Section which is headed by Functional Manager, District Industries Centre, Puducherry. Thiru. M.M. Vincent Miranda, Lower Division Clerk of this Office is hereby directed to assist Thiru S. Senthil Kumar, Technical Officer in connection with implementation of Schemes in Credit Section.

In addition to this, they will look after the subjects assigned by the undersigned as and when required.


(K. GOVINDARAJAN)
GENERAL MANAGER


To

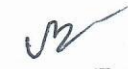
1. Thiru S. Senthil Kumar, Technical Officer, District Industries Centre, Puducherry.
2. Thiru. M.M. Vincent Miranda, Lower Division Clerk, District Industries Centre, Puducherry.

Copy to :

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Superintendent (Estt. & Accts.), District Industries Centre, Puducherry.
3. The PA to General Manager, District Industries Centre, Puducherry.

Copy submitted to:

The Director of Industries & Commerce, Puducherry.


DESPATCHED

Date 27 OCT 2023

(37)

**GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE**

No.B.14012/2/2006/E1/DIC

Puducherry, dt.

OFFICE ORDER

27 OCT 2023

Sub: DIC – Estt. – Allocation of Work to Selvi T. Janagi
Devi, Stenographer Gr.II – Orders – Issued.

Selvi T. Janagi Devi, Stenographer Gr.II, of this Office is hereby directed to assist the Deputy Functional Manager (EI & CI) in discharge of her duties until further orders.

2. In addition to this, she will look after the subjects assigned by the undersigned as and when required.


(K. GOVINDARAJAN)
GENERAL MANAGER

To

Selvi T. Janagi Devi, Stenographer Gr.II, District Industries Centre, Puducherry.

Copy to:

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Deputy Functional Manager (EI & CI), District Industries Centre, Puducherry.
3. The PA to GM, DIC, Puducherry.
4. Personal File.

21

GOVERNMENT OF PUDUCHERRY
DISTRICT INDUSTRIES CENTRE

No.B.14012/2/2006/E1/DIC

Puducherry, dt. **14 FEB 2024**

OFFICE ORDER

Sub: DIC – Estt. – Internal arrangements to look after the
duties – Orders – Issued.

The following internal arrangements are ordered with immediate effect
to look after the duties in the sections mentioned.

Sl. No.	Name & Designation	Section
1.	A. Baskaran, MTS (Gen.)	Receipt & Despatch
2.	M. Thayanayaguy, MTS (Gen.)	RM & EI Section
3.	V. Paquiavady, MTS (Gen.)	Establishment & Accounts Section
4.	N. Ganesan, MTS (Gen.)	Credit Section
5.	A. Irisan, MTS (Gen.)	CI Section
6.	D. Devika, MTS (HK)	GM Section (on working days)
7.	A. Sagayaraj Arokiadoss, MTS (Security) – Day Duty on all Saturday, Sunday and Public Holidays (may avail compensatory off in lieu of duty performed by him in the public holidays with prior permission from his section head)	

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13/44
(K.GOVINDARAJAN)
GENERAL MANAGER
e/c
XP. 5/24
13/2/24

To
The Individuals concerned.

Copy to:

1. The Functional Manager, District Industries Centre, Puducherry.
2. The Deputy Functional Manager, District Industries Centre, Puducherry.
3. The Junior Accounts Officer, District Industries Centre, Puducherry.
4. The Superintendent, Estt. / Accts. Section, District Industries Centre, Puducherry.
5. The PA to GM, District Industries Centre, Puducherry

M. S.
DESPATCHED

Dated **14 FEB 2024**