

GOVERNMENT OF JAMMU AND KASHMIR
DISTRICT INDUSTRIES CENTRE KARGIL
HANDBOOK UNDER SECTION 4 (1) (b) OF RIGHT TO INFORMATION
ACT,
2009 WITH RESPECT TO DISTRICT INDUSTRIES CENTRE KARGIL.

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INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO INDUSTRIES AND COMMERCE DEPARTMENT

INTRODUCTION

This Handbook is Prepared in furtherance of Section 4 (1) (b) of Jammu and Kashmir Right to Information Act with an intend to bring transparency and accountability in the functioning of DIC Kargil. The objective of this handbook is to enlighten the aspiring entrepreneurs and general public about the working of DIC Kargil and the programs and policies implemented by it.

Chapter – 1

Particulars of Organization, Functions and Duties

Brief History of DIC Kargil

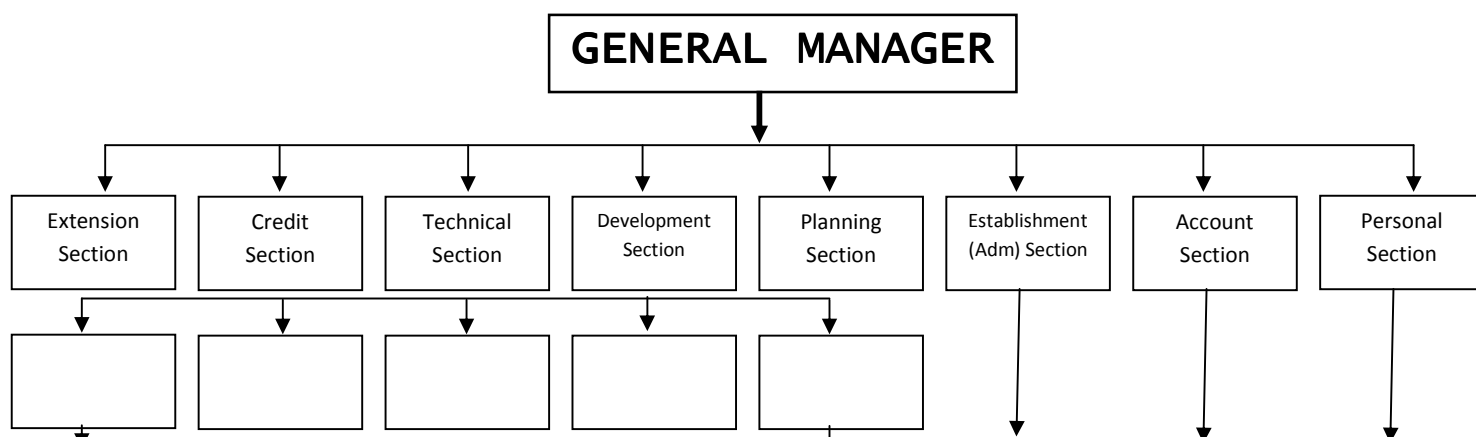
The District Industries Centre (DIC) scheme was introduced by the Central Govt. with a view to give boost to the Small Scale Industrial Sector for its Development/Expansion being a very vital segment of the Country's Economy. Therefore DIC's were set-up all over the country during May, 1978 with uniform guide-lines for promotion of Industrial Growth and to help/assist the entrepreneurs to solve their problems.

- Since, the inception of the scheme, the District Industries Centre, Kargil has made much headway in setting-up of industrial enterprises under different line of activities in the district. The department is assisting the intended entrepreneurs by way of affording them with all facilities available under the Govt. Policies announced from time to time. To achieve the economic goal with rapid industrialization in J&K State, the Govt. of India announced a special package of incentives for this industrially backward state during 2002-03 followed by industrial Policy-2004 announced by J&K Govt.

Since inception of the District Industries Centre Kargil, 734 no. of units has been registered formally. Out of which 595 no. of units are functional as on 30-1-2015 which gave direct/indirect employment to 15323 no. of youth.

Particulars of Organization, Functions and Duties

ORGANISATIONAL SET UP OF DIC



1. Development Section (Incharge Mohd Sadiq, Head Asstt)

This section deals with the registration of Micro, Small and Medium enterprises. MSME registration is issued by General Manager after processing of the case by the section.

2. Credit Section (Incharge Asgar Ali, Jr. Asstt)

This section deals with the processing and sponsoring of cases under Prime Minister Employment Generation Programme to banks after the finalization of candidates by the District Level Task Force Committee (DLTFC). The following procedure is followed in the section.

- Notification inviting applications (usually in the month of May June when targets received from Director of Industries.
- Date fixed for DLTFC Meet (Interview)
- List of candidates published with date and time of interview.
- DLTFC Meet (Interview)
- List of selected candidates published.
- Candidates to furnish their documental formalities.
- Cases sent to banks for sponsoring as per the targets.

- Banks sanction and release 1st installment of the amount of loan with an intimation to DIC.
- Entrepreneur to set up the unit.
- After release of 1st installment candidates to claim for Margin Money (subsidy) by filing and application. Format of application available at DIC, Kargil.
- Margin money application forwarded to Nodal branch.
- Nodal branch after processing the case release the margin money

3. Planning & Statistics Section

The planning section collects data and information from all the sections of the office and consolidates the data. All the planning is then based upon the data collected by the section

4 Accounts Section

All transactions related to expenditure are dealt by Account Section. The Account section also maintains the Stock Register relating to Stores.

Duties of Account Section

- Maintain cash book
- Maintain Stock Register
- Maintain Contingent Register, Pay Roll and TA Roll.
- Maintain Drawl Register
- Furnish Drawl and Expenditure statement
- To take care all money transactions with proper vouchers.

Functions of Accounts Section

- Assisting GM in Preparation of budget estimates
- Release of funds according to budget estimates with approval of GM.
- Expenditure of funds according to the sanction accorded by General Manager.
- Preparation of bills with proper voucher as per the rules laid down in the Jammu and Kashmir Financial code.
- Maintaining proper receipts of the payments made through banks and credited to concerned dealers, suppliers, contractors for audit.

Function of Establishment (Adm) Section.

All matters relating the departmental Administrative affairs to deal with the task of processing cases mostly transfers, postings and adjustments also supervising the vacancies, seniority list and ensuing of Attendance of all staff. Besides facilitating the outgoing employees with attain on superannuation with formulating their pension settlement cases.

RTI Section

Any citizen can seek information pertaining to District Industries Centre, Kargil in terms of the relevant provisions of J&K Right to Information Act-2009 and the rules notified there under.

The details of 1st Appellate Authority, PIO, APIO of District Industries Centre, Kargil is given as under:-

1st Appellate Authority

1.	Name	Vacant
2.	Designation	General Manager, DIC, Kargil
3.	Phone/Mobile No.	01985-232219
4.	e-mail	
5.	Address	District Industries Centre, Kargil

Public Information Officer

1.	Name	Mr. Mohd Taqi
2.	Designation	Incharge General Manager Functional Manager DIC, Kargil
3.	Phone/Mobile No.	01985-232219 9469367686
4.	e-mail	
5.	Address	District Industries Centre, Kargil

1.	Name	Mr. Mohd Taqi
2.	Designation	Project Manager DIC, Kargil
3.	Phone/Mobile No.	01985-232219 9469707318
4.	e-mail	mtaqi116@gmail.com
5.	Address	District Industries Centre, Kargil

Assistant Public Information Officer

1.	Name	Mr. Ahmad Hussain
2.	Designation	Section Officer (Adm)
3.	Phone/Mobile No.	9419439839
4.	e-mail	
5.	Address	District Industries Centre Kargil

1. Functions of District Industries Centre Kargil

- Registration of New MSME units.
- Sanctioning of incentives to units under PMEGP.

- Implementation of Jammu and Kashmir State Industrial Policy 2004.
- Single Window Clearance of Micro & Small Units.
- Nodal agency for implementing Central & State Package of Incentives.
- Identification/rehabilitation of Sick Industrial Units.
- Coordinating with Jammu & Kashmir Development Finance Corporation (JKDFC) for disbursement of funds under Central Package of Incentives.
- Planning & Development of Industrial Estates.
- Promotion of Industries.
- Implementation of Prime Minister's Employment Generation Programme (PMEGP)
- Monitoring land use at Industrial Estates.
- Processing the various cases of incentives under J&K State Industrial Policy 2004.

Incentives and Subsidies

- Central Package of Incentives:-
 - 30% subsidy on Capital Investment on Plant and Machinery up to a maximum of Rs.3.00 corers per unit for manufacturing activities and Rs. 1.50 corers per unit for servicing activities.
 - 3% Interest subsidy on working capital.
 - 100% Transport subsidy.
 - Refund of Central Excise Duty paid on value addition.
- State Package of Incentives:-
 - 100% subsidy on purchase of new diesel generating sets up to Rs.25.00lac per unit.
 - 100% subsidy on Quality Testing Equipment up to Rs.25.00 lac per unit.
 - 30% subsidy on Pollution Control Equipment up to Rs.20.00 lac per unit.
 - 15% Capital investment subsidy.
 - 5% refund of interest paid on term loan for "Technocrats".
 - Special incentive for Brand Promotion and Modernization.
 - Toll tax exemption on import of raw material and export of finished products.
 - VAT reimbursement on local purchase of raw material to SSI units.
 - Stamp Duty exemption.
 - CST exemption on sale of finished goods outside the State.

Chapter-2

Powers and Duties of Officers and Employees

1. General Manager (Power and duties)

- Act as DDO for the establishment.
- Entrepreneur guidance.
- Issue of MSME registration
- Sanction of incentives to units under PMEGP through DLTF.
- Member in all district purchase committees to ensure that price preference is provided to local SSI units in all Government purchases.
- Responsible for over all coordination and development of Micro, Small and Medium enterprises.

Routine functions

- Day to day supervision of DIC.
- Administrative control over all the staff and officer's of DIC.
- Review of work done by all officers and staffs under his control

2. Project Manager

- Guiding entrepreneurs in preparing bankable project profiles/Project reports/Schemes.
- Inspection of units for ensuring the setting up of plant and machinery as per project report.
- Inspection of the units for registration.
- Inspection of the units for assessment of raw materials.
- Any other work delegated by General Manager.

3. Functional Manager

- Implementation of PMEGP scheme.
- Liaison with banks for ensuring hassle free credit to entrepreneurs.
- Implementation of normal credit scheme.
- Any other work assigned by General Manager.

Knitting Training Centres

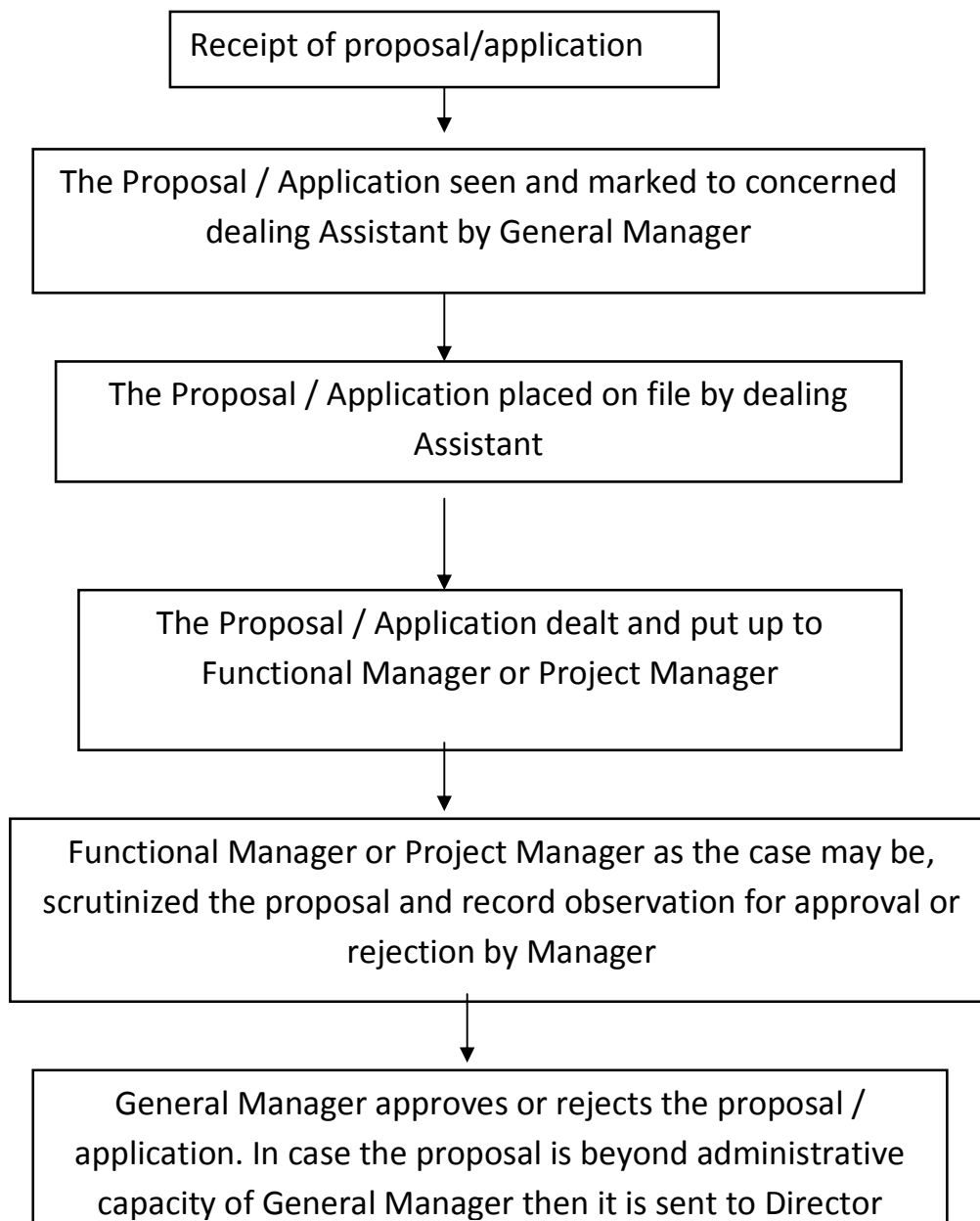
Two Machine Knitting Training Centres are running under DIC, Kargil which are at present located at village Lotchum and the other one is at Silmo. Achievements under the scheme during the year 2013-14 is as under:-

S.No	Year	No. of female trainees trained	Stipend paid @ Rs; 60/- per month
1	2013-14	94	0.34
2	2014-15 ending 02/2015	91	0.33

Chapter – 3

The procedure followed in the decision making process including channels of supervision and accountability.

The following procedure is followed in the decision making process.



Chapter –4

Rules, Regulations, Instructions, Manual and Records for discharging functions

Following rules, Regulations and Manuals have been prescribed to regulate the activities of the Department:-

S.No	Activity	Act/Policy/Rules in vogue
1.	Setting up of Industries and administration of incentives, allotment of land in industrial areas	State Industrial Policy, 2004-15.
2	Implementation of Prime Minister Employment Generation Programme (PMEGP)	PMEGP Guidelines and Standing Orders
3	Registration of Micro Small and Medium Enterprises.	MSME Act 2006

Chapter – 5

A statement of Boards, Council, committees and other bodies constituted as its part.

For the purpose of scrutinizing of applications and finalizing the beneficiaries to be sanctioned under Prime Minister Employment Generation Programme a District Level Task Force Committee is constituted.

The composition of DLTF is as under:-

S.No	Name of the Officer	Designation
A	Dy. Commissioner/C.E.O.	Chairman
B	Lead Bank Manager	Member
C	Representative of KVIC	Member
D	Representative of KVIB	Member Convener
E	General Manager	Member of Convener
F	Representative of NYKS/SC/ST/Women corporation	Special invitee
G	Representative of MSME-DI/ITI/Polytechnic	Special invitee
H	Representative from Panchayats (to be nominated by Chairman/Dy. Commissioner)	Three Members

Chapter – 6

Names, Designations and other particulars of Public Information Officers (PIOs) and 1st Appellate Authority.

1.	Name	Vacant
2.	Designation	General Manager, DIC, Kargil
3.	Phone/Mobile No.	01985-232219
4.	e-mail	
5.	Address	District Industries Centre, Kargil

Public Information Officer

1.	Name	Mr. Mohd Taqi
2.	Designation	Incharge General Manager Functional Manager DIC, Kargil
3.	Phone/Mobile No.	01985-232219 9469367686
4.	e-mail	
5.	Address	District Industries Centre, Kargil

1.	Name	Mr. Mohd Taqi
2.	Designation	Project Manager DIC, Kargil
3.	Phone/Mobile No.	01985-232219 9469707318
4.	e-mail	mtaqi116@gmail.com
5.	Address	District Industries Centre, Kargil

Assistant Public Information Officer

1.	Name	Mr. Ahmad Hussain
2.	Designation	Section Officer (Adm)
3.	Phone/Mobile No.	
4.	e-mail	
5.	Address	District Industries Centre Kargil

Chapter – 7

Monthly remuneration received by each of the officer and employees of District Industries Centre, Kargil.

S.NO	Name of the Employees	Designation	Pay Band	Pay	GP	Total BP
1	Mohd Taqi	Functional Manager	9300-34800+4800	24450	4800	29250
2	Mohd Taqi (Jr. KAS)	Project Manager	9300-34800+4800	14470	4800	19270
3	Ahmad Hussain	Section Officer (Adm)	9300-34800+4600	18580	4600	23180
4	Bilal Ahmad	St. Assistant	9300-34800+4200	9710	4200	13910
5	Mohd Ali	Sr. Assistant	9300-34800+4200	14710	4200	18910
6	Abdul Hamid	Jr. Steno`	9300-34800+4200	14710	4200	18910
7	Mohd Sadiq	Head Assistants	9300-34800+4200	15110	4200	18910
8	Mukhtar Hussain	Account Asstt.	9300-34800+4200	9060	2800	11860
9	Haji Gh. Mehdi(I)	Jr. Asstt.	9300-34800+4200	14310	4200	18510
10	Gh. Mehdi II	Jr. Asstt.	9300-34800+4200	13660	4200	17870
11	Asgar Ali	Jr. Asstt.	5200-20200+2800	12890	2800	14690
12	Zubida Banoo	Jr. Asstt.	52200-20200-1900	5530	1300	6830
13	Gh. Mohd	Driver	5200-20200+2400	9060	1900	11560
14	Mohd Ali	Orderly	5200-20200+1900	9510	1900	1140
15	Syed Mohd	Chowkidar	5200-20200+1400	7760	1400	9160
16	Halima	Helper	5200-20200+1400	8060	1400	9460
17	Mohd Jaffer	Knitting Instructor	9300-34800+4200	19760	4200	23960
18	Sm. Kulsoom	Knitting Instructor	3750/- p.m.	-	-	-
19	Gh. Raza	Jr. Asstt	5200-20200+1900	9510	1900	11410
	Hussain	Orderly-cum-Chowkidar	5200-20200+1900	9510	1900	11410

Chapter – 8

Directory of its officers and employees

S.NO	Name of the Officer/official	Designation	STD Code	Phone NO
1	Vacant	General Manager	01985	232219
2	Mohd Taqi	Functional Manager		9469367686
3	Mohd Taqi	Project Manager		9469707318
4	Ahmad Hussain	Section Officer (Adm)		9419439839
5	Mohd Sadiq	Head Assistant		9469269678
6	Abdul Hamid	Jr. Stenographer		9596834463
7	Bilal Ahmad	Statistical Asstt		9419048851
8	Mukhtar Hussain	Accounts Assistant		9469156856
9	Mohd Ali	Senior Asstt		9469359983
10	Gh. Mohd	Driver		9419515132
11	Haji Gh. Mehdi	Jr. Asstt		9419515132
12	Gh. Mehdi	Jr. Asstt.		9419342900
13	Asgar Ali	Jr. Asstt.		9469270535
14	Gh. Raza	Jr. Asstt.		9419886573
15	Zubida Banoo	Jr. Asstt		9419895596
16	Mohd Jaffer	Knitting Instructor		9469242414
17	Smt. Kulsoom	Knitting Instructor		9419539838
18	Mohd Ali	Orderly		9419822722
19	Hussain	Orderly-cum-Chowkidar		9419821012
20	Syed Mohd	Orderly		9469000781
21	Halima Banoo	Helper		9419843507

Chapter – 9

The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditure and report on disbursement made

S.No	Name of Sector	Major Head of Account	Scheme	Budget allocation for the year 2014-15	Total expenditure ending 01/2015
1	DIC Kargil	2851	Non Plan	10.91 Lac	9.66 Lac
2	DIC Kargil	8448	Non Plan	74.08	55.40
3	DIC Kargil	8448	Plan	2.25	1.00

Chapter – 10

The manner of execution of subsidy Programmes, including the amount allocated and details of beneficiaries of such Programmes

The District Industries Centre, Kargil is providing subsidy to beneficiaries under Prime Minister Employment Generation Programme (PMEGP)

Eligibility condition of beneficiaries

- i. Any individual above 18 years of age.
- ii. There will be no income ceiling to assistance for setting up projects under PMEGP.
- iii. For setting up the project costing above Rs; 10 lakh in the manufacturing sector and above Rs: 5 lakh in the business/service sector, the beneficiaries should should process at least VIII standard pass educational qualification.
- iv. Assistance under the scheme is available only for new project sanctioned specifically under the PMEGP.
- v. Self help group financing those belonging to BPL provided that they have not availed benefits under any other scheme are also eligible for assistance under PMEGP.
- 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.

The following procedure is followed in the execution of PMEGP subsidy programme.

- Notification inviting applications (usually in the month of May June when targets received from Director of Industries.
- Date fixed for DLTFC Meet (Interview)
- List of candidates published with date and time of interview.
- DLTFC Meet (Interview)
- List of selected candidates published.
- Candidates to furnish their documental formalities.
- Cases sent to banks for sponsoring as per the targets.
- Banks sanction and release 1st installment of the amount of loan with an intimation to DIC.
- Entrepreneur to set up the unit.

- After release of 1st installment candidates to claim for Margin Money (subsidy) by filing and application. Format of application available at DIC, Kargil.

- Margin money application forwarded to Nodal branch.
Nodal branch after processing the case release the margin money

Details of beneficiaries of PMEGP are annexed with this Hand Book as Annexure "A".
This list will be updated every year.

Chapter-11

Particulars of recipients of concessions, permits or authorizations granted by it.

DIC, Kargil does not grant any concession permit or authorization.

Chapter – 12

Details in respect of information available to or held by it, reduced in electronic form.

DIC, Kargil has not reduced the information held by it in electronic form. Only the list of beneficiaries of PMEGP is reduced in electronic form.

Chapter-13

The particulars of any arrangement that exist for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

The policies of DIC, Kargil are normally shaped by decisions of Govt. of Jammu and Kashmir, Directorate of Industries and Commerce, Kashmir and the Ministry of MSME Govt. of India. DIC is an implementing agency for the policies formulated by Govt. of Jammu and Kashmir and Ministry of MSME Govt. of India. DIC consults the public representatives as per the laid down policy. For example as per the guidelines laid down by Govt. of India for implementation of PMEGP, District Level Task Force Committee is constituted and in this committee representation is given to the members of Panchayats.

Chapter-14

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or ready room, if maintained for public use.

Working hours of DIC, Kargil:

Summer	}	10 AM to 4 PM
Winter		

There is no facility of reading room or library in the premises for public use.

Chapter-15

Such other information as may be prescribed and their after update these publication every year.

All information related to section 4 (1) (b) of RTI Act will be updated regularly and the department also under takes to ensure that all information relevant for citizens will be made available.