

CHAPTER – 1

INTRODUCTION

- 1.1. The handbook was published in compliance to the Right to Information Act 05 which will become operational by the 12th Oct., 2005 after the completion of 120 days from the date of Presidential assent.
- 1.2. To give a citizen access to information that is under the control of the District Industries Centre, Ri- Bhoi, District Nopoh.
- 1.3. Any citizen of India.
- 1.4. Information in this handbook was prepared as ;per the Template supplied.
- 1.5. A.I.O. - Assistant Industries Officer.
SMCMCW -Saw Mill Cum Mechanized Carpentry Workshop.
D.I.C. - District Industries Centre.
D.I. - Director of Industries.
F.M. - Functional Manager.
G.M. - General Manager.
I.P.O. - Industrial Promotion Officer.
L.D.A. - Lower Division Assistant.
P.M.R.Y. - Prime Minister Rozgar Yojana.
- 1.5. General Manager, District Industries Centre, Ri- Bhoi, District Nopoh.
- 1.6. State Government to decide.

CHAPTER – 2 (MANUAL 1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

- 2.1. In order to bring about closer ties between the various network of institutions operating in this field of National Development and the Entrepreneurs, the Government, at the Centre was prompted in the introduction of an innovative Scheme, known as –

THE DISTRICT INDUSTRIES CENTRE PROGRAMME

This programme of District Industries Centre was launched at the National level on the 1st May, 1978 to provide a District Level Set – up for the promotion & development of Small Scale, Village and Cottage Sectors of industries and to provide all services and support to this Decentralised Sector of Industries, under SINGLE ROOF as far as practicable at Pre-Investment, Investment and Post-Investment Stages.

- 2.2. The main thrust of this Programme is on development of such industrial Units in rural areas and small towns of the country and would create large employment opportunities in these areas.
- 2.3. Initially, the District Industries Centre, at Nongpoh was started in March 1994, to look after the Industrial Programme for the Ri- Bhoi District .
- 2.4. The duties of the DIC. It acts as a single window interacting agency with the entrepreneur at the district level, Services and supports to Small entrepreneurs are provided through it. It is an implementing arm of the Central and State Government of the various schemes and programmes.

- 2.5. **ACTIVITIES :**
REGULATORY

- a) Registration of Units.
- b) Activities connected with policy implementation.
- c) Administrative work.

RECOMMENDATORY FOR ASSISTANCE FROM GOVERNMENT AGENCIES FOR

- a) Machinery.
- b) Finance.
- c) Procurement of materials.

IMPLEMENTATION AND MONITORING OF PROGRAMMES OF BOTH CENTRAL AND STATE GOVERNMENTS.

PROMOTIONAL FOR :

- a) Preparation of Project Reports.
- b) District Action Plans.

2.6. List of Services being provided by the Public Authority with a brief write-up them :-

(i) Registration.

- a) Provisional Registration – Assisting the applicant in filling up and processing the application form for Provisional Registration Certificate required by Banks/Financial Institutions for financing loan.
- b) Permanent Registration – Assisting the applicant in filling up and processing the application form for Permanent Registration Certificate.

(ii) Prime Minister Rozgar Yojana Scheme.

- a) Preparation of Project Report/Scheme for beneficiary under PMRY Scheme and forwarding the same to banks.
- b) Imparting training to the selected PMRY beneficiaries required for Bank finance.
- c) Follow-up programme with Banks at Pre-sanction and post-sanction stage and joint – recovery drive.

iii) Training Programme.

- a) Impart Training Skill under Saw Mill Cum Mechanised Carpentry Workshop Umsning to local youths on, Furniture making.Grants in aid is also provided to the passed out trainees.
- b) Training under Mastercraftsman for improving artisans on the basis of native skill and local knowledge in handicraft and Cratsmanship.
- c) Training inside and outside the State is usually sponsored to deserving candidates to undergo training in permanently registered units in the State and outside the State.

(iv) Loan and Financial Assistance.

- a) Assisting the applicants in preparation and processing of project report/scheme before sending the same to Banks/financial institutions under normal loan cases.
- b) Assisting the applicants in preparation and processing of project report/scheme under 30% KVIC margin money scheme before sending to Banks/financial institution.

(v) Incentives and Subsidies.

Assisting the applicant in processing the claim of State Subsidies and Central Subsidies.

(vi) Promotional Programmes.

- a) Conducting awareness programmes in the district.
- b) Holding District Level Exhibition on goods manufactured and produced in the district.
- c) Rendering assistances to various Govt. agencies in conducting EDP, Workshops, Seminars etc.

- 2.8. Nil.
- 2.9. Local NGO's are members of the PMRY Task Force Committee for selection of Candidates.
- 2.10. Nil.
- 2.11. Directorate of Industries, Meghalaya Civil Secretariat Additional Building, Shillong.
- 2.12. Morning hours of the office – 10 A.M.
Closing hours of the office - 5 P.M.

ORGANOGRAM

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees

Designation	General Manager	
Powers	Administrative	1. Entire administration of the Office 2.
	Financial	1. Drawing and Disbursing Officer 2. Depositing Officer
	Others	1. 2.
Duties	1. To discuss with the Director of Industries on important matters 2. To co-ordinate with different department on important matters	

Designation	Functional Manager	
Powers	Administrative	
	Financial	
	Others	1. 2.
Duties	1. Supervisory and Managerial works. 2. Inspection of Small Scale Industrial Units etc.	

Designation	Industrial Promotion Officer/Assistant Industries Officer/Superintendent Of Industries.	
Powers	Administrative	
	Financial	
	Others	1. 2.
Duties	1. Inspection of Small Scale Industrial Units. 2. Recommendation for grant of Registration/Subsidies etc.	

Designation	Head Assistant	
Powers	Administrative	
	Financial	
	Others	1. 2.
Duties	1. To assist higher official on all establishment and account matters. 2. Supervisory official works of all Lower Division and Upper Division assistant.	

Designation	Electrician	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. To render service to the Saw Mill cum Mechanised Carpentry Workshop , Umsning.	

Designation	Instructor	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Imparting and Instructing training to trainees.	

Designation	Assistant Instructor	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Assist the Instructor in imparting training to trainees.	

Designation	Demonstrator	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Assist the Instructor & demonstrate training skill.	

Designation	Upper Division Assistant	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Assist higher officials with their respective subjects and maintenance of Files and Records.	

Designation	Lower Division Assistant cum Typist	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. To assist the officials and Upper Division Assistant in their respective subjects. 2. Assist in Typing works	

Designation	Store Keeper	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Maintenance of Records and Keeping the stock of Raw materials, tools and Finished Products of Training Centre.	

Designation	Duftry	
Powers	Administrative	
	Financial	

	Others	1.
Duties	1. To attend Treasury Office and Bank Duties.	

Designation	Driver	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. Driving Office Vehicle.	

Designation	Office Peon	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. To attend office duty when called for.	

Designation	Chowkidar	
Powers	Administrative	
	Financial	
	Others	1.
Duties	1. To keep strict vigilance on office compound and property.	

Designation	Sweeper	
Powers	Administrative	
	Financial	
	Others	1.
Duties	Maintenance of Cleanliness of Office Buildings and Compounds.	

Chapter 4 (Manual 3)

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

Name/Title of the Document : PMRY Guidelines	
Type of the Document : Instruction	
Brief write-up on the Document : <p style="text-align: center;">This Rule Book contains the general feature of the Scheme and the Operational Guidelines on the Prime Minister's Rozgar Yojana (PMRY). This Guideline was issued to all the DICs by the Office of the Development Commissioner, Deptt. Of Small Scale Agro & Rural Industries, Ministry of Industry, Government of India, New Delhi.</p>	
From where one can get the copy of Rules, Regulations, Instructions Manual & Records	Address : General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318 Fax : Nil, Email : Nil
Fees charge by the Department for a copy of Rules, Regulations, Instruction Manuals and Records (if any)	Yet to decide

Name/Title of the Document : Industrial Policy 1997	
Type of the Document : Instructions	
Brief write-up on the Document : <p style="text-align: center;">The instructions on package scheme of Incentives for Small Scale Industries and Large & Medium Industries are available in the handbook called "Industrial Policy 1997", Department of Industries. This handbook of instructions is used for implementation of claims of Incentives/Subsidies</p>	
From where one can get the copy of Rules, Regulations, Instructions Manual & Records	Address : General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318 Fax : Nil, Email : Nil
Fees charge by the Department for a copy of Rules, Regulations, Instruction Manuals and Records (if any)	Nil

Name/Title of the Document : Fundamental Rules/Service Rules	
Type of the Document : Rules	
Brief write-up on the Document : Rules & Definition relating to Government Employees as regard to Leave, Fixation of Pay, Entitlement of allowances and Power of the Heads of Office.	
From where one can get the copy of Rules, Regulations, Instructions Manual & Records	Address : General Manager, District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318 Fax : Nil, Email : Nil
Fees charge by the Department for a copy of Rules, Regulations, Instruction Manuals and Records (if any)	Yet to decide

Name/Title of the Document : Revision of Pay	
Type of the Document : Rules	
Brief write-up on the Document : The Document is for fixation of pay of the ministerial staffs in the office.	
From where one can get the copy of Rules, Regulations, Instructions Manual & Records	Address : General Manager, District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318 Fax : Nil, Email : Nil
Fees charge by the Department for a copy of Rules, Regulations, Instruction Manuals and Records (if any)	Yet to decide

Name/Title of the Document : General Provident Fund	
Type of the Document : Rules	
Brief write-up on the Document : A document related to the subscription of General Provident Fund, advance & withdrawal of ministerial staffs of the office.	
From where one can get the copy of Rules, Regulations, Instructions Manual & Records	Address : General Manager, District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318 Fax : Nil, Email : Nil
Fees charge by the Department for a copy of Rules, Regulations, Instruction Manuals and Records (if any)	Yet to decide

Chapter 5 (Manual 4)
**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.**

5.2 Implementation of Policy :

Sl. No.	Subject/Topics	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1.	Implementation of PMRY Scheme.	Yes	Local NGOs are members of the PMRY Task Force Committee.

Chapter 6 (Manual 5)

A Statement of the category of the documents that are held by it 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.	Files	Files relating to respective subjects		General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh.
2.	Register	Maintaining of Records of Training Centres, beneficiaries etc.		General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh.
3.	PMRY Guidelines	Instructions		General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh.
4.	Package Scheme of Incentives	Industrial Policy 1997		General Manager, District Industries Centre, Ri-Bhoi District, Nongpoh.

Chapter 8 (Manual 7)
The names, designations and other particulars of the Public Information Officers.

Name of the Public Authority:

Public Information Officer :

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri M.M. Rajee	Functional Manager	03638	232318				Mawlai Nongpdeng Shillong, East Khasi Hills Meghalaya.

Departmental Appellate authority:

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Shri G. Lyngdoh	General Manager	03638	232318	(0364)- 2548067			Jaiaw Laitdom Shillong – 793002, East Khasi Hills, Meghalaya.

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process.

For Impementation of PMRY Scheme :

9.1 As per the PMRY Guidelines and/or as per decision of the PMRY Task Force Committee meeting.

9.2 PMRY Guidelines and minutes of the PMRY Task Force Committee meeting. These Guidelines and decisions were then implemented by the Member-Secretary, PMRY Task Force Committee in consultation with the Chairman.

9.3 Through Newspapers and Official channels

9.4 Director of Industries, General Manager and Functional Manager.

9.5 Director of Industries/PMRY Task Force Committee.

Sl. No	1.
Subject on which the decision is to be taken	Implementation of PMRY Scheme.
Guideline/Direction, if any.	PMRY Guideline, issued by the Central Government, modified/updated from time to time
Process of Execution	Strictly as per PMRY Guidelines and/or as per the decision taken by the PMRY Task Force Committee meeting.
Designation of the Officers involved in decision making	<ol style="list-style-type: none"> 1. Chairman, PMRY Task Force Committee 2. Member-Secretary, PMRY Task Force Committee
Contact information of the above mentioned officers	General Manager, District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	May approach the Director of Industries, Meghalaya, Shillong.

For Impementation of Departmental Training :

9.1 Procedure for selection of trainees was done by the Committee duly constituted for the above purpose.

9.2 Unanimous decision taken by the Committee.

9.3 Through Official communication to the selected trainees.

9.4 Officer incharge of the training center and Instructor.

9.5 General Manager, District Industries Centre, Ri-Bhoi District Nongpoh

Sl. No	1.
Subject on which the decision is to be taken	Selection of Trainees.
Guideline/Direction, if any.	Yes
Process of Execution	1. Application was called through the Local Newspaper for enrolment in the Training Institute. 2. Selection of Trainees by the Committee duly constituted for the purpose.
Designation of the Officers involved in decision making	General Manager, Functional Manager incharge Training Centre, Instructors.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318..
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, East Khasi Hills, Shillong.

For Holding of Industrial Exhibition :

9.1 Decision for various matters through consultation with all officers and GM.

9.2 Decision was taken at the meeting with all officers right from the IPO/AIO to General Manager.

9.3 Arrangement for the decision through Official communication & Local Newspaper.

9.4 Usually Officer in-charge of the Scheme.

9.5 General Manager, District Industries Centre, , Ri-Bhoi District Nongpoh

Sl. No	1.
Subject on which the decision is to be taken	Holding of Industrial Exhibition
Guideline/Direction, if any.	Yes
Process of Execution	<ol style="list-style-type: none"> 1. Identifying the place for holding Exhibition 2. Fixing the date 3. Selection and Contact of Industrial Units/Participants.
Designation of the Officers involved in decision making	General Manager, Functional Managers and IPOs/AIO.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh

For Issuing of Provisional Registration Certificate :

9.1 As per the Guidelines and Rules for Provisional Registration.

9.2 The decision process moves from AIO/IPOs, FM and finally GM.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

Sl. No	1.
Subject on which the decision is to be taken	Granting of Provisional Registration Certificate.
Guideline/Direction, if any.	Yes
Process of Execution	Filling up of prescribed application form after consultation with the applicant. Issue of Provisional Registration Certificate within one week.
Designation of the Officers involved in decision making	General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

For Issuing of Permanent Registration Certificate :

9.1 According to Rules/Regulation for Registration.

9.2 The decision process moves from AIO/IPOs, FM, GM and finally Director of Industries.

9.3 Through Official communication.

9.4 Director of Industries, GM, FM and IPO/AIO.

9.5 Director of Industries, Shillong. East Khasi Hills, Meghalaya.

Sl. No	1.
Subject on which the decision is to be taken	Granting of Permanent Registration Certificate.
Guideline/Direction, if any.	Yes
Process of Execution	Verification of Unit, filling up of forms, Forwarding the same to Director of Industries.
Designation of the Officers involved in decision making	Director of Industries, General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	Director of Industries, Meghalaya, Shillong.

For Implementation of the Package of Incentives :

9.1 As per the Guidelines of Industrial Policy 1997.

9.2 The decision taken by the District Level Committee.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 Director of Industries, Meghalaya, Shillong.

Sl. No	1.
Subject on which the decision is to be taken	Package Scheme of Incentive.
Guideline/Direction, if any.	Yes
Process of Execution	<ol style="list-style-type: none"> 1. For Permanent registered unit only. 2. Filling up of Forms 3. Verification Report from IPO/AIO. 4. Presenting each case in the Committee for scrutinisation of Claims, Final approval and recommendation of the Committee.
Designation of the Officers involved in decision making	Director of Industries, General Manager and Functional Manager.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

For Implementation of Grants-in-Aids :

9.1 Official procedure.

9.2 Submission of GIA application alongwith the Training Completion Certificate.

9.3 Official communication.

9.4 Director of Industries, GM, FM and IPO/AIO.

9.5 Director of Industries, Meghalaya, Shillong.

Sl. No	1.
Subject on which the decision is to be taken	Grants-in-Aids.
Guideline/Direction, if any.	Yes
Process of Execution	
Designation of the Officers involved in decision making	Director of Industries, General Manager, Functional Manager & AIO/IPOs.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh..

For Implementation of transport Subsidy Scheme :

9.1 Decision based on sets of Instruction followed by Inspection, Verification, Cross examination and then forwarded to the Director of Industries to take up with the State Level Committee.

9.2 Standard application in format with all statutory requirement and attachment, DIC for Inspection by Field Officer (AIO/IPO) and Officer in charge (Functional Manager) for appraisal and cross-examination.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 State Level Committee.

Sl. No	1.
Subject on which the decision is to be taken	Transport Subsidy.
Guideline/Direction, if any.	Yes, Instruction
Process of Execution	Inspection, Verification, Report, Evaluation and State Level Committee.
Designation of the Officers involved in decision making	General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh...

CHAPTER 10 (MANUAL - 9)								
DIRECTORY OF OFFICERS AND EMPLOYEE								
Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E Mail	Address
				Office	Home			
1	2	3	4	5	6	7	8	9
1	Shri. G. Lngdoh	General Manager	03638	232318	2548067			Jaiaw Laitdom, Shillong
2	Shri. M.M. Rajee	Manager	03638	232318	9436104938			Mawlai Nongpdeng
3	Shri A. War	Manager	03638	232318	9436106133			Panaliar, Jowai
4	Shri J.Dkhar	Manager	03638	232318	9436100119			Nongkseh, Shillong
5	Smti. K. R. Syiem	Manager	03638	232318	9436107503			Smit
6	Shri. F. Sutnga	Project Manager	03638	262592				Dhanketi, shillong
7	Shri. S..Diengdoh	Project Manager	03638	232318				Nongstoin.
8	Shri. S.Marwein	I.P.O	03638	232318	2503351			Laban Shillong
9	Shri. H.J.Marein	I.P.O	03638	232318				Mawlai Mawroh, shillong
10	Smti. I.Wahlang	I.P.O	03638	232318	2232805			Nongrah, Shillong
11	Shri.G.F.W.Pariat	A.I.O	03638	232318	2546573			Umsohsun, Shillong
12	Shri. A. Malngiang	S.I.	03638	232318	2590616			Pynthorumk hrah, Shillong
13	Shri. S.N. Choudhury	H.A	03638	232318				Umsning
14	Shri. A.C. Bharali	U.D.A. cum Accountant	03638	232318				Nongpoh
15	Shri. P.Sten	U.D.A.	03638	232318				Mawlai
16	Smti.A.D.Thabah	Steno	03638	232318				Umsning

17	Smti.L.Shangpliang	L.D.A	03638	232318				Polo Shillong
18	Smti.G.Sohkhlet	L.D.A	03638	232318				Umsning
19	Smti.B.Warlarpih	L.D.A	03638	232318				Nongpoh
20	Shri. A.Pakyntein	Typist	03638	232318				Nongpoh
21	Shri. D.Syiem	L.D.A	03638	232318				Kharpati Nongpoh
22	Smti. M. Ranee	L.D.A	03638	232318				Nongpoh
23	Shri.L.S.Thabah	Typist	03638	232318				Sumer
24	Shri. S.W.Blah	Typist	03638	232318				Nongpoh
25	Shri.N.Ropmay	Driver	03638	232318				Nongpoh
26	Shri.C.Thangkhiew	Peon	03638	232318				Nonhpoh
27	Smti.C.bareh	Cleaner	03638	232318				Nongpoh
28	Smti.O.Kharhunai	Sweeper	03638	232318				Nongpoh
29	Smti.M.lapang	Peon	03638	232318				Nongpoh
30	Shri.R.P.Marsharing	Chowkidar	03638	232318				Nongpoh
31	Shri. E.Namsaw	Peon	03638	232318				Saiden
32	Smti.W.Kharnaior	Peon	03638	232318				Mawprem, Shillong
33	Smti.S.Mawlieh	Peon	03638	232318				Nongpoh
34	Shri.M.M.Kharpuri	Instructor	03638	262592				Umsning
35	Shri D. Mawkdoh	Accountant	03638	262592				Umsning
36	Shri P. Nongbet.	Asstt. Instructor	03638	262592				Umsning
37	Shri S. kharsati	L.D.A	03638	262592				Mawlai, Shillong
38	Shri S. Kharmujai	Asstt. Instructor	03638	262592				Umsning
39	Shri M. Lyngdoh	Electrician	03638	262592				Umsning
40	Shri k. S. Kharmawphlang	Driver	03638	262592				Nongmali, Shillong
41	Shri B. Kharjana	Peon	03638	262592				Umsning
42	Shri L.S. Nongbri	Chowkidar	03638	262592				Umsning
43	Shri H. Rymbai	Chowkidar	03638	262592				Umsning
44	Smti. C. Bey	L.D.A	03638	232318				Sunnyhill, Shillong
45	Shri. K.Sharma	Peon	03638	232318				Nongpoh

46	Smti. B.Warjri	peon	03638	232318				Umsning
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CHAPTER - 11 (MANUAL 10)

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**

Sl. No.	Name	Designation	Monthly Remuneration (In Rs)	Compensation Compensatory Allowance	The procedure to determine the remuneration as given in the regulation
1	2	3	4	5	6
1	Shri. G. Lngdoh	General Manager	21447		
2	Shri. M.M. Rajee	Manager	17883		
3	Shri A. War	Manager	16887		
4	Shri J.Dkhar	Manager	16350		
5	Smti. K. R. Syiem	Manager	15090		
6	Shri. F. Sutnga	Project Manager	17349		
7	Shri. S..Diengdoh	Project Manager	15090		
8	Shri. S.Marwein	I.P.O	12126		
9	Shri. H.J.Marein	I.P.O	11748		
10	Smti. I.Wahlang	I.P.O	12126		
11	Shri.G.F.W.Pariat	A.I.O	12126		
12	Shri. A. Malngiang	S.I.	12126		
13	Shri. S.N. Choudhury	H.A	13714		
14	Shri. A.C. Bharali	U.D.A. cum Accountant	9505		
15	Shri. P.Sten	U.D.A.	8330		
16	Smti.A.D.Thabah	Steno	8162		
17	Smti.L.Shangpliang	L.D.A	7431		
18	Smti.G.Sohkhlet	L.D.A	7431		
19	Smti.B.Warlarpih	L.D.A	7431		
20	Shri. A.Pakyntein	Typist	7431		
21	Shri. D.Syiem	L.D.A	6541		
22	Smti. M. Ranee	L.D.A	6541		
23	Shri.L.S.Thabah	Typist	6423		
24	Shri. S.W.Blah	Typist	6306		
25	Shri.N.Ropmay	Driver	5205		
26	Shri.C.Thangkhiew	Peon	5818		
27	Smti.C.bareh	Cleaner	5734		
28	Smti.O.Kharhunai	Sweeper	5818		
29	Smti.M.lapang	Peon	5734		
30	Shri.R.P.Marsharing	Chowkidar	5818		
31	Shri. E.Namsaw	Peon	5566		
32	Smti.W.Kharnaio	Peon	5482		
33	Shri.S.Mawlieh	Peon	6507		
34	Shri.M.M.Kharpuri	Instructor	9834		
35	Shri D. Mawkdoh	Accountant	8205		
36	Shri P. Nongbet.	Asstt. Instructor	6651		

37	Shri S. kharsati	L.D.A	6903		
38	Shri S. Kharmujai	Asstt. Instructor	6430		
39	Shri M. Lyngdoh	Electrician	6533		
40	Shri k. S. Kharmawphlang	Driver	6927		
41	Shri B. Kharjana	Peon	7208		
42	Shri L.S. Nongbri	Chowkidar	4848		
43	Shri H. Rymbai	Chowkidar	4714		
44	Smti. C.Bey	L.D.A	7431		
45	Shri. K.Sharma	Peon	7381		
46	Smti.B.Warjri	Peon	5415		

CHAPTER - 12 (MANUAL 11)
THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE)

Sl. No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed (In Rs)	Amount Sanctioned (In Rs)	Amount released/ disbursed (No. of installments) (In Rs)	Actual expenditure for the last year (In Rs)	Responsible officer for the quality and the complete execution of the work
1	2	3	4	5	6	7	8	9	10
1	2851-DIC	Establishment	1.4.04.	31.3.05	35,60,000	35,48,500	1st Instl	35,60,674	G.M.
2a	2851-Master Craftman, N/P	Training	"	"	30800	25900.00		25900.00	"
2b	2851-Master Craftman, Plan	"	"	"	39900.00	30900.00		30900.00	"
3	2851-SIS(SMCMC WS, Umsning	Establishment	"	"	21,95,000	13,78,000		12,31,886	"
5a	2851-Exhibition	Advertising	"	"	1,00,000	90000.00		90000.00	"
5b	2851-Exhibition	Advertisement	"	"	59650.00	19000.00		19000.00	"
6a	2852-training Inside Outside, Plan	Training	"	"	50400.00	46200.00		46200.00	

									"
6b	2852- training Inside Outside(N/P)	Training	"	"	37,800	37,800		37,800	
7	2852- Awareness	Training	"	"	60000.00	52500.00		52500.00	"

CHAPTER – 13 (MANUAL – 12) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

13.1	Name of the Programme/Scheme	- The Meghalaya Incentive Scheme 1997.
	Duration of the Programme/Scheme.	- Effective date of implementation of Meghalaya Incentive Scheme 1997 is Fifteenth August 1997.
	Objective of the Programme :-	- The Objective of this Scheme is to provide support services to Small Scale Industrial Units set up in the district.
	Physical and financial targets of the programme.	- No target is usually set under programme.
	Eligibility of Beneficiary.	- Only new units set up on or after Fifteenth August 1997 and existing units, undergoing expansion, modernization or diversification at the same location or at any other place in the State of Meghalaya will be eligible for incentives under Meghalaya Incentive Scheme 1997.
	Pre-requisites for the benefit.	- The unit must be permanently registered with the department and possess a Permanent Registration Certificate and also it must have eligibility Certificate.
	Procedure to avail the benefits of the Programme.	- The beneficiary should apply for subsidy on a prescribed form and the unit is to be inspected by the field officers. Based on the report that the unit is functioning the case is placed before the committee for sanctioning the claim and for approval.
	Criteria for deciding eligibility.	- a) A unit employs cases where an unit can prove to the satisfaction of the Single Window Agency that persons with required skill and expertise are not locally available, relaxation of the above clause will be allowed for a specified period.

TYPES OF INCENTIVES**ELIGIBILITY****1. CAPITAL INVESTMENT SUBSIDY :****1.1. General**

i)	Land		
ii)	Buildings		
iii)	Plant and Machinery (Maximum : Rs. 3.5 lakhs)	15%	
	1.2.		
	1.3. 25% E.O.U. (Maximum Rs. 5.00 lakhs)	Additional	5%

2. DEVELOPMENT SUBSIDY :

2.1	Charge Payable to Statutory bodies for any Permission/Registration.		10%
2.2	Cost of Pollution Control Equipment etc.,		
2.3	50% of know-how fee (excluding recurring royalty) (Maximum : Rs. 1.5 lakhs).		

3 FEASIBILITY STUDY/PROJECT REPORT : 100%
(Maximum : Rs./ 25,000/-)

4 INTEREST SUBSIDY : 4%
(Maximum : Rs. 10,000/- p.m. for five years from the
date of loan disbursement)

**5 LOCAL EMPLOYMENT PROMOTION
SUBSIDY :**

5.1 Realistic Wage Bills 30%

Note : Units having Investment on Plant and Machinery
exceeds Rs. 5.00 lakhs or labour exceeding 20 Nos.,
eligible for three years only.

5.2 Training Cost 50%
(Maximum : Rs. 50,000/- p.a.)

30%
25%

6	POWER SUBSIDIES :	
	6.1 Power Tariff (from the date of commercial production)	50%
	a) load upto 2 MW	
	b) load above 2 MW (Maximum : Rs. 2.00 lakhs p.a. for five years).	100%
	6.2 Cost of Generating Sets including non-conventional energy generating sets. (maximum : Rs. 50,000/- per unit).	50%
7	6.3 Drawal of Power Line (1 KV and above including Transformer) (Maximum : Rs. 1.00 lakhs)	100%
	6.4 Service connection (Maximum : Rs. 20,000/-)	1,00,000/-
	QUALITY CONTROL MEASURES :	Additional
8	7.1 Cost of Laboratory Equipments (Maximum : Rs. 10,000/-)	
9	7.2 Export Oriented Units committing to export of at least 50% of the value of the turn over.	100%
10	SALES TAX SUBSIDIES :	
	(Sales Tax Exemption (for 9 years) on sales of finish products.	
11	REDUCTION OF MEGHALAYA FINANCE TAX Lowering of MFT from 12% to 4% = CST	
12	ADDITIONAL SALES TAX AND INCENTIVES :	
	10.1 Grant of Sales Tax remission in lieu of Capital Investment subsidy for an additional period of four years (as reimbursement).	75%
	10.2 100% E.O.U. : Additional Sales Tax Exemption for one year extra over and above (iii) (a) above.	
13	EXEMPTION ON STAMP DUTY : For execution of Deeds.	
14	PRICE PREFERENCE : Price preference, in accordance with the existing Meghalaya Preference Stores Purchase Rules, 1978, will be allowed for all eligible units.	

II. LARGE AND MEDIUM SCALE SECTOR :

		<u>ELIGIBILITY</u>
	<u>TYPES OF INCENTIVES</u>	
1	CAPITAL INVESTMENT SUBSIDY : (Maximum : Rs. 20.00 lakhs)	30%
2	FEASIBILITY STUDY/PROJECT REPORT : (Maximum : Rs. 20.00 lakhs)	90%
3	INTEREST SUBSIDY : (Maximum : Rs. 20,000/- p.m. for three years from the date of Term Loan disbursement).	4%
4	LOCAL EMPLOYMENT PROMOTION SUBSIDY :	30%
	4.1 Realistic Wage Bills (for three years) (Maximum : Rs. 1.00 lakhs p.a.)	20%
	4.2 Training Cost	
5	POWER SUBSIDIES :	30%
	5.1. Power Tariff	25%
	(a) load upto 2 MW	
	(b) load above 2 MW	
	(Maximum : Rs. 7.00 lakhs p.a. for five years).	
	5.2 Drawal of Power line (33 KV and above including Transformer) (Maximum : Rs. 5.00 lakhs)	100%
6	QUALITY CONTROL MEASURES : (Maximum : Rs. 40,000/-)	
7	POLLUTION CONTROL MEASURES : (Maximum : Rs. 75,000/-)	100%
8	SALES TAX EXEMPTION : Sales Tax Exemption (for 7 years)for sales of Finished Products	50%
		100%

9	REFUND OF CST	
10	ADDITIONAL SALES TAX INCENTIVES : Grant of Sales Tax remission in lieu of Capital Investment subsidy for an additional period of 4 years (as reimbursement)	100%
11	EXEMPTION ON STAM DUTY : (Project with Fixed Capital Investment upto Rs. 5.00 crores).	75%
12	SPECIAL INCENTIVES FOR E.O.U.S 12.1 100% E.O.U.	
	i) Additional Capital Investment Subsidy (Maximum : Rs. 5.00 lakhs)	5%
	ii) Sales Tax Exemption (for and additional period of one year)	100%
	12.2 25% and above E.O.U.	
	i) Additional Capital Investment Subsidy (Maximum : Rs. 5.00 lakhs)	5%
13	PIONEER UNITS : A unit with Capital Investment exceeding Rs. 3.00 crores in a District with no large-medium industries. (Maximum : Rs. 15.00 lakhs) N.B. : Maximum 3 Nos. of Pioneer Units per District.	5%
13.1	PROCEDURE FOR DISTRIBUTION OF THE SUBSIDY Individual Cheques issued by MIDC was handed over to the General Manager, District Industries Centre, Shillong for distributing to the beneficiaries after duly identified by the Field Officer. For beneficiary having outstanding loan account with bBanks Cheque was jointly handed over to the Branch Manager of the respective Bank by the Field Officer and the beneficiary.	

Where to apply or whom to contact in the office for applying- General Manager or Manager I/c Subsidy.

Application fee - Nil
 Other fees - Nil
 Application format - Available from office

List of attachments

- i) Permanent Registration Certificate of the Unit.
- ii) Eligibility Certificate of the Unit.
- iii) Valuation Certificate from SDO Building PWD for Working Shed/Building.
- iv) Vouchers/Bills/Cash Memos for Plant & Machineries
- v) List of Workers and Undertaking.
- vi) Verification Report from Field Officer.
- vii) Power Bills Paid to MeSEB.
- viii) Project Report & Money Receipt.
- ix) Interest Statement Certificates from Bank.
- x) Money receipt for transformer and service connection
- xi) Money receipt for Pollution Control Equipment.
- xii) Stamp duty paid document.

Where to contact in case of Process related complaints – General Manager, District Industries Centre, Shillong.

Details of the available fund - Nil

Name of Programme/Scheme	Central Grant of Subsidy for Industrial Units in the NER.
Duration of the Programme/scheme	24.12.97 to 31.03.07.
Objective of the programme	To Encourage Investment/Industrialisation
Physical and financial targets of the programme	Nil
Eligibility of Beneficiary	Existing & Functioning Units.
Pre-requisites for the benefit	Permanent Registration, Pre-Registration Eligibility Certificate
Procedure to avail the benefits of the Programme	Application in formatted form alongwith all relevant documents.
Criteria for deciding eligibility	Registered, Existing & Functioning Units.
Detail of the benefits given in the programme	(a) Central Capital Investment Subsidy - @ 15%, subject to a maximum ceiling of Rs. 30 lakh. (b) Central Interest Subsidy @ 3% on Working Capital advanced to Industrial Units by Scheduled Banks, Central/State Financial Institutions. (c) Transport Subsidy on Freight charges incurred for incoming/outgoing of Raw material/Finished Products @ 90% outside NE & 50% within NE.

Procedure for the distribution of the subsidy:	Through NEDFI
Where apply or whom to contact in the office for applying	General Manager,DIC
Application fee	Nil
Other fees	Nil
Application format	Application in-formatted Form
List of attachment	Chartered Accountant Certificates, Tax Clearance Certificates, Excise Clearance Certificate, Check Gate Certificates, Affidavit, PMT Registration, Pre Registration, Eligibility Certificate, Sanctioned & Disbursement letter from Financial Institutions, Actual Paid Receipts, Interest Statement form Banks.
Format of Attachments	As Per Instruction from time to time
Where to contact in case of process related complaints	General Manager
Details of the available fund	Government

List of Beneficiaries of the above Subsidy is available with the Directorate of Industries, Meghalaya, Shillong.

LIST OF BENEFICIARIES IN THE FORMAT GIVEN BELOW (LAST 1 YEAR)

Sl. No.	Beneficiaries Name & Address	Amount of Subsidy in Rupees	Parent/ Guardians	Criteria of Selection	Address			
					District	City	Town/Vill age	House No.
1	2	3	4	5	6	7	8	9
1	M/S. P. Myllem Automobiles ,Khanapa Prop :- Smti. P . Myllem.	17,012/-						
2	M/S. S. Wahlang Tailoring, Jirang Prop :- Smti. Judy Ward Wahlang	18,915/-						
3	M/S. P. suchiang Stone Crusher, Killin Prop :- Shri. Pascal Suchiang	2,39,500/-						
4	M/S.Varsha Fragrance (P) Ltd., Tamul Prop :- Shri Pawan Sharma.	6,04,677/-						
5	M/S. Spitian Bakery, Liarbang Prop :- Smti. Spitian rynjah	33,000/-						
6	M/S. Nongthymmai Bakery, Kyrdem Prop :- Shri. Mawshai Nongpluh	60,525/-						
7	M/S. Forbes aquamal Ltd.,Baridua Prop :- Shri. Rama Krishna	4,42,181/-						
8	M/S. D Kshiar Stone Crusher, Umling Prop :- Shri. D. Kshiar.	1,24,462/-						
9	M/S.Nongrum Enterprise, Nongpoh Prop :- C. Nongrum	98,280/-						

CHAPTER 15 (MANUAL – 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

15.1

1. **Provisional Registration** :- Granted to proposed Unit, a week after submission of application.
2. **Permanent Registration** :- Granted to functioning Unit by the D.I. Inspection and processing of application was done at the District Industries Centre.
3. **Incentive** :- Industrial Units should possess Permanent Registration Certificate. Applications are placed before the Committee for approval.
4. **Training Programme** :- Applicants are selected by the Committee through interview.
5. **P.M.R.Y.** :- Applicants selected by the Task Force Committee.
6. **Transport Subsidy** :- Applications are received, processed and verified by District Industries Centre and submitted to Director of Industries for placing in the State Level Committee.