

(i) the particulars of its organization, functions and duties:

VISION AND MISSION

Vision:-

Sustainable development of Micro, Small and Medium Enterprises as an engine of growth for the Islands Economy without disturbing the ecology of the Islands.

Mission:

- a) To facilitate and boost Entrepreneurship and Entrepreneurial development.
- b) To contribute towards building a entrepreneurship friendly Ecosystem.
- c) To support and recognize innovative, competitive, SMEs in the Islands.
- d) To Provide and support development of Skills and Knowledge upgradation
- e) Promote growth and development of micro, small and medium enterprises, including khadi, village and coir industries so as to create new enterprises and more employment opportunities.

(ii) the powers and duties of its officers and employees:

1. Shri. Ajit Anand, Deputy Director (HQ)

Shall act as Head of Office and monitor implementation of all activities of Directorate of Industries, District Industries Centre and A&N KVIB and Monitor all the Administrative and Technical matter of the department. Annual Action Plan/ District Action Plan, civil work.

2. Shri Md. Ishaque, Deputy Director - I

Advance Training for Entrepreneurs and workshop staffs. Skill Development programme under MES & implementation. PM GATI SHAKTI NMP, Logistics Ease Across Different States, LEADS, District as an Export Hub, ODOP, RAMP, Oil exploration matter, Ministry of Petroleum & Natural Gas, Ministry of External Affairs. International/National level Exhibition including IITF, ITF, Melas.

3. Smti. Sunitha Kumari, Deputy Director -II

Organizing in-service Training to Officers and Staffs and implementation of iGOT Karmyogi Portal for Training. Nodal Officer (IT), Nodal Officer (Legal) and monitor Implementation of e-Office, Court Cases of the Department and Public grievances matter. Parliament Question, LG's Help Desk, CS monitoring, Citizen Charters, MO Portal, CPGRAM, Dashboard and other online portals.

4. Shri. T. Alvi Kutty, Assistant Director (Tech)

Infrastructural support to MSMEs including Development & Management of Industrial Estate. RTI Act, 2005, Rurban mission. Development of infrastructure in the Industrial Estates in North & Middle Andaman District in coordination with concerned Division of APWD. Parliament Question, LG's Help Desk, CS monitoring, Citizen Charters, MO Portal, CPGRAM, Dashboard and other online portals.

5. Shri Abdul Rashid, Assistant Director (Tech)

PM GATI SHAKTI NMP, Logistics Ease Across Different States, LEADS, District as an Export Hub, ODOP, Oil exploration matter, Ministry of Petroleum & Natural Gas, Ministry of External Affairs. Coordination with Central Government (Ministry of MSME(SFURTI), Ministry of Commerce & Industry and Ministry of Textile, DPIIT etc.).

6. Shri. Tanmoy Ganguly, Assistant Director (Tech)

Preparation of Annual Action Plan/ District Action Plan, Vision 2047 etc. including furnishing Reports & Returns of the Dept/ Plan to Administration and GOI. Implementation of Scheme No. 6 Strengthening of Industries Department including Follow-up with APWD for all Civil Works & monitoring of Civil Works. Implementation, monitoring and reporting on "Atmanirbhar Bharat".

7. Shri. Sindhupathi Raja, Assistant Director (Tech)

Development and Management of Sagarika Emporium. Handicraft promotion (cane & bamboo, wooden seashell, coconut shell and other materials). Geographical Indicator of the Product, patents of products & related matter and matters related to trademark registration and e-branding. All International/National level Exhibition including IITF, ITF, Melas organized in A & N Islands.

8. Shri Shahid Khan, IPO

Credit Guarantee Scheme, No-dues under SAI Loan Scheme. Infrastructural support to MSMEs including Development & Management of Industrial Estate in all three Districts.' Start up India' programme of Govt. of India.. Re-location Policy, Industrial Estate Allotment & Management Policy. RTI Act, 2005, Parliament Question, LG's Help Desk, Citizen Charters, MO Portal, CPGRAM, Dashboard and other online portals.

9. Shri. Rathinder Nath, IPO

Entrepreneurship Development & Skill up- gradation", Skill Development programme under MES & Setting up of Common Facilitation Centre under Central Scheme. RD&PRI, Zilla Parishad, Devolution of Power to PRI, and Gram Sabha and Tribal Council, ATMA.

10. Shri. R Janak Rao, IPO

Implementation of PM Vishwakarma. MSME Facilitation Council. Geographical Indicator of the Product, patents of products & related matter and matters related to trademark registration and e-branding. Policy for providing Marketing Assistance through Emporium & KG Bhavan. International/National level Exhibition including IITF, ITF, Melas organized in A & N Islands.

11. Shri. I Surya Teja, IPO

Preparation of Annual Action Plan/ District Action Plan, Vision 2047 etc. including furnishing Reports & Returns of the Dept/ Plan to Administration and GOI. Implementation of Scheme No. 6 Strengthening of Industries Department including Implementation, monitoring and reporting on " Atmanirbhar Bharat".

12. Shri. Golak Goswamy, IPO

Matters related to Scheme No. 1 "Package of Incentives for Small & Micro Enterprises". Coordination with Central Government (Ministry of MSME(SFURTI), Ministry of Commerce & Industry and Ministry of Textile, DPIIT etc.). Correspondence related to Revival package and related matter of Tsunami affected units.

13. Shri. Vijay Wilson, Manager, AN Emporium Sagarika

Development of new Emporium and management of all outlets of Andaman & Nicobar - Sagarika in Islands & New Delhi. Participation of Emporium in IITF, ITF and Mela.

14. Shri. Jwahar Das, IPO, DIC

Monitoring and reviewing all activities of District Industries Center.

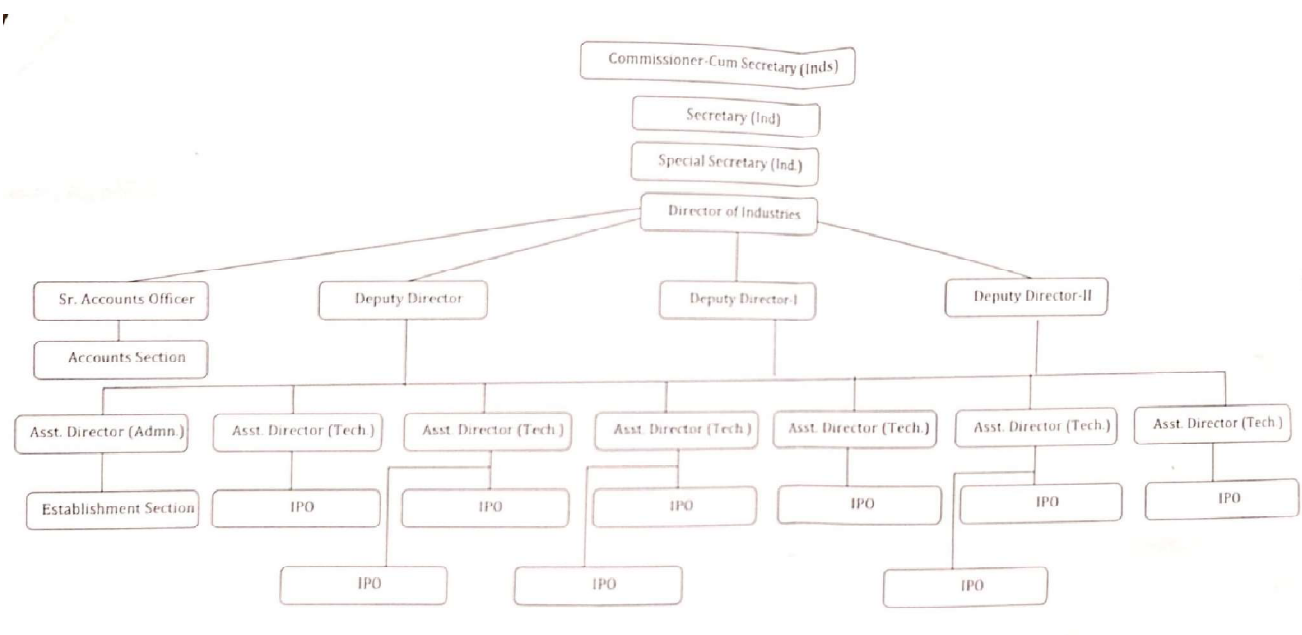
15. Shri Rakesh Kumar, Development Officer, KVIB.

Monitoring and reviewing all activities of A&NIKVIB.

16. Shri. Amit Kumar, Librarian

Library management and upkeep of conference hall, PA system and its maintenance. Creation of digital library/records of MSME sample project reports.

(iii) the procedure followed in the decision making process, including channel of supervision and accountability:



(iv) the norms set by it for the discharge of its functions.

Time frame for disposal of the application / grievances as mentioned in the citizen charter is being followed strictly.

S.No.	Portal / Grievances	Time Frame
1.	LG's Help Desk	30 days
2.	RTI (online portal / offline)	30 days
3.	CS Monitoring	30 days
4.	CPGRAM	30 days
5.	Champions Portal	30 days

(v) the rules, regulation , instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Following rules, regulation, instruction, manuals and records are followed for discharging functions of the department :-

1. CCS CCA Rules 1965
2. CCS Conduct Rules 1964
3. Manual on Office Procedures
4. Medical attendance Rule 1944
5. Manual Establishment & Administration
6. FRSR for establishment rules and Procedures
7. General financial Rule 2017
8. General Provident Fund Rules 1960
9. TA & LTC rules 1988
10. Pension rule 2021.
11. CCS Leave Rules 1972
12. Recruitment Rules .
13. Instructions/ circular issued from Ministry time to time endorsed by Administration.
14. Delegation of Financial Powers Rules.
15. RTI Act 2005.
16. Guidelines for providing of Marketing support through ANE-Sagarika of Dept. of Ind.,
A&N Administration
17. Guidelines on PMFME Scheme
18. Guidelines on PM – Vishwakarma Scheme

(vi) a statement of the categories of documents that are held by it or under its control :-

S.No.	Categories	File Name
1.	'A'	Conversation from New Pension Scheme to Old Pension Scheme
2.		Correspondence regarding Parliament Question
3.		RRs of Industrial Staffs
4.		Census of Govt. employment affixation in relation of sanctioned strength & filled/ vacant
5.		Framing /amendment of RRs for all Technical post of Dte. of Ind.
6.	'B'	Correspondence regarding APAR of Group 'C' Staff
7.		Grant of LTC/ AFSP
8.		Correspondence regarding RTI
9.		Correspondence regarding APAR of Group 'C' Staff
10.		Correspondence regarding APAR of Group 'C' of skilled Machinist, Skilled Worker (Coir), Skilled Worker (BS)
11.		Correspondence regarding Seniority list
12.		APAR in respect of AC Cadre
13.		Filling up of vacancies of to the post of Industries Promotion Officer Group B (NG)
14.		Correspondence relating to General / Panchayat election
15.		Correspondence regarding Parliament Question
16.		Declaration of Assists and liabilities by Govt. Servants/ permission for movable & immovable proprieties construction/purchase
17.		Correspondence regarding filling up of Group 'B' (G) post of Assistant Director (Tech.)
18.		Correspondence regarding APAR in respect of Group 'C' workshop employees
19.		Financial up-gradation under MACP for the Group 'B' (G) & (NG) officer of Industries Department
20.		Regarding Audit query
21.		Correspondence related to RTI
22.	'C'	Correspondence relating to Personal Computer Advance
23.		Correspondence in respect of Staff Car Driver
24.		Dress Allowance
25.		Deployment of AC Cadre
26.		Correspondence regarding issuing of No objection Certificate
27.		Correspondence relating Medical reimbursement
28.		Correspondence pertaining to Record Section
29.		Correspondence regarding issue of PIC in respect of Group 'C' Staff
30.		Children Education Allowance
31.		Circular file
32.		General file
33.		Service of AC Cadre and PIC
34.		FR 56 (J)
35.		No dues Certificate

36.	Matter related to Pension
37.	Correspondence regarding disposition list
38.	Verification of Character and Antecedents
39.	Correspondence regarding Non refundable withdrawal from GPF
40.	Correspondence regarding e-office
41.	Correspondence regarding handing over / taking over
42.	Correspondence regarding final payment of GPF on retirement / death/ resignation
43.	Correspondence regarding HRA & TA
44.	Correspondence regarding Non refundable withdrawal from GPF
45.	Correspondence related to Establishment attendance
46.	Correspondence regarding HRA
47.	Correspondence regarding seniority list of IPO
48.	Reservation for ST/OBC/Ex-serviceman/EWS in post/ Seeking under A&N Admn.
49.	Correspondence related to Medical reimbursement
50.	Correspondence regarding sanction of AFSP/ LTC advance
51.	Correspondence in respect of Physically Handicraft Person
52.	Correspondence regarding transfer and posting of Multi Tasking Staff
53.	Correspondence regarding transfer and posting of Workshop
54.	Correspondence regarding transfer and posting of Group 'B' employees of Dte. of Ind.
55.	Weekly report submitted to CS Monitoring Cell Friday evening
56.	Filling up of the vacant post of SCF (Carp.)
57.	Filling up of vacant post of SCF (Handicraft)
58.	Proposal for extension of Contract basis
59.	Status report on action taken for filling up of vacant post
60.	Proposal for engagement of DRM (Driver) at Car Nicobar
61.	Filling up of vacant post
62.	Correspondence regarding attendance of DRMs of daily rated basis (Directorate)
63.	Correspondence regarding appointment of DRMs on daily rated basis
64.	Correspondence regarding sexual harassment of woman at workplace
65.	Correspondence regarding advertisement charges
66.	Proposal for extension for DRMs
67.	Grant of LTC/AFSP and TA
68.	Correspondence on renewal/ conversion of temporary post
69.	Miscellaneous correspondence
70.	Status report for filling up of vacant post
71.	Correspondence regarding No dues/No demand certificate
72.	Payment of Accommodation of Saving fund & Insurance amount under UTGEGIS

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof :

Not applicable.

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

1. Constitution of ANI Khadhi & Village Board.
2. ANE-Sagarika & KGB Marketing Support Committee
3. Market Survey & Price fixation Committee.
4. A&N Micro small Enterprises Facilitation Council (A&N MSMEFC)
5. Purchase Committee
6. Sexual Harassment Committee
7. Land allotment Committee
8. Condemnation Committee
9. Departmental Promotion Committee as per RRs of various post
10. Screening Committee for Financial Up gradation

(ix) a directory of its officers and employees :-

S. No.	Name	Designation	Contact Details	E-mail ID
1.	Dr. Satyendra Singh Dursawat	Secretary (Industries)	03192230933	secretary.and@and.nic.in
2.	Shri. Rakesh Das	Director (Industries)	03192232395	dirind.and@nic.in
3.	Shri. Ajit Anand	Deputy Director	03192232395	ajitanand25.and@gov.in
4.	Shri. Mohd. Ishaque	Deputy Director	03192232395	
5.	Smti. S. Sunitha Kumari	Deputy Director	03192232395	sunitakumari.ad@and.nic.in
6.	Shri. Russel Rose D	Sr. Account Officer	-	-
7.	Shri.T. Alvi Kutty	Assistant Director(Tech.)	03192232771	takutty.and@gov.in
8.	Shri.Tanmoy Ganguly	Assistant Director(Tech.)	03192232771	tanmoy.g@and.nic.in
9.	Shri. Abdul Rashid	Assistant Director(Tech.)	03192232771	abdulrashid.ipo@and.nic.in
10.	Shri. Sindhupathi Raja	Assistant Director(Tech.)	03192232771	sindhupathiraja.ind@gov.in
11.	Shri. Mukesh Lall	Assistant Director(Admn.)	03192232771	Mukeshkr.lall@and.nic.in
12.	Shri. Ananta Mistry	Office Superintendent	-	ananta.mistry@and.nic.in
13.	Shri. Shahid Khan	IPO	-	shahidkhan.ipo@and.nic.in
14.	Shri.Rathinder Nath	IPO	-	rnath.and@gov.in
15.	Shri R.Janak Rao	IPO	-	janak.rao@and.nic.in
16.	Shri. S. Dinesh Kumar	IPO	-	-
17.	Shri. S R Vikas	IPO	-	-
18.	Shri. Bibi Afreen Nisha	IPO	-	-
19.	Shri. I. Surya Teja	IPO	-	-
20.	Shri. Golak Goswamy	IPO	-	-
21.	Smti. N. Saida Bibi	Personal Assistant	-	nsaida.bibi@nic.in
22.	Smti. Zainaba Bibi	Head Clerk	-	zainaba.bibi@and.nic.in
23.	Smti. Olive John	Head Clerk	-	-
24.	Shri. Gouri Shankar Das	Head Clerk	-	-
25.	Smti. Indu Krishna	Head Clerk	-	-
26.	Smti. Vasuki	Hindi Translator	-	-
27.	Shri. C. Vijay Wilson	Manager (Emp.)	-	vjwilson.pb@and.nic.in
28.	Smti. Diana	Higher Grade Clerk	-	-
29.	Smti. Deepika Kispota	Higher Grade Clerk	-	-
30.	Smti. A. Maadhavi	Higher Grade Clerk	-	a.madhavi1975@and.nic.in
31.	Smti. Shikha Rani Biswas	Higher Grade Clerk	-	-
32.	Smti.Safiya Babi	Higher Grade Clerk	-	-
33.	Shri. Waeeda P	Higher Grade Clerk	-	waheedahameed2186@gmail.com
34.	Shri. Chandra Shankar Rao	Higher Grade Clerk	-	-
35.	Smti. P. R Sulabha	Higher Grade Clerk	-	-
36.	Shri. Shah Nawaz	LGC	-	shahnawaz.lgc@and.nic.in
37.	Smti. Ferheen	LGC	-	
38.	Shri. Abhishek Mewa	LGC	-	abhishek.mewa@and.nic.in

39.	Ms. MehrunNisa	LGC	-	-
40.	Shri. Rupesh Kumar Saha	LGC	-	-
41.	Shri. A. Rajesh	LGC	-	-
42.	Shri. S.K. Azhar	LGC	-	-
43.	Shri. Vikash Anand Tiwari	LGC	-	vikas.at@and.nic.in
44.	Shri. Pritam Bala	LGC	-	-
45.	Smti. T. J Salma	LGC	-	-
46.	Smti.Lucy Stephen	Sr. Sales Assistant	-	-
47.	Smti.V.Valsala Devi	Sales Assistant	-	-
48.	Shri.Anil Kumar	Sales Assistant	-	anil.andaman71@and.nic.in
49.	Smti. Reena Raju	Sales Assistant	-	-
50.	Shri. K. Meyyappan	Skilled Machinist (BS)	-	-
51.	Shri. Radha Kishen	Skilled Machinist (BS)	-	-
	Shri. Sanjeev Lall	Skilled Machinist (BS)	-	-
52.	Shri. Vinesh Ram	Skilled Machinist (BS)	-	-
53.	Shri.Sabiruddin	Skilled Machinist (BS)	-	-
54.	Shri. C. Karuppaiah	Sheet Metal Assistant	-	-
55.	Shri. Norin Prasad	Sheet Metal Assistant	-	-
56.	Shri. P.Ashraf,	Sheet Metal Assistant	-	-
57.	Shri. Kartata Rao	Electroplater	-	-
58.	Shri. Wahid Baksh	BS-cum-TS 'A' Grade	-	-
59.	Shri. T. Chiranjivlu	BS-cum-TS 'A' Grade	-	-
60.	Shri. Biswajit Ghosh	BS-cum-TS 'A' Grade	-	-
61.	Shri. Yogeshwar Rao	BS-cum-TS 'A' Grade	-	-
62.	Shri. Robin	Welder 'A' Grade	-	-
63.	Shri. Sundar Pandian	Polisher	-	-
64.	Shri. Amit Kumar	Librarian	-	-
65.	Shri. Swapan Kr.Mallick	PPI (Food Processing)	-	-
66.	Shri. Gopi Chand	Gestetnor Operator	-	-
67.	Shri. M. Hamid	Electrician	-	-
68.	Shri. T. Sajan	Automobile Mechanic	-	-
69.	Shri. Nagendar Rao	Mechanic Maintenance	-	-
70.	Smti. Promila Bepari	Instructress (Tailoring)	-	-
71.	Smti. P. Santhi	Instructress (Tailoring)	-	-
72.	Smti. Arshiya Rehman	Instructress (Tailoring)	-	arshiyarehman12120@gmail.com
73.	Smti. Sukila Shanti	Supervisor Coir	-	-
74.	Shri. Ashael	Supervisor Coir	-	asealyaku@gmail.com
75.	Shri. Pratap Golder	Technical Assistant (Coir)	-	-
76.	Shri. Niranjan Mondal	Operator	-	-
77.	Shri. Ranjan Howaladar	Store Keeper	-	-
78.	Shir. C.H. Prakash Rao,	Store Assistant	-	-
79.	Shri. C. Yousuf	SCD Gr-I	-	-
80.	Shri. K.K. Ummer	SCD Gr-I	-	-
81.	Shri. G. Prasad Rao	SCD Gr-II	-	-

82	Shri. G. Damodara	SCD (OG)	-	-
83	Shiv Ganesh B	SCD (OG)	-	-
84	Shri. Rachald	Skilled Worker (Cair)	-	-
85	Smti. Shimul Biswas	Skilled Worker (Cair)	-	-
86	Smti. Gouri Laxmi	Skilled Worker (Cair)	-	-
87	Shri Sahbaz Ahmed	Skilled Worker (Cair)	-	-
88	Ms Deepa Samadder	Skilled Worker (Cair)	-	-
89	Ms N Shankari	Skilled Worker (Cair)	-	-
90	Ms Susma Kumari	Skilled Worker (Cair)	-	-
91	Ms Neema Biswas	Skilled Worker (Cair)	-	-
92	Shri Sashi Mallick	Skilled Worker (Cair)	-	-
93	Shri Prosenjit Sarkar	Skilled Worker (Cair)	-	-
94	MS Anuradha Halder	Skilled Worker (Cair)	-	-
95	Shri. Riaz Ali	Hammerman	-	-
96	Shri. P. Umabathi	BS-cum-TS 'B' Grade	-	-
97	Shri. D. Linga Raju	BS-cum-TS 'B' Grade	-	-
98	Shri. Vishnu V H	BS-cum-TS 'B' Grade	-	-
99	Shri. PK Mohammed Ishaque	Welder Grade 'B'	-	-
100	Shri. V .Vel Murugan	Skilled Worker (BS)	-	-
101	Shri. Manabendra Pandey	Skilled Worker (BS)	-	-
102	Shri. Sahadev Ram	Skilled Worker (BS)	-	-
103	Shri. B Naresh	Skilled Worker (BS)	-	-
104	Shri. Vinod Kumar	Mate Carpenter	-	-
105	Shri. Narendra Kumar	Mate Carpenter	-	-
106	Shri. Ashim Indwar	Mate Carpenter	-	-
107	Shri. K. Mohammed Sajid Ali	Mate Carpenter	-	-
108	Shri.Barun Kumar Mondal	Mate Carpenter	-	-
109	Shri. Mohammed Nizam K.P	Mate Carpenter	-	-
110	Shri. Prabir Kumar Biswas	Mate Carpenter	-	-
111	Shri. D. Venkata Durga Rao	Mate Carpenter	-	-
112	Shri. Dipankar Sarkar	Mate Carpenter	-	-
113	Shri. Arif	Mate Carpenter	-	-
114	Shri. Mohammed Asif	Mate Carpenter	-	-
115	Shri. R Paul	Mate Carpenter	-	-
116	Shri. Aftab Ahmed	Mate Carpenter	-	-
117	Shri. MK Althaf Ummer	Skilled Worker (Carpentry)	-	-
118	Shri. T Mohammed Nasir	Skilled Worker (Carp.)	-	-
119	Shri. Biplab Kumar Halder	Skilled Worker (Carp.)	-	-
120	Shri. S. Murugesan	Instructor (Carpenter)	-	-
121	Shri. Nikhil Samadder	Instructor-cum-Blacksmith	-	-
122	Shri. Pradip Halder	Instructor (BS)	-	-
123	Shri. K. Mohammed	Craft Instructor (BS)	-	-

124	Shri. Anish Babu	Assistant Craft Instructor(C&B)	-	-
125	Shri. K M Haseena	Assistant Craft Instructor(C&B)	-	-
126	Shri. Jogeshwar Lall	Craft Instructor (Wood)	-	-
127	Shri. N. Sidiq	Craft Instructor (Wood)	-	-
128	Shri. Tarak Chandra Baroi	Craft Instructor (Wood)	-	-
129	Shri. Jay Prakash Narayan	Craftsman	-	-
130	Shri. N. Usman	Carpenter 'A' Grade	-	-
131	Shri. E.M Abdul Majeed	Carpenter 'A' Grade	-	-
132	Shri. Shiv Raj Pradhan	Carpenter 'A' Grade	-	-
133	Shri. Surya Nath Prasad	Carpenter 'A' Grade	-	-
134	Shri. Jonson Kujur	Carpenter 'A' Grade	-	-
135	Shri. P. Hassan	Carpenter 'A' Grade	-	-
136	Shri. Babul Chandra Bala	Carpenter 'A' Grade	-	-
137	Shri. Samar Paramanya	Carpenter 'A' Grade	-	-
138	Shri. P.Abdul Jabbar	Carpenter 'A' Grade	-	-
139	Shri. Abdul Nasir	Carpenter 'A' Grade	-	nasir1370782@gmail.com
140	Shri. Nayan Mazumdar	Carpenter 'A' Grade	-	-
141	Shri. P. Mohammed Anees	Carpenter 'A' Grade	-	-
142	Shri. Abdul Rehman	Instructor (Shell Craft)	-	abrehman1975@gmail.com
143	Shri. K.P Veeran	Skilled Machinist (Carp.)	-	-
144	Shri. Bibekananda Biswas	Skilled Machinist (Carp.)	-	-
145	Shri. Sanjay Kumar	Skilled Machinist (Carp.)	-	-
146	Shri. Jasoda Nandan Mallick	Skilled Machinist (Carp.)	-	-
147	Shri. Abdul Sattar	Skilled Machinist (Carp.)	-	abdulsattar1977pb@gmail.com
148	Shri. Thatius Lakra	ICHS (Carpenter)	-	-
149	Shri. Mohammed Shafi	ICHS (Carpenter)	-	-
150	Shri. M. Ibrahim	SCF (Handicraft)	-	-
151	Shri. Mohammed Hanifa	SCF (Carpenter)	-	-
152	Shri Elaizer	SCF (Carpenter)	-	-
153	Shri. Liyakat Ali	SCF (Carpenter)	-	-
154	Shri. V. S. Senthil	SCF (BS)	-	vssandaman1973@gmail.com
155	Shri. Shib Sankar Biswas	SCF (BS)	-	-
156	Shri. Bijoy Ganguly	Craft Instructor (C&B)	-	-
157	Shri. T. Mohammed Haneefa	Helper	-	-
158	Shri. M.V A Surin	MTS	-	-
159	Shri. Y. Papa Rao	MTS	-	-
160	Shri. Budhan Indwar	MTS	-	-

161	Shri. Ibrahim Khan	MTS	-	-
162	Shri. M. Dharma Rao	MTS	-	-
163	Shri. Herman Kujur	MTS	-	-
164	Shri. Shankar Nath	MTS	-	-
165	Shri. A Khalid	MTS	-	a.khalid@and.nic.in
166	Smti. D. Padmavathi	MTS	-	-
167	Smti. Indu Kumari	MTS	-	-
168	Smti. Gita Rani Biswas	MTS	-	-
169	Smti. S. Julina	MTS	-	-
170	Shri. Mohammed Sameer	MTS	-	-
171	Shri. Raja	MTS	-	-
172	Shri. Umesh Rao	MTS	-	-
173	Shri. Bonifas Ekka	MTS	-	-
174	Smti. Jyoti Kumari	MTS	-	-
175	Shri. Aditya Lall Patel	MTS	-	aditya.lall@and.nic.in
176	Shri. T. Thomas	MTS	-	-
177	Shri. Vigil Brooke	MTS	-	-
178	Shri. Pritish Gayali	MTS	-	-
179	Smti. S. Tina Shirly	MTS	-	-
180	Smti. K. Sumahiya Bibi	MTS	-	-
181	Smti. Lucy	MTS	-	-
182	Shri. Gagan Deep Malik	MTS	-	-
183	Smti. A. Akashata	MTS	-	-

(x) The monthly remuneration of regular officers/staff of CIC is fixed as per 7th CPC is as under :-

Sl. No	Designation of the Post	Pay Level as per 7th CPC
1.	Director of Industries	Level -11
2.	Deputy Director	Level -9
3.	Account Officer (Industries)	Level-10
4.	Assistant Director (Technical)	Level -8
5.	Assistant Director (Administration)	Level -7
6.	Office Superintendent	Level- 6
7.	Industries Promotion Officer	Level- 6
8.	Personal Assistant	Level- 6
9.	Head Clerk	Level- 6
10.	Hindi Translator	Level- 6
11.	Sr. Manager (Emporium)	Level- 6
12.	Manager (Emporium)	Level -5
13.	Higher Grade Clerk	Level -4
14.	Lower Grade Clerk	Level -2
15.	Hindi Typist	Level -2
16.	Senior Sales Assistant	Level -4
17.	Sales Assistant	Level -2
18.	Skilled Machinist (Black Smith)	Level -4
19.	Sheet Metal Assistant	Level -4
20.	Electroplater	Level -4
21.	Black Smith-Cum-Tin Smith 'A' Grade	Level -2
22.	Welder 'A' Grade	Level -2
23.	Polisher	Level -2
24.	Draughtsman	Level -4
25.	Librarian	Level -4
26.	Pilot Plant In-charge (Food Processing)	Level -5
27.	Lab In charge (Food Processing)	Level -5
28.	Gastetnor Operator	Level -2
29.	Electrician	Level -2
30.	Automobile (Mechanic)	Level -5
31.	Mechanic (Maintenance)	Level -5
32.	Instructress (Tailoring)	Level -3
33.	Supervisor (Coir)	Level -4
34.	Technical Assistant (Coir)	Level -5
35.	Operator	Level -1
36.	Store Keeper	Level -4
37.	Store Assistant	Level -2
38.	Staff Car Driver (Gr-I)	Level -5
39.	Staff Car Driver (Gr-II)	Level -4

40	Staff Car Driver (Ordinary Grade)	Level -2
41	Skilled Worker (Cair)	Level -1
42	Hammerman	Level -1
43	Black Smith-Cum-Tin Smith 'B' Grade	Level -1
44	Welder 'B' Grade	Level -1
45	Skilled Worker (Black Smith)	Level -1
46	Mate Carpenter	Level -1
47	Skilled Worker (Carpenter)	Level -1
48	Instructor (Carpenter)	Level -4
49	Instructor (Black Smith)	Level -4
50	Instructor-cum-Blacksmith	Level -4
51	Craft Instructor (Black Smith)	Level -4
52	Assistant Craft Instructor(Cane & Bamboo)	Level -2
53	Craft Instructor (Wood)	Level -4
54	Carpenter 'A' Grade	Level -2
55	Instructor (Shell Craft)	Level -4
56	Skilled Machinist (Carpenter)	Level -4
57	Craftsman	Level -4
58	Instructor Cum Highly Skilled (Carpenter)	Level -4
59	Superintendent-cum-Forman (Design)	Level -5
60	Superintendent-cum-Forman (Handicraft)	Level -5
61	Superintendent-cum-Forman (Carpenter)	Level -5
62	Superintendent-cum-Forman (Black Smith)	Level -5
63	Charge man (Black Smith)	Level -5
64	Craft Instructor(Cane & Bamboo)	Level -4
65	Helper	Level -1
66	MTS	Level -1

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :

Abstract Exp. Upto 27.02.2025				
				in thousands
Head of Account	BE 2024-2025	RE 2024-2025	Re-appropriation Proposed	Expdr upto 27.02.2025
GT Revenue & Capital Exp.	207806	222356	-550	202243

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Prime Minister's Formalization of Micro Food Processing Enterprises (PMFME) :-

The credit linked subsidy shall be released / disbursed to the beneficiaries in accordance with PMFME guidelines of MOFPI, Govt. of India.

Prime Minister's Employment Generation Programme (PMEGP) :-

The credit linked subsidy shall be released / disbursed to the beneficiaries in accordance with PMEGP guidelines of MMS&ME, Govt. of India.

(xiii) particulars of recipients of concessions permits or authorizations granted by it :

Not applicable

(xv) The particulars of facilities available to citizens for obtaining information, including the working hour of a library or reading room, if maintained for public use :

The citizens may avail the facilities for obtaining information during all working days (Monday to Friday excluding notified holiday) between 8.30 a.m to 5.00 p.m. with lunch break 1.00 p.m. to 1.30 p.m.

(xvi) the names, designations and other particulars of the Public Information Officers :

Shri. T. Alvi Kutty, Assistant Director (Technical), 03192232771, E. mail Id - takutty.and@gov.in
