

Information under Sub-Clause (II) of Section 4 (1)(b) of the Right to Information Act, 2005

1. Particulars of Organisation, functions and duties :

Industries Department is primarily engaged in equitable industrial development of the State, generating employment to its people while maintaining ecological balance and making goods/services of high quality available to people at reasonable prices, promoting entrepreneurship among the people in the State, supplementing the income of rural artisans by their skill development, providing subsidiary employment to the farmers by way of rearing of silkworms, framing policies and programmes for the growth and development of tiny/SSI and large industries, creating environment for achieving excellence in conditions that ensures competitive industrial development of industries in the State.

The Organisational Structure of the Department indicating Directorate and its field Offices is as under:-

Overall Incharge of the Department

Hon'ble Industries Minister Himachal Pradesh
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Administrative Secretary of Department

The Principal Secretary (Industries)

Head of Department

Director of Industries-cum- Controller of Stores/ Commissioner of Handlooms/ Director of Sericulture
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Store Purchase Organistaion	Administration	Industrial Development
Additional. Controller of Stores Joint Director of Industries Deputy Director of Industries Tehsildar Naib Tehsildar Store Inspection Officers Superintendent Gr.-I S.O. (Audit)	Addl. Director of Industries (Admn.) Assistant Controller (F&A) Superintendent Gr.-I	Addl. Director of Industries Joint Director of Industries Deputy Directors of Industries

Geological & Mining	Sericulture	Handloom
State Geologist Geologists Assistant Geologists	Deputy Director of Industries (Seri.)	Joint Director of Industries

Driller Superintendent Gr.-I S.O (Audit) Assistant Driller Lab Assistant		
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Field Offices

District Industries Centres	Mining	Sericulture
General Managers Managers/ Member Secretaries, SWCAs, Parwanoo, Baddi, Nalagarh, Paonta Sahib, Kala Amb, Sansarpur Terrace, Damtal & Gwalthai Industrial Promotion Officers Economic Investigators Extension Officer (Industries) (Block Level)	Mining Officers Mining Inspectors Assistant Mining Inspectors Mining Guards	Deputy Director of Industries (Seri)/ GMDICs /Managers Silk Seed Production Officers Sericulture Officers Development Officers Technical Officer (Tassar) Sr. Sericulture Inspectors Extension Officer (Tassar) Technical Assistant (Tassar)/Sericulture Inspector.

Functions and Duties

Sl. No.	Particulars	Details
(i)	Particulars of Organization Functions and Duties	Industries Department, H.P. Functions: To Formulate, Review and Monitor the Development of Industrial / Sericulture and Mining Mineral Activities Duties: To implement policies formulated by the Government with regard to development of Industrialisation, for the regulation of Geological activities, development of Sericulture activities and for the acquisition of Stores by the Government agencies.
(ii)	Powers and duties of its officers	Director of Industries: Head of the Department
Sr. No.	Designation of the officer	Work/ Duties assigned
	Additional Director of Industries-cum-Additional Controller of Stores	<ol style="list-style-type: none"> 1. Store Purchase Organization & other works relating with Store Purchase Organization. 2. Essentiality Certificate (DDI will route the files related to E.C. through ADI-cum-ACS) 3. Entire Coordination of Directorate of Industries in important matters assigned to him/ her from time to time. 4. Coordination in important matters assigned from time to time. 5. Disposal of routine cases, meetings and general

		<p>control of Directorate in the absence of Director of Industries.</p> <ol style="list-style-type: none"> 6. Collector Recoveries. 7. Vigilance cases of the Directorate. 8. Standardization and quality control. 9. Matters related to patent. 10. Any other matter as entrusted by the Director of Industries from time to time.
1.	Sh. Sanjay Sharma, Additional Director of Industries	<ol style="list-style-type: none"> 1. Ease of doing Business/ Reducing Compliance Burden 2. All matters related to Employment and Vocational Training including maintaining statistics. 3. Data reporting to Ministry of MSME, Industrial Census, Udhyam Registration. 4. Administration of incentives and subsidies and Industrial Development Scheme of Government of India. 5. Mukhyamantri Swavlamban Yojana 6. Export Policy 7. EDP/IAP, Industrial/Rural Development Programmes including, REBTP. 8. Link officer as PIO in absence of designated PIO. 9. H.P. Micro Small Enterprises Facilitation Council. 10. Skill Development related issues. 11. E-Governance, Computerization, Information and Technology, Media Coordinator Web Manager. 12. Nodal officer for Training Policy and all work related to implementation of all type of trainings in the Department including HIPA. 13. VIP references on employment generation and follow up action on reports received from the Labour Department Organization of Job and Job Career Fairs. 14. PMEGP, banks and Financial Institutions 15. Governor Speech/ Budget Speech. 16. E- Samiksha. 17. Any other matter as entrusted by the Director of Industries from time to time.
2.	Sh. Tilak Raj Sharma, Additional Director of Industries	<ol style="list-style-type: none"> 1. Policy Formulations 2. PM Gatishakti 3. Investment Promotion Cell 4. Project approvals and Single Window Clearance 5. RAMP Scheme and all matters related to MSME 6. Industrial Projects and Government of India Schemes. 7. Creation of land bank for Industrial Area/Estate and Theme Parks and planning for development of Industrial Areas and Industrial Estates and Theme parks. 8. All correspondence relating to BBNDA/ IADA. 9. Matter relating to different Industrial Associations. 10. Any other matter as entrusted by the Director of

		Industries from time to time.
3.	Joint Director of Industries (Admn.)	<ol style="list-style-type: none"> 1. Establishment of Gazetted/ Non-Gazetted officers/officials 2. Surprise inspection of the Head Quarter branches and DICs etc. 3. All matters relating to Budget, Reconciliation, Accounts, Stores, Record, Diary & Dispatch Section. 4. Audit reports, PAC paras. 5. Maintenance of Directorate Building 6. Controlling Officer for Vehicles 7. All Branch heads will coordinate with JDI (Admn.) who shall report to DI on critical issues. 8. Implementation of E-Samadhan/ManavSampada. 9. Nodal Officer for CM Help Line. 10. Monitoring of all Vidhan Sabha Matters, Budget Assurances and CM Announcements and Nodal officer for Vidhan Sabha/ HP Vidhan Sabha Committee. 11. Strengthening of Coordination & Monitoring Mechanism under PWD Act, 1995. 12. Nodal Officer for implementation of Right to Information Act 2005. 13. GM Meeting and follow up DIC's including DIC building. 14. Fairs and Exhibition 15. Fairs and Exhibition including IITF. 16. Monitoring of Court Cases on monthly basis. 17. Any other matter as entrusted by the Director of Industries from time to time.
4.	Sh. Ramesh Chand Verma, Joint Director of Industries	<ol style="list-style-type: none"> 1. Industrial Information System and GIS. 2. State Food Mission and KissanSamapadaYojana, PMFME 3. Implementation of provision of India's Boiler Act, 2013 4. All type of allotment/cancellation of Plots/sheds/ shops and Transfer of lease hold rights, rent permission for Govt. plots determination of premium of Plots/Sheds undeveloped land. 5. Any other matters as entrusted by the Director of Industries from time to time.
5.	Smt. Deepika Khatri, Joint Director of Industries	<ol style="list-style-type: none"> 1. Policy Formulation through ADI (Dev.) 2. Executive Director, HPCED. 3. Start up India 4. Chief Minister's Startup/Innovation Projects/New Industries Scheme 5. Any other matters as entrusted by the Director of Industries from time to time.
6.	Shri Anil Thakur, Dy. Director of Industries (Project)	<ol style="list-style-type: none"> 1. All works pertaining to Store Purchase Organisation through Additional Controller of Stores. 2. Implementation of Household Electrical Appliances Quality Control Order, 1981 through Additional

		<p>Controller of Stores.</p> <ol style="list-style-type: none"> 3. Capacity assessment. 4. Central Transport Subsidy/Freight Subsidy Scheme. 5. Process the cases of Single Window, all paper work and ensure that all cases being put up are complete in all respect and will also provide advice on State Level Single Window Clearance & Monitoring Authority cases. 6. Work related to Single Window online Registration Portal. 7. Investment Promotion 8. Cement Plants and its related issues 9. All matter related pertaining to Global Investor Meet. 10. All Matter related to NGT. 11. Any other matters as entrusted by the Director of Industries from time to time. <p>[The files related to the work assigned at Sr. No. 3 to 10 will be routed through ADI (Dev.)]</p>
7.	Deputy Director of Industries (Seri).	<ol style="list-style-type: none"> 1. Development of Sericulture in the State. 2. Formulation of Sericulture Projects and Implementation of Centrally Sponsored Sericulture Projects. 3. All files related to financial matters and budget etc be routed though AC(F&A). 4. Any other matters as entrusted by the undersigned from time to time.
8.	Sh.Guru Lal Negi, Dy. Director of Industries	<ol style="list-style-type: none"> 1. Implementation & monitoring of Centrally Sponsored Schemes relating to Handicrafts and Handloom Sector. 2. Public Information Officer at Directorate level. 3. Granting/ facilitation of Patents & Certification related to exports. 4. Follow up of Public Service Guarantee Act, 2011. 5. Issuance of lubricating oil License. 6. Annual Administration Report. 7. Essentiality Certificate. 8. Matter relating with H.P. State Khadi& Village Industries Board and all India Khadi Commission. 9. Matters relating to all Corporations and Boards of H.P. Govt. 10. Administration of Central/ State Awards pertaining to Handlooms and Handicrafts) and National awards to Small Scale entrepreneurs. 11. Any other matter as entrusted by the Director of Industries from time to time.
9.	District Attorney	<ol style="list-style-type: none"> 1. Maintenance of record of Court Cases of Department and their follow up. 2. To pursue the Court Cases of Apex Court, Hon'ble H.P. High Court, H.P. Administrative Tribunal and subordinate Courts. 3. All Court Cases related to the Department. 4. Reports received from field offices regarding 80

		<p>C.P.C. Notices.</p> <ol style="list-style-type: none"> 5. Getting the replies vetted and filing replies thereof and assisting Advocate General, Dy. Advocate General etc. during the hearing of cases. 6. Preparation of status of Court cases/matters for quarterly review. 7. All matter related to Litigation Monitoring System. 8. Any other matters as entrusted from time to time.
10.	Tehsildar	<ol style="list-style-type: none"> 1. Loan Recovery and to assist the Additional Director of Industries in exercising powers of Collector. 2. All Revenue related matters, transfer and Land Acquisition matters through JDI-II. 3. Disaster Management/ Damage caused by floods. 4. Essentiality Certificate for the purchase of private land. He/ She will move files through JDI-I. 5. Any other matters as entrusted by the Director of Industries from time to time.
11.	Assistant Controller (Finance & Accounts)	<ol style="list-style-type: none"> 1. Draft replies to PAC/CAG/ ATR/FATR Reports. 2. Drawing & Disbursing officer. 3. Coordination of all correspondence with the Accountant General, Himachal Pradesh relating to Audit & Inspection Reports/Integrated Audit/Draft paras etc. 4. Internal Audit of Field Offices and Assistance in regular office inspection. 5. Budget and Planning and Key Performance Indicators (KPIs). 6. Any other matters as entrusted by the Director of Industries from time to time.
12.	Sh. Anil Thakur, Superintendent Grade-I (Estt.)	<ol style="list-style-type: none"> 1. All matter related to the Establishment of Gazetted/Non-Gazetted employees of the Department. 2. Matter related to outsourcing of Data Entry Operators. 3. All Vidhan Sabha Matters. 4. Implementation of RTI ACT, 2005 in the Department alongwith with the Appeals under RTI. 5. E-samadhan/Public Grievances. 6. Monitoring of Jan Manch. 7. Monitoring of different meeting (except GM Meeting and Departmental Review Meeting) 8. Implementation of Government Manifestos. 9. CM Announcements/ Budget Assurances 10. Monitoring of ManavSampada. 11. Any other matters as entrusted by the Director of Industries from time to time.
13.	Sh. Manoj Kapoor, Superintendent Gr-I(Acctts)	<ol style="list-style-type: none"> 1. All matter related to Accounts and Budget. 2. Planning and KPI. 3. Store and Stationary 4. Rural Planning Committee, Estimate Committee, 20 Point Economic Programme and Governor Secretariat Report including co-ordination of the work related to

		<p>all the committees.</p> <ol style="list-style-type: none"> 5. Maintenance of UdyogBhawan building. 6. Vehicle Incharge. 7. Fair & Exhibition including IITF and DDO in respect of Exhibition. 8. Work related to Construction/ Maintenance of DIC Building. 9. Any other matters as entrusted by the Director of Industries from time to time.
14.	Programmer	<ol style="list-style-type: none"> 1. Nodal Officer of E-samadhan and ManavSampada. 2. All work related to E-Governance, E-samiksha, Computerization, Information and Technology (Through Sh. Sanjay Sharma, ADI) 3. Implementation of e-office, ManavSampada, e-samadhan, on-line updating of CM Announcements/Budget Assurances (through JDI(Admn.) 4. Monitoring of complaints received under CM Helpline. 5. Updating of Departmental Web-site including uploading of updated Departmental Schemes/Policies etc. (Through Sh. Sanjay Sharma, DDI). 6. Social media handling and updation on daily/ weekly basis. 7. Any other matters as entrusted by the Director of Industries from time to time.
15.	Section Officer (Fin.&Acctts)	<ol style="list-style-type: none"> 1. All matters related to Store Purchase Section. 2. Scrutiny of Indents/Tenders Schedule of Item codes. 3. Member of Tender Opening Committee, Joint Technical Committee and Financial Evolution Bid Opening Committee. 4. Member of Negotiation Committee Meeting. 5. Other Departmental Purchase Committee/High Level Purchase Committee Meeting. 6. All correspondence and operation of GeM Portal. 7. Matters regarding e-auction of vehicles. 8. Any other matters as entrusted by the Director of Industries from time to time.
16.	Store Inspection Officer (Textile)	<ol style="list-style-type: none"> 1. Technical Member of Technical Scrutiny Committee in codes: C-01, C-02(3), C-20, C-25, C-26, C-40, M-38, M-39, M-44, M-44(02), M-58, M-59, M-65, M-78, M-84, M-115, M-118, T-04, T-05, T-27(01), T-34. 2. Store Inspection Officer of all the sample articles deposited in the Sample Store. 3. Finalization of Schedule-A of various codes. 4. Files pertaining to Store Purchase Rules shall be routed through him to DDI (SP)/ACS. 5. All matters pertaining to Handloom and Handicraft, Khadi Board and other correspondence of Handloom Section through DDI (H). 6. All type of allotment/cancellation of Plots/sheds/ shops and Transfer of lease hold rights, rent permission for

		Govt. plots determination of premium of Plots/Sheds undeveloped land (through JDI (Plots)). 7. Any other matters as entrusted by the undersigned from time to time.
17.	Naib Tehsildar	1. All cases of acquisition of Land for Industrial Area/Estates and Theme Parks. (Through JDI-II) 2. Loan Recovery. 3. Persuasion of cases. 4. Any other matters as entrusted from time to time.
19.	Sh. Gurpiara Ram, Manager	He is attached with Sh. Tilak Raj Sharma, Addl. Director of Industries and will look after the following work:- 1. Export/Import Promotion Policies, strategy, Interventions, Distt One Product, Internal Trade etc. 2. Industrial Infrastructure Projects such as Gas Pipe Lines, CETPs (except CETP Baddi) STPs, Ware House, Container Parking, Pharma Lab, Textile Park, Workers' Hostels, Technology Centre/Tool Room, Solid Waste Management Projects, Skill Development Centres, Inland Container Depot, Railway, NH, BTC, Project Dev. Cell, Pharma Clusters, TILES CDP-PS Schemes etc. and other Schemes of GOI. 3. PM Gati Shakti and other related matters. 4. Electronics Manufacturing Cluster. 5. All Theme Parks such as Plastic Park, Medical Devices Park, Biotechnology Park, Logistic Park, Electrical Devices & Power Mfg. Park/Hub, Textile Park, Toys Mfg. Cluster, Spice Park, IT Park, Food Park etc. All policies/references/ guidelines pertaining to these Parks. 6. The matter related to Industrial Promotion Cell.

(ii) Powers & duties of the officers and employees

All the officers and employees perform their duties and exercise powers in accordance with the delegation made by the Government in general with regard to duties and responsibilities common in nature and being performed in all the Departments. For the purpose, delegation of power as made under different set of rules viz. H.P.F.R., F.R., S.R., CCS(CCA) Rules and Conduct Rules can be referred to.

As regards specific activities of Industries Department, duties and powers of the officers and employees have been prescribed in the rules and regulations in vogue for regulating the activities.

(iii) Procedure followed in the decision making process, including channels of supervisions and accountability

There is a hierarchy of officers and officials to accomplish the activities. In the field, Department has a functionary at the lowest level in each Development Blocks, namely Extension Officer and Mining guard for mining activities and Sericulture Inspectors at Sericulture Centre level. They are responsible to get the policies implemented at the grass root level. They work under the overall control of General

Managers, District Industries Centres/Dy. Director (Sericulture)/Silk Seed Production Officers /Mining Officers. There is a hierarchy of Officers which is shown in the Organisational Structure.

Periodic inspections are conducted by the Supervisory Officers to have effective control on the Field Offices.

As regards the decision making process, and conduct of Govt. business, procedure laid down under the Office Manual for Govt. Offices is followed.

(iv) Norms set by the Department for the discharge of its functions

Different functions of the Department at various levels are performed in accordance with the Policies and as per delegation of powers made by the Government. Norms for discharge of various functions are as provided in the Office Manual for Govt. Offices.

(v) Rules, Regulations, Instructions, Manual and records held by Department under its control

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

Sr. No.	<u>Activity</u>	<u>Act/Policy or Rules in vogue</u>
1.	Setting up of Industries and administration of incentives, allotment of land in industrial areas.	1. Industries (Development & Regulation) Act, 1957 2. IADA Rules. 3. Central Transport Subsidy Scheme. 4. Industrial Policy and Incentive Rules, 2004 5. Central Capital Investment Subsidy Manual.
2.	Mining Activities	1. H.P Minor Mineral Concessions Revised Rules, 1971 2. Mineral Conservation and Development Rules, 1958. 3. H.P. Vesting of Mineral Rights Act-1983 4. Mineral Concession Rules, 1960. 5. H.P. General Sales Tax Act,1968 6. The Himachal Pradesh Minerals (Prevention of Illegal Mining, Transportation and Storage) Rules, 2004". 7. Instructions pertaining to mineral development and regulations. 8. Forest Conservation Act, 1980. 9. Payment of wages(Mines) Rules 1956.
3.	Procurement of the Stores	Procedure and Rules for the Purchase of Stores by all Departments and Offices of Government of H.P. H.P.F.R. 2009.
4.	Firm Registration	Indian Partnership Act-1932
5.	Self employment.	Guidelines under Prime Minister Rojgar Yojana issued by the Govt. of India, Ministry of ARI.
6.	Development of Sericulture Activities.	Guidelines for the implementation of Catalytic Development Programme in H.P.
7.	Rural Artisan/Industries	Guidelines under the Scheme

	Programme	
8.	Promotion of Handloom activities.	1. Rules for regulating the payment of Grant-in Aid to H.P. State Handloom & Handicrafts Corporation, 1956. 2. Handlooms(Reservation of articles for production) Act-1985.
9.	Development of Export Infrastructure	Guidelines for Central Assistance to States for Developing Export Infrastructure and other Allied Activities.
10.	Development of Khadi & Village Industries.	1. H.P. Khadi & Village Industries Act,1966 2. Rules for regulating the payment of Grant-in Aid to H.P. Khadi & Village Industries Board, 1972.
11.	Quality Control/Safety	1. The Indian Boilers Act, 1923 2. Indian Explosive Act, 1988. 3. The Environment Protection Act,1986. 4. Household Electrical Appliances (Quality Control) Order, 1981 5. Lubricants Control Order 6. Cement Control Order.
11.	Land Acquisition/grant of Essentiality Certificate.	1. Land Acquisition Act,1894. 2. H.P. Tenancy and Land Reforms Act,1972
12.	Recruitment & Promotion of Staff.	Recruitment & Promotion Rules for various categories of staff
13.	Allotment of Govt. Accommodation.	H.P. Allotment of Govt. Residences (General Pool) Rules, 1994.

(vi) Statement of categories of the documents that are held by the Department or under its control.

1. Case files relating to setting up of Industrial Units.
 - i) Provisional Registration
 - ii) Approval of expansion proposals in SSI sector.
 - iii) Permanent Registration
 - iv) Approval of proposals under Medium & Large Scale Sector.
 - v) Approval of expansion proposals in M&L sector.
 - vi) Records pertaining to grant of Essentiality Certificate for purchase of land.
 - vii) Records pertaining to inspection of Boilers.

Records pertaining to provisional registration done/expansion proposals approved at District level is available at the District level. Records pertaining to Permanent Registration of SSI units and Grant of Certificate of Commencement of Commercial Production is available at the District level. However, records pertaining to approval of projects in Medium & Large Scale Sector including cases in SSI sector approved by the State Level Single Window Clearance Authority at Directorate level and grant of Essentiality Certificate, Inspection of Boilers are available at the Directorate level.

2. Case files relating to allotment of Industrial plots/ Sheds in Industrial Areas.
3. PMGEP:- Record of applications received of the applicants under PMGEP is available at the District level Offices. Record of progress reports supplied under the Scheme is available at Directorate level.
4. RIP/RAP:- Record of applications received of the applicants/ Master-craftsmen under Rural Industries/Artisan Programme is available at the District level

Offices. Record of progress reports supplied under the Scheme is available at Directorate level.

5. Case files relating to grant of mineral concessions for :-
 - i) Short Term Permits
 - ii) Mining Leases
 - iii) Contracts.
 - iv) Illegal Mining
 - v) Court cases.
 - vi) Public Complaints.
 - vii) Mineral Exploration (prospecting and proving of mineral deposit)
 - viii) Geo-technical Studies (Geotechnical studies of roads, bridges, land slides as and when referred by some agency like PWD, IPH, Administration and other geo technical studies)

Records of Short Term Permits issued by the Mining Officers are available at district level. Record of Short Term Permits issued by the State Geologist is available at State level. Records pertaining to illegal mining is also available at the District level.

6. Case files and papers concerning Registration of Firms for:-
 - i) Store Purchase.
 - ii) Approval of NIT.
 - iii) Bids offered by the participating firms, acceptance of rates offered and award of rate contracts.
7. Case files pertaining to allotment of Budget to field Offices.
8. Case files pertaining to sanctions issued for construction/repairs of Office building/residential buildings.
9. Annual Confidential Reports of the Staff.
10. Case files pertaining to monitoring of various schemes such as 20 Point Programme, Employment Generation Programme, registration of SSI units etc.
11. Correspondence pertaining to formulation of Industrial Policy, Industrial Policies & Incentive Rules, Special Package of incentives etc.
12. Case files pertaining to Transport Subsidy.
13. Case files pertaining to Central Investment Subsidy.
14. Case files pertaining to monitoring of Sericulture activities.
15. Case files pertaining to monitoring of land acquisition.
16. Case files pertaining to monitoring of Recovery of industrial loans.
17. Case files pertaining to disciplinary action/ departmental enquiries.
18. Case files pertaining to Audit Paras and Reports.
19. Case files pertaining to various exhibitions.
20. Case files pertaining to training of educated youth for self employment and utilization of funds for the same.

21. Correspondence pertaining to Vidhan Sabha Matters/Reports.

22. Annual Administrative Report of the Department.

(vii) 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 administration thereof.

For Industrial policy formulation Department consults PHD Chamber of Commerce & Industry, Confederation of Indian Industry and other Industrial Associations. Under Rural Artisan Programme/Rural Industries Programme, recommendations of the representatives of the concerned local bodies are taken with account while opening training centres for the beneficiaries. For granting mineral concessions, recommendations of the concerned Gram Sabhas have been made mandatory. Under Entrepreneurship Development Programmes, the selection of beneficiaries is done in consultation with the local bodies.

(viii) Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part of 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

The Department has provided representation to the Industrial Associations/Industrial Units in the State Level Export Promotion Committee (SLEPC) and its proceedings are accessible to its Members/public. The representation has also been provided to the Industrial Associations in Small Scale Industries & Services Board. A new scheme by the name of Prime Minister Employment Generation Programme (PMEGP) was launched by Government of India on 15.8.2008 in which District Task Force has been constituted in each district under the chairmanship of Deputy Commissioner in which three members from Panchayat are to be nominated by the concerned Deputy Commissioner. The representatives of the Industrial Associations are included in the Industrial Area Development Agencies set up in Industrial Areas in the Districts. Representation has also been given to the representatives of Cocoon Rearing Associations in the Purchase Committees constituted for the purchase of cocoon from the rearers. In addition, Non-Official Members have been made director on the Board of Directors of H.P. State Industrial Development Corporation, H.P. General Industries Corporation, H.P. State Handloom and Handicraft Corporation and H.P. State Khadi and Village Industries Board who are under the administrative control of the Department

(ix)&(x) Directory of Officers/employees and pay scale of the Department.

Name of Department: Industries Department, H.P.

Sl. No.	Designation	Pay Level as per Pay Matrix of HPCS(RP) Rules, 2022.
1.	Director of Industries	Level- 31
2.	Addl. Director of Industries-cum-Addl. Controller of Stores	Level-28
3.	Sr. Industrial Advisor	Level-28
4.	State Geologist	Level-24
5.	Joint Director of Industries	Level-21
6.	Geologist	Level-21

7.	Sr. Technical Officer	Level-20
8.	General Manager (HAS)	Level-18
9.	Dy. Director of Industries (Seri.)	Level-18
10.	General Manager (DIC)/ Dy. Director of Industries	Level-18
11.	Private Secretary	Level-17
12.	Superintendent Gr-I	Level-17
13.	Asstt. Controller (F&A)	Level-17
14.	Asstt. Geologist	Level-17
15.	Chemist	Level-17
16.	Tehsildar	Level-13
17.	Manager (DIC)	Level-13
18.	Driller	Level-13
19.	Asstt. Chemist	Level-13
20.	Section Officer (Audit)	Level-13
21.	Sr. Draughtsman	Level-13
22.	Head Draughtsman	Level-12
23.	Store Inspection Officer	Level-12
24.	Research Officer	Level-12
25.	SSPO/SO	Level-12
26.	Naib Tehsildar	Level-12
27.	Mining Officer	Level-12
28.	Supdt. Gr-II	Level-12
29.	Law Officer	Level-12
30.	Industrial Promotion Officer	Level-12
31.	Personal Assistant	Level-12
32.	Senior Assistant	Level-11
33.	Sr. Scale Stenographer	Level-11
34.	Administrative Officer(IA)	Level-11
35.	Economic Investigator	Level-11
36.	Store Examiner	Level-11
37.	Junior Engineer	Level-11
38.	Dev. Officer (Seri.)	Level-11
39.	Draughtsman	Level-11
40.	Investigator	Level-10
41.	Extension Officer (Inds.)	Level-10
42.	Kanungo	Level-10
43.	Senior Surveyor	Level-10
44.	Techometrist	Level-10
45.	Technical Assistant (Geology/Chemistry)	Level-10
46.	Asstt. Driller	Level-10
47.	Foreman(Drilling)	Level-10
48.	Computer Operator	Level-9

49.	Manager (Incl. Area)	Level-9
50.	Lab Assistant (Patriology)	Level-9
51.	Jr. Scale Stenographer	Level-7
52.	Technical Officer (Tassar)	Level-7
53.	Demonstrator	Level-7
54.	Mulberry Superintendent	Level-7
55.	Research Assistant	Level-7
56.	Technical Supervisor	Level-7
57.	Sr. Sericulture Inspector	Level-7
58.	Extension Officer (Tassar)	Level-7
59.	Tech. Asstt.(Tassar)	Level-7
60.	Mining Inspector	Level-7
61.	Lab.Asstt.(Chemistry)	Level-7
62.	Library Assistant	Level-6
63.	Reeling Demo.	Level-6
64.	Surveyor	Level-6
65.	Drilling Assistant	Level-6
66.	Asstt. Mining Inspector	Level-6
67.	Junior Draughtsman	Level-6
68.	Mechanic Grade-I	Level-6
69.	Stenotypist	Level-5
70.	Driver	Level-5
71.	Patwari	Level-3
72.	Clerk	Level-3
73.	Seri. Inspector/ Farm Asstt./Moth Tester/ Grainage Supervisor	Level-3
74.	Seri. Operator(Tassar)	Level-3
75.	Mechanic	Level-3
76.	Ferro Printer	Level-3
77.	Section Cutter	Level-3
78.	Rigman	Level-3
79.	Gestetner Operator	Level-1
80.	Jamadar	Level-1
81.	Daftari	Level-1
82.	Technical Bearer	Level-1
83.	Field Attendant	Level-1
84.	Mulberry Sub-Insp./ Seed Examiner/ Fieldman/ Budder	Level-1
85.	Process Server	Level-1
86.	Peon	Level-1
87.	Mali-cum-Chowkidar/Peon-cum-Chowkidar/ Chowkidar	Level-1
88.	Sweeper/Sweeper-cum-Chowkidar	Level-1

89.	Laboratory Attendant	Level-1
90.	Khalasi	Level-1
91.	Unskilled Worker	Level-1
92.	Mining Guard	Level-1
93.	Mali/ Beldar	Level-1
94.	Rearing Asstt (Tassar)	Level-1
95.	Mannual Asstt..-cum-Chowkidar	Level-1

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

As per details at annexure-A

(xii) The Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes

- 1) PMEGP:- Back-End subsidy is provided under the Prime Minister Employment Generation Programme after a period of three years by Reserve Bank of India through the concerned banks to the beneficiaries of different categories in the different areas as per following rates:-

<u>Category</u>	<u>Urban Area</u>	<u>Rural Area</u>
1. General	15%	25%
2. Reserved	25%	35%

- 2) RIP/RAP:- Tool-kit after their training is to be provided on 100% subsidy basis with a subsidy ceiling of Rs. 500.00 to the beneficiaries.
- 3) Capital Investment Subsidy:- All new Industries in the notified locations are eligible for Capital Investment Subsidy @ 15% of their investment in Plant and Machinery subject to the ceiling of Rs. 30 lakhs. The existing units are also entitled to this subsidy on their substantial expansion.
- 4) Central Transport Subsidy:- Industrial Units location in Himachal Pradesh are entitled for 75% of the cost of the transportation of their finished goods and for raw materials from the location of their units any where in the State to the nearest specified broad gauge rail road.
- 5) Subsidy under Catalytic Development Programme is provided as per the guidelines provided by the Govt. of India.
- 6) Subsidy under Handloom Sector Schemes are also being provided as per the guidelines under these schemes.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by the Department

Farmers, weavers, artisans, workers, educated unemployed youth, entrepreneurs, industrialists who are engaged/interested to engage in the production of cocoons, processing, weaving, crafting and designing of textiles and clothing in the organized and unorganized sectors, production of goods and services, self employment ventures in urban and rural areas in the State, public in general and various other agencies interested in getting mineral concessions and requiring geo-technical studies/investigations of bridges, buildings, landslides, road alignments, hydro-electric projects, I&PH schemes etc. in the State.

The details of recipient of concessions are available with the respective District Offices and can be had from the concerned Public Information Officers.

(xiv) Details in respect of the information available to or held by the Department reduced in an electronic form

Information of public interest has been provided in the Website www.himachal nic/.industry of the Department. In addition, the Department is also implementing various Centrally Sponsored Schemes and the details about these schemes are also available in the websites of the concerned Ministries.

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

The Public can have information from the concerned Public Information Officers of the Department. The information of common interest can also be had from the website www.himachal nic/.industry of the Department under the Official Website of the State Govt. which is being updated from time to time to provide additional information to public.

(xvi) The names, designations and other particulars of the Public information Officers.

List of Public Information Officers in respect of Industries Department is given as under:-

STATE LEVEL PROFORMA

DEPARTMENT/PUBLIC AUTHORITY **DIRECTOR OF INDUSTRIES H.P.**

Ist Appellate Authority in respect of the Department of Industries, H.P.

Sl. No.	Name of the Ist Appellate Authority	Designation & complete address	Area of Jurisdiction	e-mail	Contact No.
1	Sh. Surender Maltu (HPAS)	Addl. Director of Industries (Admn.), Udyog Bhawan, H.P. Shimla-1	Ist Appellate Authority to all the PIO's of the Department of Industries, H.P. and Himachal Pavilion, Delhi.	dirindus-hp@nic.in	0177-2620363

STATE LEVEL PROFORMA

Sl. No.	Name of PIO/APIO	Designation & Office address	Jurisdiction[area/subject]	e-mail (if any)	Telephone/Fax number (Office) (Resi.)
Directorate of Industries					
1.	Sh. Anil Thakur	Dy. Director of Industries Directorate of Industries, Himachal Pradesh, Udyog Bhawan, Shimla	Directorate of Industries and Himachal Pavilion, Delhi.	ddind1-hp@nic.	0177/ 2650659
Geological Wing					
1.	Sh. Anil Kumar Rana	Geologist,	Geological Wing, H.P. Shimla-1.	g1ind-hp@nic.in	0177-2657339

DISTRICT LEVEL PROFORMA

DEPARTMENT/PUBLIC AUTHORITY DIRECTOR OF INDUSTRIES H.P.

Sl. No.	Name of the PIO	Designation & complete address	Area of Jurisdiction	e-mail	Contact No.
1.	Sh. Sanjay Kanwar	General Manager O/o the General Manager, Distt. Industries Centre, Shimla, Shimla H.P.	Area falling under DIC, Shimla.	gmdicsml-hp@nic.in	0177/ 2803486
2.	Sh. Surender Thakur (HPAS)	General Manager O/o the General Manager, Distt. Industries Centre, Solan, Distt. Solan, H.P.	Area falling under DIC, Solan excluding area under SWCA, Parwanoo & Baddi.	gmdicsln-hp@nic.in	01792/ 230528
3.	Sh. Sakshi Satti	General Manager O/o the General Manager, Distt. Industries Centre, Sirmour at Nahan, Distt. Sirmour, H.P.	Area falling under DIC, Nahan excluding area under SWCA, Paonta Sahib.	gmdicnhn-hp@nic.in	01702/ 222259
4.	Sh. Sandeep Kumar	General Manager O/o the General Manager, Distt.	Area falling under DIC, Bilaspur	gmdicblp-hp@nic.in	01978/ 224248

		Industries Centre, Bilaspur, Distt. Bilaspur, H.P.	excluding area under SWCA, Goalthai.		
5.	Sh. Sandeep Kumar	General Manager O/o the General Manager, Distt. Industries Centre, Hamirpur, Distt. Hamirpur, H.P.	Area falling under DIC, Hamirpur	gmdichmr-hp@nic.in	01972/222309
6.	Sh. Anshul Dhiman	Joint Director of Industries, Distt. Industries Centre, Una, Distt. Una, H.P.	Area falling under DIC, Una	gmdicuna-hp@nic.in	01975/223002
7.	Sh. Rajesh Kumar	General Manager O/o the General Manager, Distt. Industries Centre, Dharmashala, Distt. Kangra, H.P.	Area falling under DIC, Dharamshala excluding area under SWCA, Sansarpur Terrace.	gmdickga-hp@nic.in	01892/223242
8.	Sh. Chander Bhushan, Manager	General Manager O/o the General Manager, Distt. Industries Centre, Chamba, Distt. Chamba, H.P.	Area falling under DIC, Chamba	gmdiccba-hp@nic.in	01899/222257
9.	Sh. Om Prakash Jariyal	General Manager O/o the General Manager, Distt. Industries Centre, Mandi, Distt. Mandi, H.P.	Area falling under DIC, Mandi.	gmdicmnd-hp@nic.in	01905/222161
10.	Smt. Sh. Puare Lal Jholta	General Manager O/o the General Manager, Distt. Industries Centre, Kullu, Distt. Kullu, H.P.	Area falling under DIC, Kullu	gmdicklu-hp@nic.in	01902/222532
11.	Sh. Jiya Ram Abhilashi,	General Manager O/o the General Manager, Distt. Industries Centre, Reckong-Peo Distt. Kinnaur, H.P.	Area falling under DIC, Kinnaur at Reckong Peo	gmdicknr-hp@nic.in	01786/222276
12.	Smt. Chimme Angmo	Manager O/o the General Manager, Distt. Industries	Area falling under DIC, Lahaul Spiti at	gmdicls-hp@nic.in	01900/222265

		Centre, Keylong, Distt. Lahaul & Spiti, H.P.	Keylong		
13.	Sh. Baldev Singh Chauhan	Deputy Director of Industries (Sericulture), Sericulture Division Shimla Directorate of Industries, Himachal Pradesh, Udyog Bhawan, Shimla.	Area falling under Sericulture Division, Shimla.	ddis-hp@nic.in	01777/2658127
14.	Sh. Baldev Chauhan	Sericulture Officer, Sericulture Division, Dhaulakuan, Distt Sirmour, H.P.	Area falling under Sericulture Division Sirmour District.	ddserisir-hp@nic.in	01702/222259
15.	Sh. Arvind Mehta	Sericulture Officer, O/o the Silk Seed Production Officer Palampur, Distt. Kangra, H.P.	Area falling under Sericulture Division, Palampur, Distt. Kangra.	ddseriplp-hp@nic.in	01894/231157
16.	Sh. Arvind Mehta	Sericulture Officer, Dehra O/o the Sericulture Officer, Dehra Distt. Kangra, H.P.	Area falling under Sericulture Division, Dehra	s.o.dehra1@gmail.com	01970/233679
17.	Sh. Vijay Chaudhary	Silk Seed Production Officer O/o Silk Seed Production Office, Nadaun, Distt. Hamirpur H.P.	Area falling under Sericulture Division, Nadaun	ssponad-hp@nic.in	01972/232635
18.	Sh. Baldev Chauhan	Sericulture Officer, O/o Silk Seed Production Office, Ghumarwin, Distt. Bilaspur H.P.	Area falling under Sericulture Division, Ghumarwin	sspobil-hp@nic.in	01978/255590
19.	Sh. Vijay Chaudhary	Sericulture Officer (Tassar) O/o Sericulture Officer (Tassar) Mandi, Distt. Mandi H.P.	Area falling under Sericulture Division, Mandi.	seroman-hp@nic.in	01905/222933
20.	Sh. Gaurav Sharma	Geologist O/o the Mining Officer, Shimla, Udyog	Area falling under Mining Office, Shimla	mosml-hp@nic.in	01777/2652499

		Bhawan, Shimla, H.P.			
21.	Sh. Dinesh Kumar	Mining Officer O/o the Mining Officer, Solan, Distt. Solan H.P.	Area falling under Mining Office Solan	mosln-hp@nic.in	01792/230528
22.	Sh. Kulbhushan Sharma	Assistant Geologist O/o the Mining Officer, Nahana, Distt. Sirmour, H.P.	Area falling under Mining Office, Nahana	monhn-hp@nic.in	01702/222259
23.	Miss Shailza Kumari	Mining Officer O/o the Mining Officer, Bilaspur, H.P.	Area falling under Mining Office, Bilaspur	moblp-hp@nic.in	01978/224248
24.	Miss Shailza Kumari	Mining Officer O/o the Mining Officer, Hamirpur Distt. Hamirpur, H.P.	Area falling under Mining Office, Hamirpur	mohmr-hp@nic.in	01972/221520
25.	Sh. Neeaj Kant	Mining Officer O/o the Mining Officer, Una, Distt. Una, H.P.	Area falling under Mining Office, Una	mouna-hp@nic.in	01975/223002
26.	Sh. Rajiv Kaila	Geologist O/o the Mining Officer, Dharamshala, Distt. Kangra, H.P.	Area falling under Mining Office, Dharamshala	mokga-hp@nic.in	01892/224428
27.	Sh. Chander Bhushan	General Manager Mining Officer O/o the Mining Officer, Chamba, Distt. Chamba, H.P.	Area falling under Mining Office, Chamba	mocba-hp@nic.in	01899/222257
28.	Miss Bindya Rani	Mining Officer O/o the Mining Officer, Mandi, Distt. Mandi, H.P.	Area falling under Mining Office, Mandi	momnd-hp@nic.in	01905/223342
29.	Sh. Suresh Kumar	Mining Officer O/o the Mining Officer, Kullu, Distt. Kullu	Area falling under Mining Office, Kullu	moklu-hp@nic.in	01902/222532
30.	Sh. Jiya Ram Abhilashi	General Manager, O/o the Mining Officer, Kinnaur at Reckong Peo, H.P.	Area falling under Mining Office, Reckong Peo, Distt. Kinnaur.	moknr-hp@nic.in	01786/222253
31.	Charge to SDM	O/o the Mining Officer, Lahaul & Spiti at Keylong, H.P.	Area falling under Mining Office, Keylong, Distt. Lahaul & Spiti	mols-hp@nic.in	01900/222265
32.	Sh. Neeraj	Mining Officer, O/o	Area falling	moneeraj79@	98165-19502

	Kant	the Mining Officer, Nurpur, Distt Kangra, H.P.	under Fatepur, Nurpur, and Jawali of Distt Kangra, H.P.	gmail.com	
33.	Sh. Yogesh Gupta	Deputy Director of Industries, O/o the Deputy Director of Industries Single Window Clearance Agency, Baddi, District Solan, H.P.	Area falling under SWCA, Baddi.	swcbdi- hp@nic.in	01795/ 244222
34.	Sh. Piare Lal Negi	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Parwanoo, District Solan, H.P.	Area falling under SWCA, Parwanoo.	swcpwn- hp@nic.in	01792/ 233586
35.	Sh. Rachit Sharma	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Paonta Sahib, District Sirmour, H.P.	Area falling under SWCA, Paonta Sahib.	swcpta- hp@nic.in	01704/ 265014
36.	Sh. Rachit Sharma	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Kala-Amb, District Sirmour	Area falling under SWCA, Kala-Amb	--	01702- 238031
37.	Sh. Nitin Sharma	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Damtal District Kangra, H.P.	Area falling under SWCA, Damtal, Distt. Kangra.	--	01970-256480
38.	Sh. Maneet Kumar	Member Secretary, Single Window	Area falling under SWCA,	swast- hp@nic.in	01970-256480

		Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Sansarpur Terrace District Kangra, H.P.	Sansarpur Terrace.		
39.	Sh. Vinay	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Goalthai, District Bilaspur, H.P.	Area falling under SWCA, Goalthai	swcgt- hp@nic.in	98160/ 56946
40.	Sh. Vineet Kumar	Member Secretary, Single Window Clearance Agency O/o Member Secretary, Single Window Clearance Agency, Nalagarh, District Solan, H.P.	Area falling under SWCA, Nalagarh	--	01795/ 220175