

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

DEPARTMENT OF INDUSTRIES, U.T., CHANDIGARH .

	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	Department of Industries, U.T. Chandigarh Email :- dimsmeutchd@gmail.com Website: www.Chandigarh.gov.in
		(ii) Head of the organization	General Manager-cum-Director Industries, U.T Chandigarh
		(iii) Vision, Mission and Key objectives	Department of Industries, U.T. Chandigarh, Ram Darbar Phase-II, Chandigarh. The Industrial Policy has to address itself to promote investment, development of knowledge based industries and to rejuvenate and re-strengthen the existing enterprises particularly the micro, small and medium scale sector. The goals set forth in the document would create environment friendly Micro Small & Medium Enterprises and would promote Chandigarh as a hub of environment friendly, hi-tech and knowledge based economic activities. Taking into account the current economic scenario and prospective developments, the Policy would also lay particular emphasis on further strengthening the base of the manufacturing sector. The Department functions as per the guidelines laid down by Administrative policies and Acts which is given as under:-
		(iv) Function and duties	i). Public Procurement Policy for Micro Small Enterprises(MSEs). ii). Micro Small and Medium Enterprises Development Act, 2006. iii)Delayed payment references of MSE’s iv). Online Single Window System. v). Industrial Policy 2015 and Industrial (Amendment)Policy-2019 vi) convenor to implement the Prime Minister Employment Generation Programme (PMEGP) Scheme of Govt. of India. vii)Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME) scheme. viii)State Export Promotion Committee-Convener Execution of PM Vishwakarma Raising and Accelerating MSME performance (RAMP) Programme
		(v) Organization Chart	Secretary Industries, U.T. Chandigarh. General Manager-cum-Director Industries, U.T Chandigarh.

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Director-cum-GM, Department of Industries, U.T.,Chandigarh. 1) Power Department of Industries, U.T.,Chandigarh (Annexure-I) 2) Member of Micro Small Facilitation Council has been constituted under Section 21 of Micro Small under Medium Enterprises Development Act, 2006 and there is no amount of limitation of Delay payment (Annexure-II) 3) Delegation of power (copy attached) (Annexure-III)
		(ii) Power and duties of other employees	Employees order (Annexure-IV)
		(iii) Rules/ orders under which powers and duty are derived and	As per Rules
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section	(i) Process of decision making. Identify key decision making points	Secretary Industries, Chandigarh Administration and Director Industries are key decision making point who takes policy decision in industries department U.T., Chandigarh. Few Major Policies/ Schemes of this Department as follows:- 1.Chairman of Micro Small Enterprises Facilitation Council (MSEFC) 2.Sole Arbitrator of the Chandigarh Indl.& Tourism Development Corporation.Ltd,Chd. and look after the Financial work of this department. 3.Convener to implement the scheme Prime Minister Employment Generation Programme (PMEGP) 4.State Nodal Agency in Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME) scheme. 5.State Export Promotion Committee. = Convener
	1(1)(b)(iii)]	(ii) Final decision making authority	Secretary Industries, U.T. Chandigarh.
		(iii) Related provisions, acts, rules etc.	Central Civil Rules has come into force on 1 st April, 2022.
		(iv) Time limit for taking a decisions, if any	As per concerned subject matter.
		(v) Channel of supervision and accountability	Director-cum-G.M, Department of Industries, U.T., Chandigarh
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	1. Secretary Industries, Chandigarh Administration. 2. The Department of Industries U.T., Chandigarh.
		(ii) Norms/ standards for functions/ service delivery	As per departmental policies & acts which are as follows:- i). Public Procurement Policy for Micro Small Enterprises(MSEs). ii). Micro Small and Medium Enterprises Development Act, 2006. iii). Online Single Window System. iv). Industrial Policy 2015 and Industrial (Amendment) Policy-2019. v)Convener to implement the Prime Minister Employment Generation Programme (PMEGP) scheme of Govt.of India. vi)Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME) scheme.

		(iii) Process by which these services can be accessed	As per Department rules.		
		(iv) Time-limit for achieving the targets	-do-		
		(v) Process of redress of grievances	The grievances received in the department are addressed by the Competent Authority.		
1.5	Rules, regulations, instructions manual and records or discharging functions [Section 1(1)(b)(v)]	(i) Title and nature of the record/ instructions.	Central Civil Rules has come into force on 1 st April, 2022.		
		(ii) List of Rules, regulations, instructions manuals and discharging records.	-----		
		(iii) Acts/ Rules manuals etc.	-----		
		(iv) Transfer policy and transfer orders	AS Per guidelines Chandigarh Administration.		
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i)Categories of documents.	Assessment records, Micro Small Medium Enterprises (MSME) records,Udyam Aadhar Memorandum (UAM) records and Entrepreneur Memorandum (EM)-I, II records upto 2014, 2015 etc. concerned Superintendent/Incharge/ Custodian		
		(ii) Custodian of documents/categories			
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 1(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	-----Nil-----		
		(ii) Composition			
		(iii) Dates from which constituted			
		(iv) Term/ Tenure			
		(v) Powers and functions			
		(vi) Whether their meetings are open to the public?			
		(vii) Whether the minutes of the meetings are open to the public?			
		(viii) Place where the minutes if open to the public are available?			
1.8	Directory of officers and employees [Section 4(1) (b)(ix)]	(i) Name and designation.	Employees Names Regular	Contact	E-mail
			i. Sh.Anil Yadav, Section Officer	9646045583	dimsmeutchd@gmail.com
		(ii) Telephone, fax and email ID	ii.Sh.Ishan Sharma, Clerk	8168370115 7206360516	dimsmeutchd@gmail.com
			iii.Ms. Priyanka Devi, Clerk	7009102045	dimsmeutchd@gmail.com
			iv. Sh. Shiv Balak, Peon	8968296791	dimsmeutchd@gmail.com

			v. Smt. Jaswinder Kaur, Peon	9988102203	dimsmeutchd@gmail.com
			vi. Smt. Usha Devi, Peon	9988192133	dimsmeutchd@gmail.com
			vii. Sh. Vinod Kumar, Chowkidar - cum-Sweeper	8968426185	dimsmeutchd@gmail.com
			Outsourced		
			1.Smt.Jaspinder Kaur, Reader (Outsourced)	8968442313	dimsmeutchd@gmail.com
			2.Miss Sarita, Sr.Asstt. (Outsourced)	9888182712	dimsmeutchd@gmail.com
			3.Sh.Abhishek Sood, Clerk (Outsourced)	7837994057	dimsmeutchd@gmail.com
			4.Sh.Ajay Thakur, Clerk (Outsourced)	9653451881	dimsmeutchd@gmail.com
			5.Ms. Manpreet Kaur, Clerk (Outsourced)	9855599346	dimsmeutchd@gmail.com
			6.Ms. Prabhjot Kaur, Clerk (Outsourced)	9056062963	dimsmeutchd@gmail.com
			7.Mrs. Rajneesh Bhatt, Clerk (Outsourced)	7696200637	dimsmeutchd@gmail.com
			8.Ms. Divya Singh, Steno (Outsourced)	8054506738	dimsmeutchd@gmail.com
			9.Sh.Ranbir Singh, Driver (Outsourced)	8295497651	dimsmeutchd@gmail.com
			10.Sh. Suraj, Peon(Outsourced)	8427192698	dimsmeutchd@gmail.com
			11.Sh.Manish Batish(Outsourced)	7986306890	dimsmeutchd@gmail.com
			12.Sh.Dalip Kumar, Mali (Outsourced)	9915779992	dimsmeutchd@gmail.com
			13.Sh.Pooran Chandra, Helper-cum-attendant (Outsourced)	7900451336	dimsmeutchd@gmail.com
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 1(1) (b) (xi)]	(i) List of employees with Gross monthly remuneration.	Employee Name Sh. Rupesh Kumar, IAS		Gross Salary (September, 2023) Salary drawn from this office – RS 105080/-
		(ii) System of compensation as provided in its regulations	Sh.Paviter Singh, PCS		Rs.91700/- w.e.f 01.10.2023
			Sh.Anil Yadav, Section Officer		Salary drawn from Mental Health Institute, Sec.32, Chandigarh.
			Sh.Durga Dass, Supdt Grade-I		Salary drawn from G.M.C.H, Sec.32, Chd
			Sh. Ishan Sharma, Clerk		Rs. 36918/-
			Ms. Priyanka Devi, Clerk		Rs. 36918/-
			Sh. Shiv Balak, Peon		Rs.83168/-
			Smt. Jaswinder Kaur, Peon		Rs. 64636/-
			Smt. Usha Devi, Peon		Rs. 56334/-

			Sh. Vinod Kumar, Chowkidar-cum-Sweepar.	Rs.61152/-
			Smt.Jaspinder Kaur, Reader (Outsourced)	DC Rate
			Miss Sarita, Sr. Asstt.(Outsourced)	DC Rate
			Sh.Abhishek Sood, Clerk (Outsourced)	DC Rate
			Sh.Ajay Thakur, Clerk (Outsourced)	DC Rate
			Ms. Manpreet Kaur, Clerk (Outsourced)	DC Rate
			Ms. Prabhjot Kaur, Clerk (Outsourced)	DC Rate
			Ms. Rajneesh Bhatt, Clerk (Outsourced)	DC Rate
			Ms. Divya Singh, Steno(Outsourced)	DC Rate
			Sh.Ranbir Singh, Driver (Outsourced)	DC Rate.
			Sh. Suraj, Peon (Outsourced)	DC Rate
			Sh.Manish Batish (Outsourced)	DC Rate
			Sh.Dalip Kumar, Mali (Outsourced)	DC Rate
			Sh.Pooran Chandra, Helper- cum-attendant (Outsourced)	DC Rate
1.10	Name, designation and other particulars of public information officers [Section 1(1)(b)(xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) &Appellate Authority (ii) Address, telephone numbers and email ID of each designation official.	i. Sh. Paviter Singh, PCS, Director of Industries, UT Chandigarh(Appellate Authority) ii) Sh.Durga Dass, Office Supdt Grade-I, (CPIO)Mb. No.9988845109 Office Ph.No 0172267906-07 Email ID dimsmeutchd@gmail.com Website links:-www.chandigarh.gov.in	
1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	No of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceeding	Nil	
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Education programmes	Nil	
		(ii)Efforts to encourage public authority to participate in these programmes	Nil	
		(iii)Training of CPIO/APIO	Nil	
		(iv)Update & publish guidelines on RTI by the Public Authorities concerned	Yes	

2. Budget and Programme			
S.No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i)Total Budget for the public authority	Budget 2023-2024 (copy attached at Annexure-V) and also spent amount
		(ii)Budget for each agency and plan & programmes	
		(iii)Proposed expenditures	
		(iv)Revised budget for each agency, if any	
		(v)Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2023-24	(i)Budget	Nil
		(ii)Foreign and documents Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil
		(iii)Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured, c) The works contracts concluded-in any such combination of the above-and d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	Nil

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)Name of programme of activity	-Prime Minister Employment Generation Programme -Pradhan Mantri Formalisation of Micro -Food Processing Enterprises (PMFME) scheme -PM Vishwakarma scheme			
		(ii)Objective of the programme	To generate employment opportunities			
		(iii)Procedure to avail benefits	Those who are interested to avail benefits under the above mentioned schemes applied on the designated on line portals.			
		(iv) Duration of the programme/scheme				
		(v) Physical and financial targets of the programme				
		(vi)Nature/scale of subsidy/amount allotted	Subsidy on Prime Minister Employment Generation Programme (PMEGP) for Govt.subsidy level under the scheme:-			
			Categories of beneficiaries	Owner's contribution	Rate of Sub. Cost of project	
			Area		Urban	Rural
			General	10%	15%	25%
			Special (including SC/ST/OBCs/Minorities/Women, Ex/ Servicemen, Physically Handicapped, NER, Hill and Border Area,	05%	25%	35%
			II.Subsidy on Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME) for 35% of the eligible project cost with a maximum ceiling of Rs.10.00 lakh per unit beneficiary contribution should be minimum of 10% of the project cost with balance being loan from bank.			
		(vii)Eligibility criteria for grant of subsidy	Essential training programme			
		(viii)Details beneficiaries of subsidy programme (number, profile etc)	Nil			
2.4	Discretionary and non-discretionary grants	(i)Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/other institutions	Not Applicable as no Discretionary and non discretionary grants are given.			
		(ii)Annual accounts of all legal entities who are provided grants by public authorities				
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section	(i)Concessions, permits or authorization granted by public authority	Not Applicable as no Concessions permit or authorization is granted.			
		(ii)For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting				

	4(1)(b)(xiii)]	<p>the concession/grant and/or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ Permits or authorizations</p> <p>d) Date of award of concessions/permits of authorizations</p>	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	No such paras were received during the financial year 2023-24. However, as and when such audit paras are received. They are addressed adequately.
3. Publicity Band Public interface			
S.No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(viii)]	Arrangement for consultation with or representation by the members of the public (i) Relevant Act, Rules Forms and other documents which are normally accessed by citizens	Not Applicable
		(ii) Arrangements for consultation with or representation by <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	Not Applicable
		Public-private partnership (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable

		(vi)Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not Applicable
		(vii)Information relating to outputs and outcomes	Not Applicable
		(viii)The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix)All payments made under the PPP project	Not Applicable
3.2	Are the details of the policies/decisions, which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i)Policy decisions/ legislations taken in the previous one year	Not Applicable
		(ii)Outline the Public consultation process	Not Applicable
		(iii)Outline the arrangement for consultation before formulation of policy.	Not Applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i)Internet(website)	Website link:- www.chandigarh.gov.in
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format.	Not Applicable
		(ii) Printed format	Not Applicable
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i)Free of cost	Not Applicable
		(ii)At a reasonable cost of the medium	Not Applicable
4. E.Governance			
S.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i)English	Not Applicable
		(ii)Vernacular/Local Language	Not Applicable
4.2	When was the information Manual/Handbook last update	Last date of Annual Updation	Not Applicable
4.3	Information available in election from [Section 4(1)(b)(xiv)]	(i)Details of information available in electronic form	The information related to industry is available on website of Chandigarh Administration . Website link:- www.chandigarh.gov.in

		(ii)Name/title of the documents/record/other information	Not Applicable
		(iii)Location where available	Not Applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i)Name & location of the facilities (ii)Details of information made available	All the services provided by the department are available to citizen during office time 9.30 A.M. to 5.30 P.M. , Department of Industries, U.T., Chandigarh at Plot No.39, Industrial Area, Phase-II, Ram Darbar, Chandigarh.
		(iii)Working hours of the facility	9.30 A.M. to 5.30 P.M.
		(iv)Contact person & contact details (Phone,fax email)	0172-2679007
4.5	Such other information as may be prescribed under section 4(1)(b)(xvii)	(i)Grievance redressal mechanism	Both offline/online
		(ii)Details of application received under RTI and information provided	17 RTI applications have been received and disposed off during the financial year 2023-24.
		(iii)List of completed schemes/projects/Programmes	Not Applicable
		(iv)List of schemes/projects/programme underway	Not Applicable
		(v)Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not Applicable
		(vi)Annual Report	Not Applicable
		(vii)Frequently Asked Question (FAQs)	Not Applicable
		(viii)Any other information such as a) Citizen's Charter	Not Applicable
		c)Six monthly reports loaded on the website or not	Not Applicable
		d)Performance against the benchmarks set in the Citizen's Charter	Not Applicable
4.6	Receipt & Disposal of RTI application & appeals	(i)Details of application received and disposed	17 RTI applications have been received and disposed during the financial year 2023-24.
		(ii)Details of appeals received and order issued	No appeal has been received through RTI online portal during the year 2023-24.
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of question asked and replies given	5 questions of parliament have been replied during the financial year 2023-24.

5. Information as may be prescribed

S.No.	Item	Details of disclosure	Particulars.
5.1	Such other information as may be prescribed	(i)Name & details of (a)Current CPIOs & First Appellant Authority (FAAs) Earlier CPIO & First Appellant Authority (FAAs) from 1.1.2005	<p>1.Sh.H.S.Khandhola, PCS 2.Sh.P.S.Shergil, PCS 3.Dr.Vandana Disodia, HCS 4.Sh.Mahavir Kaushik, HCS 5.Sh.Balbir Singh Dhol, PCS 6.Sh.Mahavir Kaushik, HCS 7.Sh.Satish Kumar Jain, HCS 8.Dr.Adapa Karthik, IAS 9.Dr.Tapasya Raghav,IAS 10.Ms.Shilpy Pattar, HCS 11.Ms.Kriti Garg, IAS 12.Sh.Tejdeep Singh Saini, PCS 13.Ms.Radhika Singh, HCS 14.Sh.Harjeet Singh Sandhu, PCS 15.Sh.Jagjit Singh, PCS 16.Sh.Rajiv Prashad, HCS 17.Ms.Shalini Chetal, HCS 18.Sh.Rakesh Popli, PCS 19.Sh.Sumit Sihag. HCS 20.Ms.Isha Kamboj HCS 21.Sh.Paviter Singh, PCS (Current Appellate Authority) 0172-2679007</p> <p>CPIO (Central Public Information Officer, DIC) 1.Smt.Arun Lata, Ex-Supdt 2.Smt.Sudha Bhatia, Ex-Supdt 3.Sh.Girdhari Lal, Ex-Supdt 4.Smt.Sarita, Ex-Sr.Asstt. 5.Sh.Rajiv Kumar, Sr.Asstt. KVIB (Additional charge 6.Sh.Raj Kumar, Office Supdt, Additional charge. 7.Sh.Rajiv Kumar, Sr.Assistt.KVIB 9.Sh.Durga Dass, Superintendent Grade-I) <u>Mb. No.9988845109</u></p>
		(ii) Details of third party audit of voluntary disclosure	Third Party Audit carried out on 19.06.2024.
		(a)Dates of audit carried out (b)Report of the audit carried out	
		(iii)Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Nil
		(a)Date of appointment (b)Name and Designation of the officers	
		(iv)Consultancy committee of key stake holders for active on suo-motu disclosure	Nil
		(a)Dates from which constituted (b)Name & Designation of the officers	
		(v)Committee of PIOs/FAAs with rich experience in RTI to Identify frequently sought information under RTI	Nil
		(a)Dates from which constituted (b)Name & Designation of the Officers	

6. Information Disclosed on own initiative			
S.No.	Item	Details of disclosure	Particulars.
6.1	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information		Website : www.chandigarh.gov.in

ANNEXURE - I

In this regard, it is submitted that consequent upon the joining of Director Industries and General Manager in the office, that we may assign him the following subject matter to be supervised by him:-

Function and Duties:-

1. Public Procurement policy for Micro Small Enterprises (MSEs)
2. Micro Small and Medium Enterprises Development Act, 2006
3. Online Single Window System,
4. Industrial Policy 2015 and Industrial (Amendment) Policy 2019
5. Convenor to implement the PMEGP Scheme of Govt. of India
6. Food Processing
7. Head of Department, District Industries Centre, U.T., Chandigarh
8. Member Secretary of Industrial Advisory Committee

Powers and duties of officers (administrative, financial and judicial):-

1. Ease of doing Business (Business reform action plan)BRAP
2. Export strategy
3. Micro Small and Medium Enterprises Development (MSMED) Act, 2006

Rules/orders under which powers and duty are derived:-

1. Make the policy
2. Promote the Industry
3. Chairman of MSFC
4. Sole Arbitrator of the CITCO and look after the financial work of this department.
5. Convenor to implement the scheme PMEGP (Govt. of India)

CHANDIGARH ADMINISTRATION
HOME DEPARTMENTNOTIFICATION

Chandigarh Dated, the 26-02-2019

No.4/176-(Part-III)-HII(6)-2018/4107

In exercise of the powers conferred by Sub-

Section (1) read with Sub-Section (2) of Section 30 read with Sub Section (1) of the Section 21 of Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), and in supersession of earlier Rules issued vide no. 4/176-Part I-HII(3)-2013/12605 dated 25.06.2012, the Administrator of Union Territory, Chandigarh is hereby pleased to make the following rules for facilitating the working of Micro and Small Enterprises Facilitation Councils (MSFECs).

Particulars1. Short title and commencement:

- (i) These rules may be called the Chandigarh, Micro and Small Enterprises Facilitation Council Rules, 2017.
- (ii) They shall extend to the whole of Union Territory of Chandigarh.
- (iii) They shall come into force from the date of their Publication in the Official Gazette of Chandigarh.

Definitions: In these rules, unless the context otherwise requires-

- (i) "Act" means the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006);
- (ii) "Arbitration and Conciliation Act" means the Arbitration and Conciliation Act, 1996 (26 of 1996);
- (iii) "Council" means the Chandigarh, Micro and Small Enterprises Facilitation Council, established by the Union Territory of Chandigarh under section 20 of the Act;
- (iv) "Chairperson" means the Chairperson of the Council appointed under clause (i) of Sub-section (1) of section 21 of the Act;
- (v) "Government" means the Government of Union Territory of Chandigarh, in the Department of Industries/MSME.
- (vi) "Administrator" means Administrator of the Union Territory of Chandigarh. All reference to Government hereinafter shall, in the case of the Union Territory of Chandigarh mean the Administrator.
- (vii) "Institute" means any institution or centre providing alternate dispute resolution service referred to in sub-section (2) and (3) of section 18 of the Act.
- (viii) "Member" means a member of the Council;
- (ix) "MSE unit" means a micro or small enterprise as per the provisions of Act.
- (x) "Section" means a section of the Act;
- (xi) The words and expressions used and not defined, but in the Act shall have the meanings assigned to them in the MSME Act, 2006.

3. Setting up of the MSEFC

- (i) The Government shall establish at least one Micro & Small Enterprises Facilitation Council (MSEFC). However, if the work so demands, it can also set up more MSEFCs exercising such jurisdiction and for such area as may be specified in the Notification.
- (ii) The Government may also give secretariat assistance to MSEFC so appointed. It may also designate some official of the Secretariat to work as the Secretary to the Council who can be empowered by MSEFCs to issue notices or orders on behalf of the Council.
- (iii) The Government may provide a legal expert to assist the Council.
- (iv) The fee and/or processing charges to be paid while filing application to the Council shall be 0.1 per cent of submitted total claim or Rs. 2500/- whichever is higher.
- (v) The Secretariat for Council may have its own seal.

4. Manner of appointment of Chairperson:

The Government shall appoint Director of Industries Department as Chairperson of the Council keeping in view the provisions as exist in Sub-clause (i) of Clause (1) of Section 21 of the Act. However, another senior officer can also be designated as Director of Industries for a limited purpose of being the Chairperson of the Council.

5. Manner of Appointment and Term of Members of MSEFC:

- (i) The MSEFC shall consist of not less than 3 but not more than 5 members, including the Chairperson.

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9/3/18DDC/Pol/18
AD/MSME
(Arms/MSME)AD/MSME
3/3/18
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AD/MSME

- (iii) Members shall be appointed as per provisions of clause (ii), (iii) and (iv) of Sub-Section (1) of Section 21 of the Act.
- (iii) A member appointed under clauses (iii), (iii) and (iv) of sub-section(1) of section 21 shall cease to be a member of the council if he or she ceases to represent the category or interest in which he or she was so appointed.
- (iv) When a member of the council dies or resigns or is deemed to have resigned or is removed from office or becomes incapable of acting as a member, the Government may appoint another person to fill that vacancy.
- (v) Any member of the Council may resign from the Council by tendering one month's notice in writing to the Government. The power to accept the resignation of a member shall vest in the Government.
- (vi) The term of members of MSEFC shall be 5 years and the Secretary Industries/Director Industries is competent to relieve the said member who has completed the said period i.e. 5 years and thereafter, appointment of new member shall follow.
- (vii) The Government may remove any member from office:-
- if he is of unsound mind and stands so declared by a competent court; or
 - if he becomes bankrupt or insolvent or suspends payment to his creditors; or
 - if he is convicted of any offence which is punishable under the Indian Penal Code (Act XLV of 1860), or
 - if he abstains himself/herself from three consecutive meetings of the Council without the leave of the Chairperson, and in any case, from five consecutive meeting; or
 - acquires such financial or other interest as is likely, in the opinion of the Government, to affect prejudicially his functions as a member.

6. Honorarium to the Members of the Council:

The remuneration, honorarium or fees and any allowances that may be paid to the members shall be at rates as approved/notified by the Government.

7. Procedure to be followed in the discharge of functions of the Council -

- An aggrieved MSE unit can move a reference to the MSEFC having jurisdiction of the area in the format provided as Schedule I of these rules. The reference must have the Udyog Aadhar Memorandum (UAM) number, mobile number and email address of aggrieved MSE unit as provided in Schedule I.
- Such references should be attached with fee or processing charges as notified by the Government, vide para 3 (iv) above and with an undertaking from aggrieved MSE unit that it has not moved a reference before the Civil Court on the same dispute.
- Upon receipt of references from the supplier MSE unit, the Secretariat of the Council shall enter the data in the web portal created for this purpose.
- After entering the data, acknowledgement of the receipt of reference shall be issued by the Secretariat to the applicant MSE unit through email.
- The Council may examine the reference at preliminary stage to check regarding the fee or competency of MSE unit to file the reference.
- In case if the reference or the particulars entered in it are not found to the satisfaction of Council, it may return the reference.
- The Council shall either itself conduct conciliation in the matter or seek the assistance of any institute for conducting the conciliation and if it decides to do so, shall refer the parties to the Institute.
- The Institute to which the issue is referred will make efforts to bring about conciliation and it shall submit its Report to the Council as soon as possible, usually within 15 days from reference to the Council.
- Where the conciliation is not successful and stands terminated without any settlement between the parties, the Council shall either itself take up the dispute for further action, i.e. arbitration or refer it to an 'institute' for the same.
- If the matter is referred to the Institute, the Institute shall arbitrate the issue as per the provisions of Arbitration and Conciliation Act, 1996 and refer the award to the Council.
- The Council after finalising the award, or receiving the award from the Institute shall consider the case and pass appropriate final orders in the matter.

8. Meetings of the Council and Quorum:

- The meeting of the Council shall be ordinarily held after giving seven days notice.
- However, in case of urgency, it can be called at such short notice as the Chairperson may find suitable.
- All the notices/ communication for the meeting shall be informed to the participant including through SMS and email.
- The Council shall hold regular meetings, at least once a month.
- The quorum of meeting will be two in case if the number of members is three or four, and it will be three if the number of members is five.

9. Decisions of the MSMEC

- (a) Any decision of the Council shall be made by a majority of its members present at the meeting of the Council.
- (b) Every reference made under Section 18 to the MSMEC shall be decided within a period of ninety days from the date of making such a reference.
- (c) The Secretariat shall upload the proceedings of every meeting of the Council on the web portal created for the purpose.
- (d) No application for setting aside any decree, award or other order made either by the Council itself or by any institution or centre providing alternate dispute resolution services to which a reference is made by the Council, shall be entertained by any court unless the appellant (not being a supplier) has deposited with it seventy-five per cent of the amount in terms of the decree, award or the other order, as the case may be, in the manner directed by such court.

10. Progress Report

- (i) The Council shall upload the basic information including the annual progress reported to the Council on the web portal created for the purpose.
- (ii) The Council shall provide information to the Member Secretary of the National Board for Micro, Small and Medium Enterprises as defined in the Act in the manner and form required from time to time.

11. Removal of difficulties

- (i) All the proceedings initiated as per earlier Rules shall continue unabated.
- (ii) If any difficulty arises during the course of implementation of these Rules, the same shall be clarified by the Central Government.

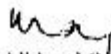
Chandigarh dated
the

Ajoy Kumar Sinha, IAS
Secretary Industries,
Chandigarh Administration

Endst. No.4/1/76(Part-II)-HII(6)-2018/

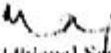
Chandigarh, dated the

A copy is forwarded to the Controller, Printing & Stationery, Union Territory, Chandigarh with the request that this notification may be published in the Chandigarh Administration, Gazette (Extra ordinary) and 30 copies thereof be supplied to this Administration for official use.


Additional Secretary Industries
for Secretary Industries,
Chandigarh Administration
Chandigarh, dated the 26-02-2018

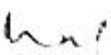
✓ Endst. No.4/1/76(Part-II)-HII(6)-2018/ 4109

A copy is forwarded to the Additional Secretary & Development Commissioner, Micro, Small and Medium Enterprises, Nirman Bhawan, New Delhi, w.r.t. letter No. 1(4)/2015-MSME Pol dated 13.06.2017 for information and necessary action.


Additional Secretary Industries
for Secretary Industries,
Chandigarh Administration
Chandigarh, dated the

Endst. No.4/1/76(Part-II)-HII(6)-2018/

A copy is forwarded to the Director Industries, Union Territory, Chandigarh for information and necessary action.


Additional Secretary Industries
for Secretary Industries,
Chandigarh Administration
Chandigarh, dated the

The clause seeks to empower the Central Government to administer in such manner, and also entrusts the Government with the responsibility for the coordination and ensuring timely utilisation and release of sums with such criteria as may be prescribed. (Notes on Clauses)

CHAPTER V

DELAYED PAYMENTS TO MICRO AND SMALL ENTERPRISES

15. Liability of buyer to make payment.—Where any supplier supplies any goods or renders any services to any buyer, the buyer shall make payment therefor on or before the date agreed upon between him and the supplier in writing or, where there is no agreement in this behalf, before the appointed day.

Provided that in no case the period agreed upon between the supplier and the buyer in writing shall exceed forty-five days from the day of acceptance or the day of deemed acceptance.

This clause seeks to specify the liability of buyer of goods and services from a supplier to make payment therefor on or before the date agreed upon between the two parties in writing or, where there is no agreement in this behalf, before the appointed day. The clause to this clause seeks to limit the period agreed upon between the supplier and the buyer in writing to forty-five days from the day of acceptance or the day of deemed acceptance. (Notes on Clauses).

16. Date from which and rate at which interest is payable.—Where any buyer fails to make payment of the amount to the supplier, as required under section 15, the buyer shall, notwithstanding anything contained in any agreement between the buyer and the supplier or in any law for the time being in force, be liable to pay compound interest with monthly rests to the supplier on that amount from time the appointed day or, as the case may be, from the date immediately following the date agreed upon, at three times of the bank rate notified by the Reserve Bank.

This clause seeks to specify the date from which and the rate at which interest is payable by the buyer to the supplier in case of the former failing to make payment of the amount to the supplier, as required under section 15. (Notes on Clauses)

17. Recovery of amount due.—For any goods supplied or services rendered by the supplier, the buyer shall be liable to pay the amount with interest thereon as provided under section 16.

This clause seeks to make the buyer liable to pay the amount with interest thereon as provided under section 16 for goods supplied or services rendered by the supplier. (Notes on Clauses)

18. Reference to Micro and Small Enterprises Facilitation Council.—(1) Notwithstanding anything contained in any other law for the time being in force, any party to a dispute may, with regard to any amount due under section 17, make a reference to the Micro and Small Enterprises Facilitation Council.

(2) On receipt of a reference under sub-section (1), the Council shall either itself conduct conciliation in the matter or seek the assistance of any institution or centre providing alternate dispute resolution services by making a reference to such an institution or centre, for conducting conciliation and the provisions of sections 65 to 81 of the Arbitration and Conciliation Act, 1996 (26 of 1996) shall apply to such a dispute as if the conciliation was initiated under Part III of that Act.

referred to in clause 17. (Notes on Clauses).

19. Application for setting aside decree, award or order.—No application for setting aside any decree, award or other order made either by the Court itself or by any institution or centre providing alternate dispute resolution services to which a reference is made by the Council, shall be entertained by the Court unless the appellant (not being a supplier) has deposited seventy-five per cent. of the amount in terms of the decree, award or order, as the case may be, the other order in the manner directed by such Court:

Provided that pending disposal of the application to set aside the decree, award or order, the Court shall order that such percentage of the amount deposited shall be paid to the supplier, as it considers reasonable under the circumstances of the case, subject to such conditions as it deems necessary to impose.

This clause seeks to debar any Court or other authority from entertaining an appeal against any decree, award or any other order unless the appellant (not being a supplier) has deposited with it seventy-five per cent. of the amount in terms of the decree, award or order. (Notes on Clauses).

20. Establishment of Micro and Small Enterprises Facilitation Council.—The State Government shall, by notification, establish one or more Micro and Small Enterprises Facilitation Councils, at such places, exercising such jurisdiction and for such areas, as may be specified in the notification.

This clause seeks to make it mandatory upon each State Government to establish one or more Micro and Small Enterprises Facilitation Councils for the purposes of this Act. (Notes on Clauses).

21. Composition of Micro and Small Enterprises Facilitation Council.—(1) The Micro and Small Enterprises Facilitation Council shall consist of not less than three but not more than five members to be appointed from amongst the following categories, namely:—

(i) Director of Industries, by whatever name called, or any other officer not below the rank of such Director, in the Department of the State Government having administrative control of the small scale industries or, as the case may be, micro, small and medium enterprises; and

ANNEXURE - III

Chandigarh Administration
Department of Personnel

Notification

The 12th May, 2020

MINISTRY OF INDUSTRY
M. (M)
IPOT
No. 6078

No. 28/59-IH(7)-2020/4885 - In partial modification of the Notifications No. 10-88/1302 dated 25.02.1988 and No. 28/1/29/92-IH(7)/1766 dated 24.01.1992 and in exercise of the powers conferred by sub-section (1) of Section 3 of the Chandigarh (Delegation of Powers) Act, 1987, the Administrator, Union Territory, Chandigarh is pleased to direct that following shall be the Appointing and Disciplinary Authority (Minor/Major Penalty) in respect of the officers/officials working in Chandigarh Administration:-

1. All India Services (AIS) Officers	As per rules/ instructions of Government of India
2. State Civil Services (SCS) Officers	Concerned State Government
3. DP/GMCH, Chief Engineer, Chief Architect, DHS	Administrator
4. Group A	Adviser to the Administrator
5. Group B	Administrative Secretary
6. Group C	Head of Department
7. Group D	Head of Department

2. However, the following matters shall require the approval of the Administrator, Union Territory, Chandigarh:-

- To send proposals to Government of India for taking All India Services (AIS) officers on deputation to U.T., Chandigarh.
- To take State Civil Services (SCS) officers on deputation.
- To send disciplinary action proposals against All India Services / State Civil Services (AIS/SCS) officers to the concerned disciplinary authorities.

3. Notifications No. 28/59-IH(7)-2019/18258 dated 29.11.2019 and No. 28/59-IH(7)-2020/4340 dated 30.03.2020 issued by this department are hereby withdrawn.

By order and in the name of
Administrator
Union Territory, Chandigarh
Dated: 12/5/2020

Endst. No. 28/59-IH(7)-2020/4886

A copy is forwarded to the all the Administrative Secretaries/Heads of the Departments/ Offices/ Institutions for information and necessary action.

Special Secretary Personnel
for Administrator
Union Territory, Chandigarh
Dated: 12/5/2020

Endst. No. 28/59-IH(7)-2020/4887

A copy is forwarded to the all the Administrative Branches, Chandigarh Administration Secretariat for similar action.

Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

From

The Special Secretary Personnel
Union Territory, Chandigarh.
(Department of Personnel)

PUC No.28/59-IH(7)-2020/4686, dated 12.5.2020

Subject:- Delegation of power.

For facts of the case, please see office note on page 50 ante. Vide PUC, the Special Secretary Personnel, Union Territory, Chandigarh has issued notification dated 12.5.2020 to the effect that in the partial modification of the Notification No.LD-88/1302, dated 25.2.1988 and No.28/1/29/92-IH(7)/1766, dated 24.1.1992 and in exercise of the powers conferred by sub-section (I) of Section 3 of the Chandigarh (Delegation of Powers) Act, 1987, the Administrator, Union Territory, Chandigarh is pleased to direct that following shall be the Appointing and Disciplinary Authority (Minor/Major Penalty) in respect of the officers/officials working in Chandigarh Administration-

1. All India Services(AIS) Officers.	As per rules/instructions of Government of India
2. State Civil Services (SCS) Officers	Concerned State Government
3. DP/GMCH, chief Engineer, chief Architect, DHS	Administrator
4. Group A	Adviser to the Administrator
5. Group B	Administrative Secretary
6. Group C	Head of Department
7. Group D	Head of Department

However, the following matters shall require the approval of the Administrator, Union Territory, Chandigarh.

i	To send proposals to Government of India for taking All India Services (AIS) officers on deputation to U. T., Chandigarh
ii	To take State Civil Services (SCS) officers on deputation
iii	To send disciplinary action proposals against All India Services/ State Civil Services (AIS/SCS) officers to the concerned disciplinary authorities.

Notifications No. 28/59-IH(7)-2019/18258, dated 29.11.2019 and No.28/59-IH(7)-2020/4340, dated 30.3.2020 issued by the department are hereby withdrawn.

In view of the above, Officers are requested to note the contents of above said notification for their information please.

Sd/-
19/5/2020

Recd/-

Sd/-

19/5/2020

for information please

20/5/2020

Sd/-

20/5

20/5

20/5

SAL

DDP

25

20/5

20/5

Endst. No. 28/59-1H(7)-2020/ 4888

Dated: 12/5/2020

A copy is forwarded to the Controller, Printing and Stationery, Territory, Chandigarh with the request to publish the above said notification on official e-gazette portal.

Harish
Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/59-1H(7)-2020/ 4889

Dated: 12/5/2020

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action. He is requested to upload the above notification on the official website of Chandigarh Administration.

Harish
Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

pod

Good

Ms

of their

Class. Office Supdt.

MOST IMMEDIATE/ BUDGET MATTER

No. F&PO(5)-2023/ 4191
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Chandigarh, dated the 24/3/2023

To

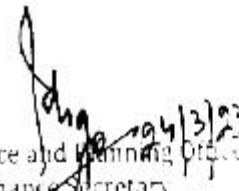
All the Heads of Departments,
Chandigarh Administration

Subject:- Intimation of Budget Estimates 2023-24.

Sir/Madam,

This is in continuation of this Administration letter No. F&PO(5)-2023/3899 dated 20.03.2023 on the subject noted above.

It is intimated that the Financial Year under the column "BF" of the Annexure attached in the above referred letter may be read as "2023-24" instead of "2022-23".


Finance and Planning Officer
for Finance Secretary
Chandigarh Administration

W/

SA

556/28/3/22

Head of Account	BE
	2023-24
(Amount in Thousands)	
DEPARTMENT : 275 - INDUSTRY	
2851 - Village and Small Industries.	
001 - Direction and Administration	
03 - Establishment	5000
03 00 01 - Salaries	5000
03 00 02 - Wages	50
03 00 05 - Rewards	300
03 00 06 - Medical Treatment	2450
03 00 07 - Allowances	200
03 00 08 - Leave Travel Concession	170
03 00 11 - Domestic Travel Expenses	2950
03 00 13 - Office Expenses	600
03 00 18 - Rent for Others	200
03 00 19 - Digital Equipment	150
03 00 24 - P.O.L.	500
03 00 26 - Advertising and Publicity	18600
TOTAL : 03-Establishment	
004 - Research and Development.	
14 - Settingup of Quality Marketing Centre	10000
14 00 31 - Grants-in-aid - General	
105 - Khadi and Village Industries.	
01 - Grant-in-aid to UT Khadi & Village Industry Board	6100
01 00 31 - Grants-in-aid - General	34700
TOTAL : 2851	
2852 - Industries.	
80 - General.	
001 - Direction and Administration.	
04 - Startup Policy	
01 - Chandigarh	
04 01 49 - Other Revenue Expenditure	50000
05 - Export Plan	
01 - Chandigarh	
05 01 49 - Other Revenue Expenditure	100000
TOTAL : 2852	150000
4885 - Other Capital Outlay on Industries and Minerals	
01 - Investment in Industrial Financial Institutions	
190 - Investment in Public Sector and other Undertakings	
62 - ICT Equipment for Industry Department	
01 - Chandigarh	
62 01 71 - ICT Equipment	800
TOTAL : 4885	800
TOTAL : 275 - INDUSTRY	185500

**DEPARTMENT OF INDUSTRIES,
UNION TERRITORY, CHANDIGARH.**

OFFICE ORDER

Keeping in view the efficacious disposal / accomplishment of work in the office ~~undersigned~~ the work allocation among different employees is hereby done in the following manner:-

Sr.No	Name & Designation	Duties Assigned
1	Sh Durga Dass, Supdt Grade-I	<ul style="list-style-type: none"> -Supervision of work of DIC and KVIB staff -CPIO (RTI Act 2005) -Nodal Officer RTI Act -Nodal Officer CPGRAM -Nodal Officer Election -Nodal Officer E-Vigilance -Nodal Officer (MPARY/ACR) -Monitoring the attendance of outsourced staff - All Establishment matters <p>All files of DIC office will be channelized through Office Supdt -Any other work assigned by the Authorities from time to time</p>
2	Sh Anil Yadav, Section Officer (SO)	<ul style="list-style-type: none"> -Supervision of All Financial and Accounts Matters -Cash book -Audit paras - Accounting and finance objections -Reconciliation with the AG/Treasury -Account branch including plan/inon plan budget/expenditure and Centrally Sponsored Schemes as per requirement raised by concerned officials -Revised Estimates -Bank accounts -House Rent/Property Return/Form 16 (Income Tax) -Allowances/Honorarium/Bonus/Increment (Calculation after sent by estb. Branch) -Salary/Payments bills/Pay fixation/ Pay scale anomalies <p>Sh Ishan Sharma, Clerk attached with SO for accounts work.</p> <p>All financial and accounts matters file be channelized through SO -Any other work assigned by the Authorities from time to time</p>
3	Ms. Vijayata, Food Manager (Contractual) and Mr. Ajay Thakur, Clerk (Outsourced)	<ul style="list-style-type: none"> -All Policy matters -Industrial Policy -Startup Policy -PMFME scheme / Food processing policy and Nodal officer of food processing -Export hub/Expo Trade/Expo Policy -RAMP -Vision Document -Food processing Policy -LEADS -GATI Shakti -Cost of regulation -Industrial Advisory Committee -Govt. of India schemes including MSME -PM Vikas Vishkarma -To look at the work of Ease of Doing Business -Business Reform Action Plan, Single Window System -Pragati, Key Performance Indicator Framework -Regulatory Compliance burden -Statistics / Abstract Data -SDG-overall index performance and aligning budget with SDG Good Governance Index India Innovation Index, Ranking & Indices etc -All work of Ajay, Clerk (Outsourced) will be routed through Ms. Vijayata -All files of Vijayata will be routed through Office Superintendent <p>Any other work assigned by the Authorities from time to time</p>
4	Ms. Sarita, Sr Assistant (Outsourced)	<ul style="list-style-type: none"> -Establishment work of DIC including service book and ACR file -Submission of Annual Report -Achievement Note -Lok Sabha/Rajya Sabha Question -State Level Coordination Committee (7th Economic Census) -Meetings -Right to service Act, 2005 -RTI Act, 2005 (RTI files to be dealt by her) -Outsourced / Contractual Manpower hiring and maintaining of their record <p>-All files to be routed through Sh Durga Dass, Office Supdt. -Any other work assigned by the Authorities from time to time</p>

5	Sh. Hukam Singh, Sr Asstt., KVIB	<ul style="list-style-type: none"> -In Additional to KVIB work -All kind of Accounts matters/ purchase/ store work -Audit paras -All files of financial/accounts matters of Sh. Ishan Sharma, Clerk will be routed through him -All files of purchase/care taking of Sh. Satish Kumar, Clerk will be routed through him
6	Sh. Devinder Singh, Jr Assistant, KVIB	<ul style="list-style-type: none"> -Any other work assigned by the Authorities from time to time -In additional to KVIB work -All work related to Handloom Estate, Manimajra -Renewal of Capacity Assessment Certificate -Monitoring of Udyog Registration -All Indl. Court cases of DIC (Data entry work regarding uploading of information on CCMS portal will be done by Sh. Abhishek Sood, Clerk) -Rent collection of properties and supervision of rent collection pertaining to properties of this department and finalization of license deed & its renewal from time to time and proper checking of Rent Collection Register -Fairs & Exhibitions including Kala Darpan and Tableau work -MSME files (Industrial association /Long pending issues) -Delhi Financial Corporation files -Recovery of loan cases under State to Industry Act
	Sh. Ishan Sharma, Clerk	<ul style="list-style-type: none"> -Any other work assigned by the Authorities from time to time To assist D as personal staff -All Accounts matters -Salary bills of regular / outsourced/ contractual staff -Form 16 (Income Tax), TDS, GST, -Pay & Allowances Report -Maintenance of register related to accounts branch -Electricity and water bill of DIC and Handloom Estate, Manimajra including maintenance of its register -Reconciliation of accounts with the Central Treasury and A.G. office -Publicity and Advertisement e-bills All files to be routed through Sh. Hukam Singh, Sr Assistant -Any other work assigned by the Authorities from time to time
8	Ms. Priyanka, Clerk	<ul style="list-style-type: none"> -Diary Fresh Dak and Despatch -To operate emails on daily basis. -Ms. Priyanka is attached with Ms. Sarita, Sr. Asstt. (Outsourced) and she will also deals files of work allocated to Ms. Sarita -Any other work assigned by the Authorities from time to time
9	Ms. Jaspinder Kaur, Reader (Outsourced) and Sh. Abhishek Sood, Clerk (Outsourced)	<ul style="list-style-type: none"> -Any other work assigned by the Authorities from time to time -MSEFC and Arbitration Court cases. -Cases/Petitions under Section 13 of the Companies Act including miscellaneous section/petitions/cases -Nodal Officer of Court case (CCMS Portal) Data entry work regarding uploading of information on CCMS portal will be done by Sh. Abhishek, Clerk) -Update of CPGRAM portal and e-Samiksha portal
10	Sh. Satish Kumar, Clerk, KVIB	<ul style="list-style-type: none"> -Any other work assigned by the Authorities from time to time In addition to KVIB work -Store/Caretaker -All purchase work including purchase through GeM portal and dealing of purchase/caretaking files -Care taker w.r.t. building works of DIC/Handloom Estate, Manimajra -PMEGP Loan cases of DIC and UT/KVIB, Chandigarh. -To maintain all old record of this office lying in Record Room -Files of caretaker to be routed from Sh. Hukam Singh, Sr. Asstt and then Office Supdt. -Work regarding PMEGP/EDP file will be routed through Sh. Devinder Singh, Jr Assistant -Any other work assigned by the Authorities from time to time

The concerned staff to Handover/Takeover the charge of office record in respect of their respective seats in view of above orders and submit the charge report to the undersigned through Office Superintendent within one week from the issues of these orders

Chandigarh dated
06.09.2023

PAVITER SINGH, PCS
Director Industries,
Union territory, Chandigarh.

Endst.No.DIC/Admn./2023/ 2516-2525

Dated 8/9/2023

- A copy is forwarded to the following for information and necessary action:-
1. Section Officer, UT KVIB, Chandigarh.
 2. All concerned officers/officials, DIC/ UT, KVIB, Chandigarh.

Year 2023 21

S.N.

Discipline Name & Address of the Applicant & Department

Subject

Letter no and date on which information supplied

(CPIO) Signatures

1)

878 dt 9-5-2023

Post Office
on 10/10/23

Sd. Poo Kant Sankar Nayak, Joint
Area Phase I, Choudhary

Supply of information under RTI Act
2005

Reply sent vide this office letter no. 1/
RTI/2023/97 dt 22-5-2023

2)

1122 dt 30-6-2023

Central Public Information Officer
Regional Employment Exchange, U.P. Co
(MS. Panchsagar, Var)

Supply of information under RTI Act
2005

Reply sent to the applicant with a copy to the
CPIO/Dept of Social Welfare and CPIO Regional
Employment Exchange, U.P. Co vide this office letter
no. 26-5-2023 dt. 18-7-2023

3)

897 dt 11-5-2023

Supdt. Finance - cum - Central Public
Information Officer, Choudhary
Alkhan S. F. cum - CPIO/RTI/2023/
6286 dt 4-5-2023 (Sd. Ram Kumar
Gang, Sector 27-D, Chandigarh)

Supply of information under RTI Act
2005

Reply sent to the applicant with a copy to the
Supdt. Finance - cum - CPIO, Choudhary vide this
office letter no. 18/RTI/2023/1020 dt
26-5-2023

4)

1611 dt 30-8-2023

Supdt. cum - CPIO, C/O Deputy
Commissioner, Central A.W.R.
De. Poo, Choudhary, Alkhan S. F. cum -
CPIO/RTI/2023/6286 dt 4-5-2023
(MS. Panchsagar, Sector 27-D, Chandigarh)

Supply of information under RTI Act
2005

Reply sent to the applicant with a copy to the
Supdt. cum - CPIO, C/O Deputy Commissioner,
Central A.W.R. Choudhary vide this office letter
no. 18/RTI/2023/1020 dt 1-9-2023

5)

1611 dt 30-8-2023

The Superintendent (Public) cum - Central
Public Information Officer, Choudhary, Alkhan S. F. cum -
CPIO/RTI/2023/6286 dt 4-5-2023
(MS. Panchsagar, Sector 27-D, Chandigarh)

Supply of information under RTI Act
2005

Reply sent to the applicant with a copy to the
Supdt. (Public) cum - CPIO, Choudhary vide this
office letter no. 18/RTI/2023/1020 dt 1-9-2023
and also reply to the applicant's query and to the
info this office vide this office letter no. 18/RTI/2023/1020 dt 1-9-2023

1/11/23

1/11/23

1/11/23

1/11/23

1/11/23

SR.N.

Diary no
Date Name & Address of the Applicant & Department

Subject

Letter no and date on which information supplied

(CP
Sig

12. 23.4.5 dt
23-11-2013

SH. Ram Kumar Gang, H.No. 3322
Sector 27-D, Chandigarh

Reply sent vide this office letter No. DIC/RTI/2013/3110 dt 13-12-2013 to the applicant.

13. 26.9.14 dt
29-12-2013

Sh. Adarsh Kaper, 26 D, Second Floor
Delhi

Forwarded the RTI application to the Chief Engineer and immediately send CPIC letter 14-12-2013 and request for information and copy of the address of the 30 Sec 5 and 100 Sec 5A which lead in the state of India.

14. 27.8.8 dt
4-1-2024

The CPIC (M.A. Bhandal) Estate, P.O. U.T. CM (SH. Yashpal Malik Sonoi)

Reply sent vide the office letter No. 201/RTI/2024/3362 dt 10-1-2024 to the applicant with a copy to the CPIC (M.A. Bhandal) Estate office 11-2-2024.

15. 30.6.2024 dated
6-2-2024

Sh. Rhamed Meera Themed S/O Father's Door No. 3-E Trichendur Road East, Opposite K.M.T. Hospital, Ganga Zalekha West, Koyal Padam (Post) - 628834

RTI application being registered on No. UTRID/RTI/24/0001. (Updated on the RTI portal of the office on 14/2/2024)

Reply sent vide this office letter No. DIC/RTI/2024/3568 dt 14-2-2024 to the applicant.

16. 3.5.9 dated
14-2-2024

Central Public Information Officer, Regional Employment Ex-Committee U.T. Chd (SH Gangadhar Singh, H.No. 2645-A, M.G. Road, Pataki)

Supply of information under Act 2005 to information Act 2005

Reply sent vide this office letter No. DIC/RTI/2024/3598 dt 16-2-2024 to the applicant with a copy to the CPIC/RTI, Chd.

File No	Diary No and date	Name and address of the applicant or department	Subject	Reference and date on which information supplied	Remarks
17	3888 dt. 7.3.2024	Central Public Information Board Regional Employment Exchange (R) Cnd (Sh. Sundar Singh) A. S. Chd D. No. 3562, Sector 38-D, Chd	Request Supply of Information under RTI Act 2005	Reply sent vide this office letter in D.O. No. 3562/38-D dated 19.3.2024 to Sh. Sundar Singh A. S. Chd to 3562 Sector 38-D, Chd with a copy to Regional Employment Exchange, U. Chd	

2023

Sl. No.	Enquiry No / Email No.	Department	Subject
1	No. 1395 of 28/7/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.
2	Enquiry dated 29/11/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.
3	Enquiry dated 29/11/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.
4	Enquiry dated 1/12/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.
5	Enquiry dated 1/12/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.

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4	Enquiry dated 1/12/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.
5	Enquiry dated 1/12/2023	Public Welfare Deptt.	Re: 1. Suburban Question no. 55443. 2. For insurance no. 2-4-2023 regarding Railway.

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