Manual 1
Particulars of Organization, Functions and Duties
[Section 4(1)(b)(i)]

1.Aims and objectives:

The Department of Industries, Trade and Commerce is concerned with the promotion, development and regulation of industries in the State of Goa.

2. Mission /Vision Statement:

The mission of the Government for economic development includes:

i. Environmentally sustainable industrial development to be ensured while accelerating investment in the State;
ii. Sustainable employment for the people of Goa, without impacting cultural identity;
iii. Existing industry in Goa to be competitive;
iv. Infrastructure enablers to be available and reliable;
v. Governance structure that is transparent, seamless and pro-active.

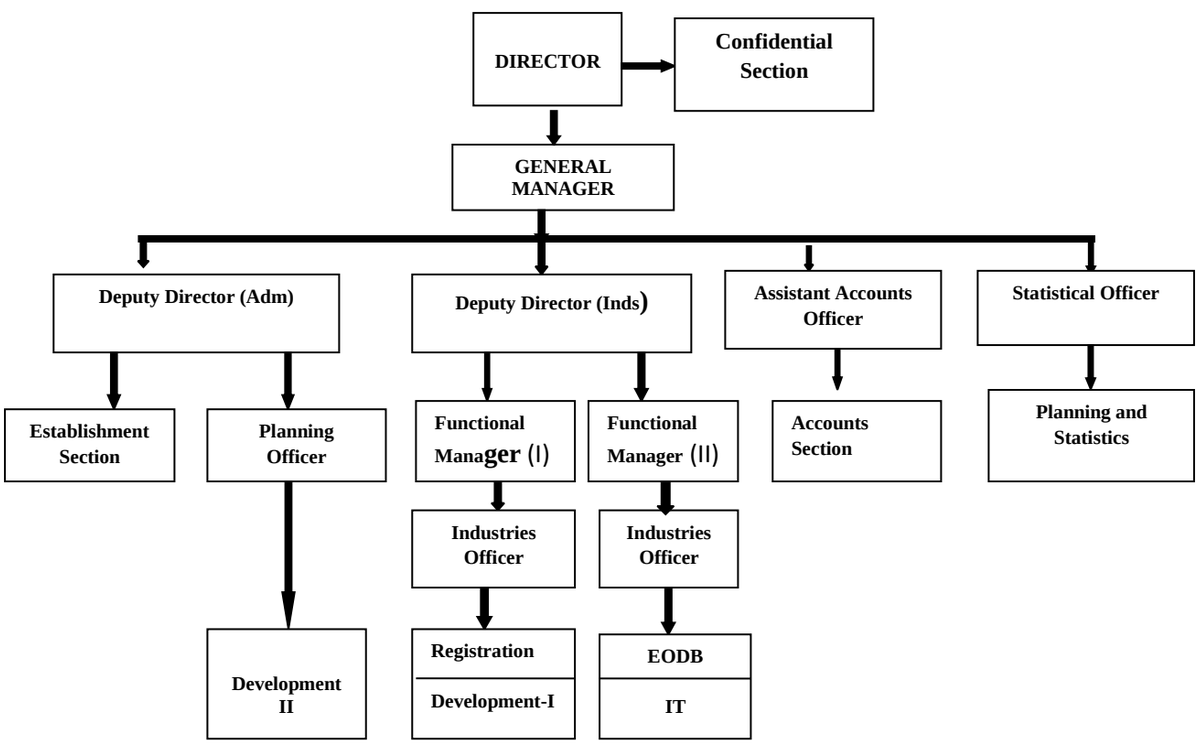
3. Brief History and background of establishment:

The nomenclature of the Directorate of Industries and Mines has been changed to the "Directorate of Industries, Trade & Commerce"(DITC) by the State Government vide Notification No.23/1/87-GA & C dated 6th September,2002. With the above change, the Mines Wing has been separated and formed into a separate Department of Mines & Geology.

4.Organization Chart:

ORGANISATION CHART

DIRECTORATE OF INDUSTRIES, TRADE AND COMMERCE



5. Main activities/functions:

i. To promote Micro, Small and Medium Enterprises/Industries thereby creating sustainable employment opportunities mainly for the people of Goa .
ii. Providing guidance for policies in other investment areas from primary sector, and for creation of the institutional framework for facilitating investment Promotion Board/Government of Goa on an ongoing basis.
iii. To make the process of investment simple and quick through a transparent Investor-Government interface.
iv. Facilitate approvals for investors to set up their unit in Goa.
v. Assist the investors in obtaining clearances in a timely manner.
vi. To create an enabling environment conducive to attract investment in agro-based industry.
vii. To provide incentives to industries.

6. List of Services being provided by the public authority with a brief write-up on them:

1. **<u>The Goa State Incentives to Encourage Investments Scheme 2017, 'Umbrella Scheme'</u>**.

The Government has notified the Goa State Incentives to Encourage Investments Scheme, 2017 to be called as the 'Umbrella Scheme' which provides for financial assistance to the enterprises in the State of Goa. The said Scheme was notified vide Notification No.3/10/2017-IND dated 28th March, 2018 and came into force w.e.f.01.10.2017.

Under the 'Umbrella Scheme' separate Target Schemes have also been notified for specific invectives; the details of which are given hereunder:

2. **<u>INTEREST SUBSIDY SCHEME</u>**

All micro, small, medium manufacturing units; hinterland eco-tourism projects in lesser developed talukas who have commenced commercial production after 1.10.2017 and employing minimum 60% Goan employees are eligible.

The benefits are reimbursement of 30% of interest paid on eligible Term loan ***and/or*** reimbursement of 30% of interest paid or 1.5% of turnover (whichever is less) on eligible working capital loan.

The ceiling limit is restricted to up to Rs. 25.00 lakh per annum.

3. **<u>EMPLOYMENT SUBSIDY SCHEME</u>**

All micro, small, medium, large manufacturing units; hinterland eco-tourism projects in lesser developed talukas and which are employing minimum 60% Goan employees, being paid minimum salary of Rs.8000/- per month are eligible.

The benefits are reimbursement of **50%** of salaries paid to Goan eligible employees pertaining to micro, small, medium units and reimbursement of **25%** of salaries paid to Goan eligible employees for Large units as per proportion specified in the Scheme.

ForMicro, Small, Medium, Eco Tourism units - the benefit is restricted to Rs 25 lakh per annum; and for Large unit- UptoRs 50 Lakh per annum.

However, the benefit shall be restricted to Rs.7000/- per person per month.

4. **INCENTIVES FOR CERTIFICATION AND IPR REIMBURSEMENT SCHEME**

All micro, small, medium, large manufacturing units, hospitals and educational institutions obtaining any standard certification and/ or intellectual property rights (IPR) except statutory certificates are eligible.

The benefits are reimbursement of 100% of cost of obtaining certificates (excluding hotel/travel charges etc).

Reimbursement of 50% of cost of registering (IPR) and fees paid to the registry for registration of IPR.

The ceiling on benefit for certification is Rs.8.00 lakh and for IPR is Rs.15.00 Lakh.

5. **INCENTIVES TO TRAINING PROSPECTIVE EMPLOYEES**

All micro, small, medium, large manufacturing units are eligible for reimbursement of 60% of cost of training to the unit. The incentive is to be claimed yearly on filing of application. The benefit will be given as Rs.60,000/- per employee and Rs.7,20,000/- per unit per year, as the case may be. The training must be conducted by approved Skill Training Provider as per the Scheme.

6. **INCENTIVE TO ENCOURAGE PURCHASES FROM LOCAL SUPPLIERS SCHEME**

All micro, small, medium, manufacturing units are eligible provided the purchase of minimum 50% (in value) of raw material/ component/ tools etc (input requirement for production) are purchased from local sources/ manufacturers.

The benefit under the scheme is reimbursement of 2% of the cost of local purchases The maximum subsidy is Rs.5 lakh per unit per year; for 5 consecutive years from the date of first application.

7. **INCENTIVES TO GREEN INVESTMENTS SCHEME**

All micro, small, medium, large manufacturing units

Conducting water & energy audit and/ or purchased power saving equipment are eligible.

Benefits under the scheme include:

The reimbursement of 25% of cost of water & energy audit with a ceiling of 1 lakh per unit.

Reimbursement of 40% of cost of power conservation equipment with a ceiling of Rs.10.00 lakh per unit.

8.CAPITAL SUBSIDY SCHEME

All Micro and Small Scale manufacturing units who have
Commenced commercial production after 1.10.2017 are eligible.
Further, the units which carry out substantial expansion after 1.10.2017 as defined in the Umbrella Scheme are also eligible.

The benefits include a capital subsidy of 30% of the cost of capital

provided the subsidy on building/office is restricted to Rs 5 lakh; (for micro units)

A capital subsidy of 30% of the cost of capital provided the

subsidy on building/office is restricted to Rs 10 lakh (for small

units).

For the purpose of this scheme, the cost of capital shall include the

cost of:

(i) All plant and machinery installed in the unit;
(ii) Information and communication technology (ict) equipment required to operate the machinery;
(iii) Office and factory premises.

8. **GOA TRIBAL'S EMPLOYMENT GENERATION PROGRAMME SCHEME, 2017**.

The main objective of the Scheme is towards Self Employment and Generation of Employment within the Tribal communities and creating of funds so as to target tribal families.

The members of the Tribal Community as notified by the Government of Goa, should possess education qualification of at least 4thStd and above and should be in the age group of 18 to 45 years, to avail incentives under the scheme.
The eligible member can venture into the following sectors:

1. Micro and Small Manufacturing Enterprises.
2. Service Enterprises.
3. Trade Enterprises.

The benefits include:

Micro and Small Manufacturing Enterprise – Maximum loan of Rs.25.00 lakh and 40% subsidy.

Service Enterprise – Maximum loan of Rs.15.00 lakh and 40% subsidy.

Trade Enterprise – Maximum loan of Rs.15.00 lakhs and 40% subsidy.

The rate of interest towards disbursed and outstanding loan amount shall be 2%. Further, the subsidy is given at the time of releasing the loan itself.

The applicant has to undergo Entrepreneur Development Programme Training (EDP) within six months from the date of sanction of loan.

10. SHARE CAPITAL TO LOCAL ENTREPRENEURS AND SELF-EMPLOYED SCHEME 2015.

The Government of Goa has introduced the Share Capital to Local Entrepreneurs and Self Employed Scheme 2015.

The main objective of the scheme is to encourage local youth to start income generating activities and to encourage local youths to start income generating activities and to encourage self-employment. The capital given under this Scheme is interest free. The Scheme is implemented through EDC Ltd., to the beneficiaries under the Chief Minister RojgarYojana.

The Eligibility under this scheme is as under:

1.Individuals or groups of individuals can avail this facility.
2. Individuals who are born and residents for 15 years in Goa and have passed graduation or XII or X or schooling from the State of Goa.
3. Applicnt shall be below 42 years of age (relaxation of 5 years for SC, ST, OBC, Women, Disabled).
4. Applicants shall be minimum VIIthpassed.
5. The income of the applicant along with spouse shall not exceed Rs.3.00 lakh per annum.

The benefits under this schemes; 50% of capital contribution is made by this Directorate to the applicants under Chief Minister's Rojgar Yojana (CMRY) Scheme implemented by EDC ltd., (80% in case of SC/ST applicants and 75% in case of Self Help Groups).

11.'Goa State 25% Subsidy for Self Employed Scheme 2015'

The Government of Goa has introduced 'Goa State 25% Subsidy for Self Employed Scheme 2015' to boost employment in the State and to encourage beneficiaries under the self-employed schemes to repay their loan regularly and the same is implemented through EDC Ltd.

The Scheme provides 25% subsidy on fixed capital investment for all activities related to industrial and other self-employment opportunities which are covered under the Chief Minister's RojgarYojana.

12.Prime Minister's Employment Generation Programme (PMEGP)

(Central Scheme)

The Prime Minister's Employment Generation Programme (PMEGP) is a credit linked subsidy programme to generate employment in rural as well as urban areas.

Any individual above 18 years of age having educational qualifications of minimum VIIIth pass are eligible.

Maximum project size is Rs.25 lakh for manufacturing and Rs.10 lakh for service sector, with a subsidy ranging from 15% to 35% as per eligibility criteria.

13. **Preferential Purchase Incentives for Micro & Small Enterprises Scheme**

To give boost to micro and small enterprises, also Micro & Small Enterprises registered with the Directorate of Industries, Trade & Commerce are given special treatment in any tender floated by Government Departments, under the Schemes. Micro & Small Enterprises shall be allowed to match to lowest tender price floated by non-small scale units provided its quoted price is within 15% of lowest quoted price floated by non-micro & small enterprises.

7.Citizens interaction- Expectation of the public authority from the public for enhancing its effectiveness and efficiency:

Any suggestion of the Citizen's received, the Government will take necessary action on it.

8.Postal address of the main office, attached/subordinate office/field units, etc:

Address	Phone	Website
Directorate of Industries, Trade & Commerce, Udyog Bhavan, Panaji, Goa 403001	0832-2222241 2420787 2226377 2422268 Fax: 0832 2224116	WWW. ditc.goa.gov.in **Email:** Dir-indu.goa@nic.in

9. Working hours both for office and public:

From 9.30 am. to 1.15 p.m. and from 2.00 p.m. to 5.45 on all working days excluding Saturday, Sunday and Public Holidays.

10.Grievance redressal mechanism:

As per the Directives issued by the Ministry of public grievances, Secretary, Public Grievances, this Directorate has appointed Public Grievances Officer to deal with complaints received from the Public.

PUBLIC GRIEVANCES OFFICER

Shri Rohan J. Kaskar

Dy. Director(Adm)

Ph. No. 2420787

Email:- Dir-indu.goa@nic.in

Complaints public can lodge their Grievances online on www.publicgrivances.goa.gov.in

Manual 2

Power and Duties of Officers and Employees

[Section 4(1)(b)(ii)]

1. DIRECTOR, DIRECTORATE OF INDUSTRIES, TRADE & COMMERCE

Designation of Officer	Allotment of Duties
1	2
Director	**1. Head of the Department.** 1. Chairman MSEF Council 2. All the statutory, financial, administrative powers & other duties entrusted upon by the Government, competent authorities, etc from time to time.

CONFIDENTIAL SECTION

Sr. No.	Designation	Duties
1.	Smt. Vanamika Uskaikar, Industries Inspector	1. Work as a Confidential Assistant to DITC 2. Overall supervision and monitoring of the section. 3. Preparation of annual ACRs of all the staff and submitting to the concerned Head of section for further action. 4. To follow up with the reporting, reviewing and accepting authorities for timely completion of confidential report 5. To submit the necessary report the staff for holding DPCs for promotion and confirmation, awards etc. 6. All relevant matters pertaining to Micro Small Enterprises Facilitation Council. 7. Any other work allotted by the superiors from time to time.
2.	Vishwas D. Naik, MTS	1. Weekly opening and closing of office. 2. Attending bell of DITC. 3. Any other work allotted by the superiors from time to time.
3.	Vidyadhar Keluskar, MTS	1.Weekly opening and closing of office. 2. Attending bell of DITC. 3. Any other work allotted by the superiors from time to time. 1)

Smt. Vanamika Uskaikar, Industries Inspector, will work as PA/Confidential Assistant to the Director of Industries Trade & Commerce. The Confidential Section will work under the direction of DITC and no other Officers and Officials will handle Confidential files without prior permission of the DITC.

1. GENERAL MANAGER (DIC), DIRECTORATE OF INDUSTRIES, TRADE & COMMERCE

Designation of Officer	Allotment of Duties
1	2
General Manager (DIC)	1. Head of Office. 2. Overall supervision In-charge of all the sections of the Directorate. 3. District Industries Centre. 4. Statistical Cell. 5. Matters related to MSMED Act. 6. Ease of Doing Business. 7. Nodal Officer for Export Strategy. 8. Nodal Officer BIS. 9. State Schemes TFC member convernor. 10. First appellate authority under RTI Act. 11. Any other work/duties as and when assigned by the Director, Government, Competent Authorities, etc.

2. DEPUTY DIRECTOR(ADMINISTRATION)

Designation of Officer	Allotment of Duties
Deputy Director (Administration)	**Overall supervision and Incharge of:-** **Establishment Section** 1. Public Grievances Officer. 2. All Establishment & General Administration matters. 3. Office Management, implementation of manual of Office Procedure & overall incharge of Administration Section. 4. All legal and Court matters of Administration & Development II. 5. Public Information Officer-I. 6. All State Schemes of Industrial/Investment policy. 7. Chief Minister Rojgar Yojana. 8. NMFP and SMFP. 9. Training. 10. Demand 19 Budget and Governor's Speech. 11. Competition Commission of India. 12. Investment in Corporations. 13. Compensation of house tax to respective Panchayats /Municipal bodies collected by GIDC. 14. Kundaim TRTC, QTC, Mini TRTC, Goa Biotechnology policy and bio- incubator, and EDI. 15. Correspondence from DIPP and Ministry of Commerce and Industry and Ministry of Corporate Affairs. 16. All purchases & maintenance of assets. 17. Website and software development. 18. PMEGP.

	19. Publishing & Printing. 20. Audit and CAG Matters. 21. RTI Act. 22. SC/ST Subplan. 23. Swach Bharat Abhiyan. 24. Disaster Management. 25. Nodal Officer for all Legislative Assembly and Parliamentary Matters. 26. Matter of Litigation Policy. 27. Proposal of South Asia Foundation(setting up 11 crafts centres). 28. Monthly report of UAM to Hon'ble Industries Minister. 29. Governor's Report of Registration Section. 30. Examination & Scrutiny of application of Goa Sick Industrial Units revival and Rehabilitation Schemes and other related matter on sub-committee of SLHC,BIFR& Company Law Board matters. 31. Processing of recovery & Liquidation of loans, State Aid to industries Act, loan scheme, Margin Money loan schemes. 32. State/ National Awards etc. 33. Rajiv Gandhi Udyami MitraYojana. 34. National Mission on Food Processing. 35. Goa Tribal Employment Generation Programme (GTEGP). 36. Matter related to EDP'S. 37. Formulation of new Schemes. 38. Government e-market place(GeM) 39. PRAGATI Matters. 40. Correspondence on meetings like BLBC, SLBC, DLBC, SLIIC, Goa Oil palm, Block Advisory Committee, etc. 41. All Matters related to IT Section. 42. Investment Policy 2014. 43. Participation & organization workshops, seminars, exhibitions, Trade fairs, training, etc. 44. Ease of Doing Business. 45. Digital India.

The duties allotted to the staff of **Administration/Establishment Section** is below:-

Sr. No	Name & Designation	Allotment of Duties
1	2	3
1.	Office Superintendent	1. Overall supervision and monitoring of establishment section. 2. Monitoring Attendance Register of the staff. 3. Scrutiny and submission of files put up by the dealing hands. 4. Marking of Tapal. 5. Issuing different types of Orders, 6. Work Allocation Order to the staff. 7. Matter related to Right to information Act pertaining to Establishment Section. 8. Recommendations of Administrative Reforms. 9. Processing of all legal cases of the section. 10. Matter related to Disaster Management.

		11. Matters related to Swatch Bharat Abhiyan. 12. Proposal of South Asia Foundation. 13. Trainings for Staff. 14. PRAGATI Matters. 15. RTI Matters including maintenance and periodic updating of manual as required under RTI Act. 16. Any other work allotted by superiors from time to time.
2.	Smt. Maria das Lourdes Rita Fernandes e Rego, Head Clerk	1. Overall supervision and monitoring of establishment section. 2. Monitoring Attendance Register of the staff. 3. Scrutiny and submission of files put up by the dealing hands. 4. Marking of Tapal. 5. Issuing different types of Orders, Work Allocation Order to the staff. 6. Matter related to Right to information Act pertaining to Establishment Section. 7. Recommendations of Administrative Reforms. 8. Processing of all legal cases of the section. 9. Any other work allotted by superiors from time to time. 10. Creation/filling/revival of posts and new appointments. 11. Maintenance of registers of details of posts, budget-wise posts and post based roaster. 12. Lifting of probation period and confirmation of Staff. 13. Pay fixation on promotion/appointment and revision of pay, etc. 14. Disciplinary proceedings 15. Budget matters and Audit issues of the section. 16. Matter related to deputation of staff for training, and other Government duties. 17. Matter related to Disaster Management. 18. Matters related to Swatch Bharat Abhiyan. 19. Proposal of South Asia Foundation. 20. Trainings for Staff. 21. PRAGATI Matters. 22. RTI Matters including maintenance and periodic updating of manual as required under RTI Act. 23. Any other work allotted by superiors from time to time.

3.	Smt. Chandrakala N. Karbotkar, UDC	1. Verification & Maintenance of service books and Personal files of all the staff. 2. Service related matters of all staff of this Directorate. 3. Annual increments/Special increments to staff. 4. Processing of all advances/ GPF withdrawal/ LTC Medical Reimbursement / N.O.C. applications/Govt. accommodation, etc. 5. Processing of pension cases of staff. 6. Census matter. 7. Processing of Cases of MACPS/ACP & fixation. 8. Any other work allotted by superiors from time to time.
4.	Shri Laxmikant Tari, UDC	1. Follow up of files in the Secretariat. 2. Purchase/Maintenance & Monitoring of vehicles. 3. Matter related to all types of leave and issue of orders, entering in service books, etc. 4. Maintenance of Bio- Metric System. 5. Matter related to Public Grievances/Vigilance. 6. PRAGATI ATR. 7. Election related matter. 8. Matter related to compilation of Assembly questions, Parliament Question. 9. Typing work of the section. 10. Maintenance and repair of Office building and office equipment, etc. 11. Any other work allotted by superiors from time to time.
5.	Shri Manoj Gaude, LDC	1. Civil Service Tournament. (OW) 2. Matter release of Advertisements, Appeals/ Sponsorship.(OW) 3. Matter related to Disaster Management. (OW) 4. Matters related to Swatch Bharat Abhiyan. 5. Matter of Litigation Policy (RW). 6. Procurement of all types of Stationery/ furniture etc. 7. Disposal of items declared unserviceable. 8. Maintenance of Consumable Register and Dead Stock Register. 9. Printing of forms, issue of identity cards and supply of uniforms to Group “C” and “D” employees including washing allowances. 10. Processing, Conceptualizing, designing and Printing of brochures, pamphlets, booklets, Citizen’s Charters, etc. and distribution of stationery. 11. Maintenance of Circulars Office Memorandums, Notifications, Orders etc. received from Govt. & others dept. 12. Distribution of correspondence to the admin staff. 13. Record Room. 14. Daily housekeeping services in the Directorate. **15.** Any other work allotted by superiors from time to time.

6.	Shri Pandurang E. Parulekar, LDC	1. Receipt, Entry, Outward and distribution of Incoming & outgoing correspondence and maintenance of stamp register.
7.	Smt. Basawa Talwar,MTS	1. Weekly opening and closing office 2. Any other work allotted by superiors from time to time.
8.	Shri Gauresh Naik, MTS	1. Distribution of dispatched correspondence outside the Department. 2. Forwarding of correspondence to be dispatched by post. 3. Weekly opening and closing office 4. Any other work allotted by superiors from time to time.

1. <u>INFORMATION TECHNOLOGY SECTION</u>

Designation of Officer	Allotment of Duties
1	2
Functional Manager - II	1. Nodal Officer (with respect to e- Governance) 2. All matters pertaining to the IT Section

Sr.No.	Name & Designation	Allotment of Duties
1	2	3
1.	Smt. Renuka Patil, UDC Shri Vishwajit Kerkar, UDC (link officer for IT Section)	1. Networking, maintenance of departmental website and other IT assets. 2. e-Governance. 3. Computerization of departmental records. 4. Purchases of computers & its peripherals (Except computer stationery). 5. Maintenance of Computers, Goa Broad Band network- procurement & repair of telephone instruments. 6. File Management System (DITC) including maintenance of CCTV and footage custody. 7. Digital India. 8. AEBAS. 9. GeM. 10. Downloading of online Public Grievances /complaints 11. Any other work allotted by superiors from time to time.

2. DEPUTY DIRECTOR(INDUSTRIES)

Designation of Officer	Allotment of Duties

1	2
Deputy Director (Industries)	1. On line Registration/Udyog Aadhaar Memorandum. 2. State Investment subsidy matters. 3. PIO-II. 4. Scrapyard Scheme Matters. 5. MSEFC. 6. Matters of GHRSSIDC/KVIB/IPB/IDC and their Schemes. 7. All Central/Central Sponsored Schemes. 8. Goa IT Innovation Centre. 9. Digital MSME Scheme/Ministry of MSME. 10. Goa Gold & Silver Jewellery Promotion Board matters. 11. Marketing Assistance Technology Upgradation (MATU). 12. Preferential Purchase Policy (Central). 13. Preferential Purchase Scheme. (State Scheme) 14. Land Acquisition matter. 15. Trade Infrastructure for Export Scheme (TIES) and erstwhile ASIDE Scheme. 16. Standardisation& Quality Control, BIS. 17. Matter related to Coal Block. 18. National Horticulture Mission. 19. Common Hazardous Waste Treatment Storage & Disposal facility. 20. GAIL related matters. 21. CRZ matters. 22. GSPCB matters. 23. Western ghats. 24. Special Economic Zone (SEZ) matters. 25. Goa Traditional Bakers (Poder) Scheme. 26. Goa Environmental Protection Council. 27. Cluster Development & cluster related matter. 28. Rain water Harvesting & ground water. 29. Salt revival & Development 30. LOG Licences 31. Western Zonal Council. 32. Goa Haath & Shilpgram, etc. 33. Common Effluent Treatment Plant. 34. Solar Charkha. 35. A scheme for promoting Innovation Rural Industry & Entrepreneurship (ASPIRE) 36. Windmill & Solar Energy. of India. 37. Zero Effect Zero Defect (ZED). 38. Matter pertains to HPCC/ Goa Investment Promotion & Facilitation Board. 39. Monthly report of UAM to Hon'ble Industries Minister. 40. Maintaining statistics of Registration Section. 41. MSME all matters pertains to MSMED Margao. 42. Geographical Indicators. 43. Credit Guarantee Fund Trust for Micro & Small Enterprises(CGTMSE) (RBI). 44. Nodal officer for Indus Food Expo. 45. Export Strategy. 46. Logistics Policy. 47. MSME Policy related matters. 48. National vendor development programme. 49. SFURTI.

	50. Food processing cluster. 51. Logistic Policy. 52. Trade Policy. 53. Tracebility. 54. ATMA. 55. Industrial Information Systems. 56. Monthly report of Cancelled UAM. 57. Plastic Waste Management

3. <u>DEVELOPMENT-I SECTION</u>

The duties allotted to the staff of **Development-I Section** are specified below:-

Sr. No.	Name & Designation of Incharge Officer	Duties Allotted
1.	2.	3.
1.	**Shri Prashant Kamat, Fuctional Manager-I**	1. Goa Gold & Silver Jewellery Promotion Board matters. 2. Marketing Assistance Technology Upgradation (MATU). 3. State Investment Subsidy Matters 4. SAMPADA Schemes of ministry of food processing industry, GOI
2.	**Shri Himanshu Patnekar, Functional Manager-II**	1. Export Strategy 2. Logistics Policy 3. Geographical Indications 4. Goa Waste (Scrap) Recycling Units Scheme 5. ATMA 6. National Horticulture Mission 7 Plastic Waste Management
3.	**Smt. Sangeeta Divkar, Industries Officer-II**	1. Overall supervision of HPCC and Goa-IPB Section. 2. All matters and schemes related to GHRSSIDC, GIDC, KVIB. 3. Matter pertains to HPCC/ Goa Investment Promotion & Facilitation Board. 4. Preferential Purchase Scheme. 5. Common Effluent Treatment Plant. 6. Land Acquisition matter. 7. TIES and ASIDE schemes.. 8. Matter related to Coal Block. 9. Common Hazardous Waste Treatment Storage & Disposal facility. 10. GAIL related matters. 11. CRZ matters. 12. GSPCB matters. 13. Western ghats. 14. SEZ matters.

		15. Goa Traditional Bakers (Poder) Scheme. 16. Goa Environmental Protection Council. 17. Coastal Zone Management Authority and its related matters. 18. Wind mill and Solar Energy. 19. Cluster Development & cluster related matter. 20. SFURTI. 21. Rain water Harvesting & ground water. 22. **Natural Gas Policy Joint venture for gas distribution.** 23. Salt revival & Development. 24. **LOG Licences.** 25. Western Zonal Council. **26. Goa Haath & Shilpgram.** 27. ASPIRE. 28. Food processing cluster. 29. Correspondence received from Govt. of India, Ministry of Handicrafts Textiles. 30. Common Effluent Treatment Plant. 31. Common Hazardous waste treatment storage & disposal facility. 32. Goa Environment Protection Council. 33. Western Ghat, Western Zonal Council, Proposal/ Schemes & other matters of GHRSSIDC (other than poder). 34. Matter related to Coal Block. 35. TIES and ASIDE schemes. 36. GSPCB matters. 37. Crafts centres.
3.	**Shri Satish Gaonkar (IO-I)**	1. Indus Food 2. Industrial Information Systems
4.	**Shri Sayed Hadi,** Industries Inspector	1. Goa IT innovation Centre. 2. Preferential Purchase Scheme. 3. Goa Haath & Shilpgram, etc. 4. Goa Traditional Baker (Poder) Scheme. 5. Goa Gold & Silver Jewellery Promotion Board matters, Gold Cluster. 6. KVIB Scheme, grants & related matters. 7. Rainwater harvesting & groundwater. 8. Natural Gas policy & joint venture for gas distribution. 9. Cluster Development and cluster related matter. 10. Audit inquiry of the Development-I Section. 11. CRZ Matters. 12. ATMA. 13. National Horticulture Mission. 14.Correspondence received from Govt. of India, Ministry of Handicrafts Textiles. 15.Food processing cluster.

		16. Any other work allotted by superiors from time to time.
5	**Smt. Geremina Araujo,** Industries Inspector	1. LOG licenses. 2. Goa State Pollution Control Board Matters. 3. Technology Upgradation and Quality Certification (MSME GOI) 4. Scheme of Fund Upgradation and Re-generation of Traditional Industries (SFURTI). 5. Goa Waste (Scrap) Recycling Units Scheme
6	**Kum Jaya Gaude, Economic Investigator**	1. State Investment Subsidy Matters 2. Export Strategy
7	**Shri Naresh Pokle, UDC**	Logistics Policy
8	**Smt Reshma R. Naik, UDC**	1.Geographical Indications 2.Goa Waste (Scrap) Recycling Units Scheme (Scrapyard). 3.Scheme for Formalization of Micro Food Processing Enterprises (FME)
9	**Shri Pushker Lolienkar,** UDC	1.GIDC proposal & related matters 2.SEZ matter 3.Land Acquisition matter 4.Compensation to local bodies and notified area. 5.Solar Charkha. 6.A scheme for promoting Innovation Rural Industry & Entrepreneurship (ASPIRE). 7.Marketing Assistance Technology Upgradation (MATU).
10	**Shri Dasharath Mapari,UDC**	1.Goa IT innovation Centre 2.Goa Haath & Shilpgram, etc. 3.Goa Traditional Baker (Oder)Scheme. 4.KVIB scheme, grants & related matters. 5.Rainwater harvesting & ground water 6.Natural Gas policy & joint venture for gas distribution 7.ATMA 8.National Horticulture Mission 9.Correspondence received from Govt. of India, Ministry of Handicrafts Textiles. 10.Common Effluent Treatment Plant. 11.Common Hazardous waste treatment storage & disposal facility 12.Goa Environment Protection Council. 13.GSPCB matters 14.Crafts centres. 15.Goa State Pollution Control Board Matters. 16.Technology Upgradation and quality certificate(MSME GOI) 17.Matters pertains to South Asia Foundation.

		18.Any other work allotted by the superiors from time to time
11	**Smt. Geeta Naik, UDC**	1. Salt Revival & development matters. 2. Gail related matters. 3. Goa Costal Zone Management Authority & its related matters. 4. Windmill & Solar Energy of India. 5. Inward/Outward of the section. 6. All typing work of the section. 7. Any other work allotted by the superiors from time to time.
12	**Shri Pandurang Pagui, MTS**	1.Weekly opening and closing of office. 2.Any other work allotted by the superiors from time to time

7. <u>High Power Co-ordination Committee/Investment Promotion Board Cell</u>

Designation of Officer	Allotment of Duties
1	2
1. Smt. Sangeeta Divkar, Industries Officer-II	All relevant matters pertaining to HPCC / IPB Section.

The duties allotted to the staff indicated in Column no.3 above are specified below:-

Sr.No.	Name & Designation	Allotment of Duties
1	2	3
1.	Shri Sayed Hadi, Industries Inspector	1. Matter pertains to Goa Investment Promotion & Facilitation Board. 2. Maintaining the record of HPCC, GIP & FB records. 3. Compliance of directions received from the Goa Investment Promotion and Facilitation Board (Goa – IPB) from time to time. 4. All the correspondence related to the Committee framed under Goa- IPB. 5. Any other work allotted by superiors from time to time.
2.	Shri Vishwajit Kerkar, U.D.C.	1. Assisting Industries Inspector 2. Typing work 3. Any other work allotted by the Superiors from time to time.

10. REGISTRATION SECTION

Name & Designation Of Officer	Allotted of duties
1	2
1. Shri Prashant Kamat, Functional Manager (I)	**North Goa District** 1. All subject matter of North Goa District. 2. Routine inspection of industrial units as per guideline of Ministry of MSME, Government of India. 3. Attending various EDP programmes/ camps, etc. organized by any Institutes and imparting presentations on schemes, create awareness about Udyog Aadhaar Memorandum of the Directorate in concerned Taluka. matters related to Quality control (BIS), etc. 4. Maintenance of all the concerned registers including all legal/court matters pertaining to block (preparation of para-wise comments, briefing the Govt. Advocate, attending court hearing, etc) connected with Registration Section. 5. MSME Policy related matters. 6. ZED. 7. Digital MSME Scheme/Ministry of MSME. 8. National vendor development programme. 9. Ministry of Steel/Coal. 10. Ministry of Heavy Industry and Public Entreprise 11. Technology Upgradation and Quality Certification(MSME-GOI). 12. Credit Guarantee Fund Trust for Micro and Enterprises (CGFTME).
2. Shri Himanshu Patnekar, Functional Manager (II)	**South Goa District** 1. All subject matter of South Goa District. 2. Routine inspection of industrial units as per guideline of Ministry of MSME, Government of India. 3. ZED 4. National vendor development programme 5. Attending various EDP programmes/ camps, etc. organized by any Institutes and imparting presentations on schemes, create awareness about Udyog Aadhaar Memorandum of the Directorate in concerned Taluka. matters related to Quality control (BIS), etc. 6. Maintenance of all the concerned registers including all legal/court matters pertaining to block(preparation of para-wise comments, briefing the Govt. Advocate, attending court hearing, etc) connected with Registration Section. 7. Government e Market place(Gem) 8. Any other work allotted by the superiors from time to time.

Sr. No.	Name and Designation	**Duties**
1	Smt. Joyce D'souza, Industries Inspector	1. Court matters pertains to Registration Section. 2. MSME Policy related matters 3. ZED 4. Dealing Hand to Nodal Officers. 5. MSME all matters pertains to MSMED Margao. 6. tandardization & Quality Control order. (Quality council Salt Revival & development Matters). 6. Matters related to Bureau of Indian Standard (BIS). 7. Credit Guarantee Fund Trust for Micro and Enterprises (CGFTME). 8. Digital MSME Scheme/Ministry of MSME. 9. Ministry of Steel/Coal. 7. Ministry of Heavy Industry and Public Enterprise. 8. Any other work allotted by superiors from time to time.
2.	Arjun Gad, UDC	1. Work related to Registration Section. 2. Typing work of the section. 3. Any other work allotted by superiors from time to time.
3.	Smt. Poonam Ghadi, MTS	1.Weekly opening and closing of office. 2.Any other work allotted by the superiors from time to time

10.<u>MICRO SMALL ENTERPRISES FACILITATION COUNCIL &MSME</u>

Name & Designation of in-charge Officer	Allotment of Duties
Shri Prashant Kamat, Functional Manager – I,	1.)All relevant matters pertaining to MSEFC

Sr.No	Name of the Officials	Duties allotted
1.	Smt.Vanamika Uskaikar, Industries Inspector	1. Processing the applications received under the Goa Micro and Small Enterprises Facilitation Council. 2. Any other work allotted by the superior from time to time.

11.ONLINE REGISTRATION UDYOG AADHAAR MEMORANDUM

Name & Designation of in-charge Officer	Allotment of Duties
Shri Prashant Kamat, Functional Manager –I,	All relevant matters pertaining to Online Registration, UAM

Sr. No.	Name of the Officials	Duties Allotted
1.	Shri SayedHadi, Industries Inspector	1. In-charge Udyog Aadhaar Facilitation Counter and II for general registration matters 2. Correspondence received from Ministry of MSME
2.	Smt. Neelam Kaushal, LDC	1. Assistant In-charge Udyog 2. Aadhaar Facilitation Counter. 3. Statistical information, monthly & Quarterly Statement to be submitted to Governor, MSMED. 4. Institute& other authorities. 5. Monthly report of UAM to Hon'ble Industries Minister. 6. Monthly report of Cancelled UAM 7. Governor's Report of Registration Section. 8. Reconstruction of all the registers related to PMT certificate/Udyog Aadhaar Memorandum/De-registration, subsequent changes affected, etc. 9. Assisting Industries Inspectors. 10. Inward & Outward of the Section. 11. Any other work allotted by the superiors from time to time.

2. DEVELOPMENT -II SECTION

Designation of Officer	Allotment of Duties
1	2
Deputy Director (Adm) Development-II	1. Goa Industrial Policy/Investment Policy& its schemes including matters of CMRY scheme. 2. Goa Biotechnology. Policy & its Schemes including Nanotechnology matters. Loans & recoveries Investments in MSFC & its recovery, NSIC matter's& institutional finance, Sale Tax Deferment scheme, interest free sale tax

	recovery, reduction of stamp duty matters, interest on delayed payment. 3. Correspondence received from Industrial Policy and Promotion. 4. Correspondence received from Ministry of Corporate Affairs. 5. Central Government Schemes PMEGP, NMFP, Ministry of Food Processing. 6. TRTC & QTC Matters. 7. Make in India, Stand up India, Invest India. 8. Foreign Trade & Foreign Direct Investment, Foreign Investment Policy 9. Loan Section 10. Bio-Technology 11. Correspondences on meetings like BLBC, Block Advisory Committee, Goa Oil palm etc. Matters related to Acquisition of land for microwave station/UHF links at various places. 12. Promotional activities schemes 13.Umbrella Scheme and Target Schemes 14. NRI Cell. 15. Food Processing Policy

Sr.No.	Name & Designation	Allotment of Duties
1.	2.	3.
1.	1. Kum. Geeta A. Joshi, Planning Officer	**Overall Incharge of the following subjects:-** 1. Formulation of New Schemes. 2. All Schemes pertaining to Development II Section. 3. Goa Sick Industrial Units Revival &Rehabilitation Schemes 2008. 4. BIFR & Company Law Board Matter. 5. Correspondences on meetings like BLBC, Block Advisory Committee, Goa Oil palm, etc. 6. SAMPADA Scheme of Ministry of Food Processing, GOI. 7. National Mission on Food Processing Scheme 8. State Mission on Food Processing 9. Food Processing Policy 10. Matters pertain to CMRY scheme and related schemes 11. Matters of Industrial/ Investment Policy 12. Mini TRTC 13. Any other work allotted by superiors from time to time.
2.	Shri Himanshu Patnekar, FM-II	1. Ease of Doing Business
2.	Shri Satish Gaonkar, Industries Officer-I	1. Competition commission of India. 2. Skill Development. 3. Direct Selling Activity. 4. Matters related to Bio diversity.

		5. Matters pertains to South Asia Foundation. 6. State Government Investment in Corporation. 7. Tool room and Training Centre, Kundaim. 8. Correspondence received from Ministry of Policy & Promotion/Corporate Affairs. 9. Make in India, Stand up India, Invest India. 10. Initiatives of DIPP, Ministry of Commerce and industry. 11. Foreign Trade & Foreign Direct Investment, 1. Foreign Investment Policy- NRI Cell. 12. State and National Award. 13. Organization and planning of Events/ Exhibition/Seminars, Trade Fair, Workshops etc. 14. EDP's. 15. QTC. 16. Loan Section. 17. Bio-Incubator. 18. Any other work /duties as and when assigned by the superiors.
3.	Kum. Jaya Gaude, Economic Investigator	1. Competition commission of India. 2. Skill Development. 3. Direct Selling Activity. 4. Make in India, Stand up India, Invest India. 5. Initiatives of DIPP, Ministry of Commerce and industry. 6. Matter pertains to Ministry of Corporate affairs. 7. Budget Proposals. 8. Audit Enquiry of the section. 9. CMRY scheme and related schemes. 10. Correspondences related to e-commerce, Export Quality. 11. Foreign Trade & Foreign Direct Investment, Foreign Investment Policy-NRI Cell. 12. Any other work allotted by the superiors from time to time.
5.	Smt. Sibyl D'Souza, Industries Inspector	1. Employment Subsidy Scheme. 2. Capital Subsidy Scheme 3. SAMPADA Scheme of Ministry of Food Processing, GOI. 4. National Mission on Food Processing Scheme 5. State Mission on Food Processing 6. Food Processing Policy 7. Preferential Purchase Policy scheme. 8. Umbrella Scheme 9. Exhibition Scheme 10. Any other work allotted by the superiors from time to time.
6.	Shri Amol D. Naik, UDC	1. Goa Tribal Employment Generation Programme 2. (GTEGP). 3. All matters related to TSP and SCSP. 4. All work related to PMEGP Scheme. 5. Providing PMEGP data to Block Inspectors to atten the BLBC meeting and to the lead banks regularly.

		6. Review & Restructure of Biotechnology Policy, 200 7. Setting up of Bio incubator in the State. 8. Matter related to EDP'S. 9. Rajiv Gandhi Udyami Mitra Yojana. 10. Examination & Scrutiny of application of Goa Sick Industrial Units revival and Rehabilitation Scheme and other related matter on sub-committee of SLHC,BIFR, NCLT& Company Law Board matters. 11. State Government Investment in Corporation. 12. Any other work allotted by superiors from time to time.
7.	Shri Naresh N. Pokle, UDC	1.Interest Subsidy Scheme. 2.Incentives to encourage local purchases scheme 3.Ease of Doing Business 4.Matters of Industrial/ Investment Policy 5.Any other work allotted by superiors from time to time
8	Smt. Reshma Naik, UDC	1. Preparation of scheme related statistics and regula submission to Government. 2. Certification and IPR Scheme. 3. Incentives for green investment scheme. 4. Training linked incentive scheme. 5. State/ National Awards etc. 6. Any other work given by superiors from time to time.
9.	Shri Sanjay Hoble, UDC	1. Matter related to, Kundaim TRTC & Mini TRTC Assagao. 2. Matter pertains to Entrepreneurship Development Institute (EDI) at Assagao 3. Correspondence on meetings like BLBC, SLBC, DLBC, SLIIC, Goa Oil palm, Block Advisory Committee, etc. 4. Organization and planning of Events/ Exhibition /Seminars, Trade Fair, Workshops etc. 5. Forwarding of water-cess collected from Industrial units, to Ministry of MoEF 6. Correspondence on NABARD 7. Loan Section 8. Indus Food 9. Participation & organization workshops, seminars exhibitions, Trade fairs, training etc. 10. All typing work of section. 11. Any other work allotted by the superior from time to time.
10.	Smt. Suhassini Parwar, MTS (Ground Floor)	1.Weekly opening and closing of office. 2.Any other work allotted by the superiors from time to time
11.	Shri Vishwas K. Naik(First Floor)	1.Weekly opening and closing of office. 2. Any other work allotted by the superiors from time to time

14. ACCOUNTS SECTION

Designation of Officer	Allotment of Duties
1	2
Assistant Accounts Officer	1. Accounts management and overall incharge of Accounts Section 2. Audit paras & their settlement, budget, expenditure & reconciliation of accounts 3. G.P.F. matters 4. All financial matters, economic, instructions, watch, review, etc. 5. Matter related to processing of overtime allowance, bills, remuneration, etc.

Sr.No.	Name & Designation	Duties
1.	Smt. Prashuba Gaonkar, Accountant	1. Preparation of budget estimate/ revenue estimate 2. Budget monitoring expenditure 3. Re-appropriation of funds 4. Scrutinizing all types of contingents bills and follow-up of them in Directorate of Accounts till settlement. 5. Matter related to audit paras and PAC matters 6. Maintenance and keeping up date of BCR & GFR 9 registers. 7. Reconciliation of receipts & expenditure in Directorate of Accounts 8. Funds from contingency fund, maintenance of BCR, matters connected to EDC, IDC, KVIB. 9. Any other work allotted by the superiors from time to time
2.	Smt. Maria Sequeira, Industries Inspector	1. Preparing of all type of bills pertaining to non Gazetted Officers. 2. Issue of salary certificates/ Last Pay Certificates to the Officials, Leave encashment/ Honorarium bills. 3. Maintenance and updates pay bill registers (TR-22-A & Abstract of pay bill (TR-22-B). 4. Issue of form 16 and Verifying of probable income tax statement & filing the income tax returns. 5. Any other work allotted by superiors from time to time.

3.	Smt. Vishwajit Kerkar, UDC	1. ECS pertains to salary and other bills of non Gazetted officials 2. Matters under Right to Information Act, 2005 3. Submitting information of expenditure to statistical section every month. 4. All type of advances bills of to Non Gazetted Officials 5. Replies to LAQs pertaining to Account section. 6. Typing work of sections. 7. Inward- outward work of sections. 8. Any other work allotted by superiors from time to time
4.	Smt. Renuka S. Patil, UDC	1. Preparation of all types of Bills, Advances pertains to Gazetted Officers. 2. Maintenance updated of Bill registers. 3. ECS of Gazetted Officers bills. 4. All contingency bills. 5. Additional work in IT section. 6. Any other work allotted by Superiors from time to time.
5.	Shri Jaydish Bakal, UDC (Cashier)	1. Work of Cashier (including withdrawal and depositing of cash, cheques, challans in the banks) 2. Preparing AC/DC Bills. . 3. Maintenance & Keeping updates of cash book, receipt book, challan register & 3rd party register permanent advance cash book, AAO cheque register 4. Recoup of permanent advance bills. 5. Preparation of all types of bills, advances, ECS pertains to Non Gazetted Officers. 6. Maintenance and updates of Bill Registers. 7. All contingency bills. 8. Work related to postal RD, deposit, LIC / postal saving etc. 9. Any other work allotted by the superiors from time to time
6.	Shri Rama Velip, MTS	1. Weekly opening and closing of office. 2. Submitting all types bills to Directorate of Accounts. 3. Any other work allotted by the superiors from time to time

The channel of routing the files shall be UDC- Accountant- AAO -GM (DIC)- DITC.

15. PLANNING & STATISTICS SECTION

Designation of Officer	Allotment of Duties
1	2
Statistical Officer	1. Overall Incharge of section 2. Census.

Sr.No.	Name & Designation	Duties
1.	Statistical Assistant	1. Drafting of Annual Plan/Five Year Plan 2. Maintaining and monitoring budget estimates. 3. Preparation & supply of material for Finance Minister speech and Governor's speech, Adhoc committee etc. 4. Annual administrative preparation & supply of material for annual administration report. 5. Supply of information for plan. 6. Evaluation organization. 7. Preparation of Material for Plan. 8. Expenditure Review Meeting. 9. Preparation of material for economy survey. 10. Any other work allotted by superiors from time to time.
2.	Shri Elton Monteiro, Investigator	1. Preparation and updating of directory of Micro, Small & Medium and large industries 2. Maintenance and supply of general statistics, compilation& supply of data for various statistical publications viz. Pocket Book, Goa at a glance, Goa Economy in figures, Goa Indicators of Socio-economic Development etc., industrial census etc. 3. Furnishing information under RTI Act. 4. Any other work allotted by superiors from time to time Preparation and updating of directory of Micro, Small & Medium and large industries. 5. Maintenance and supply of general statistics, compilation & supply of data for various statistical publications viz. Pocket Book, Goa at a glance, Goa Economy in figures, Goa Indicators of Socio-economic Development etc. industrial census etc. 6. Furnishing information under RTI Act. 7. Data entry of survey of Industrial Units carried out by the Directorate. 8. Scheme to Encourage Consumption of Local Raw Materials 9. Any other work allotted by superiors from time to time.

NODAL OFFICERS

Sl.No	Subject	Officer
1.	Vigilance	Shri. Prashant P. Kamat
2.	Disaster Management	Shri. Prashant P. Kamat
3.	Make in India	Shri. Prashant P. Kamat
4.	Goa State Litigation Policy	Shri. Prashant P.Kamat
5.	Make in India	Shri. Prashant P. Kamat
6.	Granting Licences/approvals to investors- Goa IPB	Shri Prashant P. Kamat
7.	Investment Portal of DIPP	Shri. Himanshu R. Patnekar
8.	Investment more than Rs. 200 Crores	Shri. Himanshu R. Patnekar
9.	NRI Cell	Shri. SatishGaonkar
10.	Goa Service Guarantee Act, 2013	Shri. Himanshu R. Patnekar
11.	Agriculture Technology Management Authority	Shri. Himanshu R. Patnekar
12.	Technical Nodal Officer- for successful implementation of Aadhaar Enabled Bio Metric Attendance System (AEBAS)	Shri Himanshu R. Patnekar
13.	Training	Kum. Geeta Joshi
14.	Exhibitions	Kum. Geeta Joshi
15.	State Scheme Manager- All schemes such as Central Schemes, Centrally Sponsored Schemes, State Schemes, External Aided Projects	Kum. Geeta Joshi
16.	To carry out department's schemes/programs related to Biodiversity	Shri Satish V. Gaonkar
17.	Implementation of Aadhaar Based Direct Benefit Transfer Direct Benefit Transfer (DBT)	Statistical Officer

LINK ARRANGEMENT

Officers:

The following officers shall be the standing arrangement of link officers for disposal of work relating to the Section when he/she goes on leave/tour/training etc.

Sr. No.	Officer	Link Officer
1.	2.	3.
1.	Deputy Director (Administration)	Deputy Director (Industries)

2.	Deputy Director (Industries)	Deputy Director (Administration)
3.	Functional Manager - I	Functional Manager - II
4.	Functional Manager - II	Functional Manager - I
5.	Planning Officer	Functional Manager - I
6.	Assistant Accounts Officer	Statistical Officer
7.	Statistical Officer	Assistant Accounts Officer
8.	Industries Officer (Development-II)	Industries Officer (Development-I)
9.	Industries Officer(Development-I)	Industries Officer(Development-II)

All the Officers specified in column No.2 of above table shall co-ordinate with their link officer while applying for leave (especially long leave) so as to ensure that the concerned officer and his/her link officer should not go on leave at the same time in order to avoid hampering of work due to their absence.

Officials:

The following shall be standing arrangement of the Officials for disposal of work when officials in Column No. 2 proceeds on tour/ training/ leave etc.(Link Officials)

Sr. No.	Name of the Officials and Designation	Link Officials and Designation
1	2	4
1.	Office Superintendent	Smt. Rita Rego, Head Clerk
2.	Smt. Rita Rego, Head Clerk	Office Superintendent
3.	Smt. Chandrakala N. Karbotkar, UDC	Shri Laxmikant Tari, UDC
4.	Shri Manoj Gaude, LDC	Smt. Chandrakala N. Karbotkar, UDC
5.	Smt. Chandrakala N. Karbotkar,UDC	Shri Manoj V. Gaude. LDC
6.	Shri Laxmikant Tari, UDC	Smt. Chandrakala N. Karbotkar, UDC
7.	Smt. Vanamika T. Uskaikar, Industries Inspector	
8.	Shri Sanjay Hoble , UDC	Shri Amol Naik , Industries Inspector
9.	Shri Amol Naik , Industries Inspector	Shri Sanjay Hoble , UDC

10.	Smt. Prashuba B.G. Gaonkar, Accountant	Smt. Maria Sequeira, Industries Inspector
11.	Smt. Maria Sequeira, Industries Inspector	Shri Vishwajit Kerkar, UDC
12.	Shri Vishwajit Kerkar, UDC	Smt. Renuka S. Patil, UDC
13.	Smt. Renuka S. Patil, UDC	Shri Jaydish Bakal, UDC
14.	Shri Jaydish Bakal, UDC	Smt. Renuka S. Patil
15.	Statistical Assistant	Shri Francisco Elton Monteiro, Investigator
16.	Shri Francisco Elton Monteiro , Investigator	Statistical Assistant
17.	Shri SayedHadi, I.I	Geremina Araujo, Industries Inspector
18.	Geremina Araujo, Industries Inspector	Shri Sayed Hadi, Industries Inspector
19.	Smt. Sibyl D'souza , Industries Inspector	Smt. Joyce D'Souza, Industries Inspector
20.	Smt. Joyce D'Souza, Industries Inspector	Smt. Sibyl D'souza , Industries Inspector
21.	Ms. Jaya Gaude, Economic Invetigator	Smt. Geremina Araujo, Industries Inspector
22.	Shri Pushker Lolienkar,UDC	Smt. Reshma Naik, UDC
23.	Smt. Reshma Naik, UDC	Shri Pushker Lolienkar, UDC
24.	Shri Dasharath Mapari,UDC	Smt. Geeta Naik, UDC
25.	Smt. Geeta Naik, UDC	Shri Dasharath Mapari, UDC
26.	Shri Arjun Gad, UDC	Smt. Neelam Kaushal, LDC
27.	Smt. Neelam Kaushal, LDC	Shri Arjun Gad, UDC
28.	Shri Rama T. Velip, MTS	Shri Vishwas D. Naik, MTS
29.	Smt. Basawa Talwar, MTS	Shri Gauresh K. Naik, MTS
30.	Shri Gauresh K. Naik, MTS	Shri Rama T. Velip, MTS
31.	Shri Vidyadhar B. Keluskar, MTS	Smt. Suhassini Parwar, MTS
32.	Smt. SuhassiniParwar, MTS	Shri Vidyadhar B. Keluskar, MTS
33.	Smt. Poonam C. Ghadi, MTS	Shri PandurangPagi, MTS
34.	Shri PandurangPagi, MTS	Smt. Poonam C. Ghadi, MTS

Manual 3
Procedure followed in Decision Making Process
[Section 4(1)(b)(iii)]

The procedure can be described both in narrative from and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained. Stages through which proposals /scheme is being implemented.

a) As per the work allocation order issued to the Officials/Officers from time to time, the proposal /files are examined and further submitted to the

Manual 4
Norms set by it for the discharge of its functions
[Section 4(1)(b)(iv)]

Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.

Normal procedure as per the norms and cordial formalities laid by the Government is followed while executing various activities /programmes i.e. proposal received from the Corporation, individuals firms and other enterprises asking for grants, incentives, financial assistances under various schemes, etc., are submitted to the Government for administrative approvals and concurrence of Finance Department and decision /sanction /approvals are implemented . The routine correspondence, time bound works etc received from different departments are of time bound nature which are disposed off within the given time limit by the Directorate.

Manual -5

Rules, Regulations, Instruction, Manuals and Records for Discharging Functions.
[(Section 4 (1) (b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format.

Sr. No.	Name of the Act, Rules, regulations etc.	Brief gist of the contents	Reference to if any	Price in case of priced publications.
1.	Industries (Development regulation act 1951	Act for Development of Industries	-	-
2.	Micro, Small, Medium Enterprises Development Act 2006	Act for Development of MSME	-	-
3.	Goa Industrial Development Corporation Act 1965	Act for Development of Corporation	-	-
4.	Goa Khadi Village Industries Board Act 1965	Act for Development of Khadi Board	-	-
5.	Goa Investment Promotion Act, 2014	Act to Facilitate Large Industries	-	-
6.	Lubricant oil and Grease Regulation Act, 1987	Act for lubricant oil	-	-
7.	Prevention Prohibition and Redressel of the Sexual Harassment Act, 2003	Redressel of the Sexual Harassment	-	-

Manual 6
Procedure followed in Decision Making Process
[Section 4(1)(b)(vi)]

Statement of the categories of documents that are held or under its control:

1. Files and related documents pertaining to different Act and Rules of the Industries department;
2. Files pertaining to grantee institutions & Corporations including release of grants and general correspondences;
3. Files, documents of entrepreneurs who are registered with the Directorate of Industries, Trade & Commerce;
4. Files and correspondences/applications of entrepreneurs filed with MSEFC under MSMED Act, 2006.
5. Service book and personal files of all the employees of Directorate of Industries, Trade & Commerce;
6. Routine files of Administration, Accounts and others sections of the Directorate;
7. RTI files and correspondence files, complaints, appeals files of the public;
8. ACR files of the employees of the Directorate;
9. Stores, Cash, administrative approvals, etc files of the Directorate;
10. Gazetted Officers files;
11. Budget, Grant in aid, advance, withdrawals, audit, PAC, monthly expenditure files of the Directorate.

Manual 7
Procedure followed in Decision Making Process
[Section 4(1)(b)(Vii)]

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

Sr No.	Name and address of the consultative Committee/bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meting
		NIL		

Manuel -8

A Statement of boards, council, committee and other bodies constituted

Section 4 (1) (b) (viii)

S. No.	Name & address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether Meetings open to public	Whether minutes accessible to public	Frequency of meetings
1.	Goa Investment Promotion and facilitation Board (Goa-IPB)	Granting in-principle approval for setting up large scale industries	1) Chief Minister of Goa **-Chairperson-**ex-officio **2)** Minister for Information and Technology- **-Vice Chairperson-**Ex-officio **3)** Minister for Tourism- **-Vice Chairperson-**Ex officio 4) Minister for Industries **-Vice Chairperson-**Ex-officio 5) Secretary (Industries) **- Member** 6) Secretary (Tourism) **- Member** **7)** President, CII, Goa Council- **-Member** 8)President , GCCI **- Member** 9) Mr. Atul Pai Kane - **Member** 10)Mr. Shekhar Sardesai -**Member** 11)Mr. Nitin Cuncolikar **– Member** 12) Chief Executive Officer **- Member Secretary**	1st October, 2014		No	Yes	As per the discretion of Constitution committee
2.	Goa Industrial Development Corporation (GIDC)	GOA-IDC is to provide basic infrastructure in the Industrial Estates for the development of Industry and allotment of land for setting up	1. Shri Glen Souza Ticlo, MLA- **Chairman** 2. Shri Puneet Kumar Goel, IAS-**Director** **3.** Shri J. Ashok Kumar, IAS- **Director** 4. Shri Derrick P. Neto –**Director**			No	Yes	-do-

		Industrial units.	**5.** Shri Dipak M. Bandekar-**Director** **6.** Shri Rajiv Samant-**Director** **7.** Shri Manoj Caculo- **Director** 8. Shri Damodar Kochkar-**Director** **9.** Ms. Purti Kathpalia-**Director** 10. Arch. Chandan Kalidas Parab- Director 11. Shri Arman Bankle- **Director** **12.** Shri Jaivant Shivaji Desai-**Director**					
3	Goa Handicraft Rural Small Scale Industries Development Corporation (GHRSSIDC)	Decision making body	1. Shri Panduran A. Madkaikar - **Chairman** **2.** Shri Kalidas Gauns- **Director** **3.** Shri Sham Arjun Matonkar –**Director** **4.** Shri Santosh Malik**- Director** 5. Shri Rajendra Y. Vasta- **Director** 6. Shri Atchut P. Naik- **Director** **7.** Shri Shivaji Alias Janu Gopal Gaude- **Director** 8. Smt. Laximi L. Harwalkar**- Director** **9.** Secretary(Industries)- **Director** **10.** Finance Secretary **-Director** 11. Director of Industries Trade and Commerce- **Director**	3rd November, 1980		No	Yes	-do-
4	State Level Empowered Committee (SLEC)	Monitoring, Review & Evaluation on the implementation of State Mission Food Processing Scheme. (SMFPS)	i) Secretary (Inds) – **Chairman** ii) Add./Jt. Secretary, Finance- **Member** iii) Dir. Agriculture - **Member** iv)Dir. Animal Husbandry –**Member** v) Dir. Fisheries -**Member** vi)Dir. of Industries, Trade & Commerce **– Mission Director**	20th March, 2017		No	Yes	-do-
5	Goa Micro and Small Enterprises Facilitation Council (council)	The MSEFC is set up to protect the interest of Micro and Small Enterprise in case of delayed payment beyond 45 days from buyers. The council hears the petitioner /applicant (MSE) and depending on the merits of the case, conducts conciliation proceedings. Awards are passed directing the buyers to release outstanding	i.)Director of Industries, Trade & Commerce **- Chairperson** ii.)Representatives of Association of Micro small or Small Enterprises Facilitation Council - **Member** iii)Representative of banks and financial institutions lending to Micro or small enterprises; or - **Member**	21/07/2020		No	Yes	-do-

		payments along with accrued interest or otherwise.	iv) one or more persons having special knowledge in the filed of industry, finance , law, trade or commerce **-Member**					
6	State Level Advisory Board (SLAB) for MSME	To advice on all issues concerning the MSME sector, specially, State related matters including functioning of DICs , MSMEs –DIS and various promotional and autonomous bodies under the control of MSME, development organizations, etc.	i) Secretary (Inds.) **-Chairman** ii)Director of Industries, Trade & Commerce **–Vice Chairman** iii) Director MSMEs - **Member Secretary** iv)President , GCCI **-Member** v)Regional Manager–NSIC -**Member** vi) M.D.EDC Ltd - **Member** vii) MD- GHRSSIDC **- Member** viii) EEE ,Electricity Dept. -**Member** ix) Principal, Polytechnic **Member** x)G.M. SIDBI, Panaji. – **Member** xi)Director, MSME-TC, Mumbai -**Member** xii) MD, GIDC **-Member** xiii) MD-Goa State SC & OBC Finance & Development Corporation Ltd **Member** ivx) Director, MSME, Margao **-Member**	15th September, 2020		No	Yes	-do-
7	State Level Committee (SLC) for EoDB	To monitor progress of Ease of Doing Business (EoDB) to improve the compliance with the EoDB ranking	1. Hon'ble Chief Minister -Chairman 2. Hon'ble Minister for Industries Vice Chairmen 3. Chief Secretary -Member	6th August, 2019				-do-

			4. Secretary (Industries) -Member 5. Secretary (Information Technology) - Member 6. Secretary (Finance) -Member 7. Secretary to Chief Minister -Member 8. Additional Secretary(Finance) –Member 9. Chief Executive Officer, Goa Investment Promotion and Facilitation Board (Goa-IPB) - Member Secretary					
8	District level Committee North Goa for PM-FME	Effective implementation of food processing industries for Formalisation of Micro Processing Enterprise	1. Collector, North Goa District Margao, -Chairperson 2. General Manager(DIC) -Member Secretary 3. Sarpanch of one Gram Panchayat –Member 4. One Block Development Officer –Member 5. District Lead Bank Manager - Member 6. Representative of Self Help Group (SHG)/Farmer Producer Organisation(FPO)- Member 7. Representative of NABARD - Member 8. District Representative of State Rural Livelihood Mission (SRLM) -Member 9. Any other person as nominated by the Collector - Member	15th September, 2020		No	Yes	-do-
9	District level Committee South	Effective implementation of food processing industries for Formalisation	1. Collector, South Goa	15th September,				-do-

	Goa for PM-FME	of Micro Processing Enterprise	District Margao, -Chairperson 2. General Manager(DIC) -Member Secretary 3. Sarpanch of one Gram Panachayat –Member 4. One Block Development Officer –Member 5. District Lead Bank Manager - Member 6. Representative of Self Help Group (SHG)/Farmer Producer Organisation(FPO)- Member 7. Representative of NABARD - Member 8. District Representative of State Rural Livelihood Mission (SRLM) -Member 9. Any other person as nominated by the Collector - Member	2020				
10	State Level Approval Committee(SLAC)for PM-FME	Implementation of the proposed Scheme by ministry of Food Processing industries for Formalisation of Micro Processing Enterprise.	1. Chief Secretary, Government of Goa- **Chairmen** 2. Finance Secretary, Govt. of Goa -**Member** 3. Secretary (Agriculture) Govt of Goa **– Member** 4. Secretary (Industries) Govt of Goa **-Member** 5. Secretary(Fisheries) Govt. of Goa - **Member** 6. Secretary (Animal Husbandry) Govt. of Goa **-Member** 7. Secretary(MSME), Govt. of Goa- Member 8. Secretary (Skill Development), Govt. of Goa**- Member** 9. Mission Director, State Rural livelihood	15th, September, 2020				-do-

			Mission- **Member** 10. Representative of State Level Technical Institution- **Member** 11. Representative from key State Technical Institution- **Member** 12. Representative of NABARD, NSDC,SLBC,NCDC **– Member** 13. Shri Narayan J. Prabhudesai, Chartered Accountant- **Member** 14. Sate Nodal Officer()Director of Industries) **Member Secretary**					
11	State Level Standing Committee for MSME	To review all the laws/rules/regulations applicable to MSMEs and make recommendation for their simplification/rationalisation within a specific tie frame	1. Chief Secretary - **Chairmen** 2. Secretary (Industry) –**Member** 3. Secretary (Finance) –**Member** 4. Secretary (Labour)- **Member** 5. Secretary (Factories & Boilers) –**Member** 6. Secretary (Rural Development- **Member** 7. Secretary (Urban Development) -Member 8. Secretary ((Transport) **-Member** 9. Secretary (Tourism)- **Member** 10. Secretary (Law)-**Member** 11. Secretary (Agriculture)- **Member** 12. Secretary (Revenue) **Member** 13. Secretary (*Skill Development & Entrepreneurship – **Member**	02nd January, 2020				-do-

			14. Director, Micro, Small and Medium Enterprises Development Institute (Margao) - **Expert Member** 15. General Manager, District Industries Centre- **Member Secretary** 16. Director Of Industries Trade and Commerce-**Member** 17. Managing Director, Goa Industrial Dev. Corp- **Member** 18. Deputy General manager, Reserved Bank of India-**Expert Member**					
12	State Level Export Promotion Committee	The committee shall review all trade related issues including issues of logistics exports and service exports.	1. Chief Secretary- **Chairman** **2.** Secretary (Finance)-**Member** 3. Secretary- **Member** 4. Secretary (Animal Husbandry)- **Member** **5.** Secretary (Fisheries)-**Member** 6. Secretary (Mines) **–Member** 7. Secretary (PWD) **-Member** **8.** Secretary (Tourism) –**Member** **9.** Secretary (Information Technology) –**Member** **10.** Secretary (Industries0/State Export	20th July, 2018		No	Yes	-do-

			Commissioner –**Convenor** 11. Additional Director General of Foreign Trade Mumbai- **Convenor**					
13	District Level Export Promotion North Goa District of the State. (HUB)	To deal with the matters related to District Export Level	1. District Magistrate /Collector (North) – **Chairperson** **2.** Designated Director General of Foreign Trade / Reginal Authorities (DGFT/RA)- **Co-chair** **3.** General Manager –District Industries Centre (DIC) Directorate of industries Trade & Commerce- **Member** 4. Deputy Director (Industries), Director of Industries Trade & Commerce- **Member** **5.** Representative of Ministry of Micro, Small& Medium Enterprises-Development Institute (MSME-DI) Margao –**Member** 6. Representative from Goa Chamber of Commerce& Industry (GCCI) dealing with Exports related matters –**Member** 7. Representative from Department of Agriculture **-Member** 8. Representative from Directorate of Fisheries **-Member** **9.** Representative from Department of Information Technology **-Member** 10. Representative from Director of Food & Drugs Administration**- Member**	5th February 2020		No	Yes	-do-

			11. Representative Exports Inspection Council **-Member** **12.** Representative from National Bank for Agriculture & Rural Development (NABARD**)-Member** **13.** Representative From Department of Information Technology**- Member** 14. Representative from Small Industries Development Bank of India (SIDBI) **-Member** **15.** Representative from Directorate of Mines & Geology **-Member** 16. Representative from Directorate of Goa Industrial Development Corporation **– Member** 17. Any other with the approval of Chairperson **– Member**					
14	District Level Export Promotion South Goa District of the State. (HUB)	To deal with the matters related to District Level Exports.	1. District Magistrate /Collector (South) – **Chairperson** **2.** Designated Director General of Foreign Trade / Reginal Authorities (DGFT/RA)- **Co-chair** **3.** General Manager –District Industries Centre (DIC) Directorate of industries Trade & Commerce- **Member** 4. Deputy Director (Industries), Director of Industries Trade & Commerce- **Member** **5.** Representative of Ministry of Micro, Small& Medium Enterprises-Development Institute (MSME-DI)	5th February 2020				-do-

			Margao –**Member** 6. Representative from Goa Chamber of Commerce& Industry (GCCI) dealing with Exports related matters –**Member** 7. Representative from Department of Agriculture **-Member** 8. Representative from Directorate of Fisheries **-Member** **9.** Representative from Department of Information Technology **-Member** 10. Representative from Director of Food & Drugs Administration**- Member** 11. Representative Exports Inspection Council **-Member** **12.** Representative from National Bank for Agriculture & Rural Development (NABARD**)-Member** **13.** Representative From Department of Information Technology**- Member** 14. Representative from Small Industries Development Bank of India (SIDBI) **-Member** **15.** Representative from Directorate of Mines & Geology **-Member** 16. Representative from Directorate of Goa Industrial Development Corporation **– Member** Any other with the approval of Chairperson **- Member**					

15	Task Force Committee (TFC) for Umbrella Scheme	Scrutiny of application and recommendation of benefits under 'The Goa State Incentives to Encourage Investment Scheme, 2017' to be called as 'Umbrella Scheme' and separate "Target Scheme".	1. Chief Executive Officer, Goa IPB- Chairman 2. General manger(DIC) DITC- Member Secretary 3. Under Secretary (Finance/Expenditure) – Member 4. Director, Goa Chamber of Commerce and Industry- Member 5. Vice President, Goa State Industries Association- Member 6. Chartered Accountant- Member	28th March, 2018		No	Yes	-do-
16	Departmental Promotion Committee (DPC)	Departmental Promotional and Grant of Modified Assured Career Progression scheme (MACPS)	1. Head of Department, Chairmen, 2. General Manager (DIC)-Member 3. US (Industries)- Member	6th October, 2000		No	Yes	-do-
17	Departmental Screening Committee	Direct recruitment of DITC staff	1.Head of the Department-Chairman 2.General manger (DIC) -Member 3.Dy. Director (Adm) –Member	07th December, 2020		No	Yes	-do-
18	Purchase Committee of DITC	Purchase of office material/Equipment	1.General Manger(DIC) Chairmen, 2. Dy. Director(Adm) (Member), 3. Assistant Account Officer(Member)	07th, April, 2017		No	Yes	-do-
19	Project Management Unit(PMU)	Intra- departmental Committee	1. General Manager(DIC) -Chairman 2. Deputy Director (Administration)	06th May, 2020		No	Yes	-do-

			Member 3. Deputy Director (Industries) Member 4. Assistant Accounts Officer –Member 5. Functional Manager –II -Member Secretary /Convenor					
20	Prevention Prohibition and Redressel of the Sexual Harassment Act, 2003	Redressel of the Sexual Harassment	1. Geeta A. Joshi-President 2. Adv. Harsha Naik-Member 3. Satish V. Gaonkar-Member 4. M.D.L. Rita Fernandes e Rego- Member 5. Chandrakala N. Karbotkar-Member 6. Laxmikant K. Tari- Member	06.12.2018				

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Directory of Officer and Employee

[Section 4(1)(b)(ix)]

Sr. No.	Name	Designation	Office Tel. No.	E-mail address
1	Shri Dipak M. Bandekar	Director	2222241	dir-indu.goa@nic.in
2	Smt. Darshana S. Narulkar	General Manager (DIC)	2226377	-do-
3	Shri Rohan J. Kaskar	Deputy Director (Adm.)	2420787	-do-
4	Shri Prasad Valvaikar	Deputy Director (Ind.)	2420787	-do-
5	Shri Prashant P. Kamat	Functional Manager-(I)	2420787	-do-
6	Miss Geeta Joshi	Planning Officer	2420787	-do-
7	Shri Himanshu R. Patnekar	Functional Manager-(II)	2420787	-do-
8	Shri Cassiano M. D' Souza	Assistant Accounts Officer	2420787	-do-
9		Statistical Officer	2420787	-do-
10.	Shri Satish K. Gaonkar	Industries Officer-(I)	2420787	-do-
11	Smt. Sangeeta S. Divkar	Industries Officer-(II)	2420787	-do-
12	Smt. Sarita Kudalkar	Office Superintendent	2420787	-do-
13	Smt. Maria L. Rita Fernandes e Rego	Head Clerk	2420787	-do-
14	Ms. Jaya D. Gaude	Economic Investigator	2420787	-do-
15	Smt. Germina M. Araujo	Industries Inspector	2420787	-do-
16	Shri Sayed A. Hadi	Industries Inspector	2420787	-do-
17	Shri Vishant S. Naik Pilarnkar	Industries Inspector	2420787	-do-
18	Smt. Joyce D'Souza	Industries Inspector	2420787	-do-
19	Smt. Maria P. Sequeira	Industries Inspector	2420787	-do-
20	Smt. Sibyl F. D'Souza	Industries Inspector	2420787	-do-
21	Smt. Vanamika T. Uskaikar	Industries Inspector	2420787	-do-
22	Shri Amol D. Naik	Industries Inspector	2420787	-do-
23	Shri Naresh Pokle	UDC	2420787	-do-
24	Shri Jaydish J. Bakal	UDC/ Store keeper	2420787	-do-
25	Smt. Geeta M. Naik	UDC	2420787	-do-
26	Smt. Chandrakala N. Karbotkar	UDC	2420787	-do-

27	Smt. Renuka S. Patil	UDC	2420787	-do-
28	Shri Sadashiv N. Pandit	UDC	2420787	-do-
29	Smt. Reshma R. Naik	UDC	2420787	-do-
30	Shri Arjun K. Gad	UDC	2420787	-do-
31	Shri Dashrath M.Bhaskar	UDC	2420787	-do-
32	Shri Pushker D. Lolienkar	UDC	2420787	-do-
33	Shri Laximikant K. Tari	UDC	2420787	-do-
34	Shri Vishwajit Kerkar	UDC	2420787	-do-
35	Shri Sanjay Hoble	UDC	2420787	-do-
36	Smt. Neelam Kaushal	LDC	2420787	-do-
37	Shri Pandurang Parulekar	LDC	2420787	-do-
38	Shri Manoj V.Gaude	LDC	2420787	-do-
39	Shri Camilo D'Costa	Driver	2420787	-do-
40	Shri Umesh A. Kavlekar	Driver	2420787	-do-
41	Shri Devidas Gaude	Driver	2420787	-do-
42	Shri Vasudev B. Sherlekar	Driver	2420787	-do-
43	Shri Vidyadhar B. Keluskar	MTS	2420787	-do-
44	Shri Pandurang T.Pagui	MTS	2420787	-do-
45	Smt. Poonam Ghadi	MTS	2420787	-do-
46	Shri Gauresh K.Naik	MTS	2420787	-do-
47	Shri Vishwas K.Naik	MTS	2420787	-do-
48	Shri Vishwas D.Naik	MTS	2420787	-do-
49	Shri Ramdas U.Gaude	MTS	2420787	-do-
50	Shri Rama T. Velip	MTS	2420787	-do-
51	Smt. Suhassini S.Parwar	MTS	2420787	-do-
52	Smt. Basawa Talwar	MTS	2420787	-do-

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The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

Sr. No	Name	Designation	Pay Scale	Monthly remuneration
1	Darshana M. Narulkar	General Manager(DIC)	67700-208700(11)	Rs. 1,18,326/-
2	Rohan Kaskar	Dy. Director (ADM)	15600-39100(11)	Rs. 83,347/-
3	Geeta Joshi	Planning Officer	9300-34800(7)	Rs. 69,271/-
4	Prashant Kamat	Functional Manager - I	44900-142400(7)	Rs. 84,544/-
5	Himanshu Patnekar	Functional Manager - II	9300-34800(7)	Rs. 69,271/-
6	Satish Gaonkar	Industries Officer	9300-34800(7)	Rs. 92,546/-
7	Sangeeta Divkar	Industries Officer	35400-112400(6)	Rs. 80,044/-
8	Cassiano M. D'souza	Assistant Accounts Officer	44900-142400(7)	Rs. 83,347/-
9	Sarita Y Kudalkar	Office Superintendent	44900-142400(7)	Rs. 75,522/-
10	Maria Das L. Rita Fernandes e Rego	Head Clerk	35400-112400(6)	Rs. 73,394/-
11	Sayed A. Hadi	Industries Inspector	35400-112400(6)	Rs. 73,394/-
12	Vishant S. Naik	Industries Inspector	29200-92300(5)	Rs. 64,350/-
13	Jaya Gaude	Economic Investigator	29200-92300(5)	Rs. 64,350/-
14	Geremina M. Araujo	Industries Inspector	35400-112400(6)	Rs. 73,394/-
15	Maria P Sequeira	Industries Inspector	29200-92300(5)	Rs. 64,350/-
16	Joyce D'souza	Industries Inspector	29200-92300(5)	Rs. 64,350/-
17	Sibyl F. D'Souza	Industries Inspector	29200-92300(5)	Rs. 62,488/-
18	Vanamika T. Uskaikar	Industries Inspector	25500-81100(4)	Rs. 54,242/-
19	Laxmikant K Tari	UDC	25500-81100(4)	Rs. 45,981/-
20	Arjun K. Gad	UDC	25500-81100(4)	Rs. 45,981/-
21	Renuka S. Patil	UDC	25500-81100(4)	Rs. 46,395/-
22	Chandrakala N. Karbotkar	UDC	25500-81100(4)	Rs. 47,725/-
23	Sadashiv N. Pandit	UDC	25500-81100(4)	Rs. 41,067/-

24	Reshma R. Naik	UDC	25500-81100(4)	Rs. 46,395/-
25	Pushker D. Lolienkar	UDC	25500-81100(4)	Rs. 40,277/-
26	Sanjay K.Hoble	UDC	25500-81100(4)	Rs. 37,085/-
27	Naresh N. Pokle	UDC	25500-81100(4)	Rs. 47,725/-
28	Geeta M. Naik	UDC	25500-81100(4)	Rs. 47,725/-
29	Jaydish T. Bakal	UDC/Store Keeper	25500-81100(4)	Rs. 47,725/-
30	Amol D. Naik	Industries Inspector	25500-81100(4)	Rs. 42,671/-
31	Dasharath B. Mapari	UDC	25500-81100(4)	Rs. 46,395/-
32	Vishwajit V. Kerkar	UDC	25500-81100(4)	Rs. 37,085/-
33	Neelam Kaushal	LDC	25500-81100(4)	Rs. 66,212/-
34	Pandurang Parulekar	LDC	25500-81100(4)	Rs. 47,326/-
35	Camilo D'costa	Driver	35400-112400(6)	Rs. 73,394/-
36	Devidas P. Gaude	Driver	21700-69100(3)	Rs. 47,326/-
37	Vasudev Sherlekar	Driver	21700-69100(3)	Rs. 41,984/-
38	Rama T. Velip	MTS	25500-81100(4)	Rs. 53,444/-
39	Ramdas U. Gaude	MTS	18000-56900(1)	Rs. 29,106/-
40	Manoj V. Gaude	LDC	18000-56900(1)	Rs. 31,776/-
41	Vishwas K. Naik	MTS	18000-56900(1)	Rs. 30,510/-
42	Gauresh K. Naik	MTS	18000-56900(1)	Rs. 29,106/-
43	Umesh Kavlekar	Driver	21700-69100(3)	Rs. 43,050/-
44	Poonam C. Ghadi	MTS	19900-63200(2)	Rs. 52,272/-
45	Basawa Talwar	MTS	21700-69100(3)	Rs. 50,119/-
46	Suhasini S. Parwar	MTS	19900-63200(2)	Rs. 43,469/-
47	Pandurang T Pagui	MTS	25500-81100(4)	Rs. 53,444/-
48	Vidhyadhar Keluskar	MTS	25500-81100(4)	Rs. 53,444/-
49	Vishwas D. Naik	MTS	18000-56900(1)	Rs. 29,106/-

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The Budget Allocated to each Agency(Particulars of all plans, Proposed expenditures & reports on disbursement made)

Expenditure for the Month of January 2021								
Budget Head	**% of Central Share**	**Budget Estimate 2020-21**	**Supplementary Demand (if any) 2020-21**	**Total (3+4)**	**Expenditure during the month of January' 2021**	**% of expenditure during the month of January' 2021**	**Cumulative expenditure upto January' 2021**	**% of Cumulative expenditure upto January' 2021**
1		**2**			**3**		4	
Total Demand 19 (2851,2852,4851,6851)		**12330.03**		**12330.03**				
Total Revenue Expenditure		**8199.93**		**8199.93**				
2851 - Village and Small Industries		**7909.38**	-----	**7909.38**				
001 - Direction and Administration		**493.85**	-----	**493.85**				
01 - Strengthening of Directorate (P)		**241.60**	-----	**241.60**				
01 - Salaries		170.00	-----	170.00	0.71	0.42%	60.71	35.71%
03 - Overtime Allowance		0.10	-----	0.10				
11 - Domestic Travel expenses		1.00	-----	1.00			0.14	14%
13 - Office expenses		60.00	-----	60.00	9.00	15.02%	21.92	36.55%
26 - Advertising & Publicity		2.50	-----	2.50			0.20	8%
27 - Minor Works		3.00	-----	3.00				
50 - Other charges		5.00	-----	5.00	0.84	16.80%	3.79	75.80%
502- Govt Contribution			-----		0.06		1.49	
Total			-----		**10.61**		**88.25**	
02 - Strengthening of Directorate (NP)		**252.25**	-----	**252.25**				
01- Salaries		65.00	-----	65.00	0.00	0.00%	29.87	45.95%
02- Wages		-	-----	-				
03- Overtime Allowance		0.20	-----	0.20				
11- Domestic travel expenses		40.00	-----	40.00				
13- Office expenses		0.05	-----	0.05				
21- Supplies and Materials		2.00	-----	2.00				

26- Advertising & Publicity		40.00	-----	40.00				
28- Professional Services		100.00	-----	100.00			0.12	0.12%
50- Other charges		5.00	-----	5.00			1.23	25%
502-Govt. Contribution			-----		0.00		0.63	
Total			-----		**0.00**		**31.85**	
003 - Training		**103.20**	-----	**103.20**				
05 - Establishment of Field Testing Centre(P)		**0.05**	-----	**0.05**				
31 - Grant -in-Aid		0.05	-----	0.05				
Total			-----		0			
06 - Udaymi Mitra Scheme(P)(A)		**0.05**	-----	**0.05**				
28 - Professional Services		0.05	-----	0.05				
Total			-----		0			
			-----					
07 - Prime Minister'sEmployment Generation Programme Scheme(P)(A)(PMEGP)		**2.00**	-----	**2.00**				
26 - Advertising and Publicity		1.50	-----	1.50				
28 - Professional Services		0.50	-----	0.50				
Total			-----		0			
08 - Establishment of Entrepreneurship Development Institute at Assagao ,Goa (P)		**50.00**	-----	**50.00**				
31 - Grant -in-Aid		50.00	-----	50.00				
Total			-----		0			
09 - Modified Namak Mazdoor Awas Yojana (MNMAY) Scheme (P)(A)		**0.05**	-----	**0.05**				
33 - Subsidies		0.05	-----	0.05				
Total			-----		0			
10-Setting up of Gas based power plant in the State(P)(A)		0.05	-----	0.05				

32-Contribution		0.05	-----	0.05				
Total			-----		0			
11 - Zero Defect Zero Effect		**51.00**	-----	**51.00**				
11-Domestic Travel Expenses		3.00	-----	3.00				
26 - Advertising and Publicity		3.00	-----	3.00				
28 - Professional Services		25.00	-----	25.00				
50- Other charges		20.00	-----	20.00				
Total			-----		0			
101 - Industrial Estates		**3805.00**	-----	**3805.00**				
01 - Reimbursement of taxes of Village Panchayat/Municipalities		**500.00**	-----	**500.00**				
50 - Other Charges		500.00	-----	500.00	0		64.09	12.82%
Total:-			-----		**0**		**64.09**	
02 - Subsidy Scheme for Industrial /Investment Policy		**3305.00**	-----	**3305.00**				
28 - Professional Services		200.00	-----	200.00				
31 - Grant -in-Aid		200.00	-----	200.00	0.00	0.00%	12.75	6.38%
32 - Contributions		400	-----	400				
33 - Subsidies		2500.00	-----	2500.00	0.00		10.00	0.40%
50 - Other charges		5.00	-----	5.00				
Total:-			-----		**0.00**		**22.75**	
104 - Handicrafts Industries		**907.00**	-----	**907.00**				
01 - Exhibition(P)		**2.00**	-----	**2.00**				
26 - Advertising and Publicity		2.00	-----	2.00				
Total:-			-----					
09-Contribution to Handicraft Rural & Small Scale Industries by		**905.00**	-----	**905.00**				

GHRSSIDC(Plan)								
31-Grant- in- Aid		905.00	-----	905.00	0.00	0.00%	452.50	50%
Total:-			-----		**0.00**		**452.50**	
105 - Khadi and Vilalge Industries		**300.00**	-----	**300.00**				
01 - Grants to the Goa Khadi & Village Industries Board (PL)		**300.00**	-----	**300.00**				
31 - Grant-in-Aid		260.00	-----	260.00	0.00	0.00%	187.88	72.26%
33 - Subsidies		18.30	-----	18.30				
50 - Other charges		21.70	-----	21.70				
Total			-----		**0.00**		**187.88**	
789 - Special Component Plan for Scheduled Castes		**139.28**	-----	**139.28**				
01 - Scheduled Castes Development Scheme (p)		**139.28**	-----	**139.28**				
28 - Professional Services		9.28	-----	9.28				
31 - Grant-in-Aid		80.00	-----	80.00				
33- Subsidies		50.00	-----	50.00				
Total:-			-----		0.00		0.00	

			-----					
796 Tribal Area Sub-Plan		**557.00**	-----	**557.00**				
01 Scheduled Tribe Development Scheme		**557.00**	-----	**557.00**				
28 -Professional Services		57.00	-----	57.00				
31-Grant-in Aid		200.00	-----	200.00				
33-Subsidies		200.00	-----	200.00				
50-Other Charges		100.00	-----	100.00				
Total			-----		0.00		**0.00**	
800 - Other Expenditure		**1604.05**	-----	**1604.05**				
01 - District Industries Centre(Plan)		**184.00**	-----	**184.00**				
01 - Salaries		160.00	-----	160.00	3.56	2.22%	96.98	60.61%

11 - Domestic Travel expenses		3.00	-----	3.00	0.00		0.58	19.33%
13 - Office expenses		15.00	-----	15.00	0.00	0.00%	0.01	0.06%
26 - Advertising & Publicity		3.00	-----	3.00				
28 - Professional Services		3.00	-----	3.00				
502-Govt. Contribution			-----		0.20		4.33	
Total:-			-----		**3.76**		**101.90**	
02 - Deen Dayal Swayamrojgar Yojana(Plan/Goa Youth Rojgar Yojana (P)		**0.05**	-----	**0.05**				
32 - Contributions		0.05	-----	0.05				
Total:-			-----		0			
22 - Cluster Development Programme		**301.00**	-----	**301.00**				
31-Grant-in Aid		300.00	-----	300.00				
50 - Other charges		1.00	-----	1.00				
Total:-			-----		0			
25 - Or.Saminars/Workshop Training Programmes etc.		**5.00**	-----	**5.00**				
26 - Advertising & Publicity		4.00	-----	4.00				
50 - Other charges		1.00	-----	1.00				
Total:-			-----		0			
26 - Trade fair exhibition for Micro,Small and Medium Enterprises (P)		**400.00**	-----	**400.00**				
50 - Other charges		400.00	-----	400.00				
Total:-			-----		0			
33 - Enterpreneurship Development Programme(P)		**5.00**	-----	**5.00**				
28 - Professional Services		5.00	-----	5.00				
Total:-			-----		0			
42 - Water Harvesting of Industrial Estates (P)		**11.00**	-----	**11.00**				

27 - Minor Works		0.50	-----	0.50				
32 - Contributions		10.00	-----	10.00				
33 - Subsidies		0.50	-----	0.50				
Total:-			-----		0			
44 - Traditional Bakers and Salt Producers(P)		**10.00**	-----	**10.00**				
31 - Grant-in-Aid		10.00	-----	10.00				
Total:-			-----		0			
47 - Goa Investment Promotion and Facilitation Board		**688.00**	-----	**688.00**				
31 - Grant-in-Aid		588.00	-----	588.00				
50 - Other charges		100.00	-----	100.00				
Total:-		**688.00**	-----	**688.00**				
Total 2851			-----		**14.37**		**949.22**	

2852 - Industries		**290.55**	-----	**290.55**				
08 - Consumer Industries		**55.00**	-----	**55.00**				
600 - Others		**55.00**	-----	**55.00**				
01 - Food Processing Industries(Plan)(A)		**50.00**	-----	**50.00**				
33 - Subsidies		50.00	-----	50.00				
Total:-			-----		0			
03 - Assistance for National Mission on Food Processing(P)(A)		**5.00**	-----	**5.00**				
28 - Professional Services		1.00	-----	1.00				
31 - Grant-in-Aid		4.00	-----	4.00				
Total:-			-----		0			
80 - General		**235.55**	-----	**235.55**				
001 - Direction and Administration		**235.55**	-----	**235.55**				
01 - Directorate of Industries(NP)		**235.55**	-----	**235.55**				

01 - Salaries		220.00	-----	220.00	1.70	0.77%	108.86	49.48%
03 - Overtime Allowance		-	-----	-				
11 - Domestic Travel expenses		2.00	-----	2.00			0.06	3%
12 - Foreign travel expenses		0.05	-----	0.05				
13 - Office expenses		5.00	-----	5.00				
20 - Other Administrative Expenses		1.00	-----	1.00				
21 - Supplies and Materials		0.50	-----	0.50				
26 - Advertising & Publicity		1.00	-----	1.00				
27 - Minor Works		3.00	-----	3.00				
28 - Professional Services		3.00	-----	3.00				
502-Govt. Contribution			-----		0.07		3.34	
Total:-			-----		**1.77**		**112.26**	
Total - 2852			-----		**1.77**		**112.26**	
Total Capital Expenditure		**4130.10**	-----	**4130.10**				
4851 - Capital Outlay on Village and Small Industries		**3730.00**	-----	**3730.00**				
796 - Tribal Area Sub Plan		**5.00**	-----	**5.00**				
01 - Scheduled Tribe Development Scheme(P)		**5.00**	-----	**5.00**				
54 - Investments		5.00	-----	5.00				
Total:-			-----					
800 - Other Expenditure		**3725.00**	-----	**3725.00**				
01 - Strengthening of Directorate(P)		**300.00**	-----	**300.00**				
53 - Major Works		300.00	-----	300.00				
Total:-			-----					
02 - Land Acquisition for Industrial Estate Phase-II		**925.00**	-----	**925.00**				
60 - Other capital expenditure		925.00	-----	925.00				

Total			-----					
05 - Industrial Development Corporation Infrastructure		**2500.00**	-----	**2500.00**				
60 - Other capital expenditure		2500.00	-----	2500.00				
Total:-			-----					
Total 4851			-----					
6851 - Loans for Village and Small Industries		**400.10**	-----	**400.10**				
102 - Small Scale Industries		**0.10**	-----	**0.10**				
04 - Loans for Sick Industrial Units Revival & Rehabilitation Scheme(P)		**0.05**	-----	**0.05**				
55 - Loans and Advances		0.05	-----	0.05				
Total:-			-----					
05 - Loans for MSMEs & other institution for Dev.& application of new technology		**0.05**	-----	**0.05**				
55 - Loans and Advances		0.05	-----	0.05				
Total:-			-----					
796 - Tribal Area Sub-Plan		**100.00**	-----	**100.00**				
01 - Scheduled Tribe Development Scheme		**100.00**	-----	**100.00**				
55 - Loans and advnaces		100.00	-----	100.00				
Total:-			-----					
789 - Special Component Plan for Scheduled Castes		**300.00**	-----	**300.00**				
01 - S.C. Development Scheme		**300.00**	-----	**300.00**				
55 - Loans and Advances		**300.00**	-----	**300.00**				
Total:-			-----					
Total 6851			-----		**0.00**		**0.00**	
Total 4851 + 6851			-----		**0.00**		**0.00**	
Total:-			-----		**16.14**		**1061.48**	

2851+2852+4851+6851								

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List of units given subsidies

[Section 4 (1) (b) (xii)]

Sr. No.	Name & address of the unit	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilisation progress	Previous years achievements
1	2	3	4	5	6	7
1	M/s. Changoer Trading & Exports Private Limited, Plot No.S-137, Phase-III A, Verna Industrial Estate, Verna, Mormugao, Goa.	Under the State Mission for Food Processing Industries Scheme (SMFP) 2016; Financial assistance/ incentives were provided for establishing new unit food processing units as well as for technology upgradation and expansion of existing units and for creating sustainable local employment in the State.	1	Rs.3000000.00 (However only 1st instalment of Rs.1500000.00 released)	_	_
2	M/s. Food Express, Plot No.52, Shed No.D-3/30, Tivim Industrial Estate, Karaswada, Bardez, Goa.		1	Rs.2015639.00 (Released in full)	_	_
3	M/s. Samant Rice & Flour Mill, House No.28/1C, Santerimol, Nirancal, Ponda, Goa		1	Rs.151335.00 (However only 1st instalment of Rs.75668.00 released)	_	_
4	M/s. Vaishali Foods, Plot No.226, Kundaim Industrial Estate, Kundaim, Ponda, Goa		1	Rs.155932.00 (However only 1st instalment of Rs.77966.00 released)	_	_

5	M/s. Canara Cold Storage, (Unit-II), Plot No.49, Sancoale Industrial Estate, Sancoale, Zuarinagar, Mormugao, Goa.		1	1790196.00 (However only 1st instalment of Rs.895098.00 released)	_	_

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Particulars of recipients of Concession, permits or authorization granted by it.

[Section 4(1) (b) (xiii)]

Sr. No	Name & address of the Beneficiary	Nature of concesion/ permit/authorization provided	Purpose for which granted	Scheme and Criteria for selection	No. of similar concession given in past with purpose.
1	M/s Ansa Marketing C & F cum Distributors H. No. 2/212/2, Near Radhey Ice Plant, Patto, Ribander-Goa.	LOG License	Registration and renewal of LOG License	Lubricating Oils and Greases (Processing, Supply and Distribution Regulation) Order, 1987 was issued by Ministry of Petroleum and Natural Gas, GOI, New Delhi.	-
2	M/s K.B Mandurkar, Honda, Sattari-Goa	LOG License	Registration and renewal of LOG License	Lubricating Oils and Greases (Processing, Supply and Distribution Regulation) Order, 1987 was issued by Ministry of Petroleum and Natural Gas, GOI, New Delhi.	-
3	M/s Roquedal Lubricants Pvt Ltd, SB 43/54, Cuncolim, Salcette Goa.	LOG License	Registration and renewal of LOG License	Lubricating Oils and Greases (Processing, Supply and Distribution Regulation) Order, 1987 was issued by Ministry of Petroleum and Natural Gas, GOI, New Delhi.	-
4	M/s G.B Mahajan, Polem Canacona	LOG License	Registration and renewal	Lubricating Oils and Greases (Processing,	

			of LOG License	Supply and Distribution Regulation) Order, 1987 was issued by Ministry of Petroleum and Natural Gas, GOI, New Delhi.	-

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Particulare of Recipiente of Concessions, permits or authorization granted by it

[Section 4 (1) (b) (xiv)]

Information available in an electronic form

15.1 please provide the details of the information related to the various schemes which are available in the electronic format.

Sr No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end data base.
1.	MSME Registration	Details of the register MSME including nature and of business	No.	Back end
2.	Umbrella Scheme registration and application	Details of scheme and benefits provided	No.	Back end

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Particulars of the facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

Sr. No.	**Facility available**	**Nature of information**	**Working hours**
Information Counter	Yes	Information pertaining to Schemes & Department	9.30 a.m. to 1.15 p.m. 2.00 p. m. to 5.45 p.m. Except Saturday, Sunday and Public Holiday
Web site	Yes	Information pertaining to Schemes & Department	
Library	No.	---	---
Notice Board	Yes	Public notice, Order etc.	9.30 a.m. to 1.15 p.m. 2.00 p. m. to 5.45 p.m. Except Saturday, Sunday and Public Holiday

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Name & designation and other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

Directorate of Industries, Trade & Commerce, First Floor, Udyog Bhavan, Panaji, Goa

Sr No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	E–mail address	Demarcation of area/Activities . If more than one PIO is there.
1	Shri Rohan J. Kaskar Deputy Director (Administration) PIO-I	Directorate of Industries, Trade & Commerce, Udyog Bhavan, Panaji, Goa	2226377	dir-indu.goa@nic.in	1. Establishment Section 2. Accounts Section 3. Statistical Section 4. Development-II section 5. I.T section
2	Shri Prasad G. Valvoikar, Deputy Director (Industries) PIO-II	--do--	2226377	dir-indu.goa@nic.in	1. Development-I section 2. Registration section 3. HPCC/IPB cell 4. Scrapyard section 5. MSME Council 6. Online Registration/ Udyog Aadhaar 7. Ease of Doing Business

List of Assistant Public Information Officers

Sr.No.	Section	State Assistant Public Information Officer
1.	1. Establishment section 2. Any Miscellaneous Area	Office Superintendent
2.	Accounts Section	Assistant Accounts Officer
3.	Statistical Section	Statistical Officer
4.	Development-II section	Planning Officer
5.	1. Development –I Section 2. Registration 3. HPCC/IPB Cell 4. MSME Council 5. On line Registration/ 6. Udyog Aadhaar	Functional Manager-I
6.	1. I.T. section 2. Scrapyard Section 3. Ease of Doing Business	Functional Manager-II

First Appellate Authority within the department

Sr No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	E –mail address
1	Shri Darshana S. Narulkar General Manager (DIC)	Directorate of Industries, Trade & Commerce, Udyog Bhavan, Panaji, Goa	2420787	dir-indu.goa@nic.in

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Other information as may be prescribed

[Section 4(1)(b)(xvii)]

All other information held by the department which is not provided in the previous manuals shall be collated, compiled, collected and provided in the form of manual from time to time.

New Centrally Sponsored Scheme

"Scheme for Formalisation of Micro food processing Enterprises (FME)"

Background:

The unorganized food processing sector in the country comprising nearly 25 lakh food processing enterprises which are unorganized and unregistered. With only 7% of investment in plant & machinery and 3% of outstanding credit, the unorganized enterprises contribute to 74% of employment (a third of which are women), 12% of output and 27% of the value addition in the food processing sector. Nearly 66% of these units are located in rural areas and about 80% of them are family-based enterprises.

The sector faces a number of challenges including the inability of the entrepreneurs to access credit, high cost of institutional credit, lack of access to modern technology and inability to integrate with the food supply chain and compliance with the health and safety standards.

To address these problems, through a comprehensive package of interventions. Government of India has approved an all India Centrally Sponsored Scheme **"Scheme for Formalisation of Micro food processing Enterprises (FME)"**

2. Aim:

(i) To modernize and enhance the competitiveness of the existing individual micro enterprises and ensure their transition to formal sector

(ii) To support FPOs/ SHGs/ Cooperatives for delivery of package of services, creation of common infrastructure along the value chain, ensure backward & forward linkages, branding & marketing, etc.

3. Objectives:

(i) Increase access to finance

(ii) Increase in revenues of target enterprises

(iii) Enhanced compliance with food quality and safety standards

(iv) Strengthening capacities of support systems

(v) Special focus on Women entrepreneurs and Aspirational Districts

(vi) Encourage Waste to Wealth activities

(vii) Focus on minor forest produce in Tribal Districts

(viii) Transition from the unorganized sector to the formal sector

4. Salient features:

(i) All India Centrally Sponsored Scheme with an Outlay of Rs.10,000 crore for 5 years from 2020-21 to 2024-25

(ii) Coverage of 2,00,000 enterprises

(iii) Expenditure to be shared by Government of India and States at 60:40

(iv) About Rs. 25,000 cr investment is expected under the programme

(v) Cluster approach and Focus on perishables

(vi) Assisted units to have unique identity

5. Support to Individual micro units:

(i) Micro enterprises will be supported with credit linked subsidy @ 35% of the eligible project cost with a ceiling of Rs.10 lakh.

(ii) Beneficiary contribution will be minimum 10% and balance through loan.

(iii) Handholding support for farm level upgradation plan, DPR preparation, Skill training, obtaining bank credit, FSSAI/ local body license, Udyog Aadhaar etc.

6. Support for FPOs/ SHGs/ Cooperatives:

(i) Seed capital to SHGs (@ Rs.4 lakh per SHG) for loan to members for working capital and small tools

(ii) Grant for backward/ forward linkages, common infrastructure, packaging, marketing & branding

(iii) Skill training and Handholding support for DPR, technical upgradation etc.

(iv) Credit linked capital subsidy

7. Brand Building & Marketing

(i) Support to SHGs/ FPOs/ Co-operatives in brand building and marketing for the micro-enterprises

(ii) Linkage of clusters with lead buyers

(iii) Support to micro-enterprises coming together for brand-building and marketing.

8. Strengthening capacities of institutions

(i) Support to micro enterprises in technology upgradation, entrepreneurship development and food safety by strengthening existing National and State level institutions

(ii) Preparation of comprehensive training curricula, training of trainers at State level and Nodal institutions, preparation of standard DPRs etc.

(iii) Development of new products and processes for micro units

9. Convergence

(i) Support from the existing schemes under implementation by the Government of India and State Governments

(ii) To fill in the gaps, where support is not available from other sources, especially for capital investment, handholding support, training and common infrastructure

10. Employment Generation Potential

(i) The project is likely to generate nine lakh skilled and semi-skilled jobs.

(ii) Nearly eight lakh micro- enterprises will benefit through access to information, better exposure and formalization.