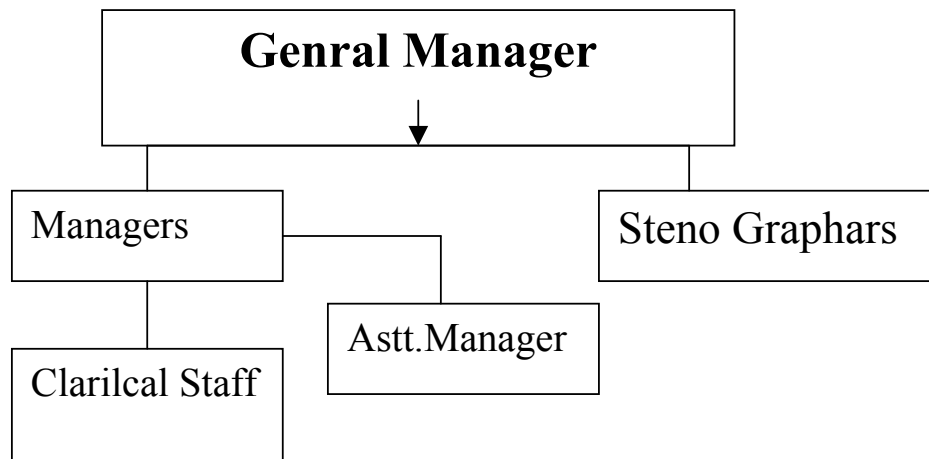


ORGANIZATION SET - UP

Function and duties of the different offices constituting
the Organization U/S 4.1 (b) (i)

DISTRICT TRADE AND INDUSTRIES CENTER

SEHORE



1.B Functions and duties of each unit of the Office

S.No.	Unit/Section	Functions performed
1	Administrative Section	Staff Establishment Record And Office Administration
2	Account	Staff Salry & Clames, Budgat & Audit
3	Stores	Office Furniture & Equipments
4	Record Room	Office Files & Record
5	Others if any (Give complete detail of each unit/section)	-

Work distribution order of each officer 4.1[B][ii]

S. No	Name	Designation	Remuneration [Basic pay]	Duties
1	Shri. A.K. Upadhyay	Genral Manager	13575	Head Of The Office
2	Shri S.K Tuli	Manager	10750	D.D.O., Gen, Acount, Singale Agency, Basic Facility, Budget, & Audit, and Work of Sehore Tehh.
3	Shri Manoj Jain	Manager	10750	RDSY, & DDRY Schemes Markting, Finencial Assitence, Information & Work Of Budni, Nus. Ganj Tehsil
4	Shri H.P. Meena	Manager	9650	Work Of Ichhwar Tehsil
5	Shri K.S. Solanki	Manager	8000	PMRY & LMI, SSI, Rojgar Nirman Bord Genrak EDP. & Cityzen Charter & Work Of Ashta Tehsil
6	Shri Anil Kotwala	Astt. Manager	7100	Work Of Sehore Tehsil
7	Shri E.N. Dhadse	Astt. Manager	6750	PMRY & EDP Section Officer
8	Shri Anurag Varma	Astt. Manager	6500	Work Of Ashta Tehsil
9	Shri R.K. Varma	Astt. Manager	6125	Work Of Nusrullahganj Tehsil
10	Shri M.L. Thawani	Astt. Manager	6500	Work Of Budni Tehsil
11	Smt. Anita Bhaliya	Astt. Manager	6500	Work Of Ichhwar Tehsil & Sectin Officer Of RDSY, FA, Mahila Prakost State Assitance
12	Shri Pramod Lingayat	Steno	5875	P.A. To Genral Manager
13	Shri Prakash Lachwani	Steno	4500	Cordination Sec. & Typing Work
14	Shri A.S Chowhan	Astt. Gr. II	4900	DDRY & BF .Cityzen Charter & Soochna ka Adhikar Sec. & Spl. Regi.
15	Shri K.L. Malviya	Astt. Gr. II	4800	SSI, LMI, & Raw Material
16	Shri Shafiq Miyan	Steno Typist	3950	Estebilishment, Acounts, Budget, Audit & Genral Section
17	Shri R.C. Dohar	Steno Typist	3575	Astt. Of PMRY Section
18	Smt. Kranti Viyas	Astt. Gr. III	3980	Inword Section
19	Shri. R.C. Sourashtriya	Astt. Gr. III	3950	Despach Section

3- **Decision Making process in graphic form U/S 4.1 (b) (iii)**

Initiating the file authority	Channels	Decision making
Dealing staff And the section	Officers handling the file at each level	

Clarical Staff	Manager	General Manager
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Supervisory Authority	Manager/ Asstt. Manager
Officer to Whom accountable	General Manager

4- **[A]Time norm, if decided by the organization. 4.1 (b) (iv)**

As per citizen charter

1	Provisinal Registration	Same Day
2	Parmanent Registration	Sevan Days
3	Allotment of Land & Shed	
A	LOI	Same Day
B	Allotment	Same Day
4	Ex.of Lease deed	Sevan Days
5	Rec. For Powar Conection	Same Day
6	Rec.for Lone	Three Days
7	Santion Letters	
A	State capital Subsidy	Thirty Days
B	Entry Tax ,Sales Tax,Differment Certificate	Thirty Days
8 A	N.O.C For Polution	Same Day
B	Rec.to Polution Bord	three Days
9	Rec.For ISO-9000	Thirty Days
10	Remb.of Project Report pripration Cast	Thirty Days
11	Section Of Intrest Subsidy	Sevan Days
12	Self Employment Schemes	
A	Scrutny Of Application	7 Days
B	Rec.to Bank	Thirty days

B) Quality Norms, if decided by the organization.

No

C) Quantity target, for the office work to be done in the year .

a	Prime Ministres Rojgar Yojana	786
b	Deendyal Rojgar Yojana	99
c	Rani Durgavati Anusoochit Jati & Anusoochit Jan Jati [Sc] Swarojgar Yojana	25 [ST] 10
d	Set to Small Scale Industry Supervisory Authority	250 Manager/Astt.Manager

Officer to whom accountable

Genral Manager

U/S 4.1 (b)(v)

5- List of Acts, Rules, Regulations, Manuals, Circulars related with the functioning of office constituting the organisation. (Original text to be given in electronic form)

Acts

-

Rules

lend allotment rules & Financial Assistance rules

Regulation

-

Manuals

Industrial Manuals

Circulars

PMRY, DDRY, RDSY & Genral

4.1(b)(VI)

6- Statement of various categories of documents held by it or under its control

S.N.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature and Content of Document	Duration of Records
1	Self Empl. Schemes Application	Registrar	Temp.	5 years
2	Land Application & Allotment Record	Registrar	Permanent	-
3	SSI	Registrar	Permanent	-
4	Financial assistance	Registrar	Permanent	-
5	Service Record Of Employ	Personal Records	Permanent	-
6	Accounts	Registers	Permanent	-

7- I. Structure of the consultative committees in which public representatives are members including

❖ Name of the committee	No
❖ Copy of the Orders/ Circulars for formation	No
❖ Functions	No
❖ Members	No
❖ Duties and responsibilities	No

Accessibility of minutes for public U/s 4.1 (b) (vii)

II Proceedings, Minutes of the Meeting (Copy to made available and be given in the electronic form with hypertext link)

/s 4.1 (b) (viii)

8- I - Name of the Board, Councils, committees etc. including member and their qualification. (Original text to be given in the electronic form)

S.No.	Name of the Body	Name of the members	Qualifications
	NIL	NIL	NIL

II - Order of the formation

(Original text to be given in the electronic form and to be hypertext linked)

Nil

III - Charter / Memorandum of Articles of Association.

(Original text to be given in the electronic form and to be hypertext linked)

Nil

IV - Govt. instruction for the way in which meeting will be conducted .(Original text to be given in the electronic form and to be hypertext linked)

Nil

V - Availability of the proceedings / minutes of the last meetings (Original text to be given chronologically in the electronic form and to be hypertext linked)

Nil

9. Directory of the officers and employees

4.1 (b) (ix)

S. No	Name	Designation	Address & contact No., if any
1	Shri. A.K. Upadhyay	Genral Manager	205 Sindhi Colony Sehore MO.9300620385.Resi.222070. Off.206021
2	Shri S.K Tuli	Manager	MIG 49-B H.B. Colony Sehore MO.9303126383
3	Shri Manoj Jain	Manager	C/o Abbas Ali Machli Mrkt.Sehore MO-9425452579
4	Shri H.P. Meena	Manager	LIG-9 Brahamapuri Colony Sehore
5	Shri K.S. Solanki	Manager	Chankyapuri IB Road Sehore MO- 9300605942
6	Shri Anil Kotwala	Astt. Manager	C/o B.P.Varma Subhas Nagar Colony Sehore
7	Shri E.N. Dhadse	Astt. Manager	Suger Fectory Sehore
8	Shri Anurag Varma	Astt. Manager	Paltan Areya Sehore
9	Shri R.K.Varma	Astt. Manager	C/o B.P.Varma Subhas Nagar Colony Sehore
10	Shri M.L. Thawani	Astt. Manager	C/o B.P.Varma Subhas Nagar Colony Sehore
11	Smt. Anita Bhaliya	Astt. Manager	Kotwali Chouraha Mahakal Gali Sehore
12	Shri Pramod Lingayat	Steno	Paltan Areya Sehore
13	Shri Prakash Lachwani	Steno	C/o M.D.Gulwani Rani mohallah Ganj Sehore
14	Shri A.S Chowhan	Astt.Gr.II	H-LIG 37 H.B Colony Sehore
15	Shri K.L. Malviya	Astt.Gr.II	Indore Naka Sehore
16	Shri Shafiq Miyan	Steno Typist	Deewan Baag Kashba Sehore
17	Shri R.C.Dohar	Steno Typist	Dohar Mohallah Ganj Sehore
18	Smt. Kranti Viyas	Astt.Gr.III	Purana Bus Stend Sehore
19	Shri. R.C. Sourashtriya	Astt.Gr.III	Near Forest Colony Sehore
20	Shri Om prakash Sharma	Driver	Vill. Jamoniya Sehore
21	Shri Dilip kumar	Peon	Vill. Pachama IB Road Sehore
22	Shri Raju Rathore	Chowkidar	Near Narsinghgrah Naka Ind.Areya Mandi Sehore

10. Monthly remuneration and compensation (to be linked with treasury Data Bank) U/ S 4.1 (b) (x)

S.No.	Name	Designation	Remuneratin	Compensation
1	Shri. A.K. Upadhyay	Genral Manager	13575+DA	-
2	Shri S.K Tuli	Manager	10750+DA	-
3	Shri Manoj Jain	Manager	10750+DA	-
4	Shri H.P. Meena	Manager	9650+DA	-
5	Shri K.S. Solanki	Manager	8000+DA	-
6	Shri Anil Kotwala	Astt. Manager	7100+DA	-
7	Shri E.N. Dhadse	Astt. Manager	6750+DA	-
8	Shri Anurag Varma	Astt. Manager	6500+DA	-
9	Shri R.K.Varma	Astt. Manager	6125+DA	-
10	Shri M.L. Thawani	Astt. Manager	6500+DA	-
11	Smt. Anita Bhaliya	Astt. Manager	6500+DA	-
12	Shri Pramod Lingayat	Steno	5875+DA	-
13	Shri Prakash Lachwani	Steno	4500+DA	-
14	Shri A.S Chowhan	Astt.Gr.II	4900+DA	-
15	Shri K.L. Malviya	Astt.Gr.II	4800+DA	-
16	Shri Shafiq Miyan	Steno Typist	3950+DA	-
17	Shri R.C.Dohar	Steno Typist	3575+DA	-
18	Smt. Kranti Viyas	Astt.Gr.III	3980+DA	-
19	Shri. R.C. Sourashtriya	Astt.Gr.III	3950+DA	-

4.1 (b) (xi)

11. Annual Budget allocation and Expenditure statements

S No	Budget head	Name of work	year	Allocation	Expenditure
1	2851 [1464]	Pay & Allowence	2005-06	3212750	1592603
2	2851 [1464]	Office Expences	2005-06	127000	84717
3	2851 [3798]	Pay & Allowence	2005-06	137350	80090
4	2851 [3798]	Office Expences	2005-06	10000	9728
5	2851 [2230]	DDRY Marg.mony	2005-06	965000	Nil
6	2851 [2230]	Contigent	2005-06	5000	Nil
7	2851 [2230]	Traning	2005-06	49500	Nil
8	2851 [7891]	RDSY [sc]	2005-06	358000	356000
9	2851 [7891]	RDSY [st]	2005-06	148000	11000
10	2851 [7891]	Seminar	2005-06	7450	Nil
11	2851 [8325]	PMRY Traning & Cont	2005-06	326000	97800

12. Programme and beneficiaries

4.1 (b) (xii)

A [i] Prime Ministres Rojgar Yojana

[ii] Deendyal Rojgar Yojana

[iii] Rani Durgavati Anusoochit Jati & Anusoochit Jan Jati Swarojgar Yojana

B. [i] Prime Ministres Rojgar Yojana

Objectives :-Entrepreneurs could take loan from Bank for any Enterprise-Industry,Service or Business.

Eligibility:- Any Unemployed educated Person living in any part of country rural or urban fulfilling the following conditions:-

[a] Age Between 18 to 35 Years,for Sc/St Women/Ex solders & Handicaps 45 year.

[b] Qwalification:- Middle class Pass

[c] Residency:- Permanent Resident of the area at least three Years.

[d] Family income up to Rs.40000/- per annum. Family means Self & parents of beneficiary Income from all sources.

[e] Defaulter:- Should not be a defaulter to any Nationalised Bank ,Financial Institution/Co operative Bank.

Project Coast:- for Industry & Service- up to Rs. 2.00 Lakhs ,
for Business up to Rs. 1.00 Lakh.

Subsidy :- Govt. Of India Provides Subsidy @ 15 % of the project cast Subject to a celing of Rs.7500/-

Tranning :- Compulsary training for entropreneur for the period of 15 days to Industry & service sector & 10 days for business sector after senction the loan from Bank

[ii] Deendyal Rojgar Yojana

Objectives :-Entrepreneurs could take loan from Bank for any Enterprise-Industry,Service or Business for self employment & the margine money will be provided by state govt.

Eligibility:- the candidate shuld be residence of Madhyaprades .

Age Between 18 to 40 Years.

Qwalification:- 10 th. class Pass or ITI Pass.

Family income up to Rs.150000/- per annum.

Femily means Self & parents of beneficiary Income from all sources& Registerd from Rojgar Office.

Defaulter:- Should not be a defaulter to any Nationalised Bank ,Financial Institution/Co operative Bank.

Margin money for Industry 10 % of the project cast Maximum Rs.40000/

for Service sector 7.5% of th project cast meximum Rs. 15000/-

for Business sector 5 % of th project cast meximum Rs. 7500/-

Tranning :- Compulsary training for entropreneur for the period of 15 days to Industry & service sector & 10 days for business sector after senction the loan from Bank

[iii] Rani Durgavati Anusoochit Jati & Anusoochit Jan Jati Swarojgar Yojana

Objectives :-Entrepreneurs of Anusoochit Jati & Anusoochit Jan Jati could take loan from Bank for any Enterprise- Industry,Service or Business for self employment & the margine money will be provided by state govt.

Eligibility:- the candidate shuld be residence of Madhyaprades . Age Between 18 to 50 Years.

Qwalification:- 8 th. class Pass & Registerd from Rojgar Office.

Defaulter:- Should not be a defaulter to any Nationalised Bank ,Financial Institution/Co operative Bank.

Priority :- for Ladies

Margin money for Industry 33 % of the project cast

Tranning :- Compulsary training for entropreneur for the period of four weeks after senction the loan from Bank

c. Detailed Information

S No	Name of the Programme	Administrative Department	Year	Amt. Allocated	No. of beneficiar ies
1	Prime Ministres Rojgar Yojana	Distt.Trade & Industry Center Sehore	2005-2006	–	786
2	Deendyal Rojgar Yojana	Distt.Trade & Industry Center Sehore	2005-2006	6.25 Lakhs	99
3	RaniDurgavatiAnusoochit Jati & Anusoochit Jan Jati Swarojgar Yojana	Distt.Trade & Industry Center Sehore	2005-2006	ST 1.48 Lakhs SC 3.58 Lakhs	10 25

13. List of the recipients and nature of the concession U/S 4.1 (b)
(xiii)

S N	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
1	Margin Money of RDSY Scheme	1 Shri Shiv narayan Malviya	Vill.Deepkashedi Ashta	2005-2006	Margin Money	4500/-
		2 " Tejsingh Chouhan	Vill. Bisan kheda Sehore	2005-2006	Margin Money	2500/-
		3 "Rughnath	Vill. Kumrawda Ashta	2005-2006	Margin Money	2500/-
		4" Maan singh	Vill. ShambhuKhedhi Ashta	2005-2006	Margin Money	2500/-
		5" Prem singh	Bajrang pura Ashta	2005-2006	Margin Money	12500/-
		6" Dyaram Barodiya	Paroliyal Chouhan Ashta	2005-2006	Margin Money	1500/-
		7 "Tulsiram Shakya	Mandi Sehoree	2005-2006	Margin Money	2500/-
		8" Rajesh klumar Malviya	Bilkisganj Sehore	2005-2006	Margin Money	10000/-
		9" Sumer singh Ueikay	Badiya kheda Nas.Ganj	2005-2006	Margin Money	8500/-
		10"Kailash Chandra kajlia	Jamli Ichhawar	2005-2006	Margin Money	2500/-
		11"Dinesh Kumar Badodiya	Khedapura Ashta	2005-2006	Margin Money	2500/-
		12" Shankar lal	Khajuriya kasham Ashta	2005-2006	Margin Money	1500/-
		13" Rajmal	Duppadiya Ashta	2005-2006	Margin Money	2500/-
		14"Rakesh Varma	Luniyapura Sehore	2005-2006	Margin Money	300000/-
		15"Babulal	Nivariya Sehore	2005-2006	Margin Money	6500/-
		16"Mukesh kumar	Imaliyahashan Sehore	2005-2006	Margin Money	4500/-

14. Information available in the office (Linked with Item 6) U/S 4.1 (b) (xiv)

S No	Categories	Hard Copy	Electronic Form
1	Self Employment Schemes	Hard Copy	-
2	Industrial area's	Hard Copy	-
3	Small Scale& Large & Medium Industry	Hard Copy	-

15. Facility available (Library, public counter etc) to citizen for information U/S 4.1 (b) (xv)

S No	Facility	Name of In charge	Duration of opening (time to be given)	Contact No. Telephone No.
1	Library	Shri Manoj Jain, Manager	10.30 AM to 5.30 PM	Off. 226021 MO.9425452579
2	Information	Shri Manoj Jain, Manager	10.30 AM to 5.30 PM	Off. 226021 MO.9425452579

16. Information about the PIO / Designation / Working experiences U/S 4.1 (b) (xvi)

- ❖ Name Shri K.S. Sola
- ❖ Designation Manager
- ❖ Tel. No. Off. 07562 226021 Mo.9300605942
- ❖ e mail address -
- ❖ Place of Work and address Dist. Trade & Industry
CenterSehore
- ❖ contact hours for public 10.30 AM to 5.30 PM