

Government of Jammu and Kashmir.
OFFICE OF THE ASSISTANT DIRECTOR HANDICRAFTS, REASI.
Mini Secretariat, DC Office Complex ,Reasi
Block:-01,2nd Floor, Room No:-305, Ph. & Fax: 01991244187.

The District Informatics Officer
Reasi.

No. ADH/Rsi/ 296-97

Dated:-10-06-2019

Sub: - Mandatory information to be uploaded on the official website of District Reasi i.e. www.reasi.nic.in Under J&K right to information Act, 2009 through District Information Officer (NIC) Reasi.

Sir/Madam,

Kindly refer to Deputy Commissioner Reasi letter No. DC/Rsi/RTI/567-87 Dated. 27-02-2019 regarding the subject cited above, in this context the requisite information in respect of Handicrafts Department is as under:-

1.The particulars of its Organization, Function and duties:-

FUNCTIONS OF THE Department

A) Training Programme: The prime activity of the department is to impart training to all enrolled candidates in different crafts. At present department is imparting training in (03) crafts i.e. Staple, Phoolkari & Crewel under two types of training courses i.e. Elementary & Advance by providing stipend @ Rs. 500/- & Rs. 700/- per month to each trainee respectively. Raw Material required in the training programme is also provided by the department. The department is working hard to aware people about the training programme & potential of Handicrafts in our State through various Awareness Camps, Exhibitions, Melas etc.

B) Registration of Artisans ;The trainees trained in our training centers can seek Registration with the department for pursuing Self-employment and to avail benefits of various Schemes of the department. Besides this, the non-trainees (Persons got training at their own in Crafts recognized by the department for various Schemes) on the basis of practical test conducted by the department can also seek registration and avail benefits of various Schemes of the department.

C) Organization of Craft Melas /Exhibitions:

The department also participates in various Melas & Exhibitions particularly conducted by the District Administration & Directorate of Handicrafts. The department can generate awareness and also sell its products at its stall in these Melas/Exhibitions. All registered artisans & Handicrafts Industrial Cooperative Societies can seek permission for a stall from the department to sell their products.

D) Artisan Credit Card (ACC) Scheme: The Scheme aims at providing adequate and timely assistance from the banking institutions to the artisans to meet their credit requirements, both investment needs as well as working capital in a flexible and cost effective manner. The beneficiaries of other government sponsored loan schemes are not eligible for coverage under ACC Scheme. The maximum amount to be sanctioned under the Scheme is Rs. 2.00 Lacs. However the Interest Subsidy @ 10% will be given only up to Rs. 1.00 Lac. The Credit Card will normally be valid for 3 years subject to an annual review. The review may result in continuation of the facility, enhancement of the limit or cancellation of the facility, depending upon the performance of the borrower

E) Formation of Handicraft Industrial Cooperative Societies : The trainees trained in our training centers can register themselves with Registrar (Handicrafts) Induscos, Jammu/Srinagar to form HCSs. The minimum strength required for the formation of a Society is 11. In order to run the society and for its economic viability, the IndusCos department also provides managerial subsidy for the initial 3 years @ Rs. 9500/- for the 1st year, Rs. 6336/- for the 2nd year and Rs. 3168/- for the 3rd year. After that the Society has to be self reliant and can alternatively raise resources for its expansion and growth.

F) Facility to promote Handicrafts Business: The department provides facilitation measures to the artisans to promote their Handicrafts business to sell their products prepared by them by sponsoring for E-commerce Business through Snap Deal

G) Participation in State Award :The department also provides opportunity to the Intending Artisans who are registered with the Department and willing to participate in the competitive State Award Scheme.

2. The Powers and duties of its Officers and employees:-

Assistant Director is the Head of the Office , he is assisted by Handicrafts Training Officer, Assistant Handicrafts Training Officer, Craft Instructors, Account Section, and lower staff.

Handicrafts Training Officer: - Deals in overall supervision and inspection of training centers monitoring of training programme , Registration of Artisans and Implementation of Government Schemes on ground level.

Assistant Handicrafts Training Officer:- Is the Incharge of the training centers located at different places in the district and assist Handicrafts Training officer by providing informations for implementation schemes in the field / registration/ or any other field work in the interest of Government

Crafts Instructors: - Deals in imparting training to the enrolled trainees in the training centers.

3.The Procedure followed in appeals and complaint under RTI Act 2009. The Assistant Director marks the letters received under RTI Act 2009 to the concerned officials. Accordingly he provides the requisite information within the stipulated time

6.A directory of its officers and employees/ Remuneration received by each and detailed of post Sanctioned/ Filled/ vacant.

S. No	Name of the Officer/Official	Cadre.	Sanctioned Strength	Status		Remuneration	Mob. No.	Remarks
				Filled	Vacant			
1.	Sm. Seema Parihar	Assistant Director	01	-----	01	Salary drawn from SOS Jammu	9906729312	Holds DDO powers only.
2.	Sh. Om Parkash Sharma	Handicrafts Training Officer (HTO)	02	01	01	93060	9796314610	Holds daily routine Administrative work
3	Sh. Pintu Ji Koul	Assistant Handicrafts Training Officers	06	02	04	54444	9796048943	
	Fresh appointment					8803576886		
4.	Vacant	Asst. Registrar Industrial Cooperatives	01	-----	01	-----	-----	-----
5.	Vacant	Statistical Asst.	01	-----	01	---	-----	-----
6.	Vacant	Head Asst.	01	-----	01	-----	-----	-----
7.	Vacant	Accounts Asst.	01	-----	01	-----	-----	-----
8.	Vacant	Sr. Asst./Store Keeper	01	-----	01	-----	-----	-----
9.	Vacant	Auditor	01	-----	01	-----	-----	-----
10.	Vacant	Jr. Asst./Computer Operator	01	-----	01	-----	-----	-----
11	Smt. Reva Rani	Senior-Instructor	06	01	05	66540	6005190901	
12	Sh. Ab. Gani Wani	Junior-Instructor	06	05	01	66540	9596680553	
	Sh. Gh. Mohd Mir					68820	9149960739	
	Sh.Gh. Mohd Shiekh.					69750	9906136826	
	Sh. Vijay Kumari Sharma					70956	9797580693	
	Smt Rama Gupta.					68820	7889891618	
10.	Sh. Sudesh K. Sharma	Orderly cum Chowkidar (OCC)	08	07	01	21540	7051770271	
	Sh. Nazir Ahmed.					21540	7889396113	
	Sh. Ravan Kuamr					21540	9797351266	
	Sh. Kartar Singh.					41100	9622305989	
	Sh. Romesh Chander.					40295	9797807988	
	Smt. Khurshedah Bano					21540	9622029340	
	Smt. Pushpa Devi.					35940	8082152410	
Total			36	16	20			

7.The Budget allocated to each of its agency, indication the particulars of all plans, Proposal expenditure and reports on disbursement made.

STATEMENT SHOWING Allotment Of Funds DRAWAL/EXPENDITURE FOR THE MONTH OF MAY-2019

S.NO	DETAIL HEAD	UNIT APPROPRIATION	OF	BUDGET ALLOTMENT 2019-20	EXP. UP TO 04/2019	EXP. DURING 05/2019	PROGRESSIVE TOTAL	BALANCE
01	001	Salary		5200000.0	679712	1108252	1787964	3412036
02	002	Travel Expenses		15000.0	0	8570	8570	6430
03	006	Telephone		1000.0	0	0	0	1000
04	007	Office Expenses		38000.0	0	17714	17714	20286
05	008	Electric Charge		0	0	0	0	0
06	009	Rent Rates & Taxes		80000.0	0	0	0	80000
07	010	Material & Supply		0	0	0	0	0
08	011	Books Per /Publications		0	0	0	0	0
09	014			0	0	0	0	0
10	023			0	0	0	0	0
11	025			0	0	0	0	0
12	037	Poll		0	0	0	0	0
13	054	Maintenance & Repairs		0	0	0	0	0
14	071	Wages		0	0	0	0	0
15	079	Stipend & Scholarship		442000.0	0	62594	62594	379406
16	089	Advt. & Pub		0	0	0	0	0
17	320	Research & Survey		0	0	0	0	0
18	363	Outsourcing of Upkeep		2000.0	0	2000	2000	0
		Total		5778000.0	679712	1199130	1878842	3899158

2071- NPS

S.No.	Detailed Head.	UNIT APPROPRIATION	OF	BUDGET ALLOTMENT 2019-20	EXP. UP TO 04/2019	EXP. DURING 05/2019	PROGRESSIVE TOTAL	BALANCE
01		NPS		55000	7716	8564	16280	38720
02		Cash in lieu		-----	-----	-----	-----	-----

2. Revenue Realized.

S.No.	Detailed Head.	UNIT OF APPROPRIATION	Revenue Realized up to 04/2019	During the month of 05/2019	Total.
01		Sale of Finished Goods.	nil	nil	nil
02		Cost of Registration Card.	nil	nil	nil

Stationary & Printing.

S.No.	Detailed Head.	UNIT APPROPRIATION	OF	BUDGET ALLOTMENT 2019-20	EXP. UP TO 04/2019	EXP. DURING 05/2019	PROGRESSIVE TOTAL	BALANCE
01	Purchase of Stationary	Purchase of Stationary	of	-----	-----	-----	-----	-----
02	Cost Paper for	Cost Paper for	for	-----	-----	-----	-----	-----

	Printing	Printing					
03	Printing Charges.	Printing Charges.	-----	-----	-----	-----	-----

Self Employment to individual Artisan (Subsidy)

S.No.	Detailed Head.	UNIT APPROPRIATION OF	BUDGET ALLOTMENT 2019-20	EXP. UP TO 04/2019	EXP. DURING 05/2019	PROGRESSIVE TOTAL	BALANCE
01		Self Employment to Individual Artisans (Subsidy)	nil	nil	nil	nil	nil
02		Managerial Subsidy to Handicrafts Co- Operative Societies	nil	nil	nil	nil	nil

8. Directory of first Appellant Authority/ PIO/APIO

S.No	Name of the Officer	Designation	Nominated as	Level of Jurisdiction State/ Division /District	Contact No
1	Smt. Anju Gupta	Joint Director Handicrafts Jammu	1 st Appellate Authority	Jammu Division	8492097735
2	Smt. Mamta devi	Development Officer Jammu (NT)	Public Information Officer	Jammu Division	9419153692
3.	Ankush Hans	Assistant Director	Assistant Public Information Officer	District Reasi	9419155941

Yours Sincerely

Sd/

**Assistant Director
Handicrafts Reasi**

Copy to the:

1. Worthy Distt. Dev. Commisioner Reasi for kind information please.