

# Right to Information Act – Handbook

## Chapter – I

### The Particulars of the Organisation, functions and duties

1) **Name of the Organization:** **Commisionerate of Industries,**  
Telangana.

2) **Address:** Commissionerate of Industrties, A.P.  
Chirag Ali Lane, Abids,  
Hyderabad-500001.

3) **Functions and Duties:**

1. To Assist and guide the entrepreneurs for promotion and setting up of industrial units.
2. To enable the entrepreneur to get different industrial approvals and clearances from various departments / agencies at a single point.
3. To register Micro Enterprise/ Small Enterprise/Medium Enterprises.
4. Sanction of incentives to eligible industrial undertaking.
5. To create a transparent, congenial, hassle-free and business friendly environment for attracting more investment for accelerated growth of industrial sector in the State.
6. To arrange for allotment of scarce raw materials like Coal / Molasses / Rectified Spirit (RS) / DS to industrial units.
7. To arrange financial assistance to educated unemployed youth from Banks to set up their firms under Prime Minister Employment Generation Programme (self- employment scheme)
8. To provide marketing assistance to local industrial units.
9. To Rehabilitate Sick small industrial units.
10. To settle disputes arising due to non-receipt of payment to local SSI suppliers from various purchasers especially Government Departments by acting as arbitrator through the Industry Facilitation Council.

# Chapter – II

## The powers and duties of officers and employees

### 1. Functions of Commissioner of Industries:

Overall Supervision and Control on all the subjects and will have the responsibility for the co-ordination and smooth functioning of the Department.

- Personal Administration and matters relating to Establishment of Gazetted Officers i.e. Category-I, Category-II, Category-III and Category-IV
- Offer suggestions/feed-back/Input to the Government in formulation of Industrial Policies.
- All matters relating to Large and Medium Scale industries.
- Matter relating to general Industrial Development in the State including infrastructure facilities, marketing and incentives sanction.
- Correspondence relating to pay commission, finance commission etc.
- Annual Administration Report.
- Legislature Committees and sub-Committees, Public Accounts Committee meetings
- All those subjects which are not specifically allotted to the two Additional Directors

### 2. Functions of Additional Director - (1)

Subjects pertaining to **Joint Director (HRD)**  
**Joint Director (IP) Division**  
**Joint Director (PI-C)**  
**Joint Director (PI-B)**  
**Joint Director (IIP Cell)**

### 3. Functions of Additional Director of Industries- (2)

Subjects pertaining to **Joint Director (Food Processing & Bio Technology)**  
**Joint Director (MSME)**  
**Joint Director (PI-A)**  
**Joint Director (Commodities)**

### 4. Functions of other senior officers in central office

#### I) Functions of Joint Director (IIP CELL)

- Single Window
- Mega Projects
- SIPC/SIPB
- Presentations.
- Preparation of draft speeches/talking points
- Coordination with Industrial Associations
- Annual Action Plan
- Monthly monitoring reports
- Quarterly and Annual progress reports

- LAQs,LCQs,RSQs
- APLA/APLC Assurances
- Board meetings of all corporations
- Industrial Census
- Nucleus Cell
- SSI database
- Re vitalization of Sick Industries and all related matters
- SLIIC meeting
- BIFR
- APSSIRS
- Technology Development fund for MSME
- Coordination with ISB
- Incentives to SC/ST Entrepreneurs
- SCP/TSP
- LIDCAP
- Women entrepreneur development
- Database of Incentive application
- Drawl of funds
- SLC
- Scrutiny committee etc.
- Inward/Outward
- Accounts: Budget approvals, Releases
- Budget monitoring and coordination with Secretariat
- Utilization certificates submission Accounts, Audit,
- CAG, PAC

**. II) Functions of Joint Director (MSME)**

- Policy matters and other miscellaneous correspondence pertaining to MSME Including electronic industries and all related matters
- Salt Development and Model Salt Farms.
- Purchase Committee
- Marketing Development
- ISO / BIS
- Artisan Promotion
- GMs Tour Reports / Inspection Reports Common Facility Centre
- Development of Coir Industries and Coir Cooperatives.
- Common facility related matters Cluster Development
- programme Industrial Cooperatives related matters Handicrafts
- SSI and National awards

**III) Functions of Joint Director (IP) Division**

- Environmental Laws
- Coastal Zone regulations
- AI matters related to APPCB
- EGC and Library
- Industrial Potential Studies
- Project Profile Preparation
- Power & Water supply

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- RR policy
- Urban land conversion
- IIDF/CIBF
- Industrial Infrastructure
- Growth Centres
- Land Acquisition and other land matters
- Industrial Estates and Parks

#### **IV) Functions of Joint Director (IIPP) PI-A Division**

- IIP claims
- Audit paras
- Court Cases
- Database of Incentive Applications
- Drawal of funds
- SLC
- Scrutiny Committee etc.

#### **V) Functions of Joint Director (IIPP) PI-B Division**

- IIP claims
- Audit paras
- Court Cases

#### **VI) Functions of Joint Director (IIPP) PI-C Division**

- IIP claims
- Audit paras
- Court Cases

#### **VII) Functions of Joint Director (MSME)**

- Prime Minister Employment Generation Programme
- Prime Minister Rozgar yojana
- Rajiv Udyog Gramina Yojana
- Sub Committee Meetings
- All matters relating to APSFC, Banks and SLBC and all related matters
- Coordination and management of DICs
- G.Ms Conference/monthly meetings
- All District level programmes
- Maintenance of DIC buildings
- Industrial Promotion Comapaigns
- Entrepreneur Development Programme

- DIPC meetings
- Any matter relating to DIC coordination
- Marketing assistance
- Purchase Committee meetings
- Marketing development
- ISO/BIS
- Artisan Promotion
- G.M.s tour reports/Inspection reports

### **VIII) Functions of Joint Director (HRD)**

- Annual Confidential Reports of Gazetted and non-Gazetted Officers(IPOs and all Subordinate Services) and correspondence related thereto.
- Property statements of officers and staff of the Department of Industries.
- Attendance of officers and staff in central office.
- Issue if office orders related to the above subjects, where ever necessary.
- Pending Issues with other departments and Secretariat.
- Monitoring and reviewing progress of disposal of representations from Officers, Staff, Entrepreneurs, and other Citizens.
- All other Miscellaneous subjects which are not specifically assigned and allotted to any other desk in Central office
- Vigilance matters
- RTI,CMP/CMO petitions,Training programmes,Study tours,Miscellaneous
- Ministerial Services and all related issues
- Service matters of last grade Employees
- Press and Public relations
- Office maintenance
- House keeping and stationary
- Vehicles
- Annual Maintenance contract(AMC)
- New Office Building
- Information Technology
- Office automation/Network management
- Internet/Phones etc.
- Hardware and software management
- Record section

### **VIII) Functions of Joint Director (Commodities)**

- MSME Facilitation council
- e-Biz cell
- Commodities: allotment
- Azamabad Industrial Area.

## XI) Accounts Officer

- Pay bills of officer of the Commissioner of Industries
- Pay fixations.
- Clarifications in respect of files referred.
- FBF/SI interest calculations.
- L.S.C & P.C.
- L.P.C. to all cadres in Commissionerate.
- Number Statements
- P.A.C. Meetings.
- Budget releases under Plan & Non plan Schemes
- Reconciliation.
- Cash Transactions of office of the Commissioner of Industries
- TA Bills
- Contingent Bills.
- All loans and advances pertaining to Commissionerate & DICs.
- Pensions and Gratuity related issues pertaining to Commissionerate and DICs.
- Accounts – Establishment.
- Gazetted officers pay fixations.
- Audit of DIC offices
- Inspection of Accounts wing of DICs
- Audit Objections and related correspondence with Accountant General.

### Sections / Desks

1	Superintendent & Assistants (Census)	Supervising the staff working in the particular Desk. Processing of files put up by the Assistants to the Higher officers according to the rule position.
2	Senior Assistant	Receiving the tappals and circulate the files to the Superintendent.
3	Special category stenographers	Attached to the Commissioner/Additional Directors. They will take dictations from the officers and fair copy the same. They receive the files from the officers concerned and return the files after seen by the officers to the concerned.
4	Senior Stenographers	Attached to the Joint Directors. They will take dictations from the officers and fair copy the same. They receive the files from the officers concerned and return the files after seen by the officers to the concerned.
5	Junior Assistants	Receive the tappals and circulation of files to the Superintendent.
6	Junior Stenographers	Attached to the Dy.Directors. They will take dictations from the officers and fair copy the same. They receive

		the files from the officers concerned and return the files after seen by the officers to the concerned.
7	Typists	Fair copying the drafts approved by the officers.
8	Telephone operator	He operates the telephone board and booking of phonograms.
9	Superintendent	Supervising the staff working in the District Industries Centre. Processing of files put up by the Assistants to the higher officers according to the rule position.
10	Senior Stenographers	Attached to the General Manager. He will take dictations from the officer and fair copy the same. He receives the files from the officers concerned and returns the files after seen by the officers to the concerned.
11	Senior Assistant	Receiving the tappals and circulate the files to the Superintendent.
12	Junior Assistants	Receive the tappals and circulation of files to the Superintendent.
13	Junior Stenographers	Attached to the Dy.Directors. They will take dictations from the officers and fair copy the same. They receive the files from the officers concerned and return the files after seen by the officers to the concerned.
14	Typists	Fair copying the drafts approved by the officers.

## 5. Functions of functionaries at District level

After reorganisation of the department in May 1997, the Duties and Responsibilities assigned to the Officers, viz., Deputy Directors/Assistant Directors working under the control of General Managers of District Industries Centres have been reassigned vide Commissioner of Industries, Hyderabad, Proceedings No.14-3-7-1330/IC, dated: 29-08-97.

### **Functions of General Manager:**

#### **Essential Functions:**

1. Entrepreneur Guidance
2. Issue of Micro, Small & Medium Enterprises Registration
3. Sanction of incentives to industrial units through District Level Committee up to Rs.25.00 lakhs/Micro Enterprises.
4. Processing and recommendation of other incentive applications to Head Office.
5. Inspection of Industrial Units – Consuming Raw Materials.
6. Processing of applications under P.M.E.G.P.
7. Members in All District level Committee Meetings.
8. Clearances to Industrial Units under Single Window Scheme.

10. Responsible for overall coordination and Development of Micro, Small, Medium Enterprises and Large Scale industries in the district.
11. Convenor of all the District Level Committee Meetings.
12. Incharge of the Publicity and Public Relation aspects of the District Industries Centre and for

### **Routine Functions:**

- Day – to –day Supervision of the District Industries Centre Administrative Control over the all the Staff and Officers of the District Industries Centre.
- Review of the work done by all the Officers / Staff under his control Attend all the meetings at District Level.
- The General Manager, DIC shall have overall responsibility and supervisory control over all the staff working in the District Industries Centre.

### **Functions of other officers in DIC**

After reorganisation of the Department, the Deputy Directors/Assistant Directors attached to the various District Industries Centres fit into one of the following patterns.

Category	Districts	Number of Managers	Cadre
A-Category	Srikakulam, Vizianagaram, West Godavari, Guntur, Prakasham, Nellore, Cuddapah, Anantapur, Chittoor, Kurnool, Khammam, Warangal, Karimnagar, Adilabad, Nizamabad, Nalgonda, Mahaboobnagar.	3	1 Deputy Director 2 Assistant Directors
B- Category	East Godavari, Krishna, Nalgonda, Medak, RangaReddy and Hyderabad.	4	2 Deputy Directors 2 Assistant Directors
C-Category	Visakhapatnam	5	2 Deputy Directors 3 Assistant Directors

### **Category-A Districts**

Manager (EII&C) Economic Investigation, Information Infrastructure, and Credit: (Dy. Director Cadre)

### **Functions to be attended independently:**

1. Incharge of Entrepreneurs Guidance Cell and shall guide the entrepreneurs in preparing bankable project profiles and also Documentation Centre of the District.
2. Census of Small Scale Industries
3. Matters related to U.L.C.

4. Ancillarisation Programme, P.L.C. meetings Large and Medium Industries
5. Processing of applications for sanction of financial assistance to banks/ financial institutions.
6. Maintains liaison with Nationalised Banks/ Financial Institution and ensure clearance of applications.
7. Liaison with the Grameena Banks.
8. Survey of sick industries and measures for their rehabilitation.
9. Assists in recovery of loans to banking institutions including A.P.State Financial Corporation.

**B) Functions to be attended with the approval of the General Manager:**

1. Industrial Survey.
2. Preparation of perspective plan/action plan for the Development of Village/ Small Scale Industries / District Plan.
3. Identification and processing of all cases related to Industrial Infrastructure.
4. All Incentives and subsidies including Central Subsidy/State Subsidy.
5. Liaison with A.P.I.I.C/ AP.S.F.C./ A.P.S.E.B / APITCO etc.
6. Planning and Development including Plan Schemes.
7. Review of Physical Targets and Achievements as per the action plan and progress reports of DIC Scheme.
8. Preparation of Annual Credit Plan / Perspective plan for Industrial Development of the District/Taluk.
9. Sanction of margin money loan under DIC loan assistance programme and SES/Spl. Employment Schemes.
10. Sanction and recovery of loans under State aid to Industries Act, RIP Programme and Margin Money / Cyclone relief/ Self Employment/ Spl. Employment Schemes/ DCB & proper watch on utilisation.
11. Self Employment and Special Employment Schemes including P.M.E.G.P.
12. Attends the meeting convened by various financial institutions including the District level SC/BC Cooperative Financial Societies/ Women Welfare Corporation/ I.T.D.A /L.I.R.D.P.
13. 20 Point Economic Programme/ Pragati Padham including Artisan complexes.

Manager (VIT) – Village Industries & Training: (Asst. Director Cadre)

**Functions to be attended to independently:**

1. Development of Handicrafts/ Coir / Salt / Leather / Sericulture.
2. Updating of technology by Coordination and providing financial assistance and technical know how to all the artisans from various All India Organisations like All India Handicrafts Board, Coir Board, Sericulture board, handloom Board, Khadi and Village Industries Board SISI/SIET and Research Institutions.
3. Survey of Village Crafts and Artisans.
4. Temporary Registrations.

## **Functions to be attended with the approval of the General Manager:**

1. IRDP and TRYSEM Programme.
2. All promotional programmes related to SCs/STs/BCs and Women.
3. Implementation of Tribal Development Programmes with Coordination with ITDA and Girijan Cooperative Societies.
4. Arranges Training Programmes to Artisans and prospective entrepreneurs.
5. Maintains Liaison with societies for employment and training of the district.
6. RIP/RAP Programmes
7. Intensive Campaigns & Entrepreneurial Development Programme.
8. Artisan Complexes establishment and progress.
9. Single window Scheme/DIPC Meetings and follow up.
10. Registrations Permanent and De-registrations.
11. Submission of progress reports of A to E and all other related progress reports.

## **Manager (RM&M) -- Raw Material & Marketing Asst. Director**

### **Cadre**) A) Functions to be attended to independently:

1. Preparation of resources data and all statistics pertaining to raw material and machinery and equipment.
2. Survey of various products manufactured in the District and extend the scope for manufacturing of new products.
3. Devise strategy for providing marketing assistance to the products manufactured in the district including export promotion.
4. Works and requirements of machinery and equipment for the Micro, Small Enterprises and identify sources of supply and compile a data tank.
5. H.P. Schemes of NSIC/APSSIDC.
6. House keeping and maintenance of record room.
7. Maintenance of Registers/Master List for Scarce and Imported raw materials.

### B) Functions to be attended with the approval of the General Manager:

1. Registration of Small Enterprises with DGS&D/NSIC/APSSIDC under Marketing Assistance Programme.
2. All establishment matters and accounts matters including budgeting, drawl of bills, audit objections.
3. Industrial cooperatives.
4. Assess and monitor Smooth and equitable distribution of raw materials including scarce and imported raw materials to all Micro/Small and Rural Industrial units in the district, and watch proper utilisation.

## **Category – B Districts**

**Functions of Manager (E II & I)- Economic Investigation, Information and Infrastructure: (Dy.Director Cadre)**

### **A) Functions to be attended independently:**

- 1) In charge of Entrepreneurs Guidance cell and shall guide the entrepreneurs in preparing bankable project profiles and also documentation Centre of the District.
- 2) Census of small scale industries.
- 3) Matters related to U.L.C.
- 4) Ancillarisation Programme, P.L.C. Meetings, Large and Medium Industries.

### **B) Functions to be attended with the approval of the General Manager:**

1. Industrial Survey
2. Preparation of perspective plan/action plan for the Development of Village/ Small Scale Industries / District Plan.
3. Identification and processing of all cases related to Industrial Infrastructure.
4. All Incentives and subsidies including Central Subsidy/State Subsidy.
5. Liaison with A.P.I.I.C/ AP.S.F.C./ A.P.S.E.B / APITCO etc.
6. Planning and Development including Plan Schemes.
7. Review of Physical Targets and Achievements as per the Action Plan.

## **2. Manager- Credit: (Deputy Director Cadre)**

### **A) Functions to be attended to independently:**

1. Processing of applications for sanction of financial assistance to Banks/ Financial Institutions.
2. Maintains liaison with Nationalised Banks/Financial Institutions and ensure clearance of applications.
3. Liaison with the Grameena bank.
4. Survey of sick industries and measures for their rehabilitation.
5. Assists in recovery of loans to banking institutions including A.P.State Financial Corporation.

### **B) Functions to be attended with the approval of General Manager:**

1. Preparation of Annual Credit Plan / Perspective plan for Industrial Development of the District/Taluk.
2. Sanction of margin money loan under DIC loan assistance programme and SES/Spl. Employment Schemes.
3. Sanction and recovery of loans under State aid to Industries Act, RIP Programme and Margin Money / Cyclone relief/ Self Employment/ Spl. Employment Schemes/ DCB & proper watch on utilisation.
4. Self Employment and Spl. Employment Schemes including P.M.E.G.P
5. Attends the meeting convened by various financial institutions including the District level SC/BC Cooperative Financial Societies/ Women Welfare Corporation/ I.T.D.A /L.I.R.D.P.
5. 20 Point Economic Programme/ Pragati Padham including Artisan complexes

Manager (VIT) -- Village Industries & Training: (Asst. Director Cadre)

**Functions to be attended to independently:**

1. Development of Handicrafts/ Coir / Salt / Leather / Sericulture
2. Updating of technology by Coordination and providing financial assistance and technical know how to all the artisans from various All India Organisations like All India Handicrafts Board, Coir Board, Sericulture board, handloom Board, Khadi and Village Industries Board SISI/NISIET and Research Institutions.
3. Survey of Village Crafts and Artisans.
4. Temporary Registrations.

**Functions to be attended with the approval of the General Manager:**

1. IRDP and TRYSEM Programme.
2. All promotional programmes related to SCs/STs/BCs and Women.
3. Implementation of Tribal Development Programmes with Coordination with ITDA and Girijan Cooperative Societies.
4. Arranges Training Programmes to Artisans and prospective entrepreneurs.
5. Maintains Liaison with societies for employment and training of the district.
6. a) RIP/RAP Programmes.  
b) Intensive Campaigns & Entrepreneurial Development Programme.
7. Artisan Complexes establishment and progress.
8. Single window Scheme / DIPC Meetings and follow up.
9. Registrations Permanent and De-registrations.
10. Submission of progress reports of A to E and all other related progress reports.

Manager (R.M. &M.) ---Raw Material & Marketing: (Asst. Director Cadre)

**A) Functions to be attended to independently:**

1. Preparation of resources data and all statistics pertaining to raw material and machinery and equipment.
2. Survey of various products manufactured in the District and extend the scope for manufacturing of new products.
3. Devise strategy for providing marketing assistance to the products manufactured in the district including export promotion.
4. Works and requirements of machinery and equipment for the SSI, Tiny units and identify sources of supply and compile a data tank.
5. H.P. Schemes of NSIC/APSSIDC.
6. House keeping and maintenance of record room.
6. Maintenance of Registers/Master List for Scarce and Imported raw materials.

**B) Functions to be attended with the approval of the General Manager:**

1. Registration of SSI units with DGS&D/NSIC/APSSIDC under Marketing Assistance Programme.
2. All establishment matters and accounts matters including budgeting, drawl of bills, audit objections.
3. Industrial cooperatives.
4. Assess and monitor Smooth and equitable distribution of raw materials including scarce and imported raw materials to all Micro/Small and Rural Industrial units in the district, and watch proper utilisation.

## **Category-C Districts:**

Manager -- Economic Investigation, Information, Infrastructure and Credit  
(Dy.Director Cadre)

### **Functions to be attended independently:**

1. Incharge of Entrepreneurs Guidance Cell and shall guide the entrepreneurs in preparing.
2. Bankable project profiles and also Documentation Centre of the district
3. Census of Small Scale Industries.
4. Matters related to U.L.C.
5. Ancillarisation Programme, P.L.C. meetings Large and Medium Industries.
6. Processing of applications for sanction of financial assistance to banks/ financial institutions.
7. Maintains liaison with Nationalised Banks/ Financial Institutions and ensure clearance
8. Liaison with the Grameena Banks.
9. Survey of sick industries and measures for their rehabilitation.
10. Assists in recovery of loans to banking institutions including A.P. State Financial corporation

### **B) Functions to be attended with the approval of the General Manager:**

1. Industrial Survey
2. Preparation of perspective plan/action plan for the Development of Village/ Small Scale industries and district plan.
3. Identification and processing of all cases related to Industrial Infrastructure.
4. All Incentives and subsidies including Central Subsidy/State Subsidy.
5. Liaison with A.P.I.I.C/ AP.S.F.C./ A.P.S.E.B / APITCO etc.
6. Planning and Development including Plan Schemes.
7. Review of Physical Targets and Achievements as per the action plan and progress reports of DIC Scheme.
8. Preparation of Annual Credit Plan / Perspective plan for Industrial Development of the District/Taluk
9. Sanction of margin money loan under DIC loan assistance programme and SES/Spl. Employment Schemes.
10. Sanction and recovery of loans under State aid to Industries Act, RIP Programme and Margin Money / Cyclone relief/ Self Employment/ Spl. Employment Schemes/ DCB & proper watch on utilisation.
11. Self Employment and Spl. Employment Schemes including P.M.R.Y.
12. Attends the meeting convened by various financial institutions including the District level SC/BC Cooperative Financial Societies/ Women Welfare Corporation/ I.T.D.A /L.I.R.D.P.
13. 20 Point Economic Programme/ Pragati Padham including Artisan complexes.

## **2. Manager(Credit): (Deputy Director Cadre)**

### **A. Functions to be attended independently:**

1. Processing of applications for sanction of financial assistance to Banks/Financial Institutions.
2. Maintains liaison with Nationalised Banks/Financial Institutions and ensure Clearance of applications.

3. Liaison with the Grameena banks
4. Survey of sick industries and measures for their rehabilitation.
5. Assists in recovery of loans to banking institutions including A.P.State Financial Corporation.

**B. Functions to be attended with the approval of General Manager:**

1. Preparation of Annual Credit Plan / Perspective plan for Industrial Development of the District/Taluk.
2. Sanction of margin money loan under DIC loan assistance programme and SES/Spl. Employment Schemes.
3. Sanction and recovery of loans under State aid to Industries Act, RIP Programme and Margin Money / Cyclone relief/ Self Employment/ Spl. Employment Schemes/ DCB & proper watch on utilisation.
4. Self Employment and Spl. Employment Schemes including P.M.E.G.P.
5. Attends the meeting convened by various financial institutions including the District level SC/BC Cooperative Financial Societies/ Women Welfare Corporation/ I.T.D.A /L.I.R.D.P.
6. 20 Point Economic Programme/ Pragati Padham including Artisan complexes.

Manager (VIT) – Village Industries & Training: (Asst. Director Cadre)

**A. Functions to be attended to independently:**

1. Development of Handicrafts/ Coir / Salt / Leather / Sericulture.
2. Updating of technology by Coordination and providing financial assistance and technical know how to all the artisans from various All India Organisations like All India Handicrafts Board, Coir Board, Sericulture board, handloom Board, Khadi and Village Industries Board SISI/SIET and Research Institutions.
3. Survey of Village Crafts and Artisans.
4. Temporary Registrations

**A. Functions to be attended with the approval of the General Manager:**

- I. IRDP and TRYSEM Programme.
- II. All promotional programmes related to SCs/STs/BCs and Women.
- III. Implementation of Tribal Development Programmes with Coordination with ITDA and Girijan Cooperative Societies.
- IV. Arranges Training Programmes to Artisans and prospective entrepreneurs.
- V. Maintains Liaison with societies for employment and training of the district.
- VI. RIP/RAP Programmes.
- VII. Intensive Campaigns & Entrepreneurial Development Programme.
- VIII. Artisan Complexes establishment and progress.
- IX. Single window Scheme/DIPC Meetings and follow up.
- X. Registrations Permanent and De-registrations.
- XI. Submission of progress reports of A to E and all other related progress reports.

Manager (R.M.&M.)-- Raw Material & Marketing: (Asst. Director Cadre)

A. Duties and responsibilities to be attended to independently

1. Preparation of resources data and all statistics pertaining to raw material and machinery and equipment.
2. Survey of various products manufactured in the District and extend the scope for manufacturing of new products.
3. Devise strategy for providing marketing assistance to the products manufactured in the district including export promotion.
4. Works and requirements of machinery and equipment for the SSI, Tiny units and identify sources of supply and compile a data tank.
5. H.P. Schemes of NSIC/APSSIDC.
6. House keeping and maintenance of record room.
7. Maintenance of Registers/Master List for Scarce and Imported raw materials.

B. Functions be attended with the approval of the General Manager:

1. Registration of SSI units with DGS&D/NSIC/APSSIDC under Marketing Assistance Programme
2. All establishment matters and accounts matters including budgeting, drawl of bills, audit objections.
- 3 Industrial cooperatives.
4. Assess and monitor Smooth and equitable distribution of raw materials including scarce and imported raw materials to all SSI and Rural Industrial units in the district, and watch proper utilidion

Manager - Ancillaries: (Asst. Director Cadre)

1. Ancillaries Programme, PLC Meetings and Large & Medium Scale Industries.
2. Arranges Training Programmes to Artisans and Prospective entrepreneurs.
  - a) RIP/RAP Programmes
  - b) Intensive Campaigns & Entrepreneurial Development.

**Functions of other functionaries**

Functions of Industrial Promotion Officer:

A. Essential Functions:

1. Mandal Functionary and incharge of about 4 to 5 Mandals.
2. Industrial Potentiality Survey.
3. Identifying the candidates under IRDP/ TRYSEM programme.
4. Follow up with the Banks for obtaining sanctions/ grounding for PMEGP.
5. Periodical Inspection of the Industrial Units consuming scare Raw-materials.
6. To assist the Entrepreneurs in selecting the projects/ location.
7. To attend all Mandal Level Meetings.
8. To assist the Bankers in Recovery of loans.
9. Processing of Incentive applications.
10. To attend the work of Exhibitions/Seminars.
11. To attend the work pertaining to the Weaker Sections Programmes under Special Component Plan.

### Functions of Co-operative Sub-Registrar:

1. The Co-operatives Sub-Register attached to General Manager, district Industries Centre
2. Officer shall tour for a Minimum of 15 days and work under the direct control of Asst. Director.
3. He shall get this tour programme approved by the Assistant director. He shall attend to organise new industrial co-operative societies in the District and shall scrutinise the proposals received from Industrial Promotion officer.
4. He shall conduct half-yearly inspection of atleast 5 Industrial co-operative societies in a month as allotted by the Assistant Director among coop Sub-Register and Senior inspector.
5. He shall attend to the revitalisation work of one society in a month. He shall discharge his duties as person incharge if appointed under section 32(7) and 34 of APCS Act.
6. He shall act as election Officer when appointed by District Collector.
7. He shall maintain DCB Register of Government financial assistance and attend recovery of Government dues as per target fixed by Assistant Director.
8. He shall conduct statutory inspection and enquiries expeditiously with in time limit prescribed under the Act.
9. He shall maintain following Registers and records of the office
  - 1) Skeleton file of each ICS in the District.
  - 2) Register showing registration of ICSs.
  - 3) Register of Arbitration and execution.
  - 4) Register of Enquiry u/s 51, Inspection u/s 52, Surcharge u/s60
  - 5) DCB Register (Government Loan and S.C.)
  - 6) Audit Fee, DCB Register
  - 7) Periodical Register.
10. He shall ensure rectification of defects pointed out in Inspection, Audit and Enquiries.

### Functions of Senior Inspector:

- The senior Inspector attached to General Manager, District Industries Centre or Growth Centre shall tour for a minimum period of 15 days and work under the direct control of Assist Director. His tour Programme shall be approved by Assistant Director.
- He shall conduct half-yearly inspection of atleast 2 industrial coop societies in a month as allotted by Asst Director among coop Sub-Register and Senior Inspector.
- He shall visit 3 industrial coop societies in a month where Government have Sanctioned financial assistance and guide them in their maintenance of accounts and business.
- He shall attend revitalisation work of one dormant industrial coop society per month as entrusted by Assistant Director.
- He shall enquire into petition and complaints entrusted by Asst Director.
- He shall conduct statutory enquire and inspection with in time limit prescribed.
- He shall discharge his duties as person incharge when appointed.
- He shall act as Election Officer when appointed.

## **Chapter – III**

### **Procedures followed in Decision making Process including channels of Supervision and Accountability:**

At Commissionerate level, the Department is headed by an Officer of the rank of Commissioner assisted by 2 Additional Directors, 9 Joint Directors, 12 Deputy Directors, 13 Assistant Directors with supporting Staff. Besides, 1 Accounts Officer and another Asst. Accounts Officer with supporting Staff from Director of Treasuries and Accounts Department.

Commissioner of Industries is the final decision making authority in respect of sanctions and release of Funds, formulations of Programmes, Schemes, Projects, answering the LAQS, sanction of incentives, Single-file correspondence and important correspondence with Govt. of A.P. and Govt. of India. Tappals in the name cover of Commissioner of Industries will be opened by Commissioner of Industries and some of them may be marked to Officers for quick disposal of the matter. Joint Directors are the Programme Officers and responsible to Commissioner of Industries. All the Officers and staff are accountable for quick disposal of the respective subject matters.

At District level, General Manager (G.M.) (Joint Director Cadre Officer) is the Head of the Office assisted by 1 or 2 DDs, 2 or 3 ADs, IPOs., CSR / Coop-Inspector, Supdt and supporting Staff. General Manager is the final decision making authority at district level.

The Flow Charts showing the Supervision and accountability at State (Commissionerate) and Districts level are enclosed herewith for information.

## Chapter – IV

### Norms set for the discharge of function

#### B. Rules and Time Limits and deemed Provision:

As per the Section 14 (2) and 15(1) read with Section 29(1) of A.P. Single Window Ordinance 6 of 2002, the time limits for various approvals / clearances and provision or deemed approvals have been notified vide G.O.Ms. No. 318, Inds. & Com. (IP) Deptt., dated 20-07-2002 and the details are indicated below.

#### Time Limits for various Approvals and Clearances

S.No.	NAME OF THE CLEARANCE	TIME LIMIT PRESCRIBED UNDER SW ACT
1.	Permission of Gram Panchayat	7 Days
2.	Building permission / licence from Municipality	7 Days
3.	Approval of change of land use for industrial purpose	45 Days
4.	a) power Feasibility b) power Connection	7 Days 23 Days
5.	Allotment of land/shed in IDA/IE	Days (upto 1000sq.Mts) 3 weeks (above 1000 Sq. Mts)
6.	Licence for possession and use of Rectified Spirit and Denatured spirit	7 Days
7.	Letter of Intent for Distillery	30 Days
8.	Registration under APGST and CST	7 Days
9.	NOC from Fire Service Department	15 Days
10.	Licence to obtain and use of Chlorate of Potash	7 Days
11.	a. Sanction of Water Supply through HMWS & SB b. Water Connection	7 Days 23 Days
12.	a. Sanction of Water Supply through from other agencies b. Water Connection	7 Days 23 Days
13.	Permission to draw water from river/public tanks	30 Days
14.	Sanction of Loan / Equity from APIDC	21 Days
15.	Acquisition of Land other than IDA/IE	60 Days
16.	Alienation of Government land a. District Collectrate b. Chief Commissionr of Land Administration c. Government	15 Days 30 Days 45 Days
	Time Limits Approved by SIPB	

17.	Factories Department Approval of plan Operational Licence	7Days 7 Days
18.	Pollution Control Board a. Green Category b. Orange Category c. Red Category	7Days 21 Days 45 Days

## B. Provision of Deemed Approvals

Sl.No.	NAME OF THE CLEARANCE	CONDITION
1	Permission of Gram panchayat	
2	Building permission/Licence from Municipality	
3	a. power Feasibility / power connection	Deemed approval would be subject to payment of required fee
4	Licence for possession and use of Rectified spirit	
5	Registration under APGST/CST	On deemed approval, the appropriate committee would allot temporary number
6	a. Sanction of Water Supply through HMWS&SB b. Water Connection	Deemed approval would be subject to payment of required fee
7	1. Sanction of Water Supply though from other agencies 2. Water Connection	Deemed approval would be subject to payment of required fee

## Norms set for the Discharge of Functions

Norms / standards set by the Industries Department for the Discharge of important Function / Delivery of Services are as follows:

Sl.No.	Nature of the Service	Service delivery time period
1	Project Ideas	Across the table
2	Entrepreneurs Memorandum Acknowledgment for Micro/Small/Medium Enterprises	Online through <a href="http://www.industries.apcgg.gov.in">website, www. http://industries.apcgg.gov.in</a>
3	IL / EOU	* In respect of IL / EOU permissions from Government of India, remarks to Government of India will be furnished within 10 working days from the date of receipt from Secretariat for Industrial Approval (SIA) New Delhi.
4	Credit Assistant: 1. Financial Assistance under PMEGP	* Sponsoring the applications to the Banks within two weeks by the DICs after selection by the Task Force Committee.

5	Clearances/ Approvals required to set up an industrial undertaking under Single Window Act	Forwarding the applications to the Competent authority within 3 working days.
6	Non- Pollution Acknowledgement for non-polluting industries.	DICs will issue the Ack. within 5 working days.
7	Hire purchasing of Machinery	DICs will forward the applications to NSIC within 7 working days
8	Scarce Raw Material: 1. Coal  2. Rectified / Denatured spirit for new industrial units.  3. Rectified/ Denatured spirit for existing industrial & Molasses for existing units.	* at district level (up to 100 MTs), the proposal will be recommended to Singareni Collieries within 20 working days.  * In case of above 100 MTs, the proposals will be recommended to Commissioner of Industries within 20 working days.  * at State level ( above. 100 MTs ), the proposals will be recommended to Singareni collieries within 15 working days after receipt of proposals from DICs.  * DICs/ COI will forward the applications for adhoc allotment to the competent authorities within 3 days through single window.  * DICs will reconmend the unit to Commissioner of Industries within 30 working days and which will be recommended to the concerned authorities within 15 working days.
10	State Govt. Incentives :  1. DLC cases (upto Rs. 25 lakhs in plant machinery)  2. SLC cases (above Rs. 25 lakhs in Plant & Machinery)	District Level Committe will sanction the incentives within 30 days from the date of receipt of application in full shape.  DIC will forward the claim to Commissionerate of Industries within 15 working days from the date of receipt of application in full shape  State Level Committee will sanction the incentives within 15 working days from the

		date of receipt of proposals from the General Manager, DICs..
11	<p>Reimbursement of expenditure incurred in obtaining quality certification i.e.,ISO/BIS:</p> <p>1. State Incentives</p> <p>2. Central Incentives</p>	<p>* DICs will forward the applications within 15 woking days to Commissioner of Industries for sanction of incentives.</p> <p>* Commissioner of Industries will sanction the incentives within 15 working days after receipt of application from DICs.</p> <p>* DICs will forward the applications within 15 working days to Development Commissioner (SSD), New Delhi for sanction of incentives.</p>
12	<p>Marketing Assistance :</p> <p>1. Registration under Single Point Program (NSIC)</p> <p>2. Registration under DGS &amp; D</p>	DICs will forward the appliction within 7 working days to NSIC
13	Revival of SSI sick units	Sanctiion the incentives under AP Small Scale Industrial Revival Scheme within 30 days after receipt of appraisal report from the concerned appraisal agency.

## Chapter V

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions [Section 4(1) (b) (v) & (vi)]

The following are the major enactments/rules formulated by State and Central Governments connected to the Industries for enforcement of the provisions by functionaries in the State.

1. Micro Small and Medium Enterprises Development Act 2006 : Formulated Govt of India.
2. A.P. Single Window Clearances Act, 2002 : Formulated by GOAP
3. A.P. Air (Pollution Control & Prevention) Act, 1981 : Formulated by GOAP
4. A.P. Water (Pollution Control & Prevention) Act, 1974 : Formulated by GOAP
5. A.P. Panchayat Raj Act, 1994 : Formulated by GOAP
6. A.P. Drugs & Cosmetics Act, 1940 : Formulated by GOAP
7. A.P. Boilers Act : Formulated by GOAP
8. Forest Conservation Act, 1980 : Formulated by GOI
9. A.P. Industry Facilitation Council, : Formulated by GOAP
10. A.P. Small Scale Industries Revival Scheme (APSSIRS) : Formulated by GOAP
11. Rate Contract System under Marketing Assistance Scheme for 17 items : Formulated by GOAP
12. Delegation of Powers to Assistant Director of Industries under APRR Act : Formulated by GOAP
13. Urban Land Ceiling Act, 1976 : Formulated by GOAP
14. A.P. Cooperative Societies Act, 1964 : Formulated by GOAP
15. All General Rules/Account Codes/Acts/Procedures issued by Government of A.P. from time to time.

Besides having the above Acts & Rules, the Department is having separate set of Rules for Gazetted Officers & Non-Gazetted Officers.

## **Chapter-VI**

### **Categories of Documents held by the Public Authority under its control [Section 4(1) (b) v (i)]**

The Department is having periodical report forms prescribed for submission of reports yearly, Half-Yearly, Quarterly, Monthly, etc for obtaining information on various items such as production particulars, Scarce Raw Material utilization particulars, inspection of proper utilization of incentives, etc.

Besides the above, the department is maintaining registers of attendance, periodical registers, call book, records maintenance register, stock files dispatch register, stamp account, registers on stationary, printed forms library, etc, cash book, service registers and annul confidential registers, tour diaries.

## Chapter -VII

### Arrangement for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof:

Additional Directors and concerned Programme Officers in Cadre of Joint Director have to be consulted further for implementation of policies as shown below. However, Commissioner of Industries is the Appellate authority for formulation of policy.

Sl.No.	Service	Designation	Location
1	Project Ideas	Joint Director (IP)	Commissionerate
2	IL / EOU	Joint Director (IIP Cell)	Commissionerate
3	Grievances relating to Large & Medium Industries	Additional Director	Commissionerate
4	Scarce Raw Materials	Joint Director (Commodities)	Commissionerate
5	Petitions like CMP, GEN, RPB, RNB	Joint Director (HRD)	Commissionerate
6	Sanction of incentives to SLC cases	Joint Director (PI-A,B,C)	Commissionerate
7	Sanction of Incentives for BIS/ISO	Joint Director (IIP Cell)	Commissionerate
8	Grievances relating to Small Scale Industries.	Additional Director	Commissionerate

At the District level the General Manger of the concerned District Industries Centre as to be contacted for implementation of the policy and providing important services as shown below:

Sl.No	Service	Name of the Officer	Designation	Location	Tel.No./e.mail
1 2. . 3. 4. 5. 6. . 7 8.	Project Ideas Entrepreneurs Memorandum Acknowledgment Credit Assistance Pollution Act. Hire Purchase of Machinery Permanent Regn. Scarce Raw Material Incentives Marketing Assistance	General Manger of the Concerned District Industries Centres	General Manager	Respective District Head quarters	As per the List

Relevant printed Application Forms are available at Respective District Industries Centre/Commissionerate of Industries and they can also be downloaded from [www.](#)

## Chapter VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as IIS part or for the purpose of its advice and as to whether meetings of those boards councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

The Government have time to time constituted certain Boards, Councils, Committees in Industries Department for speedy implementation of policies connected to the Industrial development and promotion of incentives and clearances/approvals. The following are the Committees/Councils.

- I. SSI Board has been constituted under the Chairmanship of Hon'ble Chief Minister for the promotion of industries in the State with Ministers and Secretaries as members.
- II. SIPB Small Industries Promotion Board is constituted under the Chairmanship of Hon'ble Chief Minister for clearing the problems faced by the industries.
- III. SIPC Small Industries Promotion Committee has been constituted under the Chairmanship of Chief Secretary to Government for redressal of problems faced by the industrialists.
- IV. SLC State Level Committee has been constituted for scrutinize and sanction of incentives to the industrial units under the Chairmanship of Commissioner of Industries, with other departments as members.
- V. DLC District Level Committee has been constituted under the Chairmanship of Collector of district concerned for scrutinize and sanction of incentives to units below investment of Rs. 25 lakhs in machinery..
- VI. SSC Standing Scrutiny Committee has been constituted for inspection and to verify the genuineness of machinery over and above Rs. 60.00 Lakhs in the case of sanction of incentives.
- VII. MDC Multi-Disciplinary Committee has been constituted in the District level for inspection and to verify the genuineness of machinery below Rs. 60,000,00/- in sanction of incentives.
- VIII. IFC: Industries Felicitation Council has been constituted under the Chairmanship of Commissioner to clear the interest on delayed payments to small scale and ancillary industrial undertakings, by the industrialists or any other organizations
- IX. DIPC; District Industries Promotion Committee constituted under the Chairmanship of District Collector concerned with some of the District Officers to attend the issues of industrial units at district level.
- X. SLSWCC: State Level Single Window Clearance Committee has been constituted to clear the approvals /clearances of industrial units at State Level under the Chairmanship of Commissioner of Industries

XI. DLSWCC; the District Level Single Window Clearance Committee has been constituted at District Level for clearing the approvals/clearances of industrial units under the Chairmanship of District Collector.

The Committees so far constituted are regularly conducting the meetings and the minutes of the meetings are accessible for public.

## Chapter IX

### Directory of Officers and Employees Section 4(1)(b)(ix)

Sl.No.	Name of the Office/Administrative Office	Name, Designation & Address of Officer / Employee	Telephone, FAX & Mobile No.	E mail
1	Commissionerate of Industries, Andhra Pradesh.	Dr. Rajat Kumar, IAS, Commissioner of Industries, Chirag –ali-lane, Hyderabad 500 001	Ph: 040-23441600 FAX: 040- 2341611	comm_inds@ apindustries.gov.i n
2	District Industries Centre Srikakulam District	Sri B. Gopala Krishna, General Manager, D.I.C, 7-4-30, New Colony, Srikakulam	Ph: 08942-225895, 9640909816	gmdic.sklm @apindustries.go v.in
3	District Industries Centre, Vizianagaram District	Sri L. Laxman, General Manager, D.I.C, Industrial Estate, Vizianagaram	Ph: 08922-225478, 9640909818	gmdic.vznm @apindustries.go v.in
4	District Industries Centre, Visakhapatnam District	Sri V.R.V.R. Naik , General Manager, D.I.C, Industrial Estate, Visakhapatnam	Ph: 0891-2558166 FAX:0891- 2558165, 9640909819	gmdic.vspm@ apindustries.gov.i n
5	District Industries Centre, East Godavari District	Sri G. Rajendra Prasad, General Manager, D.I.C, Industrial Estate, Kakinada	Ph:0884-2344139 FAX:0884- 2374291 9640909820	gmdic.egd@a pindustries.gov.in
6	District Industries Centre, West Godavari District	Sri E. Thrimurthulu, General Manager, D.I.C, Near Collectorate, Eluru	Ph: 08812-230354 FAX:08812- 231435 9640909821	gmdic.wgd@a pindustries.gov.in
7	District Industries Centre, Krishna District	Sri A. Sudhakar, General Manager, D.I.C, Jawahar Auto Nagar, Vijayawada	Ph:0866-2555104 FAX:0866- 2553673 9640909822	gmdic.krsn@ apindustries.gov.i n
8	District Industries Centre, Guntur District	Sri Y Nagasunder, General Manager, D.I.C, Opposite Collectorate, Guntur	Ph: 0863-2234864 FAX: 0863- 2234931 9640909823	gmdic.gntr@a pindustries.gov.in
9	District Industries Centre, Prakasham District	Sri Y. Hirishikesh, General Manager, D.I.C, Nellore Road, Ongole	Ph: 08592-233042 9640909824	gmdic.pksm@ apindustries.gov.i n
10	District Industries Centre, Nellore District	Sri M. Murali Mohan, General Manager, D.I.C., Industrial Estate, Nellore	Ph:0861-2328658 FAX 0861- 2324489 9640909825	gmdic.nlr@a pindustries.gov .in
11	District Industries	Sri G. Vijaya Prasad,		gmdic.cttr@a

	Centre Chittor District	General Manager, D.I.C, Industrial Estate, Chittor	Ph: 08572-228224 9640909826	Pindustries.gov.in
12	District Industries Centre, Ananthapur District	Sri A. Ramalingeshwara Raju, General Manager, D.I.C, DPAP Compound,	Ph.:08554-240005 FAX.08554-236232 9640909827	gmdic.atp@apindustries.gov.in
13	District Industries Centre, Kurnool District	Sri G. Sunder Rao, General Manager, D.I.C, B-Camp, Kurnool	Ph:08518-230212 FAX 08518-233598 9640909830	gmdic.krnl@apindustries.gov.in
14	District Industries Centre, Kadapa YSR District	Sri Chand Basha, General Manager, D.I.C, Income Tax Road, Kadapa	Ph. 08518-230212 FAX 08518-233598 9640909829	gmdic.kdp@apindustries.gov.in
15	District Industries Centre, Nalgonda District	Sri G. Srinivas, General Manager, D.I.C, Station Road, Nalgonda	Ph.:08682-233079 FAX 08682-233417 9640909832	gmdic.nlg@apindustries.gov.in
16	District Industries Centre, Khammam District	Sri Y.L. Pradeep Kumar On leave, Sri G. Lingaiah I/c. General Manager, D.I.C,	Ph.:08742-235957 FAX.08742-228279 9640909833	gmdic.kmm@apindustries.gov.in
17	District Industries Centre, Mahaboobnagar District	Sri K. Krishna Rao, General Manager, D.I.C, Industrial Estate,, Mahaboobnagar	Ph:08542-242292 FAX.08542-242088 9640909831	gmdic.mbnr@apindustries.gov.in
18	District Industries Centre, Rangareddy District	Sri, M. Udayabhaskar, General Manager, D.I.C, Balanagar, Hyderabad.	Ph.:040-23441644 FAX.040-23441644 9640909809	gmdic.r@apindustries.gov.in
19	District Industries Centre, Hyderabad District	Sri D. Prashanth Kumar, General Manager, D.I.C, RTC X Roads, Musheerabad, Hyderabad,	Ph:040-23445535 FAX 040-23445533 9640909840	gmdic.hyd@apindustries.gov.in
20	District Industries Centre, Warangal District	Sri A.V. Patel (On leave), Sri D. Srinivasa Naik I/c. General Manager, D.I.C, Industrial Estate, Warangal	Ph. 0870-2427134 FAX 0870-2427134 9640909834	gmdic.wgl@apindustries.gov.in
21	District Industries Centre, Karimnagar District	Sri L. Atchiaiah, General Manager, D.I.C, Industrial Estate, Karimnagar	Ph.:088-2240378 FAX.0878-2240916 9640909835	gmdic.kmnr@apindustries.gov.in
22	District Industries Centre, Nizamabad District	Sri D. Srinivasa Naik, General Manager, D.I.C, Near Collectorate, Nizamabad.	Ph.:08462-238827 9640909836	gmdic.nzbd@apindustries.gov.in
23	District Industries Centre, Adilabad District	Sri J. Ramakishan Naik (FAC), General Manager, D.I.C,	Ph: 08732-226450 FAX 08732-9640909837	gmdic.adbd@apindustries.gov.in

			226660	
24	District Industries Centre, Medak District	Sri R.B. Devanand, General Manager, D.I.C, Near P.W.D. Office, Sanga Reddy.	Ph.:08452-276529 FAX.08452- 274899 9640909838	gmdic.mdk @apindustries. gov.in

## Chapter X

### Monthly remunerations and pay particulars of the staff of Commissionerate of Industries, AP, Hyd. as per Dcember, 2011

S.No	Sarvasri/Smt	Designation	Scale of pay	Pay (Dec. 2011)	Net
1.	Dr. Rajat Kumar, IAS	Commissioner		66960	98698
2.	R. Madhusudhan Rao	Addl. Director	34050-54360	54360	44781
3.	B. Suresh Babu	Addl. Director	34050-54360	54360	41881
4.	K. Prasada Rao	Joint Director	27000-51760	51760	62002
5.	M. Sadusunder	Joint Director	27000-51760	42590	55835
6.	N. Lakshmana Rao	Joint Director	27000-51760	51760	61102
7.	S. Mallesham	Joint Director	27000-51760	43630	37774
8.	S. Ravi Kumar	Joint Director	27000-51760	42590	41505
9.	C. Rami Reddy	Joint Director	27000-51760	42590	40665
10.	R. Santhi Kumar	Joint Director	27000-51760	42590	53715
11.	V. Prasanna Kumar	Joint Director	27000-51760	42590	54005
12.	A. Jayalaxmi	Deputy Director	23650-49360	32350	31527
13.	A. Umamaheswara Rao	Deputy Director	18030-43630	31550	35622
14.	T. Murali	Deputy Director	23650-49360	31550	40622
15.	K. Vijayaratnam	Deputy Director	23650-49360	32350	37862
16.	G. Nageswaramma	Deputy Director	23650-49360	34050	36496
17.	A.A.L. Padmavati	Deputy Director	23650-49360	32350	21192
18.	M. Sreedevi	Deputy Director	23650-49360	23650	25296
19.	M. Sreelakshmi	Deputy Director	23650-49360	32350	39902
20.	T. Murali Krishna	Deputy Director	23650-49360	33200	36662
21.	P. Ratnakar	Deputy Director	21820-48160	34050	38821
22.	K. James	Deputy Director	21820-48160	34050	15660
23.	M. Srinivasa Rao	Deputy Director	12385-27750	30750	44433
24.	W.J.Praveen Kumar	Asst. Director	14860-39540	28450	41114
25.	D. Vinay Kumar	Asst. Director	14860-39540	28450	42264
26.	J.N.S. Gopal Naidu	Asst. Director	18030-43630	28450	32664
27.	G. Nagaraja Rao	Asst. Director	14860-39540	28450	32664
28.	B.V. Ramana Reddy	Asst. Director	18030-43630	28450	34664
29.	P. Masthanamma	Asst. Director	18030-43630	33200	40637
30.	M.S. Venkateswara Rao	Asst. Director	18030-43630	28450	22629
31.	Jacobchandra Kanth Rao	Asst. Director	18030-43630	28450	41004
32.	M.A. Khallel	Asst. Director	12385-27750	30750	44433
33.	E. Bala Prasad	Asst. Director			
34.	Y. Nagaveni	Asst. Director			
35.	K. Chandrasekara Rao	IPO	14860-39540	28450	33399
36.	A. Lakshmi Kumari	IPO	13660-38570	23040	30550
37.	B. Kalingavardhan	IPO	12325-24175	20110	28457
38.	K.V.P. Shashi	IPO	14860-39540	24300	36645
39.	B.S. Sarma	IPO	14860-39540	25600	31796
40.	B. Haranath Reddy	IPO	16150-42590	20680	24295
41.	V. Rama Mani	IPO	18030-43630	21250	31707
42.	A. Girishwer Reddy	IPO	16150-42590	23040	32820
43.	P. Chandra Kumari	IPO	14860-39540	19050	27937
44.	K. Nagaswetha	IPO	15280-40510	16600	23840

45. S. Sudha	IPO	15280-40510	25600	38165
46. Mohd. Rafiuddin	AO	19050-45850	33200	28149
47. N. Srinibasulu	A.A.O.		20680	10539
48. B. Srinivasa Rao	JAO	14860-39540	15700	20965
49. V. Naga Sivaram	JAO	14860-39540	17540	25027
50. G. Venugopala Chary	JAO	14860-39540	21250	16967
51. K.V. Subrahmanya Sarma	JAO	14860-39540	23650	24178
52. Y. Mahender Reddy	JAO	14860-39540	21250	28731
53. Y. Krishnadu	Sr. Acct.	10900-31550	11860	13329
54. K. RukminiDevi	Sr. Acct.	10900-31550	11200	15605
55. E. Sandhya	Sr. Acct.	10900-31550	10900	15769
56. A.B. Ranganayakulu	Sr. Acct.	10900-31550	12550	17354
57. Y. Sri Devi	Sr. Acct.	10900-31550	12550	14874
58. P. Srinivasa Rao	Sr. Acct.	10900-31550	12550	15304
59. K. Srinivas	Sr. Acct.	10900-31550	12550	18044
60. M. Ravi Kumar Reddy	Sr. Acct.	10900-31550	12550	16184
61. M. Nagender	Jr. Acct.	9200-27000	12910	9322
62. R. Sireesha	Jr. Acct.	8400-24950	8680	12557
63. V. Srikanth	Jr. Acct.	8400-24950	8440	13351
64. S.S.S.N. Sastry	Typist	9200-27000	21820	26998
65. R. Bala Krishna	Sr. Acct.	10900-31550	21250	22719
66. M.V. Sampath Kumar	CSR		34900	46466
67. B. Pradeep Kumar	CSR	12910-36700	29950	47013
68. M. Vishu Murthy	Supdt.	14860-39540	24300	24879
69. M. Monoharam	Supdt.	14860-39540	29200	31328
70. B. Tulasidas	Supdt.	14860-39540	16600	23469
71. P.S.V.N. Mani Kumari	Supdt.	14860-39540	21820	14855
72. A. Laxmi	Supdt.	14860-39540	24300	22365
73. B. Ratan Kumar Reddy	Supdt.	14860-39540	24950	26055
74. D. Venkateswara Rao	Supdt.	15280-40150	32350	37287
75. D. Gajendra Rao	Supdt.	15280-40150	31550	30602
76. G. Pusparao	Supdt.	14860-39540	20680	17039
77. K. Prabhakar	Supdt.	14860-39540	29200	19453
78. M. Ramarao	Supdt.	14860-39540	31550	25315
79. P. Venkatramaiah	Supdt.	14860-39540	27000	28186
80. R.V. Jagadeswar Reddy	Supdt.	18030-43630	27000	30434
81. S. Venugopala Swamy	Supdt.	14860-39540	27000	30434
82. S.P. Gopala Swamy	Supdt.	14860-39540	27000	23409
83. Y. Sathi Reddy	Supdt.	18603-43630	31550	45627
84. B. Suguna	Supdt.	14860-39540	23650	25656
85. A. Gagan Kumari	Supdt.	14860-39540	21250	28538
86. B. Balaji Nayak	Supdt.		11530	16593
87. G. Venkatapathi	Supdt.	14860-39540	24300	13946
88. J.D. Koteswara Rao	Supdt.	14860-39540	25600	36685
89. M. Satyanarana	Supdt.	14860-39540	21250	23517
90. Mohd. Faizuddin	Supdt.	14860-39540	24300	35425
91. N. Rajendra Prasad	Supdt.	14860-39540	24300	23195
92. P. Rajyalakshmi	Supdt.	14860-39540	20110	24223
93. T.V.V. Satyanarayana	Supdt.	14860-39540	24950	29185
94. Y. Samrajyalaxmi	Supdt.	14860-39540	22430	23404
95. Y.V. Chalapathi Reddy	Supdt.	14860-39540	23650	29476
96. B. Shiva Kumar	Spl. Cat. Steno	15280-40510	35800	45986
97. Smt. T. Baby	Spl. Cat. Steno			
98. B. Gopala Krishna Murthy	Sr. Asst.	10900-31550	13660	13283
99. Ch. Dhana Kumari	Sr. Asst.	11530-33200	20110	26080

100. Shaik Hussain	Sr. Asst.	10900-31550	15280	18676
101. K. Lalitha Kumari	Sr. Asst.	10900-31550	14440	18838
102. M. Shoba Rani	Sr. Asst.	11530-33200	14050	16824
103. N.B. Sudhakar Rao	Sr. Asst.	10900-31550	20110	22223
104. P. Chakrapani	Sr. Asst.	10900-31550	12550	17799
105. R.V. Rama Rao	Sr. Asst.	10900-31550	16150	22334
106. S. Ravi Kumar	Sr. Asst.	10900-31550	24950	22635
107. Salma Narseen	Sr. Asst.	10900-31550	18520	22830
108. Shaik Shashavali	Sr. Asst.	10900-31550	13660	15741
109. V. Shyamala Rani	Sr. Asst.	10900-31550	14440	16748
110. S. Mallikarjuna	Sr. Asst.	10900-31550	11530	17343
111. M. Ramakrishna	Sr. Asst.	10900-31550	11530	14343
112. T. Anita	Sr. Asst.	10900-31550	11530	13593
113. B. Subba Rao	Sr. Asst.	10900-31550	11200	14416
114. A. Suresh	Sr. Asst.	10900-31550	14440	21288
115. G. Venkat Ramulu	Sr. Asst.	10900-31550	11530	16215
116. S. V. Sarawathi	Sr. Asst.	10900-31550	14860	22620
117. M. Sailaja	Sr. Asst.	10900-31550	10900	15111
118. D. Ashok Kumar	Sr. Asst.	10900-31550	10900	15819
119. P. Serisha Kumari	Sr. Asst.	10900-31550	11530	12768
120. L. Rajakumar	Sr. Asst.	10900-31550	20680	28135
121. D. Mallesha	Sr. Asst.	10900-31550	30750	33015
122. M. Rajalingam	Sr. Asst.	10900-31550	21820	14968
123. Ch. Nagabushanam	Sr. Asst.	10900-31550	16600	18953
124. L. Karunakar Reddy	Sr. Asst.	10900-31550	21820	24938
125. D. Prabhakar	Sr. Asst.	10900-31550	24300	23080
126. Ch. Jayakumar	Sr. Steno	10900-315550	11530	7555
127. M. Uma Devi	Sr. Insp	11860-34050	20680	25725
128. Md. Ateeq Ur Rahaman	Sr. Insp	11860-34050	23650	27706
129. Md. Nooruddin	Jr. Asst.		8680	14035
130. M. Sudheer Kumar	Jr. Asst.		8440	12349
131. K. Uma Devi	Jr. Asst.		8680	8944
132. Joel Benhur	Jr. Asst.	8440-24950	10900	10554
133. P. Sankaraiah	Jr. Asst.	8440-24950	10900	14533
134. K. Suresh Kumar	Jr. Asst.	9200-27000	16150	21334
135. V. Manjula	Jr. Asst.		9740	11830

## Chapter XI

The Budget allocated to each of its agency, indicating the particulars of all Plans, proposed expenditures and reports on disbursements made.

<b>INDUSTRIES &amp; COMMERCE DEPT. REVISED ESTIMATES FOR 2011-12 &amp; BUDGET ESTIMATES FOR 2012-13</b>					
	Name of the Scheme	Detailed Head	Budget Estimates (Allocated) 2011-12	Revised Estimates for 2011-12	Budget Estimates 2012-13
	<b><u>State Plan Schemes :</u></b> <span style="float: right;"><b>(Values in thousands)</b></span>				
<b>A</b>	<b><u>2851- VILLAGE &amp; SMALL INDUSTRIES (VSI) :</u></b>				
1	Head Office Salary Scheme.	2851-102-11-01	25000	25000	30000
2	Establishment of District Industries Centres.	2851-102-11-10	20000	20000	31000
3	Grants from State Govt. to SSI units for ISO-9000 Certification / BIS Certification.	2851-102-11-45	100	100	1000
4	Technology Development Fund	2851-102-11-46	200	200	1500
5	Awards to SSI for productivity, Innovation & Safety.	2851-102-11-49	100	100	1000
6	Reconstruction of DIC Buildings.	2851-102-11-52	1000	1000	127500
7	Special Component plan for Scheduled Castes-Incentives for Industrial Promotion	2851-789-11-08	298520	748520	600000
8	Incentives to the SC Enterpreneuers for Indl. Promotion (Investment Subsidy	2851-789-11-17	20000	20000	60000
9	Incentives for Indl. Promotion Investment Subsidy - for ST Entrepreneurs under Tribal Sub-Plan (TSP).	2851-796-11-08	122447	272447	250000
9	Incentives for Indl. Promotion Investment Subsidy - General Category.	2851-800-11-08	1389320	2020000	2500000
10	Development of Clusters in Tiny & SSI Sector.	2851-800-11-09	100	100	60000
	<b>V&amp;SI TOTAL :</b>		<b>1876787</b>	<b>3107467</b>	<b>3662000</b>
<b>B</b>	<b><u>2852- INDUSTRIES (OTHER THAN V&amp;SI) :</u></b>				
1	Automation & Modernisation of Commissionerate of Industries.	2852-80-001-11-07	500	500	50000
2	Incentives for Indl. Promotion (Invest. Subsidy) for SC Entrepreneurs under SCP.	2852-80-789-11-04	25480	25480	80000

3	Power subsidy for Industries - for SC Entrepreneurs under SCP.	2852-80-789-11-13	97200	97200	120000
4	Extension of Pavala Vaddi Scheme to all SSI & Food Processing Units.for SC Enterpreneurs	2852-80-789-11-14	1620	1620	25000
5	Incentives for Indl. Promotion (Invest. Subsidy) for ST Entrepreneurs under TSP.	2852-80-796-11-04	9553	9553	40000
6	Power Subsidy for Industries- Tribal Sub Plan -ST Enterpreneurs.	2852-80-796-11-13	39600	39600	65000
7	Extension of Pavalavaddi to all SSI & Food units- for ST Entrepreneurs under TSP.	2852-80-796-11-14	660	660	20000
8	Incentives for Industrial Promotion (160-Publications)	2852-80-800-11-04	61	10000	20000
9	Incentives for Industrial Promotion ( 260- Advertisement, Sales & Publicity expenses)	2852-80-800-11-04	5270	30000	30000
10	Incentives for Industrial Promotion (312 - other grants in aid)	2852-80-800-11-04	149349	250000	500000
11	Power subsidy for Industries - GENERAL	2852-80-800-11-13	463200	1883200	1500000
12	Extension of Pavalavaddi to all SSI & Food Processing Inds. for General Category.	2852-80-800-11-14	7720	450000	500000
			<b>800213</b>	<b>2797813</b>	<b>2950000</b>
<b>C</b>	<b>OTHER INDUSTRIES / CAPITAL OUTLAY</b>				
1	SSI Clusters under Critical Infrastructure Balancing Scheme (CIBS).	4851-102-11-08	400	400	1200
2	Construction of New Building for Commissionerate of Industries.	4852-80-800-11-05	2500	2500	60000
3	Investments in LIDCAP for implementing MSME under Cluster Development	4860-03-789-06-05	20000	0	280000
4	Investments in LIDCAP.-	4860-03-789-11-04	50000	0	60000
	<b>INDUSTRIES (OTHER THAN V&amp;SI) SUB TOTAL :</b>		<b>72900</b>	<b>2900</b>	<b>401200</b>
	<b>GRAND TOTAL STATE PLAN SCHEMES</b>		<b>2749900</b>	<b>5908180</b>	<b>7013200</b>
	<b>2851 - Centrally Sponsored Schemes (CSS)</b>				
1	Census-cum-sample survey of SSI units (100% CSS).	2851-102-10-25	18000	18000	18510
2	PMEGP		0	0	0

3	Centrally Sponsored schemes - Development of Clusters under SIDP	2851-102- 10-44	300000	300000	300000
	<b>TOTAL :</b>		<b>318000</b>	<b>318000</b>	<b>318510</b>
	<b>2852 - NEW SCHEMES - NON- PLAN</b>				
1	AP State Kummari Shalivahana Co- Operative Societies Federation Ltd, Hyd.	2852-001- 10-06	0	12800	20007
2	AP State Viswa Brahmins Co-Operative Societies Corporation Ltd, Hyd.	2852-001- 10-07	0	12800	20007
3	AP State Medara Co-Operative Finance Corporation Ltd, Hyd.	2852-001- 10-08	0	12800	20007
	<b>TOTAL :</b>		<b>0</b>	<b>38400</b>	<b>60021</b>

## Chapter XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

### IIPP 2010-15

Government have issued orders vide G.O.Ms.No.61 Industries and Commerce (IP) Department dated 29.06.2010 for extending the incentives/benefits to all eligible New Micro, Small, Medium, Large and Mega industries set up in the State except in the Municipal Corporations limits of Vijayawada, Greater Visakhapatnam Municipal Corporation and Greater Hyderabad Municipal Corporation excluding existing Industrial Estates/Parks, Industrial Estates notified/ to be notified and commence commercial production on or after 1.7.2010 but before 31.3.2015 under Industrial Investment Promotional Policy (IIPP) 2010-15. Projects involving substantial Expansion / Diversification of existing industries in the eligible lines of activities are also entitled for benefits offered under the policy.

#### KEY FEATURES OF INCENTIVES UNDER INDUSTRIAL INVESTMENT PROMOTION POLICY IIPP - 2010-15

##### A. Micro and Small Enterprises (MSE's)

- 100% reimbursement of Stamp duty and transfer duty paid by the industry on purchase of land meant for industrial use.
- 100% reimbursement of Stamp duty for Lease of Land/Shed/ Buildings and also mortgages and hypothecations.
- 25% rebate in land cost limited to Rs.10.00 Lakhs in Industrial Estates/ Industrial Parks.
- 25% Land conversion charges for industrial use limited to Rs.10.0 lakhs.
- Fixed power cost reimbursement @ Rs.0.75 per unit (upper ceiling) on the proposed revised rates (2010-11) for 5 years from the date of commencement of commercial production.
- 15% investment subsidy on fixed capital investment subject to a maximum of Rs.20.00 lakhs.
- Reimbursement of 100% VAT/CST or State Goods and Services Tax (SGST) for a period of 5 years from the date of commencement of commercial production to **Micro Enterprises**.

- Reimbursement of 50% VAT/CST or State Goods and Services Tax (SGST) for a period of 5 years from the date of commencement of commercial production to **Small Enterprises**.
- Interest subsidy under Pavala Vaddi Scheme on the term loan to **New Micro and Small Enterprises in excess of 3% per annum subject to a** maximum reimbursement of 9% per annum for a period of 5 years from the date of commencement of commercial production
- Seed capital assistance to First Generation Entrepreneurs to set-up **Micro Enterprises @10%** of the Machinery cost, which will be deducted from the eligible investment subsidy.
- 50% Reimbursement of cost involved in skill upgradation and training the local manpower limited to Rs.2000 per person.
- 50% subsidy on the expenses incurred for quality certification/ patent registration limited to Rs. 2.00 Lakhs for **MSE's**.
- 25% subsidy on specific cleaner production measures limited to Rs.5.00 Lakhs
- To extend investment subsidy to the **identified service activities** related to industries setup in all Municipal Corporation limits in the state

#### **B. Medium Enterprises & Large Industries:**

- 100% reimbursement of Stamp duty and transfer duty paid by the industry on purchase of land meant for industrial use.
- 100% reimbursement of Stamp duty for Lease of Land/Shed/ Buildings and also mortgages and hypothecations.
- 25% rebate in land cost limited to Rs.10.00 Lakhs in Industrial Estates/Industrial Parks.
- 25% Land conversion charges for industrial use limited to Rs.10.0 lakhs only for **Medium Enterprises**.
- Fixed power cost reimbursement @ Rs.0.75 per unit (upper ceiling) on the proposed revised rates (2010-11) for 5 years from the date of commencement of commercial production
- Reimbursement of 25% VAT/CST or State Goods and Services Tax (SGST) for a period of 5 years from the date of commencement of commercial production.
- 50% Reimbursement of cost involved in skill upgradation and training the local manpower limited to Rs.2000 per person.

- 50% subsidy on the expenses incurred for quality certification/ patent registration limited to Rs. 2.00 Lakhs only for **Medium Enterprises**.
- 25% subsidy on specific cleaner production measures limited to Rs.5.00 Lakhs.
- Infrastructure like roads, power and water will be provided at door step of the industry for standalone units by contributing 50% of the cost of infrastructure from IIDF with a ceiling of Rs.1.00 Crore,

**C. Scheduled Castes / Scheduled Tribe Entrepreneurs:**

**SC/ST Entrepreneurs mean those units established as sole Proprietor or invariably having 100% share in Partnership/Private Limited Companies**

- 100% reimbursement of Stamp duty and transfer duty paid by the industry on purchase of land meant for industrial use.
- 100% reimbursement of Stamp duty for Lease of Land/Shed/ Buildings and also mortgages and hypothecations.
- 1/3% rebate in land cost limited to Rs.10.00 Lakhs in Industrial Estates/Industrial Parks.
- 25% Land conversion charges for the industrial use limited to Rs.10.0 lakhs.
- Fixed power cost reimbursement @ Rs.1.00 per unit (upper ceiling) on the proposed revised rates (2010-11) for 5 years from the date of commencement of commercial production.
- Seed capital assistance to First Generation Entrepreneurs to set-up Micro Enterprises @10% of the Machinery cost.
- 35% investment subsidy on fixed capital Investment for Micro and Small Enterprises with a maximum limit per unit is Rs.50.00 Lakhs
- additional 5% (i.e.40%) investment subsidy for SC Women and ST Women Entrepreneurs, with a maximum limit per unit is Rs.50.00 Lakhs
- Additional 5% investment subsidy for units set up in Scheduled Areas by ST entrepreneurs
- with a maximum limit per unit is Rs.50.00 Lakhs.
- Reimbursement of 100% VAT/CST or State Goods and Services Tax (SGST) for a period of 5 years from the date of commencement of commercial production to **Micro Enterprises**.
- Reimbursement of 50% VAT/CST or State Goods and Services Tax (SGST) for a period of 5 years from the date of commencement of commercial production to **Small Enterprises**.

- Interest subsidy under Pavala Vaddi Scheme on the term loan taken on the fixed capital investment by **Micro and Small Enterprises in excess of 3% per annum subject to a** maximum reimbursement of 9% per annum for a period of 5 years from the date of commencement of commercial production.
- 50% Reimbursement of cost involved in skill upgradation and training the local manpower limited to Rs.2000 per person.
- 50% subsidy on the expenses incurred for quality certification/ patent registration limited to Rs. 2.00 Lakhs for **Micro and Small Enterprises**.
- 25% subsidy on specific cleaner production measures limited to Rs.5.00 Lakhs.
- Micro and Small Enterprises set up by Scheduled Caste and Scheduled Tribe entrepreneurs, Infrastructure like roads, power and water will be provided at doorstep of the industry for stand alone units by contributing 75% of the cost of infrastructure from IIDF with a ceiling of Rs.1.00 Crore
- The line of activity of Proclainer is considered as eligible exclusively in case of Scheduled Caste and Scheduled Tribe entrepreneurs and incentive shall be extended under service activity.

**D. Women Entrepreneurs:**

- Women entrepreneurs mean those units established as sole Proprietress or invariably
- having 100% share in Partnership/Private Limited
- Additional 5% investment subsidy on fixed capital investment subject to a maximum of Rs.5.00 lakhs to **MSE's**.
- All other benefits as per para No.4.1.0 (Micro & Small Enterprises under IIPP 2010-15).

- **Mega Projects**

An anchor industry sets up project with a capital investment of Rs. 250.00 Crores ( Rs. 125.00 Crores for textile sector) and above, it would be treated as Mega Project and special package of incentives would be offered on case to case basis. Employment intensive industries providing employment to more than 2000 persons, would also be treated as Mega Project.

## Scrutiny and sanction procedure

The Claim applications for sanction of incentives in respect of Micro Enterprises ( where machinery cost is Rs.25.00 lakhs or less) and which are considered are aided units, are scrutinized by District Level Scrutiny Committee and will be sanctioned by DLC and other claims where the machinery cost is more than Rs.25.00 Lakhs pertaining to Small, Medium enterprises, Large Industries and Mega projects are recommended to the Commissioner of Industries for taking a decision with regard to sanction of incentives.

The Multi Disciplinary Committee at district level shall inspect the Industrial Enterprises with investment on Plant & Machinery upto Rs. 1.00 Crore with the following members for verification of the genuinity of the machinery in respect of self financed units.

The Standing Scrutiny Committee (SSC) shall inspect the Industrial Enterprises with investment on Plant & Machinery over and above of Rs.1.00 Crore with the following members for verification of the genuinity of the machinery in respect of self financed units.

Once the SLC/DLC sanction the incentives, the intimation letter duly signed will be sent to the concerned unit

## Procedure for disbursement of subsidy

As soon as the budget is released by the Government , with the permission of Commissioner of Industries, Additional Director of Industries shall communicate the sanction through individual proceedings in the form prescribed to the individual units as per the procedure in vogue. In respect of DLC cases, the General Manager of District Industries Centre, shall forward the proposal to the Commissioner of Industries in statement in the form prescribed.

## Chapter XIII

### Particulars of recipients of concessions, permits or authorisations granted by it:

The Department of Industries have sanctioned several incentives to the Industrial Units in general and also for SC/ST beneficiaries from the year 1970 onwards. Likewise the department has also introduced certain concessions.

#### Iso-9000 incentive scheme

In order to encourage SSI units to produce quality products, the State Government is contemplating Small Scale Industries to obtain ISO-9000 Certification.. From the year 1997-98 onwards the State Govt. has introduced this scheme for reimbursement of 25% of the expenditure incurred by the SSI units for obtaining ISO-9000 Certification subject to the ceiling of Rs. 25.000/-. The General Managers have been asked to give wide publicity to this scheme among SSI units to avail this concession. So far 95 units have been benefited and an amount of Rs.22.94 Lakhs has been disbursed to the said units.

#### BIS certificate scheme

During the year 1997-98 onwards the State Government has introduced the BIS Certification to the Small Scale Industries and under the scheme 10% of the expenditure on the Certification shall be reimbursed to the units with a ceiling of Rs. 10,000/-. The General Managers of DICs have been asked to give wide publicity to this scheme among the SSI units So far 148 units have been benefited under this scheme and an amount of Rs. 9.96 Lakhs has been disbursed to the said units.

#### Marketing assistance:

In order to encourage the establishment and growth of local Small Scale Industrial units in the State, the Government have issued orders providing concessions under Marketing Assistance Scheme. In the G.O.Ms.No. 1020 Industries & Commerce (SSI) Department, dated 30.11.1976, all the Government departments/Undertakings/Corporations and Quasi Government bodies such as Municipalities, Zilla Parishads etc., have to procure their requirements from local Small Scale Industries units only even by exempting the payment of Earnest Money Deposit (EMD) and Security Deposit (SD) while calling tenders. The Government have also issued orders reserving 412 items out of which 11 items upto 75% and 15 items upto 50% for exclusive purchase from the SSI units in the State.

Further in case any Govt. department/Undertaking intends to procure goods from outside the State, they should obtain "Non-availability Certificate" from the Commissioner of Industries to the extent that such goods are not being manufactured within the State.

## Chapter - XIV

### Information available in the electronic form

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

15.1 Please provide the details of the information related to the various schemes of the department which are available in electronic (Floppy, CD,VCD, Website, internet etc)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom)
Entrepreneur Memorandum Part-1	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
Entrepreneur Memorandum Part-2	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
Allotment of scarce raw material	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
Incentive Claim Application	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
Single Window Clearance Applications	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
IEM Application	Website	Downloads	<a href="http://www.dipp.nic.in">www.dipp.nic.in</a>
IL Application	Website	Downloads	www.
EOU Application	Website	Downloads	www.
PMEGP Application	Website	Downloads	www.
IIDF Scheme Application	Website	Downloads	www.
CIBF Scheme Application	Website	Downloads	www.
Key contacts	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
New Investment Policy 2010-2015	Website	Downloads	www.
Food Processing Policy	Website	Downloads	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>
IIDF Scheme Guidelines	Website	Downloads	www.
CIBF Scheme Guide lines	Website	Downloads	www.
Dir of SSI Units	Entrepreneurs Guidance Cell, O/o Commissioner of Industries, Chirag-Ali-Lane, Hyderabad-500001.(A.P.)		
Director of NPR (L&M)	Website	Downloads	www.
Director of Existing	Website	Downloads	www.

units (L&M)			
Citizen Charter	Website	Downloads	<a href="http://www.apindustries.gov">www.apindustries.gov</a>
Key Govt. Website	Website	Downloads	<a href="http://www.apindustries.gov">www.apindustries.gov</a>

Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records/documents are made available to the public.

To assist and guide the prospective entrepreneurs, the Industries Dept. has the facility of entrepreneur's guidance cell and library in each district industries centre and Central Office.

## 2. Entrepreneurs Guidance Cell:

Technically qualified officers will provide Information on project ideas, infrastructural facilities, policies of State and Central Governments, sources of raw materials, machinery suppliers and the information on technology sources will be provided to the entrepreneurs for setting up of industrial ventures in the State.

## 3. Library:

The Potential Project profiles for about 2000 products are available in the library. Data pertaining to existing industrial units and the units proposed is being compiled and continuously updated for the use of entrepreneurs / traders. Books relating to taxation, technical data, directories of importers & exporters, journals and other useful literature are also available for the entrepreneurs.

The working hours are 10.30 A.M. to 5.00 P.M.

## Chapter - XV

### Particulars of Facilities available to Citizens for obtaining information (Section 4 (1) (b) xv)

16.1. Describe the particulars of information dissemination mechanisms in place/  
facilities available to the public for accessing for information:

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
NOTICE BOARD	At the entrance of Entrepreneurs Guidance Cell at O/o Commissioner of Industries, Chirag –Ali- Lane, Hyderabad-500001.	New polices updations latest information pertaining to subsidy released list marketing assistance raw material releases etc.,
NEWS PAPERS REPORTS	In the Library at O/o. Commissioner of Industries, Chirag-Ali- Lane, Hyderabad-500001.	Investment related News Paper clippings
PUBLIC ACCOUNCEMENTS	By the way of awareness campaigning by the District Industries Centre (As per annesure-1)	Policy updations, EDPs
INFORMATION COUNTER	Entrepreneurs Guidance Cell at O/o Commissioner of Industries, Chirag -Ali- Lane, Hyderabad-500001.(A.P.).	Project ideas, Feasibilities, Formulations, Infrastructure facilities, Investment Policies of State and Central Govt.
PUBLICATION	CMIE, Monthly Economy Reviews	Overall Economic Review on various sectors
OFFICE LIBRARY	O/o. Commissioner of Industries, Chirag-Ali- Lane, Hyderabad-500001.	Project Profiles, Journals, Magzines, Directories etc.,
WEBSITES	<a href="http://www.apindustries.gov.in">www.apindustries.gov.in</a>	As Annexure-II

# ANNEXURE 1

## KEY CONTACTS

### DISTRICT LEVEL CONTACTS

Sl.No.	Name of the Office/Administrative Office	Name, Designation & Address of Officer / Employee	Telephone, FAX & Mobile No.	E mail
1	Commissionerate of Industries, Andhra Pradesh.	Sri Rajat Kumar, I.A.S Commissioner of Industries, Chirag –ali-lane, Hyderabad 500 001	Ph: 040-23441600 FAX: 040- 2341611	commr_inds@ ap.gov.in
2	District Industries Centre Srikakulam District	Sri B. Gopala Krishna, General Manager, D.I.C, 7-4-30, New Colony, Srikakulam	Ph: 08942-225895, 9640909816	gmdic.sklm @apindustries. gov.in
3	District Industries Centre, Vizianagaram District	Sri L. Laxman, General Manager, D.I.C, Industrial Estate, Vizianagaram	Ph: 08922-225478, 9640909818	gmdic.vznm @apindustries. gov.in
4	District Industries Centre, Visakhapatnam District	Sri V.R.V.R. Naik , General Manager, D.I.C, Industrial Estate, Visakhapatnam	Ph: 0891-2558166 FAX:0891- 2558165, 9640909819	gmdic.vspm @ apindustries.go v.in
5	District Industries Centre, East Godavari District	Sri G. Rajendra Prasad, General Manager, D.I.C, Industrial Estate, Kakinada	Ph:0884-2344139 FAX:0884- 2374291 9640909820	gmdic.egd@ a pindustries.go v.in
6	District Industries Centre, West Godavari District	Sri E. Thrimurthulu, General Manager, D.I.C, Near Collectorate, Eluru	Ph: 08812-230354 FAX:08812- 231435 9640909821	gmdic.wgd @a pindustries.go v.in
7	District Industries Centre, Krishna District	Sri A. Sudhakar, General Manager, D.I.C, Jawahar Auto Nagar, Vijayawada	Ph:0866-2555104 FAX:0866- 2553673 9640909822	gmdic.krsn @ apindustries.go v.in
8	District Industries Centre, Guntur District	Sri Y Nagasunder, General Manager, D.I.C, Opposite Collectorate, Guntur	Ph: 0863-2234864 FAX: 0863- 2234931 9640909823	gmdic.gntr@ apindust ries.gov. in
9	District Industries Centre, Prakasham District	Sri Y. Hirishikesh, General Manager, D.I.C, Nellore Road, Ongole	Ph: 08592-233042 9640909824	gmdic.pksm @ apindustries.go
10	District Industries Centre, Nellore District	Sri M. Murali Mohan, General Manager, D.I.C., Industrial Estate, Nellore	Ph:0861-2328658 FAX 0861- 2324489 9640909825	gmdic.nlr@a pindustries.gov .in
11	District Industries	Sri G. Vijaya Prasad,		gmdic.cttr@

	Centre Chittor District	General Manager, D.I.C, Industrial Estate, Chittor	Ph: 08572-228224 9640909826	pindustries.gov.in
12	District Industries Centre, Ananthapur District	Sri A. Ramalingeshwara Raju, General Manager, D.I.C, DPAP Compound,	Ph.:08554-240005 FAX.08554-236232 9640909827	gmdic.atp@apindustries.gov.in
13	District Industries Centre, Kurnool District	Sri G. Sunder Rao, General Manager, D.I.C, B-Camp, Kurnool	Ph:08518-230212 FAX 08518-233598 9640909830	gmdic.krnl@apindustries.gov.in
14	District Industries Centre, Kadapa YSR District	Sri Chand Basha, General Manager, D.I.C, Income Tax Road, Kadapa	Ph. 08518-230212 FAX 08518-233598 9640909829	gmdic.kdp@apindustries.gov.in
15	District Industries Centre, Nalgonda District	Sri G. Srinivas, General Manager, D.I.C, Station Road, Nalgonda	Ph.:08682-233079 FAX 08682-233417 9640909832	gmdic.nlg@apindustries.gov.in
16	District Industries Centre, Khammam District	Sri Y.L. Pradeep Kumar On leave, Sri G. Lingaiah I/c. General Manager, D.I.C,	Ph.:08742-235957 FAX.08742-228279 9640909833	gmdic.kmm@apindustries.gov.in
17	District Industries Centre, Mahaboobnagar District	Sri K. Krishna Rao, General Manager, D.I.C, Industrial Estate,, Mahaboobnagar	Ph:08542-242292 FAX.08542-242088 9640909831	gmdic.mbnr@apindustries.gov.in
18	District Industries Centre, Rangareddy District	Sri, M. Udayabhaskar, General Manager, D.I.C, Balanagar, Hyderabad.	Ph.:040-23441644 FAX.040-23441644 9640909809	gmdic.rr@apindustries.gov.in
19	District Industries Centre, Hyderabad District	Sri D. Prashanth Kumar, General Manager, D.I.C, RTC X Roads, Musheerabad, Hyderabad,	Ph:040-23445535 FAX 040-23445533 9640909840	gmdic.hyd@apindustries.gov.in
20	District Industries Centre, Warangal District	Sri A.V. Patel (On leave), Sri D. Srinivasa Naik I/c. General Manager, D.I.C, Industrial Estate, Warangal	Ph. 0870-2427134 FAX 0870-2427134 9640909834	gmdic.wgl@apindustries.gov.in
21	District Industries Centre, Karimnagar District	Sri L. Atchiah, General Manager, D.I.C, Industrial Estate, Karimnagar	Ph.:088-2240378 FAX.0878-2240916 9640909835	gmdic.kmnr@apindustries.gov.in
22	District Industries Centre, Nizamabad District	Sri D. Srinivasa Naik, General Manager, D.I.C, Near Collectorate, Nizamabad.	Ph.:08462-238827 9640909836	gmdic.nzbd@apindustries.gov.in
23	District Industries Centre, Adilabad District	Sri J. Ramakishan Naik (FAC), General Manager, D.I.C,	Ph: 08732-226450 FAX 08732-9640909837	gmdic.adbd@apindustries.gov.in

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24	District Industries Centre, Medak District	Sri R.B. Devanand, General Manager, D.I.C, Near P.W.D. Office, Sanga Reddy.	Ph.:08452-276529 FAX.08452-274899 9640909838	gmdic.mdk@apindustries.gov.in

## ANNEXURE-II

The information pertaining to Industries Department is made available in the Web site ww. with the following data:

1. About A.P.
2. About Industrial Department
3. Business Guide
4. Finance Option
5. Resource
6. Infrastructure
7. Application / various forms down loads
8. Feed back
9. Key contacts
10. District Profiles
11. Citizen Charter
12. A.P. Industry Data Base
13. Key websites
14. Site map
15. News

## Chapter – XVI

### Name, Designation & other particulars of Appellate Authority / Public Information Officer(s) / Assistant Public Information Officer(s) of Section 4(1) (B) xvi under RIGHT TO INFORMATION ACT, 2005.

Sl.No.	Name of the office / Administrative Unit	Appellate Officer	PIO	APIO	Office Phone No. & Fax No.	E-mail
		Sarvasri	Sarvasri	Sarvasri		
1	<b>Commissionerate of Industries,</b> A.P Hyderabad.	Sri. Rajat Kumar, I.A.S Ph. 040-23441666(O), 23305326( R ) <a href="mailto:commr_inds@ap.gov.in">email: commr_inds@ap.gov.in</a>	R.Madhusudan Rao Additional Director (R) Cell:9640909828 Email:addldir1@apindustries.gov.in	R. Shanthi Kumar Joint Director (HRD) Cell:9640909845 Email:jd_hrd@apindustries.gov.in	040-23441600-03 Fax:23441611	<a href="mailto:commr_inds@ap.gov.in">commr_inds@ap.gov.in</a>
2	Srikakulam	B. Gopala Krishna , Cell: 9640909816	G.M. Sreedhar, D.D. Cell 9848451408	I.V. Ramana A.D. Cell No. 9440495125	08942-225895 Fax: 279353.	<a href="mailto:gmdic.skIm@apindustries.gov.in">gmdic.skIm@apindustries.gov.in</a>
3	Vizianagaram	L. Lakshman Cell: 9640909818	K.P. Krishna D.D. Cell No. 9849189535	V. Nageswar Rao	08922-255478 Fax: 255493.	<a href="mailto:gmdic.vznm@apindustries.gov.in">gmdic.vznm@apindustries.gov.in</a>
4	Visakapatnam	V.R.V.R Naik Cell: 9640909819	S.V. Giridhar Rao, D.D.	D.V. Prasadama, A.D. Cell No. 9948359078	0891-2558166 Fax: 2558165.	<a href="mailto:gmdic.vspm@apindustries.gov.in">gmdic.vspm@apindustries.gov.in</a>
5	East Godavari	G. Rajendera Prasad Cell: 9640909820	Ch. Ganapathi, D.D.	Y. Veera Sekhar A.D	0884-2344139 Fax: 2374291	<a href="mailto:gmdic.egd@apindustries.gov.in">gmdic.egd@apindustries.gov.in</a>
6	West Godavari	E. Thrimurthulu Cell: 9640909821	T. Peter, D.D. Cell 9441788681	D. Vijaya Kumar Cel 8801441177	08812-230354 Fax: 231435	<a href="mailto:gmdic.wgd@apindustries.gov.in">gmdic.wgd@apindustries.gov.in</a>
7	Krishna (Vijayawada)	A. Sudhakar Cell: 9640909822	R. Venkata Rao Cell 9989092288	P. Subramaneyshwar Rao Cell 9490196506	0866--2555104 Fax: 2553673.	<a href="mailto:gmdic.krsn@apindustries.gov.in">gmdic.krsn@apindustries.gov.in</a>
8	Guntur	Y. Naga Sundar Cell: 9640909823	Y. Nagireddy, D.D. Cell 9059121818	G. Rama Krishna Rao Cell 9502569545	0863-2234864 Fax: 2234864	<a href="mailto:gmdic.gntr@apindustries.gov.in">gmdic.gntr@apindustries.gov.in</a>

9	Prakasam	H. Hirishikesh Cell: 9640909824	G. James Sunder Raju Cell 9293211659	S.V. Suresh Cell 9160900600	08592-233042 Fax: 231435	<a href="mailto:gmdic.pksm@apindustries.gov.in">gmdic.pksm@apindustries.gov.in</a>
10	Nellore	M. Murali Mohan Cell: 9640909825	N.S.R.C. Maruthi Prasad Cell 9848336670	P.Yesu Dus Cell 9490249099	0861-2328658 Fax: 2324489	<a href="mailto:gmdic.nlr@apindustries.gov.in">gmdic.nlr@apindustries.gov.in</a>
11	Chittoor	G. Vijaya Prasad, Cell: 9640909826	G. Geetha Rani	G. Krishna Rao Cell 9848390054	08572-228224 Fax: 228224	<a href="mailto:gmdic.ctr@apindustries.gov.in">gmdic.ctr@apindustries.gov.in</a>
12	Y.S.R District	G.Chand Basha Cell: 9640909829	G. Chandrasekhar Cell 9849770677	Anwarulla Cell 9848789484	08562-233598 Fax: 233598	<a href="mailto:gmdic.kdp@apindustries.gov.in">gmdic.kdp@apindustries.gov.in</a>
13	Ananthapur	A.Ramalingeshwara Raju Cell:9640909827	R. Velayutham, D.D. Cell 9441923912	P. Rama Murthy Cell 9440245958	08554-240005 Fax: 236232	<a href="mailto:gmdic.atp@apindustries.gov.in">gmdic.atp@apindustries.gov.in</a>
14	Kurnool	G. Sunder Rao Cell:9640909830	P. Srinivasulu Cell 9849239069	B.Srinivasa Yadav Cell 9449219667	08518-233596 Fax: 233596	<a href="mailto:gmdic.knl@apindustries.gov.in">gmdic.knl@apindustries.gov.in</a>
15	Mahabubnagar	K. Krishna Rao Cell: 9640909831	K. Somasekhara Reddy	E. Satyanarayana	08542-242292 Fax: 242088	<a href="mailto:gmdic.mbnr@apindustries.gov.in">gmdic.mbnr@apindustries.gov.in</a>
16	Nalgonda	G. Srinivas, Cell: 9640909832	V. Babu Cell 9440310432	B.Srinivasulu Cell 9666551523	08682-233079 Fax: 223417	<a href="mailto:gmdic.nlg@apindustries.gov.in">gmdic.nlg@apindustries.gov.in</a>
17	Khammam	Y.L. Pradeep Kumar Cell: 9640909833	G. Lingaiah Cell 9885451401	K. Ajay Kumar 9848023592	08742-235957 Fax: 228279	<a href="mailto:gmdic.kmm@apindustries.gov.in">gmdic.kmm@apindustries.gov.in</a>
18	Warangal	A.V. Patel Cell: 9640909836	R. Sampath Kumar	Solman Raju	0870-2427134 Fax: 2227134	<a href="mailto:gmdic.wgl@apindustries.gov.in">gmdic.wgl@apindustries.gov.in</a>
19	Karimnagar	L. Atchiaiah, Cell:9640909835	R. Eddaiah Cell 9440922023	N. Laxman Rao 9440171933	0878-2254372 Fax: 2240916	<a href="mailto:gmdic.kmnr@apindustries.gov.in">gmdic.kmnr@apindustries.gov.in</a>
20	Adilabad	J. Ramakrishan Naik Cell: 9640909837	J. Ramakishan Naik	V. Veeresham 9849023916	08554-226450 Fax: -	<a href="mailto:gmdic.adbd@apindustries.gov.in">gmdic.adbd@apindustries.gov.in</a>
21	Nizamabad	D. Srinivasa Naik Cell: 9640909836	K. Sammaiah 9550049818	Maisaiah	08642-238827 Fax:	<a href="mailto:gmdic.nzb@apindustries.gov.in">gmdic.nzb@apindustries.gov.in</a>
22	Medak (Sangareddy)	R.B. Devanand, Cell:9640909838	P. Prem Kumar 9949908884	K. Upender 9959967837	040-274899 Fax: 274899	<a href="mailto:gmdic.mdk@apindustries.gov.in">gmdic.mdk@apindustries.gov.in</a>
23	Ranga Reddy (Balanagar)	M. Udayabhaskar, Cell:9640909809	M.B. Surya Prakash Rao Cell 9440176700	G. Narsimlu Cell 9848259185	040-23441644 Fax: 23441644	<a href="mailto:gmdic.rrd@apindustries.gov.in">gmdic.rrd@apindustries.gov.in</a>
24	Hyderabad (Musheerabad)	D. Prashanth Kumar, Cell: 9640909840	D. Prashanth Kumar	D. Venkashwarulu Cell 9440412398	040-23445535 Fax: 23445535	<a href="mailto:gmdic.hyd@apindustries.gov.in">gmdic.hyd@apindustries.gov.in</a>

# Chapter - XVII

## Other Useful Information

### Section 4(1)(b) xvii

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

- 1) Industrial Policy, Food Processing Policy
- 2) Project Profiles, Application Forms.
- 3) List of Government Websites, District Officers
- 4) District Industry Profile

You may mention here information of your department which is excluded under section 8(1) of the Act and / or under Rules of the State Government as guidance to the public seeking information from your Department.

Place:

Name and Designation of the Officer

Date:

Department

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.