

Compendium of Manuals
Under Section-4 (1)(b) of the
Obligations of Public Authorities
Under the
Right to Information Act, 2005

Office of the Development Commissioner
for Handlooms (Headquarters)

Ministry of Textiles

Udyog Bhavan, New Delhi

Right to information and obligations of public authority

MINISTRY OF TEXTILES OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

(i) The particulars of its organization, functions and duties:

In pursuance to the Government's decisions on the recommendations of the high-powered study team on handloom industry and on the 20 point economic programme, the Office of the Development Commissioner for Handlooms, with headquarters at New Delhi, was created under the Ministry of Commerce vide order/notification No. 11030/10/75-TEX-IV-I dated the 20th November, 1975 with the objective to look after the interests of and take up attention to the development of the handloom industry all over India. The headquarters of the office of the Development Commissioner for Handlooms is located at Udyog Bhavan, New Delhi. 28 Weavers Service Centers and 06 Indian Institutes of Handloom Technology located in various parts of the country are functioning under the control of office of the Development Commissioner for Handlooms, which cater to the needs of the handloom sector.

Apart from the above organizations, the following units are also functioning under the administrative control of the office of the Development Commissioner for Handlooms: -

1. Office of the Chief Enforcement Officer (CEO), Udyog Bhavan, New Delhi.
2. National Handloom Development Corporation (NHDC), Lucknow, Uttar Pradesh.
3. Handloom Export Promotion Council (HEPC), Chennai, Tamil Nadu.

Functions & duties:

- To promote and facilitate the continuous overall growth and development of the handloom industry through formulating, implementing, monitoring and reviewing of handloom policies, programmes and schemes, enhancing the socio-economic conditions of millions of poor handloom weavers across the country.
- Extending financial support to state governments and other handloom agencies for effective implementation of various handloom policies, programmes and schemes, which are aimed at benefiting handloom weavers.
- Supporting the handloom sector at large in upgrading skill, knowledge, market infrastructure, living conditions etc.

(ii) The powers and duties of its officers and employees:

• **Development Commissioner for Handlooms:**

The office of the Development Commissioner for Handlooms is headed by an officer in the rank of Joint Secretary to the Government of India. The Development Commissioner for Handlooms has been delegated all administrative and financial powers vested in Ministry of Textiles under the Delegation of Financial Powers Rules, 1978; General Financial Rules, 1963 and Fundamental Rules and Supplementary Rules. The delegated powers are exercised in accordance with the departmental instructions issued by the Ministry of Finance, Department of Personnel & Training, Ministry of Textiles and other nodal Ministries from time to time. He functions as Head of the Department for the office of the Development Commissioner for Handlooms.

• **Additional/Joint Development Commissioner (Handlooms):**

Under provisions of the Delegation of Financial Powers Rules, 1978, Additional/ Joint Development Commissioner (Handlooms) in-charge of Administration and Additional/ Joint Development Commissioner (Handlooms) in-charge of General Section have been delegated administrative/financial powers in respect of office of the Development Commissioner (Handlooms) and have been declared as Head of the Department as under:

FINANCIAL POWERS:

ADC/JDC Incharge of Administration/Estt-I (Hqtrs)	ADC/JDC Incharge of General Section (Headquarters)
Legal Charges	Recurring and Non-recurring contingent expenditure.
Pension or Gratuities	Motor Vehicle Maintenance up-keep and repairs
Salaries	Municipal Rates and Taxes
Wages	Printing & Binding
Dearness Allowances	Local purchase of petty stationery
Overtime Allowance	Local purchase of Rubber Stamp and Office seal
Conveyance Allowance	Supply of uniform and other clothing etc. and washing allowance
Sanctioning of Leave	Telephone Charges
LTC	(i) All office equipment (ii) Computers
T.A.	Postal and Telegraph charges
Provident Fund	Travel Expenses
Advances	Purchase of Stationery
Children Education Assistance	
Income Tax	
Welfare measures	
CGHS facilities	

- Additional/Joint Development Commissioner for Handlooms in charge of Weavers Service Centres and Indian Institutes of Handloom have also been declared as Head of the Department for exercising financial powers under Delegation of Financial Powers Rules, 1978; in respect of WSCs & IIHTs.
- Each division is headed by an Officer in the rank of Additional/Joint Development Commissioner and under him, an in charge in the rank of Assistant Director, to supervise the functions of that section.
- Proposals for financial assistance under various developmental schemes are examined and processed by the concerned dealing hands at the level of LDCs/ UDCs/ Assistants in terms of stipulated guidelines of the scheme. The work of the dealing hands is supervised by the concerned Assistant Director, who is section-in-charge. Files are submitted by section-in-charge to the respective divisional heads in the rank of ADC/JDC/DDC, who in turn submits the files alongwith their recommendation to D.C.(HL) for a decision/approval.
- Proposals, which are deficient, or in other words, not in conformity with the guidelines of the scheme (under which the proposal is examined), are referred back to the concerned state governments/agencies for rectification, modification, additional information/documents etc. On receipt of the requisite information, such proposals are processed and submitted for order/approval of concerned ADC/JDC and DC Handlooms.
- The dealing hand maintains various registers, which reflect the claims received, claims disposed, the amount of central assistance being released to each state government/agency under each scheme for a particular financial year.
- The concerned Assistant Director and ADC/JDC/DDC regularly check such registers and shortcoming, if any, noticed are removed then and there.
- After the sanction order is issued, the concerned dealing hand and the Assistant Director would follow-up with the Pay and Accounts Office (PAO) and Budget & Account (B&A) section of office of D. C Handlooms till the funds are finally released by the PAO/BBA section.
- Officers at the level of Assistant Director/JDC/ADC interact with the concerned state government/agency for clarifications in respect of proposals/claims sought from the state government/agency so as to expedite disposal of the claims.
- The concerned Assistant Director of a particular section and dealing hand ensure that all receipts are diarized after computerized recording and files are tracked through the allotted computer diary number so that transparency is maintained for each receipt.
- Each dealing hand is accountable for quick disposal of each receipt received by him or her and reports the performance as well as pendency to the Assistant Director in-charge of the section. The processing of the case starts with the dealing hand.
- Dealing hands put up the files to the Assistant Director in-charge of section, who examines the case in the light of the guidelines/provisions/rules in force and submits to the divisional head i.e. ADC/JDC.

- Each divisional head takes periodic review meetings with the concerned Assistant Director and dealing hands of the division to assess the pending proposals and receipts and a definite time frame is given for disposal of the pending receipts.
- New policies and programmes are formulated by the Officers in the rank of ADC/JDC with the necessary support from the Assistant Director/Section. These are submitted to the competent authority for necessary approval.

(iii) **All Policy and administrative decision are taken by the D.C. Handlooms with the approval Secretary(Textiles)/HMOST/HOMT.**

Decisions relating to implementation of the scheme are concerned, the procedure starts with preparation and submission of projects by the state governments/eligible handloom agencies to the Office of D. C (Handlooms). These proposals are examined by the dealing hands/Assistant Directors at the level of sections, and are recommended to the Divisional Heads, namely, ADCs/JDC for recommending those to D.C Handlooms and Integrated Finance Wing (IFW). On being approved by Development Commissioner (Handlooms), the proposals are submitted to IFW of the Ministry of Textiles for concurrence. After IFW's concurrence is obtained, sanction order is issued and sent to PAO of the Ministry for actual release of funds by way of RTGS.

The aforesaid procedure is followed in respect of claims/proposals which are complete in all respects as per the guidelines of the particular scheme. However, the proposals, which are found deficient in terms of the schemes provisions/ guidelines, are referred back to the concerned state government/ agencies for rectifications and compliance. When the requisite submissions are made by the state government and the proposals are complete in all respects, they are process and decided upon as per the procedure enumerated above.

(iv) **The norms set by it for the discharge of its functions.**

The first and foremost norms those are followed by the sections is to ensure that the proposals complete in all respects received by it are disposed of and decided upon in an expeditious manner.

- Every piece of decision in respect of a proposal, whether approval or otherwise, is duly communicated to the concerned agency alongwith reasons therefor.
- Further, absolute objectivity is maintained in the decision making so as to ensure that the decisions on the proposals are taken on the basis of guidelines and provisions stipulated in the respective schemes. The decision making process is fairly transparent and objective.

(v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

The office of the Development Commissioner for Handlooms is an attached non- participating office under the Ministry of Textiles. The main aim of the office is to promote and facilitate the continuous overall growth and development of the handloom sector through formulating, implementing, monitoring and reviewing of handloom policies, programmes and schemes, enhancing the socio-economic conditions of millions of poor handloom weavers across the country.

The office is implementing following central sector schemes/ programmes through the state governments/UTs/ other notified implementing agencies for the promotion and development of handloom sector and welfare of handloom weavers:

1. National Handloom Development Programme (NHDP)
2. Comprehensive Handloom Cluster Development Scheme (CHCDS)
3. Handloom Weavers Comprehensive Welfare Scheme (HWCWS)
4. Yarn Supply Scheme (YSS).
5. Scheme for Central assistance to State Government for setting up of Enforcement Machinery.

- The above schemes are based upon written guidelines and procedure. The guidelines are used by the employees of this office for discharging their functions towards implementation of various schemes.
- As regards Administrative Rules, Regulations, Instruction, Manuals and Records, the office being the central government office, follows all rules, regulations, instructions, manuals, records etc. as prescribed from time to time by the nodal ministries of the central government. Such as ministry of Finance and Department of Personnel and Training.
- The office maintains the physical data relating to handloom sector, such as production, loomage, number of weavers, number of persons engaged in pre-loom and post loom activities etc. The financial figures regarding assistance under the various schemes are maintained state-wise and scheme-wise. The data regarding annual plan, budgetary allocation and expenditure are also maintained.

(vi) **A statement of the categories of documents that are held by it or under its control**

So far implementation of developmental scheme is concerned, the following categories of documents are held in each section dealing with developmental schemes: -

1. Proposals received from the state government/implementing agencies/handloom organizations along with documents of agencies.
2. Proposals considered for central assistance.
3. Proposals referred back to state government/implementing agencies/handloom organizations along with clarification, rectifications sought/received.
4. Year-wise statement of budgetary allocation and expenditure made under a specific scheme.
5. Funds are released to implementing agencies on the basis of viable proposals received from State Govt.
6. Physical achievements made by each agency.
7. Utilization certificates received.
8. Coverage of beneficiaries.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof.

Arrangements exist for consultation with the stakeholders in the handloom sector in relation to the formulation of new programmes/schemes and for improved implementation of existing schemes. There is an institutional arrangement in the form of All India Handloom Board. Further the state governments and UTs and prominent handloom bodies and expert members of the public are consulted in the formulation of schemes/programmes and in suggesting ways and means to improve the implementation of the ongoing programmes. Periodic meetings are organized for the purpose with the state Secretaries, Director of Handlooms and senior functionaries of the state government corporations, apex societies and primary societies including the national level corporations and agencies.

Field level inspections are carried out by the senior officers at the level of ADCs/JDC and even D.C (Handlooms) during which interaction takes place with the weavers and weavers' organizations which provides a lot of inputs to improve the implementation of the schemes.

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

The All India Handloom Board (AIHB) is a high-powered advisory body in which members well versed with the problems and issues of handloom industry are drawn from various states to guide and advice for the growth and development of handloom sector. Meetings of the AIHB are held from time to time and minutes of such meetings are accessible to the public. Meetings and conferences are also

held to assess the requirements of the handloom industry and obtain feed back suggestions.

(ix) A directory of officers and employees of the office of the Development Commissioner for Handlooms (Headquarters):

S.No	Name	Designation	Contact no
1	Sh. Sanjay Rastogi	Development Commissioner for Handlooms	23062429
2	Sh. Rajesh Kumar Sahu	Addl. Development Commissioner	23061865
3	Sh. Jitendra Acharya	Addl. Development Commissioner	23062238
4	Sh. Devi Lal Meena	Asstt. Director Gr.I	23062463
5	Sh. Surender Negi	Asstt. Director Gr.I	23063397
6	Sh. Ashok Kumar	Account Officer	23061115
7	Sh. Prem Lal Barthwal	Asstt. Director Gr.II	23062437
8	Sh. P.R Meena	Asstt. Director Gr.II	23063973
9	Smt. Anita Sawhney	Asstt. Director Gr.II	23062431
10	Sh. Om Parkash	Asstt. Director Gr.II	23062718
11	Sh. R.S Rawat	Asstt. Director Gr.II	23061734
12	Sh. Chander Prakash	Asstt. Director Gr.II	23061412
13	Sh. S.P Bhatt	Assistant Director Gr.II	23061672
14	Smt. Ravinder Kaur Sethi	PS	23061643
15	Smt. Poonam Chaudhary	Stenographer Gr.I	23062402
16	Smt. Promila Mehra	Stenographer Gr.I	23061865
17	Sh. Dilip Kumar	Stenographer Gr.I	23061865
18	Smt. Sunita Kalia	Stenographer Gr.I	23062238
19	Sh. Anil Kumar	Stenographer Gr.I	23063684
20	Sh. Jai Kirti Rawat	Stenographer Gr.I	23063684
21	Sh. Parmanand	Senior Hindi Translator	23062718
22	Sh. Nand Kishore	Commercial Artist	23062437
23	Sh. Digamber Singh	Assistant	23061115
24	Smt. V. Sivanandan	Assistant	23062463
25	Sh. J.S Arora	Assistant	23061672
26	Sh. Pramod Kumar	Assistant	23062718
27	Sh. Kuldip Kumar Sharma	Assistant	23061115
28	Sh. Dalvir Singh	Assistant	23063973
29	Sh. Rajesh Kumar Dutta	Assistant	23062431
30	Sh. A.Subramanian	Assistant	23061734
31	Smt. Lalita	Assistant	23063397
32	Sh. Vivek Kumar	Assistant	23061734
33	Sh. Pankaj Singh Chauhan	Assistant	23061115

34	Sh. Mahesh Singh Rawat	Upper Division Clerk	23061115
35	Smt. Kavita Gupta	Upper Division Clerk	23062463
36	Sh. Raja Ram	Upper Division Clerk	23061734
37	Sh. Ajeet Kumar	Upper Division Clerk	23061412
38	Sh. Ravindra Singh	Upper Division Clerk	23063684
39	Sh. Ankit Gaur	Upper Division Clerk	23062437
40	Sh. Jyoti Prakash Jha	Upper Division Clerk	23061672
41	Sh. Pramod Kumar Pandey	Upper Division Clerk	23062437
42	Sh. Ranjeet Kumar	Upper Division Clerk	23062437
43	Smt. Rumani Bhatia	Upper Division Clerk	23062718
44	Sh. O.P Yadav	Stenogprehr Gr.II	23061672
45	Ms. S.Dharini	Stenographer Gr.II	23062431
46	Sh. Ajit Kumar	Lower Division Clerk	23063973
47	Sh. Rajpal	Lower Division Clerk	23061115
48	Sh.Aman Choudhary	Lower Division Clerk	23061412
49	Sh. Deepak Chauhan	Lower Division Clerk	23062463
50	Sh. Kapil Dev	Lower Division Clerk	23062437
51	Ms. Bharti	Lower Division Clerk	23062437
52	Ms. Narinder Kaur	Lower Division Clerk	23063397
53	Sh. Jagdish Prasad	Staff Car Driver	23063684
54	Sh. Surender Pal Singh	MTS	23063397
55	Sh. Rishipal Sharma	MTS	23061115
56	Sh. Anand Singh Negi	MTS	23063684
57	Sh. Gopal Singh	MTS	23061412
58	Smt. Sumitra Devi	MTS	23061734
59	Sh. Manjeet Singh	MTS	23062402
60	Sh. Beesh Bahadur	MTS	23062431
61	Sh. Amit Kumar	MTS	23062238
62	Sh. Sanjay Kumar	MTS	23063973

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

S.No	Name	Designation	Gross Amount
1	Sh. Sanjay Rastogi	Development Commissioner for Handlooms	225692
2	Sh. Rajesh Kumar Sahu	Addl. Development Commissioner	173994
3	Sh. Jitendra Acharya	Addl. Development Commissioner	248509
4	Sh. Devi Lal Meena	Assistant Director Gr.II	79394
5	Sh. Surender Negi	Assistant Director Gr.II	103596
6	Sh. Ashok Kumar	Assistant Director Gr.II	109491
7	Sh. Prem Lal Barthwal	Assistant Director Gr.II	80618
8	Sh. P.R Meena	Assistant Director Gr.II	57887
9	Smt. Anita Sawhney	Assistant Director Gr.II	82976
10	Sh. Om Prakash	Assistant Director Gr.II	74068
11	Sh. R.S Rawat	Assistant Director Gr.II	61204
12	Sh. Chander Prakash	Assistant Director Gr.II	57887
13	Sh. S.P Bhatt	Assistant Director Gr.II	70007
14	Smt. Ravinder Kaur Sethi	PS	98303
15	Smt. Poonam Chaudhary	Stenographer Gr.I	85334
16	Smt. Promila Mehra	Stenographer Gr.I	74068
17	Sh. Dilip Kumar	Stenographer Gr.I	71972
18	Smt. Sunita Kalia	Stenographer Gr.I	85334
19	Sh. Anil Kumar	Stenographer Gr.I	87823
20	Sh. Jai Kirti Rawat	Stenographer Gr.I	55559
21	Sh. Parmanand	Senior Hindi Translator	98303
22	Sh. Nand Kishore	Commercial Artist	98303
23	Sh. Digamber Singh	Assistant	63616
24	Smt. V. Sivanandan	Assistant	54784
25	Sh. J.S Arora	Assistant	54784
26	Sh. Pramod Kumar	Assistant	66208
27	Sh. Kuldip Kumar Sharma	Assistant	66208
28	Sh. Dalvir Singh	Assistant	64374
29	Sh. Rajesh Kumar Dutta	Assistant	49113
30	Sh. A.Subramanian	Assistant	49113
31	Smt. Lalita	Assistant	70007
32	Sh. Vivek Kumar	Assistant	66208
33	Sh. Pankaj Singh Chauhan	Assistant	50226
34	Sh. Mahesh Singh Rawat	Upper Division Clerk	45154
35	Smt. Kavita Gupta	Upper Division Clerk	41623
36	Sh. Raja Ram	Upper Division Clerk	50095
37	Sh. Ajeet Kumar	Upper Division Clerk	58348
38	Sh. Ravindra Singh	Upper Division Clerk	36487

39	Sh. Ankit Gaur	Upper Division Clerk	39353
40	Sh. Jyoti Prakash Jha	Upper Division Clerk	40153
41	Sh. Pramod Kumar Pandey	Upper Division Clerk	39353
42	Sh. Ranjeet Kumar	Upper Division Clerk	33694
43	Smt. Rumani Bhatia	Upper Division Clerk	42063
44	Sh. O.P Yadav	Stenogprehr Gr.II	41623
45	Ms. S.Dharini	Stenographer Gr.II	31993
46	Sh. Ajit Kumar	Lower Division Clerk	37564
47	Sh. Rajpal	Lower Division Clerk	48392
48	Sh.Aman Choudhary	Lower Division Clerk	28138
49	Sh. Deepak Chauhan	Lower Division Clerk	28138
50	Sh. Kapil Dev	Lower Division Clerk	28138
51	Ms. Bharti	Lower Division Clerk	28138
52	Ms. Narinder Kaur	Lower Division Clerk	28138
53	Sh. Jagdish Prasad	Staff Car Driver	64920
54	Sh. Surender Pal Singh	MTS	43092
55	Sh. Rishipal Sharma	MTS	48968
56	Sh. Anand Singh Negi	MTS	43092
57	Sh. Gopal Singh	MTS	41594
58	Smt. Sumitra Devi	MTS	46056
59	Sh. Manjeet Singh	MTS	35492
60	Sh. Beesh Bahadur	MTS	29450
61	Sh. Amit Kumar	MTS	34850
62	Sh. Sanjay Kumar	MTS	34368

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

Scheme-wise Expenditure/Utilization of funds in Schemes of the Handloom Sector.			
Plan Schemes			
Sl.No.		BE 2018-19 (Rs. in Crores)	Expenditure on 13-08-2018
		Total	Total
1	Yarn Supply Scheme/ Mill Gate Price Scheme	150.0000	121.15
2	Handloom Weavers Comprehensive Welfare Scheme	19.0000	1.62
3	National Handloom Development Programme	137.3700	57.07
4	CHCDS-Handloom Mega Cluster	35.0000	4.77
5	Weavers Service Centre	34.2000	17.13
6	Indian Institute of Handlooms	9.1200	3.99

7	Development Commissioner for Handloom	6.0800	2.88
8	DCH (Enforcement)	2.2800	0.93
9	Implementation of Handloom Act , 1985	2.2800	0.75
10	Trade Facilitation Centre and Craft Museum	0.7600	0.44
	Total	396.0900	210.73

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

Subsidy component is part of the existing schemes. It is given for procurement of looms & accessories, yarn, worksheds, enrolment under NIOS and IGNOU courses, interest subvention, transport, premium under Pradhan Mantri Jivan Jyoti Bima Yojana (PMJJBY) and Pradhan Mantri Suraksha Bima Yojana etc.

(xiii) Particulars of recipients concessions, permits or authorizations granted by it.

This office does not issue any permits or authorizations. However, under Yarn Supply Scheme (YSS), yarn is made available at concessional price to the weavers, handlooms cooperatives, handlooms apex societies, primary handloom weavers cooperatives.

(xiv) Details in respect of the information, available to or held by it in an electronic form.

- The office of the Development Commissioner for Handlooms primarily implements various developmental and promotional programmes and schemes for development of the handlooms sector.
- Each scheme is implemented through a prescribed guideline to be mandatorily followed by the implementing states/agencies. Hence, each scheme has specific guidelines.
- From time to time the guidelines of these developmental schemes are put in place on the website of the office and are accessible to all concerned.
- Quantum of central assistance provided under each scheme and extent of coverage has been transformed in electronic form for easy retrieval and transparency.
- Apart from the information available in website of the office, a compendium comprising all developmental schemes, its salient features and necessary road maps have been given in the compendium as guidance to the beneficiaries.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

- The office of the Development Commissioner for Handlooms have its own website viz. www.handlooms.nic.in . Any citizen can visit the website and have information on the functioning of this office.
- Citizen's Charter in respect of the office of Development Commissioner for Handlooms is also available in the website.

(xvi) The names, designations and other particulars of PIOs

1. Chief Public Information Officer (CPIO).

The following officers in the office of the Development Commissioner for Handlooms (Headquarters) have been designated as Central Public Information Officer (CPIO) to provide information to persons requesting for the information under the Right to Information Act, 2005. Address & Telephone numbers of the officer are as under:

Sl. No	Name & Designation of officer designated as CPIOs/CAPIO	Complete Address of CPIOs/CAPIO.	Allotted work	Name of Appellate Authority/ officer Senior to CPIO	Address of Appellate Authority
1	Smt. Anita Sawhney, Asstt. Director	Room No. 419-A, Udyog Bhawan, New Delhi, Ph: 23062431 Mail ID: anita.sawhney62@nic.in	Establishment-I & Vigilance	Shri Jitendra Acharya Add. Development Commissioner (Handlooms) Ph-23062238 Mail ID: jitendra.acharya@nic.in	Room No. 55 Udyog Bhawan, New Delhi
2	Sh. R .S. Rawat Asstt. Director.	Room No. 369-A, Udyog Bhawan, New Delhi Ph. 23061734 Mail ID: rs.rawat28@nic.in	Establishment & Administrative matter of WSCs/IIHTs & Other matter concerned with field officers/IIHTs		
3.	Shri Chander Prakash, Asstt. Director.	Room No. 554-A, Udyog Bhawan, New Delhi Ph. 23061412 MailID: chander.prakash21@nic.in	General Administration and Receipt & Issue.		
4	Shri Alok Kumar, Assistant Director & Shri Prem Lal Barthwal, Asstt. Director	Room No. 546-A, Udyog Bhawan, New Delhi Ph. 23062437 Mail ID: alok.kr72@gov.in barthwal.prem@nic.in	NHDP (Handloom Marketing Assistance, Marketing Incentive matters relating to coordination with HEPC) Marketing Complex, Janpath : Delhi Haat		
5	Shri Ashok Kumar Account Officer	Room No. 525, Udyog Bhawan, New Delhi Ph. 23061115 Mail ID: ashok.kr1973@nic.in	Pay & Account matters, Budget & plan coordination, Annual Report and Audit matters & Budget matters related to NHHM.		

Sl. No	Name & Designation of officer designated as CPIOs/CAPIO	Complete Address of CPIOs/CAPIO.	Allotted work	Name of Appellate Authority/ officer Senior to CPIO	Address of Appellate Authority
6	Sh. Parmanand, Hindi Translator	Room No. 534-A Udyog Bhawan, New Delhi Ph, 23062718 Mail ID: parmanand.66@nic.in	Matter relating to Rajbhasha.		
7	Shri Om Parkash Asstt. Director/CAPIO.	Room No. 534-A Udyog Bhawan, New Delhi Ph. 23062718 Mail ID: om.parkash62@nic.in	Coordination Section.		
8	Sh. P. Daripa Assistant Director	Room No. 52 Udyog Bhawan, New Delhi Ph.: 23063475 Mail ID: p.daripa@nic.in	India Handloom Brand, Handloom Mark, Geographical Indication, E-Commerce, IHB Detail stores & any other related matters. IT(PMU, Coordination with NIC, e-office technical aspects.	Shri Rajesh Kumar Sahu, Addl. Development Commissioner (HL), Ph: 23061865, Fax: 23063744 Mail ID: rajesh.sahu@nic.in	Room No. 55-A, Udyog Bhawan, New Delhi
9	Shri P. R. Meena Asstt. Director	Room No. 51-A, Udyog Bhawan, New Delhi, Ph: 23063973 Mail ID: pr.meena89@nic.in	Concessional Credit/Weavers Mudra Scheme, Insurance, NIOS/IGNOU & Bunker Mitra Helpline.		
10	Shri Sidharth Singh, Dy. Director	Room No. 525 Udyog Bhawan, New Delhi Ph. 23061115 Mail ID: siddharth.singh@gov.in	All Planning & Sectoral policy matters, Handloom production, Yarn Supply Scheme, Handloom Census & NHDC	Shri Rajesh Kumar Sahu Addl. Development Commissioner (HL), Ph: 23061865, Fax: 23063744 Mail ID: rajesh.sahu@nic.in	Room No. 55-A Udyog Bhawan, New Delhi
11	Sh. D. L. Meena Asstt. Director	Room No. 552-A, Udyog Bhawan, New Delhi, Ph: 23062463 Mail ID: meena.dl@nic.in	Mega Cluster	Shri Manoj Jain, Zonal Director (WSC Mumbai) Ph-23061643 Mail ID: manoj.jain@nic.in	Room No. 57-A, Udyog Bhawan, New Delhi
12	Sh. S.S. Negi Asstt. Director	Room No. 552-B, Udyog Bhawan, New Delhi, Ph: 2303397 Mail ID: suren.negi@nic.in	BLC & other interventions NER; and Projects		
13	Sh. S.P. Bhatt Asstt. Director	Room No. 552, Udyog Bhawan, New Delhi, Ph: 23061672 Mail ID: sp.bhatt07@nic.in	BLC & other interventions-General Sates.		
14	Shri Om Parkash Asstt. Director/CAPIO.	Room No. 534-A Udyog Bhawan, New Delhi Ph, 23062718 Mail ID: om.parkash62@nic.in	Parliament Section		

2. **Central Assistant Public Information Officer (CAPIO)/ nodal officer/central point** to receive the RTI mails/applications/requests and providing information in respect of O/o DCHL(Hdqs) Name, Address & Telephone numbers of the officer are as under: -

Shri Om Parkash , Assistant Director Grade-II

Office of the Development Commissioner for Handlooms, Ministry of Textiles,
Room No. 534-A, Udyog Bhavan, New Delhi-110011, Phone: 23062718.

(xvii) **Such other information as may be prescribed and thereafter update these publications every year.**

The following information will be updated at the end of each financial year in the website of this office i.e. www.handlooms.nic.in:

- (i) State-wise quantum of central assistance released during a particular year under each developmental / welfare scheme.
- (ii) Guidelines of the schemes, changes brought in there under.
