

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 of the Government's decisions on the recommendations of the High-powered Study Team on Handlooms 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 to look after the interests of and pay 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. Under it, 25 Weavers Service Centres and 05 Indian Institutes of Handloom Technology located in various parts of the country are functioning to cater to the needs of the handloom industry.

Apart from this organization, the following units are 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 Handicrafts & Handlooms Museum(NHHM) Pragati Maidan New Delhi.
3. National Handloom Development Corporation(NHDC), Lucknow.
4. Handloom Export Promotion Council (HEPC), Chennai.

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. 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 Headquarters Office of the Development Commissioner (Handlooms) 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	CGHS facilities
Children Education Assistance	Govt. Accommodation
Income Tax	Purchase of Stationery
Welfare measures	

- Additional/Joint Development Commissioner for Handlooms in charge of Weavers Service Centres and Indian Institutes of Handloom have 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 hand 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, who in turn submits the files alongwith their recommendation to DC(HL) for a decision.
- 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 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 regularly check such Registers and shortcoming, if any, noticed are removed then and there.
- After the sanction order is issued, the concerned dealing hand of the particular section dealing with the scheme and the concerned Assistant Director would follow-up with

the PAO and B&A Section of the DC Handlooms office till the cheques/DDs are released.

- 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 the disposal of claims.
- The concerned Assistant Director of a particular Section and dealing hand ensures that all receipts are diarised 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 scheme 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) **The procedure followed in the decision making process, including channels of supervision and accountability.**

The decisions in the Office of Development Commissioner (Handlooms) pertain mainly to formulation and implementation of various developmental schemes for handloom sector. So far as formulation of the Scheme is concerned, new schemes and programmes are deliberated and debated at large involving the stakeholders both inside and outside the Government. After the conceptual and operational aspects of the Scheme are firmed up, they are presented in the form of a draft scheme which is submitted to DC (Handlooms), Secretary (Textiles) and Minister (Textiles) for administrative approval. Then the concurrence/ views/ comments are sought from Planning Commission and Ministry of Finance. Their comments and views are incorporated in the draft scheme. Here it is mentioned that the scheme involving an expenditure upto Rs.5.00 crore are cleared by the Ministry of Textiles in normal course, scheme involving an expenditure of above Rs.5.00 crore but less than Rs.25.00 crore is considered by the Standing Finance Committee of the Ministry of Textiles; the scheme involving an expenditure of Rs.25.00 crore and above but less than Rs.100.00 crore is considered by Departmental Expenditure Finance Committee(EFC) chaired by Secretary (Textiles); the Scheme involving expenditure of Rs.100.00 crore and above but less than Rs.200.00 crore is considered by Main Expenditure Finance Committee(EFC) chaired by Secretary (Expenditure) whereas the schemes beyond this amount are submitted to Public Investment Board (PIB) / Main EFC for approval. On clearance of the Scheme by the SFC/EFC/PIB, approval of the Competent Authority is obtained as under: -

Project/scheme outlay	Approval Authority
Less than Rs.50 crore	Minister in-charge of Administrative Ministry.
Rs.50 crore and above but less than Rs.100 crore	Minister of Administrative Ministry and the Finance Minister
Rs.100 crore and above	Cabinet/CCEA
Proposals for new autonomous organisations irrespective of outlay	Cabinet/CCEA

Specific approval of Department of Expenditure is obtained for creation of new posts in relaxation of standing economy orders irrespective of the recommendation of SFC/EFC/PIB.

So far as decisions relating to implementation of the Scheme are concerned, the procedure starts with preparation and submission projects by the State Governments/eligible handloom agencies to the Office of DC (Handlooms). These proposals are examined by the dealing hands/ ADs at the level of sections are recommended to the Divisional Heads, namely, ADCs/JDC/DDC for recommending those to DC 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 concurrence is obtained, sanction order is issued and sent to PAO of the Ministry for actual release of funds by way of cheque, DD/advice.

This 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 have 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, their 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 norm those followed by the organizations 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 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.

The Office is implementing following Centrally Sponsored / Central Sector Schemes / Programmes through the State Governments/UTs/ other Notified Implementing Agencies for the promotion and development of handloom industry and welfare of handloom weavers:

1. Integrated Handlooms Development Scheme(IHDS)
2. Diversified Handloom Development Scheme(DHDS)
3. Marketing and Export Promotion Scheme(MEPS).
4. Mill Gate Price Scheme
5. Handlooms Weavers Comprehensive Welfare Scheme (HWCWS).
6. Scheme for reimbursement of one time rebate @ 10% given by the handloom agencies on the sale of handloom cloth.
7. Handloom Mark Scheme
8. Technology Upgradation Fund Scheme.
9. Scheme for Central assistance to State Governments 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 alongwith documents of agencies.
2. Proposals considered for Central Assistance.
3. Proposals referred back to State Government for clarification, rectifications.
4. Year-wise statement of budgetary allocation and expenditure made under a specific Scheme.
5. State-wise releases made.
6. Agency-wise releases made under a specific scheme.
7. Physical achievements made by each agency.
8. Utilization Certificates received.
9. 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 meeting 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 DC (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 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 advise for the growth and development of handloom sector. Meeting 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.N.	Name of Employee S/Sh.	Designation	Telephone Nos.	
			Office	Residence
1.	Sh. R. N. Choubey	D. C. Handloom	23062945 23063684	26121822
2.	Smt. Suraj Rai	Sr. PS to DCHL	23062945 23063684	23230272
3	Sh. Sohan Kumar Jha	Addl. D. C. Handloom	23062238	
4.	Sh. Dinesh Singh	Addl. D. C. Handloom	23062402	
5.	Dr. M. Nazmuddin	Addl. DC Handlooms	23061865	
6	Smt. Priti Kumar	Dy. D. C. Handloom		27014392
7	Deep Chand	Asstt. Director Gr.I	23061734	26893962
8	N. Purushothaman	Asstt. Director Gr.I	23062437	
9	Tapas Sarkar	Asstt. Director Gr.II	23062463	
10	Navnit Sharma	Asstt. Director Gr.II	23062718	
11	Gurcharan Dass	Asstt. Director Gr.II	23061734	
12	H.R. Kashyap	Asstt. Director Gr.II	23062437	
13	N. K. Raina	Asstt. Director Gr.II	23063397	
14.	D. L. Meena	Asstt. Director Gr.II	23062431	
15.	S.S. Negi	Asstt. Director Gr.II	23012718	
16	Dinesh Chandra	Asstt. Director (OL)	23062718	
17	S. M. Yadav	Accounts Officer	23061115	
18	Parma Nand	Sr. Hindi Translator	23062718	
19	Raghunath Singh	Assistant	23062437	
20	Shayamal Dutta	Assistant	23062431	
21	Binita Nandwani	Assistant	23061115	
22	Anita Rani	Assistant	23062431	
23	A. K. Nandwani	Assistant	23061734	
24	A. K. Sharma	Assistant	23061412	

25	Purshottam Singh	Assistant	23061412	
26	Anita Sawhney	Assistant	23063397	
27	Lakhan Singh	Assistant	23012431	
28	Prem Lal Barthwal	Assistant	23062463	
29	Rajender Singh	Assistant	23062437	
30	Yudhbir Singh	Assistant	23061115	
31	Rewat Singh Rawat	Assistant	23061115	
32	Maheshwari Rawat	Assistant	23062718	
33	Digamber Singh	Assistant	23061115	
34	Vijay Sharma	Assistant	23062718	
35	Pappu Ram Meena	Assistant	23062437	
36	Om Parkash	Assistant	23062437	
37	Chander Prakash	Assistant	23062718	
38	Ravinder Sethi	Steno. Gr.I	23062402	
39	Anil Kumar	Steno. Gr. I	23063684	
40	Poonam Chowdhary	Steno. Gr.II	23062431	
41	Sunita Kalia	Steno. Gr. II	23062431	
42	Dilip Kumar	Steno. Gr.II	23062238	
43	Promila Mehra	Steno. Gr. II	23061643	
44	Om Prakash Yadav	Steno. Gr.III	23062431	
45	Nand Kishore	Commercial Artist	23061672	
46	S. P. Bhatt	UDC	23063973	
47	Visalakshi Sivanandan	UDC	23061734	
48	J. S. Arora	UDC	23062463	
49	Promod Kumar	UDC	23061734	
50	Kuldip Kumar Sharma	UDC	23062437	
51	Dalvir Singh	UDC	23061672	
52	Bikram Singh	UDC	23063973	
53	Mahesh Singh Rawat	UDC	23061412	
54	Kavita Gupta	UDC	23061734	
55	Raja Ram	UDC	23061734	
56	Rohit Baveja	UDC	23062431	
57	Ravindra Singh	LDC	23063684	
58	Ajay Kumar	LDC	23062437	
59	Ranjeet Kumar	LDC	23061672	
60	Shripal Singh	LDC	23061734	
61	Ratan Lal	LDC	23062718	
62	Ram Kumar Udar	LDC	23061672	
63	Ajit Kumar	LDC	23062431	
64	Jagdish Prasad	Staff Car Driver	23061412	
65	Surender Pal	Jr. Gest. Operator	23062463	
66	Mane Ekka	Peon	23062431	
67	Sudama Singh	Peon	23062238	
68	Jagmohan Singh	Peon	23061412	
69	Rajpal	Peon	23063973	
70	Sumitra Devi	Peon	23063397	
71	Kishori Lal	Peon	23062238	
72	Rishipal Sharma	Peon	23061115	
73	Gopal Singh	Peon	23061412	

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

Sl. No.	Name S/Shri/Smt/Kum.	Designation	Total
1	Sh. R. N. Choubey	D. C. Handloom	1,14,956
2	Sh. Sohan Kumar Jha	Addl. D. C. Handloom	92,185
3	Sh. Dinesh Singh	Addl. D. C. Handloom	91,535

4	Dr. M. Nazmuddin	Addl. DC Handlooms	1,00,688
5	Smt. Priti Kumar	Dy. D. C. Handloom	60,453
6	Deep Chand	Asstt. Director Gr.I	47,115
7	N. Purushothaman	Asstt. Director Gr.I	37569
8	Tapas Sarkar	Asstt. Director Gr.II	40607
9	Navnit Sharma	Asstt. Director Gr.II	40490
10	Gurcharan Dass	Asstt. Director Gr.II	34390
11	H.R. Kashyap	Asstt. Director Gr.II	33990
12	N. K. Raina	Asstt. Director Gr.II	40263
13	D. L. Meena	Asstt. Director Gr.II	31180
14	S.S. Negi	Asstt. Director Gr.II	39666
15	Dinesh Chandra	Asstt. Director (OL)	43737
16	Smt. Suraj Rai	Sr. PS to DCHL	44605
17	S. M. Yadav	Accounts Officer	57937
18	Parma Nand	Sr. Hindi Translator	40734
19	Raghunath Singh	Assistant	32978
20	Shayamal Dutta	Assistant	37856
21	Binita Nandwani	Assistant	31484
22	Anita Rani	Assistant	31982
23	A. K. Nandwani	Assistant	28026
24	A. K. Sharma	Assistant	34308
25	Purshottam Singh	Assistant	33729
26	Anita Sawhney	Assistant	35394
27	Lakhan Singh	Assistant	28267
28	Prem Lal Barthwal	Assistant	33403
29	Rajender Singh	Assistant	33342
30	Yudhbir Singh	Assistant	33342
31	Rewat Singh Rawat	Assistant	26907
32	Maheshwari Rawat	Assistant	26697
33	Digamber Singh	Assistant	27007
34	Vijay Sharma	Assistant	34200
35	Pappu Ram Meena	Assistant	24930
36	Om Parkash	Assistant	30507
37	Chander Prakash	Assistant	28245
38	Ravinder Sethi	Steno. Gr.I	40064
39	Anil Kumar	Steno. Gr. I	37240
40	Poonam Chowdhary	Steno. Gr.II	34308
41	Sunita Kalia	Steno. Gr. II	33729
42	Dilip Kumar	Steno. Gr.II	25625
43	Promila Mehra	Steno. Gr. II	30924
44	Om Prakash Yadav	Steno. Gr.III	21457
45	Nand Kishore	Commercial Artist	35681
46	S. P. Bhatt	UDC	21608
47	Visalakshi Sivanandan	UDC	20974
48	J. S. Arora	UDC	20974
49	Promod Kumar	UDC	24661
50	Kuldip Kumar Sharma	UDC	24672
51	Dalvir Singh	UDC	24672
52	Bikram Singh	UDC	21563
53	Mahesh Singh Rawat	UDC	20127
54	Kavita Gupta	UDC	18664
55	Raja Ram	UDC	21892
56	Rohit Baveja	UDC	21258
57	Ravindra Singh	LDC	13681
58	Ajay Kumar	LDC	15332
59	Ranjeet Kumar	LDC	15332
60	Shripal Singh	LDC	22254
61	Ratan Lal	LDC	18966
62	Ram Kumar Udar	LDC	22254

63	Ajit Kumar	LDC	14897
64	Jagdish Prasad	Staff Car Driver	24377
65	Surender Pal	Jr. Gest. Operator	16836
66	Mane Ekka	Peon	19026
67	Sudama Singh	Peon	19026
68	Jagmohan Singh	Peon	19026
69	Rajpal	Peon	17289
70	Sumitra Devi	Peon	15681
71	Kishori Lal	Peon	14752
72	Rishipal Sharma	Peon	17251
73	Gopal Singh	Peon	12429

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

Statement showing the 11th Plan Outlay and Expenditure				
PLAN				(Rs. Crore)
S.N.	Name of the Scheme	XI Plan Outlay	Proposed expenditure for the XI Plan period	Expenditure as on 05/09/2011
1	Integrated Handlooms Development Scheme	605.00	605.00	556.28
2	Diversified Handloom Development Scheme	73.00		67.09
3	Marketing and Export Promotion Scheme	175.00	175.00	193.21
4	Handlooms Weavers Comprehensive Welfare Scheme	425.00	425.00	506.52
5	Mill Gate Price Scheme	92.00	92.00	168.29
	Total	1370.00	1297.00	1491.39

Budget outlay and expenditure for the years 2007-08 to 2011-12 (upto 15.07.11).

NON-PLAN		(Rs. in Crore)													
S N	Name of the Scheme	2007-08			2008-09			2009-10			2010-11			2011-12 (upto 05.09.2011)	
		BE	RE	Expr.	BE	RE	Expr.	BE	RE	Expr.	BE	RE	Expr.	BE	Expr.
1	10% Spl. Rebate	40.00	40.00	40.00	39.40	54.40	53.32	19.51	19.51	18.50	0.03	66.64	66.62	0.00	0.00
2	Implementation of Handloom (Reservation of Articles for Production) Act 1985	1.50	1.50	1.50	1.50	1.50	1.50	3.50	3.50					3.50	0.50
3	DC(Handlooms) Salary Component	2.64	2.39	2.27	2.57	3.44	3.27	3.86	4.02	3.81	4.45	4.16	3.81	4.68	1.86
4	Weavers' Service Centres	17.00	16.77	15.43	19.00	24.05	22.62	30.00	29.94	29.21	27.94	28.69	28.00	29.65	13.42
5	Institute of Handloom Technology	3.87	3.70	3.32	4.06	5.21	5.08	5.81	6.45	6.31	6.64	6.48	6.26	6.92	2.69
6	Museum	3.14	3.04	2.41	3.19	4.89	4.29	9.48	8.99	8.60	5.25	4.74	3.89	5.36	1.68
7	Enforcement Wing	0.60	0.60	0.57	0.60	0.96	0.92	0.91	1.26	1.23	1.41	1.33	1.23	1.49	0.56
	Total	68.75	68.00	65.50	70.32	94.45	91.00	73.07	73.67	71.16	49.22	115.54	113.31	51.60	20.71

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

No subsidy component exists in any of the schemes being implemented by the Office of the Development Commissioner for Handlooms.

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

This office does not issue any permits or authorizations. However, under Mill Gate Price Scheme (MGPS), yarn is made available at concessional price as at the Mill Gate to the vast multitude of weavers, handlooms cooperatives, Handlooms Apex Societies, primary handloom weavers cooperatives.

(xiv) **Details in respect of the information, available to or held by it reduce 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 a 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.**

- In order to make available information on various facets of the handlooms sector/functioning of the office of the Development Commissioner for Handlooms an Information Facilitation Counter has been put in place at Udyog Bhavan, New Delhi. This Information Facilitation Counter (IFC) has been functioning in collaboration with the Ministry of Textiles and caters to the requirement of any citizen who seeks information on the textile sector vis-à-vis handloom industry.
- Further, apart from the aforesaid open facilities, 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 CPIO	Complete Address of CPIO	Allotted work	Name of appellate Authority/ officer Senior to CPIO	Address Appellate Authority
1	<u>Shri S. K. Jha,</u> <u>ADC(HL)</u> CPIO	Room No. 55 Udyog Bhawan, New Delhi. Ph-23062238 Fax-23063511	<u>Estt-I & Vigilance</u> Estt-II-(WSCs&IIHT) ACASH, Marketing Incentive(MI), Export (including HEPC), IHDS)-allotted States	Shri R. N. Choubey Development Commissioner for Handlooms.	Room No 56, Udyog Bhawan, New Delhi. Ph-23062945, 23063684 Fax-23062429
2.	Shri Dinesh Singh, ADC (HL)/ CPIO	Room No. 57, Udyog Bhawan, New Delhi. Ph-23062402 Fax-23061716	Mill Gate Price Scheme & NHDC, MEPS,(excluding Handloom Marketing Complex, Janpath, Handloom Mark), NCTD, R&D, P&S,Parliament, NHHM, IHDS - allotted States.		

3.	Dr. Md. Nazmuddin, ADC(HL)/CPIO,	Room No. 55-A, Udyog Bhawan, New Delhi. Ph-23061865 Fax-23063744	DHDS, B&A, General Section and R&I, Marketing Complex, Janpath, Computerization, Hindi, IHDS - allotted States, Financial Package and matter relating to credit flow,		
4.	Mrs. Meenu S. Kumar, Chief Enforcement Officer/CPIO	Room No. 55-B, Udyog Bhawan, New Delhi. Ph-23061976 Fax-23063866	CEO/ Handloom Reservation Act, HWCWS (Project-I), Handloom Mark, Coordination. IHDS -allotted States		
5.	Shri Manoj Jain, Dy. Director/CPIO	Room No. 57-A, Udyog Bhawan, New Delhi. Ph-23061643 Fax-23061580	IHDS - Policy issues & allotted States, All technical matters of WSCs/IIHT, TUF		

2. Central Assistant Public Information Officer (CAPIO).

Shri Deep Chand, Assistant Director Grade-I designated as Nodal Officer/Central point as well as Central Assistant Public Information Officer (CAPIO) to receive the RTI mails/applications/requests and providing information to the public whenever asked for as permissible under the act in the Office of the Development Commissioner for Handlooms (Hqrs.). Address & Telephone numbers of the officer are as under: -

Shri Deep Chand
Assistant Director Grade-I
Office of the Development Commissioner for Handlooms,
Ministry of Textiles,
Room No. 369, Udyog Bhawan, New Delhi-110011
Phone: 2306 1734 Fax: 2306 1734

(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.