

# MINISTRY OF AGRO AND RURAL INDUSTRIES (ARI)

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## HAND-BOOK ON RIGHT TO INFORMATION ACT, 2005.

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# **Chapter I**

## **Introduction**

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, Government of India has brought out an Act namely “The Right to Information Act, 2005”, which came into force on 15.06.2005. In accordance with the provision of Section 4(I)(b) of this Act, Ministry of Agro and Rural Industries, Government of India has brought out this handbook for information and guidance of stakeholders and general public
- 1.2 The purpose of this handbook is to inform the general public about the organizational set up, functions and duties of its officers and employees and responsibilities of the officers and employees, records and documents available in the Ministry, etc.
- 1.3 This handbook is aimed at public in general and users of the services provided and the schemes, projects and programmes being implemented by the Ministry and its various organisations.
- 1.4 The Ministry of Agro and Rural Industries has designated Shri S.K. Arora, Deputy Secretary as Central Public Information Officer (CPIO) for all the matters concerning the Ministry of Agro and Rural Industries. A person requiring any additional information may contact him. His particulars are available in Chapter 8 as well as on Ministry’s website [www.ari.nic.in](http://www.ari.nic.in). Shri Sesh Kumar Pulipaka, Joint Secretary, Ministry of Agro and Rural Industry has been designated as Appellate Authority in pursuance of the provisions contained in sub-section (1) of section 19 of the Right to Information Act, 2005. His particulars are available in Chapter 8 as well as on Ministry’s website [www.ari.nic.in](http://www.ari.nic.in). Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of Right to Information Act, 2005, or is aggrieved by a decision of the Central Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to the aforementioned Appellate Authority.
- 1.5 The website of the Ministry of Agro and Rural Industries [www.ari.nic.in](http://www.ari.nic.in) provides information about policies and programmes of the Ministry to the general public. In addition, the information about various activities of the Ministry is made available through its Annual Reports. These documents are available to general public on the website and in the library and facilitation centre of the Ministry.
- 1.6 In accordance with the Department of Personnel & Training Notification No. 34012/8(S)/2005-Estt. (B) dated 16 September 2005 and subsequent notification of even number dated 17<sup>th</sup> May, 2006, the procedure and fee structure for getting information not available in the Hand-Book will be as under:

- (a) A request for obtaining information under sub-section (1) of section 6 shall be made, either in person or by post, to the CPIO mentioned in paragraph 1.4 above and accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque or by Indian postal orders payable to the Pay and Accounts Officer, Ministry of Agro and Rural Industries, New Delhi. Information and Facilitation Centre, Gate No.4, Ground Floor, Nirman Bhavan, New Delhi – 110011 is functioning as a single window facility for receiving applications and fee under the Right to Information Act in respect of Ministry of Agro and Rural Industries. Accordingly, the application along with fee can also be submitted in person at the above mentioned Information and Facilitation Centre.
- (b) For providing information under sub-section (1) of section 7, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque or postal order payable to the Pay and Accounts Officer, Ministry of Agro and Rural Industries, New Delhi at the following rates:
- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - ii) actual charge or cost price of a copy in larger size paper;
  - iii) actual cost or price for samples or models; and
  - iv) for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian postal order payable to the Accounts Officer, Ministry of Agro and Rural Industries at the following rates:
- i) for information provided in diskette or floppy, @ Rs. 50/- (Rupees fifty) per diskette or floppy; and
  - ii) for information provided in printed form, at the price fixed for such publication or Rs. 2/- (Rupees two) per page of photocopy for extracts from the publication.

## **Chapter 2**

### **(MANUAL 1)**

#### **Particulars of Organisation, Functions and Duties**

2.1 The Agro and Rural Industries constitute an important sector for creation of rural non-farm employment for balanced economic development of the country. The importance of this sector lies in the fact that it seeks to establish village industries in the rural areas at low investment/cost, based on the local raw materials, skills and technology for providing employment opportunities to the local population and artisans who have been traditionally engaged in village level economic activities.

2.2 Taking into account the high potential of employment generation in the agro and rural industries sector, the Ministry of Agro and Rural Industries (ARI) was set up in September, 2001 with the objective of more focused attention to integrating policy formulation and co-ordinating implementation of programmes, schemes, etc., for the development of agro and rural industries based on local raw materials and skills and expanding employment opportunities in the rural non-farm sector.

2.3 The Ministry of Agro and Rural Industries is the nodal agency for formulation of policies and programmes and overall co-ordination of all activities for the development of khadi, village and coir industries and implementation of two country-wide employment generation programmes, namely, the Rural Employment Generation Programme (REGP) and Pradhan Mantri Rozgar Yojana (PMRY) with the active cooperation and participation of the Reserve Bank of India, nationalised and scheduled banks and the State/Union Territory Governments.

2.4.1 The Ministry is headed by the Minister of Small Scale Industries and Agro and Rural Industries who exercises all powers and authority of the Government in respect of matters allocated to this Ministry under the Government of India (Allocation of Business) Rules, 1961, subject to the provisions of the Government of India (Transaction of Business) Rules, 1961. The Ministry consists of three Divisions, namely, Khadi and Village Industries Division, Coir Division and PMRY Division. Each Division is further sub-divided into Branch (es) and Section(s). The integrated financial advice and accounts and payment services are provided by the Integrated Finance Wing and the Wing of the Chief Controller of Accounts respectively, which are common for several other Ministries and Departments. The Secretariat of the Ministry of Agro and Rural Industries is housed in Udyog Bhawan, Rafi Marg, New Delhi-110011 and Nirman Bhawan, Maulana Azad Road, New Delhi – 110011. Brief particulars of the Minister and senior officers housed in Udyog Bhawan are given in the table

below:

<b>Name</b>	<b>Designation</b>	<b>Telephone/Fax/email</b>	<b>Room No</b>
Sh. Mahabir Prasad	Minister	23061566, 23061739, 23062778	168
Dr. Chandrapal	Secretary	23062107, 23063045(fax)	170
Sh N. Gokulram	Additional Secretary & Financial Adviser	23062756, 23062101	244
Sh Sesh Kumar Pulipaka	Joint Secretary	23061543, 23062858(fax) <a href="mailto:sesh.kumar@nic.in">sesh.kumar@nic.in</a>	171
Sh. R.K. Manchanda	Economic Adviser	23063433 <a href="mailto:manchanda@ub.nic.in">manchanda@ub.nic.in</a>	124-C
Sh S. Narayanan	Deputy Secretary	23062745, 23062886(fax) <a href="mailto:narayanans@nic.in">narayanans@nic.in</a>	275-D
Sh S.K. Arora	Deputy Secretary	23062736, 23062886(fax) <a href="mailto:sk.arora@nic.in">sk.arora@nic.in</a>	321

**Website :** [www.ari.nic.in](http://www.ari.nic.in)

2.4.2 Fuller details of officers and employees of the Ministry of Agro and Rural Industries are given in Chapter 10.

2.5 The Division of this Ministry concerned with implementation of the Pradhan Mantri Rozgar Yojana is housed in Nirman Bhawan, Maulana Azad Road, New Delhi – 110011. The particulars of the officers concerned are given below:

Deputy Director,  
PMRY Division, Room No. 710 A,  
7<sup>th</sup> Floor, Nirman Bhavan,  
Maulana Azad Road,  
New Delhi-110011

**Fax:** 23061322

E-mail: [skprasad@sido.mail.net](mailto:skprasad@sido.mail.net)

**Website:** [www.ari.nic.in](http://www.ari.nic.in)

2.6 The implementation of policies and various programmes/projects/schemes of the Ministry of Agro and Rural Industries is undertaken through the Khadi and Village Industries Commission (KVIC), Coir Board and State and Union Territory Governments.

## 2.7 **KHADI AND VILLAGE INDUSTRIES COMMISSION**

2.7.1 The Khadi & Village Industries Commission (KVIC), established under the Khadi and Village Industries Commission Act, 1956 (61 of 1956), is the principal central statutory organisation engaged in promoting and developing khadi and

village industries (KVI) and thus providing sustainable non-farm employment opportunities in the rural areas, thereby strengthening the rural economy.

2.7.2 The functions of the KVIC are to plan, promote, organise and assist in implementation of programmes/projects/schemes for generation of employment through the development of khadi and village industries. To achieve this, it undertakes (a) training of persons employed or desirous of seeking employment in khadi and village industries, (b) building reserves of raw materials and implements and supplying them at such rates as may be decided, (c) research and development (R&D) in khadi and village industries sector, (d) promotion of sale and marketing of khadi and village industry products, (e) promotion and encouragement of cooperative efforts among the persons engaged in khadi and village industries, etc.

2.7.3 The Government of India provides grant funds, both under Plan and Non-Plan heads, for the activities of the KVIC. The KVIC, in turn, re-allocates them to the implementing agencies, namely, the State Khadi and Village Industries Boards, institutions registered under the Societies Registration Act, 1860 and banks implementing the various schemes of KVIC. The Commission's administrative expenditure, including pension payment, is also met out of Government budgetary support.

2.7.4 For further details, the organisation may be contacted at the following address :

Chief Executive Officer,  
Khadi and Village Industries Commission,  
**3, Irla Road, Vile Parle (West),  
Mumbai - 400 056, Maharashtra**

**Fax** : 022-26711003

**PABX** : 022-26714320-25/ 26716323/ 26712324/6713527-9/ 26711073/  
26713675

**E-mail**: [kvichq@bom3.vsnl.net.in](mailto:kvichq@bom3.vsnl.net.in), [ditkvic@bom3.vsnl.net.in](mailto:ditkvic@bom3.vsnl.net.in)

**Web** : <http://www.kvic.org.in/>

## 2.8 **COIR BOARD**

2.8.1 The Coir Board is a statutory body established under the Coir Industry Act, 1953 for promoting the overall development of the coir industry and upliftment of the living conditions of the workers engaged in this traditional industry.

2.8.2 The Coir Board consists of a full-time Chairman and 39 part-time members, as provided in section 4 of the Coir Industry Act, 1953. All sections interested in the welfare of the coir industry are represented on the Coir Board.

2.8.3 The functions of the Coir Board for the development of coir industries include undertaking scientific, technological and economic research and development activities; collection of statistics relating to exports and internal consumption of coir and coir products; development of new products and designs; publicity for promotion of exports and internal sales; marketing of coir and coir products in India and abroad; preventing unfair competition among producers and exporters; assisting in the establishment of units for the manufacture of

products; promoting co-operative organisations among producers of husks, coir fibre, coir yarn and manufacturers of coir products; ensuring remunerative returns to producers and manufacturers, etc.

2.8.4 For implementing the schemes/programmes, the Government provides necessary grant funds to the Coir Board under Plan and non-Plan head.

2.8.5 For details the organisation may be contacted at the following address:

The Chairman,  
Coir Board  
COIR HOUSE  
M. G. Road, Kochi - 682 016, Kerala

**Tel:** 0484-2351807, 2351788, 2351954, 2354397

**Fax:** 0484-2370034, Gram: COIRBOARD

E-mail: [coir@md2.vsnl.net.in](mailto:coir@md2.vsnl.net.in)

**Web:** <http://www.coirindia.org/>,  
<http://www.coir-india.com>

2.9 The Ministry welcomes a pro-active role of the stakeholders, particularly the khadi institutions, village industries associations, coir industries associations, etc., in providing feed-back on policies and the quality of implementation of the schemes/projects/programmes which would help it in taking corrective measures to deliver the outcomes effectively.

2.10 For obtaining information relating to the Ministry, one may contact the Information and Facilitation Centre of the Ministry. In case of any grievance, the Grievance Officer of the Ministry can also be contacted. The address, phone number and fax number of the Information and Facilitation Centre and the Grievance Cell are as follows:

1. Information and Facilitation Centre,  
Gate No. 4, Ground Floor,  
Nirman Bhavan,  
New Delhi – 110 011  
Tel. No. 23069219
2. Grievance Cell,  
Deputy Secretary,  
Ministry of Agro and Rural Industries,  
Room No. 275-D,  
Udyog Bhavan,  
New Delhi – 110 011.  
Tel. - 23062745  
Fax – 23062886

2.11 The working hours of the Ministry's office are from 9.00 a.m. to 5.30 p.m. (Monday to Friday subject to Gazetted Holidays as notified by the Department of Personnel and Training) with half an hour lunch break from 1.00 p.m. to 1.30 p.m.



		<p>2. Permission for employment of near relatives in private firms to all employees of the Ministry under CCS (Conduct) Rules 4 (2).</p> <p>3. Intimation of acceptance by a member of family of an employment in any firm in respect of all employees of the Ministry and Group 'A' officers serving in offices under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).</p> <p>4. Reporting Authority when a member of Government servant's family takes part in politics under CCS (Conduct) Rule 5 (2).</p> <p>5. Permission to participate in radio broadcasts, contribution of article in Newspapers and publication of any book under CCS (Conduct) Rule 8 (2).</p> <p>6. Permission to Government Servants on tendering evidence before an enquiry conducted by a person, Committee or Authority under CCS (Conduct) Rule 10.</p> <p>7. Permission for acceptance of gifts under CCS (Conduct) Rule 13.</p> <p>8. Permission for holding public demonstrations in honour of government servants under CCS (Conduct) Rule 14.</p>
	<b>Financial</b>	<p>1. All financial powers subject to observations of General Financial Rules in vogue.</p> <p>2. General Provident Fund (GPF) withdrawals upto 90% of the balance of accumulations at the credit of the subscriber subject to other conditions prescribed under the GPF Rules.</p> <p>3. Full powers to sanction recurring and non-recurring contingent expenditure regarding in terms of Ministry of Finance, Department of Expenditure Notification dated 23<sup>rd</sup> October, 2001.</p>
	<b>Others</b>	

<b>Duties</b>	Secretary is the Administrative head of the Ministry. He is the principal adviser to the Minister on all matters of policy and administration within the Ministry and his responsibility is complete and undivided, except to the extent delegated.
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### 3.2

Designation	Joint Secretary	
<b>Powers</b>	<b>Administrative</b>	<p>1. To impose penalties as under on employees under the administrative control of Ministry of Agro and Rural Industries:</p> <p>a) Jr. Hindi Translator All minor (CSOL Service penalties under Group 'C') CCS (CCA) Rule-11</p> <p>2. Powers relating to intimation of acceptance by a member of family of an employment in any firm in respect of other than Group 'A' officers serving in office under the control of the Ministry under CCS (Conduct) Rules 4 (2) (ii).</p> <p>3. Powers relating to publication of any book in respect of other than Group 'A' officers serving in office under the control of the Ministry under CCS (Conduct) Rules 8 (2).</p> <p>4. Powers relating to acceptance of gifts in respect of Groups 'B', 'C' and 'D' employees of the Ministry under CCS (Conduct) Rules 13.</p> <p>5. Powers relating to lending and borrowing in respect of Groups 'B', 'C' and 'D' employees of the Ministry under CCS (Conduct) Rules 16 (4).</p> <p>6. Powers relating to immovable and movable property in respect of Group 'A' officers of the Ministry under CCS (Conduct) Rules 18 (2) &amp; (3).</p>
	<b>Financial</b>	To sanction recurring expenditure up to Rs. 25,000/- per annum in each case and non-recurring expenditure up to Rs. 60,000/- in each case.
	<b>Others</b>	

<b>Duties</b>	Joint Secretary is the overall in-charge of the (single) Wing of the Ministry. He is entrusted with the necessary measure of independent functioning and responsibility in respect of all business of the Wing, subject to his general responsibility to the Secretary for the administration as a whole.
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### 3.3

Designation	Economic Adviser	
Powers	<b>Administrative</b>	
	<b>Financial</b>	
	<b>Others</b>	
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To advise the Ministry of Agro and Rural Industries (ARI) on all policy matters having bearing on internal and external economic management;</li> <li>2. To monitor and evaluate the policy parameters from economic angle, as laid down in the Fiscal Responsibilities and Budget Management Act., 2003;</li> <li>3. To advise the Ministry in finalising Annual Plans and Budgets.</li> <li>4. To assist Additional Secretary &amp; Financial Adviser in the functioning of Integrated Finance Wing of the Ministry of Small Scale Industries (SSI) and Ministry of ARI.</li> </ol>	

### 3.4

Designation	Director/Deputy Secretary	
Powers	<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. Appointing Authority in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS).</li> <li>2. To impose all penalties under CCS (CCA) Rule 11 in respect of Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Service (CSCS) employees under the administrative control of Ministry of Agro and Rural Industries.</li> <li>3. To impose all penalties under CCS (CCA) Rule 11 in respect of General Central Service, Group 'C' employees of the Ministry of Agro and Rural Industries.</li> </ol>
	<b>Financial</b>	To sanction recurring expenditure up to Rs. 20,000/- per annum in each case and non-recurring expenditure up to Rs. 40,000/- in each case.
	<b>Others</b>	

<b>Duties</b>	Director/Deputy Secretary acts on behalf of the Secretary (SSI). He holds charge of a Secretariat Division and is responsible for the disposal of Government Business dealt within the Division under his charge. The officer takes orders from the Joint Secretary/Secretary on important cases, either orally or by submission of papers.
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### 3.5

Designation	Under Secretary	
Powers	<b>Administrative</b>	1. Appointing Authority in respect of Group 'D' employees of the Ministry.
	<b>Financial</b>	To sanction recurring expenditure upto Rs. 2,000/- in each case and non-recurring expenditure upto Rs. 5,000/- in each case
	<b>Others</b>	
<b>Duties</b>	An Under Secretary is in charge of a Branch in the Ministry of Agro and Rural Industries, each Branch consisting of one or more Sections and, in respect thereof, exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from Sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.	

### 3.6

Designation	Section Officer	
Powers	<b>Administrative</b>	General supervision of staff in the Section
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	The general duties of a Section Officer are distribution of work among the staff as evenly as possible; training, help and advising the staff; management and co-ordination of work; maintenance of order and discipline in the section; maintenance of a list of residential address of the staff.	

### 3.7

Designation	Senior Principal Private Secretary/Private Secretary/Personal Assistant/Stenographer	
Powers	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	

<b>Duties</b>	The duties of a Private Secretary/Personal Assistant/Stenographer includes taking dictation in short-hand and its transcription; fixing up appointments, attending telephone calls and to the visitors in a graceful manner; keeping an accurate list of engagements, meetings, etc; keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of draft d.o. letters to be signed by the officer.
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### 3.8

Designation	Assistant/Upper Division Clerk	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	The duties of an Assistant/UDC are to see whether all facts open to check have been correctly stated; point out any mistakes or incorrect statement of the facts; draw attention, where necessary to precedents or Rules and Regulations on the subject; put up the guard file and to bring out clearly the question under consideration and suggest a course of action, wherever possible.	

### 3.9

Designation	Lower Division Clerk	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	
<b>Duties</b>	Lower Division Clerks are ordinarily entrusted with work of routine nature, e.g., registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.	

## **Chapter 4**

### **(MANUAL 3)**

#### **Rules, Regulation, Instructions, Manual and Records for Discharging Functions**

4.1 The Acts, rules, regulations, manuals, records, etc., used by the employees of this Ministry in the discharge of their functions consist of those relating, in particular, to the work of the Ministry as well as those issued by the Cabinet Secretariat, Department of Personnel and Training, Department of Administrative Reforms and Public Grievances, Ministry of Finance, Ministry of Urban Development, etc., from time to time.

4.2 A list (though not exhaustive) of important Acts, rules, regulations, instructions, manuals and records held by the Ministry of Agro and Rural Industries and used by its employees for discharging their functions, is given below:

1. Constitution of India.
2. Government of India (Allocation of Business) Rules.
3. Government of India (Transaction of Business) Rules.
4. Authentication (Orders & other Instruments) Rules
5. Procedure in regard to submission of cases to the Cabinet, issued by the Department of Cabinet Affairs.
6. Official Languages Act, Rules and instructions issued thereunder.
7. Rules of Procedure and Conduct of Business in Lok Sabha.
8. Directions by the Speaker under the Rules of Procedure and Conduct of Business in Lok Sabha.
9. Rules of Procedure and Conduct of Business in Rajya Sabha.
10. Directions by the Chairman, Rajya Sabha under the Rules of Procedure and Conduct of Business in Rajya Sabha.
11. Procedure to be followed by Ministries in connection with Parliamentary Work, issued by the Lok Sabha Secretariat.
12. Departmental Security Instructions issued by the Ministry of Home Affairs.
13. General instructions regarding word-processing, typewriting, stencil cutting, carbon mani-folding, etc., issued by the Institute of Secretariat Training and Management.

14. Channels of communication between the Government of India and State Governments, on the one hand, and Foreign and Commonwealth Governments or their Missions in India, Heads of Indian Diplomatic Missions and Posts abroad and United Nations and its specialised Agencies, on the other, issued by the Ministry of External affairs.
15. Standardised Functional File Index, including its file numbering system relating to establishment, finance, budget and accounts, office supplies and services and other house keeping jobs common to all Departments, issued by the Department of Administrative Reforms and Public Grievances.
16. Schedule of periods of retention for records common to all Departments issued by the Department of Administrative Reforms and Public Grievances
17. Manual for Handling Parliamentary Work in Ministries.
18. Central Secretariat Manual of Office Procedure
19. Central Civil Services (Leave) Rules.
20. Central Civil Services (Pension) Rules.
21. Central Civil Services (Conduct) Rules.
22. Central Civil Services (Classification, Control and Application) Rules.
23. Fundamental and Supplementary Rules
24. Delegation of Financial Powers Rules.
25. General Financial Rules.
26. Leave Travel Concession (LTC) Rules
27. General Provident Fund (GPF) Rules
28. Khadi and Village Industries Commission Act, 1956 and Rules and Regulations made thereunder
29. Coir Industries Act and Rules and Regulations made thereunder.

## Chapter 5

### (MANUAL 4)

#### **Particulars of Arrangements for Consultation with or Representation by the Members of the Public in Relation to Formulation of Policy or Implementation Thereof**

##### 5.1 Formulation of Policy

S.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1.	Promotion and development of khadi, village and coir industries.	No	<p>In the formulation of policies relating to the areas of its allocated work, the Ministry of ARI interacts with various stakeholders in the sector, including members of the public, in the following forums:</p> <p>(i) Department-related Parliamentary Standing Committee, which examines the annual demands for grants of the Ministry and its proposals for legislation – this Committee, consists of Members of Parliament and also invites members of the public, as and when deemed necessary by it, in discussing and making recommendations on specific policies and/or programmes of the Ministry.</p> <p>(ii) Consultations with stakeholders are also held through the meetings Consultations of the National Khadi and Village Industries Board under the Chairmanship of Minister (SSI&amp;ARI) – this Board has representatives of the khadi institutions and village</p>

			<p>industry associations who are non-officials representing the respective areas.</p> <p>(ii) The KVIC as well as the Coir Board, established under Central statutes, has several non-official members, who represent various sections of the public with direct interest and expertise in the respective areas.</p> <p>Thus, while consultation with the public in general is not mandatory in the process of policy formulation of this Ministry, the Ministry has always had, both statutorily and otherwise, the benefit of consultation with/participation of those sections of the public which are directly concerned with the activities of the Ministry and its organisations.</p>
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## 5.2 Implementation of Policy

S.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1.	Promotion and development of khadi, village and coir industries.	No	What has been stated above in respect of formulation of policies of this Ministry applies also to implementation of the policies and of programmes/projects/schemes flowing therefrom.

## Chapter 6

### (MANUAL 5)

#### **Statement of the Categories of Documents Held by the Ministry or under Its Control**

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Official	Annual Report of the Ministry of Agro and Rural Industries	By making written request	Section Officer (Coordination), Ministry of Agro and Rural Industries, Room No. 468 – C, Udyog Bhavan, Rafi Marg, New Delhi – 110 011. Tel. No. 23061222 Ext 3218
2.	Official	Performance Budget of the Ministry of Agro and Rural Industries	By making written request	Accounts Officer, Budget & Accounts Section Department of Industrial Policy & Promotion, Room No.437, Udyog Bhavan, Rafi Marg, New Delhi – 110 011 Tel No. 23061222 Ext 2360

# Chapter 7

## (MANUAL 6)

### **Statement of Boards, Councils, Committees and Other Bodies Constituted as the Ministry's Part**

#### **7.1 Khadi and Village Industries Commission (KVIC)**

The Khadi and Village Industries Commission (KVIC), established under the Khadi and Village Industries Commission Act, 1956, is a statutory organisation engaged in promoting and developing khadi and village industries for providing employment opportunities in the rural areas, thereby strengthening the rural economy. The KVIC is recognised as one of the major Central organisations for generating sustainable rural non-farm employment opportunities in the decentralised sector at low per capita investment. The KVIC consists of non-official and official members, including persons having specialised knowledge and experience of khadi and village industries. There is no provision for discussion with the general public under KVIC.

The address of the KVIC is given below:

The Chief Executive Officer,  
Khadi & Village Industries Commission,  
**3, Irla Road, Vile Parle (West),  
Mumbai - 400 056, Maharashtra**

**Gram** : KHADI GRAM, **Fax** : 022-26711003

**PABX** : 022-26714320-25/ 26716323/ 26712324/6713527-9/ 26711073/  
26713675

**E-mail**: [kvichq@bom3.vsnl.net.in](mailto:kvichq@bom3.vsnl.net.in), [ditkvic@bom3.vsnl.net.in](mailto:ditkvic@bom3.vsnl.net.in)

**Web** : <http://www.kvic.org.in/>

#### **7.2 National Khadi and Village Industries Board**

The National Khadi and Village Industries Board is constituted by the Central Government under the provisions of section 10 of the Khadi and Village Industries Commission Act, 1956 for the purpose of assisting the Khadi and Village Industries Commission (KVIC) under the Khadi and Village Industries Commission Act, 1956. This Board is different from the State Khadi and Village Industries Boards, set up by the State Governments under the provisions of their respective State Acts. The Board consists of non-official and official members, including inter alia Chairman of some State Khadi and Village Industries Boards, Members of Parliament and representatives of institutions operating in the field on Rural Technology as well as officials of the Ministry of Agro and Rural

Industries, Ministry of Rural Development, Ministry of Human Resources Development, Planning Commission, National Bank for Agriculture and Rural Development (NABARD), Industrial Development Bank of India (IDBI), Council for Advancement of Peoples Action and Rural Technology (CAPART), etc. There is no provision for discussion with the general public under the Board.

### **7.3 Coir Board**

The Coir Board is a statutory body established under the Coir Industry Act, 1953 for promoting the overall development of the coir industry and upliftment of the living conditions of the workers engaged in this traditional industry.

The Coir Board consists of a full-time Chairman and 39 part-time members, as provided in section 4 of the Coir Industry Act, 1953. All sections interested in the welfare of the coir industry are represented on the Coir Board. There is no provision for discussion with the general public under the Coir Board.

### **7.4 High Power Committee on Pradhan Mantri Rozgar Yojana (PMRY)**

The Ministry of Agro and Rural Industries monitors the implementation of the PMRY for which a High Power Committee (HPC) has been constituted under the chairmanship of Secretary (SSI & ARI). The HPC considers and takes decision on proposals/suggestions for modification in the Yojana received from the stakeholders, e.g., RBI, implementing banks, State Governments, etc. The HPC consists of representatives of implementing banks, RBI, State Governments, Planning Commission, Ministry of Rural Development, Ministry of Finance, Ministry of Social Justice and Empowerment, Ministry of Labour, etc.

### **7.5 Scheme Steering Committee (SSC) on Scheme of Fund for Regeneration of Traditional Industries (SFURTI)**

The Ministry of Agro and Rural Industries is the coordinating Ministry providing overall policy, coordination and management support to the Scheme of Fund for Regeneration of Traditional Industries (SFURTI). For this purpose, a Scheme Steering Committee (SSC) has been constituted under the chairmanship of Secretary (SSI&ARI).

The SSC may co-opt representatives of industry associations, R&D institutions and other private sector expert organisations as members/special invitees, depending on functional needs.

## Chapter 8

(MANUAL 7)

### Name, Designation and Other Particulars of the Central Public Information Officers in the Ministry of Agro and Rural Industries

#### Central Public Information Officer:

Name of the Officer	Designation	STD Code	Phone No.		Fax	E-MAIL	Official Address
			Office	Home			
Shri S.K. Arora	Deputy Secretary	011	23062736	0124-2251156	23062886	<a href="mailto:Sk.arora@nic.in">Sk.arora@nic.in</a>	Room No. 321, 3 <sup>rd</sup> Floor, Udyog Bhavan, Rafi Marg, New Delhi-110011

#### Department Appellate Authority:

Name of the Officer	Designation	STD Code	Phone No.		Fax	E-MAIL	Official Address
			Office	Home			
Shri Sesh Kumar Pulipaka	Joint Secretary	011	23061543	26885024	23062858	<a href="mailto:sesh.kumar@nic.in">sesh.kumar@nic.in</a>	Room No. 171, 1 <sup>st</sup> Floor, Udyog Bhavan, Rafi Marg, New Delhi-110011

## **Chapter 9**

### **(MANUAL 8)**

#### **Procedure followed in Decision Making Process, including Channels of Supervision and Accountability**

9.1 As per the procedure prescribed in the Central Secretariat Manual of Office Procedure, a Section, which is the lowest organisational unit in the Ministry and consists of Assistants and Clerks supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference/communication by registering /diarising the receipt and initiating the note. As a general rule, no official is expected to keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases separately. In some cases, the file is initiated on oral instructions by recording the instructions /discussions given by the senior officers. The case/subject is placed before the Under Secretary for advice and orders. Cases of minor and routine nature are disposed of at the level of Under Secretary.

9.2 In case of matters, which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary, and decisions of certain nature are disposed of at the level of Deputy Secretary/Director as per the delegated financial and administrative powers.

9.3 More important matters are placed by the Deputy Secretary/Director before the Joint Secretary who takes a decision as per the delegated powers on issues relating to administrative, financial and policy matters.

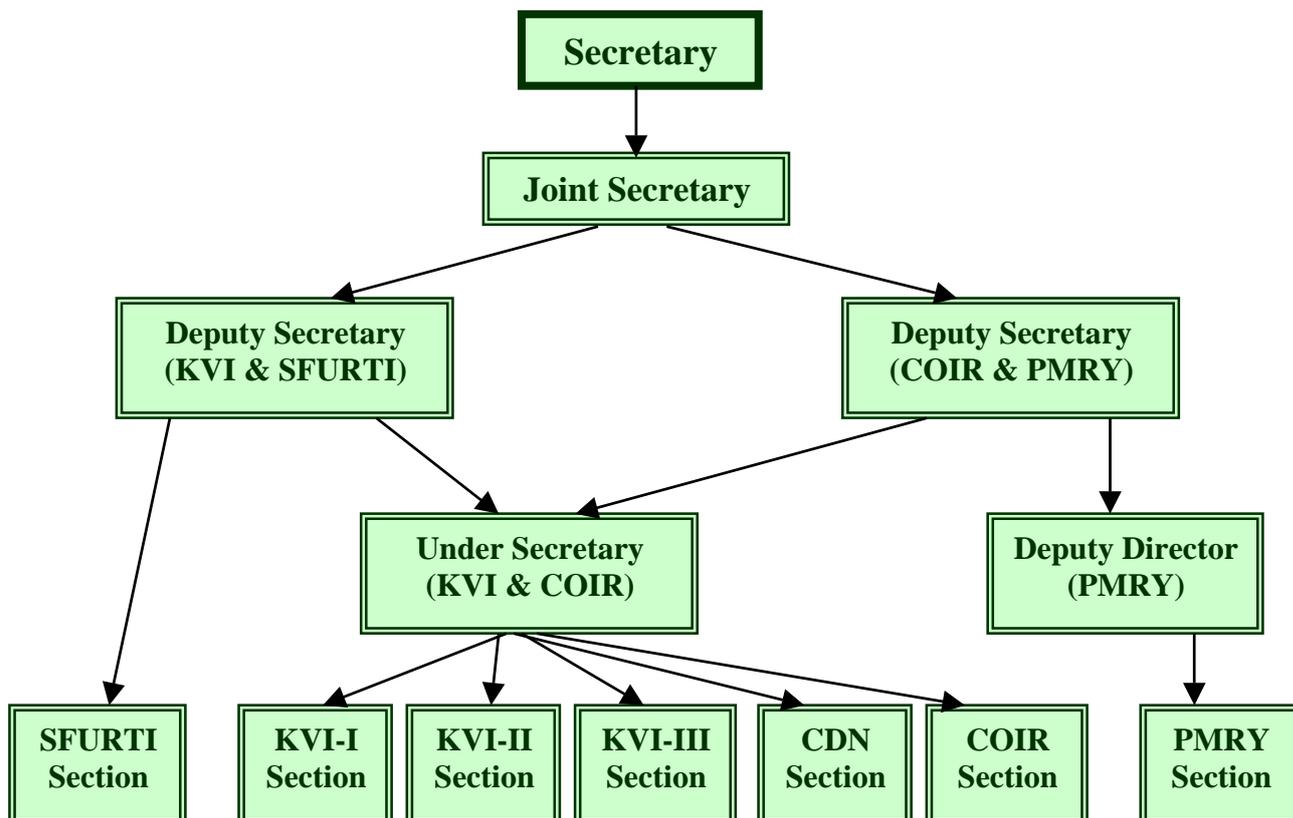
9.4 However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretary before the Secretary of the Ministry for orders. Cases which require the approval of the Minister in-charge or the Cabinet/Cabinet Committees are placed before the Minister in-charge and/or Cabinet/Cabinet Committees for orders/approval.

9.5 The channel of submission as generally followed is as under:

Sr.No.	Items of work	The channel of submission
1	Establishment matters	Section Officer→ Under Secretary→ Director/Deputy Secretary→ Joint Secretary →Secretary → Minister
2	Financial and Administration matters	Section Officer→ Under Secretary→ Director/Deputy Secretary→ Joint Secretary → Under Secretary (Integrated Finance Wing) → Economic Adviser → Additional Secretary and Financial Adviser→ Secretary (where necessary under delegation of powers) → Minister (do.)
3	Legal/Court matters	Section Officer→ Under Secretary→ Deputy Secretary/Director → Joint Secretary →Ministry of Law and Justice →Central Government Standing

		Counsel→ Secretary (when necessary) → Minister (do.)
4	VIP references, Parliament Questions	Section Officer→ Under Secretary→ Deputy Secretary/Director→ Joint Secretary →Minister/Secretary → Minister
5	Miscellaneous matters	Section Officer→ Under Secretary→ Deputy Secretary/Director→ Joint Secretary

**Organisational Chart of the Ministry of Agro and Rural Industries**



# **Chapter 10**

**(MANUAL 9)**

## **Directory of Officers and Employees**

The directory of the officers of the Ministry of Agro and Rural Industries is as follows :

### **Ministry of Agro and Rural Industries**

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E.mail	Address
				Office	Home			
1.	Shri Mahabir Prasad	Minister (SSI&ARI)	011	23061566 23061739 23062778		23063 141		<b>Room No.168*</b>
2.	Dr. Chandrapal	Secretary (SSI&ARI)	011	23062107		23063 045		<b>Room No.169*</b>
3.	Shri N. Gokulram	Additional Secretary & Financial Adviser	011	23062756		23062 101	<a href="mailto:n.gokulram@nic.in">n.gokulram@nic.in</a>	<b>Room No.244*</b>
4.	Shri Sesh Kumar Pulipaka	Joint Secretary (ARI)	011	23061543	268850 24	23062 858	<a href="mailto:sesh.kumar@nic.in">sesh.kumar@nic.in</a>	<b>Room No.171*</b>
5.	Shri R.K. Manchanda	Economic Adviser	011	23063433		23062 858	<a href="mailto:manchanda@ub.nic.in">manchanda@ub.nic.in</a>	<b>Room No.124-C*</b>
6.	Shri S. Narayanan	Deputy Secretary	011	23062745	-	23062 886	<a href="mailto:narayanans@nic.in">narayanans@nic.in</a>	<b>Room No.275-D*</b>
7.	Shri S.K. Arora	Deputy Secretary	011	23062736	-	23062 886	<a href="mailto:sk.arora@nic.in">sk.arora@nic.in</a>	<b>Room No.124-C*</b>
8.	Shri T.S. Lally	Under Secretary	011	23062573	-	23062 886	<a href="mailto:lally@b.nic.in">lally@b.nic.in</a>	<b>Room No.436*</b>
9.	Shri S.K. Prasad	Deputy Director (PMRY)	011	23061322	261688 45	23061 322	<a href="mailto:Sk.prasad@yahoo.com">Sk.prasad@yahoo.com</a>	<b>Room No.738-B**</b>

**\*Udyog Bhavan, Rafi Marg, New Delhi-110011**

**\*\*Nirman Bhavan, Maulana Azad Road, New Delhi-110011**

## **Chapter 11**

**(MANUAL 10)**

### **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Monthly remuneration received by officers and employees of the Ministry of Agro and Rural Industries is given below:

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Monthly Remuneration (Rs.)</b>	<b>City Compensatory Allowance (Rs.)</b>	<b>The Procedure to determine the remuneration as given in the regulation</b>
1.	Dr. Chandrapal	Secretary (SSI&ARI)	Rs.26000 (Fixed)	50610	300	All India Service (Revised Pay) Rules
2.	Shri Sesh Kumar Pulipaka	Joint Secretary (ARI)	Rs.18400-500-22400	44844	300	Central Civil Services (Revised Pay) Rules
3.	Shri R.K. Manchanda	Economic Adviser	Rs.18400-500-22400	36872	300	-do-
4.	Shri S. Narayanan	Deputy Secretary	Rs.12000-375-16500	26046	300	All India Service (Revised Pay) Rules
5.	Shri S.K. Arora	Deputy Secretary	Rs.12000-375-16500	37770	300	Central Civil Services (Revised Pay) Rules
6.	Shri T.S. Lally	Under Secretary	Rs.10000-325-15200	31927	300	-do-
7.	Shri S.K. Prasad	Deputy Director (PMRY)	Rs.10000-325-15200	26110	300	-do-
8.	Shri Jagminder Singh	Assistant Director Gr.-II (PMRY)	Rs.8000-275-13500	22148	300	-do-
9.	Shri Bhola Ram	Section Officer	Rs. 6500-200-10500	19542	300	-do-
10.	Shri Naresh Kumar	Section Officer	Rs. 8000-275-13500	20180	300	-do-
11.	Shrimati Shakti Bhasin	Section Officer	Rs. 6500-200-10500	20019	300	-do-
12.	Shrimati Renu Suri	Section Officer	Rs. 6500-200-10500	18111	300	-do-

13.	Shrimati Sushma Rani Khanna	Assistant	Rs.6500-200-10500	19542	300	-do-
14.	Shri Ashok Kumar Sharma	Assistant Director Gr.-II (PMRY)	Rs. 6500-200-10500	21450	300	-do-
15.	Shrimati Hema Suryanarayan	Assistant Director Gr.-II (PMRY)	Rs.8000-275-13500	20305	300	-do-
16.	Shri Dinesh Kumar Sharma	Assistant Director Gr.-II (PMRY)	Rs.6500-200-10500	16761	300	-do-
17.	Shri Basudev Das	Assistant Director Gr.-II (PMRY)	Rs.6500-200-10500	20559	300	-do-
18.	Shri Shakil Ahmed	Assistant Director Gr.-II (PMRY)	Rs.6500-200-10500	19065	300	-do-
19.	Shrimati Harjeet Dutta	Section Officer	Rs.6500-200-10500	22404	300	-do-
20.	Shri B.D. Pant	Private Secretary	Rs.8000-275-13500		300	-do-
21.	Shri Awdhesh Kumar Mehta	Assistant	Rs.6500-200-10500	14052	300	-do-
22.	Shri Ram Babu	Assistant	Rs.5500-175-9000	18944	300	-do-
23.	Shri Vijay Kumar Sharma	Upper Division Clerk	Rs.4000-100-6000	10462	300	-do-
24.	Shrimati Ranju Sikdar	Upper Division Clerk	Rs.4000-100-6000	12365	300	-do-
25.	Shri Rajendra Kumar	Upper Division Clerk	Rs.4000-100-6000	12325	300	-do-
26.	Shri Ruhela Singh	Upper Division Clerk	Rs.4000-100-6000	12325	300	-do-
27.	Shri Devinder Singh	Upper Division Clerk	Rs.4000-100-6000	12874	300	-do-
28.	Shri Amit Kumar Mukherjee	Lower Divisional Clerk	Rs.3050-75-3950-80-4590	9940	300	-do-
29.	Shri Jinab Singh	Daftry	Rs.2650-65-3300-70-4000	9470	200	-do-
30.	Shri T. Jagannathan	Daftry	Rs.2750-70-3800-80-4400	7393	200	-do-
31.	Shri Sureshanand	Daftry	Rs.2750-70-3800-80-4400	8219	200	-do-
32.	Shri Jagan Singh	Daftry	Rs.2750-70-3800-80-4400	8219	200	-do-

33.	Shri Braham Pal	Daftry	Rs.2750-70-3800-75-4400	7973	200	-do-
34.	Shri Madan Pal Singh	Daftry	Rs.2610-60-3150-65-3540	7180	200	-do-
35.	Shrimati Meena Kumari	Peon	Rs.2550-55-2660-60-3200	8368	200	-do-

**Chapter 12**  
**(MANUAL 11)**

**Budget Allocated to Each Agency, (Particulars of All Plans, Proposed Expenditures and Reports on Disbursements Made)**

The details of budget allocation under various Plan schemes and non-Plan heads of the Ministry of Agro and Rural Industries and the expenditure are given below :

**(Rs. Crore)**

Sl. No.	Name of the Scheme	2006-07 (RE)		Expenditure (upto 31 <sup>st</sup> March, 2007)	
		Plan	Non-Plan	Plan	Non-Plan
<b>K.V.I.C.</b>					
1	Khadi Grant	138.30	0.01	138.30	
2	Admn. Expenses	---	55.44	--	55.44
3	V.I. Grant	52.00	0.00	52.00	
4	Khadi Grant (S&T)	1.50	0.00	1.50	
5	V.I. Grant (S&T)	4.00	1.00	0.90	
6	Interest Subsidy (Khadi)	19.00	22.00	19.00	22.00
7	Interest Subsidy V.I.	5.00	5.36	5.00	5.36
8	REGP	372.63	0.00	372.63	0.00
9	Loans Khadi	0.49	0.0	0.49	0.0
10	Loans V.I.	0.01	0.00	0.00	0.00
11	HBA	0.00	1.01	0.00	0.00
<b>Total (KVIC):</b>		<b>592.93</b>	<b>84.82</b>	<b>589.82</b>	<b>82.80</b>
<b>Coir Board</b>					
1	Coir Board Grants	17.40	2.51	17.40	2.51
2	Grants S&T	5.50	---	5.50	---
3	Co-op. of Coir Industry (States)	0.10	---	0.00	---
4	Loan to Coir Board		0.30		0.30
<b>Total:</b>		<b>23.00</b>	<b>2.81</b>	<b>22.90</b>	<b>2.81</b>
	<b>Scheme of Fund for Regeneration of Traditional Industries (SFURTI)</b>	<b>25.97</b>		<b>25.53</b>	
<b>PMRY</b>					
1	Capital Subsidy	228.82		228.82	
2	Office Expenses	0.08		0.08	
3	O.A.E.	0.16		0.14	
4	Grants-in-aid	23.51		19.48	
5	Adv. & Publicity	0.03		0.00	
<b>Total</b>		<b>252.60</b>		<b>248.52</b>	
<b>Grand Total</b>		<b>894.50</b>	<b>87.63</b>	<b>886.77</b>	<b>85.61</b>

## **Chapter 13**

**(MANUAL 12)**

### **Manner of Execution of Subsidy Programmes, Including the Amounts Allocated and the Details of Beneficiaries of Such Programmes;**

The Ministry of Agro and Rural Industries (ARI) implements two nation-wide credit-linked subsidy schemes, namely, Rural Employment Generation Programme (REGP) and Pradhan Mantri Rozgar Yojana (PMRY). Both these programmes are for employment generation in the rural non-farm sector. The details of these two programmes are detailed below. The current budget allocations for these programmes are given in Chapter 12 while the note in Chapter 14 explains the situation regarding the details of the beneficiaries.

#### **1. Rural Employment Generation Programme (REGP)**

The Government of India started the Rural Employment Generation Programme (REGP) through the Khadi and Village Industries Commission (KVIC) w.e.f. 01.04.1995 to provide employment to the people in rural areas of the country. REGP is applicable to all viable village industry projects except those in the negative list of the KVIC. Under this Programme, the beneficiary is eligible to establish a project up to Rs.25.00 lakh and the eligible beneficiaries are (1) individuals/rural artisans (2) institutions, co-operative societies, trusts and Self Help Groups.

#### **Salient Features**

Under the REGP, capital subsidy up to 25% of the project cost in the form of margin money is provided to the entrepreneurs for setting up units upto a project cost of Rs. 10 lakh. For project costs above Rs.10 lakh and up to Rs.25 lakh, the rate of margin money is 25% of Rs.10 lakh plus 10% of the balance cost of the project. For weaker sections, viz., SC/ST/OBC/physically-handicapped/women/ex-servicemen/minorties/hilly areas/North-Eastern region, Andaman & Nicobar Islands and Lakshadweep, margin money is given at the rate of 30% of the project cost up to Rs.10 lakh and 10% for the balance amount up to Rs.25 lakh.

#### **Eligibility**

- (i) New units being established in rural areas are eligible.
- (ii) REGP is applicable to all viable village industries projects (except village industries given in the negative list of KVIC), which are producing goods or rendering services with or without the use of power, and in which the fixed capital investment per head of a full time artisan/worker does not exceed Rs.1.00 lakh for plain areas and Rs.1.50 lakh for hilly areas.
- (iii) Per capita investment should not exceed Rs.1.00 lakh for plain areas and Rs.1.50 lakh for hilly areas, per artisan or worker i.e. capital expenditure and building/work shed, machinery and furniture divided by full time employment created by the project should be Rs.1.00 lakh for plain areas and Rs.1.50 lakh for hilly areas or less.

- (iv) Applicant should be above 18 years.
- (v) Maximum project cost will be Rs.25 lakh.
- (vi) Individual entrepreneurs, institutions, co-operative societies, trusts and Self Help Groups (Partnership firms, private limited companies, joint borrowers, Joint ventures, co-obligators, HUF do not come under the ambit of the scheme).

## 2. Pradhan Mantri Rozgar Yojana (PMRY)

### Objectives

To create sustainable self-employment opportunities among educated unemployed youths in the country, covering both rural and urban areas, the Pradhan Mantri Rozgar Yojana was launched on 2 October 1993. The scheme is continuing since then with a plan target of 2.20 lakh beneficiaries per annum. The plan target for 2006-07 has been enhanced to 2.55 lakh self employment units generating 3.825 lakh employment opportunities. The scheme is implemented through the State Directorate of Industries and commercial banks. Apart from educated unemployed youth, the scheme is also available to self-help groups.

### Salient Features

- (i) **Activities covered:** All economically viable activities including agriculture based activities but excluding direct agricultural operations like raising of crops, purchase of manure, etc.
- (ii) **Project Cost:** Rs.1.00 lakh for business sector, Rs.2.00 lakh for manufacturing and other activities, loan to be of composite nature. If two or more eligible persons join together in a partnership, project upto Rs.10.00 lakh would be eligible for funding, assistance shall be limited to individual admissibility.
- (iii) **Subsidy & Margin Money:** (a) Subsidy will be limited to 15 per cent of the project cost subject to a ceiling of Rs. 7,500/- per entrepreneur. Banks will be allowed to take margin money of 5% to 16.25% of the project cost from the entrepreneur, so as to make the total of the subsidy and the margin money equal to 20% of the project cost.

**For North-Eastern States, Jammu & Kashmir, Uttarakhand and Himachal Pradesh:** subsidy @15% of the project cost subject to a ceiling of Rs.15,000/- per entrepreneur. Margin money contribution from the entrepreneur may vary from 5% to 12.5% of the project cost so as to make the total of the subsidy and the margin money equal to 20% of the project cost.

- (iv) **Collateral:** No collateral contribution for projects upto Rs.1.00 lakh. Exemption from collateral in case of partnership project will also be limited to Rs.1.00 lakh per person participating in the project.
- (v) **Rate of Interest & Repayment Schedule:** Normal rate of interest shall be charged and repayment schedule may range between 3 and 7 years after an initial moratorium as may be prescribed.

- (vi) **Reservation:** Preference should be given to weaker sections, including women. The scheme envisages 22.5% reservation for SC/ST and 27% for Other Backward Classes (OBCs). In case SC/ST/OBC candidates are not available, States/UTs Govt. will be competent to consider other categories of candidates under PMRY.
- (vii) **Training:** Each entrepreneur whose loan is sanctioned is provided training as per details given below:
- (i) For industry sector:  
Duration: 15-20 working days.  
Stipend: Rs.300/-  
Trainer's expenditure: Rs.700/-
  - (ii) For service & business sector:  
Duration: 7-10 working days.  
Stipend: Rs.150/-  
Trainer's expenditure: Rs.350/-

## Eligibility

(a) For individuals

### (i) Age

- (i) 18-35 years for all educated unemployed in the country, except in the North-Eastern Region.
- (ii) 18 to 40 years for all educated unemployed in North-Eastern Region.
- (iii) 18 to 45 years for Scheduled Castes/Scheduled Tribes, Ex-Serviceman, Physically Challenged persons and Women.

**(ii) Educational Qualification:** VIII passed. Preference will be given to those who have been trained for any trade at any Government recognised/approved institutions for at least six months.

**(iii) Family Income:** The income of the beneficiary along with that of the spouse and parents should not exceed Rs.40,000/- p.a.

**(iv) Residence:** Should be a permanent resident of the area for at least 3 years. For married women in the rest of the country and married men in Meghalaya, the same criterion is applied to spouse or in laws.

**(v) Defaulter:** Should not be a defaulter of any nationalized bank/financial institution/cooperative bank. Further, a person already assisted under other subsidy Linked Government schemes would not be eligible.

### (b) For Self-Help Groups (SHGs)

- A Self Help Group may consist of 5-20 educated unemployed youth.
- No upper limit on project cost.

- Loan may be provided as per individual eligibility taking into account requirement of the project.
- SHG may undertake common economic activity for which loan is sanctioned without resorting to onward lending to its members.
- Subsidy may be provided to the SHGs as per the eligibility of individual members taking into account relaxation provided in North-Eastern States, Uttarakhand, Himachal Pradesh and Jammu & Kashmir.
- Required margin money contribution (i.e., subsidy and margin money to be equal to 20 per cent of the project cost) should be brought in by the SHG collectively.
- The exemption limit for collateral security will be Rs.5 lakh per account for projects under industry sector. Exemption from collateral will be limited to an amount of Rs. 1 lakh per member of SHG for projects under service & business sectors. Banks may consider enhancement in limit of exemption of collateral in deserving cases.
- Implementing agencies may decide necessity of pre-disbursement training for all the members/majority of the members of the group.

## **Chapter 14**

**(MANUAL 13)**

### **Particulars of Recipients of Concessions, Permits or Authorisations Granted**

The Ministry of Agro and Rural Industries does not directly provide any concessions, permits or authorisations in any of its activities or implementation of any Plan schemes. However, the particulars of individual recipients of subsidy under the Pradhan Mantri Rozgar Yojana, a scheme implemented under the overall supervision of this Ministry, are maintained by the respective implementing Banks and the District Industry Centres of the State/Union Territory concerned. Similarly, the two organisations of this Ministry, viz., Khadi and Village Industries Commission and the Coir Board also implement several schemes under which individual beneficiaries are granted permissible subsidy. These details are also maintained by the respective organisations.

## **Chapter 15**

**(MANUAL 14)**

### **Norms for the Discharge of Functions**

The Ministry of Agro and Rural Industries discharge its functions as per the Government of India (Allocation of Business) Rules, 1961 on matters relating to promotion and development of agro and rural industries. The Ministry acts as a facilitator through policy advocacy on behalf of the stakeholders with various Central Ministries/Departments, State Governments and other organisations for promotion and development of khadi, village and coir industries, with a view to creating more employment opportunities in the rural non-farm sector, based on optimal use of local raw materials and skills as well as interventions for improving the supply chain, enhancing skills, upgrading technology, expanding markets and capacity building of the entrepreneurs/artisans and their groups/collectives. The Ministry formulates the policies and programmes in consultation with the stakeholders, including khadi institutions and coir and village industry associations.

The norms of disposal of daily business by the individual employees are as laid down in the Central Secretariat Manual of Office Procedure and efforts are made by all concerned to adhere to these norms.

## **Chapter 16**

**(MANUAL 15)**

### ***Information Available in Electronic Form***

The Annual Report of the Ministry of Agro and Rural Industries, detailed guidelines of the Plan schemes being implemented by the Ministry and role and functions of different organisations under the Ministry are currently available in electronic form on the Ministry's Website [www.ari.nic.in](http://www.ari.nic.in).

## **Chapter 17**

**(MANUAL No. 16 )**

### **Particulars of Facilities Available to Citizens for Obtaining Information**

17.1 The information on functioning of the Ministry of Agro and Rural Industries, details of the guidelines of the Plan schemes, notifications, circulars, etc., are available on the website of the Ministry [www.ari.nic.in](http://www.ari.nic.in) for public use.

17.2 For obtaining information relating to the Ministry of Agro and Rural Industries, one may contact the Information and Facilitation Centre of the Ministry. In case of any grievance, the Grievance Officer in the Ministry can also be contacted. The address, phone number and fax number of the Information and Facilitation Centre and the Grievance Cell are as follows:

1. Information and Facilitation Centre,  
Gate No. 4, Ground Floor,  
Nirman Bhavan,  
Maulana Azad Road,  
New Delhi – 110 011  
**Tel. No. 23069219**
  
2. Grievance Cell,  
Deputy Secretary,  
Ministry of Agro and Rural Industries,  
Room No. 275-D,  
Udyog Bhavan,  
New Delhi – 110 011.  
**Tel. - 23062745**  
**Fax – 23062886**

## **Chapter 18**

*(MANUAL 17)*

### **Other Useful Information**

There is no other useful information for the time being. The information considered useful for dissemination shall be collated, tabulated, compiled, collected and provided in the handbook from time to time.