

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization ➤ Micro, Small and Medium Enterprises, Development Institute, Ministry of MSME, Narsapur Cross Roads, Balanagar, Hyderabad - 37	Not Applicable
		(ii) Head of the organization ➤ D.Chandra Sekhar, Additional Industrial Advisor	Not Applicable
		(iii) Vision, Mission and Key objectives ➤ As per Annexure -I	Not Applicable
		(iv) Function and duties A) Advising the Government in policy formulation for the promotion and development of MSMEs.	Not Applicable

		<p>B) Providing techno-economic and managerial consultancy, common facilities and extension services to MSMEs.</p> <p>C) Providing facilities for technology upgradation, modernisation, quality improvement and infrastructure.</p> <p>D) Developing Human Resources through training and skill upgradation.</p> <p>E) Providing economic information services.</p> <p>F) Maintaining a close liaison with the Central Ministries,</p> <p>G) Niti Ayog, State Governments, Financial Institutions and other Organisations concerned with development of MSMEs.</p> <p>H) Evolving and coordinating Policies and Programmes for development of MSMEs as ancillaries to large industries.</p>	
		<p>(v) Organization Chart</p> <p>As per Annexure -II</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Not Applicable
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.</p> <p>➤ As per DC(MSME), New Delhi instructors received from them to time.</p>	Not Applicable
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>➤ All the administrative and financial powers of the office are vested with the Additional Industrial Advisor/Director, MSME-DI, Hyderabad</p>	Not Applicable

		<p>(ii) Power and duties of other employees</p> <ul style="list-style-type: none"> ➤ As per the instructions of the Additional Industrial Advisor/Director, the duties are discharged by the officers & employees of the office. 	Not Applicable
		<p>(iii) Rules/ orders under which powers and duty are derived and</p> <ul style="list-style-type: none"> ➤ The powers and duties of this are derived from the MSMED Act, 2006. 	Not Applicable
		<p>(iv) Exercised</p> <ul style="list-style-type: none"> ➤ As per the instructions of the Additional Industrial Advisor/Director and the O/o DCMSME, New Delhi (headquarter). 	Not Applicable
		<p>(v) Work allocation</p> <ul style="list-style-type: none"> ➤ Work is allotted by the headquarter and the same are further distributed by the Additional Industrial Advisor/Director among all the officers and staffs. 	Not Applicable
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making points</p> <ul style="list-style-type: none"> ➤ By the Additional Industrial Advisor/Director under the guidance of the headquarter office. 	Not Applicable
		<p>(ii) Final decision making authority</p> <ul style="list-style-type: none"> ➤ Additional Industrial Advisor/Director, MSME and O/o DC(MSME), New Delhi as per the nature of work. 	Not Applicable
		<p>(iii) Related provisions, acts, rules etc.</p> <ul style="list-style-type: none"> ➤ MSMED Act, 2006. 	Not Applicable
		<p>(iv) Time limit for taking a decisions, if any.</p> <ul style="list-style-type: none"> ➤ At the earliest and as per the scheduled time fixed by the headquarter office. 	Not Applicable
		<p>(v) Channel of supervision and accountability</p> <ul style="list-style-type: none"> ➤ As per the organizational chart of this office. 	Not Applicable

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered ➤ To provide technical knowhow to existing and prospective entrepreneur, to organise training programmes, common facilities services and to render other kind of entrepreneurial support services.	Not Applicable
		(ii) Norms/ standards for functions/ service delivery ➤ As per MSMED Act, 2006	Not Applicable
		(iii) Process by which these services can be accessed a) through internet(http://msmehyd.ap.nic.in) b) through physical visit to office.	Not Applicable
		(iv) Time-limit for achieving the targets ➤ As per the nature of the work and scheduled time fixed by the Additional Industrial Advisor/Director and the Headquarter office	Not Applicable
		(v) Process of redress of grievances a) State Champions Control Room b)online (through Internet Grievance Monitoring System(IGMS)) c)offline (through physical visit to the office)	Not Applicable
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. ➤ Record/manual/instructions are maintained as per the instructions of O/o DCMSME.	Not Applicable
		(ii) List of Rules, regulations, instructions manuals and records. ➤ Can be accessed through the web link https://msme.gov.in/Act-and-rules/rules-0	Not Applicable
		(iii) Acts/ Rules manuals etc. ➤ MSMED Act, 2006.	Not Applicable
		(iv) Transfer policy and transfer orders ➤ Being maintained by Headquarter office.	Not Applicable

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents ➤ List of Office Orders, Circulars, Notifications, letters, Registers, resolutions, proceedings of the meetings, memorandums and other relevant documents etc. (Example: Register of Files, Register of Registers, Employee Attendance Register, Accounts related registers, RTI registers).	Not Applicable
		(ii) Custodian of documents/categories ➤ Additional Industrial Advisor/Director and Drawing and Disbursing Officer	Not Applicable
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. ➤ State Level Advisory Board(SLAB) – yet to be constituted	Not Applicable
		(ii) Composition	Not Applicable
		(iii) Dates from which constituted	Not Applicable
		(iv) Term/ Tenure ➤ 2 years	Not Applicable
		(v) Powers and functions	Not Applicable
		(vi) Whether their meetings are open to the public?	Not Applicable
		(vii) Whether the minutes of the meetings are open to the public?	Not Applicable
		(viii) Place where the minutes if open to the public are available?	Not Applicable
1.8	Directory of officers and	(i) Name and designation ➤ As per list enclosed. Annexure - III	Not Applicable

	employees [Section 4(1) (b) (ix)]	(ii) Telephone , fax and email ID Tel: 040-23078131/132/133 Telefax: 040-23078857 Email: dcdi-hyd@dcmsme.gov.in	Not Applicable
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration. ➤ As per Annxure IV	Not Applicable
		(ii) System of compensation as provided in its regulations ➤ CGA scale	Not Applicable
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority ➤ Shri K.C.Choudhury, Asst.Director (CPIO) ➤ K.Siva Rama Prasad, Asst.Director (APIO) ➤ Additional Industrial Advisor/Director, MSME-DI, Hyderabad (Final Appellate Authority)	Not Applicable
		(ii) Address, telephone numbers and email ID of each designated official. ➤ MSME-DI, Narsapur Cross Road, Hyderabad, 040-23078131/132/133 Telefax: 040-23078857 Email :dcdi-hyd@dcmsme.gov.in	Not Applicable
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings ➤ NIL.	Not Applicable
		(ii) Finalised for Minor penalty or major penalty proceedings ➤ NIL.	Not Applicable
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes ➤ NIL.	Not Applicable
		(ii) Efforts to encourage public authority to participate in these programmes ➤ NIL.	Not Applicable

		(iii) Training of CPIO/APIO No	Not Applicable
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned Available online at office website and available at office.	Not Applicable
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	➤ By headquarter office.	Not Applicable

2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority As per the Annexure V	Partially met
		(ii) Budget for each agency and plan & programmes Not Applicable	Partially met
		(iii) Proposed expenditures As per Annexure V	Not Applicable
		(iv) Revised budget for each agency, if any As per Annexure V	Fully met
		(v) Report on disbursements made and place where the related reports are available ➤ All reports on disbursement are available at office.	Not Applicable
2.2	Foreign and	(i) Budget Not applicable	Fully met

	domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	<p>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit N/A</p>	Not Applicable
		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. ➤ NIL.</p>	Not Applicable
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	<p>(i) Name of the programme of activity To avail any benefit under domestic exhibition, the applicant need to apply on line in mymsme portal which shall be screened by local committee comprising official of DIC, industry association representative and Director MSMEDI and if found suitable shall be sent online for further screening at Hqtrs level with a committee. Once the beneficiary participates in exhibition he/ she has to apply online with relevant invoice and documents in proof of participation which shall be forwarded to Hqtrs for sanction . The amount shall be remitted to the beneficiary online with PFMS system</p>	Not Applicable
		<p>(ii) Objective of the programme As per PMS Scheme guidelines</p>	Not Applicable
		<p>(iii) Procedure to avail benefits As per PMS Scheme guidelines</p>	Not Applicable

		(iv) Duration of the programme/ scheme As per PMS Scheme guidelines	Not Applicable
		(v) Physical and financial targets of the programme Not yet given by O/o DC(MSME), New Delhi due to Covid-19 pandemic.	Not Applicable
		(vi) Nature/ scale of subsidy /amount allotted As per PMS Scheme guidelines	Not Applicable
		(vii) Eligibility criteria for grant of subsidy As per PMS Scheme guidelines	Not Applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc) Not applicable	Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions ➤ NIL	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities ➤ NIL	Not Applicable
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority ➤ Not applicable.	Not Applicable
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations ➤ Not applicable.	Not Applicable

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament. ➤ Not applicable, However CAG audit are being done by the A.G office after closure of financial year and para raised by them. The reply has given on the basis of work done by this office.	Not Applicable
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3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens ➤ Can be accessed through www.dcmsme.gov.in	Not Applicable
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation On case to case basis b) Day & time allotted for visitors All working days and working hours c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants ➤ By CPIO, Shri K.C.Choudhury, Asst.Director as per the scheduled time of RTI.	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any ➤ Not Applicable	Not Applicable

		(ii) Detailed project reports (DPRs) ➤ Not Applicable	Not Applicable
		(iii) Concession agreements. ➤ Not Applicable	Not Applicable
		(iv) Operation and maintenance manuals ➤ Not Applicable	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP. ➤ Not Applicable	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government. ➤ Not Applicable	Not Applicable
		(vii) Information relating to outputs and outcomes ➤ Not Applicable	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.) ➤ Not Applicable	Not Applicable
		(ix) All payment made under the PPP project ➤ Not Applicable	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year ➤ Available at Headquarter office	Not Applicable
		(ii) Outline the Public consultation process ➤ Available at Headquarter office	Not Applicable
		(iii) Outline the arrangement for consultation before formulation of policy ➤ Available at Headquarter office	Not Applicable

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website) ➤ Available at www.dcsmse.gov.in ➤ https://www.msme.gov.in	Not Applicable
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format ➤ Available at www.dcsmse.gov.in	Not Applicable
		(ii) Printed format ➤ Maintained by this office.	Not Applicable
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost ➤ Yes.	Not Applicable
		(ii) At a reasonable cost of the medium ➤ Reasonable price if it is demanded in hard copy.	Not Applicable

4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English ➤ Yes.	Not Applicable
		(ii) Vernacular/ Local Language ➤ Not available.	Not Applicable

4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation ➤ Being updated by O/o DC(MSME), New Delhi on regular basis	Not Applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form ➤ Schemes, Annual Report, District Profile, Contacts details etc. As per Annexure VI	Not Applicable
		(ii) Name/ title of the document/record/ other information ➤ Available	Not Applicable
		(iii) Location where available ➤ dcmsme.gov.in	Not Applicable
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty ➤ Information counter/facilitation center at MSME-Hyderabad at the entrance.	Not Applicable
		(ii) Details of information made available ➤ Information on activities of office are available at www.dcmsme.gov.in and https://msmehyd.ap.nic.in in the office	Not Applicable
		(iii) Working hours of the facility ➤ 9.15 A.M to 5.45 P.M.	Not Applicable
		(iv) Contact person & contact details (Phone, fax email) ➤ State Champions Control Room, MSME -DI, Hyderabad Ph : 040-23078131/32/33 Telefax: 040-23078857 ➤ Email ID : dc-di-hyd@dcmsme.gov.in	Not Applicable
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism ➤ State Champions Control Room -MSME-DI, Hyderabad.	Not Applicable
		(ii) Details of applications received under RTI and information provided ➤ As per Annexure VII	Not Applicable

		(iii) List of completed schemes/ projects/ Programmes As per Annexure VI	Not Applicable
		(iv) List of schemes/ projects/ programme underway As per Annexure VI	Not Applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract AMC not yet finalized	Not Applicable
		(vi) Annual Report As per Annexure VI	Not Applicable
		(vii) Frequently Asked Question (FAQs) Available in website	Not Applicable
		(viii) Any other information such as	Not Applicable
		a) Citizen's Charter ➤ Available on the information facilitation counter.	
		b) Result Framework Document (RFD) ➤ Not available.	Not Applicable
		c) Six monthly reports on the ➤ Not available.	Not Applicable
		d) Performance against the benchmarks set in the Citizen's Charter ➤ Achieved 100%	Not Applicable
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed Complied. As per annexure VII	Not Applicable
		(ii) Details of appeals received and orders issued Disposed off. As per Annexure VII	Not Applicable

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given <ul style="list-style-type: none"> ➤ All the replies have been given. 	Not Applicable
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5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs <ul style="list-style-type: none"> ➤ D.Chandra Sekhar, Addl. Industrial Advisor – FAA ➤ Sri. K.C.Choudhury, Asst.Director – CPIO ➤ Sri. K.Siva Rama Prasad, Asst Director – APIO 	Not Applicable
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out <ul style="list-style-type: none"> ➤ Not Applicable. 	Not Applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD N/A	Not Applicable
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers <ul style="list-style-type: none"> ➤ N/A. 	Not Applicable

		<p>(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers ➤ N/A.</p>	Not Applicable
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6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	➤ Efforts are being made to put all the records on the site so that RTI information may be minimised.	Not Applicable
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity. ➤ Yes & validity is 1 year.</p> <p>(ii) Does the website show the certificate on the Website? ➤ Complied.</p>	Not Applicable

Ministry of Micro, Small and Medium Enterprises

Vision, Mission and Function of Ministry of MSME

Vision:

SUSTAINABLE DEVELOPMENT OF GLOBALLY COMPETITIVE MICRO, SMALL AND MEDIUM ENTERPRISES AS AN ENGINE OF GROWTH FOR THE INDIA ECONOMY.

Mission:

PROMOTE GROWTH AND DEVELOPMENT OF MICRO, SMALL AND MEDIUM ENTERPRISES, INCLUDING KHADI, VILLAGE AND COIR INDUSTRIES SO AS TO CREATE NEW ENTERPRISES AND MORE EMPLOYMENT OPPORTUNITIES. THE LONG TERM GOAL OF THE MINISTRY IS TO ENHANCE MANUFACTURING BASE IN THE COUNTRY BY IMPROVING PERFORMANCE OF MSMES THROUGH SKILL AND ENTREPRENEURSHIP DEVELOPMENT.

Functions:

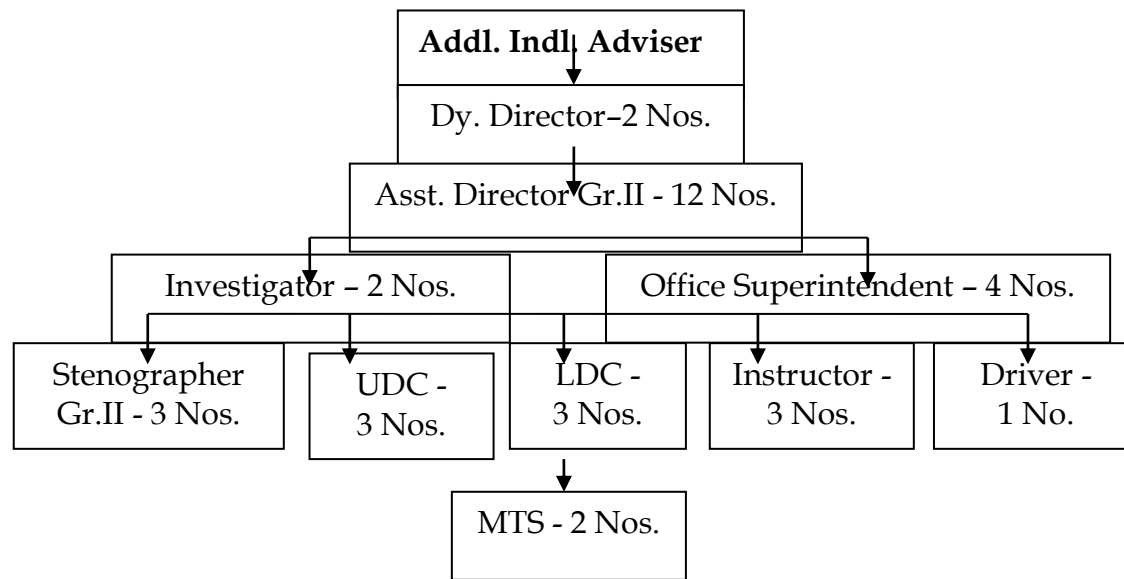
- Facilitation and credit flow to MSMEs
- Improving competitiveness of MSMEs
- Improve manufacturing base through upgradation of technology
- Promotion of MSMEs through cluster bases approach
- Marketing support to MSMEs
- Skill development and entrepreneurship development training
- Creation of new Micro Enterprises through Prime Minister's Employment Generation Program (PMEGP)
- Growth and development of Khadi and Village Industries (KVI) sector

- Growth and development of Coir Industry

Annexure - II

Organization Chart
MSME- DEVELOPMENT INSTITUTE, HYDERABAD

Addl. Incl. Adviser							
Director							
Deputy Director							
Assistant Director Gr.I							
Assistant Director Gr.II (Admn)(Non-Tech)				Assistant Director Gr.II (Technical)			
Office Superintendent				Investigator			
Steno- grapher Gr.II	UDC	LDC	MTS	Instructo r	Skilled Worker Gr.II	Jr. Lab Asst.	Driver (Spl. Gr.)



एम.एस.एम.ई. - विकास संस्थान, हैदराबाद में काम करनेवाले अधिकारियों और स्टाफ के सदस्यों की सूची

LIST OF OFFICERS AND STAFF WORKING IN MSME - DEVELOPMENT INSTITUTE,
BALANAGAR, HYDERABAD

समूह 'क' - राजपत्रित / GROUP 'A' GAZETTED

अतिरिक्त औद्योगिक सलाहकार / ADDITIONAL INDUSTRIAL ADVISER

1. श्री डी. चन्द्र शेखर / Shri D. Chandra Sekhar

निदेशक / DIRECTOR

उप-निदेशक / DEPUTY DIRECTORS

2. श्री सी. एस. एस. राव / Shri C.S.S. Rao

3. श्री एस. विजय कुमार / Shri S. Vijaya Kumar

सहायक निदेशक (ग्रेड - I) / ASST. DIRECTOR (Gr.I)

समूह 'ख' - राजपत्रित / GROUP 'B' GAZETTED

सहायक निदेशक (ग्रेड - II) / ASST. DIRECTORS (Gr.II)

4. श्री के.सी. छौधरी / Shri K.C. Choudhury

5. श्री एम्.वि. सुधीर कुमार / Shri M.V. Sudhir Kumar

6. श्री के.वि. राव / Shri K.V. Rao

7. श्री डी. किरण कुमार / Shri Done Kiran Kumar

8. श्री के. शिवा रामा प्रसाद / Shri K. Siva Rama Prasad

9. श्री एम°जी° भुरले / Shri M.G. Bhurle (on OD at MSME-TS)

10. श्री बी. श्रीधर / Shri B. Sreedhar

11. श्री एम. रविकांत / Shri M. Ravikanth

12. श्रीमति सुमति एन. / Smt. Sumathi N.

13. श्री गुलशन दीवान सिंह बिस्त / Shri Gulshan Diwan Singh Bist

14. श्री संजीव कुमार सैनी / Shri Sanjeev Kumar Saini

15. श्री राजेश कुमार यादव / Shri Rajesh Kumar Yadav
समूह 'ख' - अराजपत्रित / GROUP 'B' NON-GAZETTED
अन्वेषक / INVESTIGATOR

16. श्री एस.वि. दसरथ / Shri S.V. Dasarath

17. श्री एम. नवीन कुमार / Shri M. Naveen Kumar

कार्यालय अधीक्षक / OFFICE SUPERINTENDENT

18. श्रीमति पी.एस. सरोजिनी / Smt. P.S. Sarojini

19. श्री जी. नान्चारय्या / Shri G. Nancharaiah

20. श्रीमति बी. विजया लक्ष्मी / Smt. B. Vijaya Lakshmi

21. श्रीमति जे. विजया दुर्गेस्वारी / Smt. J. Vijaya Durgeswari

आशुलिपिक (ग्रेड - १) / STENOGRAPHER (Gr.I)

आशुलिपिक (ग्रेड - २) / STENOGRAPHER (Gr.II)

22. श्रीमति के. पद्मा विजया लक्ष्मी / Smt. K. Padma Vijaya Lakshmi

23. श्रीमति वी. श्रीदेवी / Smt. V. Sridevi

24. श्री ए. हरिबाबू / Shri A. Haribabu

उच्च श्रेणी लिपिक / UPPER DIVISION CLERK

25. श्रीमति बी. उमा देवी / Smt. B. Uma Devi

26. श्री सी. नगराजय्या / Shri C. Nagarajaiah

27. श्रीमति डी. दीपा / Smt. D. Deepa

अवर श्रेणी लिपिक / LOWER DIVISION CLERK

28. श्रीमति एम. ग्लोरी / Smt. M. Glory

29. श्री ए. महेश्वर राज / Shri A. Maheshwar Raj

30. श्री शिवम् अग्रहरि / Shri Shivam Agrahari

ड्राइवर ग्रेड - I / DRIVER Gr. I

31. श्री के. यादय्या / Shri K. Yadaiah

शिक्षक / INSTRUCTOR

32. श्री पि. राम राजू / Shri P. Rama Raju

33. श्री ए. ब्रह्मय्या गुप्ता / Shri A. Brahmayya Gupta
 34. श्री वि. गोपाल / Shri V. Gopal

कनिष्ठ प्रयोगशाला सहायक / JUNIOR LAB ASSISTANT

35. श्रीमति एम. छाया देवी / Smt. M. Chaya Devi

मल्टी टास्किंग स्टाफ / MULTI-TASKING STAFF

36. श्रीमति बिस्मिल्ला बेगम / Smt. Bismillah Begum
 37. श्रीमति एम. शिवा कुमारि / Smt. M. Shiva Kumari

Annexure IV

STATEMENT SHOWING LIST OF EMPLOYEES AND THEIR GROSS SALARY AS ON 31.08.2020

S.No	Name & Designation of the Employee	Gross Salary
1.	D. Chandra Sekhar, AIA	203709
2.	C.S.S.Rao, DD	136379
3.	S. Vijay Kumar, DD	133068
4.	K.C.Choudhury, AD	136875
5.	M.V. Sudhir Kumar, AD	129402
6.	K. Venkat Rao, AD	129402
7.	D. Kiran Kumar, AD	121506
8.	K. Siva Rama Prasad, AD	105873
9.	B. Sreedhar, AD	102912
10.	M.G. Bhurle, AD	89376
11.	M. Ravi Kanth, AD	79788
12.	N. Sumathi, AD	77532

13.	G.D. Bist, AD	75417
14.	Rajesh K. Yadav, AD	73302
15.	S.S. Saini, AD	73302
16.	S.V. Dashrath, Inv	108975
17.	M. Naveen Kumar, Inv	86838
18.	P.S. Sarojini, OS	86838
19.	G. Nancharaiah, OS	75417
20.	A. Vijaya Lakshmi, OS	71328
21.	J. Vijaya Durgeswari, OS	73302
22.	K. Padma Vijaya Lakshmi, Steno	89376
23.	B. Haribabu, Steno	75417
24.	V. Sridevi, Steno	105726
25.	B.Uma Devi, UDC	64560
26.	C. Nagarajaiah, UDC	55272
27.	D. Deepa, UDC	32904
28.	M.Glory, LDC	57087
29.	A. Maheshwar Raj, LDC	52152
30.	Shivam Agrahari, LDC	31667
31.	P. Rama Raju, Instructor	79788
32.	M. Chaya Devi, Lab Asst.	71328
33.	A.B. Gupta, Instructor	71328
34.	V. Gopal, Instructor	67521
35.	K. Yadaiah, Driver	67521
36.	M.S. Kumari, MTS	48063
37.	Bismillah Begum, MTS	32384
TOTAL		3172635

Annexure V

Fund Status for the Financial Year 2020-21

Sl No.	Head	Funds allotted	Expenditure	Balance	Funds Required
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1.	Salaries	4,31,11,000	2,66,25,896	1,64,85,104	50,00,000
2.	Medical	9,10,000	1,04,077	8,05,923	5,00,000
3.	Office Expenses	31,13,000	15,72,994	15,40,006	11,00,000
4.	Domestic Travel	27,89,000	2,85,056	25,03,944	-

Year	Target	Cumulative No. of VDPs conducted	No. of units 24articipate (cumulative)
NVDP	2	2	105
SVDP	14	14	1118

Annexure VI

MONTHLY PROGRESS REPORT

MSME-DI: HYDERABAD

MONTH: February 2020

1. Vendor Development Programmes:

2. Special Programmes organized

S No	Name of programmes	Annual Target	No. of programmes conducted upto the month	No. of participants during the month (give breakup of SC/ST/W/PH/OBC/Min)
1	ZED Awareness Programmes	4	4	249
2	Awareness programme on IPR	4	4	347
3	CLCSS : One day programme	3	3	283
4	One Day Awareness Programme on GST & EDC for GMs of DICs	2	2	161

3. Progress under NMCP schemes

S. No	Name of the Scheme	Target	Cumulative Achievement	Remarks
1	Business Incubator:	2	2	118
2	IPR Awareness programmes	5	5	347
3	ZED Awareness Programmes	4	4	249

4. E&T Programmes :

S.No	Programme	Target	No. of programmes (Achievement during the month)	No. of programmes (Cumulative achievement)	No. of persons trained during the month	Cumulative no. of persons trained
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1.	IMC	24	5	13	410	1144
2.	ESDP	3	1	2	25	52
3.	EAP	3	-	2	35	70
4.	MDP	1	-	-	-	-

Chemical Demonstrations: 9 demonstrations and Rs 9000/- revenue collected

5. No. of entrepreneurs assisted

Cumulative during the year:

a. at MSMEDI	: 4297
b. at unit	: 723

6. Entrepreneurship Development Cell :

S No	Description	Total
1	Business Ideas Queries/Consultations	1102
2	UAM Registration	377
3	MSME Data Bank registration	230
4	Credit Scheme awareness/ Loan Mela	456
5	To be inducted in Training (EDP/ESDP/Chemical Products)	326
Total		2491

GST FACILITATION

S No	Description	Total
1	GST Registration	70
2	GST Return Filing	300
3	DPR Preparation	72
4	Import- Export Code	5
5	e-way Bill	1

8. Cluster Development Programme details

19 PPRs for clusters in Andhra Pradesh and Telangana prepared and sent to Hqrs.

Annexure -VII

RTI applications processed during 2019-20

Sl No.	Description	1 st Qtr	2 nd Qtr	3 rd qtr	4 th Qtr
1.	Opening Balance	2	5	8	0
2.	No. of applications received from other Pas u/s 6(3)	6	0	0	0
3.	Received during the Qtr (including cases transferred to other PAs)	12	3	4	5
4.	No. of cases transferred to other PAs u/s 6(3)	3	0	0	0
5.	Decisions where requests /appeals rejected	0	0	0	0
6.	Decisions where requests/appeals replied	13	3	12	5
7.	Registration fee collected (Rs)	50/-	30/-	40/-	50/-

RTI applications during 20-21

No. of cases received = 5

No. of cases disposed = 4

No. of cases in process = 1

PAO DEL HI		sanctions issued - EC wise														
MSMEDI, HYDERABAD P&MS REPORT																
S.No	EC Wise event approved	Date of EC	Name of fair/event/Programme/date	VENUE	sanction order	Sanction Dated	Amount of sanction	Head	Scheme Component	Name of partner orgn	Expenditure incurred	S C	S T	Women	General	Total Participants
1	Revalidation		Aajeevika Trade fair	Hyderabad	5(3)/2019-20/MS/MSME-DI	18/06/2019	30000	Subsidy	PMS(Firstwhile MATU		30000	0	0	1	0	1
2	Second	25.06.2019	13 SVDP (Nov-sep month)	Hyderabad	5(1)/2019-20/MS/Meting Notice	10.07.19										
2			SVDP-25-07-2019	Visakhapatnam			30000	OAE	5(E)	HSL	29877					72
2			SVDP-13-08-2019	Visakhapatnam			30000	OAE	5(E)	NTPC	29905					80
2			SVDP-20-08-2019	Visakhapatnam			30000	OAE	5(E)	HPCL	19469	4	0	3	43	50

2			SVDP-18-09-2019	Visakha patnam			30000	OAE	5(E)	Visakha Port Trust	29949					110	
3			SVDP-15-11-2019	Visakha patnam			30000	OAE	5(E)	IOCL/Visakaha SC/ST Entre welfare association	29988					81	
3			SVDP-20-11-2019	Visakha patnam			30000	OAE	5(E)	RINL/BDL29861	29861					89	
3			SVDP-27-08-2019	Hyderabad			30000	OAE	5(E)	IOCL	20536	2 1	4	4		76	105
3			SVDP-25-09-2019	Hyderabad			30000	OAE	5(E)	NMDC	29949	8	0	0		70	78
3			SVDP-24-10-2019	Vijayawada			30000	OAE	5(E)	SCR	29946	1 5	0	0		73	88
2			SVDP-02-11-2019	Rmagundam			30000	OAE	5(E)	NTPC	29990	2 2	1 2	4		64	102
2			SVDP-08-11-2019	Hyderabad			30000	OAE	5(E)	BDL	29975	1 4	0	0		109	123
2			SVDP-22-11-2019	Hyderabad			30000	OAE	5(E)	IOCL/SC/ST	15695	3 8	1 6	10		10	74
2			SVDP--6-03-2020	Hyderabad			30000	OAE	5(E)	Power Grid corp	16470	1 7	3	3		27	50
			Total (13 Prog)				396000	OAE	5(E)		341610						1102

3	Sixth	18.11.19	SVDP 6 prog	Hyderabad	5(20/2019-20/MS/Mi nutes & Sanction	18.12.2019											
3			SVDP-11-02-2020	Vizianagaram			30000	OAE	5(E)	RINL/VASSIWA	29952						76
3			SVDP-14-02-2020	Visakhapatnam			30000	OAE	5(E)	BDL/VASSIWA	29981						68
3			SVDP-19-02-2020	Rajahmundry			30000	OAE	5(E)	RINL/VASSIWA	29970						74
3			SVDP-26-02-2020	Visakhapatnam			30000	OAE	5(E)	IOCL/VASSIWA	29980						68
4			SVDP-20-02-2020	Hyderabad			30000	OAE	5(E)	ECIL	28548	6	0	0		74	80
4			SVDP-29-02-2020	Tirupathi			30000	OAE	5(E)	ECIL	29526	49	0	1		5	55
			Total (6 Progs)				180.000	OAE	5(E)		177957						421
4	Fifth	14.08.2019	Awareness programme on MSME Schemes on 24-09-2019	Hyderabad	5(1)/2019-20/MS/Meeting Notice	02.09.19	70000	OAE	5(G)	VASSIWA	69958						115

5	Revalidation		Awareness programme	Hyderabad	5(3)/2019-20/MS/MS ME-DI	18.06.2019	41343	OAE	PMS(MDA)	COI	41343						54
	Revalidation		Shakti National Convention	Hyderabad	5(3)/2019-20/MS/MS ME-DI	18.06.2019	198041	OAE	PMS(MDA)		198041	0	0	30		0	30
6	Sixth	18.11.2019	Awareness programme	Hyderabad	5(2)/2019-20/MS /Minutes& Sanction	18.12.2019											
6			Awareness Programme on GST & MSME Schemes for General Managers & Officials of DIC-29-01-2020	Vijayawada			77000	OAE	5(G)	COI	76988	0	0	0		51	51

6			Awareness Programme on GST & MSME Schemes for Bankers in AP-04-02-2020	Vijayawada			77000	OAE	5(G)	Canara Bank	76967	0	0	0		57	57
			Total (2 PROGS)				154000				153955						108
7	Seventh	12.12.19	Awareness programme in Export oriented cluster		5(2)/2019-20/MS/Minutes and Sanction	##### #											
7			Awareness Programme-31-01-2020	Hyderabad			70000	OAE	5(G)	FIEO/EFC	69983	0	0	9		60	69
7			Awareness Programme-18-03-2020	Visakhapatnam			70000	OAE	5(G)	EFC/AP Chambers	0						0
			Total(2 Progs)				140000				69983						69

8	Eighth	27.01.2020	Awareness programme with Chamber of Indian Micro Small and Medium Enterprises	Hyderabad	5(2)/2019-20/MS/Minutes and Sanction	02.03.2020	15000	OAE	5(G)	CIMSME	0	0	0	0	0	0
9	Seventh	12.12.19	National Seminar /Workshop	Hyderabad	5(2)/2019-20/MS/Minutes and Sanction	06.01.2020	200000	OAE	5(F)	IOD	0	0	0	0	0	IOD Postponed
10			Udyam Samagam-Shakthi National Convention	Hyderabad	5(3)/2019-20/MS/MSME-DI	18.06.2019	309871	Advt. & Pub.	PMS(MDA)		309871	0	0	30	0	30
11			Udyam Samagam	Hyderabad	5(3)/2019-20/MS/MSME-DI	18.06.2019	0				0	0	0	0	0	0

12	Seventh	12.12.2019	Regional trade fair Beauty Conclave-6 TO 8 March 2020	Vijayawada	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	1.500.000	OAE	5(B)	WEAI	135355	0	0	60	0	60stalls + 1000visitors
13	Seventh	12.12.2019	Regional trade fair Beauty Conclave	Vijayawada	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	200000	Advt. & Pub.	5(B)	WEAI	197101	0	0	0	0	0
14	Seventh	12.12.2019	Regional trade fair Health Conclave	Hyderabad	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	1.500.000	OAE	5(B)	WEAI	750000					Advance drawn and programme postponed
15	Seventh	12.12.2019	Regional trade fair Health Conclave	Hyderabad	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	200000	Advt. & Pub.	5(B)	WEAI	100000					prog postponed

16	Seventh	12.12.2019	Regional trade fair Women Entrepreneurship	Nellore	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	1.500.000	OAE	5(B)	WEAI	1497290	0	0	60	0	60 stalls+ 975 Visitors
17	Seventh	12.12.2019	Regional trade fair Women Entrepreneurship -14th to 16th Feb2020	Nellore	5(2)/2019-20/MS/Minutes & Sanction	20.1.20	200.000	Advt. & Pub.	5(B)	WEAI	194586	0	0	0	0	0
18	Seventh	12.12.2019	Bio Asia	Hyderabad	5(2)/2019-20/MS/Minutes & Sanction	13.1.20	2.500.000	stalls	5(B)	WEAI	2500000					
18	Seventh	12.12.2019	Bio Asia	Hyderabad	5(2)/2019-20/MS/Minutes & Sanction	13.1.20	1.500.000	Advt. & Pub.	5(B)	WEAI	1500000					
			Total				4.000.000									

19	Seventh	12.12.2019	Udyam Samagam	Telangana	5(28)/2018/MS/District Udyam Samagam	27.01.20	33.000.000	GIA	5(F)	TSTPC						
20	Seventh	12.12.2019	Udyam Samagam	AP	5(28)/2018/MS/District Udyam Samagam	27.01.20	13.000.000	GIA	5(F)	APTPC						
21	DTE		DTE	Hyderabad	5(3)/2019-20/MS/MS ME-DI	09.08.2019	700.000	DTE			261452					NIL

