

**THE RIGHT TO INFORMATION ACT, 2005
(22 OF 2005)**

**AS AMENDED BY
THE JAMMU AND KASHMIR REORGANISATION ACT, 2019
(34 of 2019) (w.e.f. 31-10-2019)**

And

**THE RIGHT TO INFORMATION (AMENDMENT) ACT, 2019
(24 OF 2019)**

**DIRECTORATE OF INDUSTRIES & COMMERCE,
UNION TERRITORY OF LADAKH**

OBLIGATIONS OF PUBLIC AUTHORITIES

**MANUAL OF INDUSTRIES & COMMERCE
{PUBLISHED IN TERMS OF SECTIONS 4(1)(B)
OF R.T.I. (Amendment) ACT, 2019}**

INTRODUCTION

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 authority, the Government of India have enacted 'The Right to Information (Amendment) Act, 2019', (RTI). In accordance with the provisions of section 4(1) (b) of this Act, the Department of Industries and Commerce, Union Territory of Ladakh has brought out this manual for information and guidance of the general public.

The purpose of this manual is to inform the general public about the organizational set-up of this department, the functions and duties of its officers and employees and records and documents available with the department.

This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and programmes being implemented by the department of Industries and Commerce, UT Ladakh.

The department of Industries and Commerce is headed by the Secretary Industries and Commerce, UT Ladakh. The Directorate of Industries & Commerce has the role of handholding of the entrepreneurs from the establishment stage to the operation stage of the units of the Industries. Beside that the cases of incentives under various Centrally Packages in favour of the MSME sector are also processed in the directorate.

The Directorate is headed by a Director assisted by Joint Director, Assistant Director, Assistant Director (P&S), Account Officer, Administrative Officer and other technical and industrial staff and The district level has own head of the department in its hierarchy and has designated at the following one CPIO, and eight CAPIO to government as its Central Public Information Officer (CPIO) and Central Assistant Public Information Officer (CAPIO) for matters concerning the department. The telephone numbers of the CPIO/CAPIO are mentioned against their name and sections assigned to them. Any person requiring any information under the Act may contact the concerned officer to government I&C.

CHAPTER - II

SECTION 4(1)(a)

RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

It is submitted that the routing of files is being done in e-office and some files in manually and as and when the action is over in that file, the same will be disposed off. The disposal will be kept in the department till the end of that year and after that it will be sent to record branch regarding the physical files. Regarding e-files, the files and records (disposal) are being kept in online system.

SECTION 4(1) (b)(i)
PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

1. **Name of the organization:** Directorate of Industries and Commerce UT, Ladakh
2. **Address:** Office of the Directorate of Industries and Commerce, HQ, Leh
3. The Directorate of Industries & Commerce was established in Ladakh vide Government order No. 47-LA of 2019, dated 15-10-2019, Govt. of Jammu and Kashmir, Ladakh Affair Department, Civil Secretariat Jammu/Srinagar.
4. The Industries and Commerce Department by virtue of its duties is the nerve centre of the administration of its subordinate offices:
 - i. District Industries Centre, Leh/ Kargil
 - ii. Handicraft , Leh/ Kargil
 - iii. Handloom, Leh/ Kargil
 - iv. Geology and Mining , Leh/ Kargil

5. Functions and Duties:

- To assist and guide the entrepreneurs for promotion and setting-up of industrial units.
- To enable the entrepreneur to get different industrial approvals and clearance from various department/agencies at a single point.
- Sanction of incentives to eligible industrial undertaking.
- To create a transparent, hassle free and business friendly environment for attracting more investment for accelerated growth of industrial sector.
- Implementation of Prime Minister Employment Generation Programme (PMEGP).
- Coordinating various industrial activities with Ministry of MSME (GOI).
- Verification of societies forwarded by Director Industries for registration under registration of Societies Acts.
- Conduct of Exhibitions/ Fairs of different artisanal products.
- Handicraft / Handloom training programmes.
- Policies issues pertaining to Geology and Mining Sector of the Union Territory.
- To provide financial assistance to institutions and individuals for developing and guiding industries through the supply of designs, prototype and other technical information.
- Implementation of Pradhan Mantri Van Dhan Yojna.

Planning & Statistics Section: This section is headed by Joint Director, Industries & Commerce Department assisted by Assistant Director. This section deals with the collection of data required for framing policies by the government and implementation of the central plan of the department and various Centrally Sponsored Schemes of Government of India.

Accounts Section: There is a full-fledged Accounts section in the Industries and Commerce Department headed by the Director, Industries and Commerce which deals with the issues pertaining to the accounts/financial matters of the Industries and commerce department.

Legal Section: This section is deal with the legal issues and gives opinion/advice on legal matters pertaining to the Industries & Commerce department. The section attends to the litigation cases where Industries and Commerce is directly or indirectly involved. The section also provides advice on the policy formulation of the government which may become subject matter of litigation before any competent court of the state.

The Industries & Commerce Department works through following sub-departments:

- i. District Industries Centre (DIC) department:** The DIC, Ladakh has been established with the purpose of promoting Micro Small and Medium Enterprises in the District which contribute significantly for the economic growth of the both districts and also boosts the tempo of employment opportunities by implementation of the central governments of the various schemes and programmes. DIC provide full assistance to the entrepreneurs who are going to start the business on their own and in their regional places. The DICs program was started in the year of 1978-79. The aim of DIC is to promote Industrial Development in the Districts, in order to generate employment opportunities, by facilitating entrepreneurs in establishing Micro, Small and Medium enterprises by improving necessary conditions like infrastructures development, skill development and providing financial support in the form of incentives to the prospective entrepreneurs. The district industries centre is also one of the implementing Agencies of Prime Minister Employment Generation Programme (PMEGP) in the district.

The important functions of DICs are summarised below:

- Promotion and development of Industries in the Districts.
- To identify the new entrepreneurs and providing assistance and allotment of land at Industrial Estate to them regarding their own start-ups.
- Planning and development of Industrial Estates.
- Registration of new units.
- Nodal Agency for implementation of Central packages of Industrial incentives in the districts.
- One of the implementation Agency of Prime Minister's Employment Generation Programme (PMEGP) in the districts.

Incentive Package by Centre Govt

- Central Capital Investment Incentive for access to credit (CCIIAC) @ 30% of the investment in plant and machinery with an upper limit of Rs.5.00 Crore.
- Central Interest Incentive (CII) @ 3% on Capital credit advanced by the scheduled banks or central/state financial institutions.
- Central Comprehensive Insurance Incentive (CCII) @100% of insurance premium on insurance of building & plant & machinery.
- Reimbursement of the Goods & Services Tax paid by the unit limited to the Central Governments share of CGST and/or IGST retained after devolution of a part of these taxes to the State.
- Goods & Service Tax (GST) Reimbursement
- Income Tax (IT) Reimbursement
- Transport Incentive
- Employment Incentive
- Subsidy on Eco Tourism (hotel, houseboat, resorts, adventure and leisure, sports, amusement park, cable car, guest house.

- ii. Handicrafts Department:** The department of Handicrafts is headed by the Joint Director of Industries & Commerce and assisted by different Officers at different levels. The local handicrafts products are famous in world-wide fame for their attractive designs, high quality craftsmanship. Handicraft sector is practicing important roll providing employment for the artisans. In order to boost the handicrafts activities in the districts more skill development

training project are taking place in Ladakh as there is great potential for marketing their end products due to present increase in foreign as well as domestic tourist in Ladakh.

The important functions of Handicrafts are summarised below:

- Artisans training and skill upgradation.
- Marketing facilities to artisans.
- Arranging loan to artisans under Handicraft Micro Enterprise scheme.
- Incentives for ex trainees, how has completed the training course.
- Artisans are being provided loan under Artisans Credit Card (ACC) through banks.

iii. Handlooms department: The sector in Ladakh is known for weaving fabric like Pashmina and wool grower districts. This industry occupies a significant place in the socio economic structure of Ladakh. It plays a crucial role in employment generation for the youth.

These sections deal with the following below:

- Conduct of exhibition/fair.
- Task force for providing incentive to the artisans
- Handloom training programmes.
- To encourage ex-trainees to adopt handloom activities by forming SHGs/Societies and individual small scale units.
- To providing machineries and equipments to the trained individuals and artisans on subsidized cost for income generation through setting up of new units and also for household activities.
- Artisans are being provided loan under Artisans Credit Card (ACC) through banks.
- Marketing facilities to artisans.

iv. Geology and Mining department: The department of Geology and Mining was established in 1960 to identify /explore and assist in the process of extraction and use of various minerals like Limestone, Gypsum, Marble, Lignite, Granite, Bauxite, Coal, Magnesite, Slates, Sapphire, dolomite, Barax, Graphite, Quartzite etc. The department of Geology and Mining is headed by Director of Industries & Commerce and the Geological division explores the mineral wealth and ground water resources for development and promotion of mineral based industries. It is headed by Deputy Director who is assisted by Geologist Grade-I,II, III & Geological assistant, etc.

The drilling division performs drilling operations at the sites identified by the Geological division for mineral exploration, ground water exploration and exploitation. It is headed by Drilling Engineer who is assisted by Driller and driller assistant etc.

The important functions of Geology & Mining are summarised below:

- Exploration and establishment of Mineral deposits.
- Exploration and Development of Ground water resource.
- Geotechnical studies of engineering projects on referral basis.
- Geotechnical studies of landslides, land subsidence with recommendation for corrective measures.
- Grant of mining leases/prospecting licenses/ awarding of royalty collection contracts and grant of short term quarry permits in respect of minor minerals.

SECTION 4(1)(b)(ii)
POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Industries & Commerce department plays a lead role in the formulation and implementation of the different policies for the growth of the Industrial sector. The cases involving policy decision and the cases relating to different sub-ordinate departments are placed before the competent authority for necessary approval and appropriate orders.

i. Director:

- Overall supervision, control and coordination on all the subjects for smooth function of the department.
- Offer suggestion /feedback /Input to the government in formulation of Industries policies relating to various subjects like Marge and Medium Scale Industries, infrastructure facilities, marketing incentives sanction and all issues relating to industrial development.
- Attending to all administrative and statutory issues like correspondence relating to pay commission, finance commission etc. Annual Administration report, Legislative committees and sub-committees, Public Accounts Committee meetings.
- Final decision on all matters which comes under the Administrative control.
- Monitoring and implementation of Central Sponsored Schemes.

ii. Joint Director:

- To assist the Director of Industries and Commerce.
- Service matters of all the employees, both Gazetted and non Gazetted.
- Office Management
- Grievances, Citizen Charter, Public relations
- Industrial facilitation.

iii. Assistant Director:

- To assist to Director in overall administration of Directorate and in the implementation of all planning/development schemes and any other works entrusted by the Director from time to time.
- Supervision of all types of works taken up and any other works entrusted by the Director from time to time.

iv. Assistant Director (P&S):

- Deal with all financial matters pertaining to Industries & Commerce and any other works entrusted by the Director from time to time.

v. Private Secretary:

- To assist to Director and any other works entrusted by the Director from time to time.

vi. Accounts Officer:

- Pay bills of officer of Industries and Commerce
- Pay fixations
- Clarifications in respect of files referred
- Budget releases under plan and non plan schemes
- Reconciliation
- Cash transactions of office
- TA bills

- Audit
- Financial matters, service matters and any other works entrusted by the Director from time to time.

vii. Assistant Account Officer and Accountant Assistant:

- To assist the Accounts Officers

viii. Section Officer: Supervising the staff working in the particular desk. Processing of files put up by the assistants to the higher officers according to the rule.

ix. Senior Assistant/Junior Assistant: Receiving the tappals and circulate the files to the Section officer. Fair copying the drafts approved by the officers.

**SECTION 4(1) (b) (iii)
PROCEDURE, FOLLOWED IN ITS DECISION MAKING PROCESS, INCLUDING
CHANNELS OF SUPERVISION AN ACCOUNTABILITY**

The procedure followed in the decision makings is common to all departments including Industries and Commerce department as prescribed in Business Rules and Secretariat instruction.

S.No.	Designation	Process
1	Clerk	<ul style="list-style-type: none"> • Put up the file along with the back files if any, reading the contents of the application and sending the file to the Section Officers concerned. • Preparation of extracts, calculations and statement.
2	Section Officer	<ul style="list-style-type: none"> • With the assistance of Section Officer scrutinizes the proposals and submits the factual report to the higher authority giving all information quoting the rules, act provisions and govt. orders. • Through technical scrutiny with reference to the rules and regulations and submission of factual reports including verification of files & calculations, schedules etc.
3	Private Secretary	<ul style="list-style-type: none"> • Basing on the factual report submitted by the Section Officer, proposes further action on the file either to consider it or to deny it with necessary justification. • Correct interpretation of rules, verifying the report of Section Officer and gives conclusion of the report proposing further course of action. • Returning the proposals in case the proposal is not in conformity with rules and recommendations to the Assistant Director.
3	Assistant Director	<ul style="list-style-type: none"> • The Assistant Director scrutinizes the file and after his/her remark if any, and submit to the higher authority.
4	Joint Director	<ul style="list-style-type: none"> • After scrutiny gives his/her recommendation to the Director
4	Director	<ul style="list-style-type: none"> • Giving final decisions on the proposals.

SECTION 4(1)(b)(iv)
NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The norms for the discharge of functions of each department are also defined both in secretariat office Manual.

Monday - Saturday

The usual offices hours are from 10:00 A.M to 04:30 PM

Sunday: Closed

SECTION 4(1)(b)(v)
RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The list of rules, regulations, instructions, manual and records of the Industries & Commerce Department is as under:

The following rules, regulations and manuals have been prescribed to regulate the activities of the department:

S.No.	Activity	Act/Policy /Rules in vogue
1	Setting up of Industries and administration of incentives, allotment of Land in industrial areas.	<ul style="list-style-type: none"> - Incentives to the entrepreneurs for settingup of their industrial units. - Central Capital Investment Incentive for access to credit (CCIIAC) @ 30% of the investment in plant and machinery with an upper limit of Rs.5.00 Crore. - Central Interest Incentive (CII) @ 3% on Capital credit advanced by the scheduled banks or central/state financial institutions. - Central Comprehensive Insurance Incentive (CCII) @100% of insurance premium on insurance of building & plant & machinery. - Reimbursement of the Goods & Services Tax paid by the unit limited to the Central Governments share of CGST and/or IGST retained after devolution of a part of these taxes to the State.
2	Mining Activities	<ul style="list-style-type: none"> - Mines and Mineral (Development and Registration Act. 1957. - Mineral Concession Rule 2016 - Under PMKKKY scheme there is funds directly come. The funding for this scheme is generated through DMFT notification SRO 03 dated 11th January 2017. - In DMFT the funds comes from the Royalty Collected from the consumption of minor minerals in the respective district. - Out of 100% royalty the respective district get 10% remitted to Major Head.
3	Promotion of	- Training programme in different crafts both Elementary

	Handloom /Handicraft	<ul style="list-style-type: none"> and Advance training course under District Non Plan and BADP scheme. - Self employment (interest Subsidy to individual Artisans under Artisan Credit Card (ACC). - Distribution of raw materials tools and equipment on 75% subsidy to establish their own individual units. - Purchase of raw materials tools and equipment to the training centers running by the department. - Raw wool bank (aims to easy availability) of raw materials to Artisan. - Artisan's registration in different crafts of the district. - Registration of Industrial Co-operative Society through INDUSCOS wing. - Formation of Self Help Group
4	Quality control /safety	<ul style="list-style-type: none"> - Indian Explosive act, 1884 - Granite conservation and development rule 1999 - The environment protection act, 1986

SECTION 4(1)(b)(vi)
STATEMENT OF THE CATEGORIES OF THE DOCUMENTS HELD BY IT OR UNDER ITS CONTROL

The department is having periodical report forms prescribed for submission of reports yearly for obtaining information on various items. Beside the above, the department is maintaining registers of attendance, stamp account, records maintenance register, stock files dispatch register, register on stationary etc. cashbook service registers.

SECTION 4(1)(b)(vii)
PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATIONS WITH OR REPRESENTATION BY THE MEMBERS WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC, IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

The public who are aggrieved in the delay of an issue of order at government level may approach Director. The department's staffs are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat department in General and Industries and Commerce Department in particular.

SECTION 4(1)(b)(ix)
DIRECTORY OF ITS OFFICERS AND EMPLOYEES

S.No.	Name of the Employees	Designation	Contact details	e-mail ID
1	Mr. Moses Kunzang	Director	01982-252049 9419178322	kunzangm@gmail.com
2	Mrs. Tashi Dolma	Joint Director	9419114677	tashidolma30@gmail.com
3	Vacant	Assistant Director		
4	Vacant	Assistant Director (P&S)		
5	Vacant	Accounts Officer		
6	Vacant	Private Secretary		
7	Vacant	Assistant Accounts Officer		
8	Vacant	Section Officer		
9	Vacant	Head Assistant		
10	Vacant	Legal Assistant		
11	Vacant	Statistical Assistant		
12	Vacant	Accounts Assistant		
13	Mr. Phuntsog Angchok	Junior Assistant		
14	Mr. Mepam Phunchok	Driver	9797466272	
15	Mr. Chamba Zangpo	Orderly	9596643846	

SECTION 4(1)(b)(x)
THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

S.No	Name of the Officials	Designation	Monthly Remuneration / Pay Scale with grade
1	Mr. Moses Kunzang (KAS)	Director	L-13 (123100-215900)
2	Mrs. Tashi Dolma (KAS)	Joint Director	L-12 (78800-209200)
3	Vacant	Assistant Director	L-8 (47600-151100)
4	Vacant	Assistant Director (P&S)	L-8 (47600-151100)
5	Vacant	Accounts Officer	L-8 (47600-151100)
6	Vacant	Private Secretary	L-8 (47600-151100)
7	Vacant	Assistant Accounts Officer	L-7 (44900-142400)
8	Vacant	Section Officer	L-7 (44900-142400)
9	Vacant	Head Assistant	L-6B (35600-112800)
10	Vacant	Legal Assistant	L-6 (35400-112400)
11	Vacant	Statistical Assistant	L-6B (35600-112800)
12	Vacant	Accounts Assistant	L-5 (29200-92300)

13	Mr. Phuntsog Angchok	Junior Assistant	L-4 (25500-81100)
14	Mr. Mepam Phuchok	Driver	L-2 (19900-63200)
15	Mr. Chamba Zangpo	Orderly	L-SL2 (15900-50400)

SECTION 4(1)(b)(xi)
BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE
PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON
DISBURSEMENTS MADE

Proposed Capex Budget 2021
Director Industries and Commerce Ladakh

4851	Major Head	Proposed 2021 (Rs. in Lakh)
	Capital Outlay on Village and Small Industries	
0.102	Small Scale Industries	
34	(1) Director Industries Ladakh	
34.00.53	Major Works	133.00
0.103	(2) Handloom Industries	
16	Director Industries Ladakh	
16.00.53	Major Works	126.00
0.104	(2) Handicraft Industries	
14	Director Industries Ladakh	
14.00.53	Major Works	124.00
0.105	(3) Khadi and Village Industries	
01	Director Industries Ladakh	
01.00.53	Major Works	17.00
	Grand Total	400.00
	(4) Geology and Mining Department Ladakh	
4852	Major Head	
01	Capital Outlay on Iron and Steel Industries Mining	
01.004	Research and Development, Ladakh	
01	Geology and Mining Department Ladakh	
01.00.53	Major Works	8.00
	Total-	8.00
4853	Major Head	
01	Mineral Exploration and Development	
01.004	Research and Development, Ladakh	
02	Geology and Mining Department Ladakh	
02.00.53	Major Works	10.00
	Grand Total	10.00

District Plan

District Industries Centre, Leh(Rs in Lakhs)

S.No	Name of Works	Approved outlay	Fund Released 2020-21
1	Extension of Training Centre at Industrial Estate at Leh	16.40	6.00
2	Chowkidar Shed at Industrial Estate Leh	9.36	2.00
	Total		8.00

District Industries Centre, Kargil

1	Establishment of Skill development training centre in knitting/tailoring	47.00	47.00
	Total		47.00

Handicrafts Leh

1	Machinery & Equipments	5.00	5.00
2	Construction of Exhibition hut including office complex	70.00	70.00
3	Construction of artisans compartment & office complex at Deskit Nubra	20.00	20.00
4	Purchahse of 207 load carrier	10.00	10.00
	Total		105.00

Handicrafts Kargil

1	Land Acquisition	10.00	10.00
2	Upgradtion of Small scale industries in villages (grant share capital)	15.00	15.00
3	Establishment of training centre in different crafts under skilldevelopment programme	60.00	60.00
4	Purchase of wood working machine with accessories	2.20	2.20
	Total		87.20

Handloom Leh

1	Machinery & Equipments	4.00	4.00
2	Construction of Chowkidar hut	1.00	1.00
3	Plant & machinery for milling finishing and dyeing unit	20.00	20.00
4	Laboratory testing unit for pashmina products	10.00	10.00
5	Purchase of Mazda Tripper double cabin with jack lifter	25.00	25.00
	Total		60.00

Handloom Kargil

1	Land Acquisition	6.00	6.00
2	Establishment of skill development ,training centrrres	60.00	60.00
3	Purchase of sewing, knitting machine	10.00	10.00
4	Milling, Finishing & Dyeing machine	20.00	20.00
5	Installation of finishinf plant & steam press	18.00	18.00
	Total		114.00

SPECIAL DEVELOPMENT PACKAGE

Component	Projects/ concepts	Funds 2019-20 & 2020-21 (Rs. Crore)
CAPITAL	Major works	87.3
CAPITAL	Machinery & Equipment	17.06
CAPITAL	Motor Vehicle	0.25
	Total:-(Capital)	104.61
REVENUE	Advertisement & Publicity	0.60
REVENUE	Professional service	1.05
REVENUE	Subsidies	3.00
REVENUE	Other administrative services	2.60
	Total:- (Revenue)	7.25
	G. Total:- (Industries & Commerce)	172.48

Schemes	S. No	Approved Plan under SDP	Status	Date of Completion	Funds under SDP (Rs. Crore)	Executing Agency
Capital (Major works)		INDUSTRIES				
	1	Construction of Entrepreneurship Development Institute, Ladakh.	DPR under process	July 2022	7.00	WEBCOS
	2	Construction of Industries Office	DPR under process	Nov 2021	1.00	Tourism Development Authority Leh
	3	Incubation centre including co-working spaces, technology, furniture and technology inputs /internet	LEH-Completed KARGIL- Under process	April 2021	5.00	Kargil Development Authority
	4	Development of Industrial estates in Sub-divisions.	Land already allotted. Nubra DPR under process for other infrastructure.	Nov 2021	2.00	RDD
	5	Repair and renovation of Manager Industrial Estate building and its extension.	DPR under Process	October 2021	0.25	PWD
	6	Construction Industrial Estate Changrathang	DPR under Process	October 2021	3.00	PWD
	7	Reconstruction of DIC building at Kargil	DPR completed	November 2021	2.00	PWD
	8	Reconstruction of Staff Quarter	DPR under process	November 2021	2.00	Kargil Development Authority
	9	Construction of Geology & Mining Office, Leh / Kargil	DPR under process	November 2021	2.00	PWD
		Total (Major Head) Industries			24.25	

Schemes	S. No	Approved Plan under SDP	Status	Date of Completion	Funds under SDP (Rs. Crore)	Executing Agency
Capital (Major works)		HANDICRAFT AND HANDLOOM				
	1	Const. of Museum cum Artisan shop at 4 places(2 in Kargil and 2 in Leh)	Land not yet identified	November 2021	3.04	RDD
	2	Renovation Handicrafts showroom office, Artisans Compartment including electric fitting, wooden flooring and furnishing etc. (1 each in Kargil and Leh)	DPR under process	November 2021	1.00	RDD
	3	Renovation of Handicrafts buildings including electric fittings, wooden flooring and furnishing etc.at Block HQ	DPR under process	October 2021	0.80	RDD
	4	Const. of sheds for Spinning and twisting machine (Handloom)	DPR under process	October 2021	2.00	PWD
	5	Const. of shed for laboratory and handloom finishing unit (Handloom)	DPR under process	October 2021	0.60	PWD
	6	Const. of Common facility centre for handloom at block level @ 50.00 lacs	DPR under process	October 2021	7.21	RDD
	7	Craft complex at Leh			35.00	CPWD
	8	Dev. of 10 craft villages (5 each in Leh and Kargil) @ Rs.1.00 crore/ craft village	DPR under process		10.00	RDD
	9	Project consultancy/Hiring of Consultant/operation and maintenance			1.00	
	10	Yarn testing lab fully equipped to check the Purity of pashmina			0.40	RDD
11	Solar submersible pumps for CFCs			2.00	LREDA	
		Total (Major Head) Handicraft & Handloom			63.05	

Schemes	S. No	Approved Plan under SDP	Funds under SDP (Rs. Crore)	Executing Agency
Capital (Machinery & Equipment)	1	Machinery & Equipments (Industries)	0.50	
	2	Wool Scouring unit, carding machine (1 each for Leh and Kargil), Wool spinning hand operated unit 8 spindles, Yarn twisting unit hand operated 8 spindles, Fly shuttle looms with accessories, Desk loom, Local patto and thikma Dyeing unit and Drying stand, Electric charkha with big bobbins, Knitting machine with accessories, Sewing machine with accessories, Finishing machine for Pashmina and woolen Products, 250 KVA air cooling Kirloskar Diesel generator set for power backup, Computers complete sets with UPS and Printers, Photo state machines, Office automation and power back up for office and village CFC,	11.56	GEM/e-tender
	3	Handicraft Machinery and equipment, furniture / furnishing and heatkings for making heating arrangements, computer set with UPS, Printers , 250 KVA air cooling Kirloskar, Diesel generator set for power backup at 32 blocks/ villages of the Leh and Kargil district(Carpet weaving ,Embriodery, local dress Tailoring, Clay moulding, Fresco painting, Thanka painting, Wool carving, Gabba, Pottery and Knitting)	5.00	GEM/e-tender
		Total (M&E)	17.06	

State Plan

Scheme	Plan Proposed for 2020-21	Funds as Per DDG 2020-21 (Rs In Lacs)
Small scale industries	Major Works	133.00
Handloom industries	Major Works	126.00
Handicraft Industries	Major Works	124.00
Khadi & Village industries	Major Works	17.00
Research & Development (Mining)	Major Works	8.00
Research & Development (Mineral exploration & Development)	Major Works	10.00
Total:-		418.00

Scheme	S. No	Plan proposed for 2020-21	Status	Date of Completion	Funds proposed 2020-21 (Rs In Lacs)	Executing Agency
Handloom Industries (Major works)		4851 Village and Small Industries				
	1	Completion of Office cum Handloom Training centre Khaltsi	90% Completed	April 2021	63.00	PWD
	2	Construction of Weaving centre at Chiktan Kargil	Tender	November 2021	37.00	RDD
	3	Construction of show room for promotion of scale of Handloom trainees made product in Zanskar	DPR Completed	November 2021	26.00	PWD
		Total:-			126.00	

Scheme	S. No	Plan proposed for 2020-21	Status	Date of Completion	Funds proposed 2020-21 (Rs In Lacs)	Executing Agency
Handicraft Industries (major works)		4851 Village and Small Industries				
	1	Construction of Staff Quarter at Disket Nubra	DPR under process	October 2021	62.00	PWD
	2	Construction for training Building centre at Sankoo	Land identified at Sankoo	October 2021	62.00	RDD
		Total:-			124.00	
Khadi & Village (major works)	1	Construction of District office Complex Cum Crafts Training Centre Kargil	95% completed	March 2021	17.00	PWD
		Total:-			17.00	

Scheme	S. No	Plan proposed for 2020-21	Status	Date of Completion	Funds proposed 2020-21 (Rs In Lacs)	Executing Agency
small scale industries (Major works)		4851 Village and Small Industries				
	1	Construction of Food Processing Park at Leh	DPR under process	November 2021	50.00	Leh Development Authority
	2	Construction of Food Processing Park at Kargil	Land not yet identified	November 2021	50.00	Kargil Development Authority
	3	Reconstruction of meeting Hall with attach bath room at District Industries Centre Leh	DPR under process		19.00	Leh Development Authority
	4	Construction of Compound walling of Industrial Estate at Kurbathang Kargil	DPR completed		14.00	PWD
		Total:-			133.00	

Scheme	S. No	Plan proposed for 2020-21	Status	Date of completion	Funds proposed 2020-21 (Rs In Lacs)	Executing Agency
Research & Dev. (major works)		4852 Iron & Steel Industries				
	1	Rocks and Minerals Museum at Lamayuru	Land identified		8.00	PWD (construction Division)
		Total:-			8.00	
Research & Dev. (major works)		4853 Non- Metallurgical Industries				
	1	Rocks and Minerals Museum at Lamayuru	Land identified		10.00	PWD (Construction Division)
		Total:-			10.00	
		Total (Industries and Commerce):-			18.00	

SECTION 4(1)(b)(xii)
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

Name of the Programme /Scheme	Nature /Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant
Industrial Development Scheme (IDS) 2017 (upto 31.03.2021)	<p>i. <u>Central Capital Investment Incentive for access to credit (CCIIAC):-</u> All Central Capital investment for access to credit(CCIAC) @ 30% of the investment in plant and machinery with the upper limit Rs. 5.00 crore.</p> <p>ii. <u>Central Interest incentive(CII):</u> central interest incentive @ 3% on working Capital credit advanced by the scheduled banks or central/ state financial Institution for first five years from the date of commencement of commercial production /operation.</p> <p>iii. <u>Central Comprehensive Insurance Incentive (CCII):</u> Reimbursement of 100% insurance premium on insurance of building and plant and machinery for a maximum period of 5 years from the date of commencement of commercial production / operation.</p> <p>iv. <u>Goods and Services Tax (GST) Reimbursement:</u> reimbursement of Goods and Services Tax (GST) paid on Finished products manufactured in the Jammu and Kashmir up to the extent of Central Share of CGST and IGST for period of 5 years from the date of commencement of commercial production subject to the following condition:</p> <p>Reimbursement on finished goods is applicable only on the net GST paid, other than the amount of Tax paid by utilization of Input Tax credit under the Input Credit Rules, 2017.</p> <p>v. <u>Income Tax (IT) Reimbursement:</u> The industrial unit set up under this scheme can claim reimbursement of Central share of income tax for first 5 years, including the year of commencement of commercial production by the unit.</p>	Eligible new industrial units and existing industrial units on their substantial expansion in the manufacturing and service sector located in UT Ladakh will be provided.	<p>All Claims pertaining to CCIAC where plant and machinery is upto Rs. 20.00 crores will be approved by State level committee(SLC) headed by secretary, industries and commerce and all Claims pertaining to CCIAC where plant and machinery is above Rs. 20.00 crores will be approved by Empowered committee headed by Secretary, DPIIT</p> <p>All claims upto Rs. 20 lacs will be approved by DLC headed by Director, Industries and Commerce and claims in excess of Rs. 20 lacs will be approved by SLC headed by Secretary, industries and commerce</p>

	<p>vi. <u>Transport Incentive (IT):-</u> Incentive on transportation of only finished goods through railway or the railway public sector undertaking, inland waterways or scheduled airlines for a period of 5 years from the date of commencement of commercial production / operation, subject to production of actual receipt.</p> <p>vii. <u>Employment Incentive(El):-</u> DIPP shall be paying additional 3.67% of the employer's contribution to Employees' Provident Fund(EPF) in addition to Government bearing 8.33% Employee Pension Scheme (EPS) contribution of the employer in the Pradhan Mantri Rojgar Protsahan Yojana (PMRPY), to the extent the claim is not already covered under PMRPY.</p>																								
<p>Prime Minister Employment Generation Programme (PMEGP)</p>	<table border="1" data-bbox="435 898 959 1438"> <thead> <tr> <th rowspan="2">Categories of beneficiaries under PMEGP</th> <th rowspan="2">Beneficiary's contribution (of project cost)</th> <th colspan="2">Rate of Subsidy (of project cost)</th> <th rowspan="2">Term Loan</th> </tr> <tr> <th>Urban</th> <th>Rural</th> </tr> </thead> <tbody> <tr> <td>Area (location of project/unit)</td> <td></td> <td></td> <td></td> <td>The balance amount of the total project cost will be provided by the banks as term loan</td> </tr> <tr> <td>General Category</td> <td>10%</td> <td>15%</td> <td>25%</td> <td></td> </tr> <tr> <td>Special including (SC/ST etc)</td> <td>5%</td> <td>25%</td> <td>35%</td> <td></td> </tr> </tbody> </table> <p>Note:-</p> <ul style="list-style-type: none"> • The maximum cost of project/Unit admissible under manufacturing sector is Rs. 25.00 lacs • The maximum cost of project/unit admissible under business/Service sector is Rs. 10.00 lacs • Expansion of 2nd Financial assistance under PMEGP for expansion of the existing successful PMEGP Units. For manufacturing units, financial assistance upto an amount of Rs 1 	Categories of beneficiaries under PMEGP	Beneficiary's contribution (of project cost)	Rate of Subsidy (of project cost)		Term Loan	Urban	Rural	Area (location of project/unit)				The balance amount of the total project cost will be provided by the banks as term loan	General Category	10%	15%	25%		Special including (SC/ST etc)	5%	25%	35%		<p>(i) Any individual, above 18 years of age</p> <p>(ii) There will be no income ceiling for assistance for setting up projects under PMEGP.</p> <p>(iii) For setting up of project costing above Rs.10 lakh in the manufacturing sector and above Rs. 5 lakh in the business / service sector, the beneficiaries should possess at least VIII standard pass educational qualification.</p> <p>(iv) Assistance under the Scheme is available only for new projects sanctioned specifically under the PMEGP.</p>	<p>District Level Task Force Committee (DLTFC) under the chairmanship of Deputy Commissioner of the District.</p>
Categories of beneficiaries under PMEGP	Beneficiary's contribution (of project cost)			Rate of Subsidy (of project cost)			Term Loan																		
		Urban	Rural																						
Area (location of project/unit)				The balance amount of the total project cost will be provided by the banks as term loan																					
General Category	10%	15%	25%																						
Special including (SC/ST etc)	5%	25%	35%																						

	<p>Crore. And for service and training unit, financial assistance upto Rs 25 lakh with a subsidy of upto 15% (20%) for NER & Hilly states.</p>	<p>(v) Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other Scheme) are also eligible for assistance under PMEGP.</p> <p>(vi) Institutions registered under Societies Registration Act,1860;</p> <p>(vii) Production Co-operative Societies, and</p> <p>(viii) Charitable Trusts.</p> <p>(ix) Existing Units (under PMRY, REGP or any other scheme of Government of India or State Government) and the units that have already availed Government Subsidy under any other scheme of Government of India or State Government are not eligible.</p>	
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SECTION 4(1)(b)(xiii)
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT

No concession or authorisation has been granted to the individuals or firms or companies in the department.

SECTION 4(1)(b)(xv)
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR
READING ROOM, IF MAINTAINED FOR PUBLIC USE

The public are posted with information through Notice Board, Newspapers and other means of advertising.

SECTION 4(1)(b)(xvi)
NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS

Appellate Authority:

S.No.	Name of Officer	Designation	Contact no.	Email id
1	Mr Moses Kunzang	Director	9419178322	kunzangm@gmail.com

Central Public Information Officer (CPIO)

S.No.	Name of Officer	Designation	Contact no.	Email id
1	Mr. A.G.Zargar (KAS)	I/c General Manager, DIC, Leh	9622140505	
2	Mr. Iftikar Ahmad	I/c General Manager, Kargil	9797777834	
3	Mr. Sonam Gurmeth	Assistant Director Handicraft, Leh	01982-252159 9906983316	adhandicraftsleh@gmail.com
4	Mr Sonam Chosjor	I/c Assistant Director Handicraft, Kargil	9419188865	
5	Mr Rinchen Namgial	District Superintendent Handloom, Leh	9419986000	handloomleh@gmail.com
6	Mr Ansar Hussain	District Superintendent,	9419868289	handloomdepdtt.kgl@gmail.com

		Handloom, Kargil		
7	Mr Mohd Aslam	District Mineral Officer, Leh	9469409347 7006235892	reliaslam000@gmail.com
8	Mr. Muktar Ahmad	District Mineral Officer, Kargil	9906410053 9419432734	dmokargil12@gmail.com

Central Assistant Public Information Officer (CAPIO):

S.No.	Name of Officer	Designation	Contact no.	Email id
1	Mr. Mohd Zakiria	IPO, DIC, dept., Leh	9469150019	zmohd351@gmail.com
2	Mr. Mudasir Rahowf Wani	IPO, DIC, dept. Kargil	9622038975/ 7889798816	rahowf16@gmail.com
3	Mrs. Samstan Angmo	HTO, Handicraft dept., Leh	9419218324	samstan1966@gmail.com
4	Mr. Abdul Rehman	HTO, Handicraft dept, Kargil.	9622917402	
5	Mrs. Rigzin Angmo	Supervisor, Handloom Deptt., Leh	9419218405 9797938321	
6	Mrs. Hawa Khatoon	Superintendent (NG) Handloom Deptt, Kargil	9596162471	
7	Mr. Mohd Younus	Regional Inspector, Geology & Mineral, Leh	9622567347	
8	Mr. Gulzar Hussain	Mineral Guard, Geology & Mineral, Kargil	8491890655	eyyazgul21@gmail.com

SECTION 4(1)(b)(xvii)
SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

To promote Ladakh as an attractive and competitive destination for Industrial investments, the Central government has offered various incentives/benefits to all eligible new industrial enterprises set up.