

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

Office of the Development Commissioner for Handlooms
(Enforcement Wing)
Ministry of Textiles
Udyog Bhavan, New Delhi

**OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS
(ENFORCEMENT WING)**

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

In pursuance of the Government's decisions on the recommendations of the High-powered Study Team on Handlooms Industry and on the 20 Point Economic Programme, the Office of the Development Commissioner for Handlooms, with headquarters at New Delhi was created under the Ministry of Commerce vide Order/Notification No. 11030/10/75-TEX-IV-I dated the 20th November, 1975 to look after the interests of and pay attention to the development of the handloom industry all over India. The Headquarters of the Office of the Development Commissioner for Handlooms is located at Udyog Bhavan, New Delhi.

The Parliament has enacted an Act called Handlooms (Reservation of Articles for Production Act), 1985 to safeguard the interests of the handloom weavers of the country. As per the Act, 22 articles were originally reserved exclusively for production by handlooms. Subsequently, number of articles was shortened to 11 articles as under:-

1. Saree
2. Dhoti
3. Towel, Gamcha and Angavastram
4. Lungi
5. Khes, bed sheet, bed cover, counterpane, furnishing (including tapestry, upholstery)
6. Jamakkalam Durry or Durret
7. Dress Material
8. Barrack Blanket, Kambal or Kamblies, amended by order dated 2.6.99
9. Shawl, loi, muffler, pankhi etc. amended by order dated 25.4.2000
10. Woollen tweed
11. Chaddar, Mekhla/Phanek

In order to ensure that the powerlooms are not encroaching the reserved articles for handlooms an enforcement machinery was set up under a senior officer designated as Chief Enforcement Officer as a separate enforcement wing under the D.C. Handlooms with Headquarters at New Delhi. Apart from the Chief Enforcement Officer the Headquarters office is headed by Deputy Enforcement Officer and regional office at Ahmedabad and Chennai by Regional Enforcement Officer. Thus the enforcement wing of the D.C. Handlooms is having three offices at Delhi, Ahmedabad and Chennai.

The primary function of the enforcement machinery is inspection of powerlooms to find out whether there is any violation of the Handlooms (Reservation of Articles for Production Act), 1985 by producing articles reserved for handloom sector. The inspections are carried out by the authorized officers specified in the Act. The authorized officers are:-

1. Development Commissioner for Handlooms, Addl. Development Commissioner for handlooms and Joint Development Commissioner for Handlooms.
2. Chief Enforcement Officer, O/o D. C. Handlooms
3. Regional/Deputy Enforcement Officer, O/o D.C. Handlooms
4. Assistant Director in O/o D.C. Handlooms
5. Director/Dy. Director/Assistant Director working in Weavers Service Centres.
6. Textiles Commissioner, Addl. Textile Commissioner, Joint Development Commissioner
7. Director Incharge of regional office, O/o Textile Commissioner.
8. Enforcement officer, O/o Textile Commissioner
9. State Director Incharge of Handlooms and sub ordinate officers incharge of handlooms under him not below the rank of Assistant Director or by whatever name called.

Under Sec.6 of the Act, Central Government by order require any manufacturer to furnish information with respect to the manufacturing activity or business carried by him. Under Sec.7 of the Act, authorized officer may enter, at all reasonable time, any place or premises of manufacturer in which any textile articles are stored, kept or exposed for sale, and require the production of any books of accounts, registers record or any document for inspection and ask for information relating to the manufacturer, storage, keeping for sale of the articles.

Under Sec.8 of the Act, the authorized officers has the powers to enter into and search the place or premises, where any article or class of articles are produced, secreted or stored and in the opinion of the authorized officer liable to be forfeited. If pursuance to such search any article or class of articles are found and the authorized officer of the opinion that the article or class of articles have been produced in violation of the Act, he may seize such articles, class of articles or powerlooms, together with the package, covering or receptacle, in which the articles are found. If

it is not possible to seize any article or class of articles, the authorized officer may serve on powerloom owner of the article or powerloom, an order that the producer shall not remove, part with, deal with the seized articles except with previous permission of the authorized officer. After the authorized officer has conducted the search operation and if he finds any incriminating article or document he shall prepare the list of the articles and documents (Panchnama) before effecting seizure.

Sub Sec.3 of Sec.8 of the Act provides that the authorized officer should launch the prosecution within 6 months of such seizure, otherwise the seized articles has to be returned to the persons from whom it was seized. The authorized officer has also got powers to seize any document or things which are relevant for any proceeding under the Act. The list of articles shall be supplied to the persons to whom the articles are seized.

The Office of the Development Commissioner for Handlooms (Enforcement Wing) takes legal actions against the violations and thereby safeguards the interests of handloom weavers.

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

• **Development Commissioner for Handlooms**

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

• **Chief Enforcement Officer**

Under provisions of the Delegation of Financial Powers Rules, 1978, Chief Enforcement Officer have been delegated administrative /financial powers in respect of Headquarters Office of the Development Commissioner for Handlooms (Enforcement Wing) and its regional offices have been declared as Head of the Department as under:

FINANCIAL POWERS:

Chief Enforcement Officer

Legal Charges	Recurring and Non-recurring contingent expenditure.
Pension or Gratuities	Motor Vehicle Maintenance up-keep and repairs
Salaries	Municipal Rates and Taxes
Wages	Printing & Binding
Dearness Allowances	Local purchase of petty stationery
Overtime Allowance	Local purchase of Rubber Stamp and Office seal
Conveyance Allowance	Supply of uniform and other clothing etc. and washing allowance
Sanctioning of Leave	Telephone Charges
LTC	(i) All office equipment (ii) Computers
T.A.	Postal and Telegraph charges
Provident Fund	Travel Expenses

Advances	CGHS facilities
Children Education Assistance	Govt. Accommodation
Income Tax	Purchase of Stationery
Welfare measures	

- Regional Offices at Ahmedabad and Chennai is headed by REO and assisted by Assistant Director to make field inspections under the provisions of the Handlooms (Reservation of Articles for Production Act), 1985.
- Proposals for financial assistance to set up enforcement machinery in various States are examined and processed by the concerned dealing hand at the level of LDCs/Assistants in terms of stipulated guidelines of the scheme. The work of the dealing hands is supervised by the concerned Assistant Director who is Section-in-charge. Files are submitted by Section-in-charge to the Chief Enforcement Officer who in turn submits the files along with his recommendations to DC(HL) for a decision.
- Proposals, which are deficient, or in other words not in conformity with the guidelines of the Scheme (under which the proposal is examined) are referred back to the concerned State Governments/agencies for rectification, modification, additional information etc. On receipt of the requisite information, such proposals are processed and submitted for order/approval of Chief Enforcement Officer and DC Handlooms.
- The dealing hand maintains various Registers which reflect the claims received, claims disposed, the amount of central assistance being released to each State Government/agency under each Scheme for a particular financial year.
- The concerned Assistant Director and Chief Enforcement Officer regularly check such Registers and shortcoming, if any, noticed are removed then and there.
- After the sanction order is issued, the concerned dealing hand of the particular section dealing with the scheme and the concerned Assistant Director would follow-up with the PAO and B&A Section of the DC Handlooms office till the cheques/DDs are released.
- Officers at the level of Assistant Director and Chief Enforcement Officer interact with the concerned State Government/agency for clarifications in respect of proposals / claims sought from the State Government/agency so as to expedite the disposal of claims.

- The concerned Assistant Director of the Section and dealing hand ensures that all receipts are diarised after computerized recording and files are tracked through the allotted computer diary number so that transparency is maintained for each receipt.
- Each dealing hand is accountable for quick disposal of each receipt received by him or her and reports the performance as well as pendency to the Assistant Director in-charge of the Section. The processing of the case starts with the dealing hand.
- Dealing Hands put up the files to the Assistant Director in-charge of section, who examines the case in the light of the scheme guidelines/provisions/rules in force and submits to the Chief Enforcement Officer.
- Chief Enforcement Officer takes periodic revision of the implementation of the scheme with REO/DEO/Assistant Directors of the office.

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability.**

The decisions in the Office of Development Commissioner (Handlooms) Enforcement Wing pertain to the implementation of the Handlooms (Reservation of Articles for Production Act), 1985.

So far as decisions relating to implementation of the Scheme are concerned, the procedure starts with preparation and submission of proposals by the State Governments to the Office of DC (Handlooms). These proposals are examined by the dealing hands/ ADs at the level of sections are recommended to the Chief Enforcement Officer for recommending those to DC Handlooms and Integrated Finance Wing (IFW). On being approved by Development Commissioner (Handlooms), the proposals are submitted to IFW of the Ministry of Textiles for concurrence. After IFW concurrence is obtained, sanction order is issued and sent to PAO of the Ministry for actual release of funds by way of cheque, DD/advice.

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

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

(Enforcement Wing)

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

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

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

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

The Office is implementing the following Central Sector Scheme through the State Governments/UTs/ for the promotion and development of handloom industry and welfare of handloom weavers:

1. The Scheme of Implementation of Handlooms (Reservation of Articles for Production Act), 1985 for central assistance to State Governments for setting up of Enforcement Machinery.

The Scheme for Central Assistance to States/UTs for establishment of enforcement machinery was introduced by Government of India in the year 1986-87. The basic objective of the scheme is to encourage and assist the States/UTs for establishing enforcement machinery for effectively implement the Handlooms (Reservation of Articles for Production Act), 1985. The assistance under the scheme is released to the State Governments/UTs under the recurring expenditure for salary, TA/DA, recurring expenditure and legal expenditure and under one time non recurring expenditure for purchase of vehicle. The implementing agencies are State/UTs through the State Directors incharge of handlooms and Textiles. The following is the eligibility criteria to avail assistance:-

- States having 5000 or more powerlooms are eligible for assistance
- The headquarter office will be under direct control of the State Director incharge of handlooms and textiles
- Each subsidiary office shall be set up additional to 20000 in each pocket of powerloom concentration.

- As regards Administrative Rules, Regulations, Instruction, Manuals and Records, the Office being the Central Government Office follows all Rules, Regulations, Instructions, Manuals, Records etc. as prescribed from time to time by the Nodal Ministries of the Central Government. Such as Ministry of Finance and Department of Personnel and Training.
- The office maintains the physical data relating to Handloom Sector, Such as production, loomage, number of weavers, number of persons engaged in pre-loom and post loom activities etc. The financial figures regarding assistance under the various schemes are maintained State-wise and Scheme-wise. The data regarding Annual Plan, budgetary allocation and expenditure are also maintained.

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

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

1. Proposals received from the State Government alongwith documents submitted by the agencies.
2. Proposals considered for Central Assistance.
3. Proposals referred back to State Government for clarification, rectifications.
4. Year-wise statement of budgetary allocation and expenditure made under a specific Scheme.
5. State-wise releases made.
6. Physical achievements made by each agency.
7. Utilization Certificates received.

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

An Advisory Committee exist as per the provisions of the Handlooms (Reservation of Articles for Production Act), 1985.

Right to information and obligations of public authority

Office of the Development Commissioner for Handlooms

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

As per provisions of the Handlooms (Reservation of Articles for Production Act), 1985, an Advisory Committee was constituted in the year 1985 and subsequently reconstituted in 2005 vide SO 877 (E) dated 22.6.2005. The Advisory Committee is constituted under the Act to advise the Central Government on the class and nature of articles that should be reserved for production by handlooms. The advisory Committee shall after considering the following matters communicate its recommendations to the Central Government namely:-

- a the article or class of articles which is being produced by the handlooms for mass consumption;
- b. the article or class of articles which is being produced traditionally by handlooms;
- c. the level of employment likely to be generated by the production of the article or class of articles referred to clause (a) or clause (b) exclusively by handlooms;
- d. the protection of interests of persons engaged in the handloom industry and the need for the continued maintenance of the industry; and
- e. such other matters as the Advisory Committee may think fit.

Right to information and obligations of public authority

**(IX) A DIRECTORY OF OFFICERS AND EMPLOYEES OF THE OFFICE OF
DEVELOPMENT COMMISSIONER FOR HANDLOOMS
(ENFORCEMENT WING)**

Sl.No.	Name & Designation	Office Telephone	Res. Telephone
1.	Ms Meenu S. Kumar Chief Enforcement Officer	23061976	9512-4354279
2.	Shri S.Adinarayana Asstt.Director (T)	23061641	9312200898
3.	Shri Davinder Sharma Legal Assistant	23061641	9810140911
4.	Shri T. Manoharan, Technical Superintendent	23061641	
5.	Smt. Pratibha Rawal Steno Gr.I	23061641	
6.	Shri Kishore Kumar, Steno Gr.II	23061641	
7.	Smt. Devinder Kaur, LDC	23061641	
8.	Smt. Nirmal Devi, LDC	23061641	
9.	Shri Kishori Lal, Driver	23061641	
10.	Shri Shyam Babu, Driver	23061641	9899846646
11.	Shri Mulayam Singh Rawat, Peon	23061641	
12.	Shri Anand Singh Negi, Peon	23061641	
13.	Shri Avdesh Singh, Peon	23061641	

RODCH ENFORCEMENT WING (CHENNAI)

Sl.No.	Name & Designation	Office Telephone	Res. Telephone
1.	Shri S.V. Arumugham, Regional Enforcement Officer,	044-24916707	9941374685
2.	Shri A. Loganathan, Assistant Director,	044-24916707	9994894460
3.	Smt. C. Sathiya, Stenographer Gr.III	044-24916707	938098789
4.	Shri M. Ramesh, LDC	044-24916707	222630224
5.	Shri R. Joseph Samuel, Staff Car Driver	044-24916707	-
6.	Shri K. Ambu, Peon	044-24916707	9444561028
7.	Shri G. Chittibabu, Chowkidar	044-24916707	9444952466

RODCH ENFORCEMENT WING (AHMEDABAD)

Sl.No.	Name & Designation	Office Telephone	Res. Telephone
1.	Shri V.K. Hariprasad, Regional Enforcement Officer	079- 25620007	23245450 (M) 9898047774
3.	Shri A.N. Parmar, LDC	-	9427599772
4.	Shri G.A. Parmar, Peon	079- 25620007	9427620394
5.	Shri J.G. Parmar, Chowkidar	079- 25620007	-
6.	C.B. Asari, Driver	079- 25620007	-

Right to information and obligations of public authority

**OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS
ENFORCEMENT WING, NEW DELHI**

Sl.No.	Name & Designation	Residential Address	Res. Telephone
1.	Ms. Meenu S. Kumar, Chief Enforcement Officer	Flat No. 37-C, Green View Apartments, Sector 15-A, Noida	95120-4354279
2.	Shri S.Adinarayana Asstt.Director (T)	101, Minto Road Hostel, New Delhi-110002	9312200898
3.	Shri Davinder Sharma Legal Assistant	330, Ist Floor, Bharat Nagar, Delhi-110052.	981014911
4.	Shri T. Manoharan, Technical Superintendent	55-B, Ber Sarai, New Delhi	-
5.	Smt. Pratibha Rawal Steno Gr.I	H-2/113, Sector-16, Rohini, Delhi-10085.	-
6.	Shri Kishore Kumar, Steno Gr.II	H-61/16, Jai Prakash Nagar,, Gali No.3, Ghonda	-
7.	Smt. Devinder Kaur, LDC	DG-III/383, DDA Flats, Vikas Puri, New Delhi	-
8.	Smt. Nirmal Devi, LDC	Secor-8/463, R.K. Puram, New Delhi-110022.	26182677
9.	Shri Kishori Lal, Driver	J.J. Camp, Tigadi, New Delhi-110062	9899011581
10.	Shri Shyam Babu, Driver	Sector-7, H.No. 10, M.B. Road, New Delhi	9899846646
11.	Shri Mulayam Singh Rawat, Peon	29/7, Andrews Ganj, New Delhi.	
12.	Shri Anand Singh Negi, Peon	34/3, Panchkui aun Road, New Delhi.	
13.	Shri Avadesh Singh, Peon	E-514, Kidwai Nagar, New Delhi.	

DIRECTORY OF OFFICIALS OF REODCH (CHENNAI)

Sl.No.	Name & Designation	Residential Address	Res. Telephone
1.	Shri S.V. Arumugham, Regional Enforcement Officer	Block No.16, Qtr.No.122, CPWD Quarters, Adyar, Chennai-600 020	9941374685
2.	Shri A. Loganathan, Assistant Director(T)	Block No.21, Quarter No. 165, CPWD Quarters, Beasant Nagar, Chennai 600 090	9994894460
3.	Smt. C. Sathiya,	No. 19,, Balakrishna Naicker	-

	Stenographer Gr.III	Street, West Mambalam, Chennai 600 033.	
4.	Shri M. Ramesh, LDC	Plot No.3A, , Vajravelu Street, Prem Nagar, Pozhichalur, Chennai 600074.	-
5.	Shri R. Joseph Samuel, Staff Car Driver	No.1/36, Lakhimpuram, Thiruvanaminur, Chenai – 600 041.	
6.	Shri K. Anbu, Peon	No.3, VRR Colony, School Road, Chepet, Chenna - 600031.	
7.	Shri G. Chittibabu, Chowkidar	No.10/20 Hyder Garden I street, Chennai 600 012.	

DIRECTORY OF OFFICIALS OF REODCH (AHMEDABAD)

Sl.No.	Name & Designation	Residential Address	Res. Telephone
1.	Shri V. K. Hariprasad Chief Enforcement Officer	Block No. 7, Flat No. 78, Guj. Housing Board, Sector- 14, Gandhinagar-14.	079-23245450 (M)09427553968
2.	Shri Ajit Kumar Parmar, Technical Superintendent	E/12. Chamundanagar, Nr. Manharnagar, Bapunagar, Ahmedabad.	(M) 9427599772
4.	Shri G.A. Parmar, Peon	116, Pragatinagar, Opp. Paratinagar Post Office, Amarawadi, Ahmedabad.	(M)09898064593 (M)09898064476
5.	Shri J.G. Parmar, Chowkidar	Block No.76/5, “J” Type, Sector-6, Gandhinagar.	
6.	C.B. Asari, Driver	Flat No. 76/6., ‘J’, Type, Sector-6, Gandhinagar	

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

(ENFORCEMENT WING) NEW DELHI.

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

	Name & Designation	Total
1.	Ms. Meenu S. Kumar, Chief Enforcement Officer	43910/-
2.	Sh. S. Adinaryana, AD (T), Grade I	23295/-
3.	Sh. Davinder Sharma, Legal Assistant.	19894/-
4.	Sh. T. Manoharan, Technical Superintendent	18456/-
5.	Smt. Pratibha Rawal, Steno Gr. II	15895/-
6.	Sh. Kishore Kumar, Steno Gr. II	14844/-
7.	Smt. Davinder Kaur, LDC	10957/-
8.	Smt. Nirmal Davi, LDC	7385/-
9.	Sh. Kishori Lal , Staff Car Driver	10077/-
10.	Sh. Shyam Babu, Staff Car Driver	7191/-
11.	Sh. Mulayam Singh, Peon	7640/-
12.	Sh. Avdesh Singh, Peon	7098/-
13.	Sh. A.S. Nagi, Peon	7098/-

RODCHL(Enforcement Wing) Ahmedabad

1.	Sh. V.K. Hariprasad	29003/-
2.	Sh. A.N. Parmar,LDC	9393/-
3.	Sh. C. B. Asari, Staff Car Driver	8634/-
4.	Sh. G.A. Parmar, Peon	7577/-
5.	Sh. J.G. Parmar, Chowkider	7048/-

RODCHL (Enforcement Wing) Chennai

1.	Sh. S. V. Arumugham, Regional Enforcement officer	22938/-
2.	Sh. A. Loganathan, Assistant Director.	22092/-
3.	Smt. C. Sathiya, Stenographer Gr,III	12969/-
4.	Sh. M. Ramesh, LDC	10507/-
5.	Sh. R. Joseph Samuel, Driver	10462/-
6.	Sh. A. Anbu , Peon	8593/-
7.	Sh. G.Chittibabu, Chowkider	8538/-

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

Statement showing the 10th Plan Outlay and Expenditure					
	PLAN				(Rs. in lakhs)
S.N.	Name of the Scheme	10th Plan Outlay	Expenditure	Proposed expenditure for the XI Plan period	Expenditure as on 10.12.07
1	Implementation of Handloom (Reservation of Articles for Production) Act 1985	600.00	570.00	750.00	63.33
	Total	600.00	570.00	750.00	63.33

Scheme is under Non-Plan from 2004-05 onwards.

Budget outlay and expenditure for the years 2004-5,2005-06, 2006-07 and 2007-08 upto 10.12.2007										
	NON-PLAN							Rs. in lakhs		
SI.No.	Name of the Scheme	BE 2004-05	Expdr.	BE-2005-06	Expdr.	BE 2006-07	Expdr.	BE 2007-08	Expdr.	(As on 20.12.2007)
1	DDTP Enforcement Wing	57.00	53.05	69.00	52.25	52.30	40.35	60.00	42.00	42.00
	Total	57.00	53.05	69.00	52.25	52.30	40.35	60.00	42.00	42.00

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

Information may be treated as Nil.

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

Information may be treated as Nil

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

- Apart from the information available in website of the office, a compendium comprising all developmental schemes, its salient features and necessary road maps have been given in the compendium as a guidance to the beneficiaries.

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

- In order to make available information on various facets of the handlooms sector/functioning of the office of the Development Commissioner for Handlooms an Information Facilitation Counter has been put in place at Udyog Bhavan, New Delhi. This Information Facilitation Counter (IFC) has been functioning in collaboration with the Ministry of Textiles and caters to the requirement of any citizen who seeks information on the textile sector vis-à-vis handloom industry.
- Further, apart from the aforesaid open facilities, the office of the Development Commissioner for Handlooms have its own website viz. www.handlooms.nic.in any citizen can visit the website and have information on the functioning of this office.
- Citizen's Charter in respect of the Office of Development Commissioner for Handlooms is also available in the website.

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

(xvi) The names, designations and other particulars of the Public Information Officers.

S l. No.	Name & Designation of Central Public Information Officer	Complete Address of Central Public Information Officer	Name & Designation of Alternate Information Officers with Address	Area of Work	Officer Senior to Central Public Information Officer	Address of the Officer Senior to Central Public Information Officers
1	S. Adinarayana, Assistant Director(T)	Room No.32-B, Udyog Bhawan, New Delhi Tel No.23061641	Davinder Sharma, Legal Assistant, Room No.32- B, Udyog Bhawan, New Delhi. T.No.23061641	Implementati on of Handlooms (Reservation of Articles for Production Act), 1985.	Ms. Meenu S. Kumar, Chief Enforcement Officer,	Room No.55-B, Udyog Bhawan, New Delhi. Tel No.23011976
2	V.K. Hariprasad, Regional Enforcement Officer,	4 th floor, Premier Shopping Centre, Mirzapur Road, Ahmedabad- 380001 Tel. No.25620007	Ajit Kumar Parmar., 4 th floor, Premier Shopping Centre, Mirzapur Road, Ahmedabad- 380001 Tel. No.25620007	Implementati on of Handlooms (Reservation of Articles for Production Act), 1985	Ms. Meenu S. Kumar, Chief Enforcement Officer	Room No.57, Udyog Bhawan, New Delhi Tel No.23061976
3	S. V. Arumugham, Regional Enforcement Officer, Chennai	F-4-A, Rajaji Bhawan, Basant Nagar, Chennai- 600090 Tel. No. 044- 24916707	A. Loganathan, Assistant Director, F-4-A, Rajaji Bhawan, Basant Nagar, Chennai- 600090 Tel. No.24917607	Implementati on of Handlooms (Reservation of Articles for Production Act), 1985	Ms. Meenu S. Kumar, Chief Enforcement Officer	Room No.32-B, Udyog Bhawan, New Delhi Tel No.23061976

Right to information and obligations of public authority

OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

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

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