

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

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

Right to information and obligations of public authority
MINISTRY OF TEXTILES
OFFICE OF THE DEVELOPMENT COMMISSIONER FOR HANDLOOMS

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

In pursuance of the Government's decisions on the recommendations of the High-powered Study Team on Handlooms Industry and on the 20 Point Economic Programme, the Office of the Development Commissioner for Handlooms, with headquarters at New Delhi was created under the Ministry of Commerce vide Order/Notification No. 11030/10/75-TEX-IV-I dated the 20th November, 1975 to look after the interests of and pay attention to the development of the handloom industry all over India. The Headquarters of the Office of the Development Commissioner for Handlooms is located at Udyog Bhavan, New Delhi. Under it, 25 Weavers Service Centres and 05 Indian Institutes of Handloom Technology located in various parts of the country are functioning to cater to the needs of the handloom industry.

Apart from this organization, the following units are functioning under the administrative control of the Office of the Development Commissioner for Handlooms: -

1. Office of the Chief Enforcement Officer (CEO) Udyog Bhavan New Delhi.
2. National Handicrafts & Handlooms Museum(NHHM) Pragati Maidan New Delhi.
3. National Handloom Development Corporation(NHDC), Lucknow.
4. Handloom Export Promotion Council (HEPC), Chennai.

Functions & duties:

- To promote and facilitate the continuous overall growth and development of the handloom industry through formulating, implementing, monitoring and reviewing of Handloom Policies, Programmes and Schemes, enhancing the Socio-economic conditions of millions of poor handloom weavers across the country.
- Extending financial support to State Governments and other Handloom Agencies for effective implementation of various handloom policies, programmes and schemes which are aimed at benefiting handloom weavers.
- Supporting the handloom sector at large in upgrading skill, knowledge, market infrastructure, living conditions etc.

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

• Development Commissioner for Handlooms

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

• Additional/Joint Development Commissioner (Handlooms)

Under provisions of the Delegation of Financial Powers Rules, 1978, Additional / Joint Development Commissioner (Handlooms) in-charge of Administration and Additional / Joint Development Commissioner (Handlooms) in-charge of General Section have been delegated administrative /financial powers in respect of Headquarters Office of the Development Commissioner (Handlooms) have been declared as Head of the Department as under:

FINANCIAL POWERS:

ADC/JDC Incharge of Administration/Estt-I (Hqtrs)	ADC/JDC Incharge of General Section (Headquarters)
Legal Charges	Recurring and Non-recurring contingent expenditure.
Pension or Gratuities	Motor Vehicle Maintenance up-keep and repairs
Salaries	Municipal Rates and Taxes
Wages	Printing & Binding
Dearness Allowances	Local purchase of petty stationery
Overtime Allowance	Local purchase of Rubber Stamp and Office seal
Conveyance Allowance	Supply of uniform and other clothing etc. and washing allowance
Sanctioning of Leave	Telephone Charges
LTC	(i)All office equipment (ii) Computers
T.A.	Postal and Telegraph charges
Provident Fund	Travel Expenses
Advances	CGHS facilities
Children Education Assistance	Govt. Accommodation
Income Tax	Purchase of Stationery
Welfare measures	

- Additional/Joint Development Commissioner for Handlooms in charge of Weavers Service Centres and Indian Institutes of Handloom have been declared as Head of the Department for exercising financial powers under Delegation of Financial Powers Rules, 1978; in respect of WSCs & IIHTs.
- Each division is headed by an Officer in the rank of Additional/Joint Development Commissioner and under him, an in charge in the rank of Assistant Director to supervise the functions of that Section.
- Proposals for financial assistance under various developmental schemes are examined and processed by the concerned dealing hand at the level of LDCs/ UDCs/ Assistants in terms of stipulated guidelines of the scheme. The work of the dealing hands is supervised by the concerned Assistant Director who is Section-in-charge. Files are submitted by Section-in-charge to the respective divisional heads in the rank of ADC/JDC, who in turn submits the files alongwith their recommendation to DC(HL) for a decision.
- Proposals, which are deficient, or in other words not in conformity with the guidelines of the Scheme (under which the proposal is examined), are referred back to the concerned State Governments/agencies for rectification, modification, additional information etc. On receipt of the requisite information, such proposals are processed and submitted for order/approval of concerned ADC/JDC and DC Handlooms.

- The dealing hand maintains various Registers which reflect the claims received, claims disposed, the amount of central assistance being released to each State Government/agency under each Scheme for a particular financial year.
- The concerned Assistant Director and ADC/JDC regularly check such Registers and shortcoming, if any, noticed are removed then and there.
- After the sanction order is issued, the concerned dealing hand of the particular section dealing with the scheme and the concerned Assistant Director would follow-up with the PAO and B&A Section of the DC Handlooms office till the cheques/DDs are released.
- Officers at the level of Assistant Director/JDC/ADC interact with the concerned State Government/agency for clarifications in respect of proposals / claims sought from the State Government/agency so as to expedite the disposal of claims.
- The concerned Assistant Director of a particular Section and dealing hand ensures that all receipts are diarised after computerized recording and files are tracked through the allotted computer diary number so that transparency is maintained for each receipt.
- Each dealing hand is accountable for quick disposal of each receipt received by him or her and reports the performance as well as pendency to the Assistant Director in-charge of the Section. The processing of the case starts with the dealing hand.
- Dealing Hands put up the files to the Assistant Director in-charge of section, who examines the case in the light of the scheme guidelines/provisions/rules in force and submits to the Divisional Head i.e. ADC / JDC.
- Each divisional head takes periodic review meetings with the concerned Assistant Director and dealing hands of the division to assess the pending proposals and receipts and a definite time frame is given for disposal of the pending receipts.
- New policies and programmes are formulated by the Officers in the rank of ADC/JDC with the necessary support from the Assistant Director/Section. These are submitted to the Competent authority for necessary approval.

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

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

for approval. On clearance of the Scheme by the SFC/EFC/PIB, approval of the Competent Authority is obtained as under: -

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

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

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

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

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

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

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

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

The Office of the Development Commissioner for Handlooms is an attached Non Participating Office under the Ministry of Textiles. The main aim of the office is to

promote and facilitate the continuous overall growth and development of the handloom industry through formulating, implementing, monitoring and reviewing of Handloom Policies, Programmes and Schemes, enhancing the Socio-economic conditions of millions of poor handloom weavers across the country.

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

1. Integrated Handlooms Development Scheme(IHDS)
 2. Diversified Handloom Development Scheme(DHDS)
 3. Marketing and Export Promotion Scheme(MEPS).
 4. Mill Gate Price Scheme
 5. Handlooms Weavers Comprehensive Welfare Scheme (HWCWS).
 6. Scheme for reimbursement of one time rebate @ 10% given by the handloom agencies on the sale of handloom cloth.
 7. Handloom Mark Scheme
 8. Technology Upgradation Fund Scheme.
 9. Scheme for Central assistance to State Governments for setting up of Enforcement Machinery.
- The above Schemes are based upon written guidelines and procedure. The guidelines are used by the employees of this office for discharging their functions towards implementation of various schemes.
 - As regards Administrative Rules, Regulations, Instruction, Manuals and Records, the Office being the Central Government Office follows all Rules, Regulations, Instructions, Manuals, Records etc. as prescribed from time to time by the Nodal Ministries of the Central Government. Such as Ministry of Finance and Department of Personnel and Training.
 - The office maintains the physical data relating to Handloom Sector, Such as production, loomage, number of weavers, number of persons engaged in pre-loom and post loom activities etc. The financial figures regarding assistance under the various schemes are maintained State-wise and Scheme-wise. The data regarding Annual Plan, budgetary allocation and expenditure are also maintained.

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

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

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

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

Arrangements exist for consultation with the stakeholders in the handloom sector in relation to the formulation of new programmes/schemes and for improved implementation of existing schemes. There is an institutional arrangement in the form of All India Handloom Board. Further the State Governments and UTs and prominent handloom bodies and expert members of the public are consulted in the formulation of schemes/programmes and in suggesting ways and means to improve the implementation of the ongoing programmes. Periodic meeting are organized for the purpose with the State Secretaries, Director of Handlooms and senior functionaries of the State Government Corporations, Apex Societies and Primary Societies including the National Level Corporations and Agencies.

Field level inspections are carried out by the Senior Officers at the level of ADCs/JDC and even DC (Handlooms) during which interaction takes place with the weavers and weavers' organizations which provides a lot of inputs to improve the implementation of the schemes.

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

The All India Handloom Board is a high-powered advisory body in which members well versed with the problems and issues of handloom industry are drawn from various states to guide and advise for the growth and development of handloom sector. Meeting of the AIHB are held from time to time and minutes of such meetings are accessible to the public. Meetings and conferences are also held to assess the requirements of the handloom industry and obtain feed back suggestions.

(ix) A directory of officers and employees of the office of the Development Commissioner for Handlooms (Headquarters)

S.N.	Name of Employee S/Sh.	Designation	Telephone Nos.	
			Office	Residence
1.	Sh. B. K. Sinha	D. C. Handloom	23062945 23063684	26121822
2.	Smt. Suraj Rai	Sr. PS to DCHL	23062945 23063684	23230272
3	Sh. Sohan Kumar Jha	Addl. D. C. Handloom	23062238	
4.	Sh. Dinesh Singh	Addl. D. C. Handloom	23062402	
5.	Dr. M. Nazmuddin	Addl. DC Handlooms	23061865	
6	Sh. Manoj Jain	Dy. D. C. Handloom	23060643	27014392
7	T.P.A. Narayanan	Asstt. Director Gr.I	23062437	24108661
8	C. Krishnan	Asstt. Director Gr.I	23063973	26893962
9	S. Chowdhury	Asstt. Director Gr.II	23062431	
10	Deep Chand	Asstt. Director Gr.II	23063397	

11	N. Purushothaman	Asstt. Director Gr.II	23061672	
12	Tapas Sarkar	Asstt. Director Gr.II	23062463	
13	Navnit Sharma	Asstt. Director Gr.II	23062718	
14.	K. B. Sharma	Asstt. Director Gr.II	23061412	
15.				
16	K. K. Gulati	Accounts Officer	23051115	
17	Hira Singh	Sr. Translator	23062718	
18	Gurcharan Dass	Assistant	23061672	
19	H.R. Kashyap	Jr. Account Officer	23012437	
20	N. K. Raina	Assistant	23063397	
21	S.S. Negi	Assistant	23062718	
22	Raghunath Singh	Assistant	23062437	
23	Rajinder Bindra	Assistant	23063973	
24	Shayamal Dutta	Assistant	23062431	
25	Devi Lal Meena	Assistant	23062431	
26	Binita Nandwani	Assistant	23061115	
27	Anita Rani	Assistant	23062431	
25	G. K. Sharma	Assistant	23012485	
26	A. K. Nandwani	Assistant	23061734	
27	A. K. Sharma	Assistant	23061412	
28	Purshottam Singh	Assistant	23061412	
29	Anita Sawhney	Asstt.	23063397	
30	Lakhan Singh	Asstt	23062431	
31	Prem Lal Barthwal	Asstt	23062463	
32	Rajender Singh	UDC	23062437	
33	Yudhbir Singh	UDC	23061115	
34	Rewat Singh Rawat	UDC	23061115	
35	Maheshwari Rawat	UDC	23062718	
36	Digamber Singh	UDC	23061115	
37	Vijay Sharma	UDC	23062718	
38	Pappu Ram Meena	UDC	23061672	
40	Om Parkash	UDC	23062431	
41	Chander Prakash	UDC	23062718	
42	S. P. Bhatt	UDC	23063973	
43	Visalakshi Sivanandan	UDC	23061734	
44	J. S. Arora	UDC	23062463	
45	Promod Kumar	UDC	23061734	
46	Kuldip Kumar Sharma	UDC	23062437	
47	Dalvir Singh	UDC	23061672	
48	Bikram Singh	UDC	23063973	
49	Mahesh Singh Rawat	LDC	23061412	
50	Kavita Gupta	LDC	23061734	
51	Raja Ram	LDC	23061734	
52	Ravindra Singh	LDC		
53	Ajay Kumar	LDC	23062437	
54	Shripal Singh	LDC		
55	Ranjeet Kumar	LDC	23062431	
56	Ravinder Sethi	Steno. Gr.I	23062402	
57	Anil Kumar	Steno. Gr. I	23062945	
58	Poonam Chowdhary	Steno. Gr.II		

59	Sunita Kalia	Steno. Gr. II	23061643	
60	Dilip Kumar	Steno. Gr.II	23062238	
61	Promila Mehra	Steno. Gr. II	23061643	
62	Om Prakash Yadav	Steno. Gr.III	23062431	
63	Nand Kishore	Commercial Artist	23016672	

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

Sl. No.	Name S/Shri/Smt/Kum.	Designation	Total
1	Sh. B. K. Sinha	D. C. Handloom	113605
2	Sh. Sohan Kumar Jha	Addl. D. C. Handloom	71680
3	Sh. Dinesh Singh	Addl. D. C. Handloom	70880
4	Dr. M. Nazmuddin	Addl. DC Handlooms	80889
5	Sh. Manoj Jain	Dy. D. C. Handloom	51814
6	T.P.A. Narayanan	Asstt. Director Gr.I	39150
7	C. Krishnan	Asstt. Director Gr.I	43956
8	S. Chowdhury	Asstt. Director Gr.II	37520
9	Deep Chand	Asstt. Director Gr.II	33091
10	N. Purushothaman	Asstt. Director Gr.II	27694
11	Tapas Sarkar	Asstt. Director Gr.II	31744
12	Navnit Sharma	Asstt. Director Gr.II	26460
13	K. B. Sharma	Asstt. Director Gr.II	29542
14	Smt. Suraj Rai	Sr. PS to DCHL	30683
15	K. K. Gulati	Accounts Officer	45400
16	Hira Singh	Sr. Translator	34367
17	Gurcharan Dass	Assistant	25203
18	H.R. Kashyap	Jr. Account Officer	25559
19	N. K. Raina	Assistant	30422
20	S.S. Negi	Assistant	29966
21	Raghunath Singh	Assistant	24058
22	Rajinder Bindra	Assistant	29203
23	Shayamal Dutta	Assistant	28582
24	Devi Lal Meena	Assistant	22982
25	Binita Nandwani	Assistant	22960
26	Anita Rani	Assistant	23626
27	G. K. Sharma	Assistant	27655
28	A. K. Nandwani	Assistant	22204
29	A. K. Sharma	Assistant	27184
30	Purshottam Singh	Assistant	26728
31	Anita Sawhney	Asstt.	26728
32	Lakhan Singh	Asstt	21594
33	Prem Lal Barthwal	Asstt	26470
34	Rajender Singh	UDC	23153
35	Yudhbir Singh	UDC	23153
36	Rewat Singh Rawat	UDC	18022
37	Maheshwari Rawat	UDC	17812
38	Digamber Singh	UDC	18122
39	Vijay Sharma	UDC	25786

40	Pappu Ram Meena	UDC	20162
41	Om Parkash	UDC	24174
42	Chander Prakash	UDC	19265
43	S. P. Bhatt	UDC	20162
44	Visalakshi Sivanandan	UDC	16080
45	J. S. Arora	UDC	19554
46	Promod Kumar	UDC	19554
47	Kuldip Kumar Sharma	UDC	19566
48	Dalvir Singh	UDC	19566
49	Bikram Singh	UDC	20116
50	Mahesh Singh Rawat	LDC	14508
51	Kavita Gupta	LDC	13371
52	Raja Ram	LDC	16179
53	Ravindra Singh	LDC	10224
54	Ajay Kumar	LDC	12446
55	Shripal Singh	LDC	16453
56	Ranjeet Kumar	LDC	12446
57	Ravinder Sethi	Steno. Gr.I	30285
58	Anil Kumar	Steno. Gr. I	28126
59	Poonam Chowdhary	Steno. Gr.II	27184
60	Sunita Kalia	Steno. Gr. II	26728
61	Dilip Kumar	Steno. Gr.II	19618
62	Promila Mehra	Steno. Gr. II	21979
63	Om Prakash Yadav	Steno. Gr.III	17015
64	Nand Kishore	Commercial Artist	25120
65.	Jagdish Prasad	Staff Car Driver	19325
66	Surender Pal	Jr. Gest. Operator	10491
67	Ratan Lal	Peon	13839
68.	Mane Ekka	Peon	13809
69.	Sudama Singh	Peon	13809
70.	Jagmohan Singh	Peon	13809
71.	Rajpal	Peon	11707
72.	Rambir Singh	Peon	16981
73.	Om Bahadur	Peon	10491
74.	Ram Kumar Udar	Peon	16710
75.	Sumitra Devi	Peon	11022
76.	Kishori Lal	Peon	12618
77.	Rishipal Sharma	Peon	12618
78.	Ram Naresh	Peon	12618
79	Gopal Singh	Peon	12618

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

Statement showing the 11th Plan Outlay and Expenditure				
	PLAN			(Rs. Crore)
S.N.	Name of the Scheme	XI Plan Outlay	Proposed expenditure for the XI Plan period	Expenditure as on 20.3.2009
1	Integrated Handlooms Development Scheme	605.00	605.00	218.57
2	Diversified Handloom Development Scheme	73.00		23.85

3	Marketing and Export Promotion Scheme	175.00	175.00	54.31
4	Handlooms Weavers Comprehensive Welfare Scheme	425.00	425.00	234.14
5	Mill Gate Price Scheme	92.00	92.00	47.68
	Total	1370.00	1297.00	578.55

Budget outlay and expenditure for the years 2007-08 to 2008-09 (upto 20.3.09).

Sl. No.	NON-PLAN Name of the Scheme	BE 2007-08	Expdr. 2007-08	Rs. Crore	
				BE 2008-09	Expdr. (As on 20.3.09)
1	10% Spl. Rebate	40.00	40.00	39.40	38.32
2	Implementation of Handloom (Reservation of Articles for Production) Act 1985	1.50	1.50	1.50	1.50
3	DC(Handlooms) Salary Component	2.64	2.27	2.57	3.20
4	Weavers' Service Centres	17.00	15.43	19.00	20.52
5	Institute of Handloom Technology	3.87	3.32	4.06	4.80
6	Museum	3.14	2.41	3.19	3.52
7	Enforcement Wing	0.60	0.57	0.60	0.84
	Total	68.75	65.50	70.32	72.70

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

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

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

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

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

- The office of the Development Commissioner for Handlooms primarily implements various developmental and promotional programmes and schemes for development of the handlooms sector.
- Each scheme is implemented through a prescribed guideline to be mandatorily followed by the implementing states/agencies. Hence, each scheme has specific guidelines.
- From time to time the guidelines of these developmental schemes are put in place on the website of the office and are accessible to all concerned.
- Quantum of Central Assistance provided under each scheme and extent of coverage has been transformed in electronic form for easy retrieval and transparency.
- Apart from the information available in website of the office, a compendium comprising all developmental schemes, its salient features and necessary road maps have been given in the compendium as a guidance to the beneficiaries.

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

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

(xvi) **The names, designations and other particulars of PIOs**

1. Chief Public Information Officer (CPIO).

Dr. Md. Nazmuddin, Addl. Development Commissioner for Handlooms designated as Central Public Information Officer (CPIO) to provide information to persons requesting for the information under the Right to Information Act, 2005 in the Office of the Development Commissioner for Handlooms (Hqrs.). Address & Telephone numbers of the officer are as under: -

Dr. Md. Nazmuddin,
Addl. Development Commissioner for Handlooms
Office of the Development Commissioner for Handlooms,
Ministry of Textiles,
Room No. 57, Udyog Bhavan, New Delhi-110011
Phone: **2306 2402**, Fax: **2306 17 16**

2. Central Assistant Public Information Officer (CAPIO).

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

Shri Navnit Sharma
Assistant Director Grade-II
Office of the Development Commissioner for Handlooms,
Ministry of Textiles,
Room No. 534-A, Udyog Bhavan, New Delhi-110011
Phone: 2306 2718, Fax: 2306 24 29

(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.