

THE BIHAR RIGHT TO INFORMATION RULES,2005

**MANUAL FOR
RIGHT TO INFORMATION ACT
(SECTION 4 (1) TO 4(17))**

**DEPARTMENT OF INDUSTRIES
GOVT. OF BIHAR**

DISCLOSURE OF INFORMATION

CHAPTER-2 (Manual-1) (Section 4 (i) B (i))	
Particulars of Organization - Functions and Duties	
CHAPTER-2	
2.1	<u>Objective/Purpose of the Deptt. of Industry</u> To accelerate the Growth of Industries in state of Bihar and their sustainable development.
2.2	<u>Mission/Vision Statement of Department of Industry</u> To create Entrepreneurial culture in the state of Bihar
2.3	<u>Brief History</u> Department of Industries is a core Department of Govt. of Bihar.
2.4	<u>DUTIES</u>
	➤ To formulate Industrial Policy for the growth of Industries.
	➤ To establish smooth linkages and co-ordination with Financial and Training Institutions.
	➤ To establish Data Bank for micro small medium and large scale industries.
	➤ To Provide Industrial land and develop Growth Centers for industries.
	➤ To Provide Research and Development facilities for Industries.
	➤ To Provide Single window facilities for Industries.
	➤ To mobilize investment opportunity in the state by inviting Entrepreneurs from outside state including NRIs.
	➤ To provide Marketing support to entrepreneur.
	➤ To promote Handlooms and Handicrafts sector in Bihar.
2.5	<u>Main Activities/Function</u>
	(i) Formulation of Industrial Policy and their implementation
	(ii) Creation of cohesive environment for Industrial growth in state of Bihar.
	(iii) Grant Registration to small scale Industries.
	(iv) Provide institutional and infrastructural support to industries.
	(v) Provide extension and entrepreneurial training to employ youth/women.
	(vi) Allotment of Industrial Land and shed and creation of new industrial Estate/Food Park/Growth Centre etc.
	(vii) Create self employment opportunities for unemployed Youth through Entrepreneurship training.

2.6		<u>List of Services being provided.</u>
	(i)	To provide land and infrastructural facilities to Industries.
	(ii)	To provide financial support in terms of grant-in-aid/subsidy/loan, etc.
	(iii)	To provide institutional and Technical support to Industry.
	(iv)	To create self Employment opportunities.
	(v)	To boost export from Bihar.
	(vi)	To provide Entrepreneurial and Technical, Training to Entrepreneurs.
	(vii)	To provide Handloom and Handicraft sector in Bihar.
	(viii)	To facilitate in marketing of the products.
	(ix)	To establish MIS system facilitating industrial development
	(x)	To revive the sick and closed units in Bihar
	(xi)	To liaison between department, societies, labour, agriculture, infrastructure related departments.
	(xii)	To act for over all economic development of the State
2.7		<p style="text-align: center;">ORGANISATIONAL STRUCTURE DIAGRAM FOR DEPTT. OF INDUSTRIES. GOVT. OF BIHAR</p> <p style="text-align: center;">Principal Secretary(1) Special Secretary (1)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Additional Secretary/Joint Secretary(1)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Deputy Secretary (2)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Under Secretary (5)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Deputy Director (Planning) (1)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Section Officer (6)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Staff (N.A.)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Peons/Drivers(N.A.)</p>

N.B.-() Denote sanction Post

2.8			
		<p><u>Expectation of public authority from the public</u> There is no direct contact with the people as no delivery system function are involved affecting the public at large. However areas such as skillupgradation,technology improvement etc. would ensure accrual of benefits to thepublic throughimprovements in quality of products at cheaper costs.</p>	
2.9		<p><u>Mechanism available for monitoring the service delivery and public grievance.</u> The monitoring of service delivery and public grievances is being done through Establishment of Grievance Cell headed by a Sr. Officer of theDepartment at theevery level.</p> <p><u>Address of team main office and other offices at different level</u></p>	
2.10			
<i>Sl.</i>	<i>Name and address of office</i>	<i>Designation of Head/In charge</i>	<i>Name of officer</i>
1.	Principal Secretary, Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Principal Secretary	Dr. S. Siddarath (IAS)
2.	Directorate of Industries, Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of industries	Shri Pankaj Kr. Singh (IP & TS)
3.	Directorate of Handloom & Sericulture. Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Handloom & Sericulture	Shri Narendra Kumar Sinha (IAS)
4.	Directorate of Food Processing, Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Food Processing	Shri Pankaj Kumar Singh (IP &TS)
5.	Directorate of Technical Development, Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of Technical Development	Shri Ravindra Prasad (ITS)

6.	Special Secretary Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Special Secretary	Vacant
7.	Additional Secretary Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Additional Secretary	Shri Pradeep Kumar
8.	Additional Secretary Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Additional Secretary	Shri Narendra Kumar Sinha (IAS)
9.	Deputy Secretary Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Deputy Secretary	Shri Madan Mohan Singh (BAS)
10	Deputy Secretary Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Deputy Secretary	Shri Ranjit Kumar (BAS)
11	Department of Industries Vikas Bhawan, New New Secretariat, Bailey Road, Patna	Bihar Public Grievance Officer	Shri Rajeev Shankar BAS
12	Under Secretary Department of Industries Vikas Bhawan, New New Secretariat, Bailey Road, Patna	Under Secretary	Anil Kumar Jha (BSS)
13	Under Secretary Department of Industries Vikas Bhawan, New New Secretariat, Bailey Road, Patna	Under Secretary	Laxmi Narayan Sahu (BSS)

MANUAL-2

"Powers and duties of officers and employees." (Section 4 (i)(b)(ii))

Sl	Name of Officer	Job Responsibility
1.	Shri Pradeep Kumar I.E.D.S Additional Secretary	<ol style="list-style-type: none">1. All legal matters and miscellaneous work related to Govt2. PMRY, 15 & 20 Point Programmes departmental Meeting3. Seminar4. Legislative and parliamentary Works5 Establishment and charges (Except IVth Grade Employees) related to govt. level and four Directorate for Gazetted Officers6 Establishment of IV th Grade Employee/Driver/Minister Accounts/Stationery Material/ Equipment for Vechiles/Telephone/Dress etc.7 Administrative work of Building and Assets of Department of Industries etc.
		<ol style="list-style-type: none">8 All work related to Govt. level for Technical Directorate, Rehabilitation of Silk/large/medium and small scale industries/BIFR
		<ol style="list-style-type: none">9 Tea /Jute Plantation related work10. Growth centre, Industrial Area Development Authority, Land Acquisition and allotment11 Khadi Board12 Industrial Policy, Insensitive and subsidy13 Industrial Census14 Work related to corporation for large. medium and small scale industries15 All works related to Right to Information Act,16 All works related to Minimum common programe17 Public grievances from C.S Cell, Bihar, Patna18. Work related to AG, Bihar office like draft para, inspection report, finace account report, grant-in-aid, finance commission report, economic survey19 work related to budget, plan, public account.20. NIPER/CIPET/Tool room and training centre and E-office related work.

2.	Shri Madan Mohan Singh ,(B.A.S)	<p>1. Incharge, Establishment Section III (Gov.)</p> <ul style="list-style-type: none"> i. Service Matter, Lokayukt ii Establishment and charges (Except IV Grade Employees) related to level and four Directorates for Gazetted Officers <p>2 i Incharge Section iv Grade Employee/Driver/ Minister ii Accounts/ Stationary Material /Equipment for Vehicals/Telephone/Dress etc.</p> <ul style="list-style-type: none"> iii Administrative work of Building and Assets of Department of Industries.
3	Shri Ranjit Kumar Deputy Secretary (BAS)	<p style="text-align: center;">Section-V(Govt), VI(Govt) and Jan Shikayat(Govt)</p> <p>1.Incharge Sec-5 (Govt.)</p> <ul style="list-style-type: none"> i All work related to Govt. level for Technical Directorate, Rehabilitation of Silk/ large/ medium and small scale industries/BIFR ii Tea jute plantation related work iii Growth centre, Industrial Area Development Authority, Land Acquisition and allotment iv Khadi Board v Infrastructure Coustion Authority <p>2 Incharge Sec-6(Govt.)</p> <ul style="list-style-type: none"> i Industrial Policy Incentive and subsidy ii Industrial Census iii Work related to corporation for large, medium and small scale Industries <p>3 All works related to Right to Information Act ,</p> <p>4 All works related to Minimum common programme</p>

4	Shri Suresh Prasad Deputy Director	<ol style="list-style-type: none"> 1. All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit. 2. Monitoring, Utilization Certificate etc. 3. Sanction of Govt. Sponsored Scheme and monitoring (Including CIB, ASIDE, EPIP etc)
5	Shri Anil Kumar Jha B.S.S Under secretary	<ol style="list-style-type: none"> 1. All establishment work of Biha Industry Service (Including legal,parliamentary,assemblies work) 2. Establishment work of Feder cadre (Including legal, parliamentary,assemblies work) 3. RTI related works 4. C.M secretariat E-dash board Lok samvad 5. Lok Samvad
6	Shri Laxmi Narayan Sahoo BSS Under Secretary	<ol style="list-style-type: none"> 1. Drawing and Disbursing Officer 2. Establishment of Departmental Minister Telephone, Vehicle, Stationary work
7	Sri Pawan Kishore (BSS) Section Officer (Section – I)	<ol style="list-style-type: none"> 1. Monitoring of All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit. 2. Formulation of Central Govt. sponsored schemes, Empowerment Committee, their implementation, Monitoring, Utilization Certificate etc. 3. Monitoring Work of Central Govt. sponsored scheme and monitoring (Including CIB, AXIED, EPIP etc).
8	Shri Jai shankar Prasad (BSS) Section Officer Sec-ii	<ol style="list-style-type: none"> 1. All legal matters and miscellaneous work related to Govt. 2. PMRY, 15 and 20 point programmes, Departmental meeting. 3. Seminar 4. Legislative and Parliamentary Works.
9	Shri Bharat Bhushan Lal Das Section Officer (BSS) Section-(iii)	1.Establishment and charges (Except IV Grade Employees) related to govt.level and four Directorates for Gazetted Officers
10	Shri Vidya Bhushan (BSS) Section Officer Section (VI) Mb. No-9431044003	<ol style="list-style-type: none"> 1.Industrial Policy, Incentive and Subsidy 2.Industrial Census. 3.Work related to corporation for large, medium and small scale Industries.
11	Information Cell Shri Deepak Kumar (BSS)	<ol style="list-style-type: none"> 1.All works related to Right to Information Act, Lok Samvad 2.Public grievances from C.M.Cell, Bihar, Patna

Sl	<u>Name of Officer</u>	<u>Job Responsibilities</u>
8	Shri Umesh Verma (BSS) Section Officer Section (IV)	1. Establishment of IVth Grade employee/Driver/Minister. 2. Accounts/Stationery Material/Equipment for Vehicles/Telephone/Dress etc. 3. Administrative work of Building and Assets of Department of Industries etc.
9	Shri Shiv Prakash Narayan (BSS) Section Officer Section (V)	1. All work related to Govt. level for Technical Directorate, Rehabilitation of silk/large/medium and small scale Industries/BIFR. 2. Tea/Jute plantation related work 3. Growth centre, Industrial Area Development Authority, Land acquisition and allotment. 4. Khadi Board
10	Shri Vidya Bhushan (BSS) Section Officer Section (VI) Mb. No-9431044003	1. Industrial Policy, Incentive and Subsidy 2. Industrial Census. 3. Work related to corporation for large, medium and small scale Industries.
11	Information Cell Shri Deepak Kumar (BSS)	1.All works related to Right to Information Act, Lok Samvad 2.Public grievances from C.M.Cell, Bihar, Patna

(Manual-3)
(Section (4) (1) b (III)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters?

The decision is being taken on the basis of policy guideline manuals, service code laid down by Govt. of Bihar. Policy Guideline has been decided by the Govt.

9.2 What is the documented procedure laid down Procedures/Defined/Criteria/Rules to arrive at a particular decision for important matters. What are different levels through which a decision process moves?

All the documents for policy guidelines have been published as booklet form and gist of the policy is being published through Electronic media or Website.

9.3 What are the arrangements to communicate the decision to the Public?

The decision is communicated through letters or in person or electronic media (Email)

9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

The Director of Industries, Director (Technical) and concerned Sr. Officers of department are available for seeking opinion on important matters. The law Department and Finance Department are also consulted in legal and financial matters respectively.

9.5 Who is the final authority that wets the decision?

The Govt. of Bihar is the final authority to wet the decision.

(Manual-04)
Section (i) b (iv)

The Norms/Standards set by the department for execution of various activities/Programme.

14.1.1.	<p>The details of the Norms/Standards set by the department for execution of various activities/Programme.</p> <p>The norms or standard has been fixed through office order, Resolution, Notification, Policy guideline, Bihar Service Code and Service Manual , Acts and ordinance .</p>
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(Manual-5)
ACTS, RULES, REGULATIONS, MANUALS, AND RECORDS
FOR
DISCHARGING FUNCTIONS
(Section 4 (1) b (V))

4.1	Details of rules, Regulations, Manuals and records		
S.I. No.	Name/title of the Document	Type of document (Specify Rules/Regulations/ Instructions Manuals/Records/Others)	Name of Officer available
1.	Stores Purchase Preference Policy 2002	Rules & Regulation	Dr. S.Siddharth Principal Secretary, Dept of Industries, Govt. of Bihar, Patna.
2.	Bihar Infrastructure Development Enabling Act,2006	Act	Do
3.	Industrial Incentive Policy 2011	Rules and Regulation	Do
4.	Bihar Industrial Area Development Authority Act, 1974	Act	Do
5.	Bihar Infrastructure Development Enabling Act 2007	Act	Shri Pankaj Kumar Singh Director of Industries, Govt. of Bihar.
6.	SSI Registration Format	Format	District Industries Centre in all district
7.	Bihar Industrial Investment Policy 2016	Incentive Policy	Shri Pankaj Kumar Singh Directorate Of Industries
4.2	<u>Brief-write-up on above</u>		
(1)	<u>Stores Purchase Preference policy, 2002:</u>		
	In view of the need to protect the cottage and small scale industries of Bihar State "Stores purchase Preference Policy 2006" has been announced vide letter no. M-4-19/2007-2397 B (2), date- 03-04-2007 All state controlled bodies are required to accord priority and price preference in Govt. purchase of store, manufactured by cottage and small industries, located within the state.		

	(2)	<u>Bihar Single Window Clearance Act, 2006:</u>
		This act is being implemented to facilitate new entrepreneurs by according necessary clearances/permission at one place only.
	(3)	<u>Bihar Infrastructure Development Enabling Act, 2006:</u>
		This act has been announced to boost up infrastructural requirement and its facilities for entrepreneurs who want to set up industries in Bihar including NRI. It will strengthen the infrastructural facilities in the Bihar.
	(4)	<u>Bihar Industrial Investment Promotion Policy, 2016:</u>
		To regulate and develop the industrialization process in Bihar, A new industrial policy has been formulated. It is a policy guidelines for grant, subsidy and loan policy for industrialisation of Bihar. Under this Policy Common application form can be submitted online. online clearance and approval is being granted.
	(5)	<u>Bihar Industrial Area Development Authority, 1974.:</u>
		Various Industrial Area Development Authorities were created for promoting industrial development in the State. After the bifurcation of the State, the three Industrial Area Dev. Authorities namely Patna, Darbhanga and Muzaffarpur were merged into one single Authority knows as Bihar Industrial Area Dev. Authority in the year 2002.

(Manual-6)
_(Section (4) (1) b (VI)

6 Statement of the categories of documents that are held by it or under its control.

6.1 Details of statement of the categories of document and its traceability (Place of availability)

Sl.	Category of the document	Name of the document and its description	Procedure to obtain the document	Held by/under control of
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	Secretariat/Govt level/Directorate level	Stores Purchase Preference policy 2002 – priority and price preference for micro and small Industries in Procurements	This is a printed booklet available in all levels of offices. Displayed on website under our publication.	Dr. S. Siddharth Principal Secretary, Deptt. of Industries, Govt. of Bihar, Patna.
2.	Do	Bihar Single Window Clearance Act,2006 – Clearance for setting of industries	Available on web site – www.gov.bih.nic.in	Do
3.	Do	Bihar Infrastructure Development Enabling Act , 2006 – It deals infrastructural facilities.	Available on web site	Do
4.	Do	Bihar Industrial Investment Policy 2016 – Policy related to scheme, clearance incentive, subsidy grant etc.	This is a printed booklet available in all level of offices. Also available on the Department website http://industries.bih.nic.in	Do
5.	Do	Bihar Industrial Area Development Authority Act, 974 – Policy related to allotment of land or shed and industrial area expansion.	Printed booklet and also available on web site.	Do
6.	District level	SSI Registration Format –Application Form For SSI Registration form for SSI registration	Printed material available in all district	G.M, DIC in all district

(MANNUAL-7)
Section (4) (1) b (VII)

Particulars of any arrangement that exists for consultation with or representation by the member of the Public in relation taken formulation of its policy or implementation thereof.

5.1	<u>Formulation of Policy</u>		
	Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is please provide details of such policy in the following format.		
Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1.	Industrial Policy	No	Invited opinion through meetings with Bihar Industries Association/ Bihar Chamber of Commerce & Industries.

State Investment Promotion Board
Infrastructure Dev. Authority
(Manual-8)
(Section (4) (1) b (VIII)

A Statement of Boards, Council, Committees and other bodies constituted as it part.

Sl N.	Name & Address of Board/ Council/committee	Main Function of the Body	Head of the Body	Correspondence
1.	Bihar Industrial Credit and Investment Corporation (BICICO)	To provide financial support to Medium and Large scale Industries and other sector	Shri Ravindra Prasad (I.T.S) Managing Director	BICICO, 3 rd Floor Indira Bhawan, R.C. Path, Bailey Road, Patna Tel.No.0612-2547552 Fax.0612-2547298
2.	Bihar State Industrial Development Corporation(BSIDC)	Establish and support to Medium and Large scale Industries.	Sri R.S Srivastava (IRS), Managing Director	0612-2532165
3.	Bihar Industrial Area Development Authority, Patna	i) To provide Land & Shed to Entrepreneurs after developing industrial estate ii) To give SSI Registration to units which are set up in Industrial Estate iii) To acquire suitable land for Industrialisation/ Food Park/ Growth centre	Shri R S Srivastava (IRS),	BIADA, Udyog Bhawan, East Gandhi Maidan, Patna Tel No. 0612 – 2675998
4.	Bihar State Financial Corporation	To provide financial support to small scale Industries and other sector	Shri Ravindra Prasad (I.T.S) Managing Director	BSFC (H.Q.) Fraser Road, Patna Tel.No. 0612-2332364 2332210 Mob-9431631836

5.	State Investment Promotion Board	To accelerate investment opportunities in State of Bihar	Development Commissioner Govt. of Bihar	Deptt. of Industry, New Secretariat, Bailey Road, Patna Tolono. 0612-2221211
6.	Infrastructure Development Authority	i) To select Infrastructure Project and implement through Public Private Partnership. ii) Provides for rapid development of physical and social infrastructure in the State.	Chief Secretary Govt. of Bihar	Office the Chief Secretary, Bihar, Old Secretariat, Patna
7.	Bihar State Small Industries, Corporation (BSSIC)	To nurture and support small scale Industries in State of Bihar	Shri B. N. Prasad (BIS) Managing Director	Indra Bhawan, R.C. Path, Bailey Road, Patna Mob-9934968119
8.	Bihar State Handloom, Power loom and Handicraft Corporation	I) To promote Handloom, Power loom and Handicraft in the State of Bihar ii) To take steps for marketing support to weavers	Shri B. N. Prasad (BIS) Managing Director	Handloom Bhawan, Rajendra Nagar Patna. Mob-9934968119

9.	Bihar State Export Corporation	To promote and develop linkage for export in State of Bihar	Shri B.N.Prasad (BIS) Managing Director	1 st Floor, LDB Building, Buddha Marg, Patna 9934968119
10.	Bihar State Textile Corporation	i) To promote textile Industries in Bihar. ii) To establish linkage with National Textile Corporation	Smt. Sarita Chowdhary Naresh Chaudhary (BIS) Managing Director	Udyog Bhawan, East Gandhi Maidan, Patna 9430890900
11.	Bihar State Chemical and Pharmaceutical Corporation	To promote Chemical and Pharmaceutical Industries in Bihar.	Shri Ramesh Kumar Thakur (BIS) Managing Director	Block –B, Maurya Lok Complex, Bailey Road, Patna. 9835253553
12.	Bihar State Khadi and Village Industry Board	i) To promote Khadi and Village Industry in Bihar ii) To establish linkage with KVIC	Shri B N Prasad C.E.O (BIS) Chief Executive Officer	Khadi Bhawan East Gandhi Maidan, Patna mob.9934968119

(Manual-9)

(Section 4(i) b(ix))

Directory of Officers and employees.

Sl	Name of Officer/Employee	Designation	Telephone
1.	Dr. S. Siddharth (IAS)	Principal Secretary	(0612)-2215211 Fax:(0612)-2224991
2.	Shri Pankaj Kumar Singh (IP &TS)	Director of Industries	(0612)-2235812 Fax:(0612)-2226637
3.	Shri Narendra Kumar Sinha (IAS)	Director, Handloom & Sericulture	(0612)-2215637
4.	Shri Ravindra Prasad (ITS)	Director, Technical Development	(0612)-2221462
5.	Shri Pankaj Kumar (IP & TS)	Director, Food Processing	9431643985
6.	Shri Ravindra Prasad (I.T.S)	Managing Director, BICICO	(0612)- 2547552
7.	Shri Ravindra Prasad (I.T.S)	Managing Director, BSFC	(0612)-2234210, 2223051
8.	Sri R.S Srivastava IAS.	Managing Director, BIADA	(0612)-2675998

**LIST OF OFFICERS IN DIRECTORATE OF HANDLOOM &
SERICULTURE**

Sl. No.	Name	Name of Designation	Job Responsibility	Contact No.
1.	Shri Narendra Kumar Sinha (IAS)	Director of H&S	Head of the Directorate	0612-2215637
2.	Smt. Sarita Choudhary	Additional Director	Handloom, Co-operative & Establishment	7320923204
3.	Shri Ajay Kumar Mahto	Deputy Director First appellate authorities	Handloom, General, Co-operative, Resham, Establishment & First appellate authorities	8804065312
4.	Shri Ashutosh Pd. Mishra	Dy. Director	D.D.O	9934427374
5.	Shri Rajnish Kumar	P.S to Director H&S	Private Secretary	9835260956
6.	Shri Ramnandan Singh	Project Officer	Resham Scheme	9470667718
7.	Shri Pankaj Kumar	Project Officer cum public information officer	Resham Scheme & RTI	9204392878
8.	Shri Kamal Kishore	Publicity Extanction Officer	Rasham Related Work & Assistant R.T.I Work	7070791841
9.	Shri Sudeep Kumar	Section Officer	Establishment related all work	9473362071
10.	Shri Binay kumar Jha	Section Officer	Handloom General,	8789488875
11.	Shri Deepak Kumar	Section Officer	Co-operative, General	7352716744

Directorate Of Industries

Sl	Name of Officer	Job Responsibilities
1.	Sri Akhauri Bharat Pd. Sinha Section Officer Section (I) Mob-9835280477	1. Establishment of Non Gazetted (field)
2.	Sri Jai Kishore Section Office Section (II) Mob-9431169956	1. Industrial Policy, Subsidy and Incentive/VAT Reimbursement. 2. Public Grievance. 3. Rehabilitation of Micro & Small scale Industries. 4. Cluster Development . 5. Micro & Small Facilitation Council. 6. Purchase Preference and Procurement. 7. SIPB related matter.
3.	Sri Om Prakash Section Officer Section (III) Mob-9308111487	1. PMEGP/PMRY 2. 15 and 20 point programmes. Departmental meeting. 3. Seminar/Fair. 4. Training Programme etc. 5. Plan/Non-plan 6. Skill Development Program 7. Upendra Maharthi Shilp Anusandhan Sansthan 8. DICs Related Matter & Others.
4.	Sri Raj Kumar Section Officer Section (IV) Mob-9431079243	1. Establishment of Non Gazetted (Head Quater) 2. Stationery. 3. Department Gazetted/Non Gazetted Allegation etc.
5.	Sri Raj Kumar Section Officer Section (V) Mob-9431079243	1. Budget/Audit/Census etc.

List of Officers in Directorate of Industries

Sl. No	Name	Name of Designation	Contact No.
1	Shri Pankaj kumar singh (IP & TS)	Director of Industries	0612-2235812 9931966005
2	Shri Prakash Toppo	Jt. Director	9431592097
3	Shri Ramesh Kumar Thakur	Jt. Director	9835223553
4	Shri Umesh Kumar Singh	Dy. Director	7320923210
5	Shri Shyam Narayan Ram	Dy. Director	9431174180
6	Shri Bisheshwar Prasad	Dy. Director-Cum-Public Information Officer	9431846113
7	Shri Ranjeet Kumar	Asst. Director, Accounts	9931495169
8	Shri Akhauri Bharat Pd. Sinha	Section Office (sec-1)	9835280477
9	Shri Jai Kishor	Section Office (sec-2)	9431169956
10	Shri Om Prakash	Section Office (sec-3)	9308111487
11	Shri Raj Kumar	Section Office (sec-4&5) Asst. Public Information Officer	9431079243

List of Officers in Directorate of Technical Development			
	Name	Name of Designation	Contact No.
1	Shri Ravindra Prasad (ITS)	Directorate of Technical	9431815845
2	Smt. Sarita Chaudhary	Addl. Director (Tech)	9430890900
3	Shri B.N Prasad	Jt. Director (Tech)	9934968119
4	Shri Balram Singh	Jt. Director (Tech)	9431077201
5	Shri Ravi Bhushan Prasad Singh	Jt. Director (Tech)	9431082944
6	Shri S N Ram	Dy Director (Tech)	7320923215
7	Shri Snajay Kumar Singh	Dy Director (Tech)	9934084132
8	Shri V.N Thakur	Dy Director (Tech)	9835057019
9	Shri R.K Upadhaya	Dy Director (Tech)	9431497921
10	Shri Ashok Kumar Mandal	Dy Director (Tech)	7759090598
11	Shri K.K Rai	Dy Director (Tech)	9431071500
12	Shri Avinash Kumar Jha	Section Officer	9430935575

Sl.No.	Name	Name of Designation	Contact No.
1	Shri Pankaj Kumar Singh <i>(IP&TS)</i>	Director of Food Processing	9931966005
2	Sri R Narayana	Dy Director	9234205734
3	Shri V N Thakur	Dy. Director, Tech	
4	Sri Ashok Kumar	Advisor	9934652342
5	Sri Sashi Bhushan Prasad Sinha	Section Officer (Lok Suchna Padadhikari)	9905864479
6	Shri Sanjit Kumar	Adviser	9934007269

(Manual-10)
Section 4 (i) b (x)

**Monthly Remuneration and their scale officers and Employees of
Industries Department**

Sl. No	Designation		Pay Scale	Remarks
1	Bihar Industries Service, Basic Grade		9300-34800	
2	Accounts Inspector		9300-34800	
3	Economic Investigator		9300-34800	
4	Industrial Extension Officer		9300-34800	
5	Editor		9300-34800	
6	Technical Asstt.(Degree or Diploma in Engineering or Statistics)		9300-34800	
7	Superintendent, Model Workshop		9300-34800	
8	Deputy Information Officer		9300-34800	
9	Statistical Officer		9300-34800	
10	Librarian		9300-34800	
11	Chemist, Saltpeter Refinery Mehsi.(M.Sc)		9300-34800	
12	Personal Assistance		9300-34800	
13	Planning-cum-Statistical Officer		9300-34800	
14	Administrative Officer		9300-34800	
15	Pilot Project Officer (Sericulture)		5500-9000	
16	Publicity officer		9300-34800	
17	Senior Research Officer		9300-34800	
18	Superintendent, Taser Sansthan		9300-34800	

19	Superintendent, Silk Institute Bhagalpur		9300-34800	
20	Superintendent, Andi Basic Seed Supply		9300-34800	
21	P.A to Addl. Director (Tech)		9300-34800	
22	Sr. P.A. To Addl. Technical Development		9300-34800	
23	P.A. to Joint Director (Sericulture)		9300-34800	
24	P.A. to Joint Director (Tech.). Handloom & Sericulture		9300-34800	
25	Secy. to Director (Handicraft & Sericulture)		9300-34800	
26	Assistant Manager		9300-34800	
27	Superintendent, Rural Industrial Training Centre		9300-34800	
28	Administrative Officer, Digha		9300-34800	
29	Asstt. Controller of Accounts		9300-34800	
30	Secy. to Dir. of Industries and Director, Tech. Development		9300-34800	
31	Section Officer (Handicrafts)		9300-34800	
32	Asstt. Development Officer		9300-34800	
33	Asstt. Director of Industries		9300-34800	
34	Budget-cum-Accounts Officer		9300-34800	
35	Information Officer		6500-10500	
36	Senior Accounts Officer		9300-34800	
37	Asstt. Engineer (Common Facility Service Centre)		9300-34800	
38	Asstt. Director of Industries(Quality Service Mark)		9300-34800	
39	Planning cum Evaluation Officer		9300-34800	
40	Works Manager		9300-34800	

41	Asstt. Director (Rehabilitation)		9300-34800	
42	Organiser-cum-Artist		9300-34800	
43	Tech. Manager (Small Ind. Estate)		9300-34800	
44	Asstt. Director of Industries (Sericulture)		9300-34800	
45	Marketing Officer (Silk)		9300-34800	
46	Asstt. Director of Industries, Silk Weaving		9300-34800	
47	Research Officer		9300-34800	
48	Planning-cum-Survey Officer		9300-34800	
49	Technical Expert		9300-34800	
50	Spl. Officer (C.O.R.Cell)		9300-34800	
51	P.A. to Director (Welfare)		9300-34800	
52	Functional Manager		9300-34800	
53	Deputy Chief Engineer. Common Facility Service Centre		9300-34800	
54	Technical Manager		15600-39100	
55	Deputy Development Officer		15600-39100	
56	Works Manager (CPP)		15600-39100	
57	Functional Manager		15600-39100	
58	Development Officer		15600-39100	
59	Deputy Director of Industries		15600-39100	
60	General Manager. D.I.C.		15600-39100	
61	Industrial Economist		15600-39100	
62	Liaison Officer		15600-39100	

63	Principal, Silk Institute, Bhagalpur		15600-39100	
64	Deputy Industrial Advisor		15600-39100	
65	Joint Director of Industries		15600-39100	
66	Industrial Advisor		37400-67000	
67	Director (Tech. Development)		37400-67000	
	INSTRUCTORS			
68	Instructors (Basic Crafts)		5200-20200	
69	Andi Instructor		5200-20200	
70	Weaving Instructor		5200-20200	
71	Washing Instructor		5200-20200	
72	Instructor		5200-20200	
73	Sr. Instructor		5200-20200	
74	Senior Instructor (Sericulture)		5200-20200	
75	Senior Instructor (Weaving)		5200-20200	
76	Senior Instructor (Comm. Crafts)		5200-20200	
77	Senior Instructor (Paper Machine Crafts)		5200-20200	
78	Senior Instructor (Elec. Plating)		5200-20200	
	ARTISANS			
79	Skilled Artisan		5200-20200	
80	Skilled Artisan (Steel)		5200-20200	
81	Skilled Artisan (Wood)		5200-20200	
82	Skilled Artisan (Sericulture)		5200-20200	

83	Skilled Artisan (Spinning)		5200-20200	
84	Skilled Artisan/Weaving Mistri		5200-20200	
85	Skilled Artisan (Sheet Metal)		5200-20200	
86	Skilled Artisan (Blacksmithy)		5200-20200	
87	Master Artisan (Wood Toys)		5200-20200	
88	Skilled Artisan (Technical)		5200-20200	
89	Mechanic/Machine Operator/Senior Operator		5200-20200	
90	Skilled Artisan (Handicraft)		5200-20200	
91	Higher Skilled Artisan (Steel)		5200-20200	
92	Higher Skilled Artisan (Wood)		5200-20200	
	DISTRICT INDUSTRIES CENTRES			
93	Watchman		4440-7440	
94	Receptionist		5200-20200	
95	Tracer		5200-20200	
96	Stenographer		5200-20200	
97	Head Clerk		5200-20200	
98	Economic Investigator		9300-34800	
	RURAL ARTISAN TRAINING CENTRE			
99	Wood Machine		5200-20200	
100	Polisher		5200-20200	
101	Machinist		5200-20200	
102	Painter		5200-20200	

103	Fitter		5200-20200	
104	Shaper Operator		5200-20200	
105	Bench Fitter		5200-20200	
106	Maintenance Fitter		5200-20200	
107	Blacksmith-cum-Tinsmith		5200-20200	
108	Wood Mechanic		5200-20200	
109	Fitter		5200-20200	
110	Tuner		5200-20200	
111	Welder		5200-20200	
112	Driller		5200-20200	
113	Grinder		5200-20200	
114	Melter-cum-Sheeteer		5200-20200	
115	Painter-cum-Polisher		5200-20200	
116	Bend Saw Operator		5200-20200	
117	Asstt. Maintenance Fitter		5200-20200	
118	Master Artisan (Wood Toy)		5200-20200	
119	Accountant-cum-Head Clerk		5200-20200	
120	Heat Treater		5200-20200	
121	Power Hammer Operator		5200-20200	
122	Maintenance Fitter		5200-20200	
123	Technical Asstt		5200-20200	
124	Electrician		5200-20200	

125	Junior Draftsman		5200-20200	
126	Highly Skilled Operator		5200-20200	
127	Saw Miller-cum-Wood Cutter		5200-20200	
128	Highly Skilled Fitter		5200-20200	
129	Highly Skilled Artisan(Steel)		5200-20200	
130	Highly Skilled Artisan(Wood)		5200-20200	
131	Higher Skilled Turner		5200-20200	
132	Seizing Jobber		9300-34800	
133	Foreman (Model Workshop)		9300-34800	
134	Chargehand Foreman		9300-34800	
135	Electrical Foreman		9300-34800	
136	Mechanic Foreman		9300-34800	
137	Inspector, Quality Marking		9300-34800	
138	Junior Manager		9300-34800	
	SERICULTURE SCHEMES			
139	Padchar		4440-7440	
140	Packer		4440-7440	
141	Mali		4440-7440	
142	Fireman		4440-7440	
143	Keet Palak		4440-7440	
144	Reeler-cum-Spinner		4440-7440	
145	Rearing Asstt.		4440-7440	

146	Pem Minder Helper		4440-7440	
147	Block Cutter		4440-7440	
148	Carpenter		5200-20200	
149	Printer		4440-7440	
150	Dyer		4440-7440	
151	Mechanic		5200-20200	
152	Engine Driver		5200-20200	
153	Boiler Attendant		4440-7440	
154	Skilled Artisan		5200-20200	
155	Technician		5200-20200	

(Manual-11)
Section-4 (i) b (xi)
बिहार सरकार
उद्योग विभाग

वार्षिक स्कीम 2017-18 अन्तर्गत तृतीय पुनरीक्षित योजना उद्व्यय

क्र0	स्कीम का नाम	दिनांक 05.02.17				
1	2	3	4	5		
(रुपये लाख में)						
अ	ग्राम तथा लघु उद्योग प्रक्षेत्र	मूल उद्व्यय 2017-18	पुनरीक्षित उद्व्यय 2017-18	अन्य प्रक्षेत्र	अनुसूचित जाति प्रक्षेत्र	अनुसूचित जनजाति प्रक्षेत्र
I	केन्द्र प्रायोजित स्कीम					
1	राष्ट्रीय कृषि विकास योजना (रेशम) 60:40 (111.00+74.00)	74.00	185.00	185.00		
	योग (I):-	74.00	185.00	185.00		0.00
II	सात निश्चय					
1	स्टार्ट-अप पॉलिसी (भेंचर फंड)	7500.00	0.00	0.00		
2	प्रशिक्षण कार्यक्रम	8100.00	8100.00	5200.00	2500.00	400.00
	योग (II):-	15600.00	8100.00	5200.00	2500.00	400.00
III	राज्य प्रायोजित स्कीम					
1	हस्तशिल्प प्रक्षेत्र का विकास	3200.00	2215.00	2215.00		
2	उद्योग मित्र	140.00	140.00	140.00		
3	हस्तकरघा एवं रेशम प्रक्षेत्र का विकास	5000.00	6216.00	4366.00	1800.00	50.00
4	आधारभूत संरचना का विकास	9000.00	9000.00	7150.00	1800.00	50.00
5	खादी प्रक्षेत्र का विकास	3300.00	3300.00	1900.00	1200.00	200.00
6	नीरा आधारित उद्योग	2000.00	2000.00	2000.00		
	योग (III):-	22640.00	22871.00	17771.00	4800.00	300.00
	योग (I)+(II)+(III):-	38314.00	31156.00	23156.00	7300.00	700.00
ब	वृहत एवं मध्यम उद्योग प्रक्षेत्र					
I	राज्य प्रायोजित स्कीम					
1	संभाव्यता प्रतिवेदन / परियोजना / सर्वेक्षण / परामर्शी प्रतिवेदन हेतु शुल्क	1000.00	1000.00	1000.00		
2	औद्योगिक अभियान	100.00	100.00	100.00		
3	लैंड बैंक / जयघोष राशि	100.00	100.00	100.00		
4	औद्योगिक प्रोत्साहन नीति	37573.80	44773.80	39651.87	5050.05	71.88
5	बिहार फाउण्डेशन	100.00	87.00	87.00		
6	निवेश आयुक्त मुम्बई कार्यालय		263.94	263.94		
	योग (I):-	38873.80	46324.74	41202.81	5050.05	71.88
	कुल योग (अ+ब):-	77187.80	77480.74	64358.81	12350.05	771.88

(Manual-12)

The manner of execution of subsidy programme

(Section 4(i)b(xii))

1.	Name of Subsidy Scheme: 1. Bihar Industrial Investment Promotion Policy,2016 2. Bihar Industrial Investment Promotion Policy,2016 for high priority sector.
2.	Objective : To promote industrialisation and support the entrepreneur to set-up industry in the State.
3.	<u>Procedure to avail the benefits of the Programme.</u> To avail the benefits of this subsidy scheme, one has to apply online in the prescribed format with all requisite information and documents to SIPB Portal of, Deptt. of Industry, Govt. of Bihar.

4.	(a) Application Fee (where applicable) The minimum limit of application fee prescribed as follows depending upon project cost of fee proposals. 1. 0-50 lakh-fee 1000 2. above 50 lakh to 2 crore-3000/- 3. above 20 crore-5,000/-
5	Application format (Where applicable. If the application is on plain paper. There is prescribed format to avail benefits under this scheme. Which is available on SIPB Portal
6	List of attachments. The check list has been given in application form.
7	Where to contact in case of process related complaints. The Toll free No. 18003456214 has been provided by the Department

(Manual-13)
Section 4 (i) (b) (xiii)

Particular of Recipients of concessions, permits or authorization granted by it.

Exemption and/or Reimbursement of Registration fee and duty Stamp has been announced in Industrial Policy,2016.

1	Name of the Programme: Incentive on stamp duty and Registration fee.
2	Type – Exemption for High Security Sectors of Reimbursement for others
2	Objective: To provide incentive for registration of land/shed for out side the Industrial Estate/ Area of State Government
3	Target set No Target

5	<p>Eligibility</p> <p>Those who want to set up an industry outside Industrial Estate of Area Development Authority is eligible for exemption of 100% Registration fee in case of units which investment is more than 5 crore and specified in Bihar Industrial investment policy 2016 for higher priority sector. Rest units are eligible for reimbursement after commercial production. Only those who want to setup industry outside Area Development Authority whose proposal has been approved by the SIPB proposal</p>
6	<p>Pre-Requisites: This is applicable only for Industrial purposes.</p>
7	<p>Procedure to avail the benefits: The applicant/beneficiary has to apply online to SIPB. After receiving application online scrutiny of application is being done and directive for exemption in registration fee is issued to the registration deptt. Reimbursement is being done after receipt of online application of SIPB proposal.</p>
8	<p>Time line for the Concession/Permit/Authorization: Only one time concession is granted under this scheme</p>
9	<p>Application Fee: (Where applicable) The Rs.250=00 (Rupees Two hundred fifty) minimum fee is applicable and maximum limit is depend on quantum of registration fee/stamp duty required for registration.</p>
10	<p>Application format (Where applicable). The application Format is available at web portal of SIPB, Bihar</p>
11	<p>List of attachment. (Certificate/documents/) Check list is given with application.</p>
12	<p>Format of Attachment: No format for attachment is prescribed.</p>

(Manual-14)
Section (i) b (xiv)

Information available in an electronic form:

16.1.	<p>The details of the information related to the various schemes which are available in the electronic format.</p> <p>All Schemes of Dept. of Industries, Govt. of Bihar and circulars/notifications issued there under are displayed on website : www.gov.bih.nic.in</p>
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(Manual – 15)
4 (i) b (xv)

Particulars of the facilities available to citizens for obtaining information.

17.1 Means, methods of facilities available to the public which are adopted by the department of industry, Govt. of Bihar for dissemination of information.

The means and methods available to the public are as follows:-

1. Printed Manuals
2. Web site/Electronic media
3. Through news papers and
4. Office Notice Board

(Manual-16)
(Section (4) (b) (XVI) (I)

The name, designation and other particulars of the public information officers.

8.1 NAME OF THE PUBLIC AUTHORITY

Public Information Officer

Sl.	Name of Department	Name	Designation	Ph.No.	Fax No.	E-mail
1.	Department of Industries	Shri Anil Kumar Jha (BSS)	Under Secretary	9334410819		

Department Appellate Authority

Sl.	Name	Designation	Ph.No.	Fax No.	E-mail
1.	Shri Ranjeet Kumar (BAS)	Deputy Secretary	8084092191		idc_bihar@yahoo.co.in

उद्योग विभाग
अपीलीय पदाधिकारी/लोक सूचना पदा०/सहायक लोक सूचना पदाधिकारी की सूची

क्रमांक	कार्यालय का नाम	अपीलीय पदा० का नाम/पदनाम/ टेलीफोन न०/मोबाईल न०/ ई-मेल / फ़ैक्स न०	लोक सूचना पदा० का नाम/पदनाम/ टेलीफोन न०/मोबाईल न०/ई-मेल / फ़ैक्स न०	सहायक लोक सूचना पदा० का नाम/पदनाम / टेलीफोन न०/मोबाईल न०/ई-मेल / फ़ैक्स न०	अभियुक्ति
1	2	3	4	5	6
1	उद्योग विभाग, बिहार, पटना	श्री रंजीत कुमार (बि०प्र०से०) उप सचिव मो०-8084092191	श्री अनिल कुमार झा अवर सचिव मो०-9334410819		
2	उद्योग निदेशालय बिहार, पटना	श्री प्रकाश टोप्पो, संयुक्त उद्योग निदेशक मो०- 9431592097	श्री विशेश्वर प्रसाद उप उद्योग निदेशक मो०-9431846113		
3	हस्तकरघा एवं रेशम निदेशालय, बिहार, पटना	श्री अजय कुमार महतो उप उद्योग निदेशक मो०-8804065312	श्री पंकज कुमार प्रोजेक्ट ऑफीसर मो०-9204392878		
4	तकनीकी विकास निदेशालय,, बिहार, पटना	श्री संजय कुमार सिंह, उप निदेशक, मो०-9934084132	श्री अशोक कुमार मंडल, उप निदेशक, (तक०) मो०-7759090598	श्री अविनाश कुमार झा, प्रशाखा पदाधिकारी, मो०-9430935575	
5	खाद्य प्रसंस्करण निदेशालय, बिहार, पटना	श्री अशोक कुमार सलाहकार मो०-9934652343	श्री शशि भूषण प्रसाद सिन्हा प्रशाखा पदाधिकारी मो०-9905864479		
6	उपेन्द्र महारथी शिल्प अनुसंधान	श्री अशोक कुमार सिन्हा, मो०-9431049498	श्री मती कुमारी शीला मो०-7549613695		

List of 1st Appellate Authority, Public Information Officer & Assistant Public Information Officer

(Directorate of Industries)

		1st Appellate Authority		Public information Officer		Asstt. Public Information Officer	
Sl. No	Office Address	Name	Phone/Mob	Name	Phone/Mob	Name	Phone/Mob
1.	Director Of Industries, Bihar, Patna	Mr. Prakash Toppo Joint Director Of industries	9431592097	Ajay Kumar Mahto Dy. Director Of industries	8804065312	Sri Ranjit Kumar. Asst. Director Of Industries	9931495169
2.	Upendra Maharthi Shilpa Anusandhan Sansthan, Patna	Sri Ashok Kumar Sinha Dy. Dev. Officers	9905237141	Sri N. Jha, Section Officer (In Charge)	9431664724		
3.	Dist. Industries Centre.						
1.	Araria	Shyamu Ram	9471452894	Sri Omkar Bhanu, IEO	9801468001	Sri Vinod Kr. Mahto, Steno	9905260591
2.	Arwal	Mohd. Belal	9771719355	Sri Rajan Kishore, JSA	9934703175	Sri Manoj Kr, Singh, LDC	9709638729
3.	Aurangabad	Khurshid Ahmed	8969979920	Sri Sunil Kumar Project Manager	9470466191	Sri Dinesh Thakur, Steno	9934778024
4.	Banka	Ratan Kumar	9934625679	Sri Varun Kumar, Project Manager		Sri Babu Lal Mandai. Skilled Artisan	9709600601
5.	Begusarai	Arjun Prasad	9431456747	Sri Uday Shankar Pd. Singh, I.E.O	06143-2125055	Sri Ashok Kr, Cor Clerk	06143-2125055
6.	Bhagalpur	Nirmal Kishore Jha	9006378155	Sri Rama Shankar Pandey Project Manager	9934874965	Sri Chandra Bhushan Pd. Bill Clerk.	06441-2400543
7.	Bhojpur	Mithlesh Singh	8986217063	Sri Sunil Kr. Project Manager	9470466191	Sri Umakant Prasad, Steno	9835891978
8.	Buxar	Ranjan Kumar Sinha	9835685467	Sri Ram Kishore Kumar Project Manager	9430061540	Sri Sunil, Kumar, LDC	9155662060
9.	Darbhanga	Sishukant Mishra	9431844065	Sri Lalit Kumar Ram, IEO	9472488000	Sri Dev Kumar Jha, LDC	9525580118
10.	E.Champaran	Sanjay Kumar Sinha	9471451775	Sri Vindhayachal Kumar, IEO	8252640524	Sri Ramesh Kumar, Skill. Arti.	8409700844
11.	Gaya	Mankeshwar Diwedi	9473381969	Sri S.M Rai., Project Manager	9939835382	Sri Ratnesh Kr UDC	0631-2220754
12.	Gopalganj	Manoj Kumar Srivastava	9431848025	Sri Patrus Shoren, I E.O.	06156-224637	Sri B N Pandey, Steno	9199459576
13.	Jamui	Sanjay Kumar Verma	7739004048	Sri Vipin Bihari Prasad, JSA	9431435045	Sri Ratnesh Kumar, UDC	8271238144
14.	Jehanabad	Raigyan Chand	7549879747	Sri Akhilesh Kr. Singh, I.E.O		Sri A. Chakradhary Steno	06114-223177
15.	Kaimur	Nagendra Sharma	9934690061	Sri Uday Singh. Project Manager		Sri Pramod Kr, Steno	9199072579
16.	Katihar	Mohd. Anis	8986413390	Sri Bijendra Kr, Lal, Project Manager	9430291510	Sri Sanjay Kumar, Steno	9709838322

17.	Khagaria	Ram Sharan Ram	9525871613	Sri Project Manager		Sri Rajeshwar Tanti . Steno	06244-222362
18.	Kishanganj	Jawahar Paswan	9835856695	Sri Patnish Shoreen, I.E.O,	06456-222092	Sri Arjun Chaudhary . Steno	06456-222092
19.	Lakhisarai	Rama Shankar Pandey	9939874965	Sri Akhilesh Kumar Singh, IEO	7033552175	Sri Narsingh Prasad, UDC	9693063151
20.	Madhepura	Ram Kumar Singh	9470444174	Sri Mukesh Ranjan Project Manager	8986170145	Sri Jitendra Kumar, IEO	7631924489
21.	Madhubani	Sishukant Mishra	9431844065	Sri Vinod Shankar Singh, I.E.O.	9835085865	Sri Santosh Kr. Ranjan, JSA	9097808985
22.	Munger	Satyendra Kumar	8877009493	Smt. Indu Kumari, I.E.O		Sri Arvind Kr. Bill Clerk	9430045369
23.	Muzaffarpur	Rajkumar Sharma	9431830208	Anjarul Hasan, IEO	9709773666	Sri Ghanshyam Sharma, Treasury Sarkar	9852062594
24.	Nalanda	Satrudhan Prasad	7739469079	Sri Damodar Tiwary, Proiect Manaoer		Sri RL Mahto, Tracer	06112-220639
25.	Nawada	Manoj Kumar Verma	9334185721	Sri Janardan Pd. Sharma,	06324-212308	Sri Pramod Kumar Steno	
26.	Patna	Umesh Kumar	9471027022	Sri K.P. Singh, I.E.O	8863810740	Sri Sanjay Kr. Srivastava, JSA	9955541474
27.	Purnea	Keshri Kumar Mishra	9431426328			Sri Sanjay Kr .	9572448396
28.	Rohtas	Akhilesh Kumar	9835072954	Sri Varun Kumar.,Project Manager	9572448396	Sri Ramashish Pd. yadav, UDC	9955616200
29.	Saharsa	Sanjay Kumar	9430264187	Sri Naresh Das, I.E.O.	7070158599	Sri Mohan Mehta, LDC	9661666155
30.	Samastipur	Alakh Kumar Sinha	9534774811	Sri Suresh Mishra, IEO	9934803092	Sri Pramod Kr. Singh, LDC	9470009752
31.	Saran			Sri B. K. Lal, Project Manager	9430291510	Sri Anil Kurmar Singh, I.E.O	06152-232482
32.	Sheikhpura	Rama Shankar Pandey	9939874965	Sri. Anil Kumar, IEO	8298253636	Sri Vinod Kr.Choudhary,Steno	9905015446
33.	Sheohar	Chatri Paswan	7739048993	Sri Ramanji Pd, Project Manager	9430927983	Sri Ganesh Pandey, Bill Clerk	06222-259088
34.	Sitamarhi	Vinay Kumar Mallick	9334118945	Sri Rajeshwar Ram, IEO	9523576094	Sri Surendra Jha, LDC	9934646124
35.	Siwan	Manoj Kumar Srivastava	9431848025	Sri Uday Singh, Project Manager	9771084041	Sri Ghanshyam Prasad, UDC	9279709203
36.	Supaul	Parimal Kumar Sinha	9431460596		9431460596	Sri Ajay Kumar Rai	06473-225125
37.	Vaishali	Sunit Kumar Mishra	9693941969	Sri Shea Kumar, I E.O.		Sri Umakant Singh, Steno	06224-277739
38.	W. Champaran	Krishna Kumar Bharti	9431519731	Sri Shishu Kant Mishra, Project Manager	9334185721	Sri Vinod Kumar, UDC	7631316087

(Manual – 17)
‘Other Useful Information’
4 (i) b (xvii)

18.1 Frequently asked questions and their answer by public

Q.1 What is Right to Information Act

Ans. The Right to Information Act is an act passed by Parliament, Govt. of India by which a public can take requisite information from the public authority.

Q.2 What are the benefits to the Public

Ans. The public can take the information about their useful purpose and transparency in Govt. Department.

Q.3 How information will be procured.

Ans. The Information will be procured on prescribed format with requisite fee described in 18.2.(2) and 18.2 (4) of the Act.

Q.4 What are the time limits to execute the applications received from public.

Ans. As provided in Section.7 (1) of the Act, information will be provided within thirty days.

Q.5 In case of denial or rejection, how public will proceed.

Ans. After denial and rejection of an application, the will move in appeal to appellate authority.

17.2 Related to seeking information

17.2.1 Application Form (a copy of filled application form for reference) Enclosed

17.2.2 The rate fee and other charges for obtaining information and documents are as follows-

RATE S OF FEES

Sl. No.	Details of the Information sought	Amount of Fees
1	Application fee for providing information	Rs.10/- (Ten) per Application
2	Other Information/Records : (a) Information on (i) A4, A3 size paper (ii) Bigger size paper	Rs.2/- (Two) per page Actual cost incurred on photo Copying on such bigger paper
	(b) Sample Model, Photograph	Actual cost incurred
Note:-	The procedure as prescribed by the department to prepare the sample or model shall be followed.	
	(c) Perusal of Records	No fee for the first hour; Rs.5/- (five) per hour and Its part there after.
Note:-	Wherever such system or procedure already exists, the current rate of fee for the perusal of records shall continue, and the rate above mentioned shall not apply.	
	(d) Information in Floppy/CD wherever possible	Rs.50/- (Fifty) per Floppy Or C.D.
3	The Appellate Authority shall charge Rs.10/- (ten) for each appeal application.	

17.2.3 How to write a precise information

Request - Sample copy of application attached.

17.2.4

Right of the Citizen in case of denial of information and procedure to appeal. **Appeal** –(1) Any person aggrieved by a decision of the Public Information Officer in **Form D** or in **Form F**, or does not receive any decision, as the case may be, may prefer an appeal in **Form G** within thirty days from the date of receipt or non-receipt of such decision, to the appellate authority appointed by the State Government in this behalf.

(2) The applicant aggrieved by an order of the appellate authority under subrule (1) may prefer the second appeal to the Commission within ninety days from the date of the receipt of the order of the appellate authority giving following details :

- (i) Name and address of the applicant;
- (ii) Name and office address of the Public Information Officer;

- (iii) Number, date and details of the order against which the Second Appeal is filed;
 - (iv) Brief facts leading to Second Appeal;
 - (v) Grounds for Appeal;
 - (vi) Verification by the appellant;
 - (vii) Any information which commission may deem necessary for deciding the appeal.
- (3) Every appeal made to the Commission shall be accompanied by the following documents :
- (i) Certified copy of the Order against which second appeal is preferred.
 - (ii) Copies of documents referred to and relied upon by the appellant along with a list thereof.
- (4) While deciding appeal the Commission may –
- (i) take oral or written evidence on oath or on affidavit;
 - (ii) evaluate the record;
 - (iii) inquire through the authorized officer further details or truthfulness;
 - (iv) summon the Public Information Officer or the appellate authority who has heard the first appeal;
 - (v) hear the third party; and
 - (vi) obtain necessary evidence from the Public Information Officer or the appellate authority who has heard the first appeal.
- (5) The Commission shall serve the notice in any one of the following modes:-
- (i) service by the party itself;
 - (ii) by hand delivery after taking receipt;
 - (iii) by registered post with acknowledgement due; or
 - (iv) through the Head of the Department or its subordinate office.
- (6) The Commission shall after hearing the parties to the appeal, pronounce in open proceedings its decision and issue a written order which shall be authenticated by the registrar or such officer as may be authorized by the Commission in this behalf.