

**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**

<b>CHAPTER-2 (Manual-1)</b> (Section 4 (i) B (i))	
Particulars of Organization - Functions and Duties	
<b>CHAPTER-2</b>	
2.1	<b><u>Objective/Purpose of the Dept of Industry</u></b> To accelerate the Growth of Industries in state of Bihar and their sustainable development.
2.2	<b><u>Mission/Vision Statement of Department of Industry</u></b> To create Entrepreneurial culture in the state of Bihar
2.3	<b><u>Brief History</u></b> Department of Industries is a core Department of Govt. of Bihar.
2.4	<b><u>DUTIES</u></b>
	➤ 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 small 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	<b><u>Main Activities/Function</u></b>
	(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		<b><u>List of Services being provided.</u></b>
	(i)	To grant Registration for small scale Industries.
	(ii)	To provide land and infrastructural facilities to Industries.
	(iii)	To provide financial support in terms of grant-in-aid/subsidy/loan, etc.
	(iv)	To provide institutional and Technical support to Industry.
	(v)	To create self Employment opportunities.
	(vi)	To boost export from Bihar.
	(vii)	To provide Entrepreneurial and Technical, Training to Entrepreneurs.
	(viii)	To provide Handloom and Handicraft sector in Bihar.
	(ix)	To facilitate in marketing of the products.
	(x)	To facilitate in marketing of products
	(xi)	To establish MIS system facilitating industrial development
	(xii)	To revive the sick and closed units in Bihar
	(xiii)	To liaison between department, societies, labour, agriculture, infrastructure related departments.
	(xiv)	To act for over all economic development of the State
2.7		<p style="text-align: center;"><b>ORGANISATIONAL STRUCTURE DIAGRAM FOR DEPTT. OF INDUSTRIES. GOVT. OF BIHAR</b></p> <p style="text-align: center;"><b>Principal Secretary(1)</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Additional Secretary/Joint Secretary(1)</b></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		<b><u>Expectation of public authority from the public</u></b>		
	-	There is no direct contact with the people as no delivery system function are involved affecting the public at large. However areas such as skill upgradation, technology improvement etc. would ensure accrual of benefits to the public through improvements in quality of products at cheaper costs.		
2.9		<b><u>Mechanism available for monitoring the service delivery and public grievance.</u></b> The monitoring of service delivery and public grievances is being done through Establishment of Grievance Cell headed by a Sr. Officer of the Department at the every level.		
2.10		<b><u>Address of team main office and other offices at different level</u></b>		
	<i>Sl.</i>	<i>Name and address of office</i>	<i>Designation of Head/In charge</i>	<i>Name of officer</i>
	1.	<b>Principal Secretary,</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	Principal Secretary	<b>Dr. S. Siddarath (IAS)</b>
	2.	<b>Directorate of Industries,</b> Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of industries	<b>Shri Pankaj Kr. Singh (IP &amp; TS)</b>
	3.	<b>Directorate of Handloom &amp; Sericulture.</b> Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Handloom & Sericulture	<b>Shri Saket Kumar (IAS)</b>
	4.	<b>Directorate of Food Processing,</b> Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Food Processing	<b>Shri Pankaj Kumar Singh (IP &amp; TS )</b>
	5.	<b>Directorate of Technical Development,</b> Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of Technical Development	<b>Shri Ravindra Prasad (ITS)</b>

6.	<b>Special Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Special Secretary</b>	<b>Vacant</b>
7.	<b>Additional Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Additional Secretary</b>	<b>Vacant</b>
8.	<b>Joint Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna		<b>Shri Saket Kumar (IAS)</b>
9.	<b>Deputy Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Deputy Secretary</b>	<b>Shri Madan Mohan Singh (BAS)</b>
10	<b>Deputy Secretary</b>  Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna		<b>Shri Ranjit Kumar (BAS)</b>
11	<b>Officer on Special Duty</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>OSD</b>	<b>Shri Anil Roy(BAS)</b>

**CHAPTER-3**  
**MANUAL-2**

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

Sl	Name of Officer	Job Responsibility
1.	<b>Shri Saket Kumar</b> <b>Joint Secretary</b>	1. All legal matters and miscellaneous work related to Govt 2. PMRY, 15 & 20 Point Programmes departmental Meeting 3. Seminar 4. Legislative and parliamentary Works 5 Establishment and charges (Except IVth Grade Employees) related to govt. level and four Directorate for Gazetted Officers 6 Establishment of IV th Grade Employee/Driver/Minister Accounts/Stationery Material/ Equipment for 7 Vechiles/Telephone/Dress etc. 9 All work related to Govt. level for Technical Directorate, Rehabilitation of Silk/large/medium and small scale industries/BIFR 10 Tea /Jute Plantation related work 11. Growth centre, Industrial Area Development Authority, Land Acquisition and allotment 12 Khadi Board 13 Industrial Policy, Insensitive and subsidy 14 Industrial Census 15 Work related to corporation for large. medium and small scale industries 16 All works related to Right to Information Act, 17 All works related to Minimum common programe 18 Public grievances from C.S Cell, Bihar, Patna 19 Public grievances from C.S Cell, Bihar, Patna
2.	Shri Madan Mohan Singh ,(B.A.S)	1. Incharge, Establishment Section III (Gov.) i. Service Matter, Lokayoukt ii Establishment and charges (Except IV Grade Employees) related to level and four Directorates for Gazetted Officers 2 i Incharge Section iv Grade Employee/Driver/ Minister ii Accounts/ Stationary Material /Equipment for

		Vehicals/Telephone/Dress etc.
		iii Administrative work of Building and Assets of Department of Industries.
3	Shri Ranjit Kumar Deputy Secretary (BAS)	<p>Section-V(Govt), VI(Govt) and Jan Shikayat(Govt)</p> <p>1.Incharge Sec-5 (Govt.)</p> <p>i All work related to Govt. level for Technical Directorate, Rehabilitation of Silk/ large/ medium and small scale industries/BIFR</p> <p>ii Tea jute plantation related work</p> <p>iii Growth centre, Industrial Area Development Authority, Land Acquisition and allotment</p> <p>iv Khadi Board</p> <p>v Infrastructure Coustion Authority</p> <p>2 Incharge Sec-6(Govt.)</p> <p>i Industrial Policy Incentive and subsidy</p> <p>ii Industrial Census</p> <p>iii Work related to corporation for large, medium and small scale Industries</p> <p>3 All works related to Right to Information Act ,</p> <p>4 All works related to Minimum common programe</p> <p>5 Public grievances from C.S Cell, Bihar, Patna</p> <p>6 Public grievances from C.M Cell, Bihar, Patna</p>
4	Smt. Victoria Purti (BIS) Deputy Director (Planning)	<p>1. All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit.</p> <p>2. Monitoring, Utilization Certificate etc.</p> <p>3 Sanction of Govt. Sponsored Scheme and monitoring (Including CIB, ASIDE, EPIP etc)</p>

5	<p>Shri Pawan Kishore (BSS)</p> <p>Section Officer (Section – I)</p>	<p>1. Monitoring of All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit.</p> <p>2. Formulation of Central Govt. sponsored schemes,</p> <p>Empowerment Committee, their implementation, Monitoring, Utilization Certificate etc.</p> <p>3. Monitoring Work of Central Govt. sponsored scheme and monitoring (Including CIB, AXIED, EPIP etc).</p>
6	<p>Shri Nagendra Kumar Sharma (BSS)</p> <p>Section Officer Section (II)</p> <p>Mb. No- 9431646054</p>	<p>1. All legal matters and miscellaneous work related to Govt.</p> <p>2. PMRY, 15 and 20 point programmes, Departmental meeting.</p> <p>3. Seminar</p> <p>4. Legislative and Parliamentary Works.</p>
7	<p>Shri Jay Nath Mishra</p> <p>Section Officer (BSS)</p> <p>Section (III)</p>	<p>1. Establishment and charges (Except IV Grade Employees) related to govt. level and four Directorates for Gazetted Officers</p>



<b>Sl</b>	<b><u>Name of Officer</u></b>	<b><u>Job Responsibilities</u></b>
8	Shri Murari Mohan Ojha (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 Dinesh Prasad Gupta (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, 2. All works related to Minimum Common Programme. 3. Public grievances from C.S. Cell, Bihar, Patna 4. Public grievances from C.M.Cell, Bihar, Patna

**CHAPTER-4 (Manual-3)**  
**ACTS, RULES, REGULATIONS, MANUALS, AND RECORDS**  
**FOR**  
**DISCHARGING FUNCTIONS**  
**(Section 4 (1) b (V))**

4.1	<b>Details of rules, Regulations, Manuals and records</b>		
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	<b>Dr. S.Siddharth</b> Principal Secretary, Dept of Industries, Govt. of Bihar, Patna.
2.	Bihar Infrastructure Development Enabling Act,2006	Act	Do
3.	New Industrial Policy 2011	Rules and Regulation	Do
4.	Bihar Industrial Area Development Authority Act, 1974	Act	Do
5.	Bihar Infrastructure Development Enabling Act 2007	Act	<b>Shri Pankaj Kumar Singh</b> Director of Industries, Govt. of Bihar.
6.	SSI Registration Format	Format	District Industries Centre in all district
4.2	<b><u>Brief-write-up on above</u></b>		
	(1)	<b><u>Stores Purchase Preference policy, 2002:</u></b>	
		In view of the need to protect the cottage and small scale industries of Bihar State "Stores purchase Preference Policy 2006" has been announced by 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)	<b><u>Bihar Single window Clearance Act, 2006:</u></b>
		This act is being implemented to facilitate new entrepreneurs by according necessary clearances/permission at one place only.
	(3)	<b><u>Bihar infrastructure Development Enabling Act, 2006:</u></b>
		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)	<b><u>Industrial Policy, 2006:</u></b>
		To regulate and develop the industrialization process in Bihar, A new industrial policy has been announced. It is a policy guidelines for grant, subsidy and loan policy for industrialisation of Bihar.
	(5)	<b><u>Bihar Industrial Area Development Authority, 1974.:</u></b>
		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.

**CHAPTER-5 (MANNUAL-4)**

**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	<b><u>Formulation of Policy</u></b>		
	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.

**CHAPTER-6 (Manual-5)**  
**(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.	Secretariate/Govt level/Directeriate level	Stores purchase preference policy 2002 – priority and price preference for cottage and small Industries in purchases.	This is a printed booklet available in all levels of offices.	<b>Dr. S. Siddharth</b>  <b>Principal Secretary, Dept of Industries, Govt. of Bihar, Patna.</b>
2.	Do	Bihar Single Window Clearance Act,2006 – Clearance for setting of industries	Available on web site – <a href="http://www.gov.bih.nic.in">www.gov.bih.nic.in</a>	<b>Do</b>
3.	Do	Bihar Infrastructure Development Enabling Act , 2006 – It deals infrastructural facilities.	Available on web site	<b>Do</b>
4.	Do	New Industrial Policy 2006 – Policy related to scheme, incentive, subsidy grant etc.	This is a printed booklet available in all level of offices. Also available on the Department website <a href="http://industries.bih.nic.in">http://industries.bih.nic.in</a>	<b>Do</b>
5.	Do	Bihar Industrial Area Development Authority Act, 1974 – Policy related to allotment of land or shed and industrial area expansion.	Printed booklet and also available on web site.	<b>Do</b>
6.	District level	SSI Registration Format –Application form for SSI registration	Printed material available in all districts.	<b>G.M, DIC in all districts.</b>

**State Investment Promotion Board**  
**Infrastructure Dev. Authority**  
**CHAPTER-7 (Manual-6)**  
**(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.	<b>Bihar Industrial Credit and Investment Corporation (BICICO)</b>	To provide financial support to Medium and Large scale Industries and other sector	<b>Shri Ravindra Prasad</b> (I.T.S) Managing Director	BICICO, 3 <sup>rd</sup> Floor Indira Bhawan, R.C. Path, Bailey Road, Patna Tel.No.0612-2547552 Fax.0612-2547298
2.	<b>Bihar State Industrial Development Corporation(BSIDC)</b>	Establish and support to Medium and Large scale Industries.	<b>Smt. Anshuli Arya</b>  (IAS), Managing Director	0612-2532165, Mob-9471000431
3.	<b>Bihar Industrial Area Development Authority, Patna</b>	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	<b>Smt. Anshuli Arya</b>  (IAS), Managing Director	BIADA, Udyog Bhawan, East Gandhi Maidan, Patna Tel No. 0612 – 2675998  Mob-9431815952
4.	<b>Bihar State Financial Corporation</b>	To provide financial support to small scale Industries and other sector	<b>Shri Ravindra Prasad</b>  (I.T.S) Managing Director	BSFC (H.Q.) Fraser Road, Patna Tel.No. 0612-2332364 2332210 Mob-9431631836

5.	<b>State Investment Promotion Board</b>	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.	<b>Infrastructure Development Authority</b>	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.	<b>Bihar State Small Industries, Corporation (BSSIC)</b>	To nurture and support small scale Industries in State of Bihar	<b>Shri B. N. Prasad</b> (BIS) Managing Director	Indra Bhawan, R.C. Path, Bailey Road, Patna Mob-9934968119
8.	<b>Bihar State Handloom, Power loom and Handicraft Corporation</b>	I) To promote Handloom, Power loom and Handicraft in the State of Bihar ii) To take steps for marketing support to weavers	<b>Shri B. N. Prasad</b> (BIS) Managing Director	Handloom Bhawan, Rajendra Nagar Patna. Mob-9934968119

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



**CHAPTER-8 (Manual-7)**  
**(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	Designation	Ph.No.	Fax No.	E-mail
1.	<b>Shri R K Thakur</b> (BIS)	<b>Deputy Director</b>	9835223553		

**Department Appellate Authority**

Sl.	Name	Designation	Ph.No.	Fax No.	E-mail
1.	<b>Shri Madan Mohan Singh</b> (BAS)	<b>Deputy Secretary</b>	<b><u>0612</u></b> 2221211 9852865631	<b><u>0612</u></b> 2224991	<b>idc_bihar@yahoo.co.in</b>

**CHAPTER-9 (Manual-8)**  
**(Section (4) (1) b (IV)**

**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.

**CHAPER-10 (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 Saket Kumar (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.	Smt. Anshuli Arya (I.A.S)	Managing Director, BIADA	(0612)-2675998

**List of Officers in Directorate of Industries**

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
1	Shri Pankaj Kumar Singh (IP & TS)	Director of Industries	0612-2235812 9931966005
2	Sri Prakash Toppo	Jt. Director	9431592097
3	Shri Ramesh Kumar Thakur	Dy. Director	9835223553
4	Shri Umesh Kumar	Dy. Director	9471027022
5	Shri Sanjay Kumar Singh	Dy. Director	9934084132
6	Shri Shyam Narayan Ram	Dy. Director	9431174180
7	Shri Jay Kishore	Section Officer-2	9431169956
8	Smt. Sarita Bashak	Section Officer-3	9334298987
9	Shri Akhobari Bhart Prasad Sinha	Section Officer-4	9835280477
10	Sri Raj Kumar	Section Officer 4, 5	9431079243
11	Sri Ranjeet Kumar	Asst. Director ,Accounts	9931495169

# Directorate of Industries

<b>Sl</b>	<b><u>Name of Officer</u></b>	<b><u>Job Responsibilities</u></b>
<b>1.</b>	Sri Lalit Mohan Srivastava Section Officer Section (I)	1. Establishment of Non Gazetted 2. Legal Works. 3. Right to Information etc.
<b>2.</b>	Sri Jay Kishore Section Officer Section (II)	1. Industrial Policy, Subsidy and Incentive 2. Public Grievance. 3. Rehabilitation of small scale Industries. 4. Cluster/Vat 5. Facilitation Council etc.
<b>3.</b>	Smt. Sarita Bashak Section Officer Section (III)	1. PMEGP 2. 15and 20 point programmes. Departmental meeting 3. Seminar/ Fair. 4. Training Programme etc.
<b>4.</b>	Sri Akhouri Bharat Prasad Sinha Section Officer Section (IV)	1. Establishment of Non Gazetted (Head Quater) 2. Stationery. 3. Departmental Gazetted/ Non Gazetted Allegation etc.
<b>5.</b>	Smt. Rehana Khan Section Officer Section (V)	1. Budget/Audit/Census etc.

# Name & Telephone No. Generar Managae DIC

Sl	Name of DIC	General Manager	Phone	Fax	Mobile	E-Mail
1.	Araria	Sri Shyamu Ram	06453-222040	222124	94714-52894	
2.	Arwal	Md Belal	06337-229351	228988	97717-19355	
3.	Aurangabad	Sri Mundrika Pd Chaudhary	06186-223211	223211	95047-67578	<a href="mailto:gmdic.aurangabad@gmail.com">gmdic.aurangabad@gmail.com</a>
4.	Banka	Sri Ratan Kumar	06424-222289	222289	99346-25679	<a href="mailto:gmdic.banka@gmail.com">gmdic.banka@gmail.com</a>
5.	Begusarai	Sri Arjun Prasad	06243-222055	230571	94314-56747	
6.	Bhagalpur	Sri Ramanji Prasad	0641-2400543	2402400	9430927983	
7.	Bhojpur	Sri Mithilesh Kumar Singh	06182-239139	233474	89862-17063	
8.	Buxar	Sri Ranjan Kumar Sinha	06183-226064	222231	98356-85467	<a href="mailto:gmdic.buxar@gmail.com">gmdic.buxar@gmail.com</a>
9.	Darbhanga	Sri Shishukant Mishra	06272-222387	245360	94318-44065	
10.	East Champaran	Sri Sanjay Kumar Sinha	06252-232509	242711	94314-51775	
11.	Gaya	Sri Makeswar Dwivedi	0631-2223561	2223561	94733-81969	
12.	Gopalganj	Sri Pramod Kumar Tiwari (DDO)	06156-224637	226003	95703-84708	
13.	Jamui	Sri Sanjay Kumar Varma	06345-222277	222277	77390-04048	
14.	Jehanabad	Sri Makeswar Dwivedi	06114-223177	225741	94733-81969	
15.	Kaimur	Sri Nagendra Sharma	06189-224749	223301	99346-90061	<a href="mailto:gmdic.kaimur@gmail.com">gmdic.kaimur@gmail.com</a>

16.	Katihar	Md. Anis	06452-248120	230880	89864-13390	<a href="mailto:gmdic.katihar@gmail.com">gmdic.katihar@gmail.com</a>	
17.	Khagaria	Sri Ram Sharan Ram	06244-222362	222154	95258-71613		
18.	Kishanganj	Sri Jawahar Paswan	06456-222092	222626	98358-56695		
19.	Lakhisarai	Sri Ram Shanker Pandey	06346-232552	232767	99398-74965		
20.	Madhepura	Sri R. K. Singh	06476-222367	224146	94704-44174		
21.	Madhubani	Sri Shatrughan Pd Sinha	06276-222321	222209	77394-69079		
22.	Munger	Sri Satyendra Kumar	06344-222287	222254	88770-09493		
23.	Muzaffarpur	Sri Raj Kumar Sharma	0621-2212101	2217285	94318-30208		
24.	Nalanda	Sri Suresh Kumar	06112-220639	235205	98354-91992		
25.	Nawada	Sri Alakh Kumar Sinha	06324-212308	212904	95347-74811		
26.	Patna	Sri Umesh Kumar Singh	0612-2270865	2218900	94310-91341		
27.	Purnea	Sri Keshri Kumar Mishra	06454-242395	242599	94314-26328		
28.	Rohtas	Sri Akhlesh Kumar	06184-221084	228856	98350-72954		
29.	Saharsa	Sri Sanjay Kumar	06478-223110	224986	94302-64187		
30.	Samastipur	Sri Ram Sharan Ram	06274-222379	222216	95258-71613		
31.	Saran	Sri Ravi Bhushan Pd. Sinha	06152-222482	240003	94310-82944		
32.	Sheikhpura	Sri Rama Shankar Pandey	06341-225073	223001	99398-74965		
33.	Sheohar	Sri Chhatri Paswan	06222-259088	257288	77390-48993		
34.	Sitamarhi	Sri Binay Kumar Mallik	06226-250527	254516	93341-18945		
35.	Siwan	Sri Manoj Ranjan Srivastava	06154-245423	242160	94318-48025		
36.	Supaul	Sri Parimal Kumar Sinha	6473	223041	94314-60596		

37.	Vaishali	Sri Sumit Kumar Mishra	06224-277739	272501	96939-41969		
38.	West Champaran	Sri Krishna Kumar Bharti	06254-232534	242576	9431519731		



**List of Officers in Directorate of Handloom & Sericulture**

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
1	<b>Shri Saket Kumar</b> ( <i>IAS</i> )	Director of H&S	0612-2215637
2	Smt. Rekha Srivastava	Jt. Director (Tech)	9334706643
3	Sri Ashutosh Pd. Mishra	Dy. Director	9934427374
4	Shri Sandeep Kumar	Section Officer	9473362071
5	Smt. Rajeshwari Bharati	Section Officer	9905023425
6	Sri Deepak Kumar	Section officer	

# Directorate of Handloom & Sericulture

<b>Sl</b>	<b><u>Name of Officer</u></b>	<b><u>Job Responsibility</u></b>
<b>1.</b>	<b>Shri Sudeep Kumar</b> Section Officer	1. Establishment related all works.
<b>2.</b>	<b>Sh.Ramnandan Singh</b> Project Officer	1. Sericulture Scheme.
<b>3.</b>	<b>Sri Deepak Kumar</b> Section Officer	1. cooperative and handloom general

### List of Officers in Directorate of Technical Development

Sl.No.	Name	Name of Designation	Contact No.
1	Shri Ravindra Prasad (ITS)	Director of Technical	9431815845
2	Smt. Sarita Choudhary	Addl. Director (Tech.)	9430890900
3	Shri B.N. Prasad	Dy. Director (Tech.)	9934968119
4	Shri Om Prakash Pathak	Dy. Director (Tech.)	9507842556
5	Shri V N Thakur	Dy. Director (Tech.)	98350557019
6	Shri NK Jha	Dy. Director (Tech.)	8581912822
7	Shri R. K Upadhaya	Dy. Director (Tech.)	9431497921
8	Shri Ashok Kumar Mandal	Assistant Director	7759090598
9	Shri KK Rai	Asst Director (Tech)	9431071500
10	Shri Sanjit Kumar	Asst Director (Tech)	9934007269
11	Shri Avinash Kumar Jha	Section Officer (Tech.)	9430935575

**List of Officers in Directorate of Food Processing**

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
<b>1</b>	<b>Shri Pankaj Kumar Singh</b> <i>(IP&amp;TS)</i>	Director of Food Processing	9931966005
2	Sh. Bimal Kumar	Joint Director	9709777807
<b>3</b>	Sri R Narayana	Dy Director	9234205734
<b>4</b>	Shri V N Thakur	Dy. Director, DTD	
<b>5</b>	Sri Ajay Mehto	Advisor	8804065312
6	Sri Servdeo Pathak	Section Officer (Lok Suchna Padadhikari)	8521256506
7	Smt. Poonam Sharan	Sahayak Lok Suchna Padadhikari	9334269794

**CHAPTER-11 (Manual-10)**

**Section 4 (i) b (ix)**

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

<b>Sl. No</b>	<b>Designation</b>		<b>Pay Scale</b>	<b>Remarks</b>
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	
	<b>INSTRUCTORS</b>			
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	
	<b>ARTISANS</b>			
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	
	<b>DISTRICT INDUSTRIES CENTRES</b>			
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	
	<b>RURAL ARTISAN TRAINING CENTRE</b>			
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	
	<b>SERICULTURE SCHEMES</b>			
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	

**Govt. of Bihar**  
**Industry Department**

**Annual Plan Outlay 2013-14**

S.No	Scheme			
1	2	3	4	5
<i>(Rs. In lakh)</i>				
A	Village & Small Enterprises	Total Outlay	General	SCSP
I	<b>Centrally Sponsored Scheme</b>			
1	Sericulture (C.D.P) scheme	150.00	150.00	
2	Integrated Handloom Development Scheme	10.00	10.00	
3	National Food Processing Mission	200.00	200.00	
4	Revival, Reforms & Re-structuring package of Handloom Sector	0.00	0.00	
II	<b>State Sponsored Scheme</b>			
5	Development of Handicraft Sector	500.27	500.27	
6	Udyog Mitra	120.00	120.00	
7	Development of Sericulture Sector	2502.00	2401.50	100.50
8	Development of Handloom Sector	3500.00	3344.55	155.45
9	Infrastructure Facility to Department offices	500.00	500.00	
10	Development of Khadi Sector	500.00	500.00	
11	Training Program	120.00	109.90	10.10
12	Strengthening of Industry Dept.	35.00	35.00	
13	<b>Total (A)</b>	<b>8137.27</b>	<b>7871.22</b>	<b>266.05</b>
B	<b>Large &amp; Medium Enterprises</b>			
I	<b>Centrally Sponsored Scheme</b>			
1	Establishment of Tool Room & Training Centre	500.00	500.00	
2	Infrastructure Dev. Scheme for Industrial Area/Park	15.00	15.00	
II	<b>State Sponsored Scheme</b>			
3	Fisibility report/ Project report and Detail Project	500.00	500.00	
4	Industrial Campaign	100.00	100.00	
5	Land Bank	3000.00	3000.00	
6	Industrial Promotion Policy	30000.00	30000.00	
7	Dev. Of Food Processing Sector	2000.00	2000.00	
8	Revival of Corporation reg.	10.00	10.00	
9	Bihar Foundation	150.00	150.00	
10	Office of Investment Commissioner, Mumbai	140.00	140.00	
11	Establishment of NIFT	740.00	740.00	
	<b>Total (B)</b>	<b>37155.00</b>	<b>37155.00</b>	<b>0.00</b>
	<b>Grand Total (A+B)</b>	<b>45292.27</b>	<b>45026.22</b>	<b>266.05</b>

## CHAPTER-13 (Manual-12)

### The manner of execution of subsidy programme (Section 4(i)(xii))

13.1.1.	<b>Name of Subsidy Scheme:</b> Subsidy on allotment of Land/Shed.	
13.1.2.	<b>Objective :</b> To promote industrialisation and support the entrepreneur to set-up industry in the State.	
13.1.3.	Physical and Financial Target of programme (for the last year).	
13.1.4.	<b><u>Eligibility of Beneficiary:</u></b> Those who allotted land/shed in Industrial Area Development Authority (IADA), Export Promotion Industrial Park/Food Park/Agri-Export Zone are eligible for subsidy after Commercial production of unit.	
13.1.5.	<b><u>Pre-requisites for the benefits:</u></b> There is no Pre-requisites for the benefits under this scheme.	
13.1.6.	<b><u>Procedure to avail the benefits of the Programme.</u></b> To avail the benefits of this subsidy scheme, one has to apply in the prescribed format with all requisite information and documents to Principal Secretary, Deptt. of Industry, Govt. of Bihar.	
13.1.7.	<b><u>Criteria for deciding the eligibility:</u></b> Following are the criteria for deciding subsidy under this scheme.	
<b>SL</b>	<b>Industry</b>	<b>Subsidy</b>
1.	Small/Tiny unit, (Financial limit)	50% or 7.50 lacs (Maximum)
2.	All large/Medium/Mega units	25% or 15.00 lacs (Maximum)
13.1.8.	<b><u>Procedure for the distribution of subsidy:</u></b> On the basis of price of allotment of land/shed, the amount of subsidy has been fixed as mentioned in 13.1.7.	
13.1.9.	Where to apply or whom to contact in the office for applying. The Principal Secretary, Dept of Industries or Director of Industries, Govt. of Bihar are the competent authority to apply under this Scheme.	

13.1.10.	(a) Application Fee (where applicable) The minimum limit of application fee is Rs.250=00 (Rupees Two hundred Fifty) and maximum limit is depend on value of the land/shed. (b) Other Fee (where applicable) Not applicable
13.1.11.	Application format (Where applicable. If the application is made on plain paper please mention it along with what the application show mention in the application There is prescribed format to avail benefits under this scheme.
13.1.12.	List of attachments. The check list has been given in application form.
13.1.13.	Where to contact in case of process related complaints. The Principal Secretary, Dept. of Industries, Govt. of Bihar.

### **CHAPTER-14 (Manual-13)**

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

No permit, or authorization is granted to public. Only concession for stamp duty has been announced in Industrial Policy,2006.

14.1.1.	<b>Name of the Programme:</b>  Concession on stamp duty and Registration fee.
14.1.2.	<b>Type</b> –Concession.
14.1.3.	<b>Objective:</b> To provide concession for registration of land/shed for out side Industrial Estate.
14.1.4.	<b>Target set</b> (For the last year)This is a new scheme.

## **CHAPTER-15 (Manual-14)**

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

14.1.1.	<p><b>The details of the Norms/Standards set by the department for execution of various activities/Programme.</b></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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## **CHAPTER-16 (Manual-15)**

### **Information available in an electronic form:**

16.1.	<p><b>The details of the information related to the various schemes which are available in the electronic format.</b></p> <p>All Schemes of Dept. of Industries, Govt. of Bihar and circulars/notifications issued there under are displayed on website : <a href="http://www.gov.bih.nic.in">www.gov.bih.nic.in</a></p>
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## **CHAPTER – 17 (Manual – 16)**

### **4 (i) b (xiv)**

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



**CHAPTER – 18 (Manual – 17)**  
**‘Other Useful Information’**  
**4 (i) b (xvii)**

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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.

18.2 Related to seeking information

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

Enclosed

18.2.2 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.	

### 18.2.3 How to write a precise information

Request - Sample copy of application attached.

### 18.2.4 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.

