

**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 Deptt of Industries</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 the 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>List of Services being provided.</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>Special Secretary(1)</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;"><b>Additional Secretary(1)</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Deputy Secretary (1)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Under Secretary (1)</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>Shri C.K.Mishra</b> <b>(IAS)</b>
2.	<b>Directorate of Industries,</b> Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of industries	<b>Shri Bimlanand Jha</b> <b>(IAS)</b>
3.	<b>Directorate of Handloom &amp; Sericulture.</b> Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Handloom & Sericulture	<b>Shri Uday Narayan Thakur</b> <b>(IAS)</b>
4.	<b>Directorate of Food Processing,</b> Vikash Bhawan, New Secretariat, Bailey Road, Patna	Director of Food Processing	<b>Shri P.K. Jha</b> <b>(IAS)</b>
5.	<b>Directorate of Technical Development,</b> Vikas Bhawan, New Secretariat, Bailey Road, Patna	Director of Technical Development	<b>Sri Bimlanand Jha</b> <b>(IAS)</b>

6.	<b>Special Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Special Secretary</b>	<b>Shri Radha Bihari Ojha (BAS)</b>
7.	<b>Additional Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Additional Secretary</b>	<b>Shri Vijai kumar Sinha (BAS)</b>
8.	<b>Deputy Secretary</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Deputy Secretary</b>	<b>Vacant</b>
9.	<b>Sr. Joint Director Food Pro.</b> Department of Industries Vikas Bhawan, New Secretariat, Bailey Road, Patna	<b>Sr. Joint Director Food Processing</b>	<b>Md. Saiyed Parwez Alam (BAS)</b>
10.	<b>District Industries Centre</b> in all districts of Bihar.	General Manager	<b>All districts of Bihar</b>

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

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

<b>Sl</b>	<b>Name of Officer</b>	<b>Job Responsibility</b>
1.	Shri Radha Bihari Ojha (BAS) Special Secretary	1. Service character, Lokayukt, Special Component Scheme, PMRY, 15 and 20 point programmes, Departmental meeting. 2. Parliamentary Works 3. All legal matters and miscellaneous work related to Govt. 4. Industrial Policy, Subsidy and Incentive 5. Industrial Census. 6. Large, Medium and Small Industries related to Corporation. 7. Establishment of IVth Grade employee/Driver/Minister/State Minister.
2.	Shri Vijai Kumar Sinha (BAS) Additional Secretary	1. Establishment and charges (Except IVth Grade Employees) related to <b>govt. level and four Directorate for Gazetted Officers</b> 2. All work related to Right to Information Act and Public Grievances 3. Public Grievances from Chief Minister Secretariat and Chief Secy Cell. Bihar, Patna. 4. All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit. 5. Monitoring, Utilization Certificate etc. 6. Sanction of Govt. Sponsored Scheme and monitoring (Including CIB, ASIDE, EPIP etc)
3.	Md. Saiyed Parwez Alam (BAS) Sr. Joint Director Food Pro.	1. Establishment and charges (Except IVth Grade Employees) related to govt. level and four Directorate for Gazetted Officers 2. Industrial Policy, Subsidy and Incentive 3. Industrial Census. 4. Large, Medium and Small Industries related to Corporation 5. Govt. work of Technical Directorate Rehabilitation of Sick large, Medium and Small Scale Industries/BIFR. 6. Tea/Jute plantation related work 7. Growth centre, Industrial Area Development Authority, Land Acquisition for Industrial Area/ State /Mega Growth Centre and Development Purpose. 8. Khadi Board

<b>Sl</b>	<b><u>Name of Officer</u></b>	<b><u>Job Responsibility</u></b>
4.	Shri Ram Sagar Das (BSS) Under Secretary	<ol style="list-style-type: none"> <li>1. All work related to Right to Information Act and Public Grievances</li> <li>2. Public Grievances from Chief Minister Secretariat and Chief Secy Cell. Bihar, Patna.</li> <li>3. Service character, Lokayukt, Special Component Scheme, PMRY, 15 and 20 point programmes, Departmental meeting.</li> <li>4. Parliamentary Works</li> <li>5. All legal matters and miscellaneous work related to Govt.</li> <li>6. Establishment of IVth Grade employee/Driver/Minister/ State Minister.</li> </ol>
5.	Smt. Victoria Purti (BIS) Deputy Director (Planning)	<ol style="list-style-type: none"> <li>1. All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit.</li> <li>2. Monitoring, Utilization Certificate etc.</li> <li>3. Sanction of Govt. Sponsored Scheme and monitoring (Including CIB, ASIDE, EPIP etc)</li> </ol>
6.	Shri Sudhir Chandra Jha, (BSS) Section Officer (Section – I)	<ol style="list-style-type: none"> <li>1. All Plan, Non-plan related work for Govt. and three Directorates and their Monitoring Budget/Audit.</li> <li>2. Formulation of Central Govt. sponsored schemes, Empowerment Committee, their implementation, Monitoring, Utilization Certificate etc.</li> <li>3. Work of Central Govt. sponsored scheme and monitoring (Including CIB, AXIED, EPIP etc).</li> </ol>
7.	Shri Nageshwar Prasad (BSS) Section Officer Section (II)	<ol style="list-style-type: none"> <li>1. All legal matters and miscellaneous work related to Govt.</li> <li>2. Service character, Lokayukt, Special Component Scheme, PMRY, 15 and 20 point programmes, Departmental meeting.</li> <li>3. Seminar/ Fair.</li> <li>4. Legislative and Parliamentary Works.</li> </ol>
8.	Shri R B Singh Section Officer (BSS) Section (III)	<ol style="list-style-type: none"> <li>1. Establishment and charges (Except IV Grade Employees) related to govt. level and four Directorates for Gazetted Officers</li> </ol>

<b>Sl</b>	<b><u>Name of Officer</u></b>	<b><u>Job Responsibilities</u></b>
9.	Shri Sudhir Chandra Jha (BSS) Section Officer Section (IV)	1. Establishment of IVth Grade employee/Driver/Minister/ State Minister. 2. Accounts/Stationery Material/Equipment for Vehicles/Telephone/Dress etc.
10.	Shri Nageshwar Prasad (BSS) Section Officer Section (V)	1. All work related to Govt. level for Technical Directorate, Rehabilitation of sick/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
11.	Shri Umeshwar Prasad (BSS) Section Officer Section (VI)	1. Industrial Policy, Incentive and Subsidy 2. Industrial Census. 3. Work related to corporation for large, medium and small scale Industries. 4. Training Programme. 5. Training/typing section and daily registration work.
12.	Shri C. P. Singh (BSS) Section Officer Information Cell	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
13.	Shri Shiv Balak Paswan Superintendent Typing Section	1. Typing section and daily Registration

**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	Shri C.K. Mishra, Principal Secretary, Deptt. of Industries, Govt. of Bihar, Patna.
2.	Bihar Infrastructure Development Enabling Act,2006	Act	Do
3.	New Industrial Policy 2006	Rules and Regulation	Do
4.	Bihar Industrial Area Development Authority Act, 1974	Act	Do
5.	Bihar Infrastructure Development Enabling Act 2007	Act	Shri Bimlanand Jha 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
1	2	3	4	5
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>Shri C.K. Mishra 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.	G.M, DIC in all districts.

**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.**

SI 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 Sakesh Prasad Singh (IAAS)</b> Managing Director	BICICO, 3 <sup>rd</sup> Floor Indira Bhawan, R.C. Path, Bailey Road, Patna Tel.No.0612-2228552, 2232298, 224298
2.	<b>Bihar State Industrial Development Corporation (BSIDC)</b>	Establish and support to Medium and Large scale Industries.	Shir S. Shiv Kumar (IAS), Managing Director	2532165 Mob-9470001391
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	Shir S. Shiv Kumar (IAS), Managing Director	BIADA, Udyog Bhawan, East Gandhi Maidan, Patna Tel No. 0612 – 2675998
4.	<b>Bihar State Financial Corporation</b>	To provide financial support to small scale industries and other sectors	Shri Shishir Sinha, (IAS) Managing Director	BSFC (H.Q.) Fraser Road, Patna Tel.No. 0612-2234210, 2223051

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. 0612-2215211
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  Shri S. Shiv Kumar (IAS), Managing Director	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 the State of Bihar	Shri Umesh Kumar Singh, (BIS) Managing Director	Indra Bhawan, R.C. Path, Bailey Road, Patna Tel No. 0612 –
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	Shri Shiv Shankar Arya, (BIS) Managing Director	Handloom Bhawan, Rajendra Nagar Patna.

9.	<b>Bihar State Export Corporation</b>	To promote and develop linkage for export in State of Bihar	Shri Radha Bihari Ojha, (BAS) Managing Director	1 <sup>st</sup> Floor, LDB Building, Buddha Marg, Patna
10.	<b>Bihar State Textile Corporation</b>	i) To promote textile Industries in Bihar. ii) To establish linkage with National Textile Corporation	Shri Ravi Bhushan Pd. Sinha (BIS) Managing Director	Udyog Bhawan, East Gandhi Maidan, Patna
11.	<b>Bihar State Film Development and Finance Corporation</b>	i) To support Film and Entertainment Industry in the State. ii) To mobilize fund for film and its development.	Shri Tripurari Sharan, (IAS) Managing Director	Maurya Lok Complex, Bailey Road, Patna.
12.	<b>Bihar State Chemical and Pharmaceutical Corporation</b>	To promote Chemical and Pharmaceutical Industries in Bihar.	Shri Om Prakash Pathak (BIS) Managing Director	Block –B, Maurya Lok Complex, Bailey Road, Patna.
13.	<b>Bihar State Khadi and Village Industry Board</b>	i) To promote Khadi and Village Industry in Bihar ii) To establish linkage with KVIC	Shri Pradeep Chandra Sharan (BAS) Chief Executive Officer	Khadi Bhawan East Gandhi Maidan, Patna

**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 Ram Sagar Das (BSS)</b>	<b>Under Secretary</b>	<b><u>0612</u> 2215211</b>	<b><u>0612</u> 2224991</b>	

**Department Appellate Authority**

Sl.	Name	Designation	Ph.No.	Fax No.	E-mail
1.	<b>Shri Vijai Kumar Sinha (BAS)</b>	<b>Additional Secretary</b>	<b><u>0612</u> 2215211</b>	<b><u>0612</u> 2224991</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.	<b>Sri C.K. Mishra</b> (IAS)	Principal Secretary	(0612)-2215211 Fax:(0612)-2217991
2.	<b>Sri Bimlanand Jha</b> (IAS)	Director of Industries	(0612)-2235812 Fax:(0612)-2215637
3.	<b>Sri Uday Narayan Thakur</b> (IAS)	Director, Handloom & Sericulture	(0612)-2215637
4.	<b>Sri Bimlanad Jha</b> (IAS)	Director, Technical Development	(0612)-2215462
5.	<b>Sri P.K. Jha</b> (IAS)	Director, Food Processing	9431643985
6.	<b>Sri Sakesh Prasad. Singh</b> (IAS)	Managing Director, BICICO	(0612)- 2228552,2232298, 2234298
7.	<b>Sri Shishir Sinha</b> (IAS)	Managing Director, BSFC	(0612)-2234210, 2223051
8.	<b>Sri S. Shiv Kumar</b> (IAS)	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>
<b>1</b>	Shri Bimlanand Jha (I.A.S.)	Director of Industries	9934002158
<b>2</b>	Shri Shiv Shankar Arya	Jt. Director	9905237141
<b>3</b>	Smt. Sarita Choudhary	Jt. Director	9430890900
<b>4</b>	Shri Chandramohan Prasad	Dy. Director	9431456475
<b>5</b>	Shri Anil Kumar Thakur	Dy. Director	9835296420
<b>6</b>	Shri Om Prakash Pathak	Dy. Director	9304271576
<b>7</b>	Shri Umesh Kumar Singh	Dy. Director	9431091341
<b>8</b>	Shri Lalit Mohan Srivastava	Section Officer	9730956041
<b>9</b>	Shri Vijay Kumar Singh	Section Officer	9430055321

# 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 Lalit Mohan Srivastava Section Officer Section (II)	1. Industrial Policy, Subsidy and Incentive 2. Public Grievance. 3. Rehabilitation of small scale Industries. 4. Cluster/Vat etc.
<b>3.</b>	Sri Vijay Kumar Singh Section Officer Section (III)	1. PMEGP 2. 15 and 20 point programmes. Departmental meeting 3. Seminar/ Fair. 4. Training Programme etc.
<b>4.</b>	Sri Vijay Kumar Singh Section Officer Section (IV)	1. Establishment of Non Gazetted (Head Quater) 2. Stationery. 3. Departmental Gazetted/ Non Gazetted Allegation etc.
<b>5.</b>	Sri Vijay Kumar Singh Section Officer Section (V)	1. Budget/Audit/Census etc.

<b>NAME &amp; TELEPHONE NOS. of GENERAL MANAGER, DISTRICT INDUSTRIES CENTRES</b>					
<b>Sl.No.</b>	<b>Dic</b>	<b>Name</b>	<b>Mobile No.</b>	<b>Basic Ph.No.</b>	<b>Fax. No.</b>
1	Araria	Shri Ramanand P. Sharma	9835411046	06453222040	222124
2	Arwal	Shri Rai Gyan Chand	9304898647	06337229351	228988
3	Aurangabad	Md. Aanish	9097033592		223211
4	Banka	Shri Rajendra Kumar	9430861011		222289
5	Begusarai	Shri S.P. Singh	9430964919	06243212055	230571
6	Bhagalpur	Shri U.P. Singh	9470422647	06412400543	2400918
7	Bhojpur	Shri Mahendra Chaudhary	9334403175	06182239139	233474
8	Buxer	Shri R.K. Upadhyay	9431497921	06183226064	222231
9	Dharbhanga	Shri Sukhdev Prasad	9431354760	06272222387	245360
10	East Champaran	Shri B.N. Prasad	9934968119	06252232509	242711
11	Gaya	Shri Binay Prasad	9304246228	06312223561	2223561
12	Gopalganj	Shri R.K. Chaudhary	9504077372	06156224637	226004
13	Jamui	Shri Mundrika Chaudhari	0.95345362		222277
14	Jahanabad	Shri Rai Gyan Chand	9304898647	06114223177	223142
15	Kaimur	Shri A.P. Mishra	9934427314	06189224749	223301
16	Katihar	Shri Ashok Kumar	9470466191	06452248120	230880
17	Khagaria	Shri R.P.Ram	9470239693	06244222362	222154
18	Kishanganj	Shri Ramanand P. Sharma	9835411046	06456222092	
19	Lakhisharai	Shri Prakash Toppo		06346232552	232767
20	madhepura	Shri Ram Naresh Choudhary	9470082949	06476222367	224146
21	Madhubani	Shri Shukh Deo Prasad	9431354760	06276222321	222209
22	Munger	Shri Mundrika Chaudhari	9534536199	06344222287	222254
23	Muzaffarpur	Shri S.S. Sharma	9006656648 9308739277	06212277142	2217285
24	Nalanda	Shri Ram Chandra Singh	9835271152	06112220639	225205
25	Nawada	Shri Vinay Prasad	9304246228	06324212308	212904
26	Patna	Md. Mahfuj Ansari	9430993694	06122270865	2222900
27	Purnia	Shri Nirmal Kishore Jha	9006378155	06454242395	242501
28	Rohtas	Shri Vimal Kumar	9234873494	06184221084	228856
29	Samastipur	Shri Umesh Kumar	9471027022	06274222379	222216
30	Saran	Shri Jawahar Paswan	9835856695	06152222482	234895
31	Shekhpura	Shri Muralidhar Pd. Singh	9431887548	06341225073	223001
32	Saharsa	Shri S.N. Ram	9431174180	06478223110	224986
33	Sheohar	Shri Ram Balak Prasad	9572755763	06222259088	257288
34	Sitamadhi	Shri Surya Narayan Baitha	9431756564	06226250527	245516
35	Siwan	Md. Hasmat Ali	9431890072	06154245423	242160
36	Supaul	Shri Ram Naresh Choudhary	9470082949		223041
37	Vashali	Shri R.K. Thakur	9835223553	06254232669	272593
38	Wt. Champaran	Shri Baliram Singh	9431077201	06254232669	232576

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

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
<b>1</b>	Shri Uday Narayan Thakur (I.A.S.)	Director of H&S	9471000264
<b>2</b>	Smt. Sarita Choudhary	Jt. Director	9430890900
<b>3</b>	Smt. Rekha Srivastava	Dy. Director	9334706643
<b>4</b>	Shri Umesh Kumar Singh	Dy. Director	9431091341
<b>5</b>	Shri Dayanand Jha	Pub. Prop. Officer	9162533395
<b>6</b>	Shri Jitendra Kumar	Section Officer	9608080239
<b>7</b>	Shri Nagendra Pd. Singh	Section Officer	9431651369
<b>8</b>	Shri Bhola Paswan	Section Officer	9431630054

## 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 Jitendra Kumar</b> Section Officer	1. Establishment related all works.
<b>2.</b>	<b>Sri Nagendra Prasad Singh</b> Section Officer	1. Sericulture Scheme.
<b>3.</b>	<b>Sri Bholu Paswan</b> Section Officer	1. Handloom Co-operative Section.

### **List of Officers in Directorate of Technical Development**

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
<b>1</b>	Shri Bimlanand Jha	Director of Technical	0612-2215462/ 9934002158
<b>2</b>	Shri P.P. Ghosh	Dy. Director	0612-2230048
<b>3</b>	Shri R.B.Pd Sinha	Dy. Director	9430220903
<b>4</b>	Shri Sudhir Kumar Verma	Dy. Director	9835268409
<b>5</b>	Shri Anand Kumar Vardhan	Dy. Director	9430963600
<b>6</b>	Shri V.N. Thakur	Dy. Director	9835057019
<b>7</b>	Shri Ram Prit Choudhary	Section Officer	9386413547

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

<b>Sl.No.</b>	<b>Name</b>	<b>Name of Designation</b>	<b>Contact No.</b>
<b>1</b>	Shri P.K.Jha	Director of Food Processing	9431643985
<b>2</b>	Syed Parvez Alam	Sr.Jt. Director	9304070481
<b>3</b>	Shri V.N. Thakur	Dy. Director	9835057019

**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-Sheetter		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	

**CHAPTER-12 (Manual-11)**

Section 4 (I) b (ix)

**THE BUDGET ALLOCATED****ANNUAL PLAN OUTLAY FOR YEAR 2010-11***(Rs. In Lakh.)*

Sl. No.	Scheme	Amount	
		2010-11	
		Proposed Outlay for 2010-11	Out of which District Plan
<b><i>I. SECTOR : VILLAGE &amp; SMALL INDUSTRIES</i></b>			
<b>A</b>	<b>ESTABLISHMENT</b>		
1	Handicraft (Establishment + Training)	9.00	0.00
2	Handloom General (Stipend + Rent for Apperal Training Institute)	19.40	0.00
3	Powerloom (Stipend)	0.72	0.00
	<b><i>A Sub Total</i></b>	<b><i>29.12</i></b>	<b><i>0.00</i></b>
<b>B</b>	<b>CENTRALLY SPONSORED SCHEME (STATE SHARE)</b>		
4	Sericulture	140.00	0.00
5	SSI Cluster Development	1000.00	0.00
6	Integrated Handloom Development Cluster	40.00	0.00
	<b><i>B Sub Total</i></b>	<b><i>1180.00</i></b>	<b><i>0.00</i></b>
<b>C</b>	<b>STATE SPONSORED SCHEME (ON GOING/NEW SCHEMES)</b>		
7	Strengthening of Udyog Mitra / Upendra Maharathi Institute	99.00	0.00
8	International Trade Fair/State Fair/Craft Fair/Pravasi Bharatiya Divas	170.00	0.00
9	Construction of new Building for DICs./ Revamping, Strengthening & Modernisation of Old DICs /IED Building	200.00	0.00
10	Short training program for Secretariats and field officers of Industry Deptt.	15.00	0.00
11	Rebate on Khadi clothes	200.00	0.00
12	Training on Khadi Sector Schemes	280.48	0.00
13	Enterperneurship Development programme	30.00	0.00
14	Business Plan for Handloom / Jute Sector	315.00	0.00
15	Handloom (General)		0.00
	Supply of Cycle	34.40	0.00
	Mobility for DDO (Textile)	2.00	0.00
16	Handloom co-operative		0.00
	Work shed cum residence	105.00	0.00
17	Sericulture		0.00
	(i) Infrastructure development	95.00	0.00
	(ii) Award Scheme	1.50	0.00
	(iii) Welfare Scheme	2.50	0.00
	(iv) Mobility for Project monitoring	2.00	0.00
	(v) Modernisation of Bihar Institute of Silk and Textile, Bhagalpur	400.00	0.00
	<b><i>C Sub Total</i></b>	<b><i>1951.88</i></b>	<b><i>0.00</i></b>
	<b><i>I-Total (A+B+C)</i></b>	<b><i>3161.00</i></b>	<b><i>0.00</i></b>

<b>II. SECTOR : LARGE &amp; MEDIUM INDUSTRIES</b>			
<b>A</b>	<b>CENTRALLY SPONSORED SCHEME (STATE SHARE)</b>		
1	Establishment of NIFT	840.00	0.00
2	Tool Room	5.62	0.00
		<b><i>A Total</i></b>	<b>845.62</b>
<b>B</b>	<b>STATE SPONSORED SCHEME</b>		
3	Industrial Campaign. (Seminar/Consultancy)	25.00	0.00
4	Publicity & Publication	25.00	0.00
5	Corpus Fund for IDA	1000.00	0.00
6	Land Bank for Mega Industrial Park/Growth Centre/Higher Education Institute/International Nalanda University/Sugar Mills & other dev. Works/Payment of Decretal Amount.	28231.14	0.00
7	Dev. Projects for Food Processing Sector	10000.00	0.00
8	Subsidy under Industrial Policy 2006	2500.00	0.00
9	Capital assistance to BSFC	60.50	0.00
10	Payment of pending Electricity Subsidy under Indl. Policy	150.50	0.00
11	Revival of Bihar State Film Development Corporation	60.00	0.00
12	Capital assistance to BSIDC	1106.00	0.00
	Establishment of Bio Park		
	Establishment of Logistic Park		
	Establishment of Food Park in Behea		
	Revival of Bihar Spun Silk		
	Revival of Kumardhufi Metal Casting Ltd.		
13	Capital assistance to BS Textile corporation for the deposit of statutory dues(EPF)	4.90	0.00
14	Capital assistance to BS Handloom & Handicraft corporation and subsidiary office for running smoothly	25.00	0.00
15	Capital assistance to corporations for Audit	50.00	0.00
		<b><i>B Sub Total</i></b>	<b>43238.04</b>
		<b><i>II Total (A + B)</i></b>	<b>44083.66</b>
		<b><i>Total: I+II (Industries Sector)</i></b>	<b>47244.66</b>

## CHAPTER-13 (Manual-12)

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

14.1.5.	<b>Eligibility</b> Those who want to set up an industry out side Industrial Estate of Area Development Authority is eligible for exemption of 100% Registration fee.
14.1.5.	<b>Criteria for eligibility</b> Only those who want to setup industry outside Area Development Authority.
14.1.6.	<b>Pre-Requisites:</b> This is applicable only for Industrial purposes.
14.1.7.	<b>Procedure to avail the benefits:</b> The applicant/beneficiary has to apply on prescribed format to concern DIC or Dept. of Industries. After receiving application, scrutiny of application has been done and directive for concession to registration Dept. for registration fee is being given.
14.1.8.	<b>Time lime for the Concession/Permit/Authorization:</b> Only one time concession is granted under this scheme.
14.1.9.	<b>Application Fee:</b> (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.
14.1.10.	<b>Application format</b> (Where applicable). The application Format is available at DIC or Dept. of Industry, Govt. of Bihar.
14.1.11.	<b>List of attachment.</b> (Certificate/documents/) Check list is given with application.
14.1.12.	<b>Format of Attachment:</b> No format for attachment is prescribed.
14.1.13.	<b>List of beneficiaries in the format given below.</b> This is new programme. It has been announced on 20th of August,2006

## CHAPTER-15 (Manual-14)

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

14.1.1.	<b>The details of the Norms/Standards set by the department for execution of various activities/Programme.</b> The norms or standard has been fixed through office order, Resolution, Notification, Policy guideline, Bihar Service Code and Service Manual , Acts and ordinance .
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## CHAPTER-16 (Manual-15)

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

16.1.	<b>The details of the information related to the various schemes which are available in the electronic format.</b> 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>
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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.