

**1. Particulars of Organisation, functions and duties :****I. At Secretariat level:-**

Information in respect of Industries Department (Administrative Department Level) required under section 4(1) (b) of Right to Information Act, 2005.

The Industries Department of the Government of Himachal Pradesh is divided into two Sections to carry out the work assigned to it as per business of Government of Himachal Pradesh (Allocation) Rules, 1971 amended from time to time. The work assigned and carried out by each section of Industries Department is as under:-

**Industry-A Section**

1. To function as the Administrative Department (AD) in respect of the HP State Industrial Development Corporation, HP Financial Corporation, HP Small Scale Industries & Export Corporation, HP Handicraft & Handloom Corporation, HP General Industries Corporation, HP Khadi & Village Industries Board and Nahan Foundary Ltd.
2. State aid to Industries, Sericulture Industries.
3. Setting up of Industries, Cement Plants.
4. Industrial Policy of the State, Grant of Incentives, acquisition of land cases for setting up of industrial area/ industries, all matter relating to sheds/ plots and Industrial Estates, Power to Industries.
5. Small Scale Industries.
6. Implementation of ASIDE Scheme of Govt. of India.
7. All establishment matters of Gazetted Officers of Industries Directorate (except Director/ Additional Director) including creations of posts, R&P and other related rules, court cases and transfers, training & seminars.
8. APPAREL Park.
9. Special Economic Zone.
10. ICD Inland Container Depot.
11. Deendayal Hathkargha Protsahan Yajna.
12. Shilap Guru Award/Centrally Sponsored Integrated Handloom Training Project.
13. Correspondence regarding designs development and training programs.
14. Correspondence regarding solid waste management plant.

**Industry-B Section**

1. Mines & Minerals, All cases regarding Administration of Mines & Minerals Regulation Act.
2. All matters relating to Non-Gazetted establishment including R&P Rules etc. creation of Posts, Court cases of Non-Gazetted Officer, Training of Non-Gazetted Officers.
3. All matters relating to Store Purchase Organization/ Rate Contract, Condemnation of Stores, Waiving of Recoveries.

4. Quality Control Order/ Bureau of Indian Standard.
5. Boiler Scheme-return, Textile Power Loom
6. Loan and Advances to NGOs in respect of Industries Department.
7. Purchase of Vehicles.
8. Budget & Accounts of Industries Department including expenditure sanctions/ Finance Commission, Really New Schemes.
9. Reimbursement of all claims of Transport subsidy from Govt. of India.

II. At Commissionerate level:-

Industries Department is primarily engaged in equitable industrial development of the State, generating maximum employment to its people while maintaining ecological balance and making goods/services of high quality available to people at reasonable prices, promoting entrepreneurship among the people in the State, supplementing the income of rural artisans by their skill development, providing subsidiary employment to the farmers by way of rearing of silkworms, framing policies and programmes for the growth and development of tiny/SSI and large industries, creating environment for achieving excellence in conditions that ensures competitive industrial development of industries in the State.

The Organisational Structure of the Department indicating Directorate and its field Offices is as under:-

Overall Incharge of the Department

Hon'ble Chief Minister Himachal Pradesh

Administrative Secretary of Department

The ACS/Principal Secretary (Industries)

Head of Department

Commissioner of Industries-cum-  
Controller of Stores/ Commissioner of  
Handlooms/ Director of Sericulture

Store Purchase Organistaion	Administration	Industrial Development
Additional. Controllor of Stores	Addl. Director of Industries	Industrial Advisor
Joint Director of Industries	(Admn.)	Joint Director of Industries
Deputy Director of Industries	Assistant Controllor (F&A)	Joint Director of Industries(P)
Tehsildar	Superintendent Gr.-I	Deputy Directors of Industries

Naib Tehsildar  
Store Inspection Officers  
Superintendent Gr.-I  
S.O. (Audit)

Geological & Mining  
State Geologist  
Geologists  
Assistant Geologists  
Driller  
Superintendent Gr.-I  
S.O (Audit)  
Assistant Driller  
Lab Assistant

Sericulture  
Deputy Director of Industries  
(Seri.)

Handloom  
Deputy Director of Industries

**Field Offices**

District Industries Centres  
General Managers  
Managers/ Member Secretaries,  
SWCAs, Parwanoo, Baddi,  
Nalagarh, Paonta Sahib, Kala  
Amb, Sansarpur Terrace,  
Damtal & Gwalthai  
Industrial Promotion Officers  
Economic Investigators  
Extension Officer (Industries)  
(Block Level)

Mining  
Mining Officers  
Mining Inspectors  
Assistant Mining Inspectors  
Mining Guards

Sericulture  
Deputy Director of Industries  
(Seri)/ GMDICs /Managers  
Silk Seed Production Officers  
Sericulture Officers  
Development Officers  
Technical Officer (Tassar)  
Sr. Sericulture Inspectors  
Extension Officer (Tassar)  
Technical Assistant  
(Tassar)/Sericulture Inspector.

**Functions and Duties**

Sl.No.	Particulars	Details
(i)	Particulars of Organisation Functions and Duties	<p>Industries Department, H.P.</p> <p><u>Functions:</u></p> <p>To Formulate, Review and Monitor the Development of Industrial / Sericulture and Mining Mineral Activities</p> <p><u>Duties:</u></p> <p>To implement policies formulated by the Government with regard to development of Industrialisation, for the regulation of Geological activities, development of Sericulture activities and for the acquisition of Stores by the Government agencies.</p>

(ii)	Powers and duties of its officers	<u>Commissioner of Industries:</u> Head of the Department
		<u>Additional Director of Industries-cum-Additional Controller of Stores :</u> <ol style="list-style-type: none"> <li>I. Store Purchase Organisation &amp; other works relating with Store Purchase Organisation.</li> <li>II. Entire Coordination of Directorate of Industries in important matters assigned to him from time to time.</li> <li>III. (All Branch heads will cooperate with ADI who shall report to DI on these critical issues.)</li> <li>IV. Surprise inspection of the Head Quarter branches,</li> <li>V. DICs etc.</li> <li>VI. Disposal of routine cases, meetings and general control of Directorate in the absence of Commissioner of Industries.</li> <li>VII. All revenue related and Land acquisition Matters.</li> <li>VIII. Collector Recoveries.</li> <li>IX. Vigilance cases of the Directorate.</li> <li>X. Establishment of Gazetted/Non- Gazetted officers cases.</li> <li>XI. Inspection and general supervision of Hqrs. Branches</li> <li>XII. &amp; DIC's.</li> <li>XIII. Planning.</li> <li>XIV. Follow up of Inspections reports of DIC's.</li> <li>XV. All matters relating to Budget, reconciliation, accounts, stores, record, Diary and Dispatch.</li> <li>XVI. Maintenance of Directorate Building.</li> <li>XVII. Monitoring of Court Cases on monthly basis.</li> <li>XVIII. Controlling Officer for Vehicles.</li> <li>XIX. All residual matter not assigned to any other officer.</li> <li>XX. Rural Planning Committee Estimate Committee, 20 Point and Governor Secretariat Report.</li> </ol>
		<u>Industrial Advisor:</u> <ol style="list-style-type: none"> <li>i) Industrial Policy.</li> <li>ii) SSI Registration and policy related issues.</li> <li>iii) Nodal officer for I.T. matters.</li> <li>iv) All matters concerning different Industrial Associations and coordination with these Associations in the State of H.P.</li> </ol>

		<ul style="list-style-type: none"> <li>v) All matters relating to Food Processing and coordination with the Govt. of India projects.</li> <li>vi) Industrial sickness.</li> <li>vii) Governor's address and Finance Minister's and other Ministers speeches.</li> <li>viii) BBNDA.</li> <li>ix) Dev. of Industrial Areas/Estates.</li> <li>x) Banks &amp; Financial Institutions.</li> <li>xi) Organization of Job and job career fairs.</li> <li>xii) Handloom Handicrafts, Khadi programme and Institutions related with programme.</li> <li>xiii) Matter relating with Handicraft and Handloom Corporation and all India Institutions of Handicrafts and Handloom.</li> <li>xiv) Matter relating with H.P. State Khadi &amp; Village Industries Board and all India Khadi Commission.</li> <li>xv) Implementation &amp; monitoring of centrally sponsored Schemes relating to Handicrafts and Handloom sector.</li> <li>xvi) Administration of Central/ State Awards pertaining to Handlooms and Handicrafts) and National awards to Small Scale entrepreneurs.</li> </ul>
		<p><u>Joint Director of Industries:</u></p> <ul style="list-style-type: none"> <li>i) Eligibility Certificates and other certificates including incentive eligibility.</li> <li>ii) Registration and approval of Medium and Large Scale projects.</li> <li>iii) Essentiality Certificate for the purchase of private land.</li> <li>iv) Store Purchase with respect to Electrical, Chemical &amp; miscellaneous items.</li> <li>v) Cement Plants.</li> <li>vi) Administration of incentives and subsidies .</li> <li>vii) Implementation of provisions of Indian Boiler Act, 1923, as Deputy Chief Inspector of Boilers for the State of H.P.</li> <li>viii) Implementation of Household electrical appliances quality control order, 1981.</li> <li>ix) Executive Director, HPCED.</li> <li>x) Capacity assessment.</li> <li>xi) VIP references on employment generation.</li> </ul>
		<p><u>Joint Director of Industries (Projects):</u></p> <ul style="list-style-type: none"> <li>i) EDP/IAP.</li> </ul>

	<ul style="list-style-type: none"> <li>ii) Training/ IECs and Employment.</li> <li>iii) Nahan Foundry.</li> <li>iv) Ex-Servicemen Corporation, H.P. Women Welfare Corporation, H.P. Backward Classes &amp; Financial Corporation.</li> <li>v) GIC, HPSIDC, HPSEB, HP</li> <li>vi) Housing Board.</li> <li>vii) H.P. Pollution Control Board and other Corporations.</li> <li>viii) NRTC (Common Testing Centre).</li> <li>ix) Central Tool Room /Mini Tool Room.</li> <li>x) Setting of SEZ.</li> <li>xi) Development of Industrial Area / Estates.</li> <li>xii) All Industrial Developmental Schemes of GOI, its supervision control, evaluation, monitoring such as IID's/Growth Centre/EPIP/ASIDE/Industrial Estates and other schemes of Infrastructure Development of Govt. of India.</li> <li>xiii) Banks and Financial Institutions.</li> <li>xiv) Organization of Job and job carrier fairs.</li> </ul>
	<p><u>Dy. Director of Industries(DIC) :</u></p> <ul style="list-style-type: none"> <li>i) D.I.Cs including D.I.C. Buildings.</li> <li>ii) Prime Minister Rozgar Yojna/</li> <li>iii) PMEGP/ Rajiv Gandhi Udyami Mitar Yojana Monthly report/ Quarterly Progress reports to be sent to Director (PMEGP), New Delhi.</li> <li>iv) RAP/RIP Progress Report.</li> <li>v) Industrial/ Rural Development Progress Report.</li> <li>vi) Nucleus Cell.</li> <li>vii) Annual Administrative Report.</li> <li>viii) Monitoring of employment, creation of Data Cell and information with respect to employment generation.</li> <li>ix) All type of allotment/cancellation of Plots/sheds/ shops.</li> <li>x) Transfer of lease hold rights.</li> <li>xi) Rent permission.</li> <li>xii) Determination of premium of plots/sheds.</li> <li>xiii) Damage caused by floods.</li> </ul>
	<p><u>Dy. Director of Industries(SP):</u></p> <ul style="list-style-type: none"> <li>i) Store Purchase Organization (Mechanical Items)</li> <li>ii) Store purchase with respect to Electrical, chemical, Textile &amp; miscellaneous items (through Shri Mahesh Chander Sharma (JDI ).</li> </ul>

		<ul style="list-style-type: none"> <li>iii) Fair and Exhibition including IITF.</li> <li>iv) Public Information Officer, Directorate of Industries</li> </ul>
		<u>Deputy Director of Industries (Seri)</u> <ul style="list-style-type: none"> <li>i) Sericulture.</li> <li>ii) Formulation of Sericulture Projects through Project Coordinator.</li> </ul>
		<u>Tehsildar:</u> Loan Recovery and to assist the Additional Director of Industries in exercising powers of Collector.
		<u>Assistant Controller (F&amp;A):</u> <ul style="list-style-type: none"> <li>i) Drawing and Disbursing Officer.</li> <li>ii) Draft replies to PAC/CAG reports.</li> <li>iii) Coordination of all correspondence with the Accountant General, Himachal Pradesh relating to Audit &amp; Inspection Reports/Integrated Audit/Draft paras etc.</li> <li>iv) Internal Audit of Field Officers and Assistance in office inspection.</li> </ul>
		<u>Store Inspection Officer (Textile):</u> <ul style="list-style-type: none"> <li>i) Store Purchase with Textile Code through Sh. R.R. Patial, DDI.</li> <li>ii) All matters pertaining to Handloom and Handicraft, Khadi Board and other correspondence of Handloom Section through through Industrial Advisor.</li> </ul>
		<u>Naib Tehsildar:</u> All Revenue related matters and Acquisition matters through Additional Director of Industries.
		<u>Law Officer:</u> <ul style="list-style-type: none"> <li>i) Maintenance of record of Court Cases of Department and their follow up .</li> <li>ii) To pursue the Court Cases of Hon'ble H.P. High Court, H.P. Administrative Tribunal and subordinate Courts for preparing, vetting and filing replies thereof and assisting Advocate General, Dy. Advocate General etc. during the hearing of cases.</li> <li>iii) Preparation of status of Court matters for quarterly review.</li> </ul>

### III) Field Offices :-

Name of Office:- Single Window Clearance Agency (SWCA)

Address:- Sector-1, Parwanoo, Distt. Solan, H.P.

Phone & Fax No.:- 01792-233586

Member Secretary:- Sh. G.S.Chauhan

**Functions & Duties:-** The office of the Member Secretary, SWCA Parwanoo has been set up in the year 1993 with a view to provide door step services to the Industries to be set up in Parwanoo area. This office acts as facilitator and guides the people about setting up of Industries in the area. Entrepreneurs are also provided necessary guidance to avail various facilities which are provided to them by the Govt. under various policies applicable from time to time.