

(vi) Statement of categories of the documents that are held by the Department or under its control.

1. At Secretariat level:-

All the files relating to the subjects as elaborated in Sr. No.1 (Function & Duties) are kept in their respective Sections. The files contain the following:-

1. Noting portion
2. Govt. Sanctions
3. Notifications
4. Office Memorandums
5. Memorandums
6. Office Orders
7. Demi Official letters
8. Un-Official (UO) letters

2. At Commissionerate level

1. Case files relating to setting up of Industrial Units.
 - i) Provisional Registration
 - ii) Approval of expansion proposals in SSI sector.
 - iii) Permanent Registration
 - iv) Approval of proposals under Medium & Large Scale Sector.
 - v) Approval of expansion proposals in M&L sector.
 - vi) Records pertaining to grant of Essentiality Certificate for purchase of land.
 - vii) Records pertaining to inspection of Boilers.

Records pertaining to provisional registration done/expansion proposals approved at District level is available at the District level. Records pertaining to Permanent Registration of SSI units and Grant of Certificate of Commencement of Commercial Production is available at the District level. However, records pertaining to approval of projects in Medium & Large Scale Sector including cases in SSI sector approved by the State Level Single Window Clearance Authority at Directorate level and grant of Essentiality Certificate, Inspection of Boilers are available at the Directorate level.

2. Case files relating to allotment of Industrial plots/ Sheds in Industrial Areas.
3. PMGEP:- Record of applications received of the applicants under PMGEP is available at the District level Offices. Record of progress reports supplied under the Scheme is available at Directorate level.
4. RIP/RAP:- Record of applications received of the applicants/ Master-craftsmen under Rural Industries/Artisan Programme is available at the District level Offices. Record of progress reports supplied under the Scheme is available at Directorate level.
5. Case files relating to grant of mineral concessions for :-
 - i) Short Term Permits

- ii) Mining Leases
- iii) Contracts.
- iv) Illegal Mining
- v) Court cases.
- vi) Public Complaints.
- vii) Mineral Exploration (prospecting and proving of mineral deposit)
- viii) Geo-technical Studies (Geotechnical studies of roads, bridges, land slides as and when referred by some agency like PWD, IPH, Administration and other geo technical studies)

Records of Short Term Permits issued by the Mining Officers are available at district level. Record of Short Term Permits issued by the State Geologist is available at State level. Records pertaining to illegal mining is also available at the District level.

- 6 Case files and papers concerning Registration of Firms for:-
 - i) Store Purchase.
 - ii) Approval of NIT.
 - iii) Bids offered by the participating firms, acceptance of rates offered and award of rate contracts.
- 7. Case files pertaining to allotment of Budget to field Offices.
- 8. Case files pertaining to sanctions issued for construction/repairs of Office building/residential buildings.
- 9. Annual Confidential Reports of the Staff.
- 10. Case files pertaining to monitoring of various schemes such as 20 Point Programme, Employment Generation Programme, registration of SSI units etc.
- 11. Correspondence pertaining to formulation of Industrial Policy, Industrial Policies & Incentive Rules, Special Package of incentives etc.
- 12. Case files pertaining to Transport Subsidy.
- 13. Case files pertaining to Central Investment Subsidy.
- 14. Case files pertaining to monitoring of Sericulture activities.
- 15. Case files pertaining to monitoring of land acquisition.
- 16. Case files pertaining to monitoring of Recovery of industrial loans.
- 17. Case files pertaining to disciplinary action/ departmental enquiries.
- 18. Case files pertaining to Audit Paras and Reports.
- 19. Case files pertaining to various exhibitions.

20. Case files pertaining to training of educated youth for self employment and utilization of funds for the same.

21. Correspondence pertaining to Vidhan Sabha Matters/Reports.

22. Annual Administrative Report of the Department.

3.) Field Offices:

i) SWCA Parwanoo:-

1. Case files relating to setting up of Industrial Units.

i) Provisional Registration /EM (Part-I)

ii) Expansion proposals in SSI sector & Large Medium Sector.

iii) Permanent Registration /EM (Part-II)

iv) Records pertaining to grant of Essentiality Certificate for purchase of land.

v) Records pertaining to Certificate of Commencement of Commercial Production

vi) Case files relating to allotment of Industrial plots/ Sheds in Industrial Areas.

vii). PMGEP:- Record of applications received of the applicants under PMGEP

viii). Record of various progress reports which are supplied to the Directorate / GMDIC Solan office

ix) Record relating to Transfer of plots/recommendations of rent permissions.