INDEX

Contents
BOILER SECTION ............................................................................................................. 1
BUDGET & ACCOUNTS (B&A) SECTION ................................................................. 2
CASH–PAY ROLL SECTION .......................................................................................... 4
CASH–OTHER BILLS .................................................................................................... 5
CASHIER CELL ................................................................................................................. 7
CEMENT SECTION ......................................................................................................... 8
COORDINATION (CDN) SECTION .............................................................................. 10
CONSUMER INDUSTRY(CI) SECTION ......................................................................... 11
EASE OF DOING BUSINESS (EODB) SECTION ......................................................... 13
E-COMMERCE SECTION ............................................................................................. 14
ESTABLISHMENT – GAZETTED ............................................................................... 15
ESTABLISHMENT – NON GAZETTED ........................................................................ 16
ESTABLISHMENT – RETIREMENT MATTERS ............................................................ 18
ESTABLISHMENT – OTHER MATTERS ...................................................................... 20
ESTABLISHMENT-D: R&I SECTION ........................................................................... 21
EXPLOSIVE SECTION .................................................................................................... 23
FDI DATA CELL (FC-I & FDI DATA CELL) ............................................................... 25
(FDI POLICY SECTION) ............................................................................................... 25
FIFB (FOREIGN COLLABORATION - II ) ................................................................. 26
INTEGRATED FINANCE WING ................................................................................... 27
GENERAL ADMINISTRATION ..................................................................................... 30
GOOD AND SERVICES TAX (GST) SUBSIDY SCHEME ......................................... 32
HINDI SECTION ............................................................................................................ 33
INDUSTRIAL CORRIDORS (IC) .................................................................................... 35
INTERNATIONAL CO-OPERATION – ASIA & OCEANIA ...................................... 37
INTERNATIONAL CO-OPERATION (EUROPE & CIS) ............................................. 38
INTERNATIONAL CO-OPERATION - AMERICAS .................................................... 39
INTERNATIONAL CO-OPERATION - AFRICA, MIDDLE EAST & OCEANIA ....... 40
IPR- ESTABLISHMENT ............................................................................................... 41
INTELLECTUAL PROPERTY RIGHT – NEGOTIATION AND COOPERATION ....... 42
BOILER SECTION

2. Functioning as Secretariat for Central Boilers Board. Constitution of Board, organizing its meetings and implementation of the decisions.
3. To conduct meetings of the Technical Sub-Committees of the Central Boiler Board.
4. Deal with cases/matters on which direction is to be given to State Governments by the Central Government for carrying out execution of the provisions of the Boilers Act, 1923.
5. To popularize energy conservation by optimizing Boiler efficiency through organization of Workshops on "Efficient Boiler-Operation and Maintenance" in different parts of the country.
7. Evaluation of quality management systems and production facilities of firms for recognition under IBR.
8. Evaluation of Inspections systems of firms of the recognition as third party Inspecting Authorities for inspection and certification of boilers and boiler components in India and foreign countries.
9. Deal with problems which are thrown up by the manufacturers and users of boilers and others concerned and give necessary advice and guidance.
10. Authorise "Competent Persons" for inspection and certification of boilers and boiler components in India during manufacture, erection and use.
11. Codes and specifications - reference from BIS
**BUDGET & ACCOUNTS (B&A) SECTION**

The B&A Section handles the following item of work relating to the DPIIT.

1. Appropriation Accounts and Audit Reports thereon.
4. Regularization of excesses and savings on the basis of final estimates under the various Grants.
5. Co-ordination work relating to Budget and Accounts including:
   a. Internal audit of Organisations under the administrative control of above Departments/Ministries
   b. Local Audit Inspection Reports relating to the Department and its Attached and Subordinate Organisations (Including Audit Objection)
   c. Central Assistance for States/Union Territories Schemes.
   d. Statements of Guarantees and Investment in Commercial and other undertaking of Department
7. Opening of new sub-heads of accounts
8. Re-appropriation and surrender of funds.
9. Allocation of funds to various offices for loans to Government servants and watching the progress of expenditure.
10. Framing of estimates in respect of Demands controlled by Ministries of Finance.
12. Work relating to discussion by the Department Related Parliamentary Standing Committee on Demands for Grants.
13. Work relating to Questionnaire on Department Related Parliamentary Standing Committee on Demand for Grants.
14. Uploading and updating of data on Autonomous Bodies on the web page of Department of Expenditure.
15. Uploading of Data Statement of Budget Estimates (SBE) in UBIS.
16. Uploading of Data Detailed Demands for Grants (DDG) in UBIS
17. Preparing and monitoring of Quarterly Expenditure Plan/Monthly Expenditure Plan.
List of Guard Files.

2. Guard file on Appropriation/Re-appropriation.
3. Economy instruction issued by Ministry of Finance.
4. Budget Circulars & Instructions thereon.
5. Preparation of ATN — Instructions of Ministry of Finance.
6. Department Related Parliamentary Standing Committee (DRPSC) — Instructions thereon.
7. New Services/New Instruments of Services.
CASH–PAY ROLL SECTION

1. Preparation of monthly pay bills in respect of Gazetted and Non-Gazetted officials of the Department including Canteen Staffs.


3. Preparation of Bills on account of retirement benefits such as DCRG / Commutation/ Leave Encashment, Saving Fund Under CGEGIS etc.

4. Maintenance of GPF accounts, transfer of GPF balance etc;

5. Calculation and recovery of Income Tax, Issue of Form 16, Form 24 and Income Certificates, filling of income Tax Returns;

6. Issue of Last Pay Certificates;

7. Tracing of missing credits of: (i) Licence Fee, (ii) GPF (iii) HBA (iv) MCA etc.;

8. Recovery of Licence Fee and Transmission of the consolidated Recovery Statement to the Directorate of Estates through E-awas portal;

9. Settlement of Audit objection;

10. All types of bills are prepared and forwarded to Pay & Accounts Office through PFMS.
CASH – OTHER BILLS

1. Preparation of:

   a) TA and LTC advance as well as adjustment bills.
   b) TA Bills of non-Official Members of Committees/Advisory Councils/Development Councils, their Sub-Committees/Panels.
   c) Air Passage Bills.
   d) Conveyance Bills.
   e) Inward/Outward claimed received from various Embassies of India, Permanent Mission of India & Consulate General of India through MEA.

2. Issue of sanctions as well as preparation of bills for advance/withdrawal from GP Funds/House Building Advances, Computer Advances.

3. Correspondence regarding opening of new GPF account/Transfer of GPF Account and GPF Advance/Withdrawals in respect of Gazetted & Non-Gazetted Officers.

4. Preparation of Contingent Bills and maintenance of Contingent Bills Register.
   - Work relating to issuance of TDS Certificates to private parties (raised against the Contingent Bills).
   - Submission of Quarterly Return of Income-tax Department with reference to said TDS Certificates.

5. Reconciliation of accounts relating to items dealt with Cash OB Section.

6. Bills regarding payment of grant in aid to Udyog Bhavan Cooperative Canteen etc.

7. Settlement of audit objection relating to items dealt with in the Section.

Note:- Preparation of bills regarding payment of Grant in aid loans, share capitals etc. to parties other than State Governments, Union Territory and Foreign Government, i.e. Statutory Corporations, Corporate Boards, Public and Private Companies, Private Institutions, Individuals, etc are being done by Sections dealing with Public Sector Undertakings/Societies/Autonomous Bodies.

List of Registers Maintained

1. GPF Advance/Withdrawal Bill Register
2. HBA Register
3. OMCA Register (other than Motor Cycle Advance).
4. MCA Register (Motor Car Advance).
5. PCA-Personal Computer Advance.
6. Contingent Charges Register:
a) Office Expenditure (OE)
b) OA Expenses
c) Publication
d) Professional Service (PSS)
e) Grant in aid
f) Other Charge/IT

7. TA Advance and Adjustment Registers
   i. TA Domestic
   ii. TA Foreign
   iii. TA Foreign (Plan)
   iv. TA Cabinet

8. LTC Advance and Adjustment Register
CASHIER CELL

2. Disbursement of Pay & allowances to the Staff.
3. Encashment of Cheques.
4. Preparation of imprest Bills.
5. Preparation of treasury challans and demand draft against cash deposits.
6. Issue of Cash receipts (TR-5) against cash receipts.
7. Safe custody of agreements etc.
8. To receive the bills from Cash PR and Cash OB Sections and to present them to the Pay and Accounts Office and Cabinet Secretariat.
9. Maintenance of various token registers.
10. Maintenance of cheques registers in respect of gazette officers and for the private parties.
11. Liaison works in the Pay and Accounts office and Cabinet Secretariat in respect of various bills.
12. Dispatch of crossed cheques and maintenance of register thereof.
15. Correspondence with regard to the old references.
CEMENT SECTION

1. Infrastructure Coordination Committee meetings regarding supply of coal to power, steel & cement sectors and related matters. Provisions of infrastructure support to cement Industry.
3. Monitoring of installed capacity, production, capacity utilization etc, fixation of targets and furnishing periodical returns and data to various Departments & organizations.
4. Administration of Cement (Quality Control) Order, 2003 - Grant of ad-hoc permission to manufacture and sale of Cement;
5. Matters relating to long term coal linkage to cement plants and allocation of coal blocks to cement plants.
8. Recommendations of Project Import Certification.
9. Matters relating to Ceramic Industry, Granite Industry & Marble Industry
10. Matters relating to Asbestos Industry.
11. Scrutiny of Industrial Entrepreneurs Memoranda (IEM)/ Industrial License applications in respect of Large Cement Plants.
15. Matters related to Cement Manufacturers' Association (CMA) ) and Indian Council of Ceramic Tiles and Sanitaryware (ICCTAS).
17. Parliament (Lok Sabha and Rajya Sabha) Questions and Assurances.
18. All matters pertaining to Construction Industry.
19. Matters pertaining to Bulk Cement Corporation (India) Ltd.
20. RTI Matters.
22. Diary and dispatch work.
23. Maintenance of Records. etc.
COORDINATION (CDN) SECTION

1. Examination of cases relating to assent of the president to State Bills received from the Ministry of Home Affairs and examination of cases relating to sanction under Article 304 (b) of the Constitution for Bills to be introduced in the State Legislature.

2. References received from Department of Economic Affairs regarding foreign visits of Ministers/Officials of State Government etc.

3. Records relating to Composition of all Cabinet Committees, Committee of Secretaries, Group of Ministers etc.

4. Inter-Ministerial co-ordination, including:
   a. Cabinet notes/GOM notes/COS notes/EFC/SFC notes received from other Ministries, not relating to any specific Section of the Department.
   b. Conferences not relating to any particular Section

5. Coordination work pertaining to Department of IPP not specifically allotted to the Sections.

6. Nomination on Committees etc., constituted by other Ministries /Departments.

7. Monthly report to Cabinet Secretary regarding:
   a. Implementation of the decisions of the Cabinet Committee.
   b. Important events concerning Department for Promotion of Industry and Internal Trade.
CONSUMER INDUSTRY (CI) SECTION

Consumer Industry Section of Department of Industrial Policy & Promotion deals with policy issues in respect of the following consumer items:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cigar, Cigarettes, Cheroots, Biris of tobacco and manufactured tobacco substitutes, Gutkha, Pan Masala, Mouth Freshners etc.</td>
</tr>
<tr>
<td>2.</td>
<td>Paints / Varnishes (including Enamels &amp; Lacquers and distempers), Acrylic Emulsions etc. Printing Ink, writing or Drawing Ink and other Inks, Colour etc.</td>
</tr>
<tr>
<td>3.</td>
<td>Cosmetics &amp; Toilet preparations “Agarbatti” and other odoriferous preparations which operate by burning</td>
</tr>
<tr>
<td>4.</td>
<td>Soaps and Detergents (Household, Laundry, Synthetic detergents etc.)</td>
</tr>
<tr>
<td>5.</td>
<td>Candles</td>
</tr>
<tr>
<td>6.</td>
<td>Tapes – All types of adhesive tapes, paper tapes</td>
</tr>
<tr>
<td>7.</td>
<td>Safety Matches (organized Sector Units only)</td>
</tr>
<tr>
<td>9.</td>
<td>Wood &amp; Plywood – Furniture components Bobbins, Shutters, Bamboo Sticks, veneer sheets for match boxes and match splints, sheets for plywood, particle Board, Fiber Board, Medium Density Fibre Board (MDF), Hard Board, Insulation Board, Laminated wood, packing cases of wood, mats, casks, barrels, vats and tubs, matting and screens of vegetable materials etc.</td>
</tr>
<tr>
<td>11.</td>
<td>Umbrella Fittings</td>
</tr>
<tr>
<td>12.</td>
<td>Glass &amp; Glassware products –Cullet and other waste and scrap of glass, tinted glass, glass sheets, float glass, wired and non-wired glass, toughened glass, Optical Glass, Glass Wool, Laboratory Glass Ware, Fibre Glass/Fiberglass Reinforced Plastic products, all miscellaneous ware (excluding Glass Shells for G.I.S. Lamps, Fluorescence Tubes etc.)</td>
</tr>
<tr>
<td>13.</td>
<td>Gems &amp; Jewellery, synthetic stones/Diamonds</td>
</tr>
<tr>
<td>14.</td>
<td>Tin Containers, Packaging material etc. excluding Plastic packaging material and aseptic packaging, Enamel Wares Oil Stoves, Utensils- Pans of cast/galvanized iron, enameled, of steel, Ghamellas etc.</td>
</tr>
<tr>
<td>15.</td>
<td>Pressure Cooker</td>
</tr>
<tr>
<td>16.</td>
<td>Cutlery</td>
</tr>
<tr>
<td>17.</td>
<td>Gramophone records</td>
</tr>
<tr>
<td>18.</td>
<td>Clocks, Time pieces &amp; watches</td>
</tr>
<tr>
<td>19.</td>
<td>Musical Instruments</td>
</tr>
<tr>
<td>20.</td>
<td>Metal Furniture – of Steel or Other</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>21</td>
<td>Hurricane Lanterns</td>
</tr>
<tr>
<td>22</td>
<td><strong>Sports Goods</strong> – All sports goods other than those of Leather &amp; Rubber and other than those that are dealt with in the Department of Textiles viz. Sports wears other than Leather and Rubber Garments.</td>
</tr>
<tr>
<td></td>
<td><strong>Educational &amp; Mechanical Toys</strong></td>
</tr>
<tr>
<td>23</td>
<td>Brushes including Bristles</td>
</tr>
<tr>
<td>24</td>
<td>Zip fasteners &amp; Snap-Fasteners etc.</td>
</tr>
<tr>
<td>25</td>
<td>Stationery items</td>
</tr>
<tr>
<td>26</td>
<td>Ribbons – Typewriter/computer, etc.</td>
</tr>
<tr>
<td>27</td>
<td>Cigarette Lighters</td>
</tr>
</tbody>
</table>

Apart from clarifications/decisions on matters relating to the above consumer goods, the following work is also done by C.I Section:

1. Disposal of VIP/PMO references/Public Grievances.

**List of Guard Files:**

a. Guard File pertaining to Parliament Questions.
b. General Office Orders
EASE OF DOING BUSINESS (EODB) SECTION

1. Regulatory reforms across country with an objective to create conducive environment for businesses.
3. Engagement with and hand-holding States and Union Territories for implementation of Business Reform Action Plan and assessment thereof.
4. Engagement with and hand-holding States and Union Territories for implementation and assessment of District-level Reform Plan.
5. Specific grievances of industries with regulatory authorities.
6. Development/ Maintenance / Upgradation of EoDB portal (DBR & BRAP/ DLBRAP)
7. Parliament Questions/ Budget Matters/ RTI/ VIP references/ PMO References
E-COMMERCE SECTION

1. Matters related to e-Commerce including formulation of e-Commerce policy.
2. Conduct and follow through of recommendations of the standing group of secretaries on e-Commerce, stakeholder interactions, interdepartmental coordination on cross cutting aspects of e-Commerce, analysis of discussion papers, thereof.
3. Contributing to the committee of Experts constituted under the Ministry of Electronics and Information Technology (MeitY) headed to deliberate on the Data Governance framework and recommend measures relating thereto.
4. Parliament matters relating to the above subjects;
5. RTI cases/ VIP/ PMO references/ Public Grievances and other matters assigned from time to time.
ESTABLISHMENT – GAZETTED

1. All establishment matters of Gazetted officers in the Department for Promotion of Industry & Internal Trade.

2. Allocation of work amongst officers of the rank of Under Secretary and above Department for Promotion of Industry & Internal Trade.

3. Maintenance of Reservation Roster of Gazetted officers, wherever applicable.

4. Periodical Compulsory Training of IAS officers in the Department for Promotion of Industry & Internal Trade.

5. All references to Establishment Officer, for training abroad in respect of officers belonging to Central Service Cadres.

6. Cadre management in respect of Gazetted Officers belonging to CSS and CSSS and working in Department for Promotion of Industry and Internal Trade and its sub cadre units i.e. Tariff Commission, O/o Economic Adviser and Department of Public Enterprise.

7. Arrangement of invigilators and supervisors for the examinations held by the UPSC/ SSC/ CSIR etc.

8. Review of cases relating to Gazetted Officers who have attained 50/55 years of age and or completed 30 years Government Service including those officers of the CSS/CSSS who are working in this Department.

9. Recruitment Rules for Gazetted officers (Technical/ Ex-Cadre/ Isolated posts) in the Department for Promotion of Industry and Internal Trade.

10. Distribution of work between the Cabinet Minister and the Minister of State etc.

11. Appointment & other Personal matters of Gazetted Staff in Personal Establishment of Ministers.


13. Complaints Committee of sexual harassment of women at workplace.
ESTABLISHMENT – NON GAZETTED

1. Act as Cadre controlling authority in respect of all Non-Gazetted Officers (excluding MTS) belonging to the CSS, CSSS and CSCS Cadres of the Department for Promotion of Industry & Internal Trade as well as its participating units viz.:
   a) Office of the Economic Adviser;
   b) Tariff Commission;
   c) Department of Public Enterprises.

2. Act as Cadre controlling authority in respect of officials belonging to the CSCS Cadre of participating units viz.:
   a) Ministry of Food Processing Industries; and
   b) Department of Heavy Industry.

3. All establishment matters of Non-Gazetted Staff (excluding NITS & Udyog Bhawan Deptt. Canteen Staff) in the Departments for Promotion of Industry & Internal Trade (proper) belonging to CSS, SCS and CSSS Cadres (including Ex-cadre posts).

4. Updation of Reservation Roster of non-Gazetted Staff (except NITS Staff & Udyog Bhawan Deptt. Canteen Staff).

5. Recruitment Rules (RRs) in respect of Non-Gazetted (excluding NITS & Udyog Bhawan Deptt. Canteen Staff) Ex-Cadre isolated posts in the Department for Promotion of Industry & Internal Trade.

6. Creation and continuance, upgradation and down-gradation of Gazetted and Non-Gazetted posts including NITS posts in the DPILT.

7. Fixation of authorized permanent strength of the Cadre of the Department for Promotion of Industry & Internal Trade.

8. Conversion of all temporary Gazetted and Non-Gazetted posts into permanent ones in the Department for Promotion of Industry & Internal Trade.

9. Follow up action on Report regarding staff strength of various sections in the Department for Promotion of Industry & Internal Trade.

10. Circulation of the vacancy circulars received from other Ministries! Departments in respect of non Gazetted posts.

11. Co-ordination of information relating to the Cadre, called for by the Department of Personnel & Training etc. from all cadre units.
12. Collection of vacancies of Gr. 'B' and 'C' posts pertaining to attached/subordinate offices, through their administrative sections, of this Department viz. Petroleum and Explosives Safety Organization (PESO), Office of Salt Commissioner (O/o SC), Office of Controller General of Patents, Designs & Trade Marks (O/o CGPDTM), and reporting them to Staff Selection Commission (SSC).

13. Forwarding dossiers to attached/subordinate offices (PESO, O/o SC, O/o CGPDTM), through their administrative sections in this Department, of the successful candidates nominated by SSC to fill up the reported vacancies in attached/subordinate offices.

14. Administration of vigilance/disciplinary cases as per CCS (CCA) Rules, 1965 in respect of Gr. 'C' employees of CSSS/ICS cadre of DPIIT (Proper). Necessary inputs regarding drafting Chargesheet and other related matters shall be provided to Establishment NG Section by Vigilance Division and the same shall be vetted by them before the issue. All the references/communications to CVC and CBI shall be taken up by Vigilance Division of this Department.
ESTABLISHMENT – RETIREMENT MATTERS

2. Pension/Family Pension/Death-Cum-retirement gratuity/Medical Allowances cases (in respect of employees belonging to Group A, B and C (excluding MTS) including employees of erstwhile DGTD).
3. All matters relating to C.G.H.S. (in respect of employees belonging to Group A, B and C excluding MTS).
4. Reimbursement of medical expenses to the employees belonging to Group A, B and C excluding MTS.
5. Liaison work in respect of Mandatory Training Programmes (Level A,B,C&D./Foundation Training Programmes for Assistants (DR) as per directions of Department of Personnel and Training and nominations of officers/employees for various training programmes conducted by various training institutions like ISTM, NPC, IIPA and other National institutions concerned with training in Public Administration, management etc.
6. Matters relating to 'National Training Policy'.
7. Deployment of staff for Election Duty in response to requisition received from the Election Commission of India.
9. Co-ordination work relating to reservation of posts for physically handicapped persons and ex-servicemen in respect of Department (proper) and attached and subordinate offices, autonomous organization.
10. Co-ordination work relating to Joint Consultative Machinery including Departmental Council, Office Councils, etc (except holding meetings).
11. Periodical incoming/outgoing general reports and returns in respect of establishment matters concerning Department (proper), attached and subordinate offices, autonomous organizations.
13. General orders/circulars on establishment and other matters of general interest from other Ministries/Departments/Offices for circulation etc.
15. By-Monthly Report on Foreign Travel by Minister, their Personal Staff and Officers of the level of JS& above.
16. Funds Management under Professional Service Head of DIPP.
19. Processing of request for awards/rewards and implementation of Civil Defence Schemes.

**List of Guard Files**

1. Instruction issued by CGHS from time to time.
2. Orders pertaining to medical reimbursement claims.
3. Orders/instructions pertaining to pension cases.
5. Transaction of Business Rules.
ESTABLISHMENT – OTHER MATTERS

1. Administration and Establishment and Budgetary matters relating to following attached/subordinate offices in capacity as Administrative Ministry:
   a) Tariff Commission
   b) Office of the Economic Adviser


3. All references received from PMO, Cabinet Secretariat and MPs etc. pertaining to Tariff Commission.

4. All residuary work pertaining to the erstwhile DGTD.

5. Matters pertaining to HBA Re-conveyance Deed of Gazetted and Non-Gazetted officers of erstwhile DGTD.

SC & ST Matters

1. Collection, co-ordination and forwarding of reports and returns and other data called by National Commission for Scheduled Castes and Scheduled Tribes and Department of Personnel & Training.

2. Follow up action on the recommendations, etc. of the National Commission for Scheduled Castes and Scheduled Tribes and Parliamentary Committee on scheduled Castes and Schedules Tribes.

3. Representations regarding service matters received from SC/ST employees.

4. Circulation of various instructions from Department of Personnel and Training etc.

5. Assisting Liaison Officer for SCs/STs in Inspection of Rosters.

6. Obtaining clearance of the concerned authority on de-reservation etc. and issue of advice/direction on implementation of various orders and instructions of the Government.

Legal Matters

1. Receipt and distribution of the correspondence relating to Court Cases pertaining to the department to the concerned Section or Ministry/Department.

2. All Miscellaneous work in connection with Government Litigations.

______
## ESTABLISHMENT-D: R&I SECTION

1. Requisition to SSC for recruitment of Multi-Tasking Staff (MTS) and Group 'C' Posts of Udyog Bhawan Departmental Canteen (UBDC) Staff against vacant posts and their appointment after receipt of nomination from SSC;
2. Recruitment and appointment on Group 'B' posts of UBDC;
3. Appointment on compassionate grounds to the post of MTS;
4. Disciplinary and Vigilance matters of MTS and UBDC staff;
5. Recruitment Rules (Framing and publication of RRs) of MTS and UBDC staff;
6. Confirmation and preparation of Seniority List of MTS and UBDC staff;
7. Preparation of Reservation Roster of MTS and UBDC staff;
8. Deployment of MTS with Sections/Officers of this Department;
9. Recommendation & forwarding of applications for issue of new CGHS plastic cards and renewal of CGHS plastic cards in respect of Multi-Tasking Staff (MTS) and UBDC Staff including addition/deletion of names in their families with photographs;
10. Grant of permission to MTS and UBDC staff for treatment in empanelled hospitals and reimbursement of Medical Treatment;
11. Processing pension papers (grant of pension, Family pension, Gratuity and other retirement benefits) etc. of MTS and UBDC staff;
12. Forwarding of applications of MTS and UBDC staff for allotment of Govt. Accommodation, seeking NOC at the time of retirement etc;
13. All matters relating to LTC, annual increment, Grant of MACP and fixation of pay, posting transfer, Leave account, maintenance of Service Book etc. of MTS and UBDC staff;
14. Requisitioning contract labourers to meet the shortage of MTS, their deployment with officers/Sections on day to day basis and matter relating to the release of payment to the contractor;
15. Promotion of UBDC Staff;
16. Constitution of inspection committee/Managing committee for Udyog Bhawan departmental canteen;
17. Coordination with Ministry of Social Justice and Empowerment;
18. Deployment of MTS to Night Duty Cell;
19. Receipt of postal dak addressed to the Ministry/Department and the officers except those which addressed by name;
20. Receipt of all other communications in the name of the Ministry/Department, except those addressed to officers by name or where Sections/Branches have been specified or SIA communications delivered personally at the counter;
21. Sorting of Postal Dak as well as Dak received by other means and placing in the PIGON Box allotted to various sections and officers;
22. Issue of communications emanating from this Department either by post or by hand (By Special Messenger);
23. Keep account of postage stamps and also making payment of speed post, Purchase of service postage stamps.
EXPLOSIVE SECTION

Explosives Section deals with administrative & policy issues pertaining to Explosive Sector (Not Exempted from Industrial Licensing) and Petroleum & Explosives Safety Organization (PESO), a subordinate office under this Department. PESO is headed by Chief Controller of Explosives (JS level) with total strength of 480 (137 Technical Group 'A' officers). PESO operates with its headquarters at Nagpur, 5 circle offices (Kolkata, Mumbai, Chennai, Faridabad & Agra) and 18 sub circle offices.


3. Amendments in Acts and Rules administered by PESO: Explosives Section processes and finalizes the amendments, notifications, etc. related to the above mentioned Acts and Rules proposed by PESO.

4. Industrial Licensing in Explosives Industry: Explosives are covered under compulsory licensing under the Industries (Development and Regulation) Act, 1951. On basis of comments received from PESO and Technical Wing, Explosives Sections processes and finalizes the views/ comments on the applications received from I.L. Section for the following:
   i. Industrial Licenses to set up new units.
   ii. Substantial expansion of the existing licensed capacity.
   iii. Change of name and locations, and nomenclature of explosive items.
   iv. endorsement of additional sites,
   v. realignment within existing licence capacity.

Comments of Ministry of Home Affairs and State Government' are taken by IL Section on the above applications, if required.

5. Issue of exemption/NOC for export of explosives by land to neighboring Countries under the Explosives Rules, 2008.

6. Issue of Essentiality Certificate to the firms for availing the concessional rate of duty for import of capital goods and spares required for initial setting for the project.

7. All matters relating to delegation of Powers of Central Government under the Explosives Act/Rules.
8. Appeals preferred by the companies against the orders of CCE, PESO suspending/revoking the licenses issued under Explosives Rules.

9. All matters related to allocation of budget to PESO, issue of financial approvals/sanctions appropriation and re-appropriation of funds under the Plan and Non-Plan and monitoring of its utilization.

10. Matters relating to Cadre control and administration of Indian Petroleum & Explosives Safety Service(IPESS), such as

   a) appointment of Deputy Controller of Explosives through UPSC, conducting DPC for promotion to the post of Controller of Explosives in DIPP and submitting proposals for conducting of DPCs for the post of Deputy Chief Controller of Explosives and above to UPSC after completing all formalities.
   b) After getting recommendation of DPC from UPSC for the post of Chief Controller of Explosives, appointment is made after taking ACC approval through Do PT.
   c) Operating of Service Rules of Group ‘A’ IPESS in consultation with DOPT and UPSC.

11. All Parliamentary matters viz, Parliamentary questions, matters of urgent public importance, providing inputs/ information sought by other Ministries on Parliament Questions, preparation of reply to questionnaire of Parliamentary Committees, etc. concerning the explosive industry.

12. Proposals relating to administrative improvements relating to staff, viz., for restructuring/ enhancing staff strength of PESO, creation of Group ‘A’ Service of technical officers of PESO, etc.

13. Proposals relating to upgradation of PESO, e.g. for making its services online, setting up of online System for Explosives Tracking and Tracing, etc.


15. Various representations received from fireworks / explosives manufacturers’ associations and other stakeholders for making amendment, etc. in the rules made under Explosives Act and Petroleum Act.
FDI DATA CELL (FC-I & FDI DATA CELL)

(FDI POLICY SECTION)

1. All matters relating to FDI Policy, consolidation, clarifications, Discussion Papers thereof;
2. Proposal for FDI in Retail Trade, Export Oriented Units & proposal for NRI investment.
3. Parliament matters relating to the above subjects;
4. RTI cases/ VIP/ MP references and other matter assigned from time to time.
1. Management of Foreign Investment Facilitation Portal.
2. Proposal Marking and coordination with Administrative Ministries! Departments
3. Guiding Investors through Helpline on Portal
4. Updating pendency position fortnightly and sending monthly report to PMO! Cabmet Secretariat.
5. Convening and Preparing material for review meetings on pending FDI proposals
6. Maintaining Database of FDI proposals received in various Ministries! Departments
7. Providing concurrence on Proposals referred by other Administrative Ministries for rejection/ stipulation of additional conditions in approval letter for FDI proposals
8. Conducting Workshops! Training sessions on processing FDI proposals for the benefit of all stakeholders.
9. Referring cases to IMC relating to rejection of FDI Proposals
10. Providing guidance on clarifications received from the sectoral Administrative Ministries/Departments while processing FDI proposals and on FDI Policy issues.
11. Convening IMC Meetings in respect of delayed FDI proposals escalated by Administrative Ministries/Departments for quicker resolution.
12. Convening IMC Meetings to examine FDI proposals from countries sharing land borders with India
13. Court cases and Writ Petitions! Parliament matters/ VIP references! Public Grievances
INTEGRATED FINANCE WING

The financial advice work relating to the following Schemes! Organizations:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Organization! Schemes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Secretariat-Eco. Services (DPIIT)</td>
</tr>
<tr>
<td></td>
<td>Controller General of PDTM</td>
</tr>
<tr>
<td></td>
<td>Patent Information Service</td>
</tr>
<tr>
<td></td>
<td>Modernization of TMR</td>
</tr>
<tr>
<td></td>
<td>Geographical Indications Registry (GIR)</td>
</tr>
<tr>
<td>3.</td>
<td>Intellectual Property Right Infrastructure and Policy management (IPRIPM)</td>
</tr>
<tr>
<td></td>
<td>Modernization &amp; Strengthening of Intellectual Property Office(MSIPO)</td>
</tr>
<tr>
<td></td>
<td>Rajiv Gandhi National Institute of Intellectual Property Management (RGNIIPM)</td>
</tr>
<tr>
<td></td>
<td>Copyright Office, Copyright Board &amp; the Scheme for Promotion of Copyrights &amp; IPR- Intellectual Property Rights Chairs (IPR-Chairs)</td>
</tr>
<tr>
<td></td>
<td>Cell for Promotion and Management (CIPAM)</td>
</tr>
<tr>
<td></td>
<td>Intellectual Property Appellate Board (IPAB)</td>
</tr>
<tr>
<td>4.</td>
<td>United Nations Industrial Development Organization (UNIDO)</td>
</tr>
<tr>
<td>5.</td>
<td>Project Based Support to Autonomous Bodies</td>
</tr>
<tr>
<td></td>
<td>1.National Institute of Design (NID)</td>
</tr>
<tr>
<td></td>
<td>2.Quality Council of India (OCI)</td>
</tr>
<tr>
<td></td>
<td>3.National Productivity Council (NPC)</td>
</tr>
<tr>
<td></td>
<td>5.Central Pulp &amp; Paper Research Institute (CPPRI)</td>
</tr>
<tr>
<td>6.</td>
<td>Development Council for Cement Industries (DCCI)</td>
</tr>
<tr>
<td>8.</td>
<td>O/o Economic Advisor</td>
</tr>
<tr>
<td>9.</td>
<td>O/o Salt Commissioner</td>
</tr>
<tr>
<td>10.</td>
<td>Tariff Commission</td>
</tr>
<tr>
<td>11.</td>
<td>Petroleum Explosives Safety Organization</td>
</tr>
<tr>
<td>12.</td>
<td>Asian Productivity Organization (APO)</td>
</tr>
<tr>
<td>13.</td>
<td>World Intellectual Property Organization (WIPO)</td>
</tr>
<tr>
<td>14.</td>
<td>Scheme for Investment Promotion</td>
</tr>
<tr>
<td>15.</td>
<td>Start-up India</td>
</tr>
<tr>
<td>16.</td>
<td>Fund of Funds</td>
</tr>
<tr>
<td>17.</td>
<td>Indian Footwear, Leather &amp; Accessories Development Programme (IFLADP)</td>
</tr>
<tr>
<td>18.</td>
<td>Modified Industrial Infrastructure Up-gradation Scheme (MIIUS)</td>
</tr>
<tr>
<td></td>
<td>Package for Special Category States of J&amp;K, H. P. and Uttrakhand</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Transport/Freight Subsidy to J&amp;K, H. P. and Uttrakhand</td>
</tr>
<tr>
<td></td>
<td>Ease of Doing Business</td>
</tr>
<tr>
<td></td>
<td>Reimbursement of GST Scheme</td>
</tr>
<tr>
<td></td>
<td>North East Industrial Investment Promotion Policy (NEIIPP-2007) Package for NER Region</td>
</tr>
<tr>
<td></td>
<td>Capital Investment Subsidy Scheme</td>
</tr>
<tr>
<td></td>
<td>Central Interest Subsidy Scheme</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Insurance Scheme</td>
</tr>
<tr>
<td></td>
<td>Transport/Freight Subsidy Scheme</td>
</tr>
<tr>
<td></td>
<td>North East Industrial Development Scheme (NEIDS), 2017</td>
</tr>
<tr>
<td></td>
<td>Central Capital Investment Incentive for Access to Credit (CCIIAC)</td>
</tr>
<tr>
<td></td>
<td>Central Interest Incentive (CII)</td>
</tr>
<tr>
<td></td>
<td>Central Comprehensive Insurance Incentive (CCII)</td>
</tr>
<tr>
<td></td>
<td>Goods and Service Tax (GST) Reimbursement</td>
</tr>
<tr>
<td></td>
<td>Income Tax (IT) Reimbursement</td>
</tr>
<tr>
<td></td>
<td>Transport Incentive (TI)</td>
</tr>
<tr>
<td></td>
<td>Employment Incentive (EI)</td>
</tr>
<tr>
<td></td>
<td>Survey of Boilers</td>
</tr>
<tr>
<td></td>
<td>Industrial Development Scheme, 2017</td>
</tr>
<tr>
<td></td>
<td>Industrial Development Scheme for Himalayan States - Himachal Pradesh and Uttarakhand</td>
</tr>
<tr>
<td></td>
<td>Industrial Development Scheme for Himalayan States - Jammu &amp; Kashmir</td>
</tr>
<tr>
<td></td>
<td>Scheme for Implementation of NMP</td>
</tr>
<tr>
<td></td>
<td>Investment Subsidy (old)</td>
</tr>
<tr>
<td></td>
<td>Interest Subvention to Industrial Units in Andhra Pradesh and Telengana</td>
</tr>
<tr>
<td></td>
<td>e-Commerce</td>
</tr>
<tr>
<td></td>
<td>Global Competitiveness Index</td>
</tr>
<tr>
<td></td>
<td>National Industrial Corridor Development Authority - Delhi-Mumbai Industrial Corridor Development Corporation (DMICDC)</td>
</tr>
<tr>
<td></td>
<td>India-International Exhibition cum Convention Centre</td>
</tr>
</tbody>
</table>

**List of Guard Files**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Economy Instructions issued by Ministry of Finance.</td>
</tr>
<tr>
<td>2</td>
<td>Instruction on deputation abroad of officers.</td>
</tr>
<tr>
<td>3</td>
<td>SFC/EFC/PIB/CCEA Instructions.</td>
</tr>
<tr>
<td>4</td>
<td>Service Matters/Pension/Allowances.</td>
</tr>
<tr>
<td>5</td>
<td>Delegation of Powers.</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
</tr>
<tr>
<td>6</td>
<td>Creation of Posts, etc.</td>
</tr>
<tr>
<td>7</td>
<td>Budget Folder.</td>
</tr>
<tr>
<td>8</td>
<td>Misc. reference from Ministry of Finance</td>
</tr>
</tbody>
</table>
GENERAL ADMINISTRATION

1. Forwarding of application for booking of Guest Houses/Hotels in other states.
2. Furniture-Purchase/distribution and its repair and maintenance.
3. Modernization of Sections/Divisions in DPIIT
4. Stationery-Purchase and its distribution, book binding etc.
5. Printing —Printing of material as per requirement.
6. Sundry items/cleaning material-Purchase and its distribution
7. Matters relating to installation, shifting of telephone/RAX connection in Office and residence of officers, passing of bills in respect of office/residential telephone bills, mobile phone etc.
8. Control and maintenance of EPBAX telephone exchanges.
9. Office equipment-purchase/distribution and repair/maintenance of office equipment like photocopiers, duplicating machine, resiographs, Fax machine, etc.
10. Computers-Purchase/distribution and maintenance of computers, printers, scanners, UPSs, internet connections, etc
11. Purchase and maintenance of coolers, fans, heaters and other electrical appliances.
12. Identity Cards-Issue of Identity cards to the officials working in the DPIIT and its attached offices.
13. Preparation of rubber stamps and name plates in respect of officers working in DPIIT.
14. Control of the Work Station, DPIIT.
15. Budgetary Control under Office Expenses, Other Administration Expenses, IT(OE), Publication and Grant-in-aid heads.
16. Engagement of contingent labour for casual work as per requirement.
17. Allotment of Rooms to the employees and Officers of DPIIT and also providing accommodation to other Departments located in Udyog Bhavan.

WELFARE SECTION

1. Family Welfare and other amenities to the staff (including redressal of grievances)
2. Official Farewell to retiring officers/officials.
3. Arranging meetings of Department Council.
4. Grant-in-aid to various sports/recreation clubs.
5. Processing and coordination of budget proposals relating to Welfare activities.
6. Work relating to Udyog Bhawan Departmental Canteen/meeting of the Managing Committee (excluding service matters of the employees)
7. Arrangements for ceremonial functions like Observance of Sadhavana, Diwas/Anti-terrorism day/ Yoga Day, RashtriyaIktaDiwas, Vigilance Awareness Week etc.
8. Arrangement for collecting donations in the event of Natural Calamities/ in connection with Armed Forces Flag Day etc.
GOOD AND SERVICES TAX (GST) SUBSIDY SCHEME

GST Subsidy Scheme Section is as under:-

1. Authorization of funds to CBIC for further disbursement to the industrial units registered under the Scheme.
2. One time inspection of units registered under the Scheme.
3. Policy matters related to the Scheme.
4. All matters related to RTI, Public Grievances, Parliament Questions, PMO references, Court matters, Parliamentary matters, etc.
5. Coordination work of various Ministries/Departments and States.
HINDI SECTION

1. IMPLEMENTATION SECTION

RELATED SUBJECTS

a) Implementation of various provisions of Official Language Act and Rules made there under, in the Department for Promotion of Industry and Internal Trade.

b) Work relating to Kendriya Hindi Samiti under the Chairmanship of Hon'ble Prime Minister of India.

c) Work relating to Central Official Language Implementation Committee under the Chairmanship of Secretary (O.L.), M/O Home Affairs.

d) Work relating to the (i) Constitution of the Hindi Advisory Committee under the Chairmanship of Hon'ble Minister for Commerce & Industry (ii) Official Language Implementation Committee under the Chairmanship of Joint Secretary (Incharge, Official Language).

e) Work relating to Inspection by Parliamentary Committee on Official Language and replies to Parliament Questions relating to various aspects of Official Language Policy of the Government.

f) To recommend Administration for training of Officers/employes for Prabodh, Praveen and Pragya courses as well as training of Steno's/LDC in Hindi shorthand/typing under Hindi Teaching Scheme.

g) Inspection of Divisions of the Department and subordinate/attached offices, autonomous bodies etc. under its control for monitoring the progressive use of Hindi.

h) Organisation of Hindi Day and Hindi Fortnight etc in the Department

i) Organisation of Workshops on Official Language Policy for officers/employees of the Deptt.

j) Monitoring and implementation on various incentive schemes introduced by D/o Official Language for encouraging the use of Hindi by the Officers/employees in their official work.

k) Compilation and review of Quarterly Reports/returns relating to the progressive use of Hindi in the Department and its Subordinate/attached offices in each quarter.
l) Publication of Departmental Magazine "Sugandhi" involving compilation, typing, comparison, proof reading etc. of received material.

m) Circulation of orders received from Department of Official Language and coordination with them about implementation of Official Language Policy of the Union Government.

II. **TRANSLATION SECTION**

**Assistant Director(OL) (Shri B.L. Meena)**

Entire translation work - English to Hindi and vice versa related to the Department.
INDUSTRIAL CORRIDORS (IC)

1. **Industrial Corridors (IC) project**

   - All references received from National Industrial Corridor Development Corporation Limited (NICDCL) and from any other organisations including State Governments

   Related to

   a) Delhi Mumbai Industrial Corridor (DMIC)
   b) Chennai — Bengaluru Industrial Corridor (CBIC),
   c) Amritsar — Kolkata Industrial Corridor (AKIC),
   d) Bengaluru — Mumbai Industrial Corridor (BMIC) and
   e) East Coast Industrial Corridor (ESIC) [Vizag-Chennai Industrial Corridor (VCIC) which will be developed in the first phase].

   - EFC/CCEA/Cabinet Notes, Budget matters, Monitoring of Progress of Industrial Corridor projects, Board Meetings.
   - All matters relating to National Industrial Corridor Development and Implementation Trust (NICDIT).

2. **India International Convention and Expo Centre (IICC) Project**

   - Various references on India International Convention and Expo Centre (IICC) Project

   [Special Purpose Vehicle (SPY) for the project, i.e. India International Convention and Exhibition Centre Limited (IICL) under the Companies Act, 2013 has been incorporated on 19.12.2017 as a 100% owned and controlled company by Government of India represented through DPIIT.]

   - CoS Notes, Budget matters, Monitoring of Progress of IICC Projects, Board meetings, Conducting meetings, preparing agenda and minutes of the meeting etc.

3. **Following work relating to IC & IICC projects:**

   a) Submission / updation of information on action points pertaining to the above projects in the e-SamikSha portal;
   b) Pragati Report monitored by Project Monitoring Group (PMG);
   c) VIP References and RTI Matters;
   d) DMU Report to be uploaded in DPIIT’s website on every month;
e) Disposal of RTI Applications under RTI Act, 2005;
f) Dealing with Court cases;
g) Dealing with / Providing Weekly/Fortnightly/Monthly/Quarterly/Annual Reports and other reports/returns to CDN /O&M/Planning/Parliament/Establishment/Budget/Finance and other Sections of DPIIT.

4. List of Guard Files:

1) Copies of Grant Sanctions
2) Parliament Questions / VIP references / D.0 letters/ Communication to other Ministries/Departments.
INTERNATIONAL CO-OPERATION – ASIA & OCEANIA

1. International Cooperation functions for Asia (excluding Middle East and Oceania) which inter alia includes the following.

2. Promotion and facilitation of investment from Asian Countries through investment marketing, facilitation.


4. Investment after-care activities including collecting Investors' feedback and organizing inter-ministerial meetings to resolve those issues.

5. Participation negotiations for Bilateral International Investment Treaties/Agencies.

6. Consultation and organization of bilateral CEOs Forms/Joint Business Forums.

_______
INTERNATIONAL CO-OPERATION (EUROPE & CIS)

1. All matters/events pertaining to CIS COUNTRIES including Russian Federation.
2. All Work relating to Working Group/Sub Group on Modernization & Industrial Cooperation (M&IC) and Working Group on Priority Investment Projects (PIPs) in Russia.
3. All Work relating to Indian Participation in (i) India-Russia Economic Forum (ii) India-Russia Summit (iii) India-Belarus Inter-Governmental Commission on Trade, Economic, Scientific, Technical and Cultural Co-operation (IGC-TEC).
4. To provide inputs and participate in the Joint Working Groups, Sub Committees on Industrial Co-operation for the Joint Commissions of other Departments.
5. Follow-up action on the recommendations of the Protocol/MOUs/Agreed Minutes of the Joint Commission/Joint Working Group/Sub-Committees etc. Signed with foreign countries.
6. Work relating to Indian Participation in (i) St. Petersburg International Economic Forum (SPIEF) and (ii) Eastern Economic Forum (EEF) Vladivostok.
7. Exchange of visits and Delegations to/with Russian Federation & CIS Countries with a view to explore and enhance possibilities of bilateral investment promotion.
8. Preparation of Country Notes and Briefs on Industrial Co-operation and Joint Commissions set up with foreign countries.
9. To coordinate with all Departments concerned including MEA/EoI/HC (concerned; Apex Industry Associations and other Organization on issues relating to investment promotion pertaining to countries in the CIS region including Russian Federation.
10. All Work relating to Parliament Questions in respect of Investment Promotion in Russia & CIS Countries.
12. Submission of Various reports/returns etc. Including submission of draft material for monthly report to Cabinet Secretariat on important items of work handled by IC(Russia & CIS) Section.
13. Provide Comments on Bilateral Investment Treaties pertaining to the Countries in the (Russia & CIS region).
INTERNATIONAL CO-OPERATION - AMERICAS

1. All matters/events pertaining to North and South Americas.
2. To participate in the Working Group/sub-Committee on Industrial Co-operation for the Joint Commissions/inter-Governmental Commission handled by other Departments.
3. Exchange of visits of Delegations to /with friendly countries with a view to explore and enhance possibilities of bilateral investment promotion.
4. Follow-up action on the recommendations of the Protocol/MOUs/Agreed Minutes of the Joint Commission/Working Group/Sub-Committees etc. signed with foreign countries.
5. Preparation of Country Notes and Brief Note on Industrial Co-operation and Joint Commissions set up with foreign countries.
6. To co-ordinate with all Departments concerned including MEA/EOI/HC (concerned); Apex Industry Associations and other Organizations for issues relating to investment promotion.
7. Work relating to answering of Parliament Questions relating to Co-operation with Countries mentioned at S.No.1 above.
8. Submission of various reports/returns etc. including submission of draft material for monthly report to Cabinet Sectt. On important development occurred in IC-Americas Section.
9. To organize meetings of the Inter-Governmental Commission/Working Group under DPIIT with countries mentioned at SI.No.1 above.
INTERNATIONAL CO-OPERATION - AFRICA, MIDDLE EAST & OCEANIA

1. Bilateral Investment Et Protection Agreement (BIPA) in respect of Africa, Middle East and Oceania
2. Comprehensive Economic cooperation/ Partnership Agreements/ Free Trade Agreements (FTA) in respect of Africa, Middle East and Oceania
3. Joint Study Group relating to investment for CEPTA/ FTA in respect of Africa, Middle East and Oceania
4. Deputation of official delegation(s) to Africa and Middle East Et Oceania
5. All matters pertaining to Africa and Middle East and Oceania.
6. Coordination work relating to Foreign Investment Implementation Authority in respect of Africa, Middle East Et Oceania.
**IPR- ESTABLISHMENT**

The IPR-Establishment Section inter-alia deals with all the administrative matters pertaining to Office of Controller General of Patents Designs and Trade Marks (CGPDTM) and the Intellectual Property Appellate Board (IPAB). A brief of the work is as follows:

**CGPDTM Office:** All matters of the CGPDTM Office like Recruitment to various posts like Senior Joint Controller, Joint Controller, Deputy Controller, Assistant Controller and Examiner of Patents & Designs, and the Senior Joint Registrar, Joint Registrar, Deputy Registrar, Assistant Registrar, Senior Examiner and Examiner of the Trade Marks and Geographical Indications, Framing of the Recruitment Rules for various posts, etc.

**IPAB:** All matters of the IPAB like the Appointment of Chairman, Vice-Chairman, Technical Members (Patents, Trade Marks, Copyrights) and all administrative matters of the officials working therein.

* * * * *
INTELLECTUAL PROPERTY RIGHT – NEGOTIATION AND COOPERATION

1. Work related to bilateral and multilateral negotiations on IPR chapter in free trade agreements/ economic partnership agreements like RCEP, EFTA, EIJB11A etc. (except matters related to WIPO and WTO.)
3. Matters related to vetting of IPR clauses in MoU entered into by Ministries/Departments and other autonomous bodies of (301 with their foreign counterparts.
4. Processing of foreign deputation of senior officers for various bilateral negotiations, foreign training courses
5. List of guard files
   a) guard file —Vetting of MoUs
   b) guard file all cases bilateral meetings, MoUs, RTI. Parliament questions, deputation cases, misc. cases etc.
INTELLECTUAL PROPERTY RIGHT - PATENTS

1. IPR III (Patents) Section Deals with administration of Patent Act and Rules. Apart from these, Patents Section also handles the following work:

2. Amendment and Enforcement of Patent Act and Rules • Patents Act, 1970 as amended from time to time


4. Court Cases and petitions related to Patents

5. Budget including audit report, demand for grants, DRPSC of Office of Controller General of Patents, Designs and Trademarks

6. Financial matters, including Budget of Office of Controller General of Patents, Designs and Trademarks

7. Work related to Infrastructure development of offices under CGPDTM

8. Work related to land transfer and management of Office of Controller General of Patents, Designs and Trademarks


11. Standard Essential Patents (SEPs) and their availability on FRAND terms

12. Coordination work of D/o Health and Family Welfares

13. RTI/Public Grievances/VIP References/Parliament Questions/Parliament Assurances related to the above subject matter.


15. Specific cases related to Patents.

List of Guard Files:

Guard file for the matters related to IPR Patents Section.
INTELLECTUAL PROPERTY RIGHT - TM & GI

A. Work relating to Trade Marks Trade Marks Act and Rules

- Administration of Trade Marks Act and Rules
- International Agreement (Madrid Protocol)
- WIPO matters on trademarks (Nice, Vienna and the Locarno Agreements)
- Enforcement issues on Trade Marks.
- Complaints received from public/ stakeholders, trademark agents and attorneys relating to Trade Marks Registry.
- VIP references/ Court Cases/Public Grievances / RTI Applications/ Parliament Questions on Trademarks

B. Work relating to Geographical Indication including GI Act and Rules

- Administration of GI Act and Rules
- Complaints received from public/ stakeholders relating to GI
- VIP references/ Court Cases/Public Grievances / RTI Applications/ Parliament Questions on Geographical Indications

GI Promotion Activities:-

- Collaborating with state governments, various central & state Govt. organization for promotion & enhancement of GIs.
- Organising and Participating in International and Domestic events
- Work related to GI Exhibitions
- GI Logo & Tagline for the promotion of GIs.

Miscellaneous Work

- Coordination work related to National Medical Devices Promotion Council (NMDPC)
- Co-ordination work related to Department of Pharmaceuticals.
- Miscellaneous Reports & Returns.

List of Guard Files

There is only one guard file in the IPR-IV Section as a whole.
INTELLECTUAL PROPERTY RIGHT – DESIGN AND NID

1. Administrative work in respect of National Institute of Design (NID), Ahmedabad and four new NIDs established at Vijayawada (Andhra Pradesh), Kurukshetra (Haryana), Bhopal (Madhya Pradesh) and Jorhat (Assam).


3. Matters related to construction activities in new NIDs and smooth conduct of academic session with adequate facilities of new NIDs are dealt in Section.

4. Work in respect of creation of posts, finalization of recruitment rules, statutes, ordinances, acts publications etc. of new NIDs.

5. Constitution of Governing Council of new NIDs and budget & financial related matters of all NIDs are processed in the Section.

List of Guard Files

I. There is only one guard file for the IPR-V Section as a whole

II. There is one sanction register for IPR-V Section
INTELLECTUAL PROPERTY RIGHT - CIPAM

IPR-VI/CIPAM Section is dealing with the following subject:-

- All matters relating to World Intellectual Property Organization (WIPO)
- Deputation Cases regarding training programs/seminars/conference/meeting organized by WIPO
- WIPO Development Agenda
- Misc. Works
- Administration work of CIPAM etc.

2. Cell for IPR Promotion and Management (CIPAM), which has been created under the aegis of the DPIIT, is entrusted with the task of carrying out IP awareness among all section of society. CIPAM also assist in simplifying and streamlining of IP processes, apart from undertaking steps for furthering IPR awareness, commercialization and enforcement.

List of Guard Files/Sanction Register:

I. There is only one guard file for IPR-VI Section as a whole.
II. There is only one sanction register for IPR-VI Section.

List of Officers dealing with IPR-VI/CIPAM Section

_____
INTELLECTUAL PROPERTY RIGHT - COPYRIGHT

This section is the administrative wing for all matters related to Copyright Act, 1957 and Rules made therein, and with matters related to the Copyright Office. It also looks into implementation of Scheme for Pedagogy and Research in IPRs for Holistic Education and Academia (SPRHA), a central sector scheme under this Department. The section is also the cc-coordinating section for Rajasthan and Chhattisgarh
INDUSTRIAL LICENSING (IL)

A. Licensing is done under the Industries (Development & Regulation) Act, 1951. Post 1991 de-licensing, presently only following four industries are covered under compulsory licensing:

1. **Specified Hazardous Chemicals** i.e (i) Hydrocyanic acid and its derivatives (ii) Phosgene and its derivatives and (iii) Isocyanates&disocyanates of hydrocarbon not elsewhere specified (example methyl Isocyanate).

2. **Defence Sector:**
   - Items covered under Arms Act, 1959
   - Items covered under IDR Act, 1951
   - UAVs for Civil Aviation Sector.
   
   - Defence products list requiring compulsory licence from DPIIT under Industries (Development & Regulation) Act, 1951 and Arms Act, 1959 has been revised, and DPIIT Press Note 1(2019 Series) dated 01.01.2019 has been issued. This is in supersession of DPIIT Press Note 3(2014 Series) dated 26.06.2014.
   - The list of Defence items at Annexure-I of Press Note 1(2019) will require licence for manufacturing under IDR Act, 1951.
   - The list of Arms and Ammunition at Annexure-II of Press Note 1(2019), notified by MHA vide Notification No. S.O. 6203(E) dated 14.12.2018 under Arms Act, 1959, as amended by MHA from time to time, will require licence for manufacturing and/or proof testing under Arms Act, 1959.
   - Press Note 2(2019 Series) dated 11.09.2019 regarding licensing requirement for parts and accessories in Defence Sector issued in reference to Press Note 1(2019 Series) clarifying that No Industrial Licence/Arms Licence is required for manufacture of any parts or accessories in Defence Sector, unless they are specifically listed in any of the Annexures of Press Note 1(2019 Series). This shall not apply to issue of Arms Licence for small arms by MHA.

3. **Cigars and cigarettes of tobacco and manufactured tobacco substitutes.** All other tobacco products are not covered under compulsory licensing. Further, fresh licences are not being granted for manufacture of cigarettes manufacturing on health grounds since 1999.
4. **Industrial Explosives** including detonating fuses, safety fuses, gun powder, nitrocellulose and matches.

B. As per IDR Act, 1951 an industrial undertaking means any undertaking pertaining to a scheduled industry carried on in one or more factories by any person or authority including Government. Further, a factory means any premises, including the precincts thereof, in any part of which a manufacturing process is being carried on or is ordinarily so carried on-

i. with the aid of power, provided that fifty or more workers are working or were working thereon on any day of the preceding twelve months; or

ii. without the aid of power, provided that on hundred or more workers are working or were working thereon on any day of the preceding twelve months and provided further that in no part of such premises any manufacturing process is being carried on with the aid of power;

If the number of employees is less than 50, then the industrial undertaking is not covered under IDR Act, 1951. However, such a requirement of number of employees is not there under Arms Act, 1959.

C. **FDI Restrictions:**

**Defence Sector**

- 49% FDI is allowed under automatic route in Defence Industry subject to Industrial license under the Industries (Development & Regulation) Act, 1951; and Manufacturing of arms and ammunition under the Arms Act, 1959.
- Above 49% is allowed through Government route wherever it is likely to result in access to modern technology or for other reasons to be recorded.
- As per conditions of licenses issued for Defence sector under IDR Act, 1951, it is stated that the management of the company/partnership firm owning the IL should be in Indian hands with majority representation on the Board as well as the Chief Executive of the company /partnership firm being Resident Indians.
- Under Arms Act, 1959 as per Rule 53 of Arms Rules, 2016, the company is owned and controlled by Resident Indian citizens or by Indian companies, owned and controlled by resident Indian citizens.

**Explosives and Chemical Sector:**
The above sectors are not mentioned in FDI policy circular. Para 55.2(a) of FDI Policy circular inter alia states that in sectors/activities not listed thereunder, FDI is permitted upto 100% on the automatic route.

**D. Security Clearance:**

- As per policy guidelines of MHA dated 25.06.2018, it is stated that the security clearance conveyed to an entity or director(s) in a proposal shall remain valid for other proposals within the different sectors of the same ministry for a period of 10 years from the date of initial grant of security clearance or the period of licence/permission, whichever is earlier.
- The aforesaid principle is not applicable to Explosives Sector.
- Security clearance is not required for Chemical Sector as per MHA policy guidelines.

**E. Circulation of applications :**

- The applications under Arms Act, 1959 are circulated to the following:

  a. Ministry of Home Affairs, Internal Security Division
  b. Ministry of Home Affairs, Arms Division
  c. Ministry of Corporate Affairs
  d. Department of Defence Production
  e. Department of Commerce, SEZ Division (in case the location is in SEZ area)
  f. Explosives Section, DPIIT (in case manufacture of ammunitions in involved)
  g. FDI Division, DPIIT (in case of FDI more than 49%)
  h. Concerned State Governments
INVESTMENT PROMOTION

Activities for promotion of investment and facilitation under Make in India initiative.

1. Nodal Section for Scheme for Investment Promotion (SIP) of DPIIT.
2. Providing budgetary support to Invest India for approved activities under SIP.
3. Handling share transfer of Invest India.
4. Providing support to line Ministries, and to states for investment related events/summits.
5. Providing support to Indian missions abroad for investment promotion activities under
8. Providing Make in India Logo support for specific events as per guidelines.
INTERNAL TRADE

1. Designated as nodal Department for Internal Trade on 27th January 2019. Additional responsibilities allocated to DPIIT are as under:
   - Promotion of Internal Trade including Retail Trade
   - Welfare of Traders and their Employees

2. An Internal Trade division including Direct selling, Multi Level Marketing still functional in the Department of Consumer Affairs.

3. The officers in-charge of Internal Trade Section and their details are as under:

INDUSTRIAL STATISTICS UNIT (ISU)

1. Collection, compilation and processing of monthly production data.
2. Timely furnishing of requisite data to the Central Statistical Office (CSO) for compilation of monthly all-India Index of Industrial Production (IIP).
3. Analysis of growth trends in industrial production.
**IEM SECTION**

1. Receiving online IEM applications (Part A&B).
2. Scrutinizing the applications and return the incomplete applications
3. Issuing IEM acknowledgements. (Part A &B)
4. Circulating the acknowledged IEMs to the concerned authorities for their comments
5. Entering the data for statistical purposes
6. Maintenance of files for IEM Acknowledgement for keeping the records in the Section.
7. Deletion of IEMs found deficient later upon the recommendations of State Govt./Admn. Ministries/Office of the DC (MSME)/Textile Commissioner.
8. Cancellation of IEMs voluntarily surrendered by the Entrepreneurs.
9. Amendments in Part A in acknowledged IEM
10. Issue of duplicate copies of IEMs as per the request of the applicant
11. Dealing with Court cases pertaining to IEM matters; preparing Parawise comments and submitting affidavits etc in various courts.
12. Collection, compilation and tabulation of the details on Industrial Investment Intentions in terms of IEMs filed & DILs granted under the I (D&R) Act, 1951.
13. Preparation of monthly returns on Investment Intentions for submission to O/o.E.A.
14. Dissemination of statistical information through monthly publication namely SIA STATISTICS in electronic form on the website of the Department.
15. Updating information in the website of the department.
17. Answering Parliament Questions related to Industrial Investment Intentions.
18. Replying to RTI Queries.
19. Submission of Monthly Reports and Returns to O&M, Record Cell, Parliament Section Hindi Section etc
LEATHER SECTION

I. Implementation of central sector scheme 'Indian Footwear Leather and Accessories Development Programme (IFLADP)' including its seven sub-schemes i.e.

i. Human Resource Development (HRD) sub-scheme;
ii. Integrated Development of Leather Sector (IDLS) sub-scheme;
iii. Mega Leather Footwear and Accessories Cluster (MLFAC) sub-scheme;
iv. Establishment of Institutional Facilities sub-scheme;
v. Leather Technology Innovation and Environment Issues sub-scheme;
vi. Promotion of Indian Brands in Leather and Footwear sector sub-scheme; and
vii. Additional Employment Incentives in Leather and Footwear sector

II. Policy matters related to Leather and Footwear sector;

III. Matters pertaining to Inter-Ministerial Committees, Stakeholder Consultations, Empowered Committee and Steering Committee for development of Leather and Footwear sector;

IV. Coordination with various concerned Ministries/Department, State Government and Stakeholders for development of Leather and Footwear Sector;

V. Guard File of all matters pertaining to IFLADP scheme on approvals etc. in respect of ongoing projects/sub-scheme components under IFLADP scheme.
LIGHT ENGINEERING INDUSTRY (LEI)

(I) Light Engineering Industry

1. Drums
2. Barrels
3. Buckets
4. Iron Rolls
5. Caps & Closures
6. Industrial Fasteners
7. Mixers and Reactors
8. Wire Products
9. Building Hardware
10. Doors & Windows
11. Water Pumps
12. Utensils
13. Tracks and Nails
14. Agricultural Implements
15. Umbrella Ribs, Umbrella Frames
16. Spares
17. Conduit Pipes
18. Aluminum Collapsible Tubes and Cans, Springs & Expansion Bellows and Couplings
19. Rifles and Guns
20. Ball & Roller Bearing and Ring Industry
21. Grinding Media
22. Fire Fighting Equipment
23. Pipes and C.I. Pipes
24. Metallic Stripes Ceiling System
25. Cycle Industry
26. Precision Tools including Hand Tools
27. Razor Blade Industry
28. Link Chains
29. Wire Rope Drill Bits
30. Typewriters
31. Photo Copiers
32. Test and Measuring Instruments
33. Industrial Instruments such as Process Control Instruments
34. Industrial Control Valves
35. Scientific Instruments
36. Cameras
37. Sewing Machines
38. Weighing Machines
39. Bright Bars
40. Steel pipes and Tubes
41. Cold Rolled Formed Sections/ Profiles
42. Castings
43. Forgings
44. Copper Tubes & Pipes and fittings (HS-7411, 7412)

(II) Items of Work/ matters relating to Light Electrical Industry

1. Light Electrical Engineering Industries including:-
   ii. Light House Equipment.
   iii. Cinema Carbons, Graphite Electrodes, Graphite Crucibles, Carbon Brushes.

2. Air Conditioners, Refrigerators and other White Goods
3. Refrigeration plants for industrial use.
4. Electrical Motors (motors of all types AC/DC machines) including – Fractional Horse Power Motors.
5. Electrical Stampings and Laminations
6. Lighting Arresters
7. Power Factor Capacitors.
8. Electrical Power Driven Pumps
9. Petrol Dispensing Pumps, Special Purpose Pumps etc.
10. Industrial Blowers and Exhaust Fans
11. Electrical Relays
12. Electrical Bus Bars
13. Glass Shells for G.L.S. Lamps and Florescent Tubes etc.
14. Mica Paper Insulation Material
15. Air and Gas Compressors and Vacuum Pumps
16. Energy Grains and Fillets
17. Safety Lamps
18. Thermostats used in refrigerators
19. Evaporators
20. Uninterrupted Power Supply System (UPS)
21. All miscellaneous electrical equipment not allotted to any other industries Section
22. Laundry Machinery Industry
23. Lifts
24. Transmission Line Towers

(III) Items of Work/ matters relating to Light Industrial Machinery

1. Hosiery Machinery/ Knitting Needles
2. Filtration Equipment
3. Distillation Equipment
4. Driers/ Evaporates/ Crystallizers.
5. Ceramic Machinery
6. Food Processing Machinery
7. Packaging Machinery
8. Saw Mill Machinery
9. Air/ Water Pollution Control Equipment
10. Gear Hobs
11. Industrial Gears
12. Structural Fabrication
13. Brick Making Machinery
14. Size Reduction Equipment
15. Size Separator Units-Screens Classifiers etc.
LIBRARY

1. Selection, purchase and acquisition of publication.
2. Organization and bibliographical control of books and publications for scientific storage and information retrieval.
3. Publication of bibliographies, documentation of source material and other reference publications.
4. Library budget and arrangement of payments towards of books and other publications.
5. Purchase of Newspapers, Magazines and Journals for references and circulations amongst Ministers, Officers and Sections in the DPIIT, D/o Commerce, D/o Heavy Industry, Ministry of Textiles, M/o MSME.
6. Newspapers reimbursement to the officers of DPIIT 86 MSME
7. Arranging purchase of reference and official publications.
9. Inter-Library Loan Services.
10. Indexing of Newspapers clippings related to Commerce and Industry.
11. Provision of Photocopies of technical articles, Gazette Notification etc.
12. Exchange services for Ministry publications.
13. Issue of books and publication for reference and return.
15. Computerization of Library activities i.e. creation of database on main News items appeared in the Economic Newspapers circulation control, OPAC, information retrieval and also entering of book records in the computer using LIBSYS Software. The bibliographical details of all publications have put on intranet in Udyog Bhawan.
LINOLEUM & RUBBER (L&R) SECTION

Scheduled Industry No.30 (Rubber Goods)

1. Tyres and Tubes.
2. Quality (Control) Order, 2009 for Pneumatic Tyres & Tubes.
3. Other Rubber Goods.
4. Indian Rubber Manufacturer’s Research Association (IRMRA), Thane

Scheduled Industry No. 38 (Miscellaneous Industries) 38(2) Linoleum.
# MANUFACTURING POLICY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Industrial Information System (IIS) and Industrial Park Rating System (IPRS) under National Plan for Manufacturing Cluster (NPMC) and work related thereto;</td>
</tr>
<tr>
<td>2</td>
<td>National Manufacturing Policy (NMP) and work related thereto;</td>
</tr>
<tr>
<td>3</td>
<td>Champion for Societal Manufacturing (CSM) Programme and work related thereto;</td>
</tr>
<tr>
<td>4</td>
<td>Matters relating to 'Affirmative Action for SCs/STs in Private Sector';</td>
</tr>
<tr>
<td>5</td>
<td>Parliament Questions related to National Manufacturing Policy, IIS/IPRS.</td>
</tr>
<tr>
<td>6</td>
<td>VIP/PMO/ Cabinet Sectt's reference relating to the Section.</td>
</tr>
</tbody>
</table>
MIIUS SECTION

1. The Section deals with Industrial Infrastructure Up-gradation Scheme (IIUS)/Modified IIUS (MIIUS) to upgrade common industrial infrastructure in various industrial clusters across the country and Industrial Park Scheme, 2002.

2. Work relating to formulation of scheme for development of Industrial clusters and approval of projects under IIUS/MIIUS scheme though organization of 'Apex Committee' meetings. Organizing the meeting of Empowered Committe under IPS, 2002. Preparing Agendas, issuing meeting notice and minutes of the meeting of Apex Committee, Empowered Committee and Review Meetings.

3. Work relating to funding support for on-going projects and all other miscellaneous issues with SPVs/SIAs (Implementing Agencies of projects).

4. Monitoring of projects through 'on-line Web Based Monitoring System' and also, through review meetings. Monitoring of progress of projects through Monthly Progress Report (MPR)/ Quarterly Progress Report (QPR) as well as preparing Fortnightly, Monthly, Quarterly, Half yearly and Annual reports regarding pending cases, RTI applications, VIP references, parliament questions.

5. Issues, if any, related to completed projects.

6. Reply to audit objections in respect of erstwhile Growth Centre Scheme and IIUS/ MIIUS.

7. Dealing with court cases filed by applicants in various courts in respect of Industrial Park Scheme, 2002.

8. Framing of answers to Parliament Questions and laying of Annual Reports of SPVs 86 SIAs (project implementing agencies) in the Parliament.

9. Preparing material regarding pending cases,

List of Guard Files

1. Sanction files
2. Lok Sabha Questions
3. Rajya Sabha Questions
4. VIP/PMO References.
**NERS SECTION**

**To deal with:**

A. Transport Subsidy Scheme (TSS), 1971/ Freight Subsidy Scheme (FSS), 2013:

1. Implementation of Transport Subsidy Scheme (TSS), 1971/ Freight Subsidy Scheme (FSS), 2013 and policies & procedures related thereto.

B. North East Industrial and Investment Promotion Policy (NEIIPP), 2007:

1. Implementation of scheme under North East Industrial and Investment Promotion Policy (NEIIPP), 2007 and policies & procedures related thereto.

C. North East Industrial Development Scheme (NEIDS), 2017:

1. Implementation of scheme under North East Industrial Development Scheme (NEIDS), 2017 and policies & procedures related thereto.

**List of Guard Files:**

2. Sanction Folder (Year-wise) for subsidy released under the above schemes.
3. Parliament Questions (Year-wise)
4. RTI Folders (Year-wise)
5. Government Standing Counsel — list, payment of fees etc.
NPC-QCI SECTION

NPC-QCI Section consists of the following:

I. National Productivity Council (NPC)
   II. Asian Productivity Organization (APO)
   III. Quality Council of India (QCI)

I. National Productivity Council (NPC)

   1. Release of Grants-in-aid, General and Salaries under Assistance to Autonomous Bodies and General under Project Based Support to Autonomous Institutions
   2. Governing Body Meeting
   3. Review of functioning of NPC periodically
   4. Giving approval of major policy matters
   5. Nomination for Seminars, workshops
   6. Administrative and policy matters concerning NPC & Budget matters

II. Asian Productivity Organization (APO)

   1. Release of Annual Membership Contribution
   2. Annual Governing Body Meeting
   3. Nominating Officers for APO's workshops, seminars, training etc. from India
   4. Approval for conducting programmes in India

III. Quality Council of India (QCI)

   1. Governing Body Meeting of QCI and its Boards
   2. Annual Council Meeting of QCI
ORGANIZATION AND METHODS (O&M)

1. Preparation of the following chapters of the Annual Report of DPIIT by collecting and compiling the information/input from various Sections/Divisions of DPIIT.
   - Chapter-1 (Role & Functions),
   - Organisation Chart of DPIIT (Appendix-1)
   - Citizens Charter(Chapter-18)
   - List of attached/subordinate and autonomous bodies(Appendix-II) of DPIIT.

2. Coordination work relating to updation of DPIIT website Cyber Security/Cyber crises Management in DPIIT in coordination with NIC.

3. Collection and compilation of report on ‘Good Governance and Anti-Corruption and after approval of the Competent Authority, forwarding the same to the Cab. Secretariat on monthly basis.

4. Work relating to Scanning/digitization of physical files of DPIIT.

5. Dealing with PMO/VIP references, Parliament Questions/Assurances and RTI matters on the subject related to the O&M Section.

6. Monitoring and uploading of pending PMO/VIP cases on Dashboard for reviewing in the weekly SOM.

7. Collection and compilation of the material for the Prime Minister’s ‘Mann kiBaat’ programme and forwarding the same to MeiTy on monthly basis.

8. Implementation of e-Office and facilitating officers/Sections to work on e-Office. Arranging training programs for the officers/officials on e-Office through NIC and attending complaints related to e-office. Preparation of progress report and comparative statement of e-office implementation in DPIIT.

9. Preparation of Induction Material of the Department by collecting and compiling the input/information received from various Sections/Divisions.

10. Dealing with the points raised in e-samiksha pertaining to JS(Estt.)

11. Review of ‘Channel of Submission & final level of disposal’ of cases in the Department and updation of the same on regular basis.

12. Circulation of all the papers/Notifications/Circulars/Notices etc., received from MHA, MoHFW, Cabinet Secretariat etc. to all the officers/Sections in DPIIT and its all the attached/subordinate and autonomous bodies for information and further necessary action.
13. Collection and compilation of reports (physical and financial) on Swachhata Action Plan (SAP) from the DPIIT (main) and other attached/subordinate offices and autonomous bodies and uploading the same on the DPIIT website as well as on the website of Deptt. of Drinking Water and sanitation. Submission of quarterly report to DWS.

14. Coordination of miscellaneous works as directed by Sr. Officers, like Swachhata Hi Sewa- 2019, Celebration of Constitution Day, Celebration of National Unity Day, Major achievements of last 5 years of DPIIT etc.
PAPER SECTION

1. Paper, Pulp and paper products.
7. Pulp, Wood Pulp Mechanical and Chemical including dissolving Pulp.
8. Monitoring of production of paper.
9. Matters pertaining to Development council for Pulp, Paper and Allied Industries.
PARLIAMENT SECTION

1. All Matters pertaining to Parliament and circulation of Parliamentary papers.
2. Collection of information for inclusion in the legislative business pertaining to the Department.
3. Maintenance of Register of Bills relating to the Ministry that are passed by Parliament from time to time.
4. Coordination of information for Questions to be answered by other Ministries concerning more than one section.
5. Coordination of information for pending Assurances of the Department for Promotion of Industry and Internal Trade.
6. Coordination of work connected with the revision, amendment etc. of Constitution of India.
8. Maintenance of matter raised under Rule 377 in Lok Sabha and by way of 'Special Mentions' in Rajya Sabha.
9. Coordination of work relating to:
   - Consultative Committee of Parliament attached to this Ministry.
   - Estimates Committee.
   - Committee on Subordinate Legislation.
   - Joint Committee on Offices of Profit.
   - parliament Question relating to Parliament Questions relating to Department for Promotion of Industry and Internal Trade.
   - Parliamentary Standing Committee.
   - Committee on Paper laid on the Table of the House.
PROJECT MONITORING GROUP (PMG)

Project Monitoring Group (PMG) was set up as a special cell in the Cabinet Secretariat, Government of India in 2013 with a view to remove bottlenecks in setting up of major infrastructure projects and accelerating the pace of project executions. Subsequently, it was brought under the administrative control of Prime Minister's Office in September, 2015. Since 14th February, 2019, PMG has been merged with DPIIT. It is an institutional mechanism for resolving of issues and fast tracking the setting up and expeditious commissioning of large Public, Private and Public-Private Partnership (PPP) projects. Any investor having issues delaying or likely to delay the execution of a project with an anticipated Investment of Rs. 500 Crore (earlier Rs. 1000 Cr.) can raise them on the portal before PMG, which takes them up with the concerned authorities in the Central or State Governments.

2. The Projects considered by PMG mainly pertain to sectors such as:
   • National Highways and Railways
   • Civil Aviation and Shipping
   • Petroleum and Natural Gas
   • Chemicals and Fertilizers
   • Coal, Power and Mines
   • Cement, Construction and Steel

3. Types of issues/clearances considered for resolution:

   **Union Ministries**
   • Environment, Forest and Wildlife Clearances
   • Eco Sensitive Zone clearance
   • Fuel supply for power plants
   • Approval for grant of Mining lease
   • Approval for private railways siding construction, Engineering Scale Plan approval and General Arrangement Drawings approval in select cases.
   • Industrial License Permission
   • Road Crossing of Pipelines/Transmission lines
   • Grant of Right of Way/Right of use.
   • Shifting of Utilities, road cutting permission.

4. **State Governments**
   • Land Acquisition issues such as Government Notifications/Disbursement of Compensation, transfer of title and handing over of possession
   • Removal of encroachments
   • Relief and Rehabilitation plan
   • Issue of NOC under Forest Rights Act
   • Power and Water supply
• Consent to establish and operate from State Pollution Control Board.
• Transfer of Government Land
• Law and Order issues
• Right of way permission
• Environmental clearances and permission such as tree cutting permission, working permission, wildlife clearance etc.

5. **PMG Mechanism:**

- A project proponent in the process of setting up a project with an anticipated Investment of Rs. 500 Crore (earlier Rs. 1000 Cr.) and facing bottlenecks or apprehending delays in obtaining approvals from the Public authorities can upload any issue including a policy intervention required, in the PMG portal (http://pmg.dipp.gov.in) after creating a log in.
- Once an Investor uploads the issues requiring facilitation and support in their resolution, PMG takes up those issues with the concerned Central and State Government authorities at senior level.
- Meetings are convened with the concerned authorities, project proponent and officers of PMG to resolve the issues expeditiously. The decisions taken in the meetings of PMG are followed up in subsequent meetings until a final decision is conveyed to the Project proponent.
- PMG also identifies generic issues during the resolution process and takes them up for appropriate policy modifications or reforms at Government level.
- All PMG processes are online thereby aiming to achieve enhanced efficiency, greater transparency thereby fast-tracking the entire process of approvals and communication between investor and Government.

6. **Pragati Projects:**

The primary focus of PMG is to expedited the approvals for clearances from Central and State Authorities for setting up of new projects. It also provides support in identifying crucial projects that can be taken up in PRAGATI review meetings to be chaired by Hon'ble Prime Minister and also does follow up on issue resolution with relevant stakeholders.

7. **Overall Summary of projects considered by PMG:**

PMG has been monitoring the resolution of a variety of issues brought before it by Central Ministries/State Governments and project proponents. So far, out of 1,103 projects considered by PMG, issues in 796 projects (anticipated investment Rs. -31,33,635 Cr.) have been resolved with intervention from PMG. Out of these 796 projects, 405 projects have been partly/fully commissioned with actual flow of investments amounting to Rs. 13.29 lakh crore approx. till 31.08.2020.

At present (as on 31.08.2020), 307 projects (anticipated investment Rs. -11,72,472 Cr.) are under consideration of PMG.
PROTOCOL SECTION

1. Preparation of Diplomatic / officials Passport, Obtaining visas and related jobs.
2. Procurement of domestic / international air tickets for the officials use of Minister and Officers.
3. Reception / See-off Ministers, Secretary and other senior officers of this Department during their officials tours of Domestic / International at the airport departure / arrival.
4. All matters relating to Staff cars & staff car driver i.e. maintenance I repairs / upkeep etc. of staff cars.
5. Hiring of cars for Sr. Officers / delegation / officials of this Department.
6. All matters relating to reception, transports, stay, security, lunch / dinners etc. for visiting foreign / domestic dignitaries.
7. Arranging Lunch / dinners, refreshments etc. for the officers / officials as & when requested including holidays
8. Organizes numerous Seminars / conference etc in and outside of the building i.e. Ease of Doing Business, Startup India and Make in India etc
9. Scrutiny / passing of bills in connection with all the jobs mentioned above.
10. Arranging of Gifts for Ministers, Secretary and Sr. officers of Department during meetings in India as well as foreign visit.
11. Purchase / condemnation of Staff cars.
12. Any / all other matters connected with the above-mentioned works as ordered by Ministers / Senior Officers from time to time.
1) All matters relating to redressal of public grievances in respect of Department for Promotion of Industry & Internal Trade (DPIIT) received through Centralized Public Grievance Redress And Monitoring System (CPGRAMS) portal as well as by post, including submission of Quarterly Returns to Department of Administrative Reforms and Public Grievances.

2) All monthly, quarterly and half yearly returns of PR&G Section required to be submitted to O.M. Section, Parliament Section and Hindi Section.
PUBLIC PROCUREMENT DIVISION

1. Public Procurement (Preference to Make in India) Order, 2017— policy and amendments, follow up actions under Rule 144(xi) of GFR, 2017, implementation of PPP MII Order by State Governments
2. Engagement of Consultants, Management Trainees, salaries and miscellaneous matters
3. Parliament Questions, RTI applications, PMO/VIP references
4. E-Samiksha, CIM Task IDs, PMO, CoS and SC meetings and periodical reports

Cell for Public Procurement Management

2. Grievances and State Government references related to PPP-MII Order, 2017 in respect of Ministries/Departments other than Ministry of Railways, MoHUA, DoT and Ministry of Power - Director (RK)
3. CPGRAM grievances, PMO/VIP references and RTI applications
4. Scrutiny of high value tenders floated in CPP Portal, processing of grievance reports and periodical grievance review meetings with Ministries/Departments
RECORD CELL

2. Supply of recorded files to sections / officers for review and weeding out and keeping all relevant records.
3. Matters relating to National Archives of India.
4. Records Management - Ensuring preparation or review of records retention schedules concerning substantive functions of the Ministry / Department by the concerned sections and furnishing guidance therefore as necessary and scrutiny of monthly reports of arrears relating to recording, indexing, weeding etc. of files and suggesting remedial action required.
**RTI SECTION**

1. Receiving of RTI Applications and First Appeals related to DPIIT and filed by the applicants/appellants through any means of communication i.e. online, offline, by post or in person etc.

2. Providing every type of assistance to the Citizens for filing their applications/appeals in person and arranging for providing the requisite and available information at the earliest.

3. Entry of all the offline applications/appeals on the RTI Portal of the Department and after scrutiny, forwarding the same to the CPIO/appellate authority concerned for providing the desired information to the applicant/appellant.

4. Transfer of applications to other Public Authority u/s 6(3) of the RTI Act, if the subject matter pertains to the other public authority.

5. Receiving the fees deposited by the applicant under RTI Act and depositing the same in the Government Account.

6. Reviewing and monitoring the status of RTI Applications/First Appeals to ensure timely disposal of the same as per RTI Act, 2005.

7. Preparation of quarterly/Half Yearly/Yearly reports in respect of the RTI applications/appeals received in the department and submission thereof to Central Information Commission.

8. Arranging training programmes for CPIOs to advance and update their knowledge on the various provisions of the RTI Act.

9. Uploading and updating the mandatory information on the Departmental Website as per the Section 4(2) of the RTI Act, 2005.

10. Nomination of officers as CPIO and First Appellate Authority in the Department and providing them Login and Password for operating their online RTI Accounts.

11. Third Party Audit of Pro-active disclosure package of the Department under the Right to Information Act and compliance of observations made by audit party, if any.

12. Responsible officers of RTI Cell:
SALT SECTION

1. Code of Principle for grant of assistance for Development, labour welfare works and assistance for relief for damages caused to salt works due to natural calamities—heavy rains, cyclones, flood.
2. Problems of unlicensed and small scale salt manufacturers.
4. Policy regarding lease of salt lands and assignment of lands to co-operatives for salt manufacturers and for purposes other than salt manufacture.
5. Transfer of salt land to Central Government Ministries/Departments, Central Public Sector Enterprises, State Governments and State Public Sector Enterprises for public purposes.
6. Court Cases involving salt lands.
7. Salt Department, establishment matters including creation, continuation of posts, notification regarding appointments etc.
8. Bringing Salt Schemes under DBT.
   (i) All establishment matters relating to officers involving references to UPSC, DoPT till the stage of issue of sanction after obtaining the approval of the competent authority.
   (ii) Framing of recruitment rules and amendment of existing rules in respect of Group A and B Gazetted posts.
   (iii) Representations on serving matters relating to Officers/Officials of SCO.
   (iv) Review of cases of Gazetted Group A and B officers under FR (I) and FR 56(j).

List of Guard files

1. Policy and Procedure for leasing out SCO's salt manufacturing land on payment of Assignment Fee/Ground rent.
2. Policy and Procedure for leasing out departmental salt lands for purpose other than salt manufacture.
3. Policy and Procedure for transfer of departmental salt lands to other central Govt. Departments/ State Govt. /Public Sector undertakings/ Local Bodies etc.

4. Guard file containing rules/regulations/instructions in respect of establishment matters of SCO.

5. Policy and Procedure for providing financial assistance to salt works damaged due to natural calamities: such as floods, rains, cyclones etc.

6. Policy and Procedure for grant of financial assistance for execution of development and labour welfare works in salt industry.

7. Procedure for handling the Parliament matters

8. Instructions / matters pertaining to Salt Iodination Programme

9. Policy/Procedure/instruction with regard to movement of edible salt under Zonal Scheme.
SEO CELL

1. Processing the **tenders** in respect of maintenance of ACs, Supply of cut flowers and indoor plants, lifting of waste papers in Udyog Bhawan, Sweeping, cleaning including mechanized cleaning of common, areas and periphery of Udyog Bhawan.
2. Implementation of Security norms in consultation with MHA, CISF, Delhi Police, Delhi Traffic Police, CPWD, Delhi Fire Services and NDMC etc.
3. Deployment of Safai karamcharis / Farash and contractual labourers engaged by SEO Cell for sweeping, cleaning and dusting in the 0/0 Hon'ble CIM, rooms of senior officers and section including 00/Economic Adviser & Pay and Accounts DPIIT etc.
4. Day to day inspection to maintain cleanliness in Udyog Bhawan and its periphery including toilets and staircases.
5. Traffic, management and parking of vehicles inside Udyog Bhawan Periphery.
6. Preparation of Disaster Management plan and its implementation for Udyog Bhawan, procurement & maintenance of fire fighting equipment, fixing, refilling and their maintenance.
7. Issuance of parking labels to all the Ministries / Departments housed in Udyog Bhawan.
8. Modernization / maintenance of Common area in Udyog Bhawan and its periphery in coordination with CPWD.
9. Follow up with CPWD for Electrical fitting & equipments including lifts installed by CPWD.
10. Lighting arrangement in common areas in Udyog Bhawan including toilets.
11. Maintenance and Beautification of Udyog Bhawan Building.
12. Installation/Control/ maintenance of **CCTV** Cameras inside Udyog Bhawan Buildings.
13. Maintenance of **DG Set** and **Central R.O. system** and release of funds to CPWD from "Minor Head".
14. Follow-up with CPWD for the proper maintenance of **Solar power system** installed on the roof top of Udyog Bhawan.
15. Taking Administrative Approval & Expenditure Sanction of the competent authority in respect of bills received from various services providers Firms which have been hired by SEO Cell.
16. Monitoring the smoking in the premises of Udyog Bhawan as per instructions contained in Section 21 of Smoking Act — COTPA 2003.
17. Monitor and prevent the monkey menace in Udyog Bhawan, New Delhi.
18. Auction/Disposal/Action on item pertaining to "Swachh Bharat Abhiyan"(in DPIIT) and its related activities.
19. Lifting of unserviceable furniture items lying in corridors/staircase and issuance of notice to concerned Ministry/Department housed in Udyog Bhawan in terms of Swachh Bharat Abhiyan.
20. Attending day to day complaints like supply of drinking water, normal water, electricity, smoking, alcoholic, traffics, parking issues, fire incident, lifting of waste paper, Melba, garbage, window, window glass, doors, door closer, drain blockage, drain/taps leakage and items/equipments provided by CPWD(Civil/Elec.) in the toilets of Uydog Bhawan.

**NIGHT DUTY CELL:**

Night duty cell under SEO Cell is receiving/distributing urgent and time bound daks from the Office of Ministers/Secretary and Senior Officers on Saturday/Sunday/Holidays and after office hours required to be delivered in a time bound manner in late hours; Locking and unlocking of rooms, hoisting of National Flag on the roof top of Udyog Bhawan.
SPECIAL PACKAGE

1. To promote industrialization in Himalayan States/Union Territory of Jammu & Kashmir, Union Territory of Ladakh, Himachal Pradesh and Uttarakhand, DPIIT implements Industrial Developments Schemes in these States/Union Territories. Package for UT of J&K and UT of Ladakh include Investment incentive, Interest Incentive, Insurance incentive, GST reimbursement, IT reimbursement, Transport incentive and Employment incentive. The package for HP and UK include Investment incentive and Insurance incentive.

2. Release of funds to beneficiary units through nodal agencies of these three Special Category States and monitoring of Utilization certificates.


4. PMO/VIP reference.

5. RTI cases.

6. Court cases filed by certain units before the High Courts of J&K, HP and Uttarakhand.

7. Administrative matters of JKDFC (Jammu & Kashmir Development Finance Corporation Ltd.).

8. Work emanating from implementation of the aforesaid schemes.

9. Budget proposals for these schemes.

List of Guard files:

1. New Industrial Policy & other concessions for State of Jammu & Kashmir and their notifications etc.

2. New Industrial Policy and other concessions for the States of Himachal Pradesh and Uttarakhand and their notifications etc.


4. General Office Order.
STARTUP INDIA SECTION

Startup India initiative was announced by Hon’ble Prime Minister of India 15\textsuperscript{th} August, 2015. The flagship initiative aims to build a strong eco-system for nurturing innovation and Startups in the country that will drive sustainable economic growth and generate large scale employment opportunities. Further to this, an Action Plan for Startup India was unveiled by Prime Minister of India on 16\textsuperscript{th} January, 2016. The Action Plan comprises of 19 action items spanning across areas such as “Simplification and handholding”, “Funding support and incentives” and “Industry-academia partnership and incubation”.

Government of India has made fast paced efforts towards making the vision of Startup India initiative a reality. Substantial progress has been made under the Startup India initiative, which has stirred entrepreneurial spirit across the country.

The Department for Promotion of Industry and Internal Trade (DPIIT) is mandated to coordinate implementation of Startup India initiative with other Government Departments. Apart from DPIIT, the initiatives under Startup India are driven primarily by five Government Departments viz. Department of Science and Technology (DST), Department of Bio-technology (DBT), Ministry of Human Resource Development (MHRD), Ministry of Labour and Employment and Ministry of Corporate Affairs (MCA) and NITI Aayog.

Since the launch of initiative in January 2016, there has been a substantial progress under Startup India Action Plan. Many other initiatives beyond the Startup India Action Plan have been undertaken for development of overall growth of Startup movement in the country. Major achievements made so far under Startup India initiative are annexed.
TECHNICAL SUPPORT

1. To provide technical comments/inputs on applications received from DGFT such as Advance Authorization/Fixation of Input/output Norms/Export Promotion Capital Goods/Duty Entitlement Pass Book Scheme/Negative List items.

2. To attend the above meetings for both Engineering and Chemical items of exports.

3. To attend matters referred to by Administrative Ministries.

4. To attend matters pertaining to

   (a) Committee under Engineering Export Promotion Council and
   (b) Committee under Chemical and Allied Product Export Promotion Council (CAPEXIL).

5. Other miscellaneous work handled by TS:
   i. Coordination of references from Department of Revenue (Duty Draw Back Scheme)
   ii. Technical inputs to various other Government agencies such as Bureau of Indian Standards etc.
   iii. Participation in the meetings of Inter-Ministerial Group in the 0/0 DGFT for enlistment of Pre-shipment Inspection Agencies.
UNIDO Section consists of the following:-

a) United Nation Industrial Development Organization (UNIDO)

b) Co-ordination matters

A) United Nations Industrial Development Organization (UNIDO).

1. Vacancy Announcements by UNIDO Head Quarters.

2. Nominations for Seminars workshop etc.

3. Appointment of experts in foreign countries in UNIDO projects.

4. Administrative and Policy matters concerning UNIDO including representation of India in the sessions of the General conference, Industrial Development Board and Programme & Committee of UNIDO.

5. Identification and implementation of Projects for Technical Assistance from UNIDO.

6. UNIDO assistance under different fields of Industries.

7. Contributions to UNIDO's regular budget and Industrial Development Fund.

8. International Conference in India sponsored by Government / UNIDO.

9. Foreign Assignments under UNIDO.

10. India Country Programme & other Development Programmes.

11. Specialized International Centre i.e. International Centre for Inclusive and Sustainable Industrial Development.
VIGILANCE SECTION

(I) Punitive Vigilance

Disciplinary cases

a) Handling of disciplinary cases involving vigilance angle in respect of Group "A" & "B" Officers/Officials of the Department for Promotion of Industry & Internal Trade.

b) Handling of disciplinary cases involving vigilance angle against such officers of Attached and Subordinate Offices in whose cases the appointing authority is President.

(II) Complaints

iii. Handling of complaints received against officers/officials of the Department and its attached/subordinate offices and autonomous bodies.

(2) Preventive Vigilance

i. Circulation of orders/instructions of DoP&T/CVC on vigilance matters amongst the officers and officials of the Department for information and compliance

ii. Circulation of orders/instructions issued under following rules for information and compliance :-

a. CCS (Conduct) Rules,1964;

b. CCS (CCA) Rules,1965;

c. All India Service Discipline and Appeal Rules,1969;

d. All India Service (Conduct) Rules,1968 ; and

e. CCS (Recognition of Service Associations) Rules, 1959.

(3) Vigilance Clearance/Integrity Certificate/Penalty Certificate

i. Conveying vigilance status in respect of the officers and officials of the Department as well as its attached & subordinate officers.

ii. Issuing Integrity/Penalty Certificates based on records.


a) Handling intimations/requests received from Officers/Officials of the Department for Promotion of Industry and Internal Trade under various provisions of CCS (Conduct) Rules,1964/AIS(Conduct) Rules, 1968.
b) Maintenance of Property Returns in respect of officers/officials in Department for Promotion of Industry Trade.

c) Issue instructions on Departmental Security (relating to movement of classified document only).

(5) **APARs**

a) Generation /maintenance/monitoring of on line Annual Performance Appraisal Reports of Officers/Officials belonging to IAS/IPS /IES/ISS/CSS/ CSSS/CSCS/SSS Cadre working in the Department.

b) Distribution/Maintenance/Monitoring of APARs of officers of the Department in respect of whom online APAR System has not been introduced so far.

c) Maintenance & monitoring of APARs of Group 'A' Officers of PESO and O/o Salt Commissioner.

(6) **Other works**

a. Union War Book.
b. Handling and custody of Top Secret Papers.
LEGENDS

Shri Guruprasad Mohapatra
SECRETARY

Shri Shailendra Singh
ADDITIONAL SECRETARY

Smt. Sumita Dawra
ADDITIONAL SECRETARY

Shri ShashankPriya
AS & FA

Shri A.S. Bhal
Senior Economic Adviser

Business Ombudsperson and AS&FA
Shri ShashankPriya

Grievances Officer and Joint Secretary
Shri R.K. Singh

AS (SS) - Shri Shailendra Singh
AS(SD) - Ms. Sunita Dawra
JS(A) - Shri Anil agrawal
JS(VR) - Ms. V. Radha
JS(R) - Shri Ravinder
JS (MKN) - Ms. Manmeet K. Nanda
JS(RR) - Shri Rajendra Ratnool
JS (VK) - Ms. Vandana Kumar
JS(RKS) - Shri R.K. Singh
TA(Boiler) - Shri T.S.G. Narayannen
DDG(RKS) - Shri Rajesh Kumar Sharma
DIR(S) - Ms. Shruti Singh
DIR(SY) - Ms. Sunita Yadav
DIR (USM) - Shri Uday Singh Mina
DIR (SS) - Sampa Saha
DIR(NKK) - Shri Nakhil Kumar Kanodia
DIR(RG) - Shri Rajesh Gupta
DIR(RK) - Shri Rakesh Kumar
DS (PS) - Ms. Pooja Swaroop
DS(SD) - Shri Sachin Dhania
DS(KT) - Shri Karan Thapar
DIR(NK) - Shri Narender Kumar
DIR(PDG) - Shri Pijush Das Gupta
DIR(AD) - Shri Ashish Dutta
DS(RKS) - Shri Raman Kant Sood
DS(YG) - Shri Yogesh Gupta
DS(AS) - Ms. Asha Sota