

**DISCLOSURES UNDER SECTION 4(1)(b) OF THE RTI ACT-2005**

| S.No.  | Details of Disclosures  |
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| <p>Particulars of its organization, functions and duties<br/><b>[Section 4(1)(b)(i)]</b></p> | <p><b>(i) Name and address of the Organization</b><br/>MSME-Development &amp; Facilitation Office<br/>K K Singh Building, Tadong Bazaar, PO Tadong<br/>Gangtok-737102, Sikkim<br/>Ministry of Micro, Small &amp; Medium Enterprises<br/>Government of India</p>   |
|  | <p><b>(ii) Head of the organization</b><br/>Assistant Director &amp; Head of Office<br/>MSME-Development &amp; Facilitation Office, Gangtok.</p>  |
|  | <p><b>(iii) Vision, Mission and Key objectives</b><br/>MSME- Development &amp; Facilitation Office, Gangtok provides assistance for the promotion and development of Micro, Small and Medium Scale Enterprises in the state of Sikkim. It is located in Gangtok the state capital of Sikkim and it has no branches. The mandate of MSME-Development &amp; Facilitation Office ,a subordinate office of Development Commissioner (MSME) under MSME Development &amp; Facilitation Organization (MSME-DFO), Ministry of MSME, Govt. of India, New Delhi is to implement policy guidelines of the Government of India for the promotion and development of Micro, Small and Medium scale industries all over the country through MSME- Development &amp; Facilitation Offices and its Branch Facilitation Office<br/>It is one of the premier organization of Govt.of India which formulates and monitors the policies and programmes of Govt.of India</p> |
|  | <p><b>(iv) Function and duties</b><br/>Consultancy services and handholding support to MSMEs, training Programmes for entrepreneurial development, awareness programmes/ campaigns on various Schemes of the Ministry of MSME, Implementation of Schemes of O/o DC(MSME),M/o MSME, Govt. of India.</p>  |
|  | <p><b>(v) Any other details-the genesis, inception, formation of the department And the HODs</b></p>  |

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|   | <p><b>from time to time as well as the committees/Commissions Constituted from time to time have been dealt</b></p> <p>MSME-DFO (formerly SIDO) has been established in 1954 as the nodal agency For development of MSMEs in the country under M/o MSME, Govt. of India (Formerly M/o. Small Scale Industries.)</p> |
| <p>Powers and duties of its Officers and employees<br/><b>[Section4(1)(b)(ii)]</b></p>          | <p><b>(i) Powers and duties of officers (administrative, financial and judicial)</b> All the administrative and financial powers of the office are vested with the Assistant Director and Head of Office, MSME-Development, &amp; Facilitation Office, Gangtok.</p>   |
|   | <p><b>(ii) Power and duties of other employees</b><br/>As per the instructions of the Assistant Director &amp; Head of Office, the duties are discharged by the officers as well as by the employees of the office.</p>   |
|   | <p><b>(iii) Rules/ orders under which powers and duty are derived</b><br/>The powers and duties are derived from the Micro, Small and Medium Enterprises Development Act(MSMED), 2006.</p>  |
|   | <p><b>(iv) Rules/ Orders under which powers and duties are exercised</b><br/>As per the instructions of Joint Director &amp; Head of Office and the O/o DC(MSME), New Delhi (headquarter).</p>  |
|   | <p><b>(v) Work Allocation</b><br/>Work is allotted by the headquarters office and the same are further distributed By the Assistant Director &amp; Head of Office, MSME-DFO, Gangtok among all the Officers and staff of this office.</p>   |
| <p>Procedure followed in the decision making process, including channels of supervision and</p> | <p>As a field office of DC (MSME) at the State level, Assistant Director is the Head of Office and the decision-making process is as per the instructions received from the headquarters viz. Office of DC(MSME), Ministry of</p>   |

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| accountability [ <b>Section 4(1)(b)(iii)</b> ]  | MSME, Govt. of India, New Delhi.   |
| Norms set by it for the Discharge of its functions<br><b>[Section4(1)(b)(iv)]</b>   | <b>(i)Nature of functions/services offered</b><br>Implementation of programs and policies of M/o MSME for development of MSMEs in the state of Sikkim as per the target assigned by the DC(MSME) for a particular year & time limit proposed                 |
|   | <b>(ii)Norms/standards for functions/ service delivery</b><br>As per Micro Small and Medium Enterprises Development Act (MSMED),2006.  |
|   | <b>(iii)Process by which the services can be accessed</b><br>(a) Through website of this office(<br><a href="http://msmedigangtok.gov.in">http://msmedigangtok.gov.in</a> )<br>(b) Through physical visit to this office during working days & office hours. |
|   | <b>(iv)Time limit for achieving the targets</b><br>As per the nature of the work and scheduled time fixed by the Assistant Director Cum HOO of this office and the Headquarters office, New Delhi.   |
|   | <b>(v)Process of redress of grievances</b><br>(c) Online through State Champions Control Room(champions.gov.in)<br>(b)Offline through physical visit to this office during working days & hours.   |
| Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions <b>[Section(1)(b)(v)]</b> | <b>(i)Title and nature of the record/manual/instruction</b><br>Record/Manual/Instructions are maintained as per the instructions of O/o DC(MSME), New Delhi.   |
|   | <b>(ii)List of Rules, regulations, instructions, manuals, and records</b><br>Can be accessed through the weblink<br>( <a href="https://msme.gov.in/Act-and-rules/rules-status=archive">https://msme.gov.in/Act-and-rules/rules-status=archive</a> )          |

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|  | <p><b>(iii) Acts/Rules manuals etc.</b><br/> Micro Small and Medium Enterprises Development Act(MSMED), 2006.</p>   |
|  | <p><b>(iv) Transfer policy and transfer orders</b><br/> Being maintained by Headquarters, Office of DC(MSME), Ministry of MSME, Govt. of India, New Delhi.</p>  |
| <p>A Statement of the categories of Documents that are held by it or under its control [<b>Section 4(1)(b)(vi)</b>]</p>  | <p><b>(i) Categories of documents</b><br/> All files, bills, registers, personal records of Group B &amp; C employees etc., and other mandatory details.</p>  |
|  | <p><b>(ii) Custodian of documents/categories</b></p> <ul style="list-style-type: none"> <li>a. Overall in charge of all the documents: Assistant Director &amp; HOO</li> <li>b. Administrative Personal Records related to Establishment Division: Assistant Director ( Admin)</li> <li>c. Account Section related documents &amp; records: Assistant Director(DDO)</li> <li>d. Various Schemes/ Programmes related records: Concerned Officer</li> </ul> |
| <p>Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of [<b>Section 4(1)(b)(vii)</b>]</p> | <p><b>Not applicable</b></p>  |

**Contact details of officers & staff (Under section 4(1) (b) (x) of Right to information Act,2005) as on 1<sup>st</sup> October 2024.**

| Serial No.  | NAME                   | DESIGNATION               | TEL NO.(O) |
|---|------------------------|---------------------------|------------|
| 1   | Mr. Nirmal Chowdhury   | Asst. Director Gr-I & HoO | 9433222137 |
| 2   | Mrs. Nisha Rani        | Asst. Director Gr-II      | 9013690099 |
| 3   | Mr. Tankala Manikanta  | Upper Division Clerk      | 6301772375 |
| 4   | Mr. Nima Wangdi Lepcha | Lower Division Clerk      | 7047394947 |
| 5   | Mr. Mahendra Meena     | Lower Division Clerk      | 8114498544 |
| 6   | Mrs. Aita Rani Rai     | Multi Tasking Staff       | 7076302619 |
| 7   | Mr. Mohit Rawal        | Multi Tasking Staff       | 8199081947 |
| <b>CPIO- Shri Nirmal Chowdhury, Assistant Director &amp; HoO, MSME-Development &amp; Facilitation Office,K K Singh Building, Tadong Bazaar PO, Tadong Gangtok -737102 Tel. 03592-231880</b> |                        |                           |            |
| <b>ACPIO- Smt Nisha Rani, Assistant Director, MSME-DFO. Gangtok</b>   |                        |                           |            |