



**Government of Telangana**  
**DISTRICT INDUSTRIES CENTRE:NAGARKURNOOL**  
**Collectorate Compound, Nagarkurnool Dist.,**  
**[email: gmdic-ngkl-inds@telangana.gov.in](mailto:gmdic-ngkl-inds@telangana.gov.in)**

Information of 17 items of section 4(1) (a) and  
(4(1) (b) of Right to information Act., 2005  
( 22 of Act., 2005)

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**O/o General Manager, District Industries Centre**  
**Room No. 105, Collectorate Compound, Nagarkurnool,**

## Chapter 1 Introduction

- 1.1 Background  
Please throw light on the background of this handbook - Right to Information Act and its key objectives.
- 1.2 Objective/purpose of this information handbook  
Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *suo motu* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public.
- 1.3 Who are the intended users of the handbook?  
Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.
- 1.4 Definitions of key terms  
Please provide definitions of keys terms used in this handbook.
- 1.5 Organization of information  
Describe how information is organized in this handbook and what is contained in different chapters.
- 1.6 Getting additional information  
Describe the sources, procedures and fees structure for getting information not available in this handbook.
- 1.7 Names & addresses of key contact points  
Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

## Chapter 2

### Organisation, Functions and Duties [Section 4(1)(b)(i)]

#### 2.1 Particulars of the organization, functions and duties:-

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	District Industries Centre, Nagarkurnool	Collectorate Compound, Nagarkurnool	Administration & Executive	To Promote Industries in the District, identify potentiality and prepare district profile. Identify potential entrepreneurs and assisting for obtaining approvals and bank loans for establishing industries and thereby generate employment in the District.

## Chapter 3

### Powers and Duties of Officers and Employees

#### [Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of the officer/ employee	Designation	Duties allotted
1	Sri T. Hanumanthu	General Manager,DIC Nagarkurnool	<ol style="list-style-type: none"> <li>1. General Manager,DIC as convenor of District TS-i PASS Committee and District Industries Promotion Committee(DIPC) must ensure that DIPC and TS-iPASS meetings are held once in fortnight and minutes are sent to Commissioner of Industries..</li> <li>2. To convene District Task Force Committee under the chairmanship of District Collector for selection of PMEGP Beneficiaries.</li> <li>3. General Manager shall conduct Entrepreneurship Development Programme(EDP) to the potential entrepreneurs identified by Industrial Promotion Officer/Assistant Director in Intensive Industrial Campaign</li> <li>4. General Manager shall ensure that Industrial Promotion Officer /Assistant Director handhold EDP trained entrepreneurs in obtaining various approvals, financial assistance etc and ensure that they establish enterprise.</li> <li>5. General Manager shall follow Inspection Procedure specified in G.O Ms No 41,Industreis &amp; Commerce Department dt 02-09-2016 in case of Sanction and release of incentives to Industrial units.</li> <li>6. Closely monitor utilization of scarce raw materials.</li> <li>7. Drawing and disbursement of salaries.</li> <li>8. Closely monitor progress under PMEGP and MUDRA schemes.</li> <li>9. Interact with Industrial Associations at least once in a month and explain</li> </ol>

			<p>recent policy changes and obtain feedback.</p> <p>10. Shall play Active role in consultation with TSIIC in identification of land for development /establishment of new industrial parks based on the potentiality as identified by IPOs/ADs..</p> <p>11. Shall closely monitor the work of IPOs/ADs and ensure that they submit their reports on time and also conduct staff meeting every month and communicate the minutes to Commissioner of Industries.</p>
2	Sri G.Sai Krishna	Industrial Promotion Officer	<ol style="list-style-type: none"> <li>1. Industrial Potentiality survey, demand supply analysis and preparation of viable project reports.</li> <li>2. Assist entrepreneurs in selection of Projects/Location.</li> <li>3. Training Programmes.</li> <li>4. Preparation and updation of Industrial Catalogue.</li> <li>5. LMV Transport vehicles inspection to be done on 2<sup>nd</sup> and 4<sup>TH</sup> Friday of every month.</li> <li>6. Lead a team of Entrepreneurs who would like to expand their units to best practices within the state or outside the state.</li> <li>7. Identification of preparations of DPRs for cluster development.</li> <li>8. Should monitor the progress of units which obtained approvals under</li> <li>9. TS-iPASS till they commence production.</li> <li>10. To attend all TS-iPASS related activities as entrusted by the General Manager of the District Concerned.</li> </ol>
7	Sri G.Bhasker Reddy	Senior Assistant	<ol style="list-style-type: none"> <li>1. Inward and outward work.</li> <li>2.Establishment section.</li> <li>3.Putting up currents to IPO/GM.</li> <li>4.Preparation of Pay bills</li> <li>5.Maintenance of Accounts and postage.</li> <li>6.Any other work assigned by GM.</li> </ol>

## Chapter 4

### Procedure Followed in Decision-making Process

#### [Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Budget	Allocated by the Commissioner of Industries towards Office expenses only such as electricity bills, postage .internet bills etc.	Concerned assistants/IPO will submit all the files to the GM., after scrutiny the GM DIC, NGKL to make/take a decision and to approve the files.	GM DIC Nagarkurnool, will place all the issues relating to ,micro enterprises (Manufacture / service) before District Collector in District Industries Promotion Committee(DIPC) for according any Deemed approvals if necessary and also sanction/rejection of incentives.
Formulation of programmes, schemes and projects	To know the demand based projects in the district and preparation of project profiles innovatively basing on the local resources. Identify potentiality for clusters and send cluster proposals to Commissioner of Industries.		
Recruitment / hiring of personnel	-Nil-		
Release of funds	-Nil-.		
Implementation/ delivery of service/utilization of funds	All the services are shown in chapter – 3.		
Monitoring & evaluation	Monitoring utilization of scarce raw materials such as Coal, Alcohol allotted to Industries in the District. Monitoring progress under PMEGP schemes. Monitoring units availed Advance Subsidy.		
Gathering feedback from public	Meetings with Industrial Associations.	GM DIC will conduct meetings with Industrial Associations to obtain feedback on policies of Govt and communicate the same to District Collector/Commissioner of Industries.	

## Chapter 5

### Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	To promote Industries in the District and implement Industrial Policies of Govt. namely TS-IPASS (Telangana State Industrial Project Approval and Self certification system), T-PRIDE(Telangana State Programme for Rapid incubation of Dalit Entrepreneurs) and T-IDEA(Telangana Industrial Development and Entrepreneurs Advancement Scheme).	---	Time to Time	Citizen's Charter

**Chapter 6**  
**Rules, Regulations, Instructions, Manual and Records, for**  
**Discharging Functions**  
**[Section 4(1)(b)(v) & (vi)]**

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
1	G.O Ms No 51, Industries and Commerce(IE, Sugar & IFR) Department dated 16-09-2016	Job Chart for General Managers, District Industries Centres.	
2	G.O Ms No 36 Industries and Commerce(IE) Department dated 26-07-2015	Operational Guidelines for implementation of TS-IPASS.	
3	G.O Ms No 78, Industries and Commerce(IP&INF) Department dated 09-10-2015	Operational Guidelines for implementation of T-PRIDE	
4	Conduct Rules G.O Ms No 77, Industries and Commerce(IP&INF) Department dated 09-10-2015	Operational Guidelines for implementation of T-IDEA	
<b>Instructions</b>			
1	Issued by the Govt. from time to time by G.Os and Memos.	Scheme details norms, Procedure for implementation of Schemes.	
2	Issued by the Memos and letters by Commissioner of Industries, Govt.of Telangana, Hyderabad	Instructions issued by the Government from time to time.	
<b>Publications</b>			
1	Issue of notifications regarding the implementation of self employment schemes and training programmes.	Draft Press note (or) notification publishing in leading news papers in District Edition. With the approval of the District Collector.	As per the norms as fixed by the Commissioner of Industries, T.S, Hyderabad.



## Chapter 7

### Categories of Documents held by the Public Authority under its Control

#### [Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Files, Registers, Records, etc., pertaining to the subjects as mentioned in chapter-1		Concerned Assistant.

## Chapter 8

### Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation there of [Section 4(1)(b)viii]

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	District Industries Promotion Committee(DIPC)	The Dist. Collector is the Chairman of the committee.General Manager, Dist. Industries Centre is Member convenor. The committee will meet once in fortnight for sanction of incentives to Micro units(Manufacturing/service).	-----
2	District TS-IPASS Committee	The Dist. Collector is the Chairman of the committee.General Manager, Dist. Industries Centre is Member convenor. The committee will meet once in fortnight where District collector will review the progress of approvals being issued under TS-IPASS with line departments such as TSSPDCL,TSPCB etc and will instruct officials concerned to expedite the procees of issuing approvals if any pending.	-----

## Chapter 9

### Boards, Councils, Committees and other Bodies constituted as part of Public Authority [Section 4(1)(b)v(iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Sl. No.	Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
1	District Level Task Force Committee(DLTFC)	1.District Collector-Chairman 2.PD-DRDA-Vice Chairman 3.DSCDO-Member 4.DTDO-Member 5.Lead Bank Manager-Member 6.KVIC Representative-Member 7.KVIB Representative-Member 8.3 Members from Panchayats to be nominated by District Collector in rotation every year.	To select the beneficiaries under Prime Minister's Employment Generation Programme(PMEGP) and forward the applications to banks as per the beneficiaries' choice for grounding of units.	

## Chapter 10

### Directory of Officers and Employees [Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

S. No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Cell Nos.	Email
1	District Industries Centre, Nagarkurnool	T. HANMANTHU Genera Manager	230352	9441902861	gmdic-ngkl-inds@telangana.gov.in
2		G.SAI KRISHNA, Industrial Promotion Officer	230252		
3		G.BHASKER REDDY Senior Assistant	230352		

## Chapter 11

### Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

#### [Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
	Sarvasree	Net Salary	
1	T. Hanmanthu General Manager	Rs. 62,984	-----
2	G.Sai Krishna Industrial Promotion Officer	Rs.38,823	
3	G.Bhasker Reddy Senior Assistant.	Rs.34,263	

## Chapter 12

### Budget Allocated to Each Agency including Plans etc. [Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
DIC	-----	-----	-----	

12.2 Provide information on the budget allocated for different activities under different programmes / schemes / projects etc. in the given format

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year (Rs. In lakhs)	Amount spent last year (Rs. In lakhs)	Budget allocated current year (Rs. In lakhs)	Budget released current year (Rs. In lakhs)
DIC	-----	-----	-----	-----	-----

## Chapter 13

### Manner of Execution of Subsidy Programmes [Section 4(1)(b)xii]

13.1 Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme / activity	Nature/scale of subsidy	Eligibility criteria for grant of Subsidy	Designation of officer to grant Subsidy
T-IDEA	1.Investment subsidy on Fixed Capital Investment @ 15% limited to Rs 20 lakhs. 2.Interest subsidy under Paval vaddi scheme upto 12% 3.Sales tax remibursemnt @ 100%, 75% and 50% for Micro& Small enterprises,Medium Enterprises and Large Enterprises respectively 4.Power Tariff reimbursement @ Rs 1 per unit till 5yrs from commencement of Production.	-----	Dist.Industries Promotion Committee(DIPC) under the Chairmanship of District Collector will sanction incentives to Micro enterprises.State Level Committee under chairmanship of Commissioner of Industries will sanction incentives to Small, Large and Medium Industries.The sanctione incentives will be released by Commissioner of Industries only as per seriatim maintained at state level for disbursement of available funds.
T-PRIDE	1.Investment subsidy on Fixed Capital Investment @ 35% limited to Rs 75 lakhs. 2.Interest subsidy under Paval vaddi scheme upto 12% 3.Sales tax remibursemnt @ 100%, 75% and 50% for Micro& Small enterprises,Medium Enterprises and Large Enterprises respectively 4.Power Tariff reimbursement @ Rs 1.5 per unit till 5yrs from commencement of Production.	-----	Dist.Industries Promotion Committee(DIPC) under the Chairmanship of District Collector will sanction incentives to Micro enterprises.State Level Committee under chairmanship of Commissioner of Industries will sanction incentives to Small, Large and Medium Industries.The sanctione incentives will be released by Commissioner of Industries only as per seriatim maintained at state level for disbursement of available funds

### 13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme / Activity	Application Procedure	Sanction Procedure	Disbursement procedure
T-IDEA and T-PRIDE	Applicant has to file application through online portal <a href="http://ipass.telangana.gov.in">ipass.telangana.gov.in</a> within 6 months from commencement of production/service.	The GM DIC/IPO will inspect the unit and if found valid will recommend the proposal to be placed in DIPC in case of Micro Units and forward the proposals to Commissionerate of industries in case of Small, Medium and Large units.	The Industrial units sanctioned incentives by DIPC and SLC will be maintained in a state wide seriatim at Commissionerate of Industries. Commissioner of Industries will issue release proceedings as per seriatim based on the Budget released by Govt.



## Chapter 14

### Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

#### Beneficiaries

Sl. No.	Name & Address of recipients institutions	Nature / Quantum of benefit granted	Date of Grant	Name & Designation of granting authority.
1	2	3	4	5
1	Available at <a href="http://www.industries.telangana.gov.in">www.industries.telangana.gov.in</a>			Commissioner of Industries, T.S,Hyd

## Chapter 15

### Information Available in Electronic Form [Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
G.O Ms No 77 dt 09-10-2015	<a href="http://www.industries.telangana.gov.in">www.industries.telangana.gov.in</a>	Operational Guidelines of T-IDEA	-----
G.O Ms No 78 dt 09-10-2015	<a href="http://www.industries.telangana.gov.in">www.industries.telangana.gov.in</a>	Operational Guidelines of T-PRIDE	-----

## Chapter 16

### Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	O/o. General Manager, Dist. Industries Centre, Nagarkurnool.	-----
Information Counter	O/o. General Manager, Dist. Industries Centre, Nagarkurnool	-----
Web sites	-----	-----

## Chapter 17

### Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)xvi]

17.1 Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

#### Public Information Officer(s)

S No	Name of office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1	District Industries Centre, Nagarkurnool	Sri G. Sai Krishna Industrial Promotion Officer.	230252	gmdic-ngkl-inds@telangana.gov.in

#### Assistant Public Information Officer(s)

S No	Name of office/ administration unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1	District Industries Centre, Nagarkurnool	Sri G.Bhasker Reddy Senior Assistant	230252	gmdic-ngkl-inds@telangana.gov.in

#### Appellate Authority

S No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1	Sri T.Hanumanthu General Manager	Dist. Level		gmdic-ngkl-inds@telangana.gov.in

## **Chapter 18**

### **Other Useful Information [Section 4(1)(b)xvii]**

18.1 18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

--Nil--

18.2 18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

--Nil--