

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

S. No.	Details of Disclosure
Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	<p>(i) Name and address of the Organization</p> <p>MSME-Development Institute Gaushala Road, PO-Ramna, Muzaffarpur-842002 (Bihar) Ministry of Micro, Small & Medium Enterprises Government of India</p>
	<p>(ii) Head of the organization</p> <p>Joint Director & Head of Office MSME-Development Institute, Muzaffarpur</p>
	<p>(iii) Vision, Mission and Key objectives</p> <p>A field office under the Office of DC (MSME), Min. of MSME, Govt. of India, New Delhi. Overall development of MSMEs in the 21 districts of Northern part of the State of Bihar as per policy & programmes of Office of DC (MSME), Min. of MSME, Govt. of India, New Delhi.</p>
	<p>(iv) Function and duties</p> <p>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>(v) Organization Chart</p>
	<p>(vi) Any other details-the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p> <p>MSME-DO (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>
Powers and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>All the administrative and financial powers of the office are vested with the Joint Director and Head of Office, MSME-Development Institute, Muzaffarpur</p>
	<p>(ii) Power and duties of other employees</p> <p>As per the instructions of the Joint Director & Head of Office, the duties are discharged by the officers as well as by the employees of the office.</p>
	<p>(iii) Rules/ orders under which powers and duty are derived</p> <p>The powers and duties are derived from the Micro Small and Medium Enterprises Development Act (MSMED), 2006.</p>
	<p>(iv) Rules/ orders under which powers and duty are exercised</p> <p>As per the instructions of Joint Director & Head of Office and the O/o DC (MSME), New Delhi (headquarter).</p>
	<p>(v) Work allocation</p> <p>Work is allotted by the headquarters office and the same are further distributed by the Joint Director & Head of Office, MSME-DI, Muzaffarpur among all the officers and staffs of this office.</p>
Procedure followed in the decision making process, including channels of supervision and accountability [Section 4(1)(b)(iii)]	As a field office of DC (MSME) at the State level, Joint Director is the Head of Office and decision making process is as per the instructions received from the head quarters viz. Office of DC (MSME), Ministry of MSME, Govt. of India, New Delhi.
Norms set by it for the discharge of its functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/ services offered</p> <p>Implementation of programmes and policies of M/o MSME for development of MSMEs in the 21 districts of North Bihar as per the target assigned by the DC(MSME) for a particular year & time limit proposed</p>

	<p>(ii) Norms/ standards for functions/ service delivery As per Micro Small and Medium Enterprises Development Act (MSMED), 2006.</p> <p>(iii) Process by which these services can be accessed (a) Through website of this office (http://msmedimuzaffarpur.gov.in) (b) Through physical visit to this office during working days & hours.</p> <p>(iv) Time limit for achieving the targets As per the nature of the work and scheduled time fixed by the Joint Director cum HOO of this office and the Headquarters office, New Delhi.</p> <p>(v) Process of redress of grievances (a) Online through State Champions Control Room (champions.gov.in) (b) Offline through physical visit to this office during working days & hours.</p>
<p>Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions [Section 4(1)(b)(v)]</p>	<p>(i) Title and nature of the record/manual/instruction Record/manual/instructions are maintained as per the instructions of O/o DC (MSME), New Delhi.</p> <p>(ii) List of Rules, regulations, instructions, manuals and records Can be accessed through the web link (https://msme.gov.in/Act-and-rules/rules-0?status=archive)</p> <p>(iii) Acts/Rules manuals etc. Micro Small and Medium Enterprises Development Act (MSMED), 2006.</p> <p>(iv) Transfer policy and transfer orders 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 [Section 4(1)(b) (vi)]</p>	<p>(i) Categories of documents All files, bills, registers, personal records of Group B&C employees etc., and other mandatory details</p> <p>(ii) Custodian of documents/categories a. Overall in charge of all documents: Joint Director & HOO b. Administrative Personal Records related to Establishment Division: Assistant Director (Admin) c. Account Section related documents & records: Assistant Director (E.I) d. Various Schemes/ Programmes related records: Concerned Officer</p>
<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 thereof [Section 4(1)(b)(vii)]</p>	<p>Not applicable</p>
<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public [Section 4(1)(b)(viii)]</p>	<p>Not applicable</p>

Directory of its officers and employees [Section 4(1) (b) (ix)]	S. No.	Name		Designation	
	01	Shri Nikhil Sutradhar		Joint Director & HOO	
	02	Shri Ramesh Kumar Yadav		Assistant Director, Gr-II	
	03	Shri Avishek Chanda		Assistant Director (E.I), Gr-II	
	04	Shri Kedar Prasad Singh		Draughtsman, Gr-I	
	05	Shri Sanjay Kumar Pandey		UDC	
	06	Shri Sidheswar Kumar Jha		Skilled Worker, Gr-II	
	07	Shri Lallan Baitha		Skilled Worker, Gr-II	
	08	Shri Shambhunath Verma		MTS	
	09	Shri Vijay Kumar Choudhary		MTS	
Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4(1) (b) (x)]	S. No.	Name	Designation	Pay Scale (Rs.) as on 01.01.2021	Payment Mode
	01	Shri Nikhil Sutradhar	Joint Director & HOO	15600-39100 Level-12	PFMS
	02	Shri Ramesh Kumar Yadav	Assistant Director, Gr-II	9300-34800 Level-07	PFMS
	03	Shri Avishek Chanda	Assistant Director (E.I), Gr-II	9300-34800 Level-07	PFMS
	04	Shri Kedar Prasad Singh	Draughtsman, Gr-I	9300-34800 Level-09	PFMS
	05	Shri Sanjay Kumar Pandey	UDC	5200-20200 Level-04	PFMS
	06	Shri Sidheswar Kumar Jha	Skilled Worker, Gr-II	5200-20200 Level-04	PFMS
	07	Shri Lallan Baitha	Skilled Worker, Gr-II	5200-20200 Level-03	PFMS
	08	Shri Shambhunath Verma	MTS	5200-20200 Level-01	PFMS
	09	Shri Vijay Kumar Choudhary	MTS	5200-20200 Level-03	PFMS
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4(1)(b)(xi)]	Budget is allocated to this institute under Establish Head as well as under Plan Heads in each Financial Year as per budget allocation and sanction orders of the Office of DC (MSME), Ministry of MSME. Govt. of India, New Delhi.				
Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(i)(b)(xii)]	Not applicable				
Particulars of recipients of concessions, permits or authorisations granted by it [Section 4(1) (b) (xiii)]	Not applicable				
Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4(1)(b)(xiv)]	State Industrial Profiles District Industrial Profiles Project Profiles Annual Reports				

<p>Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use [Section 4(1)(b)(xv)]</p>	<p>http://msmedimuzaffarpur.gov.in There is a library in the premises of MSME-DI, Muzaffarpur. The Books/Journals/Publications/Project Profiles available on various topics/subjects and State Industrial Profile/District Industrial Profiles/Annual Reports are available for public reference during working hours on working days.</p>
<p>Names, designations and other particulars of the Public Information Officers [Section 4(1) (b) (xvi)]</p>	<p>(i) Name of the Nodal Officer: Shri Nikhil Sutradhar Designation: Joint Director & Head of Office Address: Gaushala Road, Ramna, Muzaffarpur-842002 (Bihar) Telephone No: 0621-2282486/0621-2284425 E-mail ID: dcdi-mzfpur@dcmsme.gov.in</p> <p>(ii) Name of First Appellate Authority: Shri Nikhil Sutradhar Designation: Joint Director & Head of Office Address: Gaushala Road, Ramna, Muzaffarpur-842002 (Bihar) Telephone No: 0621-2282486/0621-2284425 E-mail ID: dcdi-mzfpur@dcmsme.gov.in</p> <p>(iii) Name of CPIO : Shri Avishek Chanda Designation : Assistant Director (E.I), Gr-II Address: Gaushala Road, Ramna, Muzaffarpur-842002 (Bihar) Telephone No: 0621-2282486/0621-2284425 E-mail ID: dcdi-mzfpur@dcmsme.gov.in</p>
<p>Other information as may be prescribed [Section 4(1) (b) (xvii)]</p>	<p>District Industrial Profiles Project Profiles Annual Reports</p>
