

Chapter 9 (Manual 8)

Procedure followed in Decision Making Process.

For Impementation of PMRY Scheme :

9.1 As per the PMRY Guidelines and/or as per decision of the PMRY Task Force Committee meeting.

9.2 PMRY Guidelines and minutes of the PMRY Task Force Committee meeting. These Guidelines and decisions were then implemented by the Member-Secretary, PMRY Task Force Committee in consultation with the Chairman.

9.3 Through Newspapers and Official channels

9.4 Director of Industries, General Manager and Functional Manager.

9.5 Director of Industries/PMRY Task Force Committee.

Sl. No	1.
Subject on which the decision is to be taken	Implementation of PMRY Scheme.
Guideline/Direction, if any.	PMRY Guideline, issued by the Central Government, modified/updated from time to time
Process of Execution	Strictly as per PMRY Guidelines and/or as per the decision taken by the PMRY Task Force Committee meeting.
Designation of the Officers involved in decision making	<ol style="list-style-type: none"> 1. Chairman, PMRY Task Force Committee 2. Member-Secretary, PMRY Task Force Committee
Contact information of the above mentioned officers	General Manager, District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	May approach the Director of Industries, Meghalaya, Shillong.

For Impementation of Departmental Training :

9.1 Procedure for selection of trainees was done by the Committee duly constituted for the above purpose.

9.2 Unanimous decision taken by the Committee.

9.3 Through Official communication to the selected trainees.

9.4 Officer incharge of the training center and Instructor.

9.5 General Manager, District Industries Centre, Ri-Bhoi District Nongpoh

Sl. No	1.
Subject on which the decision is to be taken	Selection of Trainees.
Guideline/Direction, if any.	Yes
Process of Execution	1. Application was called through the Local Newspaper for enrolment in the Training Institute. 2. Selection of Trainees by the Committee duly constituted for the purpose.
Designation of the Officers involved in decision making	General Manager, Functional Manager incharge Training Centre, Instructors.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318..
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, East Khasi Hills, Shillong.

For Holding of Industrial Exhibition :

9.1 Decision for various matters through consultation with all officers and GM.

9.2 Decision was taken at the meeting with all officers right from the IPO/AIO to General Manager.

9.3 Arrangement for the decision through Official communication & Local Newspaper.

9.4 Usually Officer in-charge of the Scheme.

9.5 General Manager, District Industries Centre, , Ri-Bhoi District Nongpoh

Sl. No	1.
Subject on which the decision is to be taken	Holding of Industrial Exhibition
Guideline/Direction, if any.	Yes
Process of Execution	<ol style="list-style-type: none"> 1. Identifying the place for holding Exhibition 2. Fixing the date 3. Selection and Contact of Industrial Units/Participants.
Designation of the Officers involved in decision making	General Manager, Functional Managers and IPOs/AIO.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh

For Issuing of Provisional Registration Certificate :

9.1 As per the Guidelines and Rules for Provisional Registration.

9.2 The decision process moves from AIO/IPOs, FM and finally GM.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

Sl. No	1.
Subject on which the decision is to be taken	Granting of Provisional Registration Certificate.
Guideline/Direction, if any.	Yes
Process of Execution	Filling up of prescribed application form after consultation with the applicant. Issue of Provisional Registration Certificate within one week.
Designation of the Officers involved in decision making	General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District,Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

For Issuing of Permanent Registration Certificate :

9.1 According to Rules/Regulation for Registration.

9.2 The decision process moves from AIO/IPOs, FM, GM and finally Director of Industries.

9.3 Through Official communication.

9.4 Director of Industries, GM, FM and IPO/AIO.

9.5 Director of Industries, Shillong. East Khasi Hills, Meghalaya.

Sl. No	1.
Subject on which the decision is to be taken	Granting of Permanent Registration Certificate.
Guideline/Direction, if any.	Yes
Process of Execution	Verification of Unit, filling up of forms, Forwarding the same to Director of Industries.
Designation of the Officers involved in decision making	Director of Industries, General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	Director of Industries, Meghalaya, Shillong.

For Implementation of the Package of Incentives :

9.1 As per the Guidelines of Industrial Policy 1997.

9.2 The decision taken by the District Level Committee.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 Director of Industries, Meghalaya, Shillong.

Sl. No	1.
Subject on which the decision is to be taken	Package Scheme of Incentive.
Guideline/Direction, if any.	Yes
Process of Execution	<ol style="list-style-type: none"> 1. For Permanent registered unit only. 2. Filling up of Forms 3. Verification Report from IPO/AIO. 4. Presenting each case in the Committee for scrutinisation of Claims, Final approval and recommendation of the Committee.
Designation of the Officers involved in decision making	Director of Industries, General Manager and Functional Manager.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. Ri-Bhoi District, Nongpoh. Phone : 03638-232318.
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh.

For Implementation of Grants-in-Aids :

9.1 Official procedure.

9.2 Submission of GIA application alongwith the Training Completion Certificate.

9.3 Official communication.

9.4 Director of Industries, GM, FM and IPO/AIO.

9.5 Director of Industries, Meghalaya, Shillong.

Sl. No	1.
Subject on which the decision is to be taken	Grants-in-Aids.
Guideline/Direction, if any.	Yes
Process of Execution	
Designation of the Officers involved in decision making	Director of Industries, General Manager, Functional Manager & AIO/IPOs.
Contact information of the above mentioned officers	Director of Industries, Meghalaya, Shillong. District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh..

For Implementation of transport Subsidy Scheme :

9.1 Decision based on sets of Instruction followed by Inspection, Verification, Cross examination and then forwarded to the Director of Industries to take up with the State Level Committee.

9.2 Standard application in format with all statutory requirement and attachment, DIC for Inspection by Field Officer (AIO/IPO) and Officer in charge (Functional Manager) for appraisal and cross-examination.

9.3 Through Official communication.

9.4 GM, FM and IPO/AIO.

9.5 State Level Committee.

Sl. No	1.
Subject on which the decision is to be taken	Transport Subsidy.
Guideline/Direction, if any.	Yes, Instruction
Process of Execution	Inspection, Verification, Report, Evaluation and State Level Committee.
Designation of the Officers involved in decision making	General Manager, Functional Manager and AIO/IPOs.
Contact information of the above mentioned officers	District Industries Centre, Ri-Bhoi District, Nongpoh. Phone : 03638-232318
If not satisfied by the decision, where and how to appeal	General Manager, District Industries Centre, Ri-Bhoi District Nongpoh...