

Chapter -18

(Manual – 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public: -

The public whenever they visit the Sericulture and Weaving Department, they enquire mostly on the different Schemes being implemented, how to start and to establish centres and type of training programmes available.

The public who visited the Office for information are treated with respect and information's desired are often informed to them.

18.2 Citizen can submit the application in plain paper personally or by post/courier service. Application must always be clear and legible.

Fee will be charged as per rates determined/fixed by Government.

The application submitted should contain the following information's: -

- a) Name of the applicant.
- b) Name of the father/husband of the applicant.
- c) Details of the applicant including complete postal address, telephone no. and e-mail address (if any).
- d) Name of the public authority from whom the information is being requested.
- e) Nature and details of information being requested.
- f) Proof payment of the application fee.
- g) Proof of B.P.L status to be attached if the applicant claim fee waiver.
- h) Date of which the applicant submitted.

The applicant may submit the application through the Assistant Public Information Officer who will in turn forward the same to the concerned Public Information. It should be clearly written as specified above. He will simply act like a post office and each applicant received must be recorded properly and submit to the Public Information Officer immediately. He does not have the right to ask the applicant why the information is wanted.

The Public Information Officer will have to manage to provide the information in the form as requested, however, the information may be denied if the application to all the guidelines and norms stated above.

Incase the citizen is not satisfied with the information provided by the Public Information Officer an appeal can be made by submitted through the

Assistant Public Information Officer who will then forward the same immediately to the Appellate Authority.

For each and every information provided a fee or additional fee will be charged at rates to be determined and fixed.

18.3 With relation to training imparted to public by Public Authority: -

The Sericulture and Weaving Department is conducting the Artisan Course Training in Handloom/Weaving in different Weaving Training Centres set up in the District. The duration of the training is for a period of 1(one) year starting from March to February every year. The qualification of the applicant for admission in the Training Centres should be class VI passed and preferably those who come from the Weaver's family. There is no application fee and applicants may submit their application form in plain paper or Standart form of application and enclose along with it their certificate of education and date of birth. The number of trainees who completed the training during 2004-05 is enclosed at Annexure A. The trainees after completion of the Training are expected to take up Handloom-Weaving for self employment; Selection of the candidates is done by the Selection Committee and during the training period they are aid a Stipend of Rs.500/- P.m.

Beside the above, the Sericulture and weaving Department, Nongpoh is also conducting the training of Handloom-Weavers in certificate in Handloom Technology for a period of 2(two) years at the Handloom Training Institute Nongpoh. The Trainees are selected out of those weavers who have completed and passed the Artisan course from Weaving Training Centres, the name of the Trainees is enclosed at Annexure B. The rate of stipend paid to each trainees is Rs.600/- (Rupees Six Hundred) per month.

Further, the District Handloom Office, Nongpoh is also conducting, selecting and depicting candidates for training in Diploma Course in Handloom Technology and post graduate. The candidates on completion of the Training are expected to take up the activities for self employment and the District Handloom Office does not guarantee for employment.

The application for admission into all the above Training course is made through advertisement in Newspaper and Notice Board.

18.4 With relation to training imparted to Public by public Authority: -

The certificate once issued will continue to remain valid until it is either lost or destroyed and for which duplicate one will have to be applied for.

18.5 With relation to Registration Process: -

The District Handloom Office is always inviting application from interested contractors for registration to take up/Execute the construction/Repair of Departmental Building.

The applicants should be financially sound and having experience with other Departments and furnish necessary relevant papers and certificates as desired.

Invitation of application is made through advertisement in Newspaper where all necessary norms such as application fee, list of enclosures to be enclosed with, etc is spelt out.

The application are compiled after receiving and necessary registration certificate is issued if conformed to the norms and regulation prescribed by the District Handloom Office, Nongpoh.

The contractors have to renew their Registration Certificated every year.

18.6 With relation to collection of tax by Public Authority (Municipal, Corporation, Trade Tax, Entertain Tax etc)

Does not relate to the District Handloom Office, Nongpoh.

18.7 With relation to issuing new connection Electricity/Water Supply temporary and Permanent disconnection, etc.

Does not relate to the District Handloom Office, Nongpoh.