8. REQUIRED STATUS OF CONTENT DEVELOPMENT

8.1 Branches, Linkages & Issues:

8.1.1 Industries & Mines Department

IMD has a direct link with all HoDs and Boards / Corporations under it. IMD is a nodal department for all of them. IMD monitors functioning of all of them. Schemes announced by IMD are implemented by these agencies; IMD provides budgetary support for them.

IMD is also linked with other department in secretariat like finance, environment, forest etc. for implementation of its various schemes through these HoDs, boards and corporations and also providing budgetary and other support to them.

![Diagram of IMD and its linkages](image)

Figure 8.1
8.1.2 MIS Reports of IMD branches

IMD receives annual financial report showing budgetary allocations, expenses, use of grant etc. from all offices, corporations, boards under it. It also receives annual report on target achievement under various schemes from all boards, corporations and offices under it.

Many reports are sought from various offices, boards and corporations due to assembly requirements.

IMD prepares budget for all offices, boards and corporations under it and sends the consolidated report to the finance department. IMD also sends certain report to General Administration Department.

Following list gives some of the branch wise reports of IMD

KH and KH-I Branch (Cottage Industries)
- PMRY progress report
- Annual report from Boards / Corporations under cottage commissioner
- Progress report on various schemes announced by the department

P Branch: Industrial Projects
- Report on big projects financed by GGIC
- Status report on proposals of big projects
- Report on BIFR cases (other than Textiles)

CHH and CHH-1 Branch: Policies Mines and Minerals
- Report of CGM on permission of lease
- Reports from collectors on permission of lease
- Reports of renewal of lease
- Report on appeal/court cases

D1 and D2 Branch
- Transfer and other issues related to class-1 and class-2 officers
- Departmental inquiry report
- Inquiry reports are sent to Gujarat Public Service Commission

I Branch: New Industrial Policies
- Guidelines sent to various DICs and other boards/corporations about new incentives to Industries
• Guidelines sent to various DICs and other boards/corporations regarding policy disputes

A Branch: 5 Year and Annual Development Plan
• Report on goals and targets for various offices, corporations and boards
• Consolidated report on target from various offices, boards and corporations is sent
• Periodic report on achievement of targets
• Report on sanctioning HBA, vehicle loans etc.

T Branch: Textile Industries
• Report related to mills under BIFR

G Branch: Medium and Large Scale Industries
• Annual report on medium and large industries
• Report from GIDC about new GIDCs, enhancement of facilities etc.

B Branch: Budget and Grants
• Annual departmental budget from all offices, boards, corporations under IMD
• Consolidated budget of IMD is sent to finance department
• Report to Public Accounts Committee on utilisation of funds

Issues:
The following issues will have to be addressed while considering the digitised contents of IMD:
• All HoDs, boards and corporations under IMD send various reports to the department. Managing all such manual data is a cumbersome task; computerisation will help IMD in resolving this issue.
• Some of the major corporations working under IMD like GSFC, GIDC etc. have computerised their system, and so computerising IMD at the secretariat will facilitate easy data transfer and fast reporting from these major corporations to IMD.
• Integration of various developed systems may become an important issue.
• IMD works in close co-ordination with other department like finance, social welfare etc. in Secretariat and also with some Central Government Departments / Agencies. Most of them are not
computerised, so computerisation of IMD will raise the issue of communication of IMD with these departments/agencies.

- Connectivity and sharing of data with DICs and its interaction with boards/corporation outside the IMD dept like GPCB, GEB etc.
- Proposals received at DIC are in the form of big project reports; digitization of such big reports and transferring huge data into the system may not be an easy task.
- Project reports once entered in the system will give IMD an advantage of fast summary and easy analysis.
- Various Department / Boards / Corporations under IMD have their own websites; IMD should develop its own website containing links with all these websites. So that IMD’s website serve as parent website for website of other Departments / Boards / Corporations under IMD.

8.1.3 Commissioner of Cottage & Rural Industries

Cottage & Rural Industries play an important role in providing non-farm sector employment opportunities in the rural areas especially for the traditional artisans and the weaker sections of the society.

Commissioner of Cottage Industries working under the Industry and Mines department is mainly focused on development of cottage industry, to provide the employment opportunities and promote the Industrial development in Gujarat. This office provides financial aid through different incentive schemes to boost industrialisation.

- Implementation of various Central and State government Schemes for Handloom Weavers.
- Implementation of various Central and State government Schemes for Handicraft Artisans
- Providing employment to the rural artisans through Gramodhyog Vikas Centre, Carpet Centre etc.
- Providing assistance for production and sales of Handloom, Handicraft, and Khadi, Leather and soil items and up-grading the skill.
- Recommend the loan application of new entrepreneurs to the bank under Bankable and Vajpayee Yuva Rojgar Yojna.
- To provide assistance to unemployed youth and rural artisans. Provide proper information for self-employment
- Providing required tool kits to rural artisans.
The State Government has introduced various schemes to provide financial support, technical guidance, training, marketing assistance and common facilities through various Boards / Corporations such as:

- Industrial Extension Cottage INDEXT-C
- Gujarat State Khadi Gramodyog Board
- Gujarat State Handicraft Development Corporation
- Gujarat State Handloom Development Corporation
- Gujarat State Rural Industries Marketing Development Corporation
- Rural Technology Institute - Gujarat

The Commissioner is also responsible to execute all cottage and rural sector activities which include traditional activities like Handloom and Handicraft, Leather etc. and non traditional household activities, the services sector activities of rural areas, the business sector activities, the micro enterprise group under bankable and PMRY scheme and the promotion of co-operative sector and identifying clusters of this artisans and providing them various type of assistance.

Gujarat has various traditional handicraft products. Popular products like Patola of Patan, Garchola of Cambay, Sujni of Bharuch, Ajarakh print of Kutch, Metal craft of Botad, Bandhani of Jamnagar, Block printing of Kutch, Gem and Jewellery of Rajkot and Bhavnagar and various other crafts have provided Gujarat supremacy nation wide. The Patola of Patan and vegetable dies like Ajarakh print work were well known in the international market in the past also. These products are still recognised as Kutch district products. Kutch district is the richest district where community wise embroidery and handicraft products have made their name everywhere. Even today, artisans from Kutch bag the largest number of awards for their artistic and unique handicraft products. Most of handicrafts are sold under the brand name of 'Gurjar', handloom under 'Garvi', GRIMCO products under 'Gaurav'.

CCI is operating in districts through District Industries Commissioner (DIC) office. DIC is a common office for both CCI and Industries Commissioner (IC). In majority of the case, General Managers of DIC are from IC office, however in few cases, GMs are from CCI too. All the applications under various schemes are accepted at DIC only, which is primarily scrutinised at DIC itself.

DIC in turns sends these applications after scrutiny to respective Commissionerate, where they are again scrutinised for final approval.
Approved applications are then processed further for the purpose of loan sanctions etc.

Corporations under CCI also depend on DIC for implementation of some of their schemes.

Commissionerate's main requirement is digital transfer of data and reports between DIC and Commissionerate office. Currently, DIC sends manual data and reports about implementation of various schemes, financial details of schemes, applications etc.

There are 24 DICs in Gujarat. The Dangs does not have DIC. DIC, Balsar looks after the Dangs district also. Representative diagram of some DICs is shown below.

![Diagram of some DICs in Gujarat](image-url)

Figure 8.2
Branches under Commissioner of Cottage Industries (CCI)

Figure 8.3
Brief description of functionalities of various branches under CCI is as follows.

Handloom Branch
- Implementation of Package Scheme for Handloom Industrial Cooperative Societies
- To provide share contribution to state apex federations
- To implement work shed cum residence scheme for scheduled cast weavers
- To provide primary and advanced training in Handloom weaving.
- To implement Intensive Handloom Development Scheme for GIDC.
- To implement Handloom Reservation Act 1985
- To implement Scheme for Development of Exportable Products and their Marketing

Bankable Branch
- Implementation of self-employment scheme like Vajpayee Yuva Rojgar Yojna.
- Providing required tool kits to rural artisans under Manavkalyan Yojana.
- Provide proper information for self-employment

Package Branch
- Implementation of package scheme for Industrial co-operative in which share loan, share contribution, administrative Assistance, sales depot assistance, interest subsidy etc. are given to Industrial co-operatives
- To implement village tannery and flaying centre scheme for leather co-operatives

Training Branch
- To impart training to the rural unemployed and less educated youth in various trade through training cum production centre and regional training centres for self-employment
- To procure materials and machinery for TCPC and RTC as per its requirement.
- Monitoring of TCPC and RTC
Legal Branch
- Dealing with all legalised matter of industrial co-operative societies.
- Reporting to RBI regarding industrial co-operative societies
- Collection of all data regarding industrial co-operatives

Handicraft Branch
- Implementation of state govt. Schemes of carpet centre and Gramodyog Vikas Centre to provide employment to rural artisans.
- To implement various scheme through Handicraft Development Corporation
- To implement sales rebate scheme for handicraft co-operative societies.
- To arrange all India handicraft week every year. Co-ordination of all boards and corporations
- Establishment of "Urban Hatt" and washing-clipping and finishing unit.

General Branch
- Account maintenance of diesel, petrol and other daily necessary items used in the office.
- Telephone and electricity bill payments

Plan Branch
- Schematic planning of entire department
- Make progress report on Plan and Programs. Citizen charter
- Maintain registers regarding expenditure, employment generation etc.

Accounts Branch
- Accounting of the entire Commissionerate
- Financial responsibility, Budget preparation.
- Expenditure monitoring
- Departmental Audit
- Keep record on HBA loan, Vehicle loan, GPF, PF etc.
- Inspection of all the district level offices.
- Preparation of pension papers.

**Linkages:**

![Figure 8.4](image)

CCI reports to IMD in its functioning. CCI has seven boards/corporations under it as shown in the figure above. CCI is closely associated with all boards/corporations and institutes working under it for implementing various schemes governed by it. CCI also provides budgetary and other support to these boards/corporations/institutes for their functioning. Above figure show these inter-linkages of CCI with IMD and other boards/corporations.

CCI is closely associated with IC as both of them are having common DIC. GM of DIC reports to IC for administration purpose, however it implements schemes of both IC as well as CCI.

DIC helps GSHDC, GRIMCO and Handicraft too in implementation of some of their schemes.

CCI also co-ordinates with RBI as well as other nationalised/co-operative banks for providing loans under its bankable scheme.

CCI works in close co-ordination with Registrar of Co-operatives and Co-operative department for assisting various co-operative societies.

CCI deals with social welfare and tribal welfare department for implementation of schemes related to these departments.

**MIS Reports:**

Representative list of MIS reports submitted to CCI by various DIC is shown below.

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Package:

- Quarterly report on audit
- Financial assistance to co-operatives
- Yearly recovery under share charge for co-operatives
- Quarterly report on bankrupt co-operatives
- Registration of co-operatives
- Detailed working of various co-operatives
- Wage report of co-operatives
- Governments pending recovery

Handloom

- Progress report of key indicators of HDC/QDY schemes
- Physical and financial progress in handloom industries
- Report on weavers and government contribution in registered handloom co-operatives
- Scheme wise grant and savings
- District wise report on direct production program
- Quarterly report on co-operatives
- Monthly progress report of PPS
- Physical and financial progress under PPS
- Annual report on loan/production/wages of each co-operative
- Report on target and achievement under annual development program
- Report on wages under SC development program of 20 point development
- Annual report on employment opportunity target and achievement under action plan
- Annual report on employment opportunity grant and actual spending under action plan
- Comparative annual statement of production of various boards/corporations under CCI
- Comparative annual statement of employment opportunities of various boards/corporations under CCI
- Performance report
• Scheme wise spending of handloom
• District wise grant of handloom

Plan
• Annual planning of expenditure and achievement
• Quarterly progress report
• Financial progress of annual development plan
• Quarterly fund flow of various schemes
• Quarterly progress report on tribal sub plan
• Quarterly fund report on tribal sub plan
• Quarterly central assistance report on tribal sub plan
• Quarterly state assistance report on tribal sub plan
• Annual report on employment opportunities
• Plan wise physical progress report under annual development plan
• Plan wise financial progress report under annual development plan
• Monthly progress report of minority welfare program
• Month wise report on employment opportunities under various schemes
• District wise report on financial assistance to SC/ST/OBC under 20 point program

Handicraft
• Quarterly progress report of co-operatives
• Pending cases report
• Employment opportunities under Kutch Women Revolving Fund
• Grant and actual spending under Kutch Women Revolving Fund
• Quarterly progress report under Gramodyog Development Scheme
• Annual report under Gramodyog Development Scheme
• Employment opportunities under SC development under 20 point program
• Physical and financial target and achievement progress report
• Comparative annual statement of production of various boards/corporations under CCI
Issues:

Based on our understanding of CCI's functioning, one can observe the following concerns of CCI, which can be resolved through computerisation.

- CCI's main concern is related to its various reports. It receives many reports from DIC (some of which are mentioned above). Currently CCI has to manually integrate all the reports to send it to IMD. CCI would like to have computerised format for its reports, so that it will only have to consolidate all those digital reports.
- CCI is required to send a report to the Registrar of co-operatives and RBI also. Currently, they have to manually integrate various reports of different formats. Therefore, a computerised system will help in resolving the issue.
- CCI is not able to track the status of various proposals submitted to the banks under its various schemes. Computerisation will help in tracking those proposals with improved accuracy. As most of the banks are computerised, feasibility of integrating digital data transfer can be checked.
- Connectivity and sharing of data with DICs and its interaction with banks, co-operatives and other concerned agencies / departments
- Proposals received at DIC are in forms of big project reports; digitisation of such big reports and transferring huge data into system may not be an easy task.
- Project reports once entered in the system will give IMD an advantage of fast summary and easy analysis.
- Development, maintenance and upgradation of database regarding co-operatives and other agencies
- Interlining of computerised database with department's website

8.1.4 Gujarat State Handloom Development Corporation

Gujarat State Handloom Development Corporation (GSHDC) has been set up by the state government to promote the handloom industry on a
small-scale basis and to create employment opportunities through financing weavers and providing them with necessary equipments for manufacturing and processing of handloom materials. GSHDC’s main functions can be summarised as follows:

- To promote the handloom industry on a small-scale basis
- To create employment opportunities through financing weavers and providing them with necessary equipments for manufacturing and processing of handloom materials
- Selling of handlooms products through own outlets

GSHDC provides raw materials and arranges for the marketing of goods produced by weavers who are not included in the co-operative sector. It also provides technical guidance for new designs, equipment-tools and training.

GSHDC’s mainly deals with the manufacture and sale of handloom products. GSHDC undertakes manufacturing activities through the following methods:

- Direct manufacturing by registered weavers with the corporation
- Purchase from weavers

In direct manufacturing, GSHDC provides raw materials, product specifications as well as design to the weavers. GSHDC maintains administrative offices as well as godown/stores at all districts for this purpose.

GSHDC purchases its raw materials like yarn and fabric from various vendors through tendering process. These raw materials are directly sent to the respective district godowns. Similarly, finished goods are directly sent to the stores. The HO only maintains the records.

GSHDC has also identified certain processing houses to undertake processing on its raw materials and products.

Once weavers make the goods, they are sent to the stores, which in turn send them to the outlets managed by the corporation.

GSHDC manages 18 such outlets, out of which three (Kolkatta, Jaipur and Kanpur) are outside Gujarat.

GSHDC also runs various schemes for the weavers. Tool kits are distributed among weavers. Currently, the database of weavers is manual. GSHDC maintains accounts of weavers for recovery and payment of loans, in which both weaver’s component and government’s component is calculated.
Branches under GSHDC

Following figure shows details of various branches under GSHDC.

Figure 8.5

Linkages:

GSHDC reports to CCI for implementation of various schemes under CCI. GSHDC gets budgetary support from CCI as well as IMD.

GSHDC operates in close coordination with other boards/corporations working under CCI. GSHDC also implements certain schemes of the central government and therefore it deals with Cottage and Rural Industries Department as well as the Central Government.

The figure below shows inter-linkages of GSHDC with its godown centres, outlets and administrative offices.
After studying the functioning of GSHDC, one can conclude that GSHDC would like to resolve the following issues:

- GSHDC’s main concern is to have a control over its inventory in various godowns/stores and would also like to maintain stock details.
- GSHDC would also like to have payment associated with its purchases, so that the system can show outstanding payment and other details.
- GSHDC also wants an accounting package to calculate weaver’s wages, outstanding loan amount, contribution of government and weavers etc.
- GSHDC will have to go for WAN as some of its outlets are out of Gujarat and so GSWAN will not be effective there.
- GSHDC can also look into an e-commerce based solution so that citizens, vendors as well suppliers can place order through website only.
- GSHDC may face implementation problems at its various production centres due to non-availability of required manpower, general apprehensions about computers etc.
- Integration of artisans, raw material suppliers, processing centres, retails outlets etc would have to be addressed.
• Bar coding can be used at department outlets to sell various items
• Bar coding system will be linked to the overall system for payment, inventory control, logistics control etc.
• Configuration of ready made/off the shelf products can be considered for retail sales, inventory management etc.
• Development, maintenance and upgradation of artisan's database
• Interlining of computerised database with department's website
• Tendering issues can also be resolved

8.1.5 Gujarat State Handicraft Development Corporation

Handicraft Development Corporation has been set up by state government to promote the handicraft industry on a small-scale basis and to create employment opportunities through financing weavers and providing them with necessary equipment for manufacturing and processing of handicraft materials.

Handicraft Corporation's main functions are as under:
• To promote the handicraft industry on a small-scale basis
• To create employment opportunities through financing weavers and providing them with necessary equipments for manufacturing and processing of handicraft materials.
• Selling of handicraft products through own outlets "Garvi"

The corporation has since its inception sought to provide every type of assistance to the rural artisans even in the remotest corners of the State so that they can withstand the onslaught of the machine age. In the pursuit of its objectives, the Corporation has on one hand set up, Procurement Centres all over Gujarat to provide raw material, technical and design inputs to the economically poor artisans of Gujarat and on the other hand it has set up a chain of emporia for selling their handicrafts. Besides the corporation organise exhibitions in all major cities of India every year. The main feature of organising such exhibitions is to give an opportunity to artisans to give live demonstration of their crafts and also to sell their products directly to the public, which helps in generating income to these artisans.

A new feature of the marketing activities of the corporation is the organisation of tribal melas cum exhibitions all over India for the exclusive promotion of tribal crafts. Tribals participate in these melas cum exhibitions by demonstrating new crafts and selling directly to the consumers. This helps them to get some much needed exposure.
Another new marketing strategy adopted by the Corporation is the opening of new Gurjaris on franchise basis, which has given boost to the sales of the Corporation.

Essentially the Corporation undertakes to create marketable products without changing the traditional skills. The design cell of the Corporation is well equipped to provide necessary assistance to artisans. It was set up to develop new products and new designs while keeping alive the traditionality of craft.

The corporation is the nodal agency for the implementation of various schemes and training programmes of Government in the field of handicraft sector. The beneficiaries of this programme are poor needy women artisans who have been provided with training programmes from the corporation.

Handicraft Corporation is also having its retail outlet Garvi outside Gujarat in cities like Delhi, Mumbai and Jaipur.

Handicraft is having close linkages with GSHDC and GRIMCO.

**Linkages:**

Handicraft reports to CCI for implementation of various schemes under CCI. GSHDC get budgetary support from CCI as well as IMD.

Handicraft operates in close linkages with other boards/corporations working under CCI. Handicraft implements certain schemes of central government too and so it deals with cottage and rural industries department, central government also.
Issues:
Based on our understanding of Handicraft Corporation, we can summarise their requirement as follows.

- Handicraft's main concern is to have inventory control of its godown/stores and would also like to maintain stock details.
- Handicraft will also like to have payment associated with its purchases, so that system can show outstanding payment and other details.
- Handicraft also wants an accounting package to calculate weaver's wages, outstanding loan amount, contribution of government and weavers etc.
- Handicraft wants to implement an e-commerce based solution so that citizens, vendors as well suppliers can place order through website only.
- Handicraft will also have to go for WAN as many of its outlets are out of Gujarat.
- Handicraft may face implementation problems at its various production centres due to non-availability of required manpower, general apprehensions about computers etc.
- Bar coding can be used at department outlets to sell various items.
- Bar coding system will be linked to the overall system for payment, inventory control, logistics control etc.
- Configuration of ready made/off the shelf products can be considered for retail sales, inventory management etc.
- Development, maintenance and upgradation of artisan's database.
- Interlining of computerised database with department's website.
- Tendering issues can also be resolved.

8.1.6 Gujarat Rural Industries Marketing Corporation
GRIMCO was established for the production and sale of various items like furniture garments, species, other engineering items and tool kit for artisans connected under various trade. It provides facilities to rural artisans for marketing their goods. As the artisans are not organised, they have to depend for sale of their finished products on intermediary agents and private traders and as such they obtain much less return as compared to the effort put in by
them. Since GRIMCO has taken over the marketing activities of the corporation, they will obtain a better return.

GRIMCO is having various branches like leather, wood and steel, spices and bee keeping etc.

Corporation also runs total 14 production centres.

**Branches under GRIMCO**

Functioning of branches under GRIMCO is briefly summarised below.

![Diagram of GRIMCO's structure](image)

**Leather**

Leather branch is having various production centres under it. Production centres are involved in leather footwear production as well in providing training to the workers in usage of machinery for production.

Raw materials and design in provided to workers associated with the production centre and they are paid wages for the work done by them. These products are then sent to the emporiums run by the corporation.
HO is involved only in negotiating the contract, utilising subsidies / grants and inspection of goods. We can summarise the functions as below.

- Identify the requirements of govt. organisations.
- Receive requirement specification from the organisation. Prepare specification and quantity. Issue of tender bid
- Placing order to vendor. Delivery of goods
- Payment of goods to vendor
- Receive payment from the organisation
- Besides this they also conduct promotional activities like Exhibition and emporiums

**Wood and steel Furniture**

The function of the Wood and Steel branch function similar to that of leather branch. This branch manages a production centre for producing steel furniture and three centres for producing wooden furniture. This furniture is basically made for government and it is also sold through emporium.

Purchasing of raw materials is done by HO, however raw materials are directly sent to the stores at respective centres. Stock of finished goods is also kept at centres.

**Admin Branch**

- The admin branch has two major sub branches- Office management and establishment
- The office management includes following functions
- General administration of office equipments. Vehicles administration. Building maintenance. Maintenance contract
- Maintaining dead stock register
- Telephone and electricity bills
- Ownership and rental agreements
- The establishment includes following functions
- Maintain the employee information. Service record of the employee. Legal case
- Leave, payroll of the employees
Species and bee keeping branch

Spices branch is involved in manufacturing turmeric and chilli powder. It is agmarked at the production centre. Sales of these spices are done through government schemes like "mid day meal" as well as ICDS. It is also sold through emporiums run by the corporation as well as "Kalpatru" stores. Spices branch is involved mainly in following functions

- Purchase of raw materials
- Production of species Sales and marketing
- Promotional activities

Bee keeping branch functions under 100% grant from Government of India. Special bee colonies are purchased from Punjab and Haryana. These bee colonies are then given to farmers at subsidised rates in selected districts through nodal agencies working on behalf of corporation. Bee keeping also helps farmers in high yield of around 20-25% and also their income increase by selling honey.

Honey is purified by the technical expert of the corporation, who visit this farm and this honey is then marketed through the emporiums. The bee keeping has following functions

- The basic function of these branch is to promote employment of farmers and increase production of agriculture products by 18 to 22 %
- Receive grant from central government. Distribution of bee colony to farmers Training of farmers Inspection
- Report to central govt. regarding the progress of scheme

Accounts Branch

- The branch is responsible for marinating of accounts of Various Transactions between the vendor and the GRIMCO
- It also maintains the accounts of Inventory in GRIMCO

Marketing tool kit and project branch

Marketing branch runs the 7 emporiums of the corporation. It is involved in procuring various products and marketing them through these emporiums. For this corporation works closely with GSHDC and Handicraft corporation.
Tool kit branch provides tool kits to the artisans under various schemes, these kits are purchased from various vendors and then sent to DIC for distribution.

Project branch takes interior designing work of other government offices and also provides them with steel and wooden furniture.

- The main function of this branch is to identify employment beneficiaries under schemes of the Government.
- Receive requirement specification from Dist. Offices (Nodal agency)
- Tendering of the tools required
- Order and purchase of Tools from vendor. Distribution of toolkit to district offices. Payment to vendors.
- This branch also maintains the stock inward Book and Stock outward book for inventory control.

**Linkages:**

GRIMCO reports to CCI as well as IMD for implementation of its certain schemes. GRIMCO works in close co-ordination with other boards/corporations under CCI.

Following figure shows linkages of GRIMCO with its various production centres, emporiums and other agencies.

14 production centres for leather, spices, steel (1) and wooden (3) furniture etc.  
Bees farming through nodal agencies in district like Junagadh  
Tool kit distribution through DICs  

Figure 8.9

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Issues:
After discussing with GRIMCO officials, we have identified following key issues

- GRIMCO wants online data transfer and networking with all its production centres.

- GRIMCO will also like to have inventory control at its production centres, however they are not planning to include various emporiums run by it in this phase.

- GRIMCO will also like to have payment associated with its purchases, so that system can show outstanding payment and other details.

- GRIMCO may face implementation problems at its various production centres due to non-availability of required manpower, general apprehensions about computers etc.

- GRIMCO can implement an e-commerce based solution so that citizens, vendors as well suppliers can place order through website only.

- Bar coding can be used at department outlets to sell various items

- Bar coding system will be linked to the overall system for payment, inventory control, logistics control etc.

- Configuration of ready made/off the shelf products can be considered for retail sales, inventory management etc.

- Development, maintenance and upgradation of artisan's database

- Interlining of computerised database with department's website

- Tendering issues can also be resolved

8.1.7 Indext-C
Cottage Industry being highly disorganised has many problems. A major problem of this sector is adoption of appropriate technology providing designs, which can help in marketing of their products and also elaborate marketing infrastructure. Indext-C, which was created in the year 1992-93, is trying to meet this requirement.

Indext-C is supportive branch for commissioner of Cottage Industries. It does marketing of various schemes of cottage industries. Indext-C provides marketing platform for various products of handloom, handicraft, leather, matikam etc. through fairs organised by it.
It also organises various seminars for artisans as well as educated unemployed youth to give them guidance about cottage industries.

It gives prizes to the selected artisans and also provides identity card to the artisans. It also undertakes survey of various artisans. Indext-C is having district wise database of artisans.

The department has identified 368 project profiles in the 17 group of activities. These profiles are used for bank finance to the private individuals. Since Gujarat is attracting new investment, it is anticipated that lot of ancillaries activities will develop. A new strategy is being worked out to ensure identification of such potential industries where ancillarisation is possible and new job opportunities are made available in the field of self-employment.

The department has also adopted a strategy to support the traditional artisans through gromodyog sankul programmes and providing them marketing infrastructure by way of organising crafts fairs.

There are 4262 Industries Co-operative Societies, which have an apex level co-operative popularly known as Gujarat Rajya Handloom and Audhogik sangh Federation Limited. Since the beneficiaries under this sector are primarily on the weaker sections and backward and drought prone areas. Efforts are being made to cover largest beneficiaries from these areas out of total 1,11,798 beneficiaries covered in the year 1995-96.

**Objectives of Indext-C**

Indext-C has the following objectives

- To Organise awareness programmes regarding the Cottage and Rural Industries Policy and for cultivating mutual understanding about the problems faced by artisans at the regional level.
- To become helpful to beneficiary groups by co-ordinating the activities and efforts of Board/Corporations, District Industries Centres and Voluntary agencies connected with the cottage and rural industries
- To Prepare Project profiles and make available, to enable the entrepreneurs to get guidance, from a single outlet and give impetus to the development of different schemes of cottage and rural industries through publication.
- To provide guidance and assistance, by developing rural industries Gramodyog complex, for raw material, equipment/tools, design,
funds and marketing for speedy development of the cottage and rural industries sector.

- To organise exhibition cum sale programmes for propagating and promoting sale and exports of Cottage and Rural industries Products outside the state.

- To arrange open house programmes for solving the problems on the spot relating to Co-operative societies and cottage industries artisans of the state.

- To make publicity with the help of various media to give impetus to the sale of cottage and rural industries products.

- To take the services of the concerned sector for preparing specialised projects.

**Activities Undertaken by Indext-C**

This organisation has been established to carry out the following objectives without involving any activity for profits. These activities are being taken up to increase employment opportunity in the cottage and rural industries sector in co-operation with the organisations connected with the development of this sector such as the Khadi and Village Industries Board, Handloom Development Corporation, Handicraft Development Corporation, Rural Industries Marketing Corporation, Leather Development Corporation, Gujarat Earthen Artisan Development Board, Rural Technology Institute, State Design Centre, Cottage and Rural Industries Commissioner and District Industries Centre.

- Providing information to entrepreneurs desiring to setup cottage and village industries with respect to project identification, location selection and incentives under various schemes announced by the Govt.

- Compilation of information on various assistance schemes under Cottage industries sector and dissemination of the same to the prospective entrepreneurs.

- Compilation of information on various projects/project profiles under cottage, village sector industries and dissemination of the same to interested entrepreneurs.

- Providing specimen application forms for various schemes under cottage sector industries as well as various schemes operated by respective corporations to interested entrepreneurs.
• Providing follow-up assistance in special cases as and when required.

• Co-ordination of activities carried out by various corporations/institutions engaged in promotion of cottage sector industries, such as Khadi and Village Industries Board, Gujarat State Handicrafts Development Corporation, Gujarat Rural Industries Marketing Corporation, Gujarat Leather Corporation Ltd., Commissioner of Cottage Industries.

• Publication of literature on behalf of Commissioner, Cottage; Cottage Industries and related corporations.

• Carrying out promotional Campaign through advertisement etc.

• Organising / assisting in Organising Seminars, Workshops, Exhibitions at State and District Level for the development of Cottage Industries.

• Publication of information on village industries sectors through Literature.

• Any other activities with respect to promotion of village, cottage industries.

• The Indext-C would provide strategical advice, consultancy and know how far development including product up-gradation, technology inputs, training, wide coverage and other means to make the functioning of the Corporations more oriented towards the emerging economic and industrial scenario. These services would be provided by the Indext-C's own staff and also through hiring services of professional consultancy.

• The Indext-C would also perform the role of giving qualitative feed back on the efficiency of the various programmes of the cottage industries departments, so as to make them more effective and suggest new programmes.

• The Indext-C would also initiate discussions with bankers and other financing agencies to sort out problems of finance of the cottage sector.

Linkages

It works in close association with various DICs, GRIMCO, GSHDC, Handicraft Corporation, KVIB etc. for providing infrastructure of products.
Indext-C provides infrastructure of marketing to artisans by providing them stall space at token cost in the fairs organised by it in state as well as outside state.

In these state fairs, cottage industries department and related corporations also participates.

**Issues**

While discussing with department officials, we come across following issues that department is facing.

- Maintenance and upgradation of existing artisan's database
- Interlining of computerised database with department's website
- To reach out to more people, department can use its website by uploading various project profiles under PMRY
- Connectivity and sharing of data with DICs and other concerned agencies/departments/corporations

**8.1.8 Rural Technology Institute**

The Rural Technology Institute (RTI) has been established by the Government of Gujarat as a Service Institute and is the first of its kind within the country. The endeavour of the Institute is to co-ordinate the efforts to promote the concept of appropriate Technology for Rural Development in general and for the benefit of rural artisans and cottage Industries in particular.

The prime objectives of the Institute are to examine the technology being used by the artisans engaged in Cottage and Rural Industries. It also aims to identify and develop Appropriate Technology and get it accepted and adopted by the rural artisans with the help of dissemination of information, propaganda and extension work through various mass media of communications. However, more specific objectives are enumerated as follows:

- To examine the existing status of technology to assess its employment potential.
- To identify Appropriate Technologies and transfer through various media of communications.
- To monitor the on-going R & D in technology and test its application and suitability to local conditions.
- To undertake pilot projects of proven but untried technology.
- To introduce more remunerative new economic activities.
- To create awareness about Appropriate Technology.
- To promote the concept of Appropriate Technologies among the Technocrats, Professionals and Academic Institutions and at the policy level in Government and Non-Government organisations.
- To motivate young professionals to accept Rural Development as their future career.

Activities of RTI

In order to achieve the objectives the Institute is undertaking following activities:

![Diagram of RTI activities]

**Research & Development**

The prime work of the Institute is to carry out the Research and Development for developing more efficient prototype tools / equipments / machines for the use of rural artisans. This work is being done in three ways. Firstly; Institute is trying to increase the working efficiency of the existing tools / equipments / machines by introducing minor or major changes. Secondly; Institute is trying to introduce more remunerative activities in the place of obsolete old economic activity gradually dying for want of appropriate technology. Thirdly; Institute is undertaking miniaturisation of the sophisticated machinery being used by big units.

This will not merely help in introducing sophistication at the decentralised level but will also help in providing sustainable employment at the doorsteps of artisans along with increase in income. Institute is encouraging individuals for undertaking innovative research work in the field of rural development. Besides this, Institute is also
trying to produce Appropriate Technologies developed and successfully tried elsewhere in the country.

**Skill Upgradation & Formation**

With a view to provide know-how and guidance to rural artisans regarding complexity, periodical maintenance and efficient and economic use of prototype machines developed by the Institute, the Institute is organising **Skill Upgradation Programme** covering about 19 activities and imparting training to about 3500 to 4000 unemployed and partially employed youth-per annum. The details of the skill upgradation programmes and demonstration Centres are given at the end of the brochure. The skill up-gradation programmes of the Institute are distinct in nature due to following characteristics:

- Short duration
- Full time attendance
- Nearest to the beneficiary's residence
- More emphasis on work experience

**Pilot Project for creating Demonstrative Effect**

"Seeing is believing" and "Try of your own" is the basis of the approach of the Institute for transfer of technology. The Institute is therefore undertaking pilot projects for dissemination of information of the prototype tools/equipments/machines to create confidence about the working efficiency and demonstrative effect over the areas as well as among the beneficiary groups.

- Bee Keeping Programme
- Traditional Fancy Leather Article making Training

**Introduction of New Activities**

Along with the development of more efficient prototypes, Institute is also trying to introduce more remunerative new economic activities in the place of traditional activities becoming obsolete due to change of technology from time to time. These are:

- Leather Sports Goods
- School and Travel Bags
- Acrylic Articles and Carving
- Fiber Glass Reinforced Plastic
- Jawaja Type Vegetable Tanned Leather Articles
Natural Fiber Articles
Precast Building Materials
Black/Red/Glazed pottery Articles from local clay with low temperature

Documentation & Dissemination of Information

The Institute is extensively using various mass media communications like Akashvani and Doordarshan. The Institute is publishing bi-monthly “Techno-Economic Letter” and Information Booklets to provide information regarding various trades at the doorsteps of artisans. The Institute is organizing about 10 to 12 workshops, seminars, technology meets of various beneficiary groups to provide them platform to interact among themselves and understand difficulties if there are any. It organizes exhibition cum demonstrations at religious, commercial and industrial gatherings taking place in Gujarat to promote adoption of Appropriate Technology.

Extension Work

The Institute is undertaking quick follow up actions firstly to help youths covered under skill up gradation programmes in obtaining loan application forms and acquiring various certificates including quotations of assets. Secondly; the Institute is trying to achieve the wider application of prototypes developed by the Institute with the help of grass root level agencies.

Exhibition in Village Fair

It is extremely difficult to motivate rural masses to shift to new technology and new items of production. This is more so in case of traditional rural artisans because of their limited foresight and low level of education. Normally they are found to have been working on the principle of “Seeing in Believing”.

Exhibition & Training through Mobile Van

In the circumstances, it is proposed to Organise exhibition, demonstration for bringing awareness and Organise sectorial demonstrations based on street approach for convincing beneficiaries groups for establishing efficiency of the prototypes. It is also proposed to undertake extensive follow-up work of the trained beneficiaries to linkup them with the State Government’s department/agencies to get financial assistance to start their own units for sustainable employment.
Consultancy & Counselling

The Institute is undertaking this activity to help artisans and voluntary organisations in undertaking and promoting more remunerative economic activities. The Institute is taking help of experts in development of prototypes and providing Consultancy and Counselling to following organisations:

- Government and Semi-Government organisations
- Voluntary organisations
- Financial/Banking Institutions
- Industrial/Business houses
- The Consultancy will include Technical know-how regarding Appropriate Technologies.
- Process techniques related to Appropriate Technology.
- Guidance and assistance in formulation, implementation and appraisal of projects
- Information about latest Government Policies
- Provide platform to artisans and technocrats to interact among themselves.

Computerised Data Bank

The handicap of data gap has been universally experienced by every organisation involved in planning, implementation, monitoring and evaluation of cottage sector activity. This has also been experienced by various other organisations engaged in the development process. The detailed information of artisan groups has not become part of any survey/study or statistical information. Therefore, it becomes imperative for RTI to compile such information of major artisan groups. The information pertaining to their socio-economic status, level of technical skill and the technology being used by them, product range, availability of the raw materials, availability of the market and forward and backward linkages are being collected, analysed, published district-wise and supplied to various agencies involved in Rural Development.

Thus the Institute is trying to be useful to rural artisans in as much effective manner as it can be.
Invention Encouragement

Research on new methods and materials has a great role to play in strengthening development efforts. Development Technologies by their very nature provide great scope for researchers and innovators. RTI provides an ideal environment for professionals, experimenters, entrepreneurs, institutions and amateur researchers by way of providing infrastructure support, financial assistance to develop prototype machines, processes and technologies in rural industries. Awards and cash prizes are also given by RTI as a further incentive.

Linkages:

RTI works under CCI and gets budgetary assistance from CCI and IMD. RTI is also having six Rural Technology Demonstration Centres (RTDC) in various parts of the state. Following figures shows linkages of RTI with RTDC.

RTI co-ordinates with Department of Rural Development, Central Government too for implementation of various schemes.

![Diagram of RTI linkages]

Issues

We have found out certain key issues for RTI based on our interaction with RTI officials and by using RTI's printed materials as well as website.

- RTI operates in interior parts of state through RTC and connectivity to some of these RTDCs may become an issue.
RTI's main objective is training to artisans and rural people, so online training can be looked as alternative to reach as much citizens as possible. Therefore entire training programs can be developed in digital format and can be uploaded on its website.

However required skills, knowledge and computerisation can be a hindrance in reaching out large number of rural citizens through online training.

RTI can integrate its website with developed artisan database.

Connectivity and sharing of data with other concerned agencies/departments/corporations

8.1.9 Commissioner of Geology & Mining

The CGM was established for to carry out three basic functions

- Mineral Exploration (ME)
- Mineral Administration (MA)
- Identification of rocks and minerals petrographic studies and chemical analysis in laboratory

The objective of CGM is to perform all the activities related to geology and mining throughout the state and to co-ordinate with the District headquarters.

- Grant of "parvana"
- Grant of permit
- Grant of prospecting license
- Grant of quarry lease and mining lease
- Checking the mineral bearing area
- Study of Petrography
- Study of rocks and minerals
- Remote sensing and Satellite study
- Aerial photography study
- Analysis of rocks and mineral composition
- Publication of booklet pertaining to mineral wealth (twice a year)
- Publication of districts booklet Publication of special issues'

CGM has its offices in 19 districts. These offices accept application for issuing "parwana", permit etc. and forward it to the Head office.
CGM is also having a special branch of flying squad and appeal, which does the vigilance work for illegal mining and transportation of minerals.

Exploration offices in four cities do field investigation like pre detailed, detailed and drilling work.

CGM has under its two laboratories, one each for petrography and chemical. Exploration branch sends its sample to these laboratories for testing, report of which is submitted by these labs to report cell.

![Figure 8.12](image-url)
Functioning of branches under CGM

This subsection talks about functioning of various branches under CGM.

![Diagram of CGM branches]

**Planning branch**
- Annual planning of the CGM activities
- Budget planning for new item
- Annual development program
- 5 year planning

**Technical branch**
- Mineral exploration
- Weekly progress report
- Monthly progress report
- Quarterly progress report
- Synopsis
- Data compilation
- Report of Financial/calendar year
- Field season wise report

**Report cell**
- Scrutiny of field reports
- Correspondence with respective circle heads
- Approval of reports

**Publication branch**
- Publication of booklet pertaining to mineral wealth (twice a year)
- Publication of districts booklet
- Publication of special issues

**Lease**
- Grant of parvana
- Grant of permit
- Grant of prospecting license
Grant of quarry lease and mining lease

Statistics
- This branch maintains the statistics of all the Records, which help in planning, and policymaking.

Account branch
- Accounting S/W installed by GAD

Administration
- General administration
- Registry S/W installed by NIC

Petrography
- Study of rocks and minerals

Remote sensing
- Satellite study
- Aerial photography
- Checking the mineral bearing area

Chemical
- Analysis of rocks and mineral composition

Linkages
CGM reports to IMD for its functioning. CGM also works in close links with GMDC for issuing licenses of quarries, parwana etc.

CGM is working in co-ordination with other government departments like forest, Roads, environment etc. too.

CGM interacts regularly with mines and minerals departments of central government as well as various scientific institutions for remote sensing.

![Diagram]

Figure 8.14
**Issues**

Based on our understanding of CGM's working, we can say that following will be its main concerns for computerisation.

- Entry of various applications submitted to CGM into computer may be a huge task due to quantum of data involved. Write about the plus point of computerisation e.g. fast processing, easy maintenance of huge database, analysis of trends etc.
- GIS is very well suited for various applications of CGM.
- CGM is doing satellite image study for finding out minerals, so new system will have to integrate with this system.
- Integration of chemical and petrography laboratories with the system is also an issue to be looked.
- CGM's system should be such that its interaction with GMDC and other state and central departments should not be affected, which may be using manual systems
- Connectivity and sharing of data with other concerned agencies/departments

**8.1.10 Director - Government Printing & Stationery**

Director Government Printing and Stationary (DGPS) is a service department. This department is working under the control of Industries and Mines Department, which provides the following.

- Standard Forms
- Special Forms (providing after receiving indent from the department.)
- Publication and Gazette.
- Printing of Budget Publications
- Stationery Items
- Drawing Materials
- Cycles (Only for ministers offices and secretariat offices)
- Typewriters (Only for Ministers Offices and secretariat offices)
- Fax Machine and Xerox Machines (Only for Ministers Offices)

To all the government Department and all ministers' offices. Apart from this Printing of publication and information booklets of the government department from various offices at free of cost as well as on chargeable bases by the government presses.
• Printing of Acts and Rules
• Printing of confidential work
• Printing of assembly work
• Printing of Minister's speeches
• Assembly publications
• Printing of Governor's house work
• Printing for central government offices like AG office and others

DGPS has three stationary stores (Ahmedabad, Baroda and Rajkot) and five government presses (Ahmedabad, Gandhinagar Baroda, Bhavnagar and Rajkot) under it.

DGPS purchases the paper for all government offices of the entire state. Purchase committee of DGPS decides about the vendor through tendering process. Sometimes purchase is done through DG of supplies and disposal, Delhi too.

Vendor supplies paper directly to the warehouse of respective press only. Register is maintained at each press regarding supply of paper and orders produced. All the orders received by DGPS from various government departments are distributed among its 5 press.

DGPS purchases various stationary items of the entire state through various vendors and it is directly supplies to its 3 stores. From these stores, it is distributed to the various government departments.

DGPS also purchase machines and spare parts for its various press.

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Branches under DGPS

Following figures shows various branches under DGPS. Functionalities of which are also mentioned.

Admin
- Keeps Personnel Information
- Carries HR Related activities
- Make Administrative policy for the DGPS

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Registry
- Inward of letters
- Outward of letters
- Maintain the records of the letters

Stationary
- Identify the needs of the stationary in particular department
- Identify that need copes with the available stock
- If more items required then collect it from the help of the account, admin branch

Account
- Pay-roll activities of the employees
- Other Financial activities

Audit
- Auditing Activities for the DGPS itself

Printing
- Co-ordination with the different printing press located at different places of Gujarat
- Printing

Scrutiny
- Evaluation of tenders of 5 Government press and preparation of consolidated statement

Purchase
- Main activity of this branch is to purchase the necessary stationary like ink, muster roll, binding clothes etc.

Planning
- Maintenance of all photocopiers, typewriters and fax machines at secretariat and Ministers' offices
Linkages
DGPS works directly under IMD. DGPS does printing work as well as purchase of stationary for all state government departments, boards/corporations as well as various courts. So it has to co-ordinate with all departments to fulfil their needs through its various press and stationary stores. DGPS works in close co-ordination with various departments to print confidential works like paper of departmental exams and so on.

DGPS also does printing work for certain central government departments like AG's office and others, so it has to co-ordinate with these departments too.

Assembly questions and answers, assembly debates, other assembly work and assembly magazine is also printed by DGPS, which needs close contact of DGPS with assembly secretariat.

DGPS is responsible for works related to Governor's house as well as ministers' offices and so it continuously communicates with their staff too.

Issues
After consulting officials of DGPS, we have identified following key issues

- DGPS will like to have inventory control at its press as well as stationary stores
- DGPS will also like to have payment associated with its purchases, so that system can show outstanding payment and other details.
- DGPS is facing a lot of difficulty in tracking pending orders from various government departments as well as its outstanding payments with this departments, so by implementing system, they will like to resolve this issue.
- Computerised system will help DGPS in fast consolidation of reports form its various press and stores, which in turn will result in better control and co-ordination.
- Connectivity and sharing of data with other concerned agencies/departments
- In cases where other departments/boards/corporations/agencies are also computerised, on line request/orders can be given to DGPS.
8.1.11 Khadi Gramodyog Board

To promote the self-dependent rural economy and decentralised process of growth to accord high priority to the development of khadi and village industries (KVI) sector, Khadi and Village Industry Board (KVIB) had been set up in accordance with the framework of Khadi & Village Industries Commission (KVIC) of govt. of India.

The Board is engaged in providing training, to adapt modern technology, and to cover more and more people in the khadi programme, surveys are undertaken along with wide publicity and its sale. Efforts are also being made for improving the quality of Khadi, increasing production and arranging marketing. It also extends financial assistance to organisations associated with it for rural industries and their activities.

Khadi Village Industries Board plays an important role in promoting khadi and village industries in the state thereby creating employment to various sections of the society through formulation of different schemes and implementation of these schemes through financing to institutions and individuals.

- Loan and financing to Individual and institutions after sanctioning the same under various schemes.
- Subsidy for ‘aanti’, Rebate on certain schemes, check registration and constitutions of the institutions.
- Registration process for schemes covered under gramodyog, collection of proposals from DIC’s supervisors from all districts.

Branches under KVIB

List of branches under KVIB with their functionalities is mentioned below.
Member Secretary
- Sanctioning authority for administration and development

Executive Officer
- Drawing and Disbursement
- Management of store section Administration section
- Training institutes, which provides training to institutions and individuals for assisting them in implementation of the project work for which financial assistance in terms of loans/subsidy is given.
- Evaluation of the proposals submitted prior to member secretary

Chief Account Officer
- Looking after four sections viz. Accounts, Loan, Audit, and Recovery.
• Loan and financing to Individual and institutions after sanctioning the same under various schemes. Auditing of the financial processes for approving and sanctioning of the loan and subsidy. Recovery of loans and other financing to individuals and institutions and monitoring of the same from time to time

Director (Khadi)
• Subsidy for "aanti", Rebate on certain schemes, check registration and constitutions of the institutions

Director (Gramodyog)
• Registration process for schemes covered under gramodyog, collection of proposals from DIC's supervisors from all districts

Public Relation Officer (PRO)
• Report preparation and generation scheme wise and based on other parameters monthly, annually. Information compilation and editing for preparing "gram nirman ank" publications

Law Officer
• Departmental enquiry, court cases, mortgage and hypothecation, security details etc.
• He is also a controlling authority for target setting and evaluation of the same for DIC supervisors

Linkages:
• KVIB works under CCI and reports to CCI as well as IMD. KVIB has close co-ordination with Khadi & Village Industries Commission (KVIC) of govt. of India for implementation of various schemes.
• KVIB gets financial support and other assistance both from state as well as central governments and implements schemes of both. For implementation of various schemes at district level, KVIB deals extensively with DICs too.

Issues
• Digital transfers of proposals submitted to DIC for KVIB may become a difficult task, considering the amount of data involved.
• KVIB deals extensively with central government and their manual system may raise certain issues to be resolved.
• Connectivity and sharing of data with DICs, co-operatives and other concerned agencies/departments.
• Connectivity with KVIC and integration of proposed system with KVIC’s manual/computerised system

• Proposals received at DIC are sometimes in forms of big project reports, digitisation of such big reports and transferring huge data into system may not be an easy task.

• Project reports once entered in the system will give IMD an advantage of fast summary and easy analysis.

• Development, maintenance and upgradation of database regarding co-operatives and other agencies

• Interlining of computerised database with department’s website

• Training programs run by KVIB can be developed in digital format and can be uploaded on department’s website

8.2 Inter-linkages among the IMD offices

The suggested framework and architecture for IMD requires integration of enterprise-wide application for inter, intra office working.

Figure 8.17
### 8.3 Key Features

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</table>
8.4 Industries Commissioner's office

8.4.1 Activities of DIC

Generally any district level IC office is segregated into following branches or sections,

- Small-scale industries branch
- Industries branch
- Marketing branch
- Administration branch, Establishment branch, Accounts branch & Registry branch
- Subsidy branch
- Raw materials & Incentives Branch
- Statistics branch
- PMRY / Bankable / Manav Kalyan Yojana (Cottage Activity) Branch

Each branch looks after specific work assigned and co-ordinates with the H.O. of the IC office as and when required.

Main activities carried out by these branches are mentioned below:

**Small Scale Industries Branch**

The main activities carried out by this branch is mentioned below:

- Permanent SSI registration and its modifications
- Raw material/Lubricating/Subsidy mustering and its imbursement
- Sales Tax registration
- Random inspection of units considered for census
- Guidance to the new industrialists
- Sick units
Marketing branch
The main activities carried out by this branch is mentioned below
• Provisional SSI registration no.
• Non agriculture land and salt industry
• Closed mills, G.B.I.F.R.
• C.S.P.O., N.S.I.C.
• Quality upgradation, Open House
• Seminars, exhibition, camp, industry-2000
• Export award, guidance camp
• Industry related complaints

Administration and Establishment branch
The main activities carried out by this branch is mentioned below
• Pension case
• Confidential report preparation
• Employee leave matters
• Contingency purchases and expenses and its payment
• Dead stock purchase/telephone/light/speed post/Xerox machine
• Maintenance of service book for each employee
• Employees transfer and their increments
• Various advances to the employees like festival adv., traveling adv. Etc. and their bonus
• Stationary purchase
• Loans against G.P.F. to the employee
• Maintenance of office vehicles
• Computers maintenance and its purchase related procedure
• Employees H.B.A. and M.C.A. procedure
• Inquiry against employees if complaints came against them

Accounting branch
The main activities carried out by this branch is mentioned below
• Preparation of employees salary bills and their Traveling advance bills
• Preparation of annual budgets for the expected expenses
• Income tax related matters
• Monthly reconciliation with treasury
• Clearance of Traveling advance bills
• Maintenance of grant register
• Preparation of G.P.F. bills
• Preparation of budgeted expense statement
• Preparation and issuance of Last pay Certificate (L.P.C.)
• Preparation of all contingency bills
• Preparation of cash book for salary
• Maintenance of cheque book register
• Maintenance of service postage stamp register
• Abstract bill preparation
• Bill register maintenance
• Cheque register maintenance
• Grant bill preparation for the various yojanas like Bankable prime minister and Bajpai yojana, closed unit yojana
• All activities related to cashier
• Cheque preparation for bankable subsidy, PMRY and bajpai subsidy
• Margin money related matters pertaining to scheme
• Preparation and issuance of all budgeted B.T.R. (Bombay treasury Rules) bills
• Preparation and issuance of all advance bills like festival adv., food adv. etc.

Registry branch
The main activities carried out by this branch is mentioned below
• Letter inward outward
• Register A.D./U.P.C.
• Speed post
Subsidy branch
The main activities carried out by this branch is mentioned below
• Payment related matters of the various subsidies
• Sales tax relaxation
• Sales tax registration and its approval

Statistics branch
The main activities carried out by this branch is mentioned below
• Monthly reports preparation like follow up of the newly established large and medium units, monthly report for activities of the G.M. etc.
• Preparation of industrial guidelines
• Monitoring of SWIFT (Single Window Industrial Followup Team)
• Meeting arrangement of the G.M.
• Preparation of action plan
• Preparation of Production wise reports for small scale industries
• Industrial survey
• Collect production data
• Monitoring of under implemented MLI Units

Incentive Schemes at DIC

i. Prime Minister Rojgar Yojana (PMRY) Scheme

A. Establishing industries to educated unemployed youth.

For giving employment to educated unemployed youth in their respective educational field, Prime Minister had introduced a scheme on 15th august 1993.

Eligibility criteria

• Applicant's Age has to be between 18 to 35 years. There is a relaxation of 10 years in case applicant is a SC / ST / EX-Serviceman / Woman / physical handicap.
• Applicant must pass eighth standard or six months training from any government approved institutional courses.
• Residence proof for at least three years living, for this applicant may submit Ration card.
• Family's monthly income should not exceed Rs. 24000/-.
- Applicant should not enjoy any other relief scheme of Government.

**Project Cost**

- Project cost for this scheme is 1 Lakh for business project and 2 lakh for industries or service oriented business in case of an individual. If two or more partners are linked then this amount increases up to 10 lakh but this will be on personnel basis. All nationalized bank and co-operative banks are approved for giving these loans.

**Subsidy details**

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>ST</th>
<th>SC</th>
<th>Others</th>
<th>Physical Handicap &lt; 40% Disability</th>
<th>Physical Handicap &gt; 40% Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 20,000</td>
<td>50%</td>
<td>50%</td>
<td>33.5%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>20,000 to 1 lakh</td>
<td>40%</td>
<td>30%</td>
<td>25%</td>
<td>30%</td>
<td>40%</td>
</tr>
</tbody>
</table>

Table 3.2

Maximum limit of subsidy in all cases should not exceed 30,000

**Repayment Details**

Repayment: Initial 6 to 8 months are moratorium period then loan should be complete within 3 to 7 years and repayment schedule will be decided between applicant and bankers. RBI defines interest rates for all banks.

**Training Detail**

After bank loan approval applicants must undergone training program for four week and it is mandatory.

- For Urban Area educated unemployed youth. For self-employment (Bajpai Yuva Swa-Rojgar Yojna)

This scheme is introduced by central government on our honorable Prime Minister Shri Bajpai's birthday with the aim to provide self-employment to urban educated unemployed youth in their respective educational field.

**Eligibility criteria**

- Age limit: 18 to 40
- Education: Applicant must pass eighth standard or six months training from any government approved institutional courses.

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Project Cost

- Project cost for this scheme is Rs.1 Lakh, all co-operative banks are approved for giving this loans.

Subsidy details

<table>
<thead>
<tr>
<th>Loan Amount in Rs.</th>
<th>ST</th>
<th>SC</th>
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<td>25%</td>
<td>30%</td>
<td>40%</td>
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</tbody>
</table>

Table 8.3

Maximum limit in all cases should not exceed 30000

Repayment

Initial 6 to 12 months are moratorium period then loan should be complete within 3 to 7 years and repayment schedule will be decided between applicant and bankers. RBI defines interest rates for all banks.

Training

- 6 days training to the applicant is compulsory and is provided by DIC Offices. Approved institutions are responsible for these trainings.
- For each training camp expense up to Rs. 11000 are granted and its break up is
  - Stipend to applicant is Rs. 200 for 6 days
  - Training institution for batch of 25 trainers, they get Rs. 3750 per batch
  - Administration charge to organize training camp is Rs. 2250.

ii. Bankable Scheme

For developing kutir industries and more employment government has introduced Bankable Scheme. Government has identified 365 kutir industries for this scheme. Some of them are mentioned below

Engineering industries

- Engineering workshop
- Steel furniture

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- Air-cooler and its assembling

*Chemical industries*
- Aurvedic medicine manufacturing
- Detergent cake and powder manufacturing

*Textiles industries*
- Readymade Garments manufacturing
- Tailoring work

*Paper printing and stationary industries*
- Printing composing
- Book binding
- Automatic Xerox copier
- Paper lamination
- Paper ruling

*Agriculture product related industries*
- Tobacco and its production (pest etc.)
- Floor mill

*Plastic industries*
- Electric products manufacturing
- P.V.C. products manufacturing
- Fiberglass product manufacturing

*Handicraft industries*
- Painting and graphics
- Hand print screen design

*Glass and ceramics industries*

Loan amount in this scheme is maximum Rs.1 lakh and government also decides interest rate on it. DIC entertains application in prescribed format with necessary documents. Verified documents and then send it to following bank.

- Nationalized bank
- Co-operative Bank
- Gujarat Industrial Co-operative bank
- District Industrial Co-operative bank
- Gujarat state finance corporation
- Rural Banks
- Each district central co-operative bank
- Gujarat state co-operative land development bank
- Gujarat state tribal development corporation
- Gujarat state SC Financial Development Corporation
- Gujarat state ST Development Corporation
- Gujarat women Financial Development Corporation

Recommending them to give loan. If loan amount is below 10000 then no need for guarantor and they have to submit application to Taluka Panchayat Office.

This scheme provides loan for following mentioned facilities
- To purchase land
- Purchase and installation of machinery and equipment
- Construction of building, godown and shed
- Purchasing or raw material
- For the salaries payment of employees, rant, electricity expense etc.

**Subsidy details**

<table>
<thead>
<tr>
<th>Loan Amount Rs.</th>
<th>ST</th>
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<td>25%</td>
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</tbody>
</table>

Table 8.4

Maximum limit of subsidy in all cases should not exceed Rs.30000 and applies these rates after 1<sup>st</sup> April-1999.

**iii. Manav Kalyan Yojna**

The basic aim of the scheme is to provide financial aid to the poor and backward class and self-employed people. Through this scheme maximum financial encouragement is Rs. 1700/-.
This scheme covers various small businesses like vegetable seller, fruit merchant etc. Total 45 various businesses are covered in this scheme. Some of them are mentioned beneath

- Vegetable seller
- Delivering goods by hand-card
- Newspaper merchant
- Fruit seller
- Plumbing worker (Plumber)
- Barber
- Painter
- Pan-Bidi Vendor

Main intention of this scheme is to encourage them to invest in tools required for their business required documents to file an application are as follows.

- A passport size photo of an applicant
- Annual income certificate of an applicant
- Living proof and identity proof of an applicant
- A Xerox copy of ration card with true copy
- School leaving certificate for the age and cast proof
- A Xerox copy of election identity card

**Procedure**

Application is received in prescribed format from an applicant with all necessary documents attached. Application is then send to the bank for approval. Applicant receives an aid from bank after approval.

### 8.5 Content Development

Branch wise activities, Linkages and related issues are discussed in Section 8 for all the Heads of Departments of IMD. Branch wise reports that are being generated in the existing system are also mentioned in each subsection. The status of current databases up to the level of information element is mentioned in Chapter 7. Keeping all these consideration in mind while developing IT model the data structures will be created for required content development.