

Office of the Development Commissioner (Handicrafts)

INTRODUCTION

The Office of the Development Commissioner (Handicrafts) is an attached office of Ministry of Textiles, Government of India. Its Headquarters are at West Block No.7, R.K. Puram, New Delhi-110066.

It is a central nodal office to work for

- a) Socio-economic upliftment of the artisans and
- b) Supplement the efforts of the State Governments for promotion and development of handicrafts within the country and abroad and

It has 6 Regional Offices at New Delhi, Kolkata, Lucknow, Chennai, Mumbai and Guwahati, and 5 Regional Design & Technical Development Centres at New Delhi, Mumbai, Kolkata, Bangalore and Guwahati. There are 52 Handicrafts Marketing and Service Extension Centers at Burdwan, Gangtok, Siliguri, Sambalpur, Bhubaneswar, Deoghar, Madhubani, Ranchi, Agartala, Aizwal, Gauripur, Jorhat, Imphal, Itanagar, Kohima, Shillong, Agra, Saharanpur, Almora, Barabanki, Varanasi, Indore, Bhuj, Surat, Nagpur, Jagdalpur, Kolhapur, Aurangabad, Gwalior, Panaji, Mangalore, Mysore, Port Blair, Nagercoil, Salem, Pondicherry, Tirupati, Vijay Wada, Trichur, Trivandrum, Hyderabad, Hosiarpur, Jaipur, Jodhpur, Rewari, Kullu, Anantnag, Baramula, Leh, Srinagar, Udhampur and Jammu. In addition to above, there are Field Administrative Cells at Dharward (Karnataka), Guwahati (Assam) and Srinagar (J&K). Besides Development Centre for Musical Instruments at Chennai, Bamboo & Cane Development Institute, at Agartala (Tirpura) and Twelve Carpet Weaving-cum-Service Centres at Allahabad, Anantnag, Bareilly, Baramulla, Barmer, Bhopal, Dehradun, Jammu, Patna, Pulwama, Varanasi and Warrangal are under its control.

The following Institutions are also working for the Development of Handicrafts in association with this office.

- Indian Institute of Carpet Technology, Bhadohi (UP).
- National Center for Design Product Development (Society), New Delhi and Moradabad.
- Metal Handicrafts Service Center (Society), Moradabad.

I The particulars of its organization, functions and duties

Sl. No.	Particulars of organizations	Functions	Duties
1.	Office of DC (Handicrafts) (Headquarter), West Block No.7, R.K. Puram, New Delhi-110066	<ul style="list-style-type: none"> ▪ Strive to achieve qualitative improvement in production and increased productivity of artisans for augmentation of their income both at individual and group levels. ▪ Serve for creation of increased employment opportunities to achieve higher standard of living of craftspersons. ▪ Strive to achieve higher exports of handicrafts from the country. ▪ Work for preservation of cultural heritage. ▪ Continue to improve quality of life of the artisans community. 	<ul style="list-style-type: none"> ▪ Overall development and growth of the Handicrafts Sector. ▪ To continue to strive for socio-economic upliftment of artisans. ▪ Developing entrepreneurship among the artisans. ▪ Promoting community enterprise. ▪ Expanding reach of the handicrafts in domestic and global markets. ▪ Providing better tools, technologies and designs to artisans. ▪ Using IT tools for furthering the artisans interests. ▪ Take up census/surveys useful to the sector and the Government for policy planning.
2.	Regional Offices at New Delhi, Mumbai, Kolkata, Loucknow, Chennai and Guwahati	<ul style="list-style-type: none"> ▪ Promotion and development of handicrafts to increase additional employment in handicrafts sector. ▪ Seeking qualitative improvement in production through optimal use of newer technologies, process and design inputs. ▪ Preservation of cultural and traditional craft heritage. ▪ Co-ordination with the State Govts. In planning and executing development schemes for handicrafts. ▪ Upliftment of over all socio-economic conditions and quality of life of the artisans community. 	<ul style="list-style-type: none"> ▪ To providing timely and quality service for the overall development and growth of the Handicrafts Sector. ▪ To be a friend, facilitator and philosopher in overall development and promotion of handicrafts and artisans. ▪ To work with artisans/artisans groups for their sustained development. ▪ To provide better tools, technologies and design to artisans to value addition on a continuous basis. ▪ To use IT tools for furthering the artisans interests. ▪ To issue necessary certificates to exporters expeditiously.

		<ul style="list-style-type: none"> ▪ Co-ordination with NGOs, State Handicrafts Development Corporations, other State Agencies, other Regional Offices & Marketing Centres under the jurisdiction of the Regional Office. ▪ Enhancement of productivity of artisans to enable increased income and wider market reach. ▪ Seeking larger global market share of Indian Handicrafts. ▪ Brand positioning of Indian Handicrafts. 	<ul style="list-style-type: none"> ▪ To work in close co-ordination with entrepreneurs/marketers/exports for forging improved market linkages. ▪ To facilitate timely flow of information amongst stake holders.
3.	Regional Design and Technical Development Centres at New Delhi, Mumbai, Kolkata, Banglore and Guwahati	<ul style="list-style-type: none"> ▪ To undertake technical surveys of traditional crafts of the region and to seek out, record, develop and apply forms and methods employed by craftsperson in villages and production centres. ▪ To upgrade artisan's skill through appropriate design & technical intervention to enable them to use quality raw material , tools and equipment to produce value added items to cater to the domestic and overseas markets by evaluating its advantages and eliminating its shortcomings. ▪ Survey of crafts pockets in the respective regions for studying the existing manufacturing process in different crafts having scope for improvement in tools techniques and finishing. ▪ Research on profitable utilisation of indigenous / raw material for making attractive handicrafts items. ▪ Development of prototypes of newly designed products and establishment of technology 	<ul style="list-style-type: none"> ▪ Provide guidance for promoting and restyling the traditional handicrafts of vitality and good design into products to suit the present day requirements. ▪ Assist craftsperson in developing new designs and demonstrate to them new methods of production. ▪ Visit craftsperson in their places of work and provide them on the spot assistance in solving their design and production related problems. ▪ Provide training to craftsmen at the premises of the Design Centres in different aspects of designs and crafts production. ▪ Provide prototypes on loan basis , blue prints , photographs and working drawings etc. of designs for test marketing and commercial production. ▪ Maintain contact with marketing agencies and encourage them to undertake commercial production of new market tested products.

		<p>for their manufacture.</p> <ul style="list-style-type: none"> ▪ Field demonstration in the use of improved tools and techniques for different crafts. ▪ Technical guidance / assistance to craftsperson connected with different crafts in terms of improved tools and equipment so that ergonomically better tools result in enhanced production and less strain / drudgery for the artisans. ▪ Participation in exhibitions, technical seminars / marketing events organised by other centres and other organisations connected with the development of handicrafts. Co-ordination with M&SEC's and other departments and organisations working with office of the DC(Handicrafts). 	
4.	Marketing Service & Extension Centres	<ul style="list-style-type: none"> ▪ Provide efficient and timely services to artisans and other various user groups in the handicrafts sector. ▪ Strive hard for making qualitative improvement and for improving productivity, income generation and employment in handicrafts sector. ▪ Liaise and coordinate with State/District/Financing Agencies at different levels. ▪ Strive to revive rare and languishing crafts. ▪ Work for preservation of cultural and traditional craft heritage. ▪ Provide increased marketing opportunities to artisans/artisans groups. 	<ul style="list-style-type: none"> ▪ Registration of Artisans. ▪ Preparation of village to village survey and preparation and updation of data base on various parameters relating to handicrafts. ▪ Preparation of Area Directory and directory of important crafts. ▪ Preparation of directory of capable manufacturers. ▪ Assistance to artisans/artisan's group/cooperatives/ NGOs/ Corporations/ other agencies in formulation of proposals for availing assistance from the O/O DC(Handicrafts) under its existing schemes and/ or financial institutions under different schemes. ▪ Assistance for revival of languishing crafts.

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| | <ul style="list-style-type: none"> ▪ Disseminate information to all user groups. ▪ To providing timely and quality service for the overall development and growth of the Handicrafts Sector. ▪ To be a friend, facilitator and philosopher in overall development and promotion of handicrafts and artisans. ▪ To work with artisans/artisans groups for their sustained development. ▪ To provide better tools, technologies and design to artisans to value addition on a continuous basis. ▪ To use IT tools for furthering the artisans interests. ▪ To issue necessary certificates to exporters expeditiously. ▪ To work in close co-ordination with entrepreneurs/marketers/ exporters for forging improved market linkages. ▪ To facilitate timely flow of information amongst stake holders. | <ul style="list-style-type: none"> ▪ Organization of workshops to ascertain the needs and requirements of the artisans/clusters with a view to formulate schemes and take follow up action with concerned Department/Agencies for its redressal. ▪ Assistance in organizing design workshops through designer and RD & TDCs for educating craftsmen on new products/designs as per market demand. ▪ Assistance as a Technology Transfer Centre by organizing training in use of improved tools and technology. ▪ Organization of trainings for skill up gradation of artisans. ▪ Formation of Self Help Groups and Thrift & Credit Societies and Establishment of vibrant and member controlled community based enterprises. ▪ Dissemination of all market related informations from entrepreneurs/marketers/exporters and designers to artisans for establishing improved market linkages. ▪ Assistance in organizing market analysis programme. ▪ Assistance in organizing market clinics. ▪ Nomination of artisans for participation in Exhibitions, Expos, Craft Bazars etc. ▪ Assistance in promotion of crafts of one place in other markets within the country through exhibitions. |
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			<ul style="list-style-type: none"> ▪ Assistance in launch and test marketing of new products. ▪ Popularization, propagation and promotion of handicrafts through a variety of media mix like posters, catalogues, brochures, video films and websites. ▪ Assistance in operation and updation of data on Handicrafts Portal for effective buyer-seller linkages and e-commerce. ▪ Assistance for establishing permanent marketing outlets like Emporia and Urban Haats. ▪ Setting up of Common Facility Service Centers for providing technical support and infrastructure for quality production. ▪ Assistance for Group Insurance and Health Package Insurance of artisans ▪ Assistance for construction of worksheds and worksheds-cum-housing for artisans for improving their working conditions. ▪ Implementation and monitoring of various schemes of Office of the DC[Handicrafts]. ▪ Submission of timely returns/data to Regional Offices, Headquarter Office and other Field Offices of Office of the DC[Handicrafts] including those of the State Governments.
5.	Indian Institute of Carpet Technology, Bhadohi (UP).	<ul style="list-style-type: none"> ▪ The Institute is established primarily to promote, aid and foster, directly or indirectly, the development of carpets, floor coverings and textiles in 	<ul style="list-style-type: none"> ▪ Organizing and providing education and training in one or more aspects of carpet and textiles technology and such disciplines and subjects and such

India, and of the artisans and people engaged in or connected with the carpet, floor covering and textiles industry by strategically planning, introducing and executing various programmes aimed to enhance the quality and competitiveness of Indian carpets, floor covering and textiles industry.

other areas as may suitably be combined with the courses of study and training of the Institute and as thought fit by the Executive Committee;

- To award, subject to any approvals or accreditation of appropriate authorities, if any, either of its own or in affiliation with other state, national or foreign institutions of universities, degrees, diplomas. Certificates and other academic, vocational or professional distinctions to candidates trained and to prescribe standards of proficiency distinctions to candidates trained and to prescribe standards of proficiency for and conformity thereto before the award of such degrees, diplomas certificates and other distinctions;
- To organize and conduct such promotional and training programmes entrepreneurial development programs, executive development programs, quality orientation and quality awareness programs, refresher courses, lectures and such other programs for weavers, craftsmen, designers, processors, carpet and floor covering industry as may be decided by the Institute in the furtherance of its objects;
- To undertake, promote facilitate aid, foster and co-ordinate scientific technological, industrial and economic research into the matters relating to materials, equipment, machinery, components and appliances, methods of production, total quality, value analysis, cost reduction, techniques of mass

production, improved product designs, product development including designing and development of new materials, tools, equipment and processes in carpet and floor covering industry with an eye on development of carpet and allied textiles industry;

- To organize or assist in transfer of technology from the Institute's own R&D cell, research professionals, other R&D institutions and other organizations in India and abroad and arranging support services to the entrepreneurs, weavers, designers, processors, carpet and textile industry including technical advice on specific issues and guidance and training and undertaking all such activities and programmes as would facilitate a better outreach to the weavers processors and craftsmen particularly in the unorganized sector and their development;
- To provide a platform for interface amongst carpet and floor covering industry, textile industry, manufacturers, designers, weavers, artisans and the vendors of different product categories enabling smooth flow of design inputs, design guidance and specifications to the carpet and textile industry;
- To establish run and maintain a centralized pool of collection of designs developed by the Institute's own R&D efforts, acquisitions from the market or from any other source to document each design technically, digitize these designs

with the help of computers, store, develop, modify, improve upon, retrieve, exhibit or make available these designs on demand or online to the artisans, weavers, manufacturers or other and users;

- To collect or arrange to collect trends information by either conducting market studies and surveys in domestic and global markets and/or by any arrangements with other national or international forecasting or market research organizations, interpreting the available information into a multitude of design ideas and making available such design intelligence and information to the end users and the manufacturer, weavers and designers well in time so as to enable them to respond quickly to the changing requirements of the world markets;
- To facilitate international exchange and sharing of information and technology for expanding the market horizons for Indian Carpet and floor covering Industry and gearing them to achieve global competitiveness and acceptability by organizing or participating in exhibitions, workshops, conferences and seminars or by collaborating or establishing mutual relations with international organizations and institutions directly or indirectly connected with carpets, textiles and design;
- To create a database of the master weavers, designers, manufacturers, processors, villages, centers of raw materials,

			<p>natural dyes, handloom units, yarn and fibre suppliers and containing such other useful information, as may help the Institute in furthering its objects, in order to serve as a referral point for match making in respect of inquiries originating from overseas and Indian buyers</p> <ul style="list-style-type: none"> ▪ To set up and run one or more Common Facility Service Centre(s) equipped with most modern plant and machinery and sophisticated research and development, for improving quality and finishes of carpets, floor coverings and textiles right from the stage of raw material up to the stage finished product; ▪ To delineate standards on inputs, processes products finishing and packaging and act as a testing and/or certification agency in respect of conformity to such standards and for that purpose to procure seek necessary accreditation or other rights and privileges as may be required; ▪ To do all such other lawful things as may be incidental or conducive to the attainment of objects of the Institute of any of them.
6.	National Center for Design Product Development (Society), New Delhi and Moradabad	<ul style="list-style-type: none"> ▪ Development adoption of new design, pattern and Product Development ensuring effective and efficient utilization of existing skilled manpower resource and assimilation/ adoption of the same. ▪ Improvement of product design & quality and introduction of the same in the Industry. 	<ul style="list-style-type: none"> ▪ To organize, manage and conduct the education and training programme on Development of newer designs of handicrafts & allied products. ▪ To grant affiliation to such organization association dealing in promotion of designs of handicrafts and allied products. ▪ To liaison with Union and State Government or with authorities in the interest of manufacturers

		<ul style="list-style-type: none"> ▪ Improvement of the Industry's current practices with regards to International market, poor working conditions and hereby improving the status of craftsmen. ▪ Upgrading the skills of craftsmen (including young and female workers) not only to improve present poor living standards but also to create appropriate and broader job opportunities. ▪ To promote, increase, protect, support and maintain the handicrafts including allied products within the country and in foreign countries through Design and Product Development. ▪ To Promote and organize Product Design Workshops within the country or overseas. ▪ To product publicity campaign, organize seminars and debate with experts of handicrafts sector and allied products. 	<p>and promotion of marketing of handicrafts and allied products of latest patterns and Designs on long term basis.</p> <ul style="list-style-type: none"> ▪ Creation of new job opportunities and enhance value addition in the existing industry and efficient utilization of present skilled manpower as well as Development and addition of new designs and products. ▪ Dissemination of the results of the research and development, information on market intelligence to the artisans through seminars and workshop to be organized in identified locations throughout the country and identify and introduce new/modern tools for removing drudgery and enhance productivity. ▪ The Centre will also undertake technical development activities in the area of packaging, T.Q.M., Designers Merchandising Programmes, quality controls, manpower & Training.
7.	Bamboo & Cane Development Institute (Society), Agartala.	<ul style="list-style-type: none"> ▪ Bamboo & Cane Development Institute was setup at Agartala during the year 1974 with a view to develop proper techniques for treatment and preservation of Cane & Bamboo, handicraft items by using suitable chemical and lacquer to protect them from insects, fungus and to disseminate this techniques to the various pockets of this craft by giving practical demonstration. 	<ul style="list-style-type: none"> ▪ Conduct research in the various uses of Bamboo and Cane (with special reference to Handicrafts). ▪ Conduct research into the techniques & tools for manufacture of articles out of bamboo & cane. ▪ To conduct research for development of suitable lacquers, varnishes and chemicals so as to make the articles immune to pests and insects, to make them durable and to give them a better appearance and finish.

			<ul style="list-style-type: none"> ▪ Evolve new design and new articles out of bamboo & cane as a basic raw material. ▪ To study the application of Bamboo & Cane for the manufacture of articles other than housing components. ▪ To train officials of different State Government and craftsmen related to cane & bamboo. ▪ To compile information about the craft centers using bamboo to cane and to conduct surveys for the potential for further development. ▪ To assist the State Government marketing and export organization and foreign buyers to locate production centers out of bamboo & cane. ▪ To hold demonstrations at craft centers in the States of the Region with regard to improved tools, techniques and designs evolved at the center.
8.	Metal Handicrafts Service Center (Society), Moradabad	<ul style="list-style-type: none"> ▪ Bring quality improvement in the production of metal artware and to enhance its exports. This may be achieved by improvements in design and production techniques at all stages of manufacture and by initiating a continuous process of training to impart the right kind of skills amongst artisans. The projected quality improvement will enhance the competitiveness of Indian metal artware products, apart from enabling higher value realization. 	<ul style="list-style-type: none"> ▪ To carry out testing of metals, electrodeposits, for the common facilities mentioned under item (v) above for all manufacturing units who pay the prescribed fee for the work done. ▪ To establish a library and documentation center equipped with drawings, designs, technical standards, specifications, journals, related technical literature and carry out research analysis of demand/ supply situation of national and international markets for updating the export projections.

		<ul style="list-style-type: none"> ▪ To render professional technical advice to art metal ware manufacturing units on improvement of manufacturing technology by identifying techniques of production which need change and by suggesting the required changes necessary in respect of raw-materials, production methods and designs. ▪ To set up training facilities where suitable artisans and technicians working in and for individual manufacturing units can be trained in basic theory and practice of all the production stages. ▪ To set up a common facility service center equipped with most modern plant and machinery and sophisticated research and development for improving quality and finishes of artmetalwares. ▪ To make available silver plating and lacquering facilities to the manufacturers of Art Metalwares on payment of prescribed fee. 	<ul style="list-style-type: none"> ▪ To institute and award stipends, fellowships, prizes in accordance with the framed rules and regulations. ▪ To impose and collect affiliation and other fee and charges for the services rendered. ▪ To sell or dispose of products, by-products and or waste materials arising out of or incidental to the courses of training. ▪ To create similar facilities in other parts of the country and also to set up centers, sub-centres, extension centers in other parts of the country for the furtherance of the objectives of the society. <p>Enter into contracts with international organizations, foundation and research Institutions and other organizations, Governmental or private, for undertaking work on their behalf for training, development, research in the field of handicrafts development, provided that in respect of contracts with foreign Governments/international organizations, etc. prior approval of the Government of India shall be obtained the society may interact with other agencies, organizations, Departments of Government in such a manner as deemed necessary for the furtherance of its objectives.</p>
9.	Carpet Weaving-cum-Service Centres	<ul style="list-style-type: none"> ▪ Provide efficient and timely services to Carpet Weaving Training Centre under it control. ▪ Strive hard for making qualitative improvement in Carpet Training Programme for improving productivity, income generation and 	<ul style="list-style-type: none"> ▪ To providing timely and quality service for the overall development and growth of the Carpet Sector. ▪ To be a friend, facilitator and guide in overall development and promotion of artisans engaged handicrafts. ▪ To work with artisans/artisans

		<p>employment in handicrafts sector.</p> <ul style="list-style-type: none"> ▪ Liaise and coordinate with State/District/Financing Agencies at different levels. ▪ Disseminate information to all user groups relating to Carept Craft. 	<p>groups for their sustained development.</p> <ul style="list-style-type: none"> ▪ To provide better tools, technologies and design to artisans. ▪ To use IT tools for furthering the artisans interests. ▪ To work in close co-ordination with entrepreneurs/marketers /exporters/ Handicrafts Development Corporations for forging improved market linkages. ▪ To facilitate timely flow of information amongst stakeholders.
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II The powers and duties of its officers and employees

Name of the post	Duties	Powers
Development Commissioner (Handicrafts)	<ul style="list-style-type: none"> ▪ Overall development and growth of the Handicrafts Sector. ▪ To continue to strive for socio-economic upliftment of artisans. ▪ Developing entrepreneurship among the artisans. ▪ Promoting community enterprise. ▪ Expanding reach of the handicrafts in domestic and global markets. ▪ Providing better tools, technologies and designs to artisans. ▪ Using IT tools for furthering the artisans interests. ▪ Take up census/surveys useful to the sector and the Government for policy planning. 	<ul style="list-style-type: none"> ▪ All Administrative/ Financial powers as Head of the Department.
Additional Development Commissioner (Handicrafts)	<p>To assist the Development Commissioner (Handicrafts) in performing the following duties:</p> <ul style="list-style-type: none"> ▪ Overall development and growth of the Handicrafts Sector. ▪ To continue to strive for socio-economic upliftment of artisans. ▪ Developing entrepreneurship among the artisans. ▪ Promoting community enterprise. ▪ Expanding reach of the handicrafts in domestic and global markets. ▪ Providing better tools, technologies and designs to artisans. ▪ Using IT tools for furthering the artisans interests. ▪ Take up census/surveys useful to the sector and the Government for policy planning. 	<ul style="list-style-type: none"> ▪ Delegated powers vested in the Head of the Department, as far as sanction of General Provident Fund Advances/ Withdrawal under Rule 12 (2) and 15/16 of the General Provident Fund (Central Service Rules) to the Officers/Staff working under their administrative control in terms of Rule 13 (3) of the delegation of financial powers Rules – 1978.
Regional Directors	<ul style="list-style-type: none"> ▪ To provide timely and quality service for the overall development and growth of the Handicrafts Sector. ▪ To be a friend, facilitator and philosopher in overall development and promotion of handicrafts and artisans. 	<ul style="list-style-type: none"> ▪ Head of the Department delegated powers in terms of Rule 13 (3) of the delegation of financial power to Regional

	<ul style="list-style-type: none"> ▪ To work with artisans/artisans groups for their sustained development. ▪ To provide better tools, technologies and design to artisans to value addition on a continuous basis. ▪ To use IT tools for furthering the artisans interests. ▪ To issue necessary certificates to exporters expeditiously. ▪ To work in close co-ordination with entrepreneurs/marketers/exports for forging improved market linkages. ▪ To facilitate timely flow of information amongst stake holders. ▪ Promotion and development of handicrafts to increase additional employment in handicrafts sector. ▪ Seeking qualitative improvement in production through optimal use of newer technologies, process and design inputs. ▪ Preservation of cultural and traditional craft heritage. ▪ Co-ordination with the State Govts. In planning and executing development schemes for handicrafts. ▪ Upliftment of over all socio-economic conditions and quality of life of the artisans community. ▪ Co-ordination with NGOs, State Handicrafts Development Corporations, other State Agencies, other Regional Offices & Marketing Centres under the jurisdiction of the Regional Office. ▪ Enhancement of productivity of artisans to enable increased income and wider market reach. ▪ Seeking larger global market share of Indian Handicrafts. ▪ Brand positioning of Indian Handicrafts. 	<p>Directors within their respective jurisdiction to incur contingent expenditure specified in schedule V (Read with Annexure to scheduled V) of the DFPR in respect of all schemes under their jurisdiction.</p> <ul style="list-style-type: none"> ▪ They have been declared appointing/disciplinary authority of Group 'C' and 'D' employees. ▪ Head of Office and controlling officer in respect of officers and staff under their control. ▪ RO (CR), (NER) is delegated with powers of CDO for their jurisdiction. ▪ To transfer staff of Group 'B' non gazetted cadres with in the region.
Deputy Director Headquarters	<ul style="list-style-type: none"> ▪ Over all supervision of schemes of DC (Handicrafts) being look after by the concerned section. ▪ To monitor the progress and implementation of the programmes meant for the development of handicrafts through his section. ▪ To ensure utilization of budget allocated for the scheme being dealt by his section. ▪ To organize meeting/ review meetings related to the subject dealt by him. 	<ul style="list-style-type: none"> ▪ Powers Nil, however one of DDs is declared as Head of office in respect of Group 'C' and 'D' staff of Headquarter Office.

	<ul style="list-style-type: none"> ▪ To attend meetings, conduct inspection as assigned by senior officers. 	
Deputy Director at Regional Office	<ul style="list-style-type: none"> ▪ Over all supervision of activities of Regional Offices. 	<ul style="list-style-type: none"> ▪ Nil
Deputy Director, RD&TDCs	<ul style="list-style-type: none"> ▪ Over all supervision of activities of RD&TDCs. 	<ul style="list-style-type: none"> ▪ Nil
Deputy Director of FACs.	<ul style="list-style-type: none"> ▪ Controlling Officers of all Gazetted Officers i.e. Ads and AOs and controlling officers in respect of all schemes running under the FACs ▪ Head of Office in respect of Ads and staff posted in and under FACs. 	<ul style="list-style-type: none"> ▪ Over all control of all the schemes office of DC(Handicrafts) falling under their jurisdiction.
Account Officer Headquarter	<ul style="list-style-type: none"> ▪ To prepare budget, monitor, expenditure in respect of all developmental schemes and ensure timely payment to the staff and other concerned. ▪ To supervise the maintenance of ledgers register etc relating to accounts. ▪ To attend both internal and external audit. 	<ul style="list-style-type: none"> ▪ Drawing and disbursing officer.
Accounts Officer at Regional Offices	<ul style="list-style-type: none"> ▪ To prepare budget, monitor, expenditure in respect of all developmental schemes and ensure timely payment to the staff and other concerned. ▪ To supervise the maintenance of ledgers register etc relating to accounts. ▪ To attend both internal and external audit. 	<ul style="list-style-type: none"> ▪ Drawing and disbursing officer.
Accounts Officer FAC, Srinagar.	<ul style="list-style-type: none"> ▪ To prepare budget, monitor, expenditure in respect of all developmental schemes and ensure timely payment to the staff and other concerned. ▪ To supervise the maintenance of ledgers register etc relating to accounts. ▪ To attend both internal and external audit. 	<ul style="list-style-type: none"> ▪ Acting as CDO for offices operating from the State of J&K.
Assistant Directors at Head Quarters, New Delhi.	<ul style="list-style-type: none"> ▪ Implementation of various developmental schemes of office of DC(Handicrafts). ▪ All matters regarding establishment & administration of Group 'A', 'B', 'C' and 'D' including General Administration. 	<ul style="list-style-type: none"> ▪ Nil.
Assistant Director of Regional office	<ul style="list-style-type: none"> ▪ Implementation of various developmental schemes sanctioned by Headquarter office and recommending officer to the Regional Director in respect of these schemes. 	<ul style="list-style-type: none"> ▪ Nil.

	<ul style="list-style-type: none"> ▪ Liaison with State Government and allied Agencies. 	
Assistant Director at RD&TDCs	<ul style="list-style-type: none"> ▪ Implementation of various developmental schemes sanctioned by Headquarters office. ▪ Supervision of all the activities of RD&TDCs. 	<ul style="list-style-type: none"> ▪ Powers Nil, however some of ADs are delegated powers of Head of Office and DDO.
Assistant Director Marketing Service & Extension Centres	<ul style="list-style-type: none"> ▪ To implement schemes of office of DC (Handicrafts) for Development of Craftpersons of the areas . ▪ To keep liaison and coordination with State Government, Corporations/NGOs and other State Agencies functioning for the development of handicraft sector, besides above the following duties are being performed:- <ul style="list-style-type: none"> ▪ Registration of Artisans. ▪ Preparation of village to village survey and preparation and updation of data base on various parameters relating to handicrafts. ▪ Preparation of Area Directory and directory of important crafts. ▪ Preparation of directory of capable manufacturers. ▪ Assistance to artisans/artisan's group/cooperatives/ NGOs/ Corporations/other agencies in formulation of proposals for availing assistance from the O/O DC (Handicrafts) under its existing schemes and/or financial institutions under different schemes. ▪ Assistance for revival of languishing crafts. ▪ Organization of workshops to ascertain the needs and requirements of the artisans/clusters with a view to formulate schemes and take follow up action with concerned Department/Agencies for its redressal. ▪ Assistance in organizing design workshops through designer and RD & TDCs for educating craftsmen on new products/designs as per market demand. ▪ Assistance as a Technology Transfer Centre by organizing training in use of improved tools and technology. ▪ Organization of trainings for skill up gradation of artisans. ▪ Formation of Self Help Groups and Thrift & Credit Societies and Establishment of vibrant 	<ul style="list-style-type: none"> ▪ To work as Head of Office, Controlling officer and DDO, in respect of Staff posted in Marketing Service & Extension Center and supervising the functioning of office.

	<p>and member controlled community based enterprises.</p> <ul style="list-style-type: none"> ▪ Dissemination of all market related informations from entrepreneurs/ marketers/ exporters and designers to artisans for establishing improved market linkages. ▪ Assistance in organizing market analysis programme. ▪ Assistance in organizing market clinics. ▪ Nomination of artisans for participation in Exhibitions, Expos, Craft Bazars etc. ▪ Assistance in promotion of crafts of one place in other markets within the country through exhibitions. ▪ Assistance in launch and test marketing of new products. ▪ Popularization, propagation and promotion of handicrafts through a variety of media mix like posters, catalogues, brochures, video films and websites. ▪ Assistance in operation and updation of data on Handicrafts Portal for effective buyer-seller linkages and e-commerce. ▪ Assistance for establishing permanent marketing outlets like Emporia and Urban Haats. ▪ Setting up of Craft Development Centres and Common Facility Service Centers for providing technical support and infrastructure for quality production. ▪ Assistance for Group Insurance and Health Package Insurance of artisans ▪ Assistance for construction of worksheds and worksheds-cum-housing for artisans for improving their working conditions. ▪ Implementation and monitoring of various schemes of Office of the DC[Handicrafts]. ▪ Submission of timely returns/data to Regional Offices, Headquarter Office and other Field Offices of Office of the DC [Handicrafts] including those of the State Governments. 	
Assistant Director (A&C)	<ul style="list-style-type: none"> ▪ To look after establishment and store work. ▪ To implement and supervise the schemes of office of DC(Handicrafts) under their jurisdiction. ▪ To get areas for setting up of Carpet Weaving Training Centres surveyed. ▪ To ensure timely setting up /shifting of Carpet Weaving Training Centres. 	<ul style="list-style-type: none"> ▪ Head of office, Controlling Officer and DDO in respect of staff at Service Centre/ Staff posted in Carpet Weaving Training Centre under his jurisdiction.

	<ul style="list-style-type: none"> ▪ To ensure timely supply of raw materials, tools and equipment etc. ▪ To supervise training programme at Carpet Weaving Training Centres. ▪ To ensure maintenance of service records etc. 	
Assistant Director, (Preshipment inspection and certification of India items)	<ul style="list-style-type: none"> ▪ To issue GSP to member countries for concesation for exporting handicraft items. ▪ To supervise the functioning and working of the office and staffs under his control . ▪ To attend the quarries of handicraft exporters/ importers etc. ▪ To circulate the trade inquiries among the handicraft exporters. 	<ul style="list-style-type: none"> ▪ Authorized to sign GSP.
Office Superintendent at FAC	<ul style="list-style-type: none"> ▪ To Supervise all administration/ accounts/ stores related matters at FAC in respect of the offices under the control of FAC. 	<ul style="list-style-type: none"> ▪ Nil
Handicrafts Promotion Officers (HPOs) at Headquarter.	<ul style="list-style-type: none"> ▪ To implement various development schemes of Office of DC(Handicrafts), observing norms and guide lines laid down for each scheme as per compendium of schemes under supervision and guidance of concerned ADs and DDs. ▪ To discharge duties/work assigned by senior officers from time to time. 	<ul style="list-style-type: none"> ▪ Nil
Handicrafts Promotion Officers (HPOs) at Regional office/ Filed Offices (M&SECs)	<ul style="list-style-type: none"> ▪ To conduct survey and studies of crafts in the State from time to time. ▪ To assist artisans in forming cooperative societies and ensure their proper functioning to help needy artisans in getting Artisans Credit Card, loans from various agencies and raw materials at cheaper rates etc. ▪ To under take surveys with a view to identify new products and insure proper development and growth of these products for markets. ▪ Enrollment of artisans during visit to field area and issue of I/Cards after registration. ▪ To assist ADs, DDs and RDs concerned in implementing the various development of schemes of office of DC(Handicrafts) as per compendium of the schemes. ▪ To supervise the training programmes, workshops and Exhibitions etc conducted in field. ▪ To prepare cases of financial assistance to artisans in indigent circumstances. ▪ To cover the maximum artisans with Bima Yojana at nominal premium. 	<ul style="list-style-type: none"> ▪ Nil

	<ul style="list-style-type: none"> ▪ To discharge all the duties assigned by their next higher officers and seniors. 	
Carpet Training Officers (CTOs)	<ul style="list-style-type: none"> ▪ To assist AD/DDs concerned in implementing the schemes of office of DC (Handicraft). ▪ To perform the work assigned by the seniors from time to time. ▪ Over all supervision of Carpet Training Centres:- <ol style="list-style-type: none"> 1. Supervision of training imparted to the trainees. 2. Arrangement of the raw materials, tools and equipments for the trainee. 3. To maintain the attendance Register and ensure the proper disbursement of salary, stipend and wages to concerned. 	<ul style="list-style-type: none"> ▪ Nil
Sr. Accountant/ Jr. Accountant.	<ul style="list-style-type: none"> ▪ All matters relating to Accounts, Audits and reconciliation. ▪ Preparation, checking of bills etc. ▪ Preparation of budget and control of expenditure. ▪ Preparation of monthly and quarterly expenditure statement. 	<ul style="list-style-type: none"> ▪ Nil.
Investigator/Technical Assistant	<ul style="list-style-type: none"> ▪ Conducting survey and studies of crafts of the areas concerned. ▪ To assist in implementing the developmental schemes of office of DC(Handicrafts) as per compendium of the scheme. ▪ To carry out the work assigned by seniors from time to time. 	<ul style="list-style-type: none"> ▪ Nil.
Upper Division Clerks (UDCs)	<ul style="list-style-type: none"> ▪ All matter relating to Administration of the staff. ▪ Recording and weeding out of all records disposal of obsolete and un-serviceable items. ▪ To carry out the official work assigned by their senior. 	<ul style="list-style-type: none"> ▪ Nil
Stenographer etc.	<ul style="list-style-type: none"> ▪ To take dictation and carry out the typing work. 	<ul style="list-style-type: none"> ▪ Nil
	<ul style="list-style-type: none"> ▪ Diary, Dispatch and typing work. 	<ul style="list-style-type: none"> ▪ Nil

Lower Division Clerks (LDCS)/SK/AC	<ul style="list-style-type: none"> ▪ Maintenance of stores/accounts and preparation of bill etc. ▪ To carry out the official work assigned by seniors from time to time. ▪ Handling of cash in Marketing Centres. 	
Cashier Headquarters/ RO's	<ul style="list-style-type: none"> ▪ To maintain Cash Book, Vouchers and disbursement of salary and other payments to staff. 	<ul style="list-style-type: none"> ▪ Nil
Instructor/Assistant Instructor	<ul style="list-style-type: none"> ▪ To impart training as per syllabus of the concerned craft 	<ul style="list-style-type: none"> ▪ Nil
Peon	<ul style="list-style-type: none"> ▪ To carry out the movement of files/papers from one section to other and officers concerned. 	<ul style="list-style-type: none"> ▪ Nil
Driver	<ul style="list-style-type: none"> ▪ To drive the official vehicles. 	<ul style="list-style-type: none"> ▪ Nil
Gestatener Operator	<ul style="list-style-type: none"> ▪ To provide services for Photocopying official documents, circulars, etc. 	<ul style="list-style-type: none"> ▪ Nil
Chowkidar	<ul style="list-style-type: none"> ▪ Watch and ward of Office/Centre 	<ul style="list-style-type: none"> ▪ Nil

III The procedure followed in the decision making process, including channels of supervision and accountability.

Sl.No.	Office	Processing channels
1.	Office of the Development Commissioner (Handicrafts)	The proposals/cases are being processed and dealt by concerned dealing hand in the respective sections & submitted to higher level i.e. Assistant Director. AD then examines the proposals/cases with reference to norms & guidelines set out with reference to rules, regulation governing the subject and guidelines set out for each developmental scheme for submission to his next level i.e. Dy. Director who then submits to his next level i.e. concerned ADC (H), if found in order ADC (H) then recommends the proposal/cases for taking decision/approval by the competent authority i.e. DC (H). The cases/proposal which do not fall within the purview of DC (H) are bring referred to IFW/AS&FA, Ministry of Textiles for their concurrence/different Ministries as the case may be.
2.	Regional Offices	The proposal/cases/matter relating to administrative/financial & welfare are processed by concerned dealing hand and submit to concerned AD at the Regional Office who after examining with reference to respective rules & regulations submits to RD for order/decision in accordance with powers vested in him. With regards to proposals from developmental schemes the Regional Director forwards the cases with his recommendation to DC (H) at New Delhi for approval/decision.
3.	RD&TDC	The proposal/cases are being examined by concerned dealing assistants and AD concerned who then submits to next level i.e. Senior AD/DD with his observation/

Sl.No.	Office	Processing channels
		recommendations for approval/sanction as per the delegation of powers to Sr. AD/DD as be case may be. The proposal relating to the developmental schemes are reffere to Regional Director concerned.
4.	HM&SEC/Carpet Weaving Training-cum-Service Centre.	The cases/proposal are being examined by the concerned dealing hand with reference to the rules & regulation and submitted to AD for approval/sanction in his capacity as head of office, DDO/controlling officer. The cases which do not fall under his purview are referred to RD concerned. The proposals relating to developmental scheme are examined by concerned assistant/AD and referred to RD for his consideration for onward transmission to sanctioning authority i.e. DC (H)for approval if found viable.
	Accountability:	The defaulting officials are viable for action as per the service conduct rules.

IV The norms set by it for the discharge of its functions.

Sl. No.	Functions	Norms for discharge of function
1.	All administrative, financial & welfare matters.	Being dealt in accordance with rules & regulations prescribed by Central govt. form time to time.
2.	Implementation of developmental schemes of office of the Development Commissioner (Handicrafts)	The schemes are implemented as per the approved norms and guidelines set out for each schemes as on 01.04.2005 in the compendium attached.

V The rules, regulation, instruction, manuals and records, held by it or under its control for use by its employees for discharging its functions.

Sl. No.	Particulars	Details
1.	Rules and Regulations	All Central Government Service Rules viz conduct rules, pension rules, pension compilation, FR Rules, SR Rules, GFR Rules, HBA Rules, Medical attendant Rules, Delegation of Finance Power, LTC Rules, Requirement Rules.
2.	Instruction	<ul style="list-style-type: none">▪ Various circulars/ office memorandums on various subject received from time to time from different Ministries.▪ Compendium of handicrafts development schemes containing guideline, performa etc.
3.	Manual	Office procedure manual and Hindi manual.
4.	Records	Survey Study Report, 10 th Plan Document on handicrafts State profile on handicraft, Census of Handicrafts Reports & NGOs profile.

VI The statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of Documents	Details
1.	Administration	Dairy Register, Dispatch Register, File Register, File Movement Register, Medical Claim Reimbursements Register, Liveries Register, Increment Register, CL Register, Local Tour Register, Telephone Register, G.P.F. Register, LTC Register, Hindi Dairy Register, Hindi Dispatch Register, Attendance Register, CGHS Card Register, Service Book, Conduct Rules, Pension Revision Manual, Pension Rules, Pension Compilation Rules, Fundamental and Supplementary Rules, Seniority and Promotion Register, Maintenance of SC/ST Cadre Roster, Delegation of Financial Power, Central Government Group Insurance scheme Rules, Confidential Reports & Recruitment Rules.
2.	Accounts	Contingency Register, Cash Book, Cheque Register, TA Advance Register, Pay Bill Register, Payment Receipt Register, OTA Bill Register, LTC TA Register, Medical reimbursement Register & All Advance Payment Register as per Rule.
3.	Budget	Quarterly expenditure Register and Pay & Allowances (Non-Plan), Loan and Advance Register & Budget Allocation Register.
4.	General Administration	Telephone Bill Register, Log Books, Petrol Register, Vehicle Maintenance Register, Generator Log Book, OTA Register, Identity Card Register, Expenditure Control Register, Consumable Stock Register, New Paper Bill Register, Dead Stock Register, Livery Register, Equipment Maintenance Register, VIP Reference Register & Night Duties Register.
5.	Documents Related to Developmental Schemes of Office of DC(Handicrafts)	Scheme-wise Grant-in-aid Register, Scheme-wise Expenditure Control Register, National Awardees Compendium, NGOs and State profile, 10 th Plan Document, Annual Plan, Survey & Study Report, Censes on Handicraft Report, Office performance report & Records

		in respect of each and every developmental scheme.
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VII The 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.

➤ The following Board, Councils and Committees are being consulted for formulation of policy or implementation thereof.

1. All India Handicraft Board.
2. Export Promotion Council for Handicraft.
3. Carpet Export Promotion Council.
4. Parliamentary Committees.

VIII

Statement of the boards, councils, committees and other Bodies consisting of two or more persons constitute as its part or for the purpose of its advise 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.

Sl. No.	Name of Boards, Councils, Committees and other Bodies attached with Office of DC(Handicrafts)	Address	Regulation and Constitution etc.
1.	All India Handicraft Board	West Block No.7, R.K. Puram, New Delhi-110066 Telephone No.	Regulation of constitution of the Board.
2.	Council of Handicrafts Development Corporations	West Block No.7, R.K. Puram, New Delhi-110066 (INDIA) Telephone No.91-11-26174198, Fax No.91-11-26174269, 91-1126163085 E.mail: chohands4@vsnl.net www.in.dianhandicrafts.org	Memorandum of Association and Rules and Regulations.
3.	Export Promotion Council for Handicrafts	Registered Office: "EPCH HOUSE" Pocket 6&7, Sector -C, L.S.C., Vasant Kunj, New Delhi-110070 Telephone No.91-11026135518/19 E-Mail: epch@vsnl.com	Memorandum and Articles of Association
4.	Carpet Export Promotion Council	110-A1, Krishna Nagar, Street No.5, Safdarjung Enclave, New Delhi-110029.	Memorandum and Articles of Association.
5.	Indian Institute of Carpet Technology	Chauri Road, Distt. Bhadohi, Uttar Pradesh Telephone No.0091+5414-225504/ 228404 Fax No.0091+5414-225509 E-Mail: iictbhadohi@satyam.net.in	Memorandum of Association
6.	Metal Handicraft Service Centre, Moradabad	Peetal Basti, Rampur Road, Moradabad, Uttar Pradesh.	Memorandum of Association
7.	National Centre for Design & Product Development	43, Okhla Industrial Estate, Phase-III, New Delhi-110020, Ph.No.011-26821262/65/73,	Memorandum of Association

		Fax No.011-26821260 E.mail: ncdspd@vsnl.com	
8.	High Level Screening Committee on Urban Haat.	O/o DC(Handicrafts), West Block No.7, R.K.Puram, New Delhi-110066 E-mail: dchejs@ren02.nic.in and DCH@mantraonline.com	<ul style="list-style-type: none"> ▪ DC(Handlooms) Chairman. ▪ DC(Handicrafts) Member. ▪ A representative from Planning Commission, Member. ▪ A representative from IFW, MOT.
9.	High Level Committee on Dilli Haat.	O/o DC(Handicrafts), West Block No.7, R.K.Puram, New Delhi-110066 E-mail: dchejs@ren02.nic.in and DCH@mantraonline.com	<ul style="list-style-type: none"> ▪ DC(Handlooms)Chairman, ▪ DC(Handicrafts) Member ▪ Managing Director, Delhi Tourism and Transport Development Corporation, Member

- The proceedings of the meetings of the above Board, Councils and Committees are not open to public.
- Minutes are circulated to the members.
- EPCH and CEPC is supposed to organize Annual General Meeting in which all the details are open to all the members of the Councils.
- The Regulation of Constitution, Memorandum of Association and Memorandum of Articles etc. of the above Board and Councils are available in their respective Administrative Offices.

IX A directory of its officers and employees.

1	Shri S.S.Gupta	Development Commissioner [H]
2	Ms. Alka Arora	Additional Development Commissioner [H]
3	Shri Rohit Bhardwaj	Director
4	Shri P.C.Pant	Deputy Director [H]
5	Shri N.K.Jha	Deputy Director [H]
6	Shri V.P.Thakur	Senior Assistant Director
7	SHRI Virendra Kumar	Senior Assistant Director
8	Shri Amarjit Singh	Accounts Officer
9	Shri T.Vijay Shankar	Accounts Officer
10	Shri Rakesh Kumar	Accounts Officer
11	Shri Prem Singh	Assistant
12	Shri N.S.Negi	Assistant
13	Shri S.K.Sharma	Assistant
14	Shri Ish Kumar	Assistant
15	Shri S.K.Bhutani	Assistant
16	Shri Mohinder Pal	Assistant Director
17	Shri Swaraj	Assistant Director
18	Miss Shashi Bala	Assistant Director
19	Shri H.K.Sharma	Assistant Director
20	Shri Kulvir Singh Gulia	Assistant Director
21	Shri Ramnik Chand	Assistant Director
22	Shri A.K.Batra	Assistant Director
23	Shri K.S.Rathore	Assistant Director
24	Shri D.S.Garud	Assistant Director (H)
25	Shri K.Dhanrajan	Assistant Director (H)
26	Shri Paramjit Singh	Assistant Director (H)
27	Smt Santosh Minhas	Assistant Director (OL)
28	Ms Veena Panwar	Assistant Instructor
29	Shri S.S.Hasan	Carpet Training Officer
30	Shri Surendera Nath Rai	Carpet Training Officer
31	Shri R.N.Mishra	Carpet Training Officer
32	Shri D.K.Sharma	Carpet Training Officer
33	Shri Ashwani Kumar	Carpet Training Officer
34	Shri Prem Singh	Carpet Training Officer
35	Shri D.K.Srivastava	Carpet Training Officer
36	Shri Hari Singh	Chowkidar
37	Smt Asha Devi	Chowkidar
38	Shri Balram Singh	Chowkidar
39	Shri Janaki Prasad	Chowkidar
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IX A directory of its officers and employees.

41	Shri D K sharma	Chowkidar
42	Shri V.Sengotian	Chowkidar
43	Sh Om Prakash	Chowkidar
44	Shri Parveen Kumar Rana	Chowkidar
45	Shri Jagdish Chander Bhat	Chowkidar
46	Shri Ranbir Singh	Chowkidar
47	Shri Prem Singh	Chowkidar
48	Shri Ram Karan Singh	Chowkidar
49	Shri Nem Singh	Chowkidar
50	Shri Om Prakash	Chowkidar
51	Shri Satbir Singh	Chowkidar
52	Shri Bagwati Prasad	Chowkidar
53	Smt Meenakshi	Commercial Artist
54	Shri Krishan Singh	Daftary
55	Shri Nand Ram	Daftary
56	Shri Surat Singh	Daftary
57	Smt Sushma	Design Artist
58	Shri Mukesh Kumar	Driver
59	Shri Sahdev Singh	Driver
60	Shri Bahadur Singh	Driver
61	Shri P.S.Negi	Driver
62	Shri Jagbir Singh	Driver
63	Shri Vinod Kumar	Driver
64	Shri J.P.Singh	Electrician
65	Shri Khushal Singh	Frash
66	Smt. Bimla	Frash
67	Shri N.K.Jain	Handicrafts Promotion Officer
68	Shri Ashok Kumar	Handicrafts Promotion Officer
69	Shri N.K.Awal	Handicrafts Promotion Officer
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IX A directory of its officers and employees.

71	Shri Santosh Kumar	Handicrafts Promotion Officer
72	Shri P.R.Saxena	Handicrafts Promotion Officer
73	Shri A.K.Sharma	Handicrafts Promotion Officer
74	Shri P.C.Sharma	Handicrafts Promotion Officer
75	Smt Sushila Sharma	Handicrafts Promotion Officer
76	Shri L.S.Meena	Handicrafts Promotion Officer
77	Smt Asha Mehta	Instructor
78	Smt. Parveen Bala	Investigator
79	Smr Rajni Batra	Investigator
80	Shri Ramesh Chand	Investigator
81	Smt Leelma John	Investigator
82	Shri S.K.Singh	Investigator
83	Shri V.K.Gulati	Investigator
84	Shri B.K.Jalali	Investigator
85	Smt Sunita Dhamija	Investigator
86	Smt S.L.Virmani	Investigator
87	Smt Sujata Ahuja	Investigator
88	Smt Kuldeep Kaur	Investigator
89	Shri S.V.Jain	Investigator
90	Smt Laxmi	Jamadar
91	Shri Virender Kumar	Jobber
92	Smt Sarala Zutshi	Junior Accountant
93	Shri Jeet Ram	Junior Gestetner Operator
94	Shri Dharam Pal Singh	Junior Helper
95	Shri Kharban Ram	Junior Helper
96	Shri Ahibaran Singh	Junior Helper
97	Smt Rita Chabra	Lower Division Clerk
98	Shri Prayag Dutt	Lower Division Clerk
99	Shri Diwan Singh	Lower Division Clerk
100	Shri Jagdish Prasad	Lower Division Clerk
101	Shri Ajit Singh	Lower Division Clerk
102	Kum Amrit Kaur	Lower Division Clerk
103	Shri Hayat Singh	Lower Division Clerk
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IX A directory of its officers and employees.

105	Shri Sansar Chand	Lower Division Clerk
106	Shri Jagdish Chander	Lower Division Clerk
107	Shri Laxmi Prasad	Lower Division Clerk
108	Smt R.Subramani	Lower Division Clerk
109	Smt Neelam Khushu	Lower Division Clerk
110	Shri Surender Singh	Lower Division Clerk
111	Shri Hari Ram	Peon
112	Shri Brij Mohan Singh	Peon
113	Smt Raj Kumari	Peon
114	Shri Raj Kumar	Peon
115	Shri Inderjeet Singh	Peon
116	Shri Prem Singh	Peon
117	Shri Dwarka Prasad	Peon
118	Shri Lalit Kumar Burman	Peon
119	Shri Sunil Kumar	Peon
120	Shri Subhash Rambhu	Peon
121	Shri Ajai Tigga	Peon
122	Smt Basanti Devi	Peon
123	Shri Sohan Singh	Peon
124	Shri Surender Kumar	Peon
125	Shri Sadhu Majhi	Peon
126	Shri Bansi Lal	Peon
127	Shri Atma Ram	Peon
128	Shri Dharmendra Tripathi	Peon
129	Shri Om Prakash	Peon
130	Shri Govind Singh	Peon
131	Shri Darshan Singh	Peon
132	Shri Dharampal Singh	Peon
133	Shri Meharchand Rahi	Personal Assistant
134	Shri M.S.Bisht	Senior Accountant
135	Shri Bala Dutt	Senior Accountant
136	Shri Youdhbeer Singh	Senior Accountant
137	Shri T.D.Tripathi	Senior Accountant
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IX A directory of its officers and employees.

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140	Shri Kripal Singh	Senior Economic Investigator
141	Shri Naresh Kumar	Senior Hindi Translator
142	Shri Subhash Sharma	Skilled Worker
143	Shri K.R.S.Rawat	Steno Grade 'b'
144	Smt Anurita Gujral	Steno Grade 'b'
145	Smt Neera Dogra	Steno Grade 'b'
146	Shri Dharmendra Kumar	Steno Grade 'D'
147	Shri Charan Das	Steno Grade 'D'
148	MS. Ritu Bhatia	Steno Grade 'D'
149	Mrs Sangita Pwar	Steno Grade 'D'
150	Shri Chander Mohan	Steno Grade 'D'
151	Smt. Sunita Chadha	Steno Grade 'D'
152	Smt Sunita Mahajan	Steno Grade 'D'
153	Smt M.Vijaya Lakshmi	Steno Grade 'D'
154	Shri U.C.Pandita	Store Keeper
155	Shri S.C.Balodi	Store Keeper
156	Shri K.P.Mishra	Store Keeper
157	Shri B.R.Dogra	Store Keeper
158	Shri Brij Mohan	Store Keeper-cum-Accountant
159	Shri Phool Singh	Store Keeper-cum-Accountant
160	Shri Ramphal Singh	Store Keeper-cum-Accountant
161	Shri Ram Chander	Store Keeper-cum-Accountant
162	Shri A.K.Nigam	Store Keeper-cum-Accountant
163	Shri Sunil Kumar	Store Keeper-cum-Accountant
164	Shri N.J.Zadu	Store Keeper-cum-Accountant
165	Km. Kamaljit Kaur	Store Keeper-cum-Accountant
166	Shri Ram Lal	Store Keeper-cum-Accountant
167	Shri Vinod Prakash Joshi	Store Supervisor
168	Shri Mahesh Kumar	Sweeper
169	Shri Narain Singh	Technical Assistant
170	Shri K.K.Malik	Technical Assistant
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IX A directory of its officers and employees.

172	Shri A.K.Sinha	Technical Assistant
173	Shri Raj Kumar	Technical Assistant
174	Shri R.S.Bisht	Upper Division Clerk
175	Shri S.N.Bandhu	Upper Division Clerk
176	Shri S.K.Nayyar	Upper Division Clerk
177	Shri O.P.Sharma	Upper Division Clerk
178	Shri Chandrika Mahato	Upper Division Clerk
179	Shri Girish Chander	Upper Division Clerk
180	Smt Vijay Kapoor	Upper Division Clerk
181	Shri M.S.Bisht	Upper Division Clerk
182	Shri Rakesh Babu	Upper Division Clerk
183	Shri N.S.Bisht	Upper Division Clerk

X The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Sl. No.	Name of officers and Employee	Designation	Scale of Pay	Total Monthly remuneration (In Rs.)	The System of compensation as provided in its regulations, if any
1.	Shri Sanjay Agarwal	DC(H)	18400-22400	36,102	
2.	Shri Ajay Kumar	ADC(H)	16400-20000	34,041	
3.	Dr. Sandeep Srivastava	ADC(H)	15100-18300	29,303	
4.	Shri G.K. Asthana	Deputy Director	10000-15200	24,925	
5.	Shri Rohit Bhardwaj	Deputy Director	10000-15200	19,791	
6.	Shri Daya Nand	Deputy Director	10000-15200	26,017	
7.	Shri Gourav Kuamr	Deputy Director	10000-15200	23,867	
8.	Shri VVS. Suryanarayan	Deputy Director	10000-15200	22,072	
9.	Ms. Niralaxmi Palai	Deputy Director	10000-15200	23,213	
10.	Shri Virender Kumar	Sr. Asstt. Director	8000-12500	18,740	
11.	Shri S.K. Jha	Assistant Director	6500-10500	20,759	
12.	Shri D.C. Tangoria	Assistant Director	6500-10500	19,905	
13.	Shri N.K. Jha	Assistant Director	6500-10500	19,303	
14.	Shri R.R. Meena	Assistant Director	6500-10500	16,356	
15.	Shri B. Anand Rao	Assistant Director	6500-10500	23,853	
16.	Shri Ajit Singh	Assistant Director	6500-10500	25,176	
17.	Shri A.K. Batra	Assistant Director	6500-10500	16,671	
18.	Shri A.K. Aggarwal	Assistant	6500-	21,773	

		Director	10500		
19.	Shri Manohar Singh	Assistant Director	6500-10500	26,733	
20.	Smt. Pushpa Chaku	Assistant Director	6500-10500	17,373	
21.	Smt. Santosh Minhas	Asstt. Director (OL)	6500-10500	18,689	
22.	Shri Sant Lal	Assistant Director	6500-10500	23,853	
23.	Shri Mohan Pal	Assistant Director	6500-10500	27,450	
24.	Shri V.K. Aima	Assistant Director	6500-10500	22,793	
25.	Shri P.C. Pant	Accounts Officer	6500-10500	16,144	
26.	Sh. Santosh Kumar	HPO	5500-9000	19,002	
27.	Shri N.K. Jain	HPO	5500-9000	18,055	
28.	Sh. N.K. Awal	HPO	5500-9000	19,002	
29.	Sh. Davender Kumar	HPO	5500-9000	18,316	
30.	Shri Hem Raj	HPO	5500-9000	19,443	
31.	Sh. K. S. Rathore	HPO	5500-9000	16,144	
32.	Sh. V. K. Savita	HPO	5500-9000	19,884	
33.	Sh. A.K. Sharma	HPO	5500-9000	19,443	
34.	Sh. Paramjit Singh	HPO	5500-9000	20,500	
35.	Shri R.P. Mishra	HPO	10000-15200	26,908	
36.	Sh. Ramnik Chand	HPO	5500-9000	15,969	
37.	Sh. Sher Singh	HPO	5500-9000	17,679	
38.	Sh. Ashok Seghal	HPO	6500-10500	22,971	
39.	Sh. Mohinder Pal	HPO	5500-9000	20,766	
40.	Smt. Deep Kaur	HPO	5500-9000	19,443	
41.	Sh. Rajendra Prasad	HPO	5500-9000	19,443	

42.	Sh. H. K. Sharma	HPO	5500-9000	15,618	
43.	Sh. Narender Singh	HPO	5500-9000	18,316	
44.	Miss Shashi Bala	HPO	6500-10500	15,267	
45.	Smt. Sushila Sharma	HPO	5500-9000	19,484	
46.	Sh. K. Dhanrajan	HPO	5500-9000	15,229	
47.	Sh. D.K. Sharma	HPO	6500-10500	24,584	
48.	Shri L.P. Singh,	EPO	1000-15200	21,132	
49.	Sh. Rameshwar Ray	HTO	5000-8000	14,967	
50.	Sh. R.M. Lal	CTO	10000-15200	21,677	
51.	Sh. R.C. Saxena	CTO	10000-15200	20,932	
52.	Sh. Mahavir Prasad	CTO	10000-15200	20,932	
53.	Sh. Ashwani Kumar	CTO	10000-15200	21,502	
54.	Sh. Muhar Singh	CTO	10000-15200	21,502	
55.	Sh. D.K. Sharma	CTO	10000-15200	26,392	
56.	Smt. Arati Seghal	CTO	10000-15200	25,301	
57.	Shri R.P. Azad	CTO	5500-9000	21,403	
58.	Sh. G.S. Tiwari	CTO	10000-15200	21,502	
59.	Shri S.K. Sharma,	Assistant	5500-9000	10,974	
60.	Shri Prem Singh,	Assistant	5500-9000	13,154	
61.	Shri Narain Singh,	Tech. Assistant	5500-9000	17,544	
62.	Sh. Raj Kumar	Tech. Assistant	4500-7000	16,717	
63.	Sh. Vijay Kumar	Tech. Assistant	5500-9000	17,970	
64.	Sh. S.K. Tindal	Tech. Assistant	4500-7000	8,238	

65.	Sh. Y.P. Verma	Tech. Assistant	5500-9000	17,930	
66.	Sh. A.K. Sinha	Tech. Assistant	4500-7000	17,543	
67.	Shri Harprakash	Tech. Assistant	5500-9000	16,772	
68.	Sh. K. K. Malik	Tech. Assistant	5500-9000	17,930	
69.	Sh. P.K. Joshi	Tech. Assistant	5500-9000	14,046	
70.	Sh. S.K. Bhutani	Statistical Asstt.	5500-9000	19,002	
71.	Shri Ganga Prasad,	Statistical Asstt.	3200-4900	10,268	
72.	Sh. A.K. Meena	Statistical Asstt.	5500-9000	15,614	
73.	Sh.Kripal Singh	Sr. Eco. Inv.	8000-13500	18,769	
74.	Sh. S.K. Singh	Investigator	5000-8000	14,071	
75.	Shri V.K. Gulati	Investigator	5000-8000	17,158	
76.	Smt. Parveen Bala	Investigator	5000-8000	15,064	
77.	Sh. A.N. Dhawan	Investigator	5000-8000	17,529	
78.	Smt. Kuldeep Kaur	Investigator	5000-8000	15,544	
79.	Sh. P.C. Sharma	Investigator	5500-9000	15,617	
80.	Shri J.P. Aggarwal	Investigator	8000-13500	20,559	
81.	Smt. Avinash Chawla	Investigator	5000-8000	14,046	
82.	Sh. R.K. Jalali	Investigator	5000-8000	12,861	
83.	Smt. Leelamajohn	Investigator	5500-9000	13,331	
84.	Smt. Sunitadhamija	Investigator	5500-9000	16,387	
85.	Smt. S.L. Virmani	Investigator	5500-9000	16,001	
86.	Smt. Baljeet Kaur	Investigator	5000-8000	15,394	
87.	Smt. Sujata Ahuja	Investigator	5500-9000	16,001	

88.	Smt. Meena Ahuja	Investigator	5500-9000	12,817	
89.	Sh. Ramesh Chand	Investigator	5000-8000	15,064	
90.	Smt. Rajani Batra	Investigator	5000-8000	12,121	
91.	Sh. S. V. Jain	Investigator	5500-9000	17,970	
92.	Smt Radha Tahiliani	Investigator	5000-8000	17,930	
93.	Sh. P.R. Saxena	Investigator	6500-10500	19,443	
94.	Shri S.K. Bhatnagar	Investigator	5000-8000	14,660	
95.	Shri Bala Dutt,	Sr. Accountant	5500-9000	15,618	
96.	Sh. Amarjit Singh	Sr. Accountant	6500-10500	20,059	
97.	Sh. Rakesh Kumar	Sr. Accountant	5500-9000	19,618	
98.	Smt. Neelam Malik	Sr. Accountant	5500-9000	18,702	
99.	Shri Youdhbeer Singh	Jr. Accountant	4500-7000	13,079	
100.	Shri R.N. Suryawanshi	Jr. Accountant	4500-7000	11,030	
101.	Smt. Sarala Zutshi	Jr. Accountant	5500-9000	17,208	
102.	Sh. M. S. Bisht	Jr. Accountant	5500-9000	13,738	
103.	Sh. T.D. Tripathi	Jr. Accountant	5500-9000	15,338	
104.	Sh. Kamaljit Singh	Sr. Draughtsman	5500-9000	17,022	
105.	Smt. Geeta Chakravarty	Commercial Artist	7450-11500	24,073	
106.	Sh. V.K. Punj	Asstt. Admn. Officer	5000-8000	15,725	
107.	Smt. Shahnaz Beg	Inspector	5000-8000	18,316	
108.	Shri J.P. Singh	Electrician	5000-8000	13,387	
109.	Shri Subhash Sharma	Skilled Worker	4000-6000	10,839	
110.	Sh. Vinod Prakash Joshi	Store Supervisor	5000-8000	10,754	

111.	Smt. Santosh Sehgal	Sr.Hindi Translator	5500-9000	19,002	
112.	Sh. Naresh Kumar	Jr. Hindi Translator	5500-9000	16,001	
113.	Smt. Asha Mehta	Instructor	4500-7000	10,491	
114.	Smt. Sushma	Design Artist	4500-7000	13,079	
115.	Smt. Neera Dogra	PS to DC(H),	6500-10500	14,565	
116.	Shri Charn Singh	Steno 'B'	6500-10500	17,553	
117.	Smt. Anurita Gujral	Steno 'B'	6500-10500	19,177	
118.	Sh. Chander Mohan	Steno 'D'	4000-6000	9,526	
119.	Smt. Sunita Chadha	Steno 'D'	4000-6000	11,425	
120.	Smt. Madhuri Kapoor	Steno 'D'	5000-8000	13,124	
121.	Smt. M. Vijaylaksh	Steno 'D'	4000-6000	8,900	
122.	Smt. Sunita Mahajan	Steno 'D'	4000-6000	11,205	
123.	Sh. Charan Dass	Steno 'D'	4000-6000	13,414	
124.	Sh. Meharchand Rahi	Steno 'D'	4000-6000	10,755	
125.	Sh. K. R. S. Rawat,	Steno 'C'	5500-9000	12,817	
126.	Sh. Dharmendra Kumar	Steno 'D'	4000-6000	10,102	
127.	Sh. Muneshwar P. Sinha	Steno 'D'	4000-6000	10,102	
128.	Smt. Usha Chugh	Steno 'C'	5500-9000	14,843	
129.	Smt. Kavita Devanathan	Steno 'D'	4000-6000	8,122	
130.	Sh. Manohar Lal	Steno 'D'	4000-6000	9,882	
131.	Sh. M. S. Bisht	UDC	4000-6000	9,351	
132.	Sh. Chandrika Mahato	UDC	4000-6000	9,000	
133.	Sh. S. N. Bandhu	UDC	4000-6000	9,080	

134.	Shri R.K. Bakshi	UDC	4000-6000	8,298	
135.	Smt. Paramjeet Kaur	UDC	5000-8000	11,018	
136.	Sh. Girish Chander	UDC	4000-6000	10,053	
137.	Sh. S.K. Nayyar	UDC	4000-6000	10,984	
138.	Shri N.S. Bisht	UDC	4000-6000	10,328	
139.	Smt. Vijay Kapoor	UDC	4000-6000	9,965	
140.	Sh. O.P. Sharma	UDC	4000-6000	9,075	
141.	Shri Ish Kumar	UDC	4000-6000	11,646	
142.	Sh. Jai Bhagwan	UDC	4000-6000	12,307	
143.	Smt. Shkuntala Rani	UDC	4000-6000	10,491	
144.	Sh. Ram Kishan	UDC	4000-6000	11,646	
145.	Sh. Rajendra Prasad	UDC	4000-6000	10,764	
146.	Shri Rakesh Babu	UDC	4000-6000	9,777	
147.	Sh. N. S. Negi	UDC	4000-6000	9,350	
148.	Shri Prayag Dutt	LDC	3050-4590	6,311	
149.	Shri Prafull Kumar	LDC	3050-4590	7,356	
150.	Smt. Neelam Khushu	LDC	3050-4590	8,514	
151.	Ms. Amrit Kaur,	LDC	3050-4590	8,018	
152.	Smt. Rita Chabra	LDC	3050-4590	10,764	
153.	Sh. Surender Singh Rawat	LDC	3050-4590	6,838	
154.	Sh. Laxmi Prasad	LDC	3050-4590	8,514	
155.	Shri Jagdish Chander,	LDC	4000-6000	7,596	
156.	Mrs. Revathi Subramani	LDC	4000-6000	8,298	

157.	Sh. Hayat Singh	LDC	3050-4590	6,898
158.	Sh. Jagdish Prasad	LDC	3050-4590	6,969
159.	Sh. R. S. Bisht	LDC	3050-4590	9,475
160.	Sh. Ajit Singh	LDC	3050-4590	6,969
161.	Sh. Swaminath Sharma	LDC	3050-4590	6,838
162.	Sh. Diwan Singh	LDC	3050-4590	7,548
163.	Smt. Indu Sharm	LDC	4000-6000	9,441
164.	Sh. M.S. Negi	LDC	3050-4590	8,679
165.	Sh. Sansar Chand	LDC	3050-4590	6,813
166.	Shri N.J. Zadu	SC/AC	4000-6000	12,353
167.	Sh. S.C. Balodi	SC/AC	4000-6000	9,175
168.	Sh. K.P. Mishra	Storekeeper	4000-6000	11,977
169.	Shri J.P. Singh,	Storekeeper	4000-6000	10,088
170.	Sh. Mukesh Kumar	Driver	3050-4590	6,755
171.	Shri Vinod Kuamr	Driver	3050-4590	7,386
172.	Shri Shadev Singh	Driver	3050-4590	7,191
173.	Sh. Jagbir Singh	Driver	3050-4590	8,048
174.	Sh. Bhadur Singh	Driver	3050-4590	7,054
175.	Sh. P.S. Negi	Driver	4500-8000	12,037
176.	Sh. Dharam Vir	Sr. Gest. Operator	2610-4000	7,317
177.	Sh. Jeet Ram	Jr. Gest. Operator	2610-4000	6,881
178.	Sh. Nand Ram	Daftary,	2610-4000	6,999
179.	Sh. Komal Singh	Peon	2610-4000	6,859

180.	Sh. Subhash Rambh	Peon	2550-3200	5,841	
181.	Smt. Raj Kumari,	Peon	2550-3200	7,121	
182.	Sh. Ajay Tigga	Peon	2550-3200	5,841	
183.	Sh. Sadhu Majhi	Peon	2550-3200	6,244	
184.	Shri Dharmendra Tripathi	Peon	2550-3200	6,046	
185.	Sh. Yeshveer Singh	Peon	2550-3200	7,254	
186.	Smt. Basanti Devi	Peon	2550-3200	5,735	
187.	Sh. Dharam Pal Singh	Peon	2610-4000	8,379	
188.	Sh. Raj Kumar	Peon	2550-3200	5,841	
189.	Sh. Krishan Singh	Peon	2610-4000	6,859	
190.	Sh. Inderjeet Singh	Peon	2610-4000	8,379	
191.	Sh. Dwarka Prasad	Peon	2610-4000	8,379	
192.	Sh. Prakash Singh	Peon	2610-3540	7,915	
193.	Sh. Hari Ram	Peon	2610-3540	6,422	
194.	Sh. Om Prakash	Peon	2610-4000	7,915	
195.	Sh. Darshan Singh	Peon	2610-3540	6,367	
196.	Sh. Atma Ram	Peon	2550-3200	7,386	
197.	Sh. Prem Singh	Peon	2610-4000	6,367	
198.	Sh. Lalit Kr. Burman	Peon	2550-3200	5,841	
199.	Sh. Sunil Kumar	Peon	2550-32000	5,827	
200.	Sh. Surat Singh	Peon	2610-4000	7,021	
201.	Sh. Surender Kumar	Peon	2550-3200	7,121	
202.	Sh. Narender Kumar	Peon	2610-4000	8,379	

203.	Sh. Govind Singh	Peon	2610-3540	6,367	
204.	Sh. Brij Mohan Sing	Peion	2550-3200	5,841	
205.	Shri Ahibaran Singh	Junior Helper	2610-3540	5,090	
206.	Shri Dharam Pal Singh,	Junior Helper	2550-3200	7,915	
207.	Sh. Kharban Ram	Junior Helper	2610-3540	7,518	
208.	Sh. Sohan Singh	Chowkidar	2550-3200	7131,	
209.	Sh. Ranbir Singh	Chowkidar	3050-4590	7,262	
210.	Smt. Asha Devi	Chowkidar	2550-3200	7,121	
211.	Sh. Khushal Singh	Chowkidar	2610-3540	6,367	
212.	Sh. Nandan Singh	Chowkidar	2610-3540	7,031	
213.	Sh. Chander Bhan	Chowkidar	2610-3540	8,875	
214.	Sh. Gambir Singh	Chowkidar	2610-3540	7,322	
215.	Sh. Satbir Singh	Chowkidar	2610-3540	7,262	
216.	Sh Bhim Singh	Chowkidar	2550-3200	7,254	
217.	Sh. Balram Singh	Chowkidar	2550-3200	5,841	
218.	Shri Bansi Lal	Chowkidar	2610-3200	8,449	
219.	Sh. Nem Singh	Chowkidar	2610-3540	6,859	
220.	Sh. Om Prakash	Chowkidar	2610-3200	6,367	
221.	Sh. Prem Singh	Chowkidar	2610-3540	6,613	
222.	Sh. Dalip Singh	Chowkidar	2610-3540	6,736	
223.	Shri D.K. Sharma,	Chowkidar	2550-3200	5,450	
224.	Sh. Nanak Chand	Chowkidar	2610-4000	7,186	
225.	Sh. Jogeshwar Das	Chowkidar	2610-4000	6,791	

226.	Shri Hari Singh,	Chowkidar	2610-4000	6,859	
227.	Smt. Bimla	Farash	2550-3200	8,379	
228.	Sh. Jai Prakash	Farash	2550-3200	6,001	
229.	Smt. Laxmi,	Jamadar	2610-4000	7,761	

- Remuneration of Officers and Employees posted in subordinate Offices is maintained by their respective Public Information officers and Assistant Public Information Officers.

XI The budget allocated to each of its agency, indicating the particulates of all plans, proposed expenditures and reports on disbursements made.

Sl. No.	Particulars	Details
1.	Non Plan Budget 2005-06	▪ Annexure 'A'
2.	Plan Budget 2005-06	▪ Annexure 'B'
3.	Expenditure for the year 2004-05.	▪ Annexure 'C'

Non -Plan

(Rs. in lakhs)

Code	Head of Accounts	B. E. 2005-2006		
	Major Head"2851"			
00104	Handicrafts Industries	For O/o the DC (H)	P&AO (Handicrafts)	Total
01	Development Commissioner for Handicrafts			
010001	Salaries	255.00	40.00	295.00
010002	Wages	2.00	-	2.00
010003	OTA	4.40	0.10	4.50
010006	Medical Treatment	18.00	2.00	20.00
010011	Domestic Travel Expenses	35.50	0.50	36.00
010012	Foreign Travel Expenses	20.00	-	20.00
010013	Office Expenses	(**) 57.00	6.00	63.00
010020	Other Administrative Expenses	(**) 10.00	-	10.00
010027	Minor Works Maintenance	(**) 5.00	-	5.00
010028	Professional Services	(**) 5.00	-	5.00
010050	Other Charges	(**) 5.00	-	5.00
	Total	416.90	48.60	(*) 465.50

(*) AO (Hqrs) and AO, CP&AO, O/o the DC (H), New Delhi will be DDO/ CDOs respectively in respect of Budget Provision for O/o the DC (H).

(**) For General Section, Hqrs. Office.

B. E. 2005-2006
(Non-Plan)

(Rs. in lakhs)

Code No.	Major Head 2851 00104 Handicrafts Industries <u>03 Marketing & Service Extension Centres</u>	Common Facility Centres (Closed) (Training Section)	Marketing Sec. for HM&SEC/ incl. Exhb. incl. NER & Sikkim	General Section (Hqrs.)	O/o DC (HC) Hqrs.	Total
1	2	3	4	5	6	7
030001	Salaries	30.00	460.00			490.00
030003	OTA	-	1.00			1.00
030006	Medical Treatment	2.00	21.00			23.00
030011	Domestic T.E.	0.50	44.50			45.00
030012	Foreign Travel Expenses	-	-		4.00	4.00
030013	Office Expenses	0.50	44.50			45.00
030014	Rent, Rates and Taxes	-	50.00			50.00
030020	Other Admn. Exp.	-	-	5.00		5.00
030027	Minor Works	-	-	5.00	-	5.00
030028	Professional Services	-	-	5.00	-	5.00
030052	Machinery & Equipment	5.00	-	-		5.00
030050	Other Charges	-	10.00	10.00	-	20.00
	Total	38.00	631.00	25.00	4.00	698.00

Non-Plan

(Rs. in lakhs)

Code No.	Major Head "2851" 00104 Handicrafts Industries 02 Training & Extension	Carpet Scheme other than J&K incld. Hqrs. & NER & Sikkim (Closed Centres)	Metal Trg. scheme Incl. Hqrs. Office (Closed Centres)	O/o DC (HC) Hqrs	General Section Hqrs. Office	Textiles sch. Incl. OAC Hqrs.Office/ NCIHPT (closed) & NER incld. Sikkim(Closed Centres)	Wood Craft Scheme (Trg) (Closed Centres)	Cane & Bamboo Sch. incld. OAC Hqrs.& NER (Closed Centres)	Total
1	2	3	4		5	6	7	8	9
020001	Salaries	1796.00	175.00		-	115.00	15.00	53.00	2154.00
020002	Wages	-	-		-	-	-	-	-
020003	OTA	2.00	-		-	-	-	-	2.00
020006	Medical Treatment	70.00	10.00		-	10.00	3.00	7.00	100.00
020011	Domestic TE	67.50	3.00		-	3.00	0.50	6.00	80.00
020012	Foreign Travel Expenses	-	-	9.00	-	-	-	-	9.00
020013	Office Expenses	70.60	1.70		57.00	0.55	-	0.15	130.00
020014	Rent, Rates & Taxes	16.20	2.75		-	0.50	-	0.55	20.00
020034	Stipends	-	-		-	-	-	-	-
020021	Supplies & Material	-	-		-	-	-	-	-
020050	Other Charges	-	-		10.00	-	-	-	10.00
020020	Other Admn. Expenses	-	-		10.00	-	-	-	10.00
020027	Minor Works	-	-	-	5.00	-	-	-	5.00
020028	Professional Services	-	-	-	5.00	-	-	-	5.00
	Total	2022.30	192.45	9.00	87.00	129.05	18.50	66.70	2525.00

B. E. 2005-2006

Non-Plan

(Rs. in lakhs)

07	<u>Economic Crafts Research Survey & Marketing Studies (Hqrs.)</u>	
070001	Salaries	15.00
070003	OTA	0.10
070006	Medical Treatment	0.80
070011	Domestic Travel Expenses	5.00
070012	Foreign Travel Expenses	-
070013	Office Expenses (General Section)	6.00
	Total	26.90

12	<u>Export Promotion Regulation</u>	Export Section	Textiles (PSICII)	Total
120001	Salaries	19.00	88.00	107.00
120003	OTA	0.02	0.03	0.05
120006	Medical Treatment	1.00	4.00	5.00
120011	Domestic Travel Expenses	1.00	8.00	9.00
120013	Office Expenses	2.00	7.00	9.00
120014	Rent, Rates and Taxes	-	0.95	0.95
	Total	23.02	107.98	131.00

Non-Plan

(Rs. in lakhs)

Code No.	Major Head 2851 00104 Handicrafts Industries <u>10 Design and Technical upgradation</u>	Regional Tech. Dev. Wing at RTDTCs including NER & Sikkim (Design)	C&B Trg. Scheme/ TWTCs/ DRL & NER including Sikkim	Carpet Scheme For J&K	General Section Hqrs. Office	Hqrs. Office	BCDI, Agartala (Trg)	Total
1	2	3	4	5	6	7	8	9
100001	Salaries	330.00	160.00	1319.00	-	-	45.00	1854.00
100003	OTA	0.30	0.20	0.40	-	-	-	0.90
100006	Medical Treatment	25.00	10.00	60.00	-	-	5.00	100.00
100011	Domestic Travel Expenses	38.00	14.00	35.00	-	-	3.00	90.00
100012	Foreign Travel Expenses	-	-	-	-	4.50	-	4.50
100020	Other Administrative Expenses	-	-	-	5.00	-	-	5.00
100034	Stipend	-	8.00	150.00	-	-	2.00	160.00
100013	Office Expenses	38.00	18.00	34.00	-	-	5.00	95.00
100014	Rent, Rates and Taxes	24.00	7.94	66.31	-	-	1.75	100.00
100021	Material & supplies	10.00	5.00	34.50	-	-	0.50	50.00
100027	Minor Works	-	-	-	5.00	-	-	5.00
100028	Professional Services	-	-	-	5.00	-	-	5.00
100050	Other Charges	-	-	19.00	-	-	1.00	20.00
100052	Machinery and Equipment	24.00	-	-	-	-	1.00	25.00
	Total	489.30	223.14	1718.21	15.00	4.50	64.25	2514.40

(NON-PLAN)

(Rs. In lakhs)

CODE	HEAD OF ACCOUNTS	R.E.2005-2006	
13	<u>Welfare and Other Schemes</u>		
130001	Salaries	166.00	
130003	OTA	1.00	
130006	Medical Treatment	8.00	
130011	Domestic Travel Expenses	20.00	
130012	Foreign Travel Expenses	4.00	
130013	Office Expenses	27.00	
130014	Rent, Rates and Taxes	10.00	
130020	Other Administrative Expenses	5.00	
130027	Minor Works	5.00	
130028	Professional Services	5.00	
130052	Machinery Equipment	5.00	
130021	Supplies and Materials	2.00	
130050	Other Charges	30.00	For Financial Assistance to Mastercrafts persons Pension Scheme (Hqrs.)
	Total	288.00	
	Total Handicrafts Industries:	6648.80	

Annexure - B

Office of the Development Commissioner (Handicrafts)

Rest of India (Plan)

(Rs. in lakhs)

Budget Head/ Scheme	B. E. 2005-06		
Major Head "2851-Village & Small Industries			
00104-Handicrafts Industries	Grant-in-aid	Other Charges	Total
Major Head "2851"			
02 Training & Extension			
020031 Grants-in-aid (Training Section)			
020050 Other Charges	60.00		60.00
Trg. Section		40.00	40.00
Total	60.00	40.00	100.00
10 Design & Technological Upgradation			
100031 Grants-in-aid			
i) Design Section	1050.00		1050.00
ii) IICT Bhadohi/ Jaipur/ Srinagar	500.00		500.00
100050 Other Charges			
i) Design Section		150.00	150.00
Total	1550.00	150.00	1700.00
12 Export Promotion			
120031 Grants-in-aid			
i) Export Section	1050.00		1050.00
ii) Credit Gurantee Scheme	50.00		50.00
120050 Other Charges			
i) Export Section		80.00	80.00
ii) General Section		20.00	20.00
Total	1100.00	100.00	1200.00
24 Baba Sahib Ambedkar Hastshilp Yojana			
240031 Grants-in-aid			
i) Cluster Section	2000.00		2000.00
ii) MSS/Trg./Welfare Sec. (Committed liability)	100.00		100.00
iii) Workshed Scheme Project Section	100.00		100.00
240050 Other Charges			
i) Cluster Cell	-	150.00	150.00
ii) General Sec.	-	50.00	50.00
iii) Data Base (Project Section)	-	100.00	100.00
Total	2200.00	300.00	2500.00
25 Marketing Support & Services			
250031 Grants-in-aid			
i) Marketing Section			

ii) Publicity Section	1000.00		1000.00
250050 Other Charges	100.00		100.00
i) Marketing Section			
ii) Publicity Section		100.00	100.00
iii) General Section		75.00	75.00
iv) Library		15.00	15.00
		10.00	10.00
Total	1100.00	200.00	1300.00

Contd....2/-

26 Research & Development			
260031 Grants-in-aid	50.00		50.00
260050 Other Charges			
i) P&R Division		100.00	100.00
ii) Computer		100.00	100.00
iii) General Section		50.00	50.00
Total	50.00	250.00	300.00
27 Integrated Development Package for J&K			
270031 Grants-in-aid	150.00	-	150.00
i) Export Section	100.00	-	100.00
ii) Project Section (for Workshed)	150.00	-	150.00
iii) Design Section	50.00		50.00
iv) Marketing Section	50.00		50.00
v) Cluster Section			
Total	500.00	-	500.00
28 Bima Yojana for Artisans			
280031 Grant-in-aid	200.00		200.00
280050 Other Charges			
Project Section		100.00	100.00
Total	200.00	100.00	300.00
29 Special Handicrafts Training Project			
290031 Grants-in-aid			
Project Section	210.00	90.00	300.00
Total	210.00	90.00	300.00
Total Handicrafts Industries (Revenue)	6970.00	1230.00	8200.00
Major Head "4851" CAPITAL			
03 Construction of Building incld. H/Cs Bhawan	300.00	-	300.00
030053 Major Works			
Total "4851"	300.00	-	300.00
Total (Revenue + Capital) Rest of India	7270.00	1230.00	8500.00

OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS)

PLAN (N. E. R.) PROVISIONAL

(Rs. in lakhs)

Budget Head/ Scheme	B. E. 2005-06
Major Head "2851-Village & Small Industries	
00104-Handicrafts Industries	
02 Training & Extension	
020031 Grant-in-Aid	10.00
020050 Other Charges	-
Total	10.00
10 Design and Technological Upgradation	
100031 Grants-in-aid	150.00
100050 Other Charges	50.00
Total	200.00
12 Export Promotion	
120031 Grants-in-aid	
(i) Export Section	45.00
(ii) Credit Gurantee Scheme	5.00
120050 Other Charges (Export Section)	10.00
Total	60.00
24 Baba Sahib Ambedkar Hastshilp VikasYojana	
240031 Grants-in-aid	
i) Cluster Section	470.00
ii) MSS/Training/ Welfare (committed liabilities)	50.00
iii) Project Section (for Workshed)	30.00
240050 Other Charges (Cluster Section)	20.00
Total	570.00
25 Marketing Support and Services	
250031 Grants-in-aid	
i) Marketing Section	225.00
ii) Publicity Section	25.00
iii) Marketing Section (NEHHDC)	250.00
250050 Other Charges	
i) Marketing Section	100.00
Total	600.00
26 Research and Development	
260031 Grants-in-aid	10.00
260050 Other Charges	20.00
Total	30.00
28 Bima Yojana for Artisans	
280031 Grant-in-Aid	10.00
280050 Other Charges (Project Section)	-
Total	10.00
29 Special Handicrafts Training Project	
290031 Grants-in-aid	90.00
290050 Other Charges	30.00

Total	120.00
Total "2851" REVENUE N. E. R.	1600.00
Major Head "4552" (CAPITAL)	
Project Scheme For the benefit of NER including Sikkim	400.00
Total Plan (NER including Sikkim) Revenue & CAPITAL	2000.00

OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS)

Plan (N.E.R.) INCLUDING SIKKIM

(Rs. In lakhs)

Budget Head/ Scheme	Revised Approved B.E. 2005-06
Major Head "2851-Village & Small Industries	
00104-Handicrafts Industries	
02 Training & Extension	
020031 Grants-in-Aid	9.90
020050 Other Charges	-
Total	9.90
10 Design & Technological Upgradation	
100031 Grants-in-aid	150.00
100050 Other Charges	50.00
Total	200.00
12 Export Promotion	
120031 Grants-in-aid	
i) Export Section	45.00
ii) Credit Guarantee Scheme	4.90
120050 Other Charges (Export Section)	10.00
Total	59.90
24 Baba Sahib Ambedkar Hastshilp Yojana	
240031 Grants-in-aid	
i) Cluster Section	424.90
ii) MSS/Trg./Welfare Sec. (Committed liability)	25.00
iii) Workshed Scheme Project Section	50.00
240050 Other Charges (Cluster Cell)	70.00
Total	569.90
25 Marketing Support & Services	
250031 Grants-in-aid	
i) Marketing Section	234.90
ii) Publicity Section	15.00
iii) Marketing Section (NEHHDC)	250.00
250050 Other Charges	
i) Marketing Section	100.00
Total	599.90
26 Research and Development	
260031 Grants-in-aid	9.90
260050 Other Charges	20.00
Total	29.90
13 Welfare & Other Schemes (Incl. Workshed & Insurance Schemes)	

130031 Grants-in-aid (Project Section)	59.90
130031 Grant-in-Aid (Project Section)	20.00
Total	79.90
29 Special Handicrafts Training Project	
290031 Grants-in-aid	39.90
290050 Other Charges	10.00
Total	49.90
Total "2851" REVENUE N.E.R.	1599.30

Annexure-C

OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDICRAFTS)

Budget Head/ Scheme wise expenditure 2004-05(Plan)

(Rs. in lakhs)

Head of Account/Scheme	Expenditure
Major Head "2851"	
00104 Handicrafts Industries	
02 Training & Extension	49.75
10 Design & Technological Upgradation	1580.46
12 Export Promotion	985.35
24 Baba Sahib Ambedkar Hastshilp Yojana	2110.10
25 Marketing Support & Services	1568.65
26 Research & Development	188.74
28 Bima Yojana for Artisans	62.50
29 Special Handicrafts Training Project	307.54
27 Integrated Development Package for J&K	373.52
Total Handicrafts Industries (Revenue)	7226.61
Total "4851" CAPITAL	480.39
Grand Total	7707.00

BUDGET HEAD WISE EXPENDITURE 2004-05 (Non-Plan)

(Rs. in lakhs)

Budget Head/ Scheme	Expenditure
Major Head "2851"	
01 Development Commissioner for Handicrafts	380.00

02 Training & Extension	2025.00
03 Marketing & Service Extension Centres	575.00
07 Economic & Crafts Research Survey & Marketing Studies	10.00
10 Design & Technical Upgradation	2050.00
12 Export Promotion	110.00
13 Welfare & Other Schemes	235.00
Total	5385.00

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

- No subsidy programme is in execution as on 30.06.2005. All the schemes have a provision of Grant-in-Aid, details of which are mentioned in the compendium of schemes.

XIII Particulars of recipient's concessions, permits or authorizations granted by it.

Sl. No.	Name of Schemes	Particulars of recipient's/concession/permits or authorization granted	Details of benefits to beneficiary
1.	<ul style="list-style-type: none"> ▪ National Award ▪ National Merit Certificate 	<ul style="list-style-type: none"> ▪ Rs.50,000 in cash, a Tamrapatra and Angabastram and a Certificate. ▪ RS.10,000 cash and a certificate. 	<ul style="list-style-type: none"> ▪ National Award/ National Merit Certificate winner is given preference for participation in various marketing events such as handicrafts expos, crafts Bazars, Dilli Haat/Urban Haats and other Melas, besides Master Creation Programme is exclusively organized for these Awardees.
2.	Shilp Guru	<ul style="list-style-type: none"> ▪ The Award comprises of one mounted gold coin, one shawl and a citation. 	<ul style="list-style-type: none"> ▪ Under the scheme "Assistance to Shilp Guru (Heritage Masters), Shilp Guru is eligible for financial assistance to extent of Rs.7.50 lakhs to innovate and create 10 new products of high excellence, aesthetic value and quality befitting the status of the Guru.
3.	GSP	General system preference is provided to handicrafts exporters for exporting handicrafts items to member countries.	

XIV

Details in respect of the information, available to or held by it, reduced in an electronic form.

S.No.	Details	Facilities Available
1.	Home page: http://handicrafts.nic.in	<ul style="list-style-type: none">• National Awards 2000 & 2001• Artisans ID Card – Format• Introduction• Citizen Charter• Handicrafts Board• Organization Chart• Grant-in-aid schemes• National Awards• Exports• UNDP Projects• Survey & Studies• Handicrafts & Marketing Extension Centres• Ambedkar Hashtashilp Vikas Yojana• Dilli Haat Calendar• Urban Haat Calendar• State Handicrafts• Court Cases• Shilp Guru Awards• Tenders• Accounts• Advance Forms• Directory

XV The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Point No.1 Home page: <http://handicrafts.nic.in>

Point No.2 Facilitation Center in the Ministry of Textiles at Udyog Bhawan, Maulana Azad Road, New Delhi-110011.

Point No.3 Specific queries to the Head Office/ Field Units either in person or through other means of communication.

HANDICRAFTS

Office of the Development Commissioner (Handicrafts)

Sl. No.	Name	Designation	Office Address	Phone No.	Fax No.
I CENTRAL PUBLIC INFORMATION OFFICER					
1.		Additional Development Commissioner (Handicrafts)	O/o DC (Handicrafts), West Block No.7, R.K. Puram, New Delhi-110066 E-mail: dchejs@ren02.nic.in	26103206(O) 26885557(R)	26163085 26199466
II PUBLIC INFORMATION OFFICERS					
1.		Regional Director (NR)	O/o DC (Handicrafts), Northern Region, West Block No.8, R.K.Puram, New Delhi-110066 E-mail: dchnr@vsnl.net	26175784(O)	91-11-26168479
2.		Regional Director (ER)	O/o DC (Handicrafts), Eastern Region, CGO Complex, 3 rd Floor A-Wing, DF Block, Salt Lake City, Kolkata-700064 E-mail: dchero@rediffmail.com	334-5403 (O) 359-6744 (O) 359-6745 (O)	033-334-5601
3.		Regional Director (CR)	O/o DC (Handicrafts), Central Region, Kendriya Bhawan, Aliganj, Sector-H, Lucknow-226001 (U.P.) E-mail: dchcrko@sancharnet.in	2364633 (O) 2762376 (O) 2367703 (O)	0522-2763056
4.		Regional Director (SR)	O/o DC (Handicrafts), Southern Region, Shastri Bhawan, 26, Haddows Road, Chennai-600006 E-mail: dscraft@tn.nic.in	8276321 (O) 8237908 (O)	044-28270078
5.		Regional Director (WR)	O/o DC (Handicrafts), Western Region, 294-P. Nariman Point, 3 rd Floor, Haroon House, Fort, Mumbai-400001.	22661959(O) 22663854(O)	91-022-22660911

6.		Regional Director (NER)	O/o DC (Handicrafts), Eastern Northern Region, Central Block, 2 nd Floor, Housefed Office Complex, Beltola Basistha Road, Guwahait-781006 (Assam) E-mail: kraftind@vsnl.com Rddch@sancharnet.in	2266123 (O) 2260174 (O)	0361-2260174
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Sl. No.	Name	Designation	Office Address	Phone No.	Fax No.
III ASSISTANT PUBLIC INFORMATION OFFICERS					
1.		Assistant Director	O/o DC(Handicrafts), West Block No.7, R.K. Puram, New Delhi-110066 E-mail: dchejs@ren02.nic.in	26100049(O)	26163085 26199466
2.		Accounts Officer	O/o DC (Handicrafts), Northern Region, West Block No.8, R.K. Puram, New Delhi-110066 E-mail: dchnr@vsnl.net	26109760(O)	91-11-26168479
3.		Deputy Director	O/o DC (Handicrafts), Eastern Region, CGO Complex, 3rd Floor A-Wing, DF Block, Salt Lake City, Kolkata-700064 E-mail: dchero@rediffmail.com	334-5403 (O) 359-6744 (O) 359-6745 (O)	033-334-5601
4.		Assistant Director	O/o DC (Handicrafts), Central Region, Kendriya Bhawan, Aliganj, Sector-H, Lucknow-226001 (U.P.) E-mail: dchcrko@sancharnet.in	2364633 (O) 2762376 (O) 2367703 (O)	0522-2763056
5.		Assistant Director	O/o DC (Handicrafts), Southern Region, Shastri Bhawan, 26, Haddows Road, Chennai-600006 E-mail: dscraft@tn.nic.in	8276321 (O) 8237908 (O)	044-28270078
6.		Assistant Director	O/o DC (Handicrafts), Western Region, 294-P. Nariman Point, 3rd Floor, Haroon House, Fort, Mumbai-400001. E-mail: kraftind@vsnl.com	22661959(O) 22663854(O)	91-022-22660911

7.		Deputy Director	O/o DC (Handicrafts), Eastern Northern Region, Central Block, 2nd Floor, Housefed Office Complex, Beltola Basistha Road, Guwahait-781006 (Assam) E-mail: Rddch@sancharnet.in	2266123(O) 2260174(O)	0361- 2260174
8.		Deputy Director	RD&TDC, O/o DC(Handicrafts), 43, Industrial Area Okhla, New Delhi.	26311843(O)	
9.		Deputy Director	RD&TDC, (Tech. Wing) O/o DC(Handicrafts), 32, Victoria Road, Bangalore-560047.	25554969	
10.		Deputy Director	Office of DC(Handicrafts) Central Block,2nd floor Housefed Office Complex, Beltola Basistha Road, Guwahati-781006 (Assam)	0361-2220347	
11.		Deputy Director	Office of DC(Handicrafts) DCMI, 759 Anna Salai, Chennai-600002.	8592485 (O)	
12.		Deputy Director	FAC, Office of DC(Handicrafts), Shahdad Villa, Bagat Barzulla, Srinagar-190005	2431236(O) 2496473(R)	2430776
13.		Deputy Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) C/o Mizoram H,loom & H,crafts Dev.Corpn.Ltd., (ZOHANDCO), Chaltang, Aizwal-796012 (Mizoram)	0389-2343849	
14.		Deputy Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Bapupara 1 st M.R. Opp. Ground, Imphal-795001 (Manipur)	03852-221915	
15.		Deputy Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Barapani, Neharalagum Itanagar-791110 (Arunachal Pradesh) E-mail: Arn-dhc@arfun.nic.in	0306-244163	

16.		Sr.Asstt. Director	RD&TDC, (Design Wing), O/o the DC (Handicrafts), 78, Charch Street, Bangalore.	080-25587673	
17.		Sr. Assistant Director	RD&TDC, Office of DC(Handicrafts), 9-12, Old Court House Street, Kolkata	22487205	22488054
18.		Assistant Director	RD&TDC. Office of DC(Handicrafts), Municipal School Building, 3rd Floor, Ramji Boricha Marg, Lower Parel (East), Mumbai	23052309	
19.		Assistant Director	RD&TDC, Office of DC(Handicrafts) Shed No.47-53, Govind Pura, Bhopal	0755-2582775	
20.		Assistant Director	CWTSC, Office of DC(Handicrafts) Baramulla, (J&K)	09419080242	
21.		Assistant Director	CWTSC, Office of DC(Handicrafts) Jammu, (J&K)	2553017	
22.		Assistant Director	CWTSC, Office of DC(Handicrafts) Pulwama (J&K)	09419077696	
23.		Assistant Director	CWTSC, Office of DC(Handicrafts) Anantnag (J&K)	09906570537	
24.		Accounts Officer	Camp Jammu FAC, Office of the DC(Handicrafts) Jammu	2530822	
25.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 32, Rani Park, Kachi Chawani, Jammu – 180001 (J&K)	2573283	
26.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts)	01992-270735	

			Near Domail Check Post, Udhampur-182101 (J&K) E-Mail: udphandicrafts@rediffmai.com		
27.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Shahdad Villa, Bagat Barzulla, Srinat-190005	2430795(O)	2310352
28.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Ahmad Shopping Complex General Carriappa Park Road, Baramulla-193101 (J&K)		
29.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Nandapora, Khanabal, Anantnag-192102 (J&K)	09906570537	
30.		Accounts Officer	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Thoksa House, Skaytsak, Leh (Ladakh) –194101	01982-252338	
31.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) House No.D.H. No.180 Chaggar Niwas, Govt. College Road, Near Prabhat Chowk, Hoshiarpur-145001(Punjab)	01882-253241	
32.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 106/II, 1 st floor, Near Tonk Road, Over bridge Petrol Pump, Opp.Shahid Ka Gatta, Tonk Road, Jaipur-302018 (Rajasthan)	0141-2703585	
33.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 2 – Rai Ka Bagh, Jodhpur-342001(Rajasthan)	0191-2513526	0291- 2513526
34.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 192, New Anaj Mandi,	01274-23575	

			Rewari-123401 (Haryana) E-Mail: Mkt.rewari@yahoo.com		
35.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) L.I.C.Building, Dhalpur, Kullu-175101 (H.P.)	01902-222443	
36.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 51-G.N.Mitra Lane, Burdwan-713101(W.Bengal) E-Mail: msecburd@clinfinet.com	0342-2566523	
37.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) School Road, Deorali Bazar, P.O. Tadong, Gangtok-737102 (Sikkim)	03592-22902	
38.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Kalyani, 1 st lane, Raja Ram Mohan Roy Road, Hakimpara, Siliguri-734401 msecsiliguri@sancharnet.in	0353-2435108	0353-2435108
39.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Jaganath Mandir Colony, 1 st lane, Budharaja, Sambalpur-768004 (Orissa) hmsecspp@sancharnet.in	0663-2401026	663-2401026
40.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 39, Budhanagar, Bhubneshwar-751006 (Orissa)	0674-433921	
41.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) At Belabagan, P.O. Daburgram, Deoghar-814112(Jharkhand)	06432-231979	06432-231979
42.			Maktg.& Service Extn.Centre Office of DC(Handicrafts) Jaladhari Colony, Madhubani-847211(Bihar) E-mail: admb@indiatimes.com	06276-222260	
43.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts)	0651-2202544	

			Atma Ram Bhavan,3 rd floor Radhye Shyam Lane, Main Road, Ranchi-834005(Jharkhand) E-mail: mscranchi@sancharnet.in		
44.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Khejur Bagan, P.O. Kunjaban,BCDI Bldg., Agartala-799006(Tripura) E-mail : adhmsec@sancharnet.in	0381-2325719	0389- 2226245
45.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Gauripur,Ward No.1, Opp.Children Park,, PO Gauripur,Distt.Dhubri, Gauripur-783331(Assam) E-mail: hmseogpur@sancharnet.in	03662-281514	
46.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Nehru Park, Near Janam Bhumi Press Jorhat-785001 (Assam)	0379-321846	
47.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Near N.S.F. Martyre, Kohima-797001 (Nagaland) E-Mail: adhkohima@yahoo.co.in	0370-2222671	
48.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Jowai Road, Laitumkhrah, Shillong-793003(Meghalaya)	03684- 2226057	
49.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Kendriyalaya, C.G.O. Complex, 63/4, Sanjay Place, Agra 282002 (UP)	0562-2522381	
50.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 12/2189,Ambala Road, Near Darpan Cinema, Saharanpur-247001 (UP) E-mail:	0132-2648530	

			handicrafts@sancharnet.in		
51.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Bainzeer Cottage, Malla Joshi Khola, Almora-263601(Uttranchal)	05962-230232	
52.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 2/4/1, Avas Vikas Colony, Near LIC Building, Barabanki-225001 (UP) E-mail: hastkalabbk@sancharnet.in	05248-222543	
53.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) S-10/193, B-5, Hukulganj, Varanasi-221002 (UP)	0542-588841	2588841
54.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Marathe Complex, 178, Devi Ahilaya Marg, (Jail Road) Indore-452003 (MP)	0731-2539666	
55.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 66, Maruti Cottage, Sanskar Nagar Bhuj-370001 (Gujarat)	02832-21852	
56.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Centre Point, 4305-405 A 405, Near Kadiwala School, Surat-395002 (Gujarat) E-Mail: hastkalasurat@hclinfinet.com	0261-2462820	
57.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) CGO Complex, 1 st floor Block C, Seminary Hills, Nagpur-440006(Maharashtra) E-Mail: Hmsecrigp_ngp@sancharnet.in	0712-2510684	
58.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Circuit House Chowk, Subhash Ward, Bhairanganjpara,	07782-222341	

			Distt. Bastar, Jagdalpur-494001 (Chattisgarh) E-Mail: Hastkala_jdg@sancharnet.in		
59.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Ratnakar Bank Building, 564/E, Shahupuri, Kolkapur-416001 (Maharashtra) E-Mail: hmsec- kop@sancharnet.in	0231-2653903	
60.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Rana Building, 3 rd floor Rasila Road, Padamapura (Near P.W.D. Office) Aurangabad-431001 (Maharashtra)	0240-321220	
61.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 38, Ravi Nagar Gwalior – 474002 (M.P.) E-mail: hmsecgwl@sancharnet.in	0751-2426711	
62.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Vidhya Hospital Building Gov.Pestena Road, Panaji Market Panaji-430001 (Goa) E-Mail: hmsec@goa.nic.in	0832-2425230	
63.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) T.S.No.292/1, Jeppu Market Road, Morgans Gate, Mangalore – 575001 (Karnataka)	0824-2414306	
64.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Vinoba Road, Padmalaya 1259-60, 1 st floor, Shivrampet, Mysore-570001 (Karnataka)	0821-2424486	

			E-mail: hmsecmys@sancharnet.in		
65.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Lambaline, Junglighat, P.O. Port Blair-744103 (Andaman & Nicobar Island)	03192-233271	03192-233271
66.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 184, Chinnakadai Street, Upstairs, Salem-636001 (Tamilnadu)	0427-2260722	
67.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) 129-D/IC, Joshua Street, Raj Nagar, Nagercoil-629001(Tamilnadu E-mail: hastkale@sancharnet.in	04652-232361	
68.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Door No.9, Perumal Koil Street, Pondicherry – 605001 E-mail: dchmsecpondy@vsnl.net	0412-2336612	0413-2336612
69.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) House No.2-2-375, K.V. Layout, Behind L.I.C. Building, Rirupati-517507 E-mail: dchtpt@mantraonline.com	0877-2260359	
70.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) Chenetha Bhavan, IVth floor, Nampally, Hyderabad-600 001(A.P.) E-mail: dchhyd@hd2.dot.net.in	040-4748023	
71.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) I..G.M.S. Complex M.G. Road, Vijawada (Andhra Pradesh) Pin – 500010 E-Mail: dch_vjw@rediffmail.com	0866-2479680	0866-2479680

72.		Assistant Director	Maktg.& Service Extn.Centre O/O DC(Handicrafts), 1 st floor, TWCCS Building, Rice Bazar, Trichur – 688001 (Kerala) E-mail: Handicrafts_ter@zyberway.com	0487-2427896	
73.		Assistant Director	Maktg.& Service Extn.Centre Office of DC(Handicrafts) DIC Water works compound, Vellayambalam, Trivandrum – 695033(Kerala) E-mail: dchtvm@hotmail.com	0471-2321366	
74.		Assistant Director	CWTSC, O/o DC(Handicrafts), Raghuvanshi Comple, 85,A, Civil Lines, Bareilly-243122 (UP)	0581-2470359	
75.		Assistant Director	CWTSC, O/o DC(Handicrafts), 469-B, Vijay Park Extn. Dehradun-248006	0135-2530479	
76.		Assistant Director	CWTSC,O/o DC(Handicrafts), D-64/151, AM-1, Nagar Nigam Colony, Singra, Varanasi (UP)	0542-2220592	
77.		Assistant Director	CWTSC, O/o DC(Handicrafts), 1-A, Rampriya Road, Behind Prayag Station, Allahabad-211002 (UP).		
78.		Assistant Director	CWTSC, O/o DC(Handicrafts), No.15-1-319, Beside Rana Krishna Theatre, S.V.P. Road, Warangal-506007 (A.P.) E-mail: dchwgl@sancharnet.in	0870-2421060	
79.		Assistant Director	CWTSC, O/o DC(Handicrafts), E.S.I. Colony, Ambedkar Path, Patna-800014 (Bihar)	0612-2598638	
80.		Assistant Director	CWTSC, O/o DC(Handicrafts), Shed No.48, Sector 1, Block-B, Spl. Indl. Area, Govindpura, Bhopal-462023 (M.P.)	0755-2582775	2600422

**IV CENTRAL APPELLATE
(Handicrafts)**

Development Commissioner

**AUTHORITY IN THE
DEPARTMENT**

XVII Such other information as may be prescribed.

For further information, details the flowing offices may be contacted.

Sl. No.	Region	Name of Office to be contacted	Telephone No.
1.	Headquarter	O/o DC(Handicrafts), West Block No.7, R.K. Puram, New Delhi-110066	26102940
2.	Northern Region	O/o DC(Handicrafts), Northern Region, West Block No.8, R.K. Puram, New Delhi-110066	26109760
3.	Eastern Region	O/o (Handicrafts), Eastern Region, CGO Complex, 3rd Floor A-Wing, DF Block, Salt Lake City, Kolkata-700064 E-mail: dchero@rediffmail.com	2334-5403/2359 6744-45
4.	Western Region	O/o (Handicrafts), Western Region, 294-P, Nariman Point, 3rd Floor, Haroon House, Fort, Mumbai-400001. E-mail: kraftind@vsnl.com	22661959 22663854
5.	Southern Region	O/o (Handicrafts), Southern Region, Shastri Bhawan, 26, Haddows Road, Chennai-600006 E-mail: dscraft@tn.nic.in	8276321 8237908
6.	Central Region	O/o (Handicrafts), Central Region, Kendriya Bhawan, Aliganj, Sector-H, Lucknow-226001 (U.P.) E-mail: dchcrko@sancharnet.in	2324033 2324220 2326703
7.	North Eastern Region	O/o (Handicrafts), Eastern Northern Region, Central Block, 2nd Floor, Housefed Office Complex, Beltola Basistha Road, Guwahait-781006 (Assam) E-mail: Rddch@sancharnet.in	2266123 2260174
