

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INDUSTRIES & COMMERCE

No. A-2/2/Ind/Estt/A2/2023

Puducherry, 10.08.2023

OFFICE ORDER

Sub: Ind. & Com. – Estt. – Re-allocation of duties among
the Ministerial staff – Order - Issued – Reg.

Ref: This office order of even no. dt. 07.10.2022, 05.12.2022 &
21.07.2023

In partial modification of the office order cited above, work allocation of all the Ministerial Staff of this office is re-allocated with immediate effect as detailed below. Further, it is also instructed to hand over/take over the files properly.

Sl. No.	Name of the Dealing Assistant Tvl. / Tmt.	Section attached
1	K.Supramanian, Assistant	T3, T7, Estt-9
2	G. Karthigeyan, Asst.	Estt-1, Estt-2, Estt-8
3	R. Kalaivany, Assistant	T1, T9, T12
4	K. Manogari, Assistant	T2, T8, T10
5	K. Murugan, UDC	T5, T6, Estt-6
6	G. Ashok, UDC	Estt -4, Estt-5, Estt-7
7	J.Malarvizhi, LDC	T4, T11

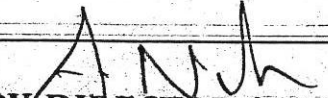

(A. NARENDIRAN)
DEPUTY DIRECTOR (IND / ADMN)

To
The Individuals concerned

Copy to :

1. The Assistant Director – (I / II / III), Dte. of Industries and Commerce, Puducherry.
2. The Superintendent (Estt / Accounts), Dte. of Industries and Commerce, Puducherry.
3. The Private Secretary to Director, Dte. of Industries and Commerce, Puducherry.
4. Receipt and Despatch Section.

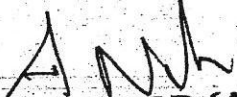
Sl. No.	Section	Details of Work allocation
1	T1	All matters related to Industrial units located in .Mannadipet and Nettapakkam Commune Panchayat including Subsidy/Incentives Public petitions, complaints, grievances received offline or online through CPGRAMS, LG Portal, email, etc., Court Cases, RTI Matters related to their areas, Allotment of Raw Materials etc., Matters related to PSU's in the respective area including Grant in Aid, Share capital amount, correspondences. Subject relates/Correspondence related to to RTI Act / RTI Manual, LGPMS, CPGRAMS
2	T2	All matters related to Industrial units located in Oulgaret and Puducherry municipalities including Thattanchavady estate and Subsidy/Incentives matters. Public petitions, complaints, grievances received offline or online through CPGRAMS, LG Portal, email, etc., Court Cases, RTI Matters related to their areas, Allotment of Raw Materials etc.,
3	T3	All matters related to Industrial units located in Villianur Commune Panchayat including Subsidy/Incentives Public petitions, complaints, grievances received offline or online through CPGRAMS, LG Portal, email, etc., Court Cases, RTI Matters related to their areas, Allotment of Raw Materials etc., CSR, PMFME, Conduct of SLC meeting for subsidies, maintenance of subsidy registers
4	T4	All matters related to Industrial units located in Karaikal Municipality including industrial estate, Ariyankuppam, Bahour Commune Panchayat including Subsidy/Incentives Public petitions, complaints, grievances received offline or online through CPGRAMS, LG Portal, email, etc., Court Cases, RTI Matters related to their areas, Allotment of Raw Materials etc.,
5	T5	All matters related to Industrial units located in Mahe and Yanam Municipalities including Subsidy/Incentives Public petitions, complaints, grievances received offline or online through CPGRAMS, LG Portal, email, etc., Court Cases, RTI Matters related to their areas, Allotment of Raw Materials etc.,
6	T6	All matters related to Information & Publicity, Marketing, Training including participation or conduct of or sponsoring of exhibitions, trade fairs, investor meets, summits, training programmes, skill development, events workshops, seminars Republic Day / Independence Day Speeches etc., South Zone conference, Inter state matters All matters related to unassigned correspondances with GOI, all department in UT of Puducherry including S&T, PPCC, Planning Department, Pragati, e-samiksha, updation, co-ordination with industrial associations etc.,


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7	T7	All matters related to infrastructure development including SEZs, growth centres, cluster development, technology development centres, Industrial parks, tool rooms, export zones, textile parks / Apparel parks, IT parks, electronic parks, entertainment parks / recreation parks / cold chains, ESDM, Bio Technology Parks etc., All matters pertaining to environmental protection including ground water / rain water harvesting / solid waste management, disaster management plan
8	T8	All matters related to preparation, notification, updation of policies and vision documents including industrial policy, Logistic policy, public procurement policy.
9	T9	All matters related to IGB and coordination with the line departments, export policy, All matters related to Regulatory compliance, Mines and Minerals
10	T10	All matters related to EODB, CODB
11	T11	All matters related to MSEFC
12	T12	All matters related to PM Gati Sakthi All matters related to startups and entrepreneurs, All matters related to MSMEs including ZED, Udayam etc., RAMP, MSME Mart etc.
13	Estt1	Subjects relating to recruitment, appointments, posting, Transfers & Deputation, promotions Maintenance of Service book Grant of Increment to all officials Framing and Amendment of RRs of all Proposals for creation of posts both Ministerial and Technical staff Grant of LTC sanction and EL encashment on LTC Maintenance of Reservation Roster for Assistant Director and Technical Officers Processing of Pension & other Retirement benefits of all retiring officials Declaration of Probation & Confirmation of Ministerial & Technical Staff MACPS and any other work assigned by Section head/Higher Officials.


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14	Estt2	<p>Leave entries in service book Maintenance of Personal files and Incumbent Register, Increment Register, Retirement Register, Continuance of Temporary posts, Conversion of Temporary posts into permanent post Qualifying Service, Compassionate appointment. Application for Govt. quarters, Disciplinary cases NOC for obtaining Pass Ports Maintenance of all orders and circulars Court Cases relating to Establishment & Service matters DP & AR & ARWing Advertisements / Printing & Govt. Press Liveries, Training Programmes Citizen Charter, Crises Management Reply to Audit Paras relating to Establishment Section Correspondence related to election duties Honorarium and special pay to cashier & other eligible staff L.G. CS meeting, pending matters with GOI Correspondence related to HBA, MCA and all kinds of Advances & maintenance of relevant registers and any other work assigned by Section head/Higher Officials</p>
15	Estt3	<p>Receipt and Despatch and any other work assigned by Section head/Higher Officials</p>
16	Estt4	<p>Subjects relating to cash handling including Imprest of this Directorate including Cheques & Drafts Maintenance of Cash book (Main) Cash relating to non-Government receipts/Recoveries Maintenance of UDPR Maintenance of Chalan Register Maintenance of Cheque Register Maintenance of BCR Reconciliation of expenditure Receipts and collections relating to Flag Day Preparation of POL, Telephone, Electricity and Water Consumption Bills, Wealth tax, all other contingent bills and any other work assigned by Section head/Higher Officials</p>


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17	Estt5	Preparation of Bills related to Pay, Festival Advance Recovery of Income Tax (TDS) Issue of GPF Sanctions and GPF Bills/ MR Bills / Tuition Fees , T.A. bills Reimbursement Bills / all other Advance bills Maintenance of BDR, BTR and PBR, contingent bills year wise. Maintenance of OBA register and clearing of OBA bills. and any other work assigned by Section head/Higher Officials
18	Estt6	Purchase of all items for functioning the office, viz. vehicles, furniture, computers & Accessories Maintenance of vehicles & Log Books Annual Maintenance Contract Annual & surprise inspection of office & branch office & inspection by DP&AR Maintenance of relevant registers/stock register Purchase of service related books/register e-Governance & Good Governance stock verification & condemnation of articles and building maintenance Purchase of stores Physical verification of stores Disposal of news papers Supply of Liveries to eligible staff and all correspondence relating to stores and any other work assigned by Section head/Higher Officials
19	Estt7	Budget proposals Preparation of Annual Plan & Action Plan, Action Schedule Correspondences relating to Budget and allied matters Furnishing Weekly/Monthly /Quarterly Progress report of Schemes Estimate Committee and all correspondences relating to various committees of Legislative Assembly Assembly and Parliamentary questions, Subjects relates to Audit, PAC, C&AG report, Inspection reports in respect of PSUs & sub office and any other work assigned by Section head/Higher Officials
20	Estt8	Secretariat Wing -All matters relating to Establishment matters
21	Estt9	Secretariat Wing -All matters relating to Technical matters


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