

**MANUAL IN RESPECT OF THE DEPARTMENT OF INDUSTRIES  
GOVERNMENT OF MIZORAM  
SECTION 4(1) (b) OF RTI ACT, 2005**

**CHAPTER 1**

**1. The Particulars of its Organisation, Function and Duties :**

**Genesis :** In the erstwhile Assam State, the Mizo Hills District had a small Rural Industrial Unit headed by a Project Officer. Since the establishment of Mizoram U.T. in 1972, a Department of Industries was created with a Directorate headed by Director of Industries embracing Sericulture as one of its Wings. Later on, during the year 01.04.1985, the Sericulture was molded into a separate Department. ZIDCO, MKVIB, ZOHANDCO, MIFCO and ZENICS were also created as a corporate bodies under the administrative control of Industries Department.

**Function :** Industries Department implements all industrial development schemes whether sponsored by Central Government or by the State. It functions under the guidance and supervision of the Chief Minister and the Minister concerned. The Secretary seek guidance from concerned Minister in this regard from time to time and is responsible to the State Government in all respects for planning, evaluation, execution and rational expenditure of funds for the purposes.

Establishment of Major and Minor Industries, Registration and Licensing of Industries, Industrial Loan, Allotment of Raw Materials, Acquisition of land for Industries, Development of Industrial areas, Cottage Industries, Handicrafts Schemes, Mines and Minerals, Oil and Natural Gas in collaboration with Central Agencies, Handloom Development Schemes, Computerisation in Government Departments and other related matters.

**The Organisational Structure :**

**A. Directorate :**

The Directorate of Industries is one of the Directorates under the Government of Mizoram and is headed by the Director of Industries, presently assisted by 3 (three) Joint Directors, 4 (four) Deputy Directors, 4 (four) Project Managers, 2 (two) Assistant Directors, 2 (two) Superintendents and 1 (one) Assistant Engineer and a number of subordinate staffs.

*There are separate Sections/Wings under the Directorate which are given below:*

**i) Establishment Section:**

This Section deals with all matters concerning overall administration, service matters like recruitment rules, appointments, promotions, posting and transfer of officers and staff, disciplinary actions, Annual Confidential Reports. It functions under a close supervision of a Joint Director of Industries.

**ii) Handloom and Handicraft Wing:**

This Wing deals with promotion and development of handloom and handicraft in Mizoram, administration of G.I.A., subsidy and rebate on sales of handloom and handicraft products, conduct of various trainings on

textile, handloom and handicraft and gems cutting and polishing. This Wing functions under the direct supervision of Joint Director (H).

**iii) Account Section:**

It functions under the direct supervision of Finance & Accounts Officer deputed from the Department of Accounts & Treasuries, Mizoram. This Section deals with all financial transaction and budgeting of the Department, maintains and controls over expenditures and receipts and supervises the financial management of the Directorate.

**iv) Engineering/Works Section:**

This Section deals with maintenance of the Department buildings and Industrial Centres and prepares Plans and Estimates for Departmental works. This Section functions under an Assistant Engineer drawn on deputation from the P.W.D.

**v) Food/Tea Section:**

This section deals with plantation of tea by small growers and provides guidance to tea planters. It also administers Grant-in-Aids Scheme for promotion of tea plantation. This Section functions under a Joint Director supported by a S.D.I.O. in-charge of Tea Section.

**vi) Planning Section:**

It functions under a Joint Director assisted by Assistant Director with supporting staff. It deals with preparation of Annual Plan, Five Year Plans and other necessary action plans and proposals under State Plan and Centrally Sponsored Schemes on behalf of the Directorate.

**vii) Policy Section:**

This Section functions under a Joint Director assisted by Industrial Promotion Officer and Extension Officer / Economic Investigator and deals with Industrial Policies of the Central Government and the State Government.

**viii) R.M. / G.I.A. / Subsidy Section:**

This Section deals with G.I.A., assistance to artisans in kind in the form of machineries/tools and in cash, administration of State Incentive Subsidies in line with Mizoram Industrial Policy such as subsidy on cost of Project Report, Land Subsidy, Factory Rent Subsidy, Man-power Development Subsidy, Interest Subsidy, Power Subsidy, Subsidy on Power Line, Subsidy on Power Generating Section, State Transport Subsidy on Plant and Machineries, Central Transport Subsidy, Raw Material Depot, Industrial Information and Entrepreneur Development Programme. This Section functions under a Deputy Director of Industries.

**ix) Vehicle / Industrial Infrastructure / C.F.C Section:**

This Section functions under the supervision of Project Manager (M&E) with supporting staff. It deals with Industrial Growth Centres, management of vehicles and maintenance of Departmental buildings and Common Facilities Centres.

**ix) Electronics & I.T. Wing:**

This Wing functions under a Project Manager (Electronics) assisted by Technical Officer and other subordinate staff and deals with electronics and information technology in Mizoram. This Wing is entrusted with issue of clearance for procurement of computers to every Department under Government of Mizoram. This Section is responsible towards imparting technical know-how and skills to the government officials through various kinds of training. Training Centre under the Directorate is also directly supervised by this Wing.

**xi) Bamboo Section:**

This Section functions under a General Manager (Bamboo) with supporting staff. This Section looks after the scheme for development of Bamboo Sector under Industries Department and also handles the affairs of the Bamboo Development Agency (BDA) and the Export Promotional Industrial Park Authority (EPIPA).

**xii) Geology & Mining Wing:**

It functions under a Joint Director (G&M) assisted by Geologist Senior, Geologist Junior, Geo-Physicist Junior, Superintendent, Finance and Accounts Officer and other supporting staff. This Wing deals with 4 (four) Schemes viz; Minor Mineral Investigation, Geo-Technical Investigation, Geo-Physical Investigation. Issue of license of Quarry and Sand. In addition, it acts as an interface with Central Agencies like Geological Survey of India, Indian Bureau of Mines, Oil and Natural Gas Commission and Central Ground Water Scheme.

**B. District Offices :**

At present the Department's district level operations are carried out by three District Industries Centres and five other newly up-graded Sub-Divisional Industries Offices. Their locations and functions are shown below:

**i) District Industries Centre, Aizawl:**

It is headed by a General Manager assisted by two Functional Managers, Superintendent with supporting subordinate staff.

**ii) District Industries Centres, Lunglei and Saiha:**

Headed by General Manager assisted by Superintendent and supporting subordinate staff.

**iii) District Industries Centres, Champhai, Lawngtlai, Serchhip, Kolasib and West Phaileng:**

These Centres are headed by Sub-Divisional Industries Officers with their respective subordinate staffs.

**2. Powers & Duties of its Officers & Employees :**

**i) Director:**

He is the executive head of Directorate of Industries and is responsible for overall administration, execution of Government policies and programmes relating to Industries Department and is the sole budget controlling authority of the Department.

- ii) **Joint Director of Industries:**  
Assists Director of Industries in technical works relating to Industries activities including General Administration, Industrial Policy with its related matters, PMRY, Industrial Infrastructure, Industrial Growth Centre, Incentive Subsidies, G.I.A., etc.
- iii) **Joint Director (Handloom & Handicraft):**  
Assists the Director of Industries with reference to the subject like, Development of Handloom and Handicraft, Research and Development of Tea, Planning and Monitoring, Departmental Protocol, EDP, Annual Plan and Five Year Plan formulation, monitoring and evaluation of schemes under Plan funds of the Department. He also monitors the activities of MKVIB and Corporations under the Industries Department.
- iv) **Joint Director (Geology & Mining):**  
Assists the Director for the overall functioning of the Geology & Mining Wing in the implementation of policies and programmes of this Wing. He gives comments, suggestions on all cases of administrative and policy matters for approval of Director of Industries. He is responsible in all matters of administration, financial matters and implementation of mines and minerals schemes under the Department of Industries.
- v) **General Manager - 3 (three) Nos.:**  
Responsible for execution of Industrial Development activities within their respective jurisdictions.
- vi) **Functional Manager - 10 (ten) Nos.:**  
Assist General Manager in an execution of Industrial Development activities within their respective jurisdictions.
- vii) **Geologist Senior:**  
Assists Joint Director (G&M) in matters of administration within the office. He is the scheme officer for Minor Mineral Investigation assisted by one Geophysicist Junior and Geologist Junior. He is responsible in all matters of administrative of Geology & Mining Wing in absence of the Joint Director (G&M).
- viii) **Deputy Director (Administration):**  
Deals with General Administration and Establishment matter (including Handloom and Handicraft Wing), office accommodation and departmental quarters, stationery and furniture and other inventors of the Directorate.
- ix) **Deputy Director of Industries – 2 (two ) Nos.:**  
Deals with Raw Material, Industrial Information, Central / State Subsidy, G.I.A., E.D.P Survey, Industrial Loan, I.M.P.C., 20 Points Programme.
- x) **Project Managers - 4 (four) Nos.:**
  - a) **Project Manager (Food):**

Deals with Food and Allied matters, Chemical / Plastic appliances, matters relating to Factory and Explosive Acts, Development of Aromatic and Medical Plants cultivation.

**b) Project Manager (Handloom & Handicraft):**

Deals with Handloom and Handicrafts Development, Requisition / Settlement of Land for Handloom and Handicraft.

**c) Project Manager (Machineries & Equipments) / D.D.O.:**

Deals with RIDC, CFC, Electrical Installation of all departmental buildings, 12<sup>th</sup> Finance Commission.

**d) Project Manager (Electronics):**

Deals with Electronics & Information Technology, Registration of Electronics units.

**xi) General Manager (Bamboo):**

Deals with all matters relating to bamboo industry, EPIP Authority, Bamboo Development Agency.

**xii) Assistant Directors - 2 (two) Nos.:**

**a) Assistant Director (Planning):**

Deals with Planning & Monitoring, correspondence with Bank & Financial Institutions, EDP, Industrial Loans, Raw Materials.

**b) Assistant Director (Policy):**

Deals with Industrial Policy, Infrastructure, Departmental Land, Fashion Institute, Departmental Protocol, Industrial Information & Publicity.

**xiii) Superintendents - 6 (six) Nos.:**

Deals with Administration, Maintenance of discipline and punctuality. Overall in-charge of the Section.

**xiv) Geologist Junior / Geophysicist Junior - 7 (seven) Nos. :**

Geologist Junior / Geophysicist Junior are looking after Ground Water Investigation and Geo-technical Investigation. They assisted the Geologist Senior and Joint Director G&M). Responsible in all cases of Minor Mineral Investigation, Geo-technical Investigation, Ground Water and Geophysical Investigations.

**xv) Technical Officer – 2 (two) Nos.:**

He is in-charge of Electronics and I.T. Wing in the Directorate of Industries and responsible in all matters of electronics and information technology in the Department.

**xvi) Assistant Engineer:**

Responsible in all matters of engineering works in the Department.

**xvii) Finance and Accounts Officers - 2 (two) Nos.:**

Overall in-charge of allocation of fund vetting of expenditures and all other account matters.

**xxviii) Sub-Divisional Industries Officer - 7 (seven) Nos.:**

Over all in-charge of Industrial Development at Sub-Divisional Level.

**xix) Production Manager / Assistant - 2 (two) Nos.:**

To assist officers in food/tea processing.

**xx) Assistant Technical Officer – 2 (two) Nos.:**

To look after Electrical and Electronic Section for its promotional / development activities of the State.

**xxi) Industrial Promotion Officer - 17 (seventeen) Nos.:**

Industrial Promotion Officers are field officers. They conduct spot verification in Industrial Estate, and also performing supervision of Industrial Units.

**xxii) Assistants - 22 (twenty two) Nos.:**

Execution and disposal of various proposals, timely submission of various reports and to dispose of other business assigned to them by authority from time to time.

**xxiii) Junior Engineers - 6 (six) Nos.:**

Assist officers in engineering works and to prepare plans, estimate, etc.

**xxiv) Foreman / Mechanic :**

Supervision of repairing and maintenance of department machines and vehicles.

**xxv) Stenographers - 7 (seven) Nos.:**

Assist Director / Joint Director in taking dictation, registering of daks and files, entertaining visitors, record meeting and tour of concerned officers.

**xxvi) Senior Technicians - 2 (two) Nos.:**

Assist officer in technical works.

**xxvii) Upper Division Clerks - 35 (thirty five) Nos.:**

Assist in execution and disposal of various proposals, timely submission of various reports and in disposal of other business assigned to them by authority from time to time.

**xxviii) Extension Officers/Economic Investigators - 35 (thirty five) Nos.:**

The functions and duties of Extension Officers / Economic Investigators are contacting Industrial Entrepreneurs at the site of Industrial Units both in the urban and rural areas to help them in setting up of new Industrial Units and extending extension services to the existing Industrial Units. Conducting spot verifications in various subsidies and incentives, registration of SSI Units. Creation of awareness of the policy of the Government to the Industrial Entrepreneurs, to guide entrepreneurs in

book-keeping and diversification of products, market analysis, etc. in short the management of Industrial units.

- xxxix) Handloom Officers/Extension Officers (Handloom) - 10 (ten) Nos.:**  
Supervise the work of Handloom Industries in Mizoram and provide guidance to them from time to time.
- xxx) Supervisor:**  
Supervision of tea/food development works.
- xxxii) Drillers - 4 (four) Nos.:**  
Assist in ground water investigation and minerals and Geo- Investigatory drilling works in the fields.
- xxxiii) Surveyors / Mine Surveyors - 4 (four) Nos.:**  
Execute survey works of sites of departmental land and buildings and preparation of estimates and drawings.
- xxxiiii) Audio Visual Operators - 2 (two) Nos.:**  
Operation of public address system and film projector operation of audio visual equipments, maintenance of audio visual equipments.
- xxxiv) Drilling / Field Assistants - 14 (fourteen) Nos.:**  
Assist Drillers in their field operation.
- xxxv) Senior Laboratory Technician:**  
Laboratory analytical works of mines and minerals.
- xxxvi) Laboratory Assistant:**  
Assist Senior Laboratory Technician.
- xxxvii) Draftsman - 3 (three) Nos. :**  
Draw plan and estimates of the Department works.
- xxxviii) Turners / Welders - 3 (three) Nos.:**  
Repair works and welding machines.
- xxxix) Section Cutter :**  
Assist in works in laboratory.
- xl) Weaving Inspectors / Khadi Inspectresses / Assistant Khadi Inspectresses - 8 (eight) Nos.:**  
Inspection of works demonstration collection of statistical data pertaining to handloom production and related activities.
- xli) Research Investigator:**  
To undertake technique of traditional designing to suit changing fashion in terms of texture colour scheme by way of paper designing, production of prototype samples and documentation thereof.

- xlii) Craft Research Investigator:**  
Collection of data on traditional crafts for commercial exploitation.
- xliii) Manager (Dyeing):**  
In-charge Raw-Material Section.
- xliv) Lower Division Clerks - 45 (forty five) Nos.:**  
Help in execution and disposal of various proposals, timely submission of various reports and to dispose of other business assigned to them by authority from time to time. Typing works of their respective Sections and maintain records.
- xl v) Data Entry Operator:**  
Issue of clearance for purchase of computer, machineries and tools.
- xlvi) Boiler Operators - 3 (three) Nos.:**  
Basically the post is sanction to man Ginger Oleoresin Plant at Sairang as the scheme is abandoned, the service of the incumbent is utilized in the Directorate dealing with subject of plantation of tea / food.
- xl vii) Senior Craft Instructors (Cane & Bamboo) - 4 (four) Nos.:**  
Imparting training in fine, cane and bamboo crafts.
- xl viii) Senior Craft Instructresses (Knitting & Tailoring) - 4 (four) Nos.:**  
Impart training in tailoring and administration of Knitting and Tailoring Centres of the Department.
- xlix) Junior Instructresses (Knitting & Tailoring) - 3 (three) Nos.:**  
Assist Senior Craft Instructress.
- I) Junior Craft Instructors - 2 (two) Nos.:**  
Assist Senior Craft Instructor.
- li) Weaving Inspectors - 5 (five) Nos.:**  
Inspection of works demonstration, collection of statistical data pertaining to handloom productions and related activities.
- lii) Handloom Designer:**  
To work out handloom design. To improve and modifying traditional design. To assist Handloom Officer for promotion of handloom.
- liii) Khadi Inspectress:**  
Supervision and inspection of Khadi unit.
- liv) Apiarists - 3 (three) Nos.:**  
Verification of Bee Keeping Units in the fields and guide for development of bee-keeping in various places.
- Iv) Managers, Sales Emporium - 2 (two) Nos.:**  
Look after sales emporium at different places.



- lvi) Mechanics - 10 (ten) Nos.:**  
Supervision of entrepreneurs who run machines and tools and look after their machines at different villages, help them for smooth running of their machines and tools.
- lvii) Storekeepers - 3 (three) Nos.:**  
They are entrusted to look after stores, equipments, etc.
- lviii) Drivers - 14 (fourteen) Nos.:**  
Responsible for duty as government drivers.
- lix) Bee-Keeping Demonstrators - 6 (six) Nos.:**  
Their duties and responsibilities are looking after bee-keeping and working on experimental basis.
- lx) Weaving/Ghani/Khadi Demonstrators - 32 (thirty two) Nos.:**  
Helping and assisting of Weaving Inspectress at Handloom Centres.
- lxi) Electricians - 2 (two) Nos.:**  
Up-keeping and maintenance of electrical lines of the departmental buildings.
- lxii) Skilled Weavers - 9 (nine) Nos.:**  
To conduct weave research in traditional craft to suit the changing condition of living.
- lxiii) Skilled Workers - 39 (thirty nine) Nos.:**  
Imparting training in Cane & Bamboo Craft.
- lxiv) Semi Skilled Workers / Unskilled / Helpers / Weaving Jugalis – 71 (seventy one) Nos.:**  
Helping and assisting of Skilled Weavers / Workers.
- lxv) Duftry:**  
Handling of duplicating machine and photo-copier.
- lxvi) Peons / Chowkidars - 106 (one hundred and six) Nos.:**  
Perform duties as office Peon and Chowkidar.

**3. The Procedure followed in the decision making process including channels of Supervision and accountability:**

The Central Secretariat Manual of Office Procedure reproduced by the Government of Mizoram, DP & AR is adopted in transacting business in Industries Department. All categories of cases received by the Directorate are processed and initiated in the Sections by Dealing Assistant for further submission and disposal at appropriate level. Superintendent, Deputy Director (Admn.) and Joint Director examine the cases with all relevant and prevailing rules and regulations, established procedures and executive orders in force, at their own level. Remarks, comments and suggestions tendered by all level of such officers are examined and final decisions are taken by the Director.

Apart from the above, there are some Wings and Sections which have been following the same procedures. The concern subjects and papers are endorsed to them and they process accordingly under the supervision of their respective officer in-charge.

**4. The norms set by it for the discharge of its functions :**

The Central Secretariat Manual of Office Procedures reproduced by the Government of Mizoram, DP & AR is adopted in transacting business. The norms set by it for the discharge of its functions. The norms for discharge of functions are :

- i) All officers of the level of District Officer and above will redress public grievances pertaining to the works and duties assigned to them with sympathy and make special efforts to decide on such cases expeditiously. Delays in the movement of papers on such matter will be checked at decision making level.
- ii) On the last working day of every week, each dealing hand will :
  - a) Prepare a weekly arrear statement.
  - b) Give particulars of receipts/case. Pending with him/her more than 7 days.
  - c) Send the two statements to the Section Officer.
- iii) *The Section Officer will :*
  - a) Check the arrear statements for their completeness and accuracy.
  - b) Scrutinize the statement of receipts/cases.
  - c) Give his remarks or instructions where necessary.
  - d) Submit the statements to the next appropriate authority.
- iv) The concerned officer will match the progress of work in the section and where necessary, give suitable directions for expeditious handling of delayed receipts/cases.
- v) Every Section will prepare on the last working day of each month, a Statement indicating briefly the position of each case pending disposal of over a month.
- vi) The District Officer/Planning Officer or officers of equivalent rank may bring any case included in the monthly statement to the specific notice of higher officers as deemed fit.
- vii) Unless authorized by specific orders, no official will communicate to another official or non-official, any classified papers/documents which have come into his possession in the course of his/her official duties.

**5. The Rules, Regulations, Manuals and Records, held by it or under its control:**

Since Government of Mizoram has adopted the Central Rules and Regulation into \_\_\_\_\_. Apart from such rules and regulations used in the office, the following acts/rules are implemented.

- i) Handloom (Reservation of items of production) Act, 1985.
- ii) Textile Control orders, 1993.
- iii) Various guidelines for implementation of schemes issued by the Ministry of Textiles, Government of India from time to time.
- iv) Industrial Development Regulation Act, 1951.
- v) Mizoram Industrial Policy, 2000.
- vi) The Mizoram Minor Mineral Concession Rules, 2000.

**6. Statement of the Categories of Documents that are held by it under its Control**

*The documents which are held by this Department are listed below :*

- i) Certificate of Department Land Lease.
- ii) Appointment orders of officers and staff.
- iii) Last Pay Certificate issued to officer and staff.
- iv) Service Books of all non-gazetted staff in the Department.
- v) Annual Confidential Reports of all non-gazetted staff in the Department.
- vi) All other documents pertaining to activities of the Department as permitted under the Government of Mizoram Allocation of Business Rules, 1987.

**7. 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.**

Industries Department can be directly contacted and valuable suggestions tendered by the Public or through the District Industries Centres located at Aizawl, Champhai, W. Phaileng, Serchhip, Kolasib, Lunglei, Saiha and Lawngtlai. Apart from this, there are several committees as highlighted at Para 8, through which the Directorate consults the stakeholders and public representatives in its various activities.

**8. A Statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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.**

*Boards / Councils / Committee / other bodies constituted in the Department of Industries Mizoram are given below :*

- i) Market Promotion Committee.
- ii) The Mizoram Store Purchase Review and Co-Ordination Board.
- iii) Information Technology Co-Ordination Committee.
- iv) Information Technology Task Force.
- v) Board of Directors MH&HDC Limited.
- vi) Mizoram Apex Handloom Co-Operative Society Board.
- vii) Grant-in-Aid/ Subsidy.
- viii) Board of Selection of Artisans Training.
- ix) Board of Director of ZIDCO.
- x) Board of Director of MKVI Board.
- xi) Board of Director of ZOHANDCO.
- xii) Board of Director of MIFCO.
- xiii) Board of Director of ZENICS.
- xiv) Bamboo Development Agency.
- xv) Export Promotional Industrial Park Authority.

**9. A directory of its officers and employees :**

Enclosed in Annexure – I

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

Enclosed in Annexure – II

11. The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

**PLAN PROVISIONS (10<sup>th</sup> Five Year Plan 2002-2007)**

Sl No	Name of Scheme	Agreed Outlays (Rs. in lakhs)					
		10 <sup>th</sup> Plan	2002 to 2003	2003 to 2004	2004 to 2005	2005 to 2006 R.E.	2006 to 2007 Proposed
1	2	3	4	5	6	7	8
<b>A. LARGE &amp; MEDIUM INDUSTRIES :</b>							
1	Development of Food & Allied Industries : a) Share Capital to MIFCO	392.00	84.00	84.00	84.00	100.00	100.00
<b>B. VILLAGE &amp; SMALL INDUSTRIES :</b>							
1	Direction & Administration	390.00	79.75	81.00	81.00	90.62	95.16
2	Research, Design & Development	340.00	63.20	60.00	56.50	52.26	52.86
3	Development of Industrial Infrastructure	260.00	50.88	54.10	67.10	78.51	84.39
4	Export Promotion Industrial Park	170.00	16.17	16.50	52.80	5.00	5.00
5	Promotion of Village Cottage & Tiny Industries	22.00	6.00	6.00	6.00	12.00	8.00
6	Entrepreneurial Development and Training	25.00	3.40	3.50	0.00	14.00	14.00
7	Industrial Promotion	110.00	25.50	26.00	26.00	40.59	43.05
8	Incentive/ Subsidy to Industries	170.00	62.00	40.00	78.00	28.00	67.50
9	District Industries Centre	680.00	125.64	141.20	141.20	234.45	285.00
10	Common Facility Centre	187.00	35.30	32.13	30.13	43.20	37.49
11	<b><u>Development of Electronics</u></b> a) Electronics & IT Wing in Directorate b) Zoram Electronics Development Corporation Ltd.	297.00 12.00	60.06 35.00	70.26 35.00	60.69 30.00	69.59 45.00	70.76 45.00
12	<b>Handloom &amp; Handicraft Industries :</b> a) Handloom Industry b) Handicraft Industry c) Mizoram Handloom & Handicrafts Development Corporation Ltd.	500.00 121.00 212.00	98.20 22.60 40.00	105.36 22.95 40.00	86.43 12.95 40.00	116.80 31.90 50.00	119.51 39.28 50.00

13	Mizoram Khadi & Village Industries Board	464.00	190.00	190.00	190.00	258.00	258.00
14	Development of Bamboo based Industries	50.00	21.20	11.00	459.00	868.00	389.00
15	Zoram Industrial Development Corporation Ltd.	128.00	25.00	25.00	25.00	35.00	35.00
	<b>Total</b>	<b>4246.00</b>	<b>960.00</b>	<b>960.00</b>	<b>1442.80</b>	<b>2072.92</b>	<b>1699.00</b>
<b>C. MINES &amp; MINERALS :</b>							
1	Mines & Minerals	373.00	68.50	70.00	70.00	90.00	100.00
	<b>Grand total of A, B &amp; C</b>	<b>5011.00</b>	<b>1112.50</b>	<b>1114.00</b>	<b>1596.80</b>	<b>2261.92</b>	<b>1899.00</b>

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PLAN EXPENDITURE (10<sup>th</sup> Five Year Plan 2002-2007)

Sl No	Name of Scheme	Plan Expenditure (2002 – 07)			
		2002-03	2003-04	2004-05	2005-06 anticipated
1	2	3	4	5	6
<b>A. LARGE AND MEDIUM INDUSTRIES :</b>					
1	Development of Food & Allied Industries a) Share Capital to MIFCO	84.00	84.00	84.00	100.00
<b>B. VILLAGE &amp; SMALL INDUSTRIES :</b>					
1	Direction & Administration	82.91	83.79	78.78	90.62
2	Research, Design and Development	56.58	60.15	59.47	52.26
3	Development of Industrial Infrastructure	51.80	65.54	72.56	78.51
4	Export Promotion Industrial Park	20.30	16.50	52.80	5.00
5	Promotion of Village, Cottage & Tiny Industries	8.50	6.00	8.71	12.00
6	Entrepreneurial Development & Training	3.42	2.51	0.00	14.00
7	Industrial Information	22.14	32.41	27.84	40.59
8	Incentive/ Subsidy to Industries	202.87	24.47	77.99	28.00
9	District Industries Centre	129.55	147.60	138.49	234.45
10	Common Facility Centre	41.49	31.70	27.63	43.20
11	<b>Development of Electronics</b> a) Electronics & IT Wing in Directorate b) Zoram Electronics Development Corporation Ltd.	64.00 35.00	63.19 35.00	59.61 30.00	69.59 45.00
12	<b>Handloom &amp; Handicraft Industries:</b> a) Handloom Industry b) Handicraft Industry c) Mizoram Handloom & Handicraft Development Corporation Ltd.	94.98 19.53 40.00	91.51 16.90 40.00	89.02 11.73 40.00	116.80 31.90 50.00

13	Mizoram Khadi & Village Industries Board	190.00	190.00	190.00	258.00
14	Development of Bamboo-based Industries	151.26	11.00	458.96	868.00
15	Zoram Industrial Development Corporation	25.00	25.00	25.00	35.00
	<b>Total of B</b>	<b>1239.33</b>	<b>943.27</b>	<b>1148.59</b>	<b>2072.92</b>
<b>C. MINES AND MINERALS</b>					
1	Mines and Minerals	68.03	68.35	70.00	90.00
<b>Grand total of A, B and C</b>		<b>1391.36</b>	<b>1095.62</b>	<b>1302.59</b>	<b>2262.92</b>

**SHARE CAPITAL CONTRIBUTIONS TO CORPORATIONS UNDER  
THE DEPARTMENT SINCE THEIR INCORPORATION**

*Rs. in lakhs*

Sl. No.	Name of Corporation	Authorised Share Capital	Paid-up Capital up to 2004 – 05	Remarks
1	2	3	4	5
1	Zoram Industrial Development Corporation Ltd. (ZIDCO)	2000.00	1507.60	
2	Mizoram Handloom & Handicrafts Development Corporation Ltd. (ZOHANDCO)	700.00	754.70	Proposed to be enhanced to Rs.12.00 crores
3	Mizoram Food & Allied Industries Corporation Ltd. (MIFCO)	2000.00	1641.72	
4.	Zoram Electronics Development Corporation Ltd. (ZENICS)	500.00	507.40	Proposed to be enhanced to Rs.20.00 crores

**ESTABLISHMENT GRANT TO  
MIZORAM KHADI & VILLAGE INDUSTRIES BOARD (MKVIB)**

*Rs. in lakhs*

Establishment Grant to MKVIB	<b>1985-86</b>	<b>1986-87</b>	<b>1987-88</b>	<b>1988-89</b>	<b>1989-90</b>
	5.00	19.15	26.50	39.00	61.00
	<b>1990-91</b>	<b>1991-92</b>	<b>1992-93</b>	<b>1993-94</b>	<b>1994-95</b>
	65.00	90.00	85.00	100.00	142.00
	<b>1995-96</b>	<b>1996-97</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-2000</b>
	110.00	130.00	104.00	130.00	167.00
	<b>2000-01</b>	<b>2001-02</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>
	175.00	190.00	190.00	190.00	190.00
	<b>2005 – 06 (Provision)</b>			<b>2006 – 07 (Proposed)</b>	
	258.00			258.00	

**12. Manners of execution of subsidy programme including the amounts allocated and the details of beneficiaries of such programmes.**

- i) **Grant-in-Aid :** Grant-in-Aid is assistance to artisans in the form of machines/ tools and cash as the case may be. Presently GIA was mainly given to artisans of Tailoring, Carpentry, Blacksmithy, Cobbler and Repairing of House-Hold Item. During this year, we have fund provision of Rs. 14.5 lakhs for the whole State of Mizoram. Grant-in-Aids under District Industries Centres are already

finalized and sanction proposal of Rs. 8.5 lakhs was already submitted to the Government.

ii) **State Incentive Subsidy :** State Incentive Subsidy was introduced after the implementation of Mizoram Industrial Policy as amended from time to time. There are 9 Incentive Subsidies under the State Incentive Subsidy rule, such as :-

- a) **Subsidy on cost of project report :** Subsidy for expenditure for preparation of project (1) 90% in case of Tiny Unit subject to the ceiling of Rs. 5,000/- per unit. (2) 75% in case of small scale and ancillary unit including small scale service establishment subject to the ceiling of Rs. 25,000/- per unit.
- b) **Land Subsidy :** Land Subsidy is applicable on the amount of lease charge/fee on developed land allotted to industrial unit and amount spent for development of allotted underdeveloped land within the Industrial Estate. Industrial Growth Centre or any Industrial area as declare by the Industries Department. Maximum claimable of this subsidy was limited to 25% of lease charge and 25% of the amount spent by the unit for development and undeveloped land allotted to the unit.
- c) **Factory Rent Subsidy :** Factory Rent Subsidy was applicable to expenditure incurred as a factory rent allotted build up industrial shed to industrial unit to the tune of 50% of rent and subject to a ceiling of Rs. 30,000/-
- d) **Man Power Development Subsidy :** Man Power Development Subsidy was applicable to expenditure incurred for deputing industrial worker to recognized training institute for up gradation of their skills.  
Maximum claimable amount was 50% of actual expenditure subject to a ceiling of Rs. 3,000/- per trainees and Rs. 25,000/- per unit per year.
- e) **Interest Subsidy :** This is a short of Subsidy to Industrial Unit only where the industrial unit availed loan from any financial institution bearing rate of interest higher than 8.5% per annum. The maximum rate of subsidy was 4% of rate of interest with the maximum amount of Rs.3,60,000/- In case of working capital loan maximum claimable amount was limited at Rs. 1,20,000/-
- f) **Power Subsidy :** Power Tariff paid by industrial unit for production and processing was subsidized the limit of this subsidy was 60% to tiny and small scale industrial unit and 50% in case of medium scale unit.
- g) **Subsidy on Power Line :** This kind of subsidy was applicable for drawal of Power Line to Industrial Unit with the limit of 50% actual expenditure with a ceiling of Rs. 50,000/-
- h) **Subsidy on Power Generating Set :** This type of subsidy was applicable to purchase of generating set and installation charge actually

used for industrial purpose. The limit of subsidy was 50% with a ceiling of Rs. 3,00,000/-

- i) **State Transport Subsidy on Plant & Machineries** : This subsidy was granted to industrial unit on expenditure incurred for transportation of machines from where it was purchase to industrial unit. Limit of the subsidy was 50% of the actual cost of transportation by Railway or on Road or Both.

**13. Particulars of recipients of concessions, permits or authorizations granted by it :**

Enclosed in the Annexure – III, IV, V.

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

All valuable information available with the Directorate needed to keep its records had been kept in electronic form (CD/Floppy) and kept in the memory of computer itself.

**15. 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 :**

A small library had been running in the top floor of Directorate building particularly for I.T. matters. Rules and Regulations had been supplied to each concern officers and staff to be used for themselves and permit to use for customers.

**16. The names, designations and other particulars of the Public Information Officer:**

- |    |   |   |  |
|----|---|---|--|
| a) | Pu C. Lalbiakthanga<br>Joint Director of Industries | - | State Public Information Officer           |
| b) | Pu H. Thangmawia<br>Deputy Director of Industries   | - | Assistant State Public Information Officer |

**17. Such other information as may be prescribed and thereafter update these publications every year.**

No such other information is available at present. The publications may be updated as and when necessary.