

CITIZEN'S CHARTER

Sl. No.	Services / Works being provided	Documents Required	Officer (s) responsible for disposal of the Service	Time frame for Disposal	Appellate Officer
1	2	3	4	5	6
1.	Andaman & Nicobar Islands Transport Subsidy for Micro and Small Enterprises	a) Physical inspection of unit after inviting applications through advertisement and receipt of applications. b) Verification of all documents and Claims. c) Convening meeting of Sub and Scrutiny Committee and submitting proposal seeking Administrative approval and Expenditure sanction. d) Process for Drawl of funds from PAO and Issue of Sanction letter e) Disbursement of subsidy after documentation.	Industries Promotion Officer & Assistant Director (Tech) dealing with the concerned scheme at Directorate of Industries	165 days	Director of Industries
2.	Andaman & Nicobar Islands Capital Investment Subsidy Scheme for Micro and Small Enterprises	a) Physical inspection of unit after inviting applications through advertisement and receipt of applications. b) Verification of all documents and Claims. c) Convening meeting of Sub	Industries Promotion Officer & Assistant Director (Tech) dealing with the concerned scheme at Directorate of Industries	165 days	Director of Industries

		<p>and Scrutiny Committee and submitting proposal seeking Administrative approval and Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter.</p> <p>e) Disbursement of subsidy after documentation</p>			
3.	Andaman & Nicobar Inter Islands Transport Subsidy for Micro and Small Enterprises	<p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting</p>	Industries Promotion Officer & Assistant Director (Tech) dealing with the concerned scheme at Directorate of Industries	165 days	Director of Industries
4.	Subsidy for Procurement of Pollution Control Equipment, Captive Power Generation set, Solar, Wind, Bio-mass & Hydro power	<p>a) Physical inspection of unit after inviting applications through advertisement and receipt of applications.</p> <p>b) Verification of all documents and Claims.</p> <p>c) Convening meeting of Sub and Scrutiny Committee and submitting proposal seeking Administrative approval and</p>	Industries Promotion Officer & Assistant Director (Tech) dealing with the concerned scheme at Directorate of Industries	165 days	

		<p>Expenditure sanction.</p> <p>d) Process for Drawl of funds from PAO and Issue of Sanction letter</p> <p>e) Disbursement of subsidy after documentation</p>			
5.	Prime Ministers Employment Generation Programme (PMEGP).	<p>a) Processing of loan applications received online after issue of press release, inviting application through local dailies, awareness campaign etc. & convening of DLTFC meeting (subject to accumulation of at least 15 projects)</p> <p>b) Forwarding of DLTFC recommended applications /projects to the Lead Bank, SBI, Port Blair for its onward distribution among the financing banks.</p> <p>c) Arrangement of EDP training for the online sanctioned units under PMEGP scheme (subject to accumulation of at least 20 candidates for each batch)</p>	Manager (Credit) & Economic Investigator, District Industries Centre and Executive Officer & Technical Assistant, A&NKVIB, Port Blair	<p>30 days from the date of advt.</p> <p>15 days from the date of DLTFC meeting.</p> <p>30 days from the date of sponsoring of PMEGP candidate by the bank.</p>	District Industries Centre/ Andaman & Nicobar Khadi & Village Industries Board, Port Blair.
6.	Allotment of Sheds./Plots in	a) Advertisement in the Daily Telegram and Local Daily	Industries Promotion Officer & Assistant Director (Tech)	As and when vacancies arise.	Directorate of Industries

	Industrial Estate	<p>inviting application for allotment of Industrial Plots/Sheds.</p> <p>b) Scrutiny of applications received from and placing it before screening committee.</p> <p>c) Holding the meeting of Screening Committee.</p> <p>d) Disposal of the applications.(Acceptance with allotment order or rejection)</p>	dealing with the concerned scheme at Directorate of Industries	<p>30 days from the date of advt.</p> <p>45 days after advt.</p> <p>30 working days from the date of Screening committee meeting</p>	
7.	Marketing Assistance through Sagarika Emporium	<p>a) Receipt of samples after inviting application by dept. through Advt.</p> <p>b) Selection of units & products after conducting physical and document verification of unit.</p> <p>c) Market survey and rate fixation</p> <p>d) Letter of Acceptance of samples</p> <p>e) Release of Payments to supplier/units from Sagarika Emporium</p>	<p>a. Manager (Emporium)</p> <p>b. Senior Manager (Emporium)</p> <p>c. Assistant Director (Tech)</p>	<p>Every December</p> <p>45 working days</p> <p>30 working days</p> <p>15 working days</p> <p>10th working day of every succeeding month</p>	Directorate of Industries

8.	Marketing assistance through Khadi Gramodyog Bhavan:	<ul style="list-style-type: none"> a) Receipt of samples from KVIB assisted / MSME units after inviting applications by the department through advertisement. b) Selection of units & products after conducting physical & document verification c) Market survey & finalization of rate / sale price of each product d) Conveying acceptance of samples & its rates e) Payment of the suppliers under marketing programme through KG Bhavan. 	<ul style="list-style-type: none"> a. Manager (A&NKVIB) b. Executive Officer (A&NKVIB) 	<p>December every year</p> <p>45 days</p> <p>30 working days</p> <p>15 working days</p> <p>10th day of every succeeding month.</p>	A & N Khadi and Village Industries Board
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